HUAWEI nova Y74

User Guide

HUAWEI

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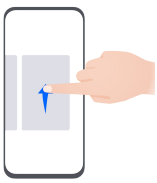
Essentials

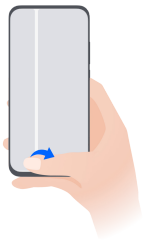
Basic Gestures

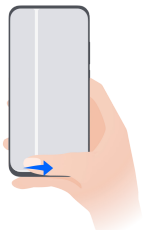
Basic Gestures and Shortcuts

System Navigation Gestures

Go to **Settings** > **System & updates** > **System navigation** and make sure that **Gestures** is selected.

	**Return to the previous screen** Swipe in from the left or right edges to return to the previous screen.
	**Back to home screen** Swipe up from the bottom to go to the home screen.
	**Recent tasks** Swipe up from the bottom of the screen and hold to view recent tasks.
	**Close an app** When viewing recent tasks, swipe up on an app preview to close the app.





Switch between apps

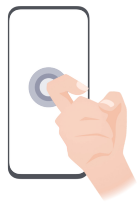
- Slide across the bottom edge of the screen to switch between apps. Before using this gesture, touch **Settings** on the **System navigation** screen, and ensure that **Slide across bottom to switch apps** is enabled.
- Swipe across the bottom of the screen in an arc to switch between apps.

If your device does not have the **Slide across bottom to switch apps** switch, it indicates that the corresponding feature is not supported.

Knuckle Gestures

Before using knuckle gestures, use either of the following methods to make sure that all necessary features are enabled (depending on your device model):

- Go to **Settings** > **Accessibility features** > **Shortcuts & gestures**, and enable **Take screenshot** and **Record screen**.
- Go to **Settings** > **Accessibility features** > **Motion control** > **Smart screenshot**, and enable **Smart screenshot**.



Take a screenshot

Knock twice on the screen with a knuckle to take a screenshot.



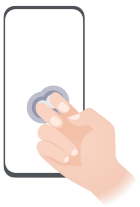
Take a scrollshot

Knock on the screen with a knuckle and draw an "S" to take a scrolling screenshot.

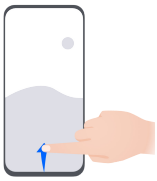
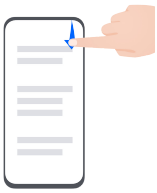


Capture part of the screen

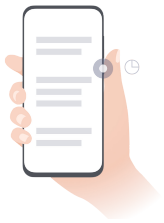
Knock and draw an enclosed area with a knuckle to capture part of the screen.

	**Record screen** Knock twice on the screen with two knuckles to start or end a screen recording.

More Gestures

	**Access Home screen editing mode** Pinch two fingers together on the home screen.
	**Display the shortcut panel on the lock screen** Turn on the screen and swipe up from the bottom of the lock screen.
	**Display the search bar** Swipe down from the middle of the home screen.
	**Display the notification panel** Swipe down from the upper left edge of the screen.
	**Turn on a shortcut switch** Swipe down from the upper right edge of the screen to display **Control Panel** and touch to expand the shortcut switches panel (depending on your device model).

Button Shortcuts

	**Power off and restart** Press and hold the Power button until your phone displays the **Power off** and **Restart** menu.
	**Turn up volume** Press the Volume up button.
	**Turn down volume** Press the Volume down button.
	**Take a screenshot** Press the Volume down and Power buttons simultaneously.

Some products do not have volume buttons.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock Your Screen

Auto-lock:

Your phone screen will be automatically locked if you haven't performed any operations on it for a period of time.

You can go to **Settings** > **Display & brightness** > **Sleep**, and set the screen timeout duration.

Manually lock the screen:

To lock the screen, use either of the following methods:

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

Unlock Your Screen

Password unlock: Once the screen is turned on, swipe up from the middle of the screen to display a panel where you can enter your lock screen password.

Face unlock: Once the screen is turned on, bring your face in front of the screen. Your phone will unlock automatically after recognizing your face.

Fingerprint unlock: Touch the fingerprint sensor zone with a finger that you have enrolled. Be sure to first wake the screen, if your device has an in-screen fingerprint sensor.

Get Familiar with the Home Screen

Create and Use Large Folders

You can group similar apps in a large folder and name the folder for better management.

You can also turn a standard folder into a large one (both the folder and the app icons in it will be enlarged) to access apps more easily.

Create a Large Folder

1. Touch and hold an app icon and drag it over another icon to create a new folder.
2. Touch and hold a folder to switch between display modes. For example, you can touch and hold a new folder and select **Enlarge** from the displayed menu to create a large folder.
3. You can touch the lower right corner of the large folder to open it and then touch the folder name to rename it.
   You can also rename the folder by touching and holding it and selecting **Rename**.

Operations in a Large Folder

You can perform the following operations in large folders:

- **Open apps**: In a large folder, touch an icon to access the app directly.
- **Enter and exit folders**: Touch the lower right corner of a large folder to enter it. Touch a blank area in the folder to exit it.
  When there are more than nine apps within a large folder, a stacked icon will appear in the lower right corner of the folder. You can touch the stacked icon to view more apps within the folder.
- **Add or remove apps**: Open a large folder, touch +, and add or remove apps as required. If you deselect all apps within the folder, the folder will be deleted.
- **Switch between display modes**: Touch and hold a folder to switch between a standard and large display. For example, you can touch and hold a standard folder and select **Enlarge** from the displayed menu to create a large folder.

Notification and Status Icons

Notification and Status Icons

Network status icons may vary depending on your region or network service provider. Supported features vary depending on the device model. Some of the following icons may not be relevant to your phone.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled		No SIM card inserted
	Hotspot enabled		Hotspot connected
	Hotspot disconnected		Switching networks via Wi-Fi+
	Wi-Fi connected		Wi-Fi network is faulty, unable to connect to the Internet
	Wi-Fi 6 connected		Wi-Fi 6 network is faulty, unable to connect to the Internet
	Wi-Fi 6+ connected		Wi-Fi 6+ network is faulty, unable to connect to the Internet
	Airplane mode enabled		Alarm set
	Battery empty		Low battery
	Charging		Fast charging
	Super charging		Wireless super charging
	Wireless fast charging		Regular wireless charging
	Power Saving mode enabled		Digital Balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected

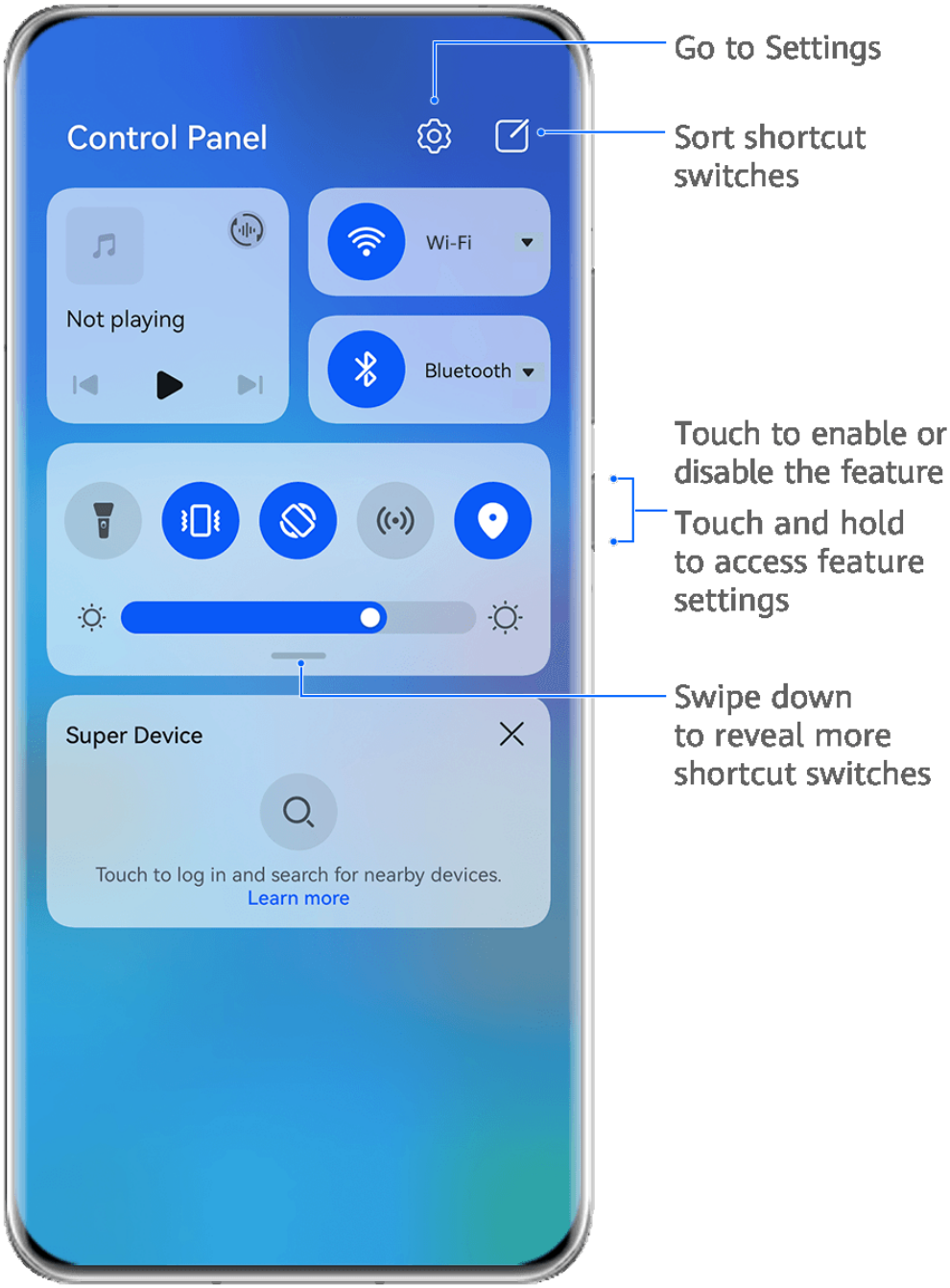
	Driving mode enabled		Projection device connected
	Location service enabled		Eye Comfort enabled
	Headset connected		Performance mode enabled
	Calling	HD	VoLTE enabled
	Missed call		New message
	Silent mode		Vibration pattern
	NFC enabled		Do Not Disturb mode enabled
	Syncing data		Data syncing failed
	New email		Event reminder
•••	More notifications		

Control Panel

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel** and touch to expand the shortcut switches panel (depending on your device model).



The figures are for reference only.

- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to access the settings screen of the corresponding feature (supported by some features).
- Touch to access the system settings screen.

Customize Shortcuts

Swipe down from the upper right edge of the screen to display **Control Panel**, go to > **Edit switches**, then touch and hold a shortcut switch to drag it to your preferred position, and touch **Done**.

Audio Control Panel

Manage Audio Playback in Audio Control Panel

When multiple audio apps (such as **module_download**) are opened, you can manage music playback and switch between these apps in Audio Control Panel with ease.

1 After opening multiple audio apps, swipe down from the upper right edge of the phone to display **Control Panel**, then touch the audio playback card at the top of **Control Panel**.

2 The currently and recently used audio apps will be displayed in Audio Control Panel where you can manage playback (such as playing, pausing, and switching to the previous or next song) in the app in use, or touch another audio app to quickly switch playback.

- Some apps need to be updated to the latest version before using this feature.
- Not all apps support Audio Control Panel.

Quickly Switch Audio Playback Device

When your phone is connected to an audio device (such as a headset, Bluetooth speaker, or Vision product), you can quickly switch the playback device in the audio control section in **Control Panel** (such as for transferring the current music playback from your phone to a Bluetooth speaker).

1 Connect your phone to an audio device via Bluetooth or other methods.
After a Vision product is connected to your phone via Bluetooth, you can also connect it to the same Wi-Fi network and log in to the same **HUAWEI ID** as your phone to perform more operations.

2 Swipe down from the upper right edge of your phone to display **Control Panel**, touch or the device icon (such as) in the top right corner of the audio control section at the top, then select the audio device from the connected device list to transfer the current audio playback on your phone to the device.

Work Seamlessly Across Devices with Super Device

Super Device allows for collaboration between different devices, making your phone the hub of your nearby Vision and other supported devices for them to be controlled conveniently. You can also seamlessly transfer ongoing tasks on your phone, from MeeTime calls to audio and video content being streamed, to your Vision with just a tap.

Please make sure your device has been updated to the latest system version.

Set Super Device

Currently, **Super Device** supports linking phones with the following types of devices. To use this feature, make sure that devices to be connected support **Super Device**. Before you get started, enable Bluetooth and Wi-Fi and log in to your HUAWEI ID on your phone. For other devices, perform the following settings:

- **Vision**: Ensure that it is connected to the same LAN and logged in to the same HUAWEI ID as your phone.

- **Bluetooth device**: Some Bluetooth devices (such as Bluetooth headsets) can be linked with your phone via **Super Device** after establishing a Bluetooth connection.

- **Super Device** does not support collaboration between phones.
- If **Super Device** is hidden, access **Control Panel** and go to > **Show Super Device**.

Transfer MeeTime Calls and Audio or Video Being Streamed to Other Devices

When you are making MeeTime calls on your phone, watching videos (such as in HUAWEI Video, Youku, or other video streaming apps), or listening to music, you can transfer any of these ongoing tasks to another device via **Super Device** and pick up from where you left off on the new device. For instance, you can transfer a MeeTime call to your Vision.

MeeTime: This feature is only available in some countries and regions.

You can select different devices to transfer the following tasks:

- **Videos**: Can be transferred to Visions.
- **MeeTime calls**: Can be transferred to Visions.
- **Music**: Can be transferred to Bluetooth earphones and Visions (either when the screen is on or off).

1 Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Super Device** section. You can also touch to search for nearby devices manually.

2 Touch a device that you want to transfer the ongoing tasks to.

Screenshots & Screen Recording

Take a Screenshot

Take a Full Screenshot with a Knuckle Tap

1 Before using knuckle gestures, use either of the following methods to enable this feature (depending on your device model):

- Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot** and enable **Knuckle screenshots**.
- Go to **Settings** > **Accessibility features** > **Motion control** > **Smart screenshot** and enable **Smart screenshot**.

2 Tap twice in quick succession with one knuckle to take a screenshot of the entire screen.



The figures are for reference only.

Take a Screenshot with a Key Shortcut

Press and hold down on the Power and Volume down buttons at the same time to take a screenshot.

Take a Screenshot with a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), and touch **Screenshot** to take a screenshot.

Share or Edit a Screenshot

After you take a screenshot, a thumbnail will appear in the lower left corner of the screen. Feel free to:

- Swipe up on the thumbnail to select a method for sharing the screenshot with others.
- Tap on the thumbnail to edit, delete, or do more with the screenshot.

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

Swipe Down with Three Fingers to Take a Screenshot

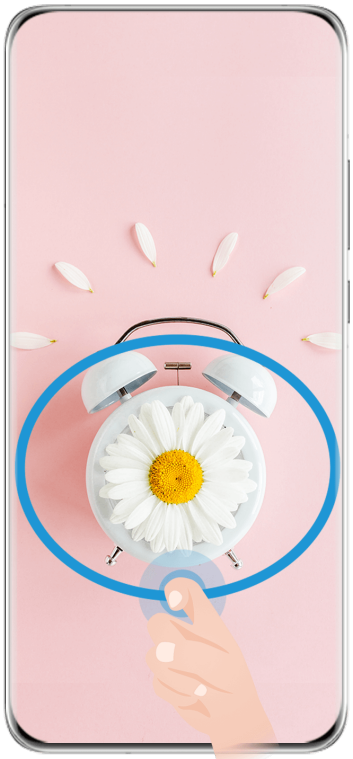
1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot** or **Settings** > **Accessibility features** > **Motion control** > **Three-finger screenshot** (depending on your device model) and make sure that **Three-finger screenshot** is enabled.

2 Swipe down from the middle of the screen with three fingers to take the screenshot.

Take a Partial Screenshot

Use **Partial screenshot** to take a screenshot of a part of the screen. You can choose your preferred screenshot shape (such as a rectangle, oval, or heart).

Take a Partial Screenshot with Knuckle Gestures



The figures are for reference only.

1 Knock on the screen with a single knuckle and hold to draw an enclosed shape around the part of the screen that you wish to capture. Make sure that your knuckle does not leave the screen.

2 The screen will display the motion of your knuckle. From there, feel free to:

- Drag the frame to the desired position, or resize it.
- Touch any of the shape options at the bottom of the screen to change the shape of the captured area.

3 Touch to save the screenshot.

Partial Screenshot Shortcuts

1 Swipe down from the upper right edge of the screen to display **Control Panel** and touch to expand the shortcut switch panel (depending on your device model). Then touch the triangle icon next to **Screenshot**, and select **Partial screenshot**.

2 Follow the onscreen instructions to draw an enclosed shape with your finger around the part of the screen that you wish to capture.

3 The screen will display the motion of your finger. From there, feel free to:

- Drag the frame to the desired position, or resize it.
- Touch any of the shape options at the bottom of the screen to change the shape of the captured area.

4 Touch to save the screenshot.

Take a Scrolling Screenshot

Use **Scrollshot** to capture a memorable chat, article, or essential work document that can't display in full on the screen, and share with others.

Use a Knuckle to Take a Scrolling Screenshot



The figures are for reference only.

1 Tap a single knuckle against the screen and hold to draw an "S". Your device will automatically scroll to the bottom of the page to capture all of the content in a single screenshot.

2 You can touch the screen at any time to stop the scrolling.

Use a Shortcut to Take a Scrolling Screenshot

1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel(depending on your device model), touch the triangle icon next to **Screenshot**, and touch **Scrollshot** in the displayed dialog box.

2 You can touch the screen at any time to stop the scrolling.

Swipe down on the Thumbnail to Take a Scrolling Screenshot



The figures are for reference only.

After you take a screenshot, a thumbnail will appear in the lower left corner. You can continue to take a scrolling screenshot.

1 Swipe down on the thumbnail to take a scrolling screenshot.

2 You can touch the screen at any time to stop the scrolling.

Record the Screen

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

Use a Key Combination to Start Screen Recording

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

Use a Shortcut to Start Screen Recording

1. Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), and touch **Screen Recorder** to start screen recording.
2. To stop the recording, touch the timer at the top of the screen.
3. The recording will be saved in **Gallery**.

Start a Screen Recording with just Two Knuckles

1. Before using knuckle gestures, use either of the following methods to make sure that all necessary features are enabled (depending on your device model):
   - Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Record screen** and enable **Record screen**.
   - Go to **Settings** > **Accessibility features** > **Motion control** > **Smart screenshot** and enable **Smart screenshot**.
2. Knock the screen twice in quick succession with two knuckles to start a screen recording. To stop recording, knock twice as before.



The figures are for reference only.

Record Your Voice During Screen Recording

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

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

If the microphone is disabled (if it is displayed as), you will only be able to record system sounds, such as music.

Multi-Window

Edit the Multi-Window Dock

Swipe inward from the left or right edge of your phone and hold, to bring up the Multi-Window dock.

- **To check whether an app supports Multi-Window**: Go to  on the Multi-Window dock, find the list of apps that support Multi-Window in the **More apps** section.
- **Add apps**: Go to  >  on the Multi-Window dock, select your desired apps from the **More apps** section, and touch .
- **Move apps**: Go to  > , touch and hold an app icon on the Multi-Window dock, drag it up or down to your desired position on the dock, and touch .
- **Remove apps**: Go to  > , touch  in the top right corner of an app icon on the Multi-Window dock, and touch .

The suggested apps shown on the Multi-Window dock cannot be moved around or deleted.

The Multi-Window dock is enabled by default. To disable it, go to **Settings** > **Accessibility features** > **Multi-Window**, and turn off the **Multi-Window dock** switch.

Split the Screen, to Multi-Task Away

Multi-Window allows you to open apps in split screen mode, for seamless multi-tasking at all times.

Split-screen mode is only supported in certain apps.

Splitting the screen:

1. After opening an app, swipe inward from the left or right edge of your phone screen and hold, to bring up the Multi-Window dock.
2. Hold down on an app in the dock, drag it to the screen, and then release.

Switching split-screen panes:

Touch and hold down on at the top of a split-screen pane until you see the pane shrink, then drag it to the other side of the screen to switch panes.

Exiting split-screen mode:

Touch and hold down on or  in the middle of the split screen line, and drag it until you see either pane disappear.

Drag and Drop Between Apps with Multi-Window

Use the Multi-Window feature to easily drag and drop images, text, and documents between apps.

- Drag and drop an image: When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.
- Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.
- Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

Not all apps fully support drag-and-drop with Multi-Window.

Use the Floating Window

Open a floating window while gaming, and you can chat with a friend without missing a second of the action.

Display the floating window:

1 Swipe inward from the left or right edge and hold to bring up the Multi-Window dock.

2 Touch an app icon in the Multi-Window dock to open the app in a floating window.

Relocate the floating window:

Drag the bar at the top of the floating window to move the window to the desired position.

Resize the floating window:

Drag the bottom edge, two sides, or bottom corners of the floating window to resize it.

Display in full screen:

Touch  at the top of the floating window to display it in full screen.

Minimize the floating window:

Touch at the top of the floating window to minimize and shrink it into a floating bubble.

Close the floating window:

Touch  at the top of the floating window to close it.

Find and Switch Between Floating Windows for Apps

You can quickly find and switch between floating windows for apps using the floating window management function.

1 Make sure that you have opened floating windows for multiple apps and minimized them into the floating ball.

2 Touch the floating ball to display all floating window previews:

- **Browse through the floating window previews**: Swipe up or down to find the floating window preview of the app you are looking for.
- **Display the floating window for an app**: Touch the floating window preview of the app to display it in a floating window.
- **Close the floating window for an app**: Touch  on the floating window preview to close it.

Open an Attachment in a Floating Window

You can open a link or attachment within specific apps (such as Email and Notepad) in a floating window.

This feature is unavailable in some apps.

1 Open the Email app.

2 Touch a link or attachment in the Email app to open it in the floating window.

- **Open a link**: Touch a link in the Email app to display it in a floating window.
- **Open an attachment**: Touch an attachment (such as a document, image, or video) in the Email app to display it in a floating window.

Charging

Charge in Turbo charging Mode

Enable **Turbo charging** to give your phone a quick boost when you need it most.

- Before using this feature, make sure that the permission has been granted for Optimizer.
- When your phone is charging in **Turbo charging** mode, its temperature may increase slightly. This is normal and does not indicate any issue with your device.

1 Remember to charge your phone using the standard charger and data cable that came with it.

2 You can enable **Turbo charging** in any of the following ways:

- Before the charging animation effects disappear, when **Touch & hold the center of the screen to Turbo charge** displays at the top of the screen, touch and hold down on the center of the screen, until your phone vibrates and **Turbo charging** displays.
- Unlock the screen, swipe down from the upper left edge of the screen to display Notification Panel, and touch **Turbo charge** in the **Turbo charge** message box.

If you wish to disable **Turbo charging** mode, touch **Stop Turbo charging** in the **Turbo charge** message box on Notification Panel, or remove and re-insert the data cable. If you select **Ignore**, the **Turbo charge** message box will appear after your phone has restarted.

Smart Features

AI Voice

AI Voice

AI Voice allows you to communicate verbally with your phone.

To operate hands-free on your phone, wake up **AI Voice** and give a voice command.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

Countries and Regions that Support AI Voice

AI Voice is only supported in certain countries and regions. You can set your location to one of these countries and regions on your phone to use **AI Voice**.

AI Voice can be used in countries/regions such as the UK, France, Spain, Chile, Mexico, Colombia, Italy, Germany, Saudi Arabia, UAE, Kuwait, Jordan, Iraq, Egypt, Türkiye, Thailand, the Philippines, Czech Republic, Romania, Serbia, Ukraine, Pakistan, Singapore, Poland, and Malaysia. You need to select a language supported by **AI Voice** during use.

1. Go to **Settings** > **System & updates** > **Language & input** > **Language and region** and touch **Current region** to select a country/region from the above list.
2. Go to **Settings** > **HUAWEI Assistant** > **AI Voice**, touch **Conversation language**, select a language, and follow the onscreen instructions to set it up.

Wake up AI Voice

You can press and hold the Power button for 1 second to wake up **AI Voice**:

1. Go to **Settings** > **HUAWEI Assistant** > **AI Voice** > **Wake with Power button**, and enable **Wake with Power button**.
2. Press and hold the Power button for 1 second to wake up **AI Voice**.

- You cannot wake up **AI Voice** with the wakeup phrase when your phone is in a call.
- This feature is only available in some countries and regions.

Communicate with AI Voice

AI Voice can be in one of the following three modes: Idle, Listening, and Thinking. You can talk to **AI Voice** when it is in the Listening mode.

- Idle mode: **AI Voice** doesn't pick up any sound in this mode.
- Listening mode: You can talk to **AI Voice** as it can listen to you in this mode.
- Thinking mode: **AI Voice** can start to execute your voice commands.

This feature is only available in some countries and regions.

AI Voice Skills

AI Voice allows you to navigate on your phone with simple voice commands. You can use AI Voice to:

- Make phone calls
- Send SMS messages
- Launch apps
- Add calendar events and reminders
- Check the weather and more
- Enable AI Lens, and identify content onscreen

To use the voice assistant, wake up **AI Voice** and say your command, such as "Call Zichen", "Set an alarm for 8 AM", and "Open Camera".

View AI Voice Skills

You can view the skills incorporated into the **AI Voice** feature in either of the following ways:

- Wake up **AI Voice** and ask: "What can you do?". **AI Voice** will display the Skill center, where its skills are listed.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

Play Music or Videos with Voice Commands

If you want to listen to music or watch videos, wake up **AI Voice** and give the voice commands directly.

Play Music with Voice Commands

You can request your device to play a song for you with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Play music", "Play previous song", or "Play next song".

This feature is only available in some countries and regions.

Play Videos with Voice Commands

Wake up **AI Voice** and give voice commands such as "Play video", "Play Friends in HUAWEI Video", "Show me a funny video", or "Play a Coldplay video".

This feature is only available in some countries and regions.

Speech Translation

AI Voice allows you to translate your voice or text input so you can communicate with foreign friends easily.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

Speech Translation

You can use **AI Voice** to translate your voice or text input into the target language you have set.

1. Wake up **AI Voice** and give the voice command "Translate".
2. Say or type in what you want to be translated.
3. **AI Voice** will display the translated result and broadcast it for you.

Communicate Easily with Face-to-Face Translation

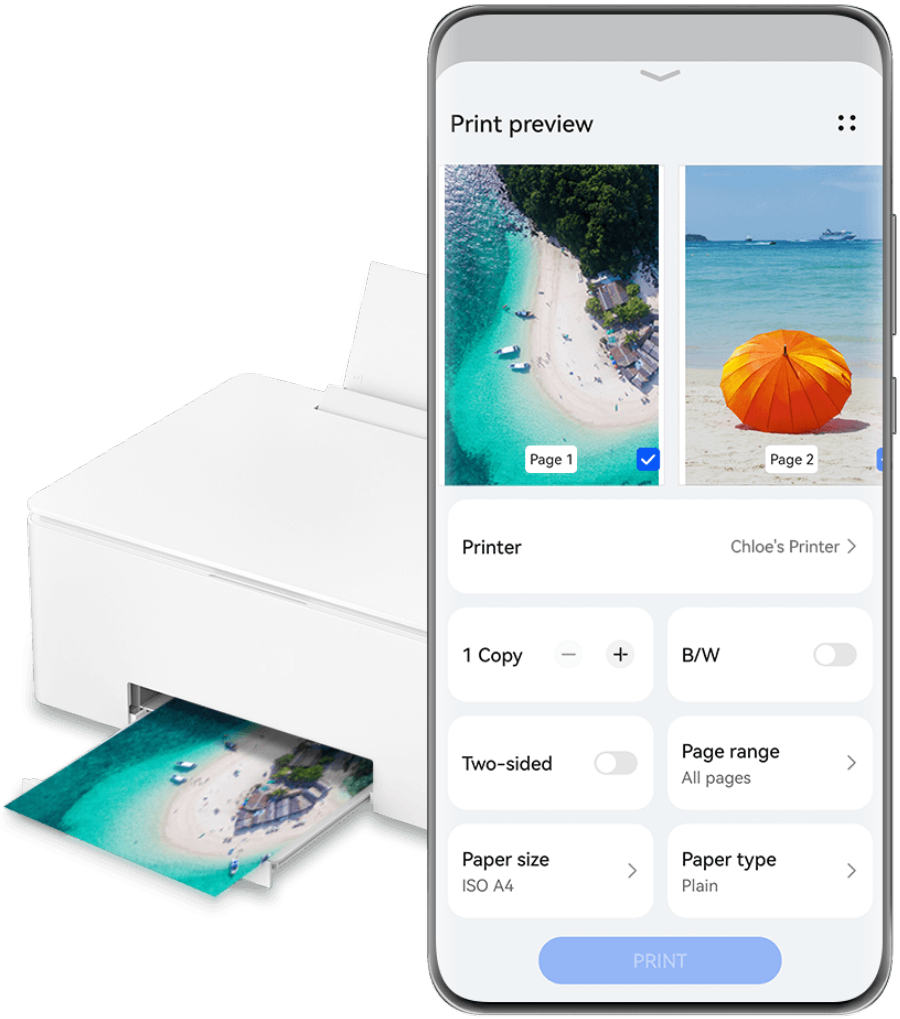
Face-to-face translation allows you to overcome language barriers when you are traveling abroad or in an international conference.

1. Wake up **AI Voice** and give the voice command "Face-to-face translation" to enter the translation screen.
2. Touch  or (depending on your device model), so the text on each of the two sections can be read from each side of the device.
3. Press the button on your side of the section, say what you want to be translated, and release the button for **AI Voice** to display the translated result in real time and broadcast it.

Huawei Print

Print Files, with Huawei Print

Your phone makes it easy to print images and documents on it, by detecting nearby printers that support **Huawei Print**. Then just touch to print!



The figures are for reference only.

1 Power on the target printer and make sure that it is connected to the same Wi-Fi network as your phone, or that Wi-Fi Direct is enabled.

2 To print files stored in different locations on your phone:

- **Gallery**: Open an image or select multiple images in **Gallery**, and go to **Share** > .
- **Notepad**: Open a note in **Notepad**, and go to **More** > **Print**.
- **Files**: Select one or more files in **Files**, and go to **Share** > **Print**.

3 After granting the necessary permissions, touch **Select** to detect nearby printers and select the desired printer. You can then set the number of copies, color, paper size, and other options on the preview screen, and touch **PRINT**.
If no printer is detected, download and install the required printer plug-in as prompted on the **Select printer** screen.

Multi-Device Collaboration

Work Seamlessly Across Devices with Super Device

Super Device allows for collaboration between different devices, making your phone the hub of your nearby Vision and other supported devices for them to be controlled conveniently.

You can also seamlessly transfer ongoing tasks on your phone, from MeeTime calls to audio and video content being streamed, to your Vision with just a tap.

Please make sure your device has been updated to the latest system version.

Set Super Device

Currently, **Super Device** supports linking phones with the following types of devices. To use this feature, make sure that devices to be connected support **Super Device**. Before you get started, enable Bluetooth and Wi-Fi and log in to your HUAWEI ID on your phone. For other devices, perform the following settings:

- **Vision**: Ensure that it is connected to the same LAN and logged in to the same HUAWEI ID as your phone.
- **Bluetooth device**: Some Bluetooth devices (such as Bluetooth headsets) can be linked with your phone via **Super Device** after establishing a Bluetooth connection.

- **Super Device** does not support collaboration between phones.
- If **Super Device** is hidden, access **Control Panel** and go to > **Show Super Device**.

Transfer MeeTime Calls and Audio or Video Being Streamed to Other Devices

When you are making MeeTime calls on your phone, watching videos (such as in HUAWEI Video, Youku, or other video streaming apps), or listening to music, you can transfer any of these ongoing tasks to another device via **Super Device** and pick up from where you left off on the new device. For instance, you can transfer a MeeTime call to your Vision.

MeeTime: This feature is only available in some countries and regions.

You can select different devices to transfer the following tasks:

- **Videos**: Can be transferred to Visions.
- **MeeTime calls**: Can be transferred to Visions.
- **Music**: Can be transferred to Bluetooth earphones and Visions (either when the screen is on or off).

1. Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Super Device** section. You can also touch to search for nearby devices manually.
2. Touch a device that you want to transfer the ongoing tasks to.

Audio Control Panel

Audio Control Panel

Manage Audio Playback in Audio Control Panel

When multiple audio apps (such as **module_download**) are opened, you can manage music playback and switch between these apps in Audio Control Panel with ease.

1 After opening multiple audio apps, swipe down from the upper right edge of the phone to display **Control Panel**, then touch the audio playback card at the top of **Control Panel**.

2 The currently and recently used audio apps will be displayed in Audio Control Panel where you can manage playback (such as playing, pausing, and switching to the previous or next song) in the app in use, or touch another audio app to quickly switch playback.

- Some apps need to be updated to the latest version before using this feature.
- Not all apps support Audio Control Panel.

Quickly Switch Audio Playback Device

When your phone is connected to an audio device (such as a headset, Bluetooth speaker, or Vision product), you can quickly switch the playback device in the audio control section in **Control Panel** (such as for transferring the current music playback from your phone to a Bluetooth speaker).

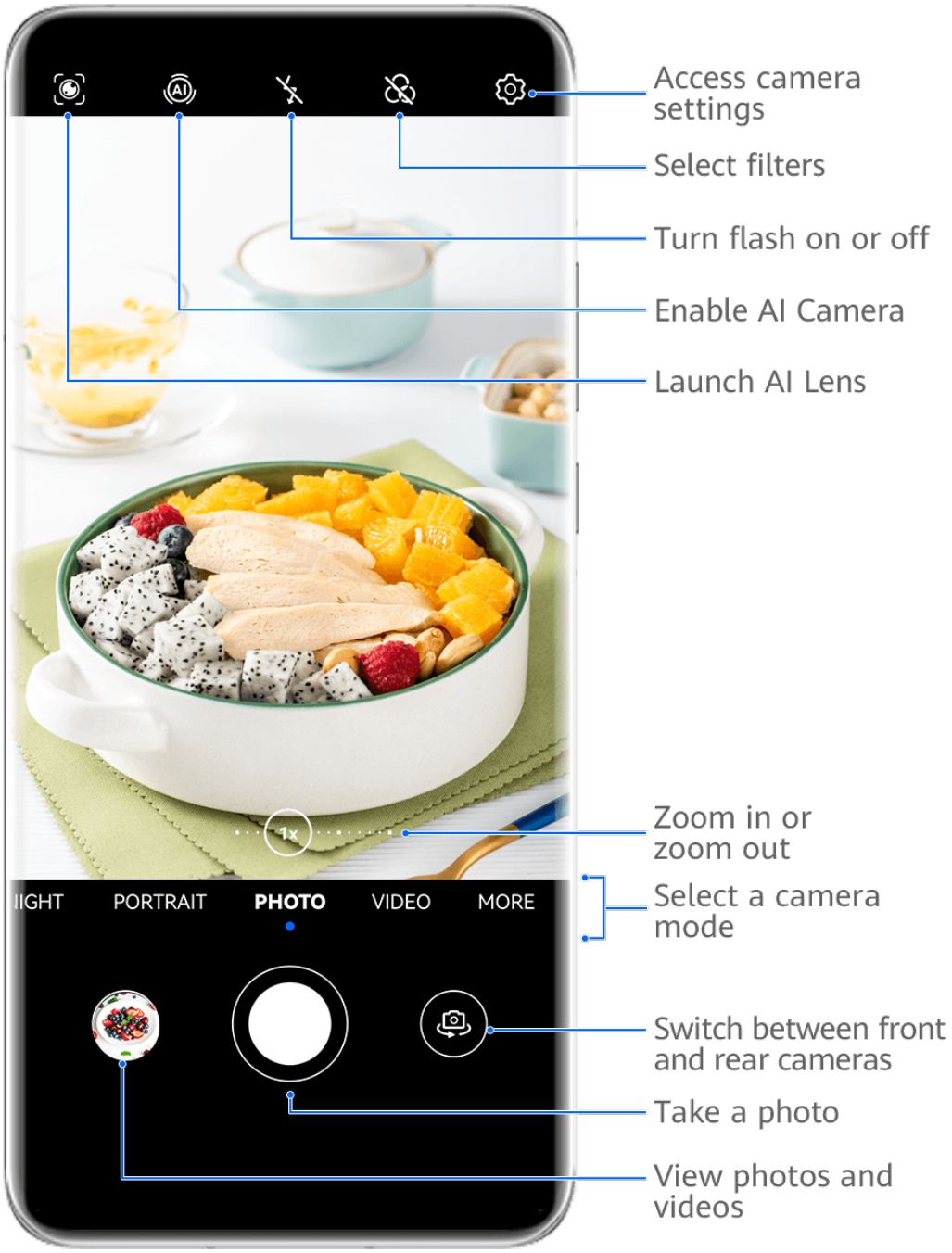
1 Connect your phone to an audio device via Bluetooth or other methods.
After a Vision product is connected to your phone via Bluetooth, you can also connect it to the same Wi-Fi network and log in to the same **HUAWEI ID** as your phone to perform more operations.

2 Swipe down from the upper right edge of your phone to display **Control Panel**, touch  or the device icon (such as ) in the top right corner of the audio control section at the top, then select the audio device from the connected device list to transfer the current audio playback on your phone to the device.

Camera and Gallery

Take Photos

Take Photos



The figures are for reference only.

1 Open **Camera**.

2 You can then:

- Focus: Touch the location you want to focus on.

To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.

- Adjust brightness: Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- Zoom in or out: On the viewfinder, pinch in or out, or drag the zoom slider.
- Select a camera mode: Swipe up, down, left, or right across the camera mode options.
- Turn the flash on or off: Touch  and select  (Auto),  (On),  (Off), or  (Always on).

  If you select  (Auto) and the camera detects that you are in a dimly lit environment, a flash icon will appear in the viewfinder and the flash will be automatically turned on when you take a photo.

These features may not be available in some camera modes.

3 Touch the shutter button to take a photo.

Use Gestures to Take Photos

1 Open **Camera** and touch  to switch to the front camera.

2 Touch  and enable **Gesture control**.

3 Return to the viewfinder and hold your palm about 20 cm (8 in.) in front of the screen.

4 When the front camera detects your palm, your phone will take a photo after a brief countdown.

Use the Floating Shutter to Take Photos

You can enable the floating shutter to display it in the camera viewfinder, and drag it anywhere you like to take photos quickly.

1 Go to **Camera** >  and enable **Floating shutter**.

2 The floating shutter will then be displayed in the viewfinder. You can drag it anywhere you like.

3 Touch the floating shutter to take a photo.

Take Burst Photos

Use Burst mode to take a sequence of photos in quick succession so you can choose the best one.

1 Open **Camera**, select **Photo** mode, and make sure the rear camera is in use.

2 Press and hold the shutter button or one of the Volume buttons to take burst photos.

When shooting, you'll see a number in the viewfinder, which indicates how many photos you've taken so far.

3 Release your finger to stop shooting.

Select the Burst Photos You Want to Keep

1 Open **Gallery**. Touch a burst photo (which is tagged with), then touch .

2 Swipe through the burst photos, select the ones you want to keep, then touch and follow the onscreen instructions.

To delete the whole burst photo, touch and hold to select the photo, then touch .

Take Timed Photos

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

1 Go to **Camera** > > **Timer** and select a countdown.

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

Use Audio Control to Take Photos

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

1 Go to **Camera** > > **Audio control**, and select an option.

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

Shoot in Portrait, Night, and Wide Aperture Modes

Take Night Shots

Night mode gives your photos sharper details and brighter colors even when shooting in low light or at night.

1 Open **Camera** or go to **Camera** > **More** (depending on your device model), and select **Night** mode.

2 When shooting with the rear camera, some phones allow you to adjust the ISO sensitivity and shutter speed by touching ISO or S in the viewfinder.

3 Steady your phone and touch the shutter button.

4 Your phone will adjust the exposure time based on the ambient brightness. Keep your phone steady until the countdown finishes.
You can also touch the shutter button to take a photo before the countdown finishes.

Some phones do not support ending a countdown before it is due to finish.

AI Camera

Take Professional-Looking Photos

Master AI is a pre-installed camera feature that helps you take better photos by intelligently identifying objects and scenes (such as food, beaches, blue skies, and greenery, as well as text) and optimizing the color and brightness settings accordingly.

Master AI is displayed as AI photography or AI camera on some devices.

1 Open **Camera** and select **Photo** mode.

2 Touch to turn on .

3 Frame the subject within the viewfinder. Once the camera identifies what you are shooting, it will automatically recommend a mode (such as portrait, greenery, or text).

4 To disable the recommended mode, touch next to the mode text or turn off .

Moving Pictures

Take Moving Pictures to Bring Photos to Life

Can't quite capture that perfect moment? Moving picture shoots a short period of movement and sound before and after you touch the shutter button, to bring that elusive snapshot you just missed… into full view!

Take Moving Pictures

1 Go to **Camera** > **Photo** and touch to enable Moving picture, or go to **Camera** > **More** and select **Moving picture** (depending on your device model).

2 Touch the shutter button to shoot.

Play Moving Pictures

Moving pictures are saved in JPG format in **Gallery**.

Go to **Gallery** > **Albums** > **Camera**, touch a moving picture, then touch at the top of the picture to view it.

The moving picture will automatically stop after a complete playback. You can also touch the screen to stop the playback.

Save a Moving Picture as a GIF File or Video

To save a moving picture as a GIF file or video, touch the moving picture in the album, touch • •
• •, then select **Save as video** or **Save as GIF**.

High-Res Mode

Take High-Resolution Photos

Take high-resolution photos if you would like to print them or display them on a large screen.

1 Go to **Camera** > **More** and select **High-res** mode.

2 Frame your subject within the viewfinder, then touch where you want to focus.
In **High-res** mode, you won't be able to zoom in or out, or adjust the aspect ratio.

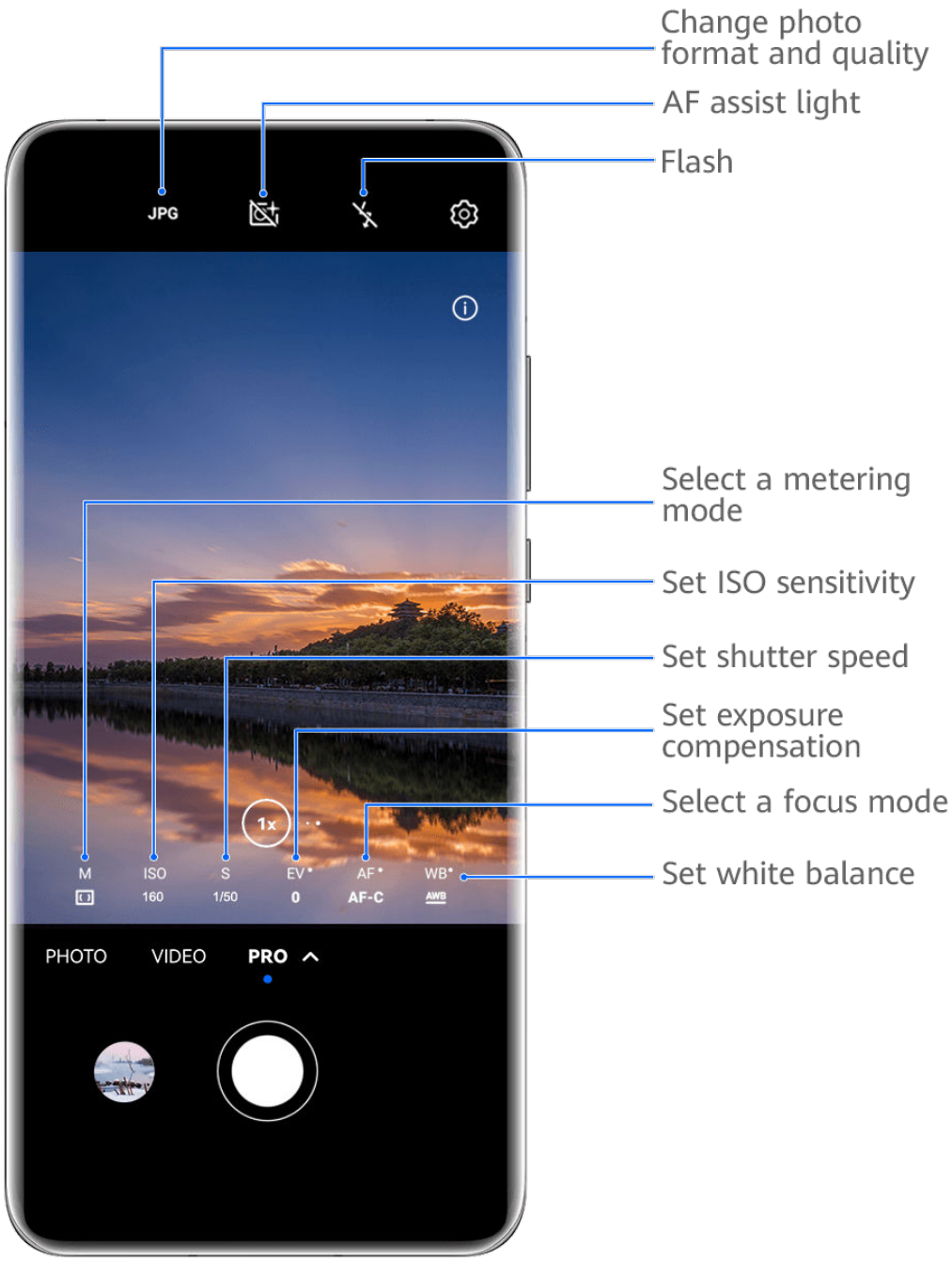
3 Touch the shutter button to shoot a photo.

Pro Mode

Use Pro Mode to Shoot Like a Pro

Pro mode lets you fine-tune photos and videos and gives you full control over ISO sensitivity, focus mode, and more when taking photos or recording videos.

Shoot to Stun, with Pro Mode



The figures are for reference only.

1 Open **Camera** or go to **Camera** > **More** (depending on your device model), and select **Pro** mode.

2 From there, you can:

- Adjust the metering mode: Touch **M** and select a metering mode.

Metering mode	Overview
Matrix	Measures light across the entire frame; ideal for shooting natural landscapes.
Center	Focuses on light near the center of the screen; ideal for shooting portraits.

Metering mode	Overview
Spot	Focuses on light from a specific region, such as a subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.
  In low-light settings, you'll generally want to increase the ISO sensitivity. In well-lit settings, you'll want to reduce it to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.
  The shutter speed determines the amount of light that is able to enter the camera lens. When shooting stationary scenes or portraits, it's recommended that you use a slower shutter speed. Likewise, when shooting fast-moving scenes or objects, you'll want to increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV·** and drag the slider.
  It's recommended that you increase the EV value in low-light environments, and decrease it in well-lit environments.
- Adjust the focus: Touch **AF·** and select a focus mode.

Focus Mode	Usage scenarios
AF-S (single)	Stationary subjects
AF-C (continuous)	Moving subjects
MF (manual)	Touch the subject of interest to focus in on them, such as the subject's face.

- Adjust the color cast: Touch **WB·** and select a mode.
  When shooting in bright daylight, select . When shooting in overcast conditions or low-light environments, select .
  Touch to adjust the color temperature.
- Select the storage format: **Pro** mode allows you to save the photo in different formats.
  Touch JPG in the viewfinder to select your preferred format.

3 Touch the shutter button to take a photo.

- These features are only supported on certain device models.
- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

Record Videos

Capture Video

1 Open **Camera** and select **Video** mode.

2 Adjust the following settings:

- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
- Focus: Touch the location you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.
- Turn the flash on or off: Touch and select (steady on) or (off).
  When using the front camera to record videos in low-light conditions, you can set the flash to (steady on). The camera will provide light compensation.
- Adjust beauty effects: Touch and drag to adjust the effects.
- Adjust the video resolution and frame rate: Go to > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.
  You can touch **Frame rate** to select your desired frame rate.
- Select a space-saving video format: Touch and toggle on the **Efficient video format** switch.
  When this feature is enabled, your phone will use a video format that takes up less storage space. However, videos in this format may not play on other devices. Please exercise caution when selecting this option.

- Not all devices support these features.
- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

3 Touch to shoot.

When recording videos with the rear camera, you can touch and hold or to zoom in or out.

Touch to take a shot of the current frame.

4 Touch to pause and touch to stop shooting.

Switch Between the Front and Rear Cameras While Recording Videos

You can switch between the front and rear cameras while shooting videos without having to pause or stop the recording.

1 Open **Camera** and select **Video** mode.

Certain sets of recording parameters do not support switching between the front and rear cameras without interrupting your recording. The actual situation shall prevail.

2 Touch to start recording.

During the recording, you can touch to switch between the front and rear cameras without having to pause or stop.

3 Touch to pause recording and to stop recording.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

You can use Time-lapse to capture images slowly over several minutes or even hours, then condense them into a short video. This allows you to capture the beauty of change – blooming flowers, drifting clouds, and more.

1 Go to **Camera** > **More** and select **Time-lapse** mode.

2 Place your phone in position. To reduce camera shake, use a tripod to steady your phone.

3 Touch to start recording, then touch to end the recording.

The recorded video is automatically saved to Gallery.

Adjust Camera Settings

Adjust Camera Settings

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

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

Adjust the Aspect Ratio

Go to **Camera** > > **Aspect ratio** and select an aspect ratio.

This feature is not available in some modes.

Enable Location Tags

To enable **Location tag**, enable Location Services for your phone first, then go to **Camera** > . Your photos and videos will then be tagged with location information.

You can touch and swipe up on a photo or video in Gallery to view its shooting location.

To enable Location Services on your phone:

- Swipe down from the upper right edge of the phone to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), and enable **Location**.
- Go to **Settings** > **Location** and enable **Access my location**.

Use the Assistive Grid to Compose Your Photos

Use the assistive grid to help you line up the perfect shot.

1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.

2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Use Mirror Reflection

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

When **Mirror reflection** is enabled, the image will appear as you see yourself in the viewfinder, instead of flipped.

When **Mirror reflection** is disabled, the image will be flipped, so it's the opposite of what you see in the viewfinder.

Mute the Shutter Sound

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

This feature is only available in some countries and regions.

Capture Smiles

Enable **Capture smiles**. The camera will take a photo automatically when it detects a smile in the viewfinder.

Use the Horizontal Level for Better Compositions

Enable **Horizontal level** to display a horizontal guiding line on the viewfinder.

When the dotted line overlaps with the solid line, it indicates that the camera is parallel with the horizontal level.

Manage Gallery

Make Quick Searches in Gallery

Quickly Search for Images in Gallery

Quickly locate an image by searching with keywords, such as a date, food, or category, in Gallery.

1 Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.

2 Thumbnails of images related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.

Quickly Search for Videos in Gallery

Your phone automatically analyzes and categorizes videos in Gallery when charging and with the screen off. Suggested keywords will be displayed in the search bar for quick results on related topics.

1 Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.

2 Thumbnails of videos related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.
Key moments of videos in the search results will automatically be played in sequence for you to see a preview.

Screenshots will not be analyzed.

Edit Images

Gallery offers a wide range of editing features for images.

Basic Editing

1 Open **Gallery**, touch the image you want to edit, and then touch . You can then:

- Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep. You can drag the image in the frame, or use two fingers to zoom in or out to adjust the displayed part of the image.
  To rotate the image, touch **Crop** and drag the angle wheel to the desired orientation.
  To rotate the image by a certain degree or mirror flip the image, touch or .
- Add a filter effect: Touch **Filter** to select a filter.
- Adjust image effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the image.
- Other: Touch **More** to edit the image in other ways, such as by adding a color splash, blur, doodle, or text element.

When using the **Adjust** or **Filter** feature, you can touch **Compare** to compare the image before and after editing. Comparison is not supported in some editing modes.

2 Touch or to save the edits.

Add Stickers to Images

1 In Gallery, touch an image, then go to > **More** > **Stickers**.

2 Select a sticker and drag it anywhere you like. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch to delete the sticker.
You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

3 Touch to save your edits and touch to save the image.

Pixelate Images

1 In Gallery, touch an image, then go to > **More** > **Mosaic**.

2 Select a mosaic style and size to cover parts of the image.

3 To remove the mosaic, touch **Eraser** and wipe it off the image.

4 Touch to save your edits and touch to save the image.

Rename Images

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

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

3 Touch **OK**.

Collage

You can use the collage feature in Gallery to quickly combine multiple images into one for easier sharing.

1 You can access the collage feature in the following ways (depending on your device model):

- On the **Discover** tab, touch **Create collage**, select some images, then touch **Create**.
- On the **Photos** or **Albums** tab, touch and hold to select some images, then go to > **Collage**.

2 Select a template. You can then:

- Relocate an image: Touch and hold the image and drag it to a different position.
- Adjust the displayed portion of an image: Slide on the image, or pinch in or out on it so that only the part you want to see is displayed in the grid.
- Rotate an image: Touch the image, then touch to rotate it or to flip it.
- Add or remove borders: By default, borders are displayed between images and along the grid edges. To remove them, touch **Frame**.

3 Touch to save the collage.
To view the saved collage, go to **Albums** > **Collages**.

Share Images and Videos

Open **Gallery** and share an image or video in the following ways:

- Share a single image or video: Touch the image or video, then touch .
- Share multiple images or videos: In an album or on the **Photos** tab, touch and hold to select multiple images and videos, then touch .

Share Your Photos Securely

Before sending a photo, you can choose to delete sensitive information like the location, time, and camera specs.

1 Open **Gallery**.

2 Select one or more photos and touch .

3 Touch the privacy switch in the upper left corner of the screen. In the displayed **Privacy options** dialog box, turn on the **Remove photo info** and **Remove location info** switches, then touch **OK**.

If **Location tag** was disabled when a photo was taken, the **Remove location info** switch will not be displayed in the **Privacy options** dialog box when you share the photo.

Organize Albums

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

Add Albums

1 Go to **Gallery** > **Albums**.

2 Touch , name the album, then touch **OK**.

3 Select the images or videos you want to add, and then move or copy them to the album.

Sort Albums

1 Go to **Gallery** > **Albums** > and touch **Sort albums**.

2 Hold and drag next to the albums to adjust the order.
Touch **Reset** or go to > **Reset** to restore the default order.

Change Album Covers

1 Go to **Gallery** > **Albums** and touch the album you want to set.

2 Go to • • • > **Change album cover** and select the image you want to set as the album cover.

Move Images and Videos

1 Open an album, then touch and hold to select the images and videos you want to move.

2 Touch • • • > **Move to album** to select the desired album.

3 Once the items are moved, they will no longer be in their original album.

The **All photos** and **Videos** albums show all images and videos stored on your device. Moving items across albums will not remove them from these albums.

Delete Images and Videos

Touch and hold to select images, videos, or albums and go to **Delete** > **Delete**.

Some preset albums cannot be deleted, including **All photos**, **My favorites**, **Videos**, and **Camera**.

Deleted images and videos will be temporarily moved to the **Recently deleted** album for a period of time, after which they will be permanently deleted.

To permanently delete images and videos before the retention period expires, touch and hold to select images or videos in the **Recently deleted** album and go to **Delete** > **Delete**.

Recover Deleted Images and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then touch  to restore them to their original albums.

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

Add Images and Videos to Favorites

Open an image or video, then touch .

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

Block Albums

Block third-party app albums to prevent them from being displayed in Gallery.

1 In the **Others** list, touch the album you want to block.

2 Go to • • • > **Block this album?**.
Blocked albums can only be viewed in **Files**.

3 To unblock an album, open the **Others** list, touch **View blocked albums**, then touch **Unblock** next to the album.

Only some albums in **Others** can be blocked.

Keep Gallery Images, Videos, and Albums Safe from Prying Eyes

Hide private images, videos, or albums in Gallery, for additional peace of mind.

First go to **Gallery** > **Albums**. From there, you can:

- **Hide images or videos**: Tap to open an album, touch and hold down to select images or videos you wish to hide, and go to ••• > **Hide** > **OK**.
- **Hide a single album**: Tap to open an album you wish to hide, and go to ••• > **Hide this album** > **OK**.
- **View hidden images, videos, or albums**: On the **Albums** tab, go to ••• > **Hidden items**. You can switch to the album view, to quickly locate desired items by album. In **Hidden items**, go to ••• > **Album view**.
- **Unhide images or videos**: In **Hidden items**, touch and hold down to select the images or videos you wish to unhide, and touch **Unhide**. These images and videos will then be restored to their original albums.
- **Unhide a single album**: In **Hidden items**, go to ••• > **Album view**, and switch to the album view. Touch the album you wish to unhide, and go to ••• > **Unhide**.

Apps

Notepad

Create a Note

To help you quickly keep a track of your thoughts and inspirations, you can create notes using the Handwrite (to write or draw the content) and Scan document modes, or in conjunction with Multi-Screen Collaboration.

Add Content to a Note

1 Go to **Notepad** > **Notes** and touch .

2 Enter the title and content of the note. You can then perform the following:

- Touch  to add a checklist.
- Touch  to change the text style, paragraph alignment, and background.
- Touch  to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.
- To organize your notes for easier access and viewing, categorize a note after finishing it.

3 Touch  to save the note.

Add a Handwritten Note

You can add a handwritten note to write down thoughts and inspirations that would be difficult to convey through text.

1 Go to **Notepad** > **Notes** and touch .

2 Touch  to write or draw the content you want to note down in the selected color.

3 Touch  to save the note.

Create Notes by Sharing

You can share web pages, images, text, and other content from other apps to Notepad.

Not all apps support this feature.

1 Open the content you want to share (such as a web page, image, or text) in an app that supports the sharing feature.

2 Touch the Share button and select **Notepad**.

3 Follow the onscreen instructions to save the shared content to an existing note or create a new note.

Create To-dos

You can create to-dos to keep a track of day-to-day essentials, such as daily shopping lists, tasks at work, and household chores.

Add To-do Items and Set Reminders

Add to-do items and set time-based reminders for them.

1 Go to **Notepad** > **To-dos**, and touch .

2 Enter your to-do item, touch , specify a time for the to-do item, and touch **OK**.

3 Touch to mark the to-do item as important. If you have marked the to-do item as important, you'll be prompted with a full-screen reminder when the screen is locked.

4 Touch **Save**.

Set a To-do Item Reminder Ringtone

After adding a to-do item, you can select a to-do reminder ringtone based on the reminder time or location, to be sure that you won't miss out on any to-dos.

Setting a notification tone:

1 Swipe down from the upper right edge of the screen to display **Control Panel**, and set the sound mode to **Sound**.

2 Go to **Notepad** > > **Settings** > **Notifications**, enable **Allow notifications**, select the notification style, touch **Notification sound**, and select **Preset** or **Music on device** as the notification tone.

Once the settings are applied, your device will ring to remind you of the to-do item at the specified time or when you visit the designated location.

Setting a vibration pattern:

1 Swipe down from the upper right edge of the screen to display **Control Panel**, and set the sound mode to **Vibration**.

2 Go to **Notepad** > > **Settings** > **Notifications**, enable **Allow notifications**, select the notification style, go to **Notification sound** > **Vibration**, and select a vibration pattern as the notification vibration.

Once the settings are applied, your device will vibrate to remind you of the to-do item at the specified time or when you visit the designated location.

If the sound mode is set to **Silent**, your device won't ring or vibrate for to-do items.

Manage Your Notepad

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

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

Lock Notepad

You can apply App Lock to Notepad or set a password for a note to protect your privacy.

- **To lock the Notepad app**, go to **Settings** > **Security** > **App Lock**, follow the onscreen instructions to enter the screen lock password or custom app lock password, and enable the switch next to Notepad.
- **To lock a single note**, open the note that you wish to lock on the list of notes, go to ••• > **Add lock**, follow the onscreen instructions to set a password, and touch .

  To unlock a note, go to ••• > **Remove lock**.

  If your device supports fingerprint or face unlock, and you've enrolled your fingerprint or facial data, you can use fast authentication by performing the following steps: Go to **Notepad** > ••• > **Settings** > **Note lock**, and enable **Unlock with Fingerprint ID** and **Unlock with Face Recognition**.

Sort Notepad Items

Add notes and folders in Notepad, sort the notes or to-dos into categorized folders, and even add color-coded labels.

Add folders or notes:

- Add folders: Touch **All notes** or **All to-dos**, and go to **Manage** > **New folder**. Rename it and touch **Save**.
- Add notes: Touch **All notes** or **All to-dos**, open a folder, and touch **New**. Select a color label, rename it and touch **Save**.

To rename or delete a folder or note, touch **All notes** or **All to-dos**, and go to **Manage** > **Edit**. Then touch the folder or note name to rename or delete it.

Sort notes or to-dos:

- On the **All notes** screen, swipe left on an item, and touch or to pin it to the top or add it to favorites.

  To view favorited items, touch **All notes** and go to **My favorites**.
- On the **All notes** or **All to-dos** screen, swipe left on an item, and touch to sort it to your desired notebook.
- Touch and hold down on a note or to-do item, select the items you wish to classify under the same category, and touch to move them to the target category.

Folders and Items in Exchange accounts cannot be edited.

Share and Export Notepad Items

Share notes or to-dos in Notepad with colleagues or loved ones, and even export notes in image, TXT, and other formats.

You can share notes or to-dos in the following ways:

- **To share a single note or to-do item**: Open the item you wish to share from the **All notes** or **All to-dos** screen, and then touch  and share it as prompted.
  Notes can be shared by touching **As image**, **As text**, or **To another device**.
- **To share multiple notes**: Access the **All notes** screen, touch and hold down on a note, select the items you wish to share, and then touch  and share them as prompted.

You can export notes in any of the following ways:

- **Export as an image**: Open the note you wish to export, and go to  > **As image** > **Save image**. You'll find the exported file in **Gallery**.
- **Export as a document**: Open the note you wish to export, go to  > **Export as document**, and follow the instructions to select the document format you need.
  To view notes that you have saved, open **Files**, search for and access **Documents**, then touch **NotePad**.
  The **Export as document** feature is not applicable to handwritten-only notes. Other types of notes can be exported into TXT or HTML files.

Delete Notepad Items

You can delete Notepad items in either of the following ways:

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

After deleting an item, you can touch **All notes** or **All to-dos** and go to **Recently deleted** to find the deleted item. To restore a deleted item, touch and hold down on it, or go to its details screen and touch .

Print Notepad Items

1 On the **All notes** screen, open the item you want to print.

2 Go to  > **Print**, then select a printer and configure printing settings as prompted.

Compass

Compass

View Directions and Coordinates, with Compass

Compass shows you the direction your phone is pointing towards, as well as your current longitude and latitude.

1 You can open Compass in either of the following ways:

- Swipe down from the middle of the home screen to display the search box, and search for **Compass**. The first result will be the pre-installed **Compass** app.
- Find **Compass** in the **Tools** folder.

2 You can view directions and coordinates in either of the following ways:

- When you hold your phone flat, the Compass screen will display the direction your phone is pointing towards, along with the current coordinates.
- When you hold your phone upright, the Compass screen will display the viewfinder of the rear camera on your phone, as well as the direction your phone is pointing towards, and the current coordinates.

To lock the current direction, touch the compass dial. The dial marks will turn blue if you stray off course.

For optimal accuracy, remember to hold your phone flat or upright when using Compass.

Settings

Display & Brightness

Use Eye Comfort Mode

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

Enable or Disable Eye Comfort Mode

- Swipe down from the upper right edge of the screen to display **Control Panel** and touch — to expand the shortcut switches panel (depending on your device model). Enable or disable **Eye Comfort**. Touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings** > **Display & brightness** > **Eye Comfort** and enable or disable **Enable all day**.

Once Eye Comfort mode is enabled,  will be displayed in the status bar, and the screen will take on a yellow tint since less blue light is being emitted.

Set a Schedule for Eye Comfort Mode

Go to **Settings** > **Display & brightness** > **Eye Comfort**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

Adjust the Blue Light Filter in Eye Comfort Mode

Go to **Settings** > **Display & brightness** > **Eye Comfort**, enable **Enable all day** or set up **Scheduled**, and adjust the slider under **Filter level** to customize how much blue light you would like to be filtered.

Biometrics & Password

Set Fingerprints

You can enroll a fingerprint and then use it to unlock the screen and access your Safe, App Lock, and more.

Add Fingerprints

1. Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management** (depending on your device model), and follow the onscreen instructions to set or enter the lock screen password.
2. Touch **New fingerprint** or **New rear fingerprint** (depending on your device model) to begin enrolling your fingerprint.

3 Place your fingertip on the fingerprint sensor. When you feel a vibration, lift your finger and then press down again. Move your finger around until the entire fingerprint is captured.

4 Once enrollment is complete, touch **OK**.

You can now place your finger on the fingerprint sensor to unlock the screen.

Rename or Delete a Fingerprint

1 Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter your lock screen password.

2 In the **Fingerprint list** section, touch an enrolled fingerprint to rename or delete it.

Fingerprint Identification

Fingerprint identification allows you to match your fingers with the enrolled fingerprints.

1 Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter the lock screen password.

2 In the **Fingerprint list** section, touch **Identify fingerprint**.

3 Touch the fingerprint sensor with your finger. The recognized fingerprint will be highlighted.

Use Your Fingerprint to Access Your Safe

1 Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter your lock screen password.

2 Turn on the switch for **Access Safe** and follow the onscreen instructions to link your fingerprint with the Safe.

Now you can go to **Files** > **Me**, touch **Safe**, then use your fingerprint to access it.

Please make sure your device has been updated to the latest system version.

Use Your Fingerprint to Access a Locked App

1 Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter the lock screen password.

2 Turn on the **Access App Lock** switch and follow the onscreen instructions to link your fingerprint with App Lock.

You can then touch a locked app on your home screen and use your fingerprint to access it.

Enable and Use Fingerprint Payment

You can use your fingerprint to verify your payments in a payment app.

Go to the payment app and follow the onscreen instructions to enable this feature.

Face Recognition

Face Recognition allows you to unlock your phone or access locked apps with your facial data.

Set up Face Recognition

1 Go to **Settings** > **Biometrics & password** > **Face Recognition**, and enter your lock screen password.
If you haven't set the lock screen password, follow the onscreen instructions to do so.

2 Some phones support screen wakeup when you raise the device. If you can find the **Enable raise to wake** setting option on your device, you can enable it as needed.
The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.

3 Touch **Get started**, position your face in front of your phone, and follow the onscreen instructions to enroll your facial data.

Set Face Unlock

On the **Face Recognition** screen, touch **Unlock device** and select an unlock method.

Some phones support **Require eye contact**. When this is enabled, you will need to keep your eyes open while unlocking the device with your face. If you can't find this switch on your device, it means that this feature is not supported.

If you have enabled PrivateSpace, you'll only be able to use Face unlock in MainSpace. If you have added multiple users, you'll only be able to use Face unlock with the Owner account.

Access App Lock with Face Recognition

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

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

Link Your Face with Password Vault

Access the **Face Recognition** screen and enable **Autofill usernames and passwords**.

When logging in to an app, you can use Face Recognition to automatically fill in the account name and password saved in Password Vault.

Bolster Your Device Security, with Face Recognition

Enable **Require trusted device** when using Face unlock to ensure that your phone will only unlock when it detects your face and is connected to a trusted device.

This feature is disabled by default. To enable it, go to the **Face Recognition** settings screen, touch **Require trusted device**, turn on the **Require trusted device** switch, and follow the onscreen instructions to complete the settings.

A trusted device can be any Bluetooth device that can be used for unlocking purposes, such as earphones, a watch, or a band.

Disable or Delete Facial Data

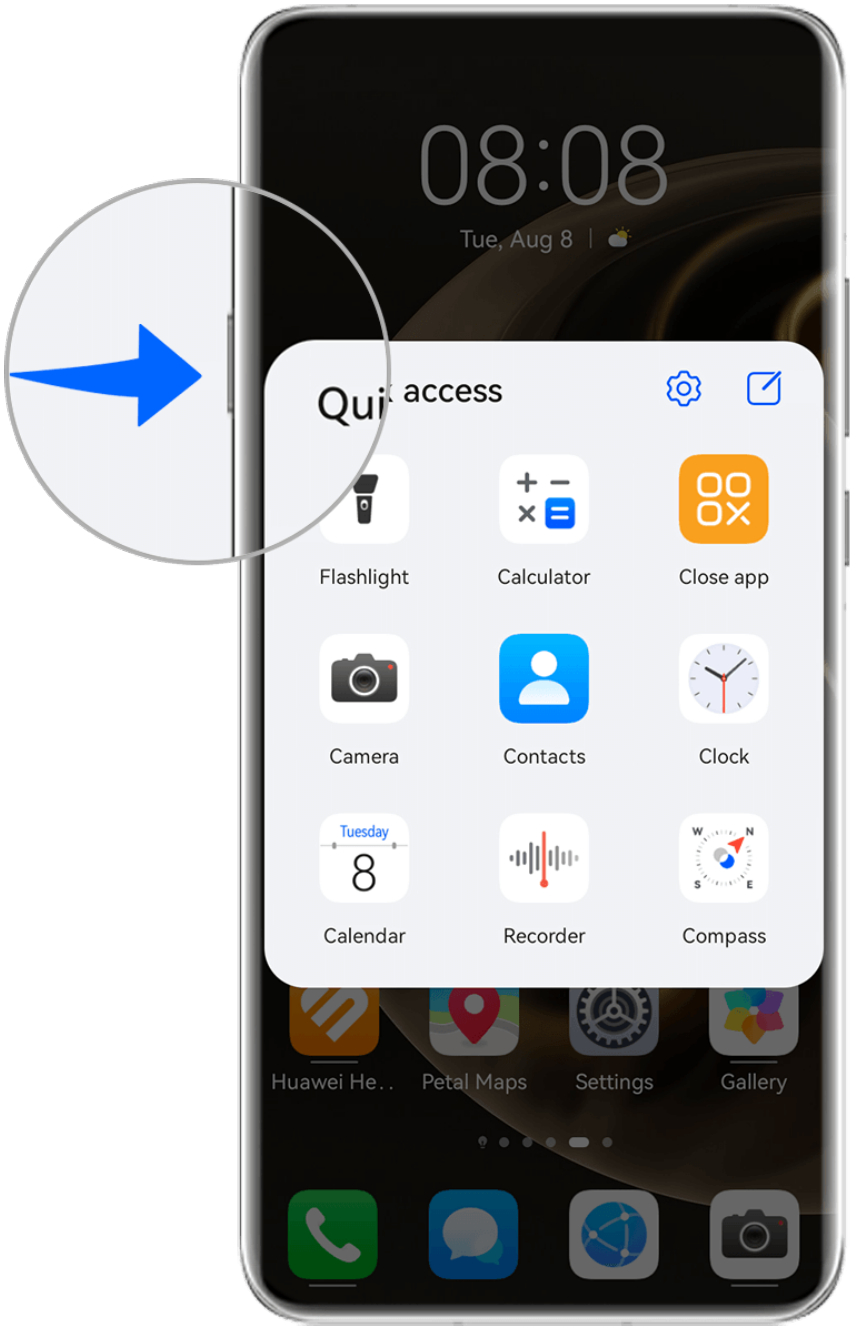
Go to the **Face Recognition** screen to:

- Prevent certain features from accessing your facial data: Disable **Unlock device**, **Access App Lock**, or other features, to prevent them from using your facial data. Doing so won't delete your facial data.
- Delete facial data: Touch **Delete facial data** to delete your facial data. You'll have to enroll your face once again if you want to use the facial recognition feature later on.

Apps

Press to Access to Apps and Services

Press **X Button** (the button on the left of your phone) to open frequently-used apps and services, close apps, and return to the home screen, when your phone screen is unlocked.



The figures are for reference only.

Press **X Button**, touch an app or service icon in the **Quick access** list to access it.

For example, you can touch **Close app** to exit the app and return to the home screen.

Editing common apps and services

Press **X Button**, and touch to:

- **Add an app or service**: Touch the icon of an app or service in the **Frequently used** list, or in the **All services** list after you touch **More**, to add it to the **Quick access** list, and then touch .
- **Move an app or service**: Touch and hold the icon of an app or service in the **Quick access**, and drag it to any position in the **Quick access** list, and then touch .

- **Delete an app or service**: Touch the icon of an app or service in the **Quick access** list to delete it from the **Quick access** list, and then touch ✓.

A maximum of 9 services can be added to the **Quick access** list.

Setting one-press access

You can set the apps and services that will open directly when you double press or press and hold **X Button**.

Press **X Button**, and touch ⚙:

- Touch **Double-press**, and select the app or service that will open when you press **X Button** twice.
- Touch **Press & hold**, and select the app or service that will open when you press and hold **X Button**.

About Phone

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