

# **HONOR Pad X9a**

## **User Guide**

**HONOR**

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# Get Familiar

## Change Navigation Method

### Use the Navigation Dock to Operate the Tablet

Go to **Settings > System & updates > System navigation**, and enable **Navigation Dock**.

After the Navigation dock button appears, you can:

- Drag the button to your desired position.
- Touch the button to go back.
- Touch and hold the button, then release it to go back to the home screen.
- Touch and hold the button, then swipe left or right to view recent tasks.

### Change the System Navigation Mode

#### Use gesture navigation

Go to **Settings > System & updates > System navigation** and select **Gestures**.

You can:

- Return to the parent menu: Swipe inward from the left or right edge of the screen.
- Return to the home screen: Swipe up from the middle of the bottom edge of the screen.
- Access multitasking: Swipe up from the bottom edge of the screen and pause.
- Close a task: In the multitasking interface, swipe up on a task card. Swipe down on a card to lock the task, locked tasks will not be cleared in batches by tapping  in the multitasking interface.
- Fast app switching: Swipe across the bottom of the screen in an arc to switch between apps; or turn on the **Slide across bottom to switch apps** switch, then swipe across the bottom of the screen.

#### Use Three-key Navigation

Go to **Settings > System & updates > System navigation** and select **Three keys**.

After you enable the Three-key Navigation, you can:

- Tap  to go back to previous page or quit an app.
- Tap  to return to home screen.
- Tap  to enter “Recent tasks” page.

You can also go to have more operations based on your habits:

- Choose a combination of different navigation keys.

- Tap  (if you want the navigation combination to contain it), and open Control Center.

## Migrate Data from the Old Device to the New Device

### Use Device Clone to Move Data to Your New Device

**Device Clone** lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old tablet to your new tablet.

#### Migrate Data from a Device

- 1 On your new tablet, open the **Device Clone** app. Alternatively, go to **Settings > System & updates > Device Clone**, touch **This is the new device**, then select old device type.
- 2 Follow the onscreen instructions to download and install **Device Clone** on your old device.
- 3 On your old device, open the **Device Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new tablet by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Next > Transfer** to start cloning.

 **Device Clone** is only available on tablets running Android 7.0 or later, iOS 8.0 or later.

## Learn about Lock Screen and Unlock

### Lock and Unlock Your Screen

#### Lock Screen

If you do not operate the tablet for a period of time, the screen will be locked automatically. You can also manually lock the screen by the following:

- Press the power button.
- Tap **Screen Lock** tool to lock the screen. Here is how to add the tool:
  - Pinch two fingers on the home screen to enter the editing interface, tap **Cards**, slide to the bottom of the card list and go to **Classic widgets > Quick widgets**, and add **Screen Lock** to the home screen.

#### Set the Screen Timeout Period

Go to **Settings > Display & brightness > Sleep** and select a screen timeout period.

#### Turn On the Screen

You can turn on the screen in any of the following ways:

- Press the Power button.

- Go to **Settings > Accessibility features > Shortcuts & gestures > Screen On/Off**, and enable **Raise to wake** or **Double-tap to wake**

### Unlock the Screen with Password

Once the screen is turned on, swipe up from the middle of the screen to display the password input panel. Then, enter your lock screen password.

### Use Face Unlock

Turn on the screen and align it with your face. Your tablet will unlock once your face is recognized.

### Launch apps from the lock screen

You can launch common apps, such as Camera, Calculator, and Timer from the lock screen.

- Light up the screen, touch and hold the Camera icon at the lower right corner and swipe up to open **Camera**.
- Light up the screen, swipe up from the bottom edge of the screen to open the quick operation panel, tap an icon to launch the app. This include **Calculator**, **Timer**, etc.

### Display Your Signature on the Lock Screen

Go to **Settings > Home screen & style**, touch **Lock screen signature**, then type text to display on the lock screen.

To remove the signature, touch **Lock screen signature** and delete the text.

## Connect to the Mobile Network

### Enable or Disable Airplane Mode

You can enable or disable Airplane mode using any of the following methods:

- Swipe down from the top right of the screen to open the Control Center. Tap  to enable or disable **Airplane mode**.
- Go to **Settings > Mobile network** and toggle on or off **Airplane mode**.

After you turn on the Airplane mode for the first time, Wi-Fi and Bluetooth on your tablet will be turned off automatically.

If allowed by the airline, you can manually turn on or off Wi-Fi and Bluetooth on your tablet.

-  Data services are not supported on Wi-Fi only tablets.
- Calling services are not supported on Wi-Fi only tablets.
- SMS messaging services are not supported on Wi-Fi only tablets.

## Share Your Network via Bluetooth

- 1 Go to **Settings > Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.
- 2 Go to **Settings > Mobile network > Personal hotspot > More**, and enable **Bluetooth tethering**.
- 3 On the **Bluetooth** settings screen of the paired device, touch  next to the name of your device, then enable **Internet access** to share your network.

## Share Your Network via USB

- 1 Use a USB cable to connect your tablet to your computer.
- 2 On your tablet, go to **Settings > Mobile network > Personal hotspot > More**, and enable **USB tethering** to share your mobile data or the currently connected Wi-Fi network.

## Connect to Mobile Data

- 1 Make sure that mobile data is available on your SIM card. SIM cards are not supported on Wi-Fi only tablets.
- 2 Connect to mobile data using either of the following methods:
  - Swipe down from the top right of the screen to open the Control Center. Turn on **Mobile data**.
  - Go to **Settings > Mobile network > Mobile data**, and enable **Mobile data**.

To save battery power and mobile data, disable the mobile data service when you don't need it.

## Use VoLTE to Make HD Video Calls

VoLTE (Voice over LTE) is an IP-based data transmission technology. After enabling VoLTE, it can provide you with fast call connection times and high-quality voice and video calls.

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

## Enable VoLTE

Contact your carrier to activate the VoLTE service for your SIM card. If both the primary and secondary SIM card trays of a dual-SIM tablet support VoLTE, it can be enabled for both SIM cards.

-  This feature may vary depending on your carrier.
  - 5G services are only available in some countries and regions.
  - Enable **5G** if the 5G network is supported. The VoLTE feature will then be enabled by default.

## Make a Video Call

Video calls are only possible when both parties are using VoLTE-activated devices.

- 1 Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then select the contact you want to call.
- 2 Touch  to make a video call.

During a voice call, you can touch  to switch to a video call.

## Connect to the Wi-Fi Network

### Introduction to Wi-Fi

Connecting to the Internet over Wi-Fi is an effective way to save mobile data.

### Access Wi-Fi Network

-  Please be cautious when accessing free Wi-Fi in public places to avoid potential safety hazards such as privacy leakage and property loss.

### Enter PIN to connect to Wi-Fi network

- 1 Go to **Settings > Wi-Fi** and turn on **Wi-Fi**.
- 2 On the setting page, you can connect to a Wi-Fi network by any of the following methods:
  - Tap the Wi-Fi network that you want to connect to under **AVAILABLE NETWORKS**. If an encrypted network is selected, you need to enter the password.
  - Pull down to the bottom of the menu, tap **Add network**, and follow the screen prompts to enter the network name and password to complete the connection.

When the status bar displays , it indicates that the tablet is accessing the Internet through Wi-Fi.

### Connect via scanning QR code

- 1 Go to **Settings > Wi-Fi** and turn on **Wi-Fi**.
  - 2 Go to the **Wi-Fi** setting page on the tablet that shares the network, tap the network that is connected, and get the QR code.
  - 3 Scan the QR code on the tablet to be connected to the network and follow the prompts to access the network.
-  Some encrypted networks may not support connection by code scanning. Please refer to the actual situation.

### Transfer Data Using Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between HONOR devices. Wi-Fi Direct allows you to transfer large files to a nearby device more quickly than Bluetooth and without having to pair the devices.

- 1 On the receiving device, go to **Settings > Wi-Fi** and enable **Wi-Fi**.
  - 2 Go to **More settings > Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.
  - 3 On the sending device, touch and hold to select the files you want to share, touch , and select **Wi-Fi Direct**.  
 These steps may be different if you are sharing files directly from an app.
  - 4 Touch the icon of the receiving device to establish a connection, then share the files.
  - 5 On the receiving device, accept the Wi-Fi Direct transfer request.
- Then go to **Files > My tablet > Download > Wi-Fi Direct** to view the received files.

## Learn about the Home Screen

### Service cards

Keeping informed with important information and one touch to access frequently used features without opening apps. The multi-style cards distinguish your home screen from others.

### Add service cards by editing the home screen

Pinch two fingers on the home screen to enter the edit screen, tap **Cards**, select **Gallery**, **Weather**, or others, swipe left and right to select your preferred style, tap **ADD TO HOME SCREEN**.

### Swipe up app icons to add service cards

Swipe up app icons supporting service cards, unfold service cards (tap other areas to collapse), and tap  in the upper right corner of the card to pin it to the home screen.

### Edit Service Cards

Using Notes as an example, you can edit the cards in the following way:

Long press the Notes card and select Edit Card in the pop-up list to select the category of Notes.

### Desktop Cards Stack

Drag a card to another one of the same size to create a stack. This feature supports stacking up to 10 cards. Drag a card to a card set containing cards of the same size. The stacked cards are automatically expanded, and you can set the stacking order for the cards. You can also:

- Switch cards: Swipe up or down the stacked cards to view all the cards.
- View cards: Tap a card to view the details.

- Expand cards: You can expand all the cards with a long slide up or down.
- Remove cards: Press and hold a card and then select to remove it.
- Remove a card set: Press and hold stacked cards and select to remove the card set.

### Remove service cards

Long press the service card, select **Remove** in the pop-up list, then tap **REMOVE** in the confirmation box to remove the card.

## Big folders

Store your apps in a big folder. You can access them without having to open the folder, making the home screen more efficient to interact with.

### Switch to Large Folder

Press and hold a small folder and tap **Enlarge**.

 If there are more than 12 apps in the folder, a cascaded icon will be displayed at the lower right corner.

### Enable App in the Large Folder

Tap the app icon in the large folder to enable the app.

Tap the cascaded icon at the lower right corner of the large folder to expand the large folder and view or open more apps.

### More Operations for Large Folder

Rename large folders: Long press a large folder to rename it.

Add or remove apps: Open the large folder, tap , and follow the on-screen instructions to add or remove apps.

### Switch to Small Folder

Long press the large folder and tap **Shrink** to switch it to a small folder.

## App Suggestions

**App Suggestions** recommend apps that you need for your daily life. Based on your current needs, making it more efficient to access the apps and services.

### Enable App Suggestions

**App Suggestions** card is pre-installed on the home screen by default.

Go to **Settings > HONOR AI > AI Suggestions > App Suggestions**, make sure the switches of the apps supporting **App Suggestions** are turned on.

## Add App Suggestions to the Home Screen

You can select the bigger **App Suggestions** card for more accurate recommendations and a better experience.

Pinch two fingers on the home screen to enter the edit screen, tap **Cards**, and select **AI Suggestions**. Swipe left and select the 2\*4 **App Suggestions** card style, then tap **ADD TO HOME SCREEN**. If there is no space on the home screen, **Cards** will be added to another screen.

## Stop the app from being recommended

Take **Settings** as an example:

Go to the **AI Suggestions** card on the home screen, long press the **Settings** app until the dialog box appears, and tap **Not interested** > **OK**. The **Settings** app will not be recommended any more.

## Personalize Your Home Screen

Tailor your Home screen to suit your needs and preferences. With customized shortcuts for apps and individual app features, access to a wide range of services is just a tap away. Whether it's office tools, video streaming, payment apps, or fitness routines, every scenario is within easy reach. You can also adjust the size of your folders to your liking and express your style.

## Expand Quick Access to Atomic Services

- 1 Long press the desired app icon, then release it to enter edit mode .
- 2 Drag any corner  to expand quick access to atomic services, such as scanning or displaying payment codes.
- 3 Tap the desired services to access it instantly.

## Edit Quick Access to Atomic Services

When expanded, long press the card, then tap **Edit shortcuts** to access the following operations:

- Long press a quick access in the **Display** list to adjust its order.
- Drag a quick access from the **Hide** list to Display list, or vice versa, to change its visibility.

## Personalize Folder Icon Sizes

Long press a folder icon to enter edit mode , then drag any corner of the icon to change its size and shape according to your preference.

## Boost Your Productivity with the Productivity Layout

Using the tablet's new productivity layout, you can put your 10 most frequently used applications in the application bar at the bottom of the home screen and quickly open the most recently used applications, making it easy to select frequently used office software when working to improve your efficiency. The application bar in the productivity layout is divided into two parts: the left contains the permanent applications and the right the recent applications. You can drag the separating line between these two parts to expand the application bar and customize the number of applications shown for your convenience.

- **Customize the permanent application bar:** Up to 7 permanent apps can be displayed in either landscape or portrait orientation of the tablet. You can use the default apps or add/remove them according to your needs.
- **Customize the recent application bar:**  
Drag the separating line to show more or hide recent apps.
- **Hide the recent application bar:** You can manually remove all apps from the recent application bar or go to **Settings > Home screen & style > Home screen settings** and turn off **Show recent apps**. After this, the right application bar will be disabled.

## Control Center

You can use the tablet's shortcut functions or make quick settings in the **Control Centre**. Swipe down from the top right of the screen to open the Control Center. Swipe down from the top middle or left of the screen to open the Notification Center. Swipe left or right on the blank space to switch between them.

## Use Shortcut Switches

Tap the shortcut switch to enable or disable its function. Tap & hold on the shortcut switch to quickly enter the setting page of the function (if there is a setting page). For example, tap & hold on **Wi-Fi**, you can directly enter "**Settings > Wi-Fi**" setting page.

Slide down the bottom icon of the shortcut switch panel to show more shortcut switches.

## Apply AI Suggestions shortcut switch

Tablet can intelligently sense the usage frequency and scenarios of shortcut switch. At the right time, frequently used shortcut functions can be displayed in the shortcut switch recommendation area to save time searching. As the usage time increases, the recommendations become more and more accurate.

You can also independently edit the shortcut switch recommendation area so that the desired shortcut switches can be permanently displayed in this area.

## Customize Control Center

- **Customize AI Suggestions panel and Switch panel:** Tap  > **Edit shortcut switch**, and tap & hold on the shortcut switch icon and drag it to sort, add or hide, and then tap **Done**.
- **Hide or show the device collaboration page of MagicRing:** tap  > **Hide MagicRing** (or **Show MagicRing**), to close or show the entrance of the device collaboration page of MagicRing.

## Learn about Common Icons

### Learn About Common Notifications and Icons

 The network status icon may vary depending on your region or network service provider. Different products support different functions. The following icons may not appear on your tablet. Please refer to the actual situation.

|                                                                                     |                                            |                                                                                     |                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------|
|    | Connected to 4G network                    |    | Connected to 3G network                              |
|  | Connected to 2G network                    |  | HSPA+ connected                                      |
|  | HSPA connected                             |  | Roaming                                              |
|  | Full signal                                |  | No SIM card                                          |
|  | Data saver enabled                         |  | Connected to hotspot                                 |
|  | Hotspot enabled                            |  | Connected to both 2.4 GHz and 5 GHz Wi-Fi networks   |
|  | Connected to Wi-Fi network                 |  | Connected to Wi-Fi 6 network                         |
|  | Automatic network switching through Wi-Fi+ |  | Connected to both 2.4 GHz and 5 GHz Wi-Fi 6 networks |
|  | No battery                                 |  | Hotspot disconnected                                 |
|  | Charging                                   |  | Battery low                                          |
|  | SuperCharge                                |  | Quick charge                                         |
|  | Power Saving mode enabled                  |  | Bluetooth enabled                                    |

|                                                                                     |                               |                                                                                     |                                                                        |
|-------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|    | Connected to Bluetooth device |    | Digital Balance enabled on the tablet                                  |
|    | More information              |    | Other Bluetooth device battery                                         |
|    | Bluetooth headset battery     |    | Bluetooth hearing aids battery                                         |
|    | Bluetooth speaker battery     |    | Bluetooth stylus battery                                               |
|    | Positioning service enabled   |    | Connected to VPN network                                               |
|    | Connected to earbuds          |    | Eye Comfort enabled                                                    |
|    | Ongoing call                  |    | Unable to connect to the voice channel. Unable to answer or make calls |
|    | Missed call                   |    | VoLTE enabled                                                          |
|   | Mute                          |   | New message                                                            |
|  | NFC enabled                   |  | Vibration mode                                                         |
|  | Syncing data                  |  | Do Not Disturb enabled                                                 |
|  | Performance mode enabled      |  | Data sync failed                                                       |
|  | Calendar reminder             |  | New email                                                              |
|  | Alarm enabled                 |  | Blocked calls or messages                                              |
|  | Airplane mode enabled         |                                                                                     |                                                                        |

## View and Disable Notifications

### View and Clear Notifications

#### Check Notifications

When there are any notification reminders, you can unlock the screen, and open the Notification Center by swiping down from the top middle or left of the screen to view the messages.

## Clear Notifications.

- If you don't want to check a notification, you can swipe it right to clear it.
- If there are too many to clear, you can tap  on the bottom of the Notification Center to clear them all.
-  Some system notifications and notifications from apps running in the foreground cannot be cleared.

## Do not show notification

To not get disturbed by notifications, swipe left on the notification you want to process,

and tap , you can select:

- **USE GENTLE NOTIFICATIONS**
- **DISABLE NOTIFICATIONS**
- **More settings**

-  • Some system notifications and notifications from foreground apps cannot be closed or delayed.
- Different apps may support different options, please refer to the actual situations.

## Set Display Style of Notification Panel

Go to **Settings > Notifications & status bar** and set the display style of the notification panel in the **LOCK SCREEN** area.

# Adjust the Volume

## Adjust Sound Settings

### Press a Volume Button to Adjust the Volume

Press the Volume up or down button to adjust the volume.

### Set the Default Volume

Go to **Settings > Sound**, and you can then set the volume for the following items:

- **Notifications**
- **Alarms**
- **Music, Videos, Games**

-  Calling services are not supported on Wi-Fi only tablets.

## Press the Power Button to Mute Your Device When It Rings

When your tablet rings for an incoming call or alarm, you can press the Power button to mute it.

## Power On/Off and Restart

### Power On and Off or Restart Your Device

#### Power Your Device On and Off

To power off your device, press and hold the Power button for 5 seconds, touch **Power off** and **Touch to power off**.

To power on your device, press and hold the Power button for a few seconds until your device displays the logo.

#### Restart Your Device

Restart your device on a regular basis to clear the cache and keep the device in an optimal state. A restart can sometimes resolve the issue when your device encounters a problem. Just press and hold the Power button for a few seconds, then touch **Restart** and **Touch to restart**.

#### Forcefully restart your tablet

You can forcefully restart your tablet if it is not working or turning off normally. Just press and hold the Volume down and Power buttons for more than 10 seconds to force restart your device.

## Charge Your Tablet

### Charge Your Tablet

Your tablet will alert you when it is running out of power. Please make sure to charge your tablet in time to prevent it from turning off automatically when the power runs out.

#### Precautions for Charging

- Charge your tablet using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.
- Your tablet will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your tablet will automatically activate safety measures and limit charging. Disconnect your tablet from the USB port and wait until the USB port is dry.

- The time required to fully charge the battery depends on the ambient temperature and age of the battery.
- Batteries have a limited number of charge cycles. When the battery life becomes noticeably shorter, go to an authorized HONOR Customer Service Center to replace the battery.
- Do not cover your tablet or charger during charging.
- Your tablet may heat up when you have been using it for an extended period of time, especially in high temperatures. In this case, stop charging, disable some features, and move your tablet to a cool place.
- Please do not use your tablet while it is charging.
- If your tablet does not respond after you press and hold the Power button, the battery may have run out, charge for more than 30 minutes.

### Use the Charger that Came with Your Device

- 1 Use the USB cable that came with your tablet to connect your tablet and the adapter.
- 2 Plug the adapter into a power socket.

### Charging Your Tablet with a PC

- 1 Connect your tablet to a PC or other device using a USB cable.
- 2 When the **Use USB to** dialog box is displayed on your tablet, touch **Charge only**. If another option has been set previously, the dialog box will not pop up. Swipe down from the top middle or left of the screen to open the Notification Center, touch **Settings**, then select **Charge only**.

### Overview of Battery Icons

You can check the battery level from the battery icon on the tablet screen.

| Battery Icon                                                                        | Battery Level                                                                                                                                                                             |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Less than or equal to 10% battery remaining.                                                                                                                                              |
|  | 11% to 20% battery remaining.                                                                                                                                                             |
|  | Charging, 20% to 90% battery remaining.                                                                                                                                                   |
|  | Charging, at least 90% battery remaining.<br>If 100% is displayed next to the battery icon, or a charging complete message is displayed on the lock screen, the battery is fully charged. |

# Thoughtful AI Suggestions

## YOYO Suggestions

### AI Suggestions

**AI Suggestions** will provide cards of services you may need according to your schedule or locations to ensure you won't miss any important information. It takes time for **AI Suggestions** to learn your habits.

### Enable AI Suggestions

- 1** You can enable location service by any of the following methods:
  - Swipe down from the top right of the screen to open the Control Center, turn on or off  .
  - Go to **Settings > Location** and toggle on **Use location**.
- 2** Go to **Settings > HONOR AI > AI Suggestions**.
- 3** On the **AI Suggestions** setting page, select the listed services, and make sure **Card set** and corresponding services are toggled on.

### Add Card Set Widget to Home Screen

Pinch with two fingers on the home screen to enter the edit screen and tap **Widgets > AI Suggestions** to add the card set widget to the home screen.

Long tap a card and select **Remove Card set** to remove the card set widget.

### View Cards on Home Screen

- Browse cards: Swipe up and down to scroll through all the cards.
- Check cards: Tap a card to view the details.

### Remove Home Screen Cards

You can swipe left to ignore the current card or press and hold the card and select **Remove** to remove the corresponding card.

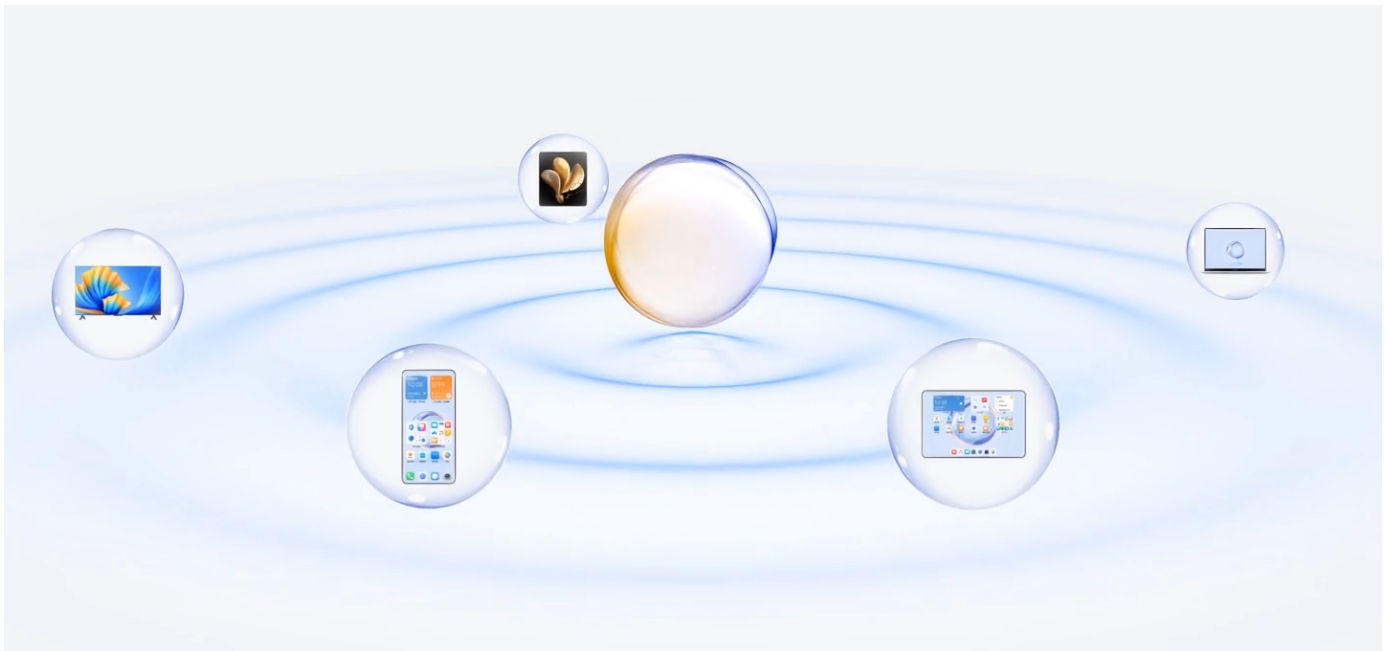
# HONOR Connect

## Smart Collaboration

### Enjoy Smart Life with HONOR Connect

**HONOR Connect**, based on HONOR-developed MagicRing technology, can make devices collaboration more convenient and efficient.

Devices logged in with the same HONOR ID can discover and automatically connect to each other, forming Magic Ring. Information and services can seamlessly transfer across the devices, fully leveraging each device's advantages and making your life more convenient and efficient. Go to **Settings > HONOR Connect** to learn about the functions supported by the device model and version.



- 1 Connected Apps:** You can transfer an app that you worked on from one device to another one to continue without any interruption. For example, a file being edited on your phone can be seamlessly transferred to a computer to continue editing.
- 2 Connected Call:** You can receive or make phone calls on your tablet or PC so that you won't miss any important calls or stop your current task. For example, you can answer phone calls on your tablet.
- 3 Connected Notification:** You can handle or view phone notifications on your tablet or PC so that you can stay focused on your current work without missing important information. For example, you can close the phone alarm on your computer.

In addition, on **HONOR Connect** Multi-Device Collaboration, you can see nearby devices with the same account in the Magic Ring to create collaboration and transfer apps with ease.

- There is no need to install any additional software or plug-ins or incur additional communication service fees to use **HONOR Connect**.
- Services of **HONOR Connect** may vary with device models and versions.

### Connect More Devices with HONOR Connect

First, update all the devices to be connected to the latest version and make sure they all support **HONOR Connect**.

- 1 Log in to the same HONOR ID on your tablet and the device to be connected.
- 2 Toggle on the Wi-Fi and Bluetooth on your tablet and the device to be connected.
- 3 Go to **HONOR Connect**, agree to the user agreement, and make sure the services of HONOR Connect are enabled on your tablet and the device to be connected.

On the setting page of **HONOR Connect** on the phone, the device with “**Nearby**” displayed indicates that it has been connected.

- To ensure a faster and more stable connection, it is recommended to connect devices to the same Wi-Fi.

### Manage HONOR Connect of your Phone/Tablet

Go to **Settings** > **HONOR Connect** on the phone/tablet. On the list of **SERVICES ON THIS DEVICE**, you can enable or disable HONOR Connect on the current device. For example, tap **Connected Apps**, turn off **Connected Apps**, and applications and services from this phone/tablet and either device will no longer flow to each other.

### Disable HONOR Connect on your Phone/Tablet

Go to **Settings** > **HONOR Connect** > **About** on the phone/tablet, and tap **Disable service** to disable all HONOR Connect services on the device. If you want to restore them, go to **Settings** > **HONOR Connect** and **AGREE** to the user agreement again.

## MagicRing

### MagicRing

HONOR Connect MagicRing has integrated various devices and services, all accessible and controllable directly from the MagicRing page. With MagicRing, phones, tablets, laptops and other devices linked to the same HONOR ID will automatically appear on the MagicRing page. This enables seamless service transfer across all your MagicRing devices, all managed from a single device. You can also easily transfer apps and files, making the process convenient and efficient.

## Enter MagicRing page

Swipe down from the top right of the screen to open the Control Center and tap MagicRing card. If the card of MagicRing in Control Center is deleted, just tap  and select **Show MagicRing**.

## MagicRing transfer services

On the MagicRing page, tap each device ball in the MagicRing to see the services provided by the device. Drag the service to another device ball to easily transfer the service. On any device (phone, tablet, computer) that supports the MagicRing page, you can control the transfer services of all devices in the MagicRing.

### Get started

Log in to the same HONOR Account on your tablet and nearby devices, turn on Wi-Fi and Bluetooth, and enable **HONOR Connect** in **Settings**. Devices such as watches and headphones need to be paired and connected to other devices.

### Transfer services

Through the MagicRing page, you can initiate screen sharing, network sharing and other services.

- 1 On the MagicRing page, tap the device ball to automatically display the service names that the device can provide.
- 2 Tap/drag the service you want to transfer, and drag the service card to the device you want to transfer it to.

 The service may not support transfer to all devices in the MagicRing. When dragging the service card, if the color of the device ball is gray, it means that the service does not support transfer to this device.

### Disconnect service transfer

Tap the  on service card or drag the service card adsorbed on the device ball out of the adsorption area to disconnect.

## Transfer apps via MagicRing

You can transfer apps across devices via MagicRing.

### Getting started

Log in to the same HONOR Account on your tablet and nearby devices, turn on Wi-Fi and Bluetooth, and enable **HONOR Connect** in **Settings**.

### Transfer apps

Swipe up with three fingers in the app to enter MagicRing page. A task card will form. Drag it to the target device, and the app will be transferred.

### Means of transfer

The means of transfer depend on apps and target devices.

- If the app supports **Connected Apps**, it will be transferred via **Connected Apps**.
- If it does not support **Connected Apps**, how it will be transferred depends on the target device.
  - **From tablet to Vision:** The tablet screen will be projected to the HONOR Vision. You can continue to enjoy the content of your tablet on the Vision.

## Connected Apps

### Connected Apps

When you edit a note or file, watch videos, or listen to music on your tablet, Connected Apps enables you to seamlessly transfer the current task to other nearby devices with the same HONOR ID. For example, you can continue to edit the note on your PC without interruption.

#### Availability

Tablets, phones and PCs that support HONOR Connect.

#### Supported system apps

Notes and Email

#### Notes Continuation

The Notes that is being edited on your tablet can be transferred to another device for more convenient operation.

#### Before use

- 1 Log in to the same HONOR ID on the device, turn on Wi-Fi, and and turn on Bluetooth.
- 2 Go to **Settings > HONOR Connect**, ensure the **Connected Apps** is enabled.

Notes continuation

- 1 Edit your Notes on **Notes** of your tablet.
- 2 You will receive a connection prompt on:
  - **AI Suggestions** home screen cards or Recents (swipe up from the bottom edge of the screen and pause in Gestures mode or tap  in Three-key mode) if the connected device is a mobile phone.
  - Home screen recent tasks or Recents (swipe up from the bottom edge of the screen and pause in Gestures mode or tap  in Three-key mode) if the connected device is a tablet.
  - Taskbar if the connected device is a PC.

- 3 Click the prompt on the connected device, and the Notes that is being edited on your tablet will be seamlessly transferred to the current device, including its content and editing status.

### Clipboard Continuation

After you copy a picture or text on your tablet, you can paste the content on another device nearby with the same ID. The opposite is also available. After you copy on another device **nearby with the same ID, you can paste it on your tablet.**

#### Before use

- 1 Log in to the same HONOR ID on the device, turn on Wi-Fi, and turn on Bluetooth.
- 2 Go to **Settings > HONOR Connect**, ensure the **Connected Apps** is enabled.

### Clipboard continuation

- 1 Copy a link, text or image in an app on your **tablet**. For example, you can copy an image or text on a website.
  - 2 Paste the content on a connected device. For example, you can paste the content into the Microsoft Word on your PC.
-  • Some apps support pasting content across devices.
    - You need to connect both devices to the Internet when you paste the content.
    - The clipboard that can work across devices supports maximum of 20 MB.

## Connected Call

### Connected Call

It allows nearby devices including laptops and tablets to share the Call function of the phone. You can answer or make a call on these devices, or transfer your phone call to these devices. Switch calls seamlessly between devices.

#### Available devices

Phones, tablets, laptops which support HONOR Connect(The smart TV does not currently support automatic transfer of incoming calls, but supports manual transfer of calls to the smart TV).

#### Preparations

- 1 Log in to the same HONOR ID on the phone and nearby devices, and toggle on Wi-Fi and Bluetooth.
- 2 Go to **Settings > HONOR Connect > Connected Call** and ensure **Connected Call** is enabled.

-  • This function will not generate extra call costs.
- It only supports the carrier's voice calls.
- Sharing calls between phones is not supported. If you want to receive calls on another phone, go to **Phone** >  > **Settings**, tap **Call forwarding**, select a transfer mode and enter the target number (this function requires carrier service support, please consult the network operator for details).

### Allow nearby devices to answer/make calls

Phone calls will be automatically transferred to connected laptops and tablets. You can choose a device at will to answer or make a call.

-  Call notification will not show on the lock screen or sleep screen.

### Transfer a call to nearby devices manually

After you pick up a call, you can tap  on the call screen to transfer your call to the other device, such as laptop.

## Network sharing

### Tethering

Phones with the same account within the MagicRing can easily share their network with other devices (tablets, computers, or phones) with one tap, without the need to set up a hotspot or enter a password, allowing for seamless online access anytime.

#### Requirements

The phone, tablet, and computer must all support this feature.

#### Getting started

- 1** Log in to the same HONOR ID on your phone and nearby devices, and enable Wi-Fi, bluetooth.
- 2** Go to **Settings** > **HONOR Connect** > **Tethering**, ensure the **Tethering** switch is enabled.

### Sharing Mobile Network with Nearby Devices

**Method 1:** When a device without network access is not connected to the internet, and the phone has either mobile data or a Wi-Fi network connection, the device will automatically display a network connection prompt when it gets close to the phone. Simply tap **Connect** to access the network.

#### Method 2:

- 1** Go to the MagicRing page on any phone, tablet, or computer within the MagicRing.
- 2** Tap on the phone (with network) device ball in the MagicRing, then drag the tethering service card to the tablet, computer, or other phone to share the network.

- Enable the notification panel by swiping down from the top center or left of the phone screen, tap  on the right side of the tethering card, and tap **Stop sharing** to stop tethering. You can also tap the small blue ball attached to the device ball, then tap  to stop tethering, or drag the tethering service card attached to the device ball out of the attachment area to stop sharing.
- Tethering is only supported from the phone to other devices without a network in the MagicRing (such as tablets, computers, or other phones).

## Screen Sharing between HONOR Phone and Tablet

### Screen sharing Between Your Phone and Tablet

Connect your phone and tablet to use Screen sharing for cross-device operations, such as to display your phone screen on the tablet, use your phone apps on the tablet, drag files across the two devices, and edit a file from your phone on the tablet.

#### Connect Your Tablet and Phone

- Multi-screen Collaboration is supported by HONOR and Honor phones.

Connect your tablet and phone to enable Multi-screen Collaboration using any of the following methods:

#### Connect over Bluetooth

- 1 Swipe down from the status bar on your tablet and enable **Multi-Screen Collaboration**.
- 2 On your phone, swipe down from the status bar to open the notification panel, and enable .
- 3 Hold your phone close to your tablet and follow the onscreen instructions to establish a connection.

#### Scan QR code to connect:

- 1 On your tablet, enable **Multi-Screen Collaboration**, on the **Multi-Screen Collaboration** screen, touch **Scan to connect**.
- 2 Ensure that your phone is connected to the Internet, and connect your phone and tablet as prompted.

#### Access Phone Apps and Files from Your Tablet

After connecting your phone with your tablet, you can operate your phone from your tablet, such as to operate phone apps and files, view phone notifications (such as SMS messages), and make or answer phone calls.

When your phone screen is unlocked, you can perform the following operations in the phone window on your tablet:

- Open **Phone** to make a call by dialing a number.
- Open **Messages** to view and reply to SMS messages.
- Open **Gallery** or **Files** to view photos, videos, and files, as well as to play video or audio files from your phone.
- Swipe down from the top right of the screen to open the Control Center on your phone, then touch **Switch audio/video to another device** or **Switch audio/video back to current device** to switch the audio output device.
- If your tablet is connected to an external keyboard or a stylus, you can use it to input text and control the phone window on your tablet.

## Drag to Transfer Files Between Your Phone and Tablet

- 1 Open **Gallery** or **Files**, and touch and hold a picture, video, or document.
- 2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

For example, you can:

- Drag to transfer files in **Gallery** or **Files** between your phone and tablet.
- Drag a picture, text, or file from your phone to an open document on your tablet, such as a Microsoft Office document, memo, or email.

 This feature may vary by device.

## Disconnect Your Phone from Your Tablet

After you have finished using your phone and tablet, you can disconnect them using the following methods:

- On the phone window displayed on the tablet, touch  to disconnect.
- On your phone, swipe down from the top right of the screen to open the Control Center and touch **DISCONNECT**.

# HONOR Print

## Print Images and Documents

### Connect Your Tablet to a Printer

- 1 Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified.  
If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your tablet.
- 2 Connect your tablet and the printer to the same Wi-Fi network using any of the following methods:

- Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your tablet, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.
- Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your tablet, go to **Settings > Wi-Fi**, enable **Wi-Fi**, go to **More settings > Wi-Fi Direct**, then touch the printer to establish the connection.
- Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your tablet, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.

**3** Go to **Settings > More connections > Printing > Default Print Service**, and enable **Default Print Service**.

**4** Click **Default Print Service** and follow the onscreen instructions to add the printer.

## Print files

To print files under **Gallery** and **Notes**:

- Print pictures: If under **Gallery**, open the picture, tap  > **Print or export to PDF**, select the printer and follow onscreen instructions.
- Print notes: If under **Notes**, open the note, tap  > **Print**, select the printer and follow onscreen instructions.

## HONOR Share

### HONOR Share

HONOR Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports HONOR Share and Wi-Fi Direct to transfer files without using mobile data.

### Enable or Disable HONOR Share

You can enable or disable HONOR Share in either of the following ways:

- Swipe down from the top right of the screen to open the Control Center, then turn on or turn off **HONOR Share**. You can also touch and hold **HONOR Share** to access its settings screen.
- Go to **Settings > More connections > HONOR Share** to enable or disable **HONOR Share**.

## Share Files Between Tablets with HONOR Share

You can use HONOR Share to quickly share files between HONOR tablets . The recipient can preview the files before they are sent, then view the full content of the files once they have been received.

- 1 On the receiving device, enable **HONOR Share**.
- 2 On the sending device, tap and hold to select a file or album you want to share, then tap  . Tap **HONOR Share**, then tap the name of the receiving device to send the file.
  -  . These steps may be different if you are sharing files directly from an app.
    - The preview effect on the receiving end during sharing is related to the format and quantity of the shared files, please refer to the actual situation.

- 3 On the receiving device, tap **ACCEPT** to accept the transfer.

On the receiving device, go to **Files**, tap **My tablet** > **HONOR Share** under the **Browse** tab to view the received file.

Received pictures or videos can also be viewed in **Gallery** > **Albums** > **HONOR Share**.

## Share Files Between Your Tablet and Computer with HONOR Share

You can use HONOR Share to easily share files wirelessly between your tablet and a computer.

View and edit tablet files on your PC without the need for a data cable, or send files from your PC to your tablet .

### From your tablet to PC:

- 1 Enable Bluetooth and Wi-Fi on the PC.
- 2 Swipe down from the status bar on your tablet to access the notification panel (continue swiping for more content). Long press **HONOR Share** to go to the Settings screen and turn on **HONOR Share**.
- 3 Turn on **HONOR PC Manager** > **HONOR Share** on your PC and confirm **Allow discovery by other devices** is enabled.
- 4 Long press the file to be shared on your tablet , tap  , and select **HONOR Share**. After the receiving device is discovered, tap its name to share the file.

### From your PC to tablet :

- 1 Enable Bluetooth and Wi-Fi on the PC.
- 2 Turn on **HONOR Share** on the tablet .
- 3 Select the file to be shared on your PC and right click **Display more options** > **HONOR Share**. The PC will search for tablets that have the **HONOR Share** function enabled. Select the tablet to receive the file.
- 4 Follow on-screen prompts to receive the file on the tablets .

- i** Only supports HONOR notebooks with HONOR PC Manager Version 15.0 and above. This feature may vary by product, please refer to the actual situation.

## One-Touch Printing with HONOR Share

When a printer that supports HONOR Share is nearby, you can use HONOR Share to find the printer and print out pictures or PDF files stored on your tablet .

- 1 Depending on the type of printer, ensure the following:
    - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your tablet .
    - WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.
    - Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
  - 2 On your tablet , preview the file to be printed, then go to **Share > HONOR Share**.
  - 3 Once the printer has been discovered, touch its name on your tablet , and adjust the settings on the preview screen. Then touch **PRINT** to print.  
If you are connecting a Bluetooth printer to your tablet for the first time, find the printer on your tablet , touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.
- i** For a list of supported printers, touch **Help** on the HONOR Share sharing screen, select **Printers**, then touch **What printers are supported?**.

## Write and Draw with Stylus

### Writing with Stylus Pen

The stylus pen for your tablet works just like your finger, but far more accurate and flexible, offering a real writing experience. It also supports Quick Note, Global Handwriting, and other specialized applications to make writing more enjoyable.

### Charge Your Stylus

When using the stylus for the first time, please pair it with your tablet:

Place the flat edge of the stylus on your tablet's top so that it clips on. The exact attach position may vary, you may grabble to find it out.

- i** The battery of your stylus will enter protection mode after being idle for a long time. Please charge it for 5-10 minutes before using.

## Quick Notes with Stylus Pen

While the screen is off, tap on it twice with your stylus pen to open Notes. You can start a new note or renew the last one at any time to follow your inspirations and creative ideas. Various colors are available for your stylus pen. Erase, rotate, or zoom the text with tools.

- 1 Enable Quick Note:** Go to **Settings > Accessibility features > Stylus > Instant Write** and make sure **Instant Write** is turned on.
- 2 Quick Note Settings:** In **Instant Write**, you can set your preference for Quick Note and the time limit for note renewal after screen off:
  - Tap **Continue writing your note** to save the note or continue writing.
  - Tap **Time limit** to reset the time limit for renewal.

## Take Color across Apps by Using a Stylus

When you use a stylus to draw in a note, you can easily take colors from other apps.

**Cross-app color taking:** Swipe inward from the right or left edge of the screen and pause to enable **Multi-Window**, tap it to enter floating window, or drag it to split-screen mode.

**Cross-device color taking:** Swipe down from the top right of the status bar to enable Control Center, tap **Multi-Screen Collaboration**, and connect your tablet and phone by following the instructions, and then you can use **Multi-Screen Collaboration** to take colors from your phone.

After that, on the note editing page, tap **Handwrite** to open **Handwriting Kit**. Choose 

>  to tap or drag the target position to take colors.

Not all HONOR devices support this feature. Please refer to the actual situation.

## Edit Floating Menu

- 1** Go to **Settings > Accessibility features > Stylus** and make sure **Floating menu** is selected.
- 2** Tap **Edit floating menu**, choose the functions that you need in **Stylus**, and add them to **Floating menu**.

## Log in to HONOR ID

### Log in to HONOR ID Fast

On the new device, go to **Settings > Log in to HONOR ID**, you can log in by:

- Account login: Enter the account name, and log in by password or SMS verification code following the on-screen instructions.

- Scan to log in: On the new device, tap the QR code icon above and the QR code will appear on the screen. On the device has HONOR ID logged in, go to **Settings**, tap HONOR ID, then tap , scan the QR code on the new device, and tap **Confirm**.

# Video Creation

## Photography Basics

### Launch Camera

There are multiple ways to open the Camera app.

#### From the Home Screen

From the home screen, open **Camera**.

#### From the Lock Screen

When the screen is locked, turn on the screen, then swipe up on the camera icon in the lower right corner to open the camera.

### 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.

### Quick Access to Frequently Used Functions

To quickly access frequently used functions, go to the shooting preview screen that displays shooting modes (e.g., PORTRAIT, PHOTO), and you can set your frequently used parameters in the quick operation area.

Take PHOTO mode as an example:

- 1 Go to **Camera** and select the **PHOTO** mode.
- 2 Tap , and expand the quick operation area.
- 3 You can quickly set **Ratio** of the photo and more. You can also tap  to set more parameters.

### Enable Location Tag

Go to **Camera** > , enable **Location tag** to tag your location in photos and videos.

### Use the Assistive Grid to Compose Your Photos

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

- 1 Go to **Camera** > , 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.

## Enable Mirror Reflection

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

## Mute the Shutter Sound

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

 This feature is only available in some countries and regions.

## Auto-capture Smiles

Tap **Camera** >  > **Smart capture** to 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

Go to **Camera** > , enable **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.

## Customize the Camera Mode Layout

The camera mode layout can be customized. The frequently used modes can be moved to the main interface, and the order of modes can be adjusted to make the layout more in line with your usage habits.

- 1 Go to **Camera** > **MORE** and tap  or press and hold a mode icon to enter the editing screen.
- 2 Press and hold a mode icon to drag it to the location where you want to place it. You can also move the modes in **MORE** to the main interface, or move the modes in the main interface to **MORE**. Some deletable modes will display  icon. Tap  to delete the mode.

 **PORTRAIT, PHOTO, VIDEO** etc. modes cannot be moved to **MORE**. Please refer to the actual situation.

- 3 Tap  to save the layout.

- To recover deleted modes, tap  in **Camera** > **MORE**, and then tap **ADD** to recover the mode.
- To recover the initial mode, tap  in **Camera** > **MORE**, and then tap **Restore defaults**.

## Take Photos

## Taking Photos

### 1 Open **Camera**.

### 2 You can perform the following operations:

- **Focus:** tap in the screen where you want to highlight.  
To separate the focus point and metering point, press and hold in the viewfinder frame, and when the focus frame and metering frame appear at the same time, drag them to the desired position separately.
- **Adjust the brightness:** Tap the screen and swipe up or down  next to the focus frame.
- **Zoom in or out:** Open/pinch both fingers on the screen or slide the zoom bar next to the screen to zoom in/out.
- **Select camera mode:** In the camera mode area, swipe left, right, or up, down to select a mode.
- **Select a filter:** Tap  to preview the filter effect.

 Not all modes support the above operation, please refer to each mode for details.

### 3 Tap the shutter to shoot.

## Use the Floating Shutter

When using the camera, you can turn on the floating shutter and drag the floating shutter button to your preferred position.

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

### 2 When turned on, the floating shutter button will appear on the side of the viewfinder frame. Long press the floating shutter button and drag to move it to the position you want.

### 3 Tap the floating shutter button to take pictures.

## Set Camera Timer

To set a timer on the camera, set the frame, tap the shutter button, and then the camera will automatically shoot at the end of the countdown.

### 1 Open **Camera**, select a shooting mode, tap > **Timer**, and select a timer length.

### 2 Go back to the shooting screen, tap the shutter button, and the tablet will automatically shoot at the end of the countdown.

## Take photos using filters

### 1 Open **Camera** to select **PHOTO** mode.

- 2
  - In front camera mode, tap  to choose a filter and preview the effect.
  - In rear camera mode, tap  to select a filter and preview the effect.
- 3 Tap the shutter to shoot.

## Scan Document

You can scan your documents, PPTs of the meetings, etc. for electronic storage and sharing.

### Use Scan Document

- 1 Go to **Camera > SCAN DOCUMENT**, and make sure  is enabled.
  - 2 Place the whole document in the viewfinder of the camera and turn the pages. The device will automatically scan each page, remove shadows, and make adjustments. You can also tap  to scan manually.
  - 3 After completing the scan,  > **Save > Next** and save the document in the format you want.
-  Go to **Files** to view the exported document.

## Shoot Videos

### 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 tablet in position. To reduce camera shake, use a tripod to steady your tablet.
- 3 Touch  to start recording, then touch  to end the recording.

The recorded video is automatically saved to Gallery.

## Edit Images

### Edit Photos

Gallery offers a wide range of custom editing features for photos.

## Basic Editing

- 1 Open **Gallery**, touch the photo you want to edit, then touch  to access the editing features.
  - Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep.  
To rotate the photo, touch **Crop** and drag the angle wheel to the desired orientation.  
To rotate the photo by 90 degrees or mirror it, touch  or .
  - Add a filter effect: Touch **Filter** to select a filter.
  - Adjust photo effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the photo.
  - Other: Edit the photo in other ways, such as by maintaining colors, adding blur, doodle, frame and text.
- 2 Tap  or **Save** to save your edits.

## Add Sticker to Photos

- 1 In Gallery, touch a photo, then tap  > **Sticker** to edit.
- 2 Select the type of Sticker you want to add, such as **Time**, **Weather**, **Mood**.
- 3 Select a Sticker and drag it to change its position. You can also edit the text of some types of watermarks. Tap the Sticker to edit the text.
- 4 Touch  to save your edits and touch **Save** to save the photo.

## Pixelate Photos

- 1 In Gallery, touch a photo, then tap  > **Mosaic** to go to the editing page.
- 2 Select a mosaic style and size to cover parts of the photo.
- 3 To remove the mosaic, touch **Eraser** and wipe it off the photo.
- 4 Tap **Save** to save the photo.

## Rename Photos

- 1 In Gallery, touch the photo you want to rename.
- 2 Tap  > **Rename** and enter a new name.
- 3 Touch **OK**.

## Create Collage

You can use **Collage** to quickly stitch together multiple images from Gallery into one for sharing.

- 1 You can access Collage in any of the following ways.
  - Go to **Gallery** > **Create**, tap **Collage**, select multiple images, and tap **Create**.
- 2 Select a template. You can:
  - Adjust the position of the image: Long press on the image to be adjusted and drag it to the desired position to switch places.
  - Adjust the display of the image: Tap the image you want to adjust and drag the image or zoom it in/out with two fingers to adjust the display part of the image.
  - Rotate the image: Tap the image, and then tap  or  for rotation or mirror flip.
  - Add or remove borders: By default, Collage displays borders between and around the outer edges of the images. If you don't need borders, tap **Frame** to remove.
- 3 Tap **Save** to save.  
You can view the collages in **Albums** > **Collages**.

## Edit Videos

### Select images and videos to create a short film

In the gallery, you can select your favorite images and videos, use a variety of templates to create a short film, and enhance it with effects such as filters, transitions, text etc.

-  • Please make sure your device has been updated to the latest system version.
  - This feature may vary by device.
  - This feature requires an Internet connection. Connect to a Wi-Fi network to avoid incurring unnecessary data charges.

- 1 Go to **Gallery**, you can access video creation in the following ways:
  - Go to **Create** > **Video Creation**, select the images or videos, and tap **Create**.
- 2 Your or tablet will generate a short film, and you can:
  - Choose a video theme: tap **Template** to select from a variety of theme templates.
  - Edit clips: to trim a video, or change the duration of an image, tap **Edit**, tap on the preview bar, and drag the sliders on both sides of the clip.
  - Select a filter: tap **Filters** to select classic, food, landscape and other filter effects. You can also tap **Adjust** to further adjust the brightness, contrast, etc.
  - Edit background music: tap **Music**, then tap **Add music** to add preset background music or local music. Or tap **Extract audio** to extract the audio from a video and attach it to your clip.

After adding the background music, you can go to **Edit**, and tap **Volume** to adjust the volume of the original sound or background music. Enable **Fade in** or **Fade out** to add a fade to the background music.

To trim the background music, add **Cut** before and after the desired part. Press and hold the music clip on the preview bar, and drag it to the location you want, or tap **Delete**.

- Add text: tap **Text** > **Add text** to add text in the video. After entering text in the text box, you can select templates, styles or stylized text below to finish adding. Then tap the text preview bar, and drag the sliders on both sides to customize the duration of the text.
- Add effects: tap **Effect** to add effects to the video.
- Adjust the frame size: tap **Frame** to select the frame size you want.
- Add background: tap **Background** to add background in a solid color or other styles. Or drag the slider on **Blur** page to blur the background. You can also tap Gallery to select an image from the album as the background.
- Adjust specifications: tap **Adjust** to adjust specifications such as video brightness, contrast, saturation, sharpness, etc.

**3** When you finish editing, tap  for a preview. Tap **Set cover** to set a cover. You can also select the resolution and frame rate as needed. Then tap **Export** to export your video.

 Some materials require a VIP membership for full access.

## Edit Videos

-  • Please make sure your device has been updated to the latest system version.
- This feature may vary by device.

**1** Go to **Gallery** > **Albums**, and touch the video you want to edit.

**2** Tap  to display the video editing screen, where you can:

- Select a theme: Touch **Template** and select a preset theme.
  - Edit the clips: Touch **Edit** then touch the timeline and drag the sliders at both ends to trim the video to the desired length.
  - Select a filter: Tap **Filters** and select a filter effect. Slide the slider to adjust the filter effect.
  - Edit background music: Touch **Music** and then touch **Add music** to choose from preset background music or your locally saved music. You can also touch **Extract audio** to extract audio from a video and attach it to your clip.
- After the background music is added, in the **Edit**, you can tap **Volume** to adjust the volume of the original sound or background music. Enable **Fade in** or **Fade out** to fade in or fade out the added background music.

To take or delete a piece of background music, add **Cut** before and after the music to be taken and select the piece, long-press on the preview bar to drag it to the position you want, or tap **Delete**.

- Add text: Tap **Text** > **Add text** to add text to the video. After entering text in the text box, you can select templates, styles or stylized text below to finish adding. Then tap the text preview bar, and drag the sliders on both sides to customize the duration of the text.
- Add effects: Tap **Effect** to add effects to the video.
- Add Picture in Picture: Tap **PIP** to add the materials that you want. After adding successfully, the materials will show on the short video as a Picture in Picture.
- Adjust the frame size: Tap **Frame** to select the frame size you want.
- Add background: Tap **Background** to add background in a solid color or other styles. Or drag the slider on **Blur** page to blur the background. You can also tap Gallery to select an image from the album as the background.
- Adjust specifications: Tap **Adjust** to adjust specifications such as video brightness, contrast, saturation, sharpness, etc.

**3** When you are finished, touch  to preview and **Export** to save the video. When saving the video, you can specify the video resolution as required.

## View Images and Videos

### View Photos

In Gallery, you can view, edit, and share your photos.

#### View by Shooting Time

Go to **Gallery**, tap **Photos** tab. Pinch in on the screen to switch to the monthly view and pinch out to switch to the daily view.

You can also slide the slider on the edge to quickly go to the corresponding time to view.

#### View by Album

You can view photos by album on the **Albums** tab.

Some photos are stored in default albums. For example, photos recorded with the camera are saved in the **Camera** album. Screenshots and screen recordings are saved in the **Screenshots** album.

#### View by Smart Category

Gallery intelligently sorts photos into categories on **Albums** > **AI Albums** tab.

Touch a category album (such as food, portrait, location or scenery) to view photos in that album.

## Check Image Details

- 1 Open any image in Gallery to view it in full screen. Tap once more to hide menu buttons.
- 2 While in full-screen, tap  to display an info window with details like storage path, resolution, size, and more parameters.

## Organize Albums

Organize photos 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 photos or videos you want to add, and then move or copy them to the album.

### Custom Album Cover

- 1 Go to **Gallery > Albums**.
  - 2 Go to the album for which you want to customize the cover and touch  > **Custom cover**.
  - 3 Select the image you want to set as the cover.
-  To restore the default cover, go to this album and touch  > **Default cover**.

### Sort Albums

- 1 Go to **Gallery > Albums > **, and touch **Sort albums**.
- 2 Long press and drag  next to an album to the desired position. Touch **Reset** to reset the albums to the default order.

### Hide Albums

If you have private pictures and videos that you do not want to show in the album, you can hide them.

On the **Albums** page, tap to open an album, touch and hold the pictures or videos that you want to hide, and tap  > **Hide > OK**.

The selected pictures and videos will be hidden. You can:

- On the **Albums** page, tap  > **Hidden items** to check the hidden pictures and videos.
- Long press the selected pictures or videos in **Hidden items**, and tap **Unhide**.  
After hiding is canceled, the hidden pictures and videos will go back to their original albums.

- To access **Hidden items**, you need to enter the correct password (which is the same as the lock screen password). Once unlocked, you can view the hidden content.
- The pictures and videos in the shared albums cannot be hidden. Please refer to the actual situation.

## Move Photos and Videos

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

**2** Touch  > **Move** 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 photos and videos stored on your device. Moving items across albums will not remove them from these albums.

## Delete Photos and Videos

Touch and hold to select the photo, video or album you want to delete, then touch **Delete** > **Delete**.

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

Deleted photos and videos will be temporarily moved to the **Recently deleted** album. They will be permanently deleted after a certain period.

To permanently delete a photo or video, touch and hold it in **Recently deleted**, and then follow the on-screen prompts to delete.

## Recover Deleted Photos 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 by your tablet.

## Add Photos and Videos to Favourites

Open a photo or video that you want to add to favourites, then touch .

The item will appear in both its original album and the **My favorites** for you to easily view.

## Share Images

Go to **Gallery** > **Albums**, you can share images in the following ways:

- Share a single image: Tap an image and tap  to share.
- Share multiple images: In an album, long press an image to enter multi-selection mode, select multiple images and tap  to share.

## Safe Photo Sharing

Safe Photo Sharing helps you remove information such as photo location and shooting data to avoid privacy leakage when sharing.

- 1 Go to **Gallery > Albums**.
- 2 Select one or more photos and tap .
- 3 Check the message on the top left of the sharing screen. If privacy protection is not enabled, tap **Privacy options**, **Privacy options** window will appear. You can follow the on-screen prompts to enable this feature to share photos safely.

## The Gallery Card on Home Screen

Embellish your home screen with a customized display of photos through the Gallery card.

### Add the Gallery card:

- Pinch two fingers on the home screen to enter the edit screen, tap **Cards**, and select **Gallery** card. Swipe left and right to select the card style and tap **ADD TO HOME SCREEN**.
- Swipe up on the **Gallery** icon on the home screen, and tap  to add home screen cards.
- Touch and hold **Gallery** on the home screen, select the "**Gallery**" card, swipe left and right to select the card style, and tap **ADD TO HOME SCREEN**.

**Edit the Gallery card:** Touch and hold the Gallery card, tap **Edit card**, and select the display content in the Gallery card.

- **Auto-select:** Display highlight photos from the album.
- **Select album:** Display all photos in the specified album.
- **Choose a picture:** Display the specified photo.

**Remove the Gallery card:** Long press the Gallery card, tap **Remove**, and remove the unwanted card.

## Quickly Find Images in Gallery

Enter keywords such as time, place, and subject in Gallery search bar to quickly search for images.

- 1 Go to **Gallery > Albums**, enter the keywords you want to search for in the search field at the top of the screen.  
Enter keywords for the image (e.g. "food", "landscape", "flowers").
- 2 Gallery will present you with images related to the keywords and suggest related keywords. Tap a keyword or continue entering keywords for a more precise search.

 This feature may vary by device.

# Enjoy Smart Life

## Magic Capsule

### Magic Capsule

The Magic Capsule is located at the top of the screen, displayed in the form of a “capsule”, and presents ongoing tasks, making it easy to view real-time status, perform quick operations, or quickly enter applications.

The Capsule can shrink into a “little ball” and expand into a capsule again after a certain period of time until the end of the task. The Magic Capsule can expand into a larger form to display dynamic notifications. The display timing, duration, and interaction methods of Magic Capsule may vary depending on specific tasks.

Only some preset functions support Magic Capsule.

### Trigger Magic Capsule

You can Trigger Magic Capsule by actions like initiating real-time tasks and completing specific operations. For example:

- Start recording in **Recorder** and back to the home screen.
- Start timing in **Clock** and back to the home screen.

### View Status and Perform Quick Operations via Magic Capsule

The Capsule would shrink into a “little ball” after displaying for some time and expand into a capsule again after a certain period of time until the end of the task. You can track the current task status via Magic Capsule:

Tap Magic Capsule or the “little ball” to expand it and check detailed status or perform quick operations.

### Quickly Access Apps via Magic Capsule

You can quickly launch apps via Magic Capsule:

When Magic Capsule is expanded, tap anywhere on the expanded area.

 This feature does not apply to apps where Magic Capsule does not work in the background.

## Game Manager

### Game Manager

The Game Manager provides auxiliary services for the games or apps that have been added. Within the app or game, it offers quick access to game tools and benefits, and allows you to easily activate game mode, Do Not Disturb, and other services.

## Enable Game Manager

- 1 Go to **Settings > Apps > Game Manager** to enable Game Manager service.
- 2 In the app or game, swipe from the left side of the screen to bring up the **Game Manager**.

## Audio Channel Switching with One Tap

### Switch to a Different Output Device During Playback

When playing music or videos through your earphones, you can quickly switch playback to another device without having to unplug your wired earphones or disconnect your Bluetooth earphones.

- 1 Enable Bluetooth on your tablet and connect it to wired earphones or a Bluetooth audio device (such as Bluetooth earphones, a Bluetooth speaker, or a vehicle-mounted device).
- 2 After pairing is successful, you will see the **Current audio output device** or **Current audio input/output device** card if you swipe down the notification panel on your tablet .

Touch  on the card to display the audio output devices that are currently available. Select the device you want to switch the audio to.

-  If your tablet supports wired earphones with a non-Type-C port, the audio output channel of your tablet will be switched from **This device** to the wired earphones by default.

# Tips

## Enable Frequently Used Features of the App Fast

### Access Frequently Used App Features from the Home Screen

You can access frequently used features of certain apps from app icons on the home screen, and even add shortcuts for these features to the home screen.

### Quickly Access Frequently Used App Features

Touch and hold an app icon until a pop-up menu is displayed, then touch a frequently used feature to access it.

For example, touch and hold the  icon, then touch a shooting mode, such as Selfie or Video, from the pop-up menu to access it.

 If no pop-up menu is displayed after you touch and hold an app icon, it indicates that the app does not support this feature.

### Add Frequently Used App Features to the Home Screen

Touch and hold an app icon on your home screen to bring up the pop-up menu. Touch and hold the desired feature and drag it to your home screen to create a shortcut.

## Screenshot and Screen Recording

### Record screen

You can record operations on the screen as a video and share it with your friends and family.

### 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 top right of the screen to open the Control Center.
- 2 Touch **Screen Recorder** to start screen recording.
- 3 To stop the recording, touch the timer at the top of the screen.
- 4 The recording will be saved to **Gallery**.

## Use Two Knuckles to Start Screen Recording

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Record screen**, and ensure that **Record screen** is enabled.
- 2 Knock the screen twice in quick succession with two knuckles to start screen recording. To stop recording, knock twice again.

## 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.

## Take a Screenshot

### Use Your Knuckle to Take a Screenshot

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites**, and ensure that **Knuckle screenshots** is enabled.
- 2 Knock the screen twice in quick succession with one knuckle to take a screenshot.

### Use a Key Combination to Take a Screenshot

Press and hold the Power and Volume down buttons simultaneously to take a screenshot.

### Take screenshots with the shortcut button

Swipe down from the top right of the screen to open the Control Center. Tap  to take the full screenshot.

### Share and Edit a Screenshot or Switch to Scrollshot

After you take a screenshot, a thumbnail will be displayed in the lower left corner of the screen. You can then:

- Swipe down on the thumbnail to take a scrolling screenshot.
- Swipe up on the thumbnail to select a way to share the screenshot with your friends.
- Touch the thumbnail to edit or delete it. You can also touch **Scrollshot** to take a scrolling screenshot.

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

### Take scrolling screenshots with knuckle gestures

- 1 Tap the screen with one knuckle and keep your knuckle on the screen, apply a little force to draw an "S" shape, and the screen will automatically scroll down to take a screenshot.

 When using this function for the first time, please follow the system instructions to enable **Scrollshot**.

- 2 During scrolling, tap on the scrolling area to stop taking the screenshot.

### Swipe Down Using Three Fingers to Take a Screenshot

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites**, and select **Three-finger swipe down, Take screenshot** is enabled.
- 2 Swipe down from the middle of the screen with three fingers to take a screenshot.

### Precautions for Using Knuckle Screenshots

- When you are typing, do not tap in the IME input area. Knuckle screenshots are blocked in this area.
- Please double knock the screen consecutively at the same place and at an appropriate speed.
- Keep your knuckle vertical to the screen.
- If you want to take more than one screenshot, wait 2 seconds before knocking on the screen again.
- If there is a screen protector on the screen, knock the screen harder or remove the screen protector and try again.

## Process Tasks in Multi-window Simultaneously

### Multi-Window

Browsing apps in a floating window or split screen makes multi-tasking easier, more flexible and efficient.

- Floating window: You can view an app on the full screen in the floating window.
- Mini window: It is the smallest display form of a floating window. It can shrink an app display to a minimal form and bring it back when you need it.
- Split screen: Two apps can be used at the same time in the screen.
- Dual-window: You can use two of the same app at the same time in a split screen.

-  • Apps that support **Multi-Window** may vary by device model and version.

### Floating Windows Make Switching Tasks Easier

Use communication apps without leaving the game? All it requires is to enable floating windows. Before using, go to **Settings > Accessibility features > Multi-Window** and make ensure **Multi-Window dock** is turned on.

#### Open a floating window

Swipe inwards from either side of the screen and hold to open **Multi-Window dock**. Tap an app to open the floating window.

#### Adjust the size

Slide the bottom two corners of the floating window.

### Move the floating window

Drag the  on top of the floating window.

### Minimize the floating window

Try out the following methods:

- Quickly drag the  on top of the floating window to either side of the screen to minimize it to an assistive ball.
- Tap  >  on top of the floating window to minimize it to an assistive ball.

### Close the floating window

Try out the following methods:

- Swipe up the  on the bottom of the floating window to close it. Swipe it down to switch to full screen.
- Tap  >  on top of the floating window to close it.

 A tablet can display 2 floating windows at a time.

 • Some apps do not support floating window feature.

### Multi-tasks in Floating Windows

You can find and switch floating windows quickly with the floating window task manager.

- 1 Multiple floating window tasks have been opened and minimized to the assistive ball.
- 2 Tap the assistive ball to unfold the floating window task manager.
  - Find a floating window: Scroll up or down to find the one you need.
  - Switch to another floating window: Tap the floating window card that needs to be restored to open it.
  - Close a floating window: Tap  on the floating window to close it.

### Mini window

As the minimum presentation form of floating windows, mini windows save space and boost efficiency with multi-tasking. You can activate a mini window from either full-screen or floating window mode:

#### From full-screen mode:

While using an app in full screen, swipe up from the bottom edge to the  position and release to activate a mini window.

#### From floating window mode:

- Drag the  at the top of the floating window to the upper left or upper right corner and release to activate a mini window.
  - Swipe inward from both bottom corners of the floating window to minimize it and release to activate a mini window.
  - Swipe the  at the bottom of the floating window to minimize it and release to activate a mini window.
-  Tap a mini window once to switch to a floating window; tap it twice to switch to full-screen mode.

### Open an Attachment in a Floating Window

You can open a link or attachment within specific apps (such as Email or Notes) 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.

### Split-Screen for Effortless Multi-Tasking

Use two apps simultaneously on a split screen. Before diving into split-screen, ensure the **Multi-Window dock** switch is toggled on by going to **Settings > Accessibility features > Multi-Window**.

#### Activate the split-screen mode on full screen with one tap

While using apps in full screen mode, swipe up from the bottom edge to the  or  position and release to enter the half split-screen mode. The app will minimize to the edge of your screen, either to the left side or the top, and display the home screen. Tap another app that supports split-screen to initiate split-screen mode.

 To exit half split-screen mode and go back to using apps in full-screen, simply tap the Back button or tap on the minimized app at the edge of the screen.

#### Activate the split-screen mode via Multi-Window dock

While using an app on full-screen, swipe inwards from both long edges of the screen and pause until **Multi-Window dock** appears. Then, press and drag the app onto the screen and release to enter the split-screen mode.

You can also:

- **Change app display position:** To switch app positions, tap  at the top of apps and drag it to the opposite side of the screen. Alternatively, you can exchange app positions by tapping the app divider  and then selecting  or .
  - **Save app pairs:** Tap the app divider, then choose , to add the current pair of apps in the split-screen mode to the home screen.
  - **Adjust window size:** Drag the app divider  to adjust the window size.
  - **Exit the split-screen mode:** Slide the app divider  to the top or bottom edge of the screen.
-  • Some apps do not support split-screen displays.
- The split-screen mode supports two apps only at one time.
  - When you uninstal an app, any app pairs linked to it will be deleted subsequently.

## 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 **Notes**, open **Files**, select the photo you want to add, and drag it into the **Notes** editor.
- Drag and drop text: When sending an SMS message, open **Notes**, 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.

## Add, Move, or Remove an App from the Multi-Window Dock

- Add an app: In the Multi-Window dock, touch  > , touch the app you want to add, then touch **Done**.
- Move an app: In the Multi-Window dock, touch  > , drag the desired app to any location in the dock, then touch **Done**.
- Remove an app: In the Multi-Window dock, touch  > , touch  in the upper right corner of the icon of the app you want to remove, then touch **Done**.

## Switch between the split-screen display and the floating window display

### Switch from split-screen view to floating windows

Drag  on top of the app to either side of the screen and lift your hand.

## Switch from a floating window to split-screen view

Try out the following methods:

For an opened app that supports split screen, touch and hold the  on top of its floating window to the bottom or top of the screen and release.

## Multi-Window View for a Single App

You can create two task windows for the same app (such as Email and Notes), and drag images, text, or documents between them.

 This feature is unavailable in some apps.

### 1 Enter the split-screen view within an app.

- Open the Email app.
- Swipe inward from the left or right edge of your tablet and hold to bring up the Multi-Window dock.
- Touch and hold the Email icon, and drag it to the screen to enter split-screen view.

### 2 Drag images, text, or documents between the split-screen windows.

- **Drag an image:** Select an image from one split-screen window and drag it to the other window.
- **Drag text:** Touch and hold the text and select the desired part from one split-screen window, then touch and hold the text again and drag it to the other window.
- **Drag a document:** Select a document from one split-screen window and drag it to the other window.

## Disable Multi-Window dock

Multi-Window dock is enabled by default. To disable it, go to **Settings > Accessibility features > Multi-Window**, then disable **Multi-Window dock**.

# Apps

## Apps

### App Basics

#### Uninstall an App

You can uninstall an app using any of the following methods:

- When using the **Standard** style home screen, touch and hold the app icon on the home screen, then touch **REMOVE > Uninstall** and follow the instructions.
- Go to **Settings > Apps > Manage apps**, touch the app, then touch **Uninstall**.

 Some pre-installed system apps can't be uninstalled, as uninstalling them may cause system errors.

#### Manage Background Apps

**1** Access the recent tasks screen using either of the following methods, depending on the navigation method you are using:

- **Gestures:** Swipe up from the bottom of the screen and hold.
- **Three keys:** Touch .

**2** On the recent tasks screen, you can:

- Swipe across to view app previews.
- Touch an app preview to access an app.
- Swipe up on an app preview to close an app.
- Swipe down on an app preview to lock it.  will appear at the top of the app preview. Touching  will not close this app.
- Swipe down again to unlock it.  will disappear.
- Touch  to close all apps (except for those you have locked).

#### Clear the Cache of an App

Delete app cache files to free up storage space.

Go to **Settings > Apps > Manage apps**, select the app that you want to clear the cache of, then go to **Storage > CLEAR CACHE**.

## Contacts

## Add and manage contacts

You can open **Contacts** on the home screen (or open **Phone** and go to the **Contacts** interface) and add, share, or delete contacts.

### Manually create contacts

On the **Contacts** screen, tap , go to the **New contact** interface, enter name, phone number, and other information, and tap  to save.

### Merge duplicate contacts

On the **Contacts** interface, go to  > **Settings** > **Organize contacts** > **Merge duplicate contacts**, select the duplicate contacts, and tap **Merge**.

### Search contacts

You can search contacts in the following ways:

- Open the **Contacts** interface and enter the keywords you want to query (e.g., initials of contact's last name, phone number, email) in the **Search** input box at the top.
- Swipe down in the middle of the home screen to bring up the search box and enter the keywords you want to query.

 You can also enter multiple keywords at once for a more precise search, such as "John Beijing".

### Share contacts

- 1 On the **Contacts** interface, long press the contacts to be shared, and tap **Share contact**. Or tap the contacts to be shared, tap **More** > **Share contact**.
- 2 Select a method to share and follow the on-screen instructions.

## Phone

### Make a Call

 Calling services are not supported on Wi-Fi only tablets.

### Dial a Number or Select a Contact to Make a Call

Use either of the following methods to make a call:

- Open **Phone**, enter part of a phone number, the first letter of a contact's name, or a contact's initials to find a contact, then touch to make a call.
- Open **Phone**, touch the **Contacts** tab, then search for a contact or select a contact in the contact list to make a call.

Touch  to end the call.

## Use Speed Dial

Once you've set up speed dialing for a contact, you can quickly call that contact with the assigned number key.

Go to **Phone** >  > **Settings** > **Speed dial**, select a number key, then set a contact for this speed dial number.

## Press the Power Button to End a Call

During a call, press the Power button to end the call.

Go to **Phone** >  > **Settings**, and enable **Power button ends call**.

## Make an International Call

- 1 Contact your mobile carrier to activate and inquire about the international calling service.
- 2 Open **Phone**, touch the **Contacts** tab, then select a contact to make a call.
- 3 For numbers that are not in the contacts list, open the dialer and hold the **0** number key until the **+** icon is displayed. Enter the country code and phone number, then touch  to make an international call.

## Emergency SOS and Calls

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

### Use Emergency SOS

If you are in an emergency situation, you can quickly and secretly send an SOS message or make an SOS call to your emergency contacts.

- 1 Go to **Settings** > **Safety & emergency** > **Emergency SOS**, and touch **Emergency contacts** to add an emergency contact.
- 2 Enable **Also send SOS message** and **Auto-SOS call**, and set related permissions as prompted.

Once you have enabled the Emergency SOS feature and you are in an emergency situation, press the Power button five times in quick succession and your tablet will automatically send a message with your current location to your emergency contacts. It will also automatically call your emergency contacts one by one and play a pre-recorded SOS message, then end the call automatically.

If **Auto-SOS call** is disabled, after the message is sent, your tablet will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

## Make Emergency Calls

In the event of an emergency, you can make emergency calls directly from the lock screen of your tablet even if there is no signal.

-  The emergency call feature is subject to local regulations and individual mobile carriers. Network issues or other types of interference may lead to emergency calls not working.

- 1** From the lock screen, access the screen for entering your password, and touch **EMERGENCY**. If you are in an area with a good signal and your tablet has an Internet connection, it will automatically obtain your location and display it on the screen.
- 2** Enter your local emergency number and touch  to call the number. Alternatively, touch **EMERGENCY INFORMATION** and select an emergency contact to call.

## Manage Incoming Calls

-  Calling services are not supported on Wi-Fi only tablets.

You can use the call waiting feature to answer incoming calls when you are already engaged in a previous call.

If you cannot answer a call because your tablet is faulty or the network signal is poor, you can also set call forwarding to forward calls to another number or device.

## Answer or Reject an Incoming Call

If you receive a call when the screen is unlocked:

- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and reply with a message.

## Enable Call Waiting

The Call waiting feature lets you answer an incoming call when a call is already in progress by placing the first call on hold. This feature requires the support of your carrier. For details, contact your carrier.

Go to **Phone** >  > **Settings** and then go to **More** > **Call waiting**.

-  This feature may vary depending on your carrier.

## Answer a New Incoming Call During a Call

- 1** When you receive an incoming call when you are already engaged in a previous call, touch  to answer it.
- 2** Touch , or touch a held call in the call list to switch between the two calls.

## Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet your pre-set conditions will be automatically transferred to a specified phone number. This feature requires the support of your carrier. For details, contact your carrier.

- 1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.
  - 2 Select and enable a forwarding method, then enter and confirm the target number.
-  This feature may vary depending on your carrier.

## Disable Call Forwarding

- 1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.
- 2 Select the forwarding mode and disable it.

## Perform In-call Operations

 Calling services are not supported on Wi-Fi only tablets.

During a call, an in-call menu will be displayed.

- Touch  to start another call. This feature requires the support of your carrier. For details, contact your carrier.
- Touch  to use the dialer.
- During a call, you can hide the call screen and access other apps by returning to the previous screen or home screen using the current navigation mode on your tablet. To return to the call screen, touch the green icon in the status bar.
- Touch  to end a call.

## Use VoLTE to Make HD Video Calls

VoLTE (Voice over LTE) is an IP-based data transmission technology. After enabling VoLTE, it can provide you with fast call connection times and high-quality voice and video calls.

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

## Enable VoLTE

Contact your carrier to activate the VoLTE service for your SIM card. If both the primary and secondary SIM card trays of a dual-SIM tablet support VoLTE, it can be enabled for both SIM cards.

-  • This feature may vary depending on your carrier.
  - 5G services are only available in some countries and regions.
  - Enable **5G** if the 5G network is supported. The VoLTE feature will then be enabled by default.

## Make a Video Call

Video calls are only possible when both parties are using VoLTE-activated devices.

- 1 Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then select the contact you want to call.
- 2 Touch  to make a video call.

During a voice call, you can touch  to switch to a video call.

## Calendar

### Use Events

Events help you schedule activities in your daily and work life, such as attending company meetings, arranging social get-togethers, and making credit card repayments. You can add events and set reminders to help you arrange your schedule in advance.

### Add Schedules

- 1 Go to **Calendar**, then tap .
- 2 Enter details such as title, location, start and end time of the schedule.
- 3 Tap **Add reminder** to set a reminder for the schedule.
- 4 Tap  to save the schedule.

### Import Meeting Reminders

- 1 Go to **Calendar** >  > **Manage accounts**.
- 2 Tap , then follow the on-screen instructions to add your work emails (Exchange account) to the calendar to view meeting reminders.

### Search for an Event

- 1 On the **Events** screen, touch .
- 2 Enter keywords of your event in the search box, such as the title and location.

### Share Schedules

- 1 Open the **Events** screen, then tap a schedule under View or Schedule.
- 2 Tap **Share**, then follow the on-screen instructions to share your schedule in the way you prefer.

## Delete Schedules

On the **Events** screen, tap the schedule you want to delete, then tap  > **Delete**.

## Set a Calendar Notification

Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, and ringtone notifications. After setting the default reminder time, your tablet will send a notification at the specified time.

Go to **Calendar** >  > .

- Touch **Default reminder time** or **Reminder time for all-day events** to set a reminder time.
- Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

## Customize Calendar View Settings

You can customize calendar view settings, such as by specifying the start day of the week, and whether to show week numbers.

**1** Go to **Calendar** >  > .

**2** Select the start day of the week, or enable the switch to show week numbers.

## Set Alternate Calendars

You can switch to other calendars, such as the Chinese lunar calendar or the Islamic calendar.

Go to **Calendar** >  >  > **Alternate calendars**, and select a calendar you want to use.

## Important Events

Add priority to events and differentiate important events with a priority to highlight important events, focus on important matters, and handle them efficiently.

### Add Important Events

Enable **Calendar**, tap , and tap **Priority** to set the event as **Important** in the interface of details. Enter details such as title, location, start and end time of the event, etc. and tap  to save them.

### Mark existing events as important

Mark manually

Open **Calendar**, tap an event and go to its details page, tap **Priority** and select **Important**. You can also go to the preview page of an event, tap the drop-down menu on the right side of an event  > **Priority** to make settings.

Mark automatically

If an event contains **VIP**, the calendar will intelligently identify and mark the event as important.

## Set VIP Participants for Events

When you add VIP participants to events, **Calendar** will intelligently mark events, missing no important matters for you.

### Add VIP Participants from Event Settings

Enable **Calendar**, go to  >  > **VIP** to add and remove VIP participants according to your needs. The Calendar will also help you recommend VIP participants based on the participants' frequency of the previous events.

### Remove VIP Participants

Enable **Calendar**, go to  >  > **VIP**, select the participants you need to remove in the **VIP** list, tap **Remove** on the right side of the participants, and then confirm.

## View National/Regional Holidays

View national/regional holidays in the calendar to help plan your trip.

- 1 Go to **Calendar** >  >  > **National/Regional holidays**.
- 2 Turn on the switch of a country/region, and your tablet will automatically download holiday information for that country/region and display it in Calendar.

## Clock

### Set Alarms

You can set alarms to play a sound or vibrate at specific times.

#### Add an alarm

- 1 Go to **Clock** > **Alarm**, tap  to add an alarm.
- 2 Follow the prompts to set the ringtone, repeating interval, etc.
- 3 Tap  to save the settings.

## Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

## Snooze an Alarm

If you don't want to get up when an alarm rings, simply touch the snooze button or press the Power button.

The snooze length is set when creating the alarm.

## Turn Off an Alarm

When an alarm rings, swipe left or right on the button that appears at the bottom of the screen to turn it off.

## Use the Timer or Stopwatch

You can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

### Timer

Go to **Clock** > **Timer**, set the duration of time, and touch  to start the timer. To stop it, touch .

### Stopwatch

Go to **Clock** > **Stopwatch**, and touch  to start the stopwatch. To stop it, touch .

## 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 content) and Scan document modes.

#### Create Note

- 1 Go to **Notes**, tap  and select **Typed notes**.
- 2 Enter the title and content for the note. You can also do the following as needed:
  - Tap  to add a checklist.
  - Tap  to change the font type, paragraph alignment or background.

- Tap  to insert images, tables, or links, import documents, or scan cards, documents, etc.
- If you want the notes to be classified more clearly and easy to view, tap **No category** after editing to add a tag to the note.

**3** Tap  to save the note.

### Add a handwritten note

You can use handwritten notes to record your inspiration and ideas more vividly, such as drawing doodles, inserting pictures to make beautiful scrapbooks and adding annotations to mark key points after inserting slides.

- 1** Go to **Notes**, tap  and select **Handwritten notes**.
- 2** Enter note name, set the paper orientation, specifications and template, and then tap .
- 3** Enter handwritten content to your note. You can also do the following as needed:
  - Tap  to enter the content via handwriting or drawing. Tap again after  is highlighted to choose the pen and its thickness.
  - Tap  to erase the handwritten or drawn content. Tap again after  is highlighted to choose the erasing method.
  - Tap  to insert an image. Tap again after  is highlighted to take a photo or choose a photo from Gallery.
  - Tap , and tap  in a blank area to insert a text box.
  - Tap  to add pages, import images and documents.

**4** Tap  to save the note.

### Manage Notes

You can categorize your notes into different folders, delete unwanted items, and share your notes with others.

When viewing notes, tap 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.

### Set Password for Notes

**Lock Notes:** Go to **Settings > Security & privacy > Device & data protection > App Lock**, follow the on-screen instructions to enter your lock screen password or customize the app lock password, and turn on the switch next to your notes.

## Categorize notes

You can categorize your notes into different folders, add color labels to distinguish the folders, and edit them to make your notes more clearly classified and easy to find.

### View all notes:

- On the **All notes** list, different notes are displayed in different colors. You can also enter keywords in the search box to quickly find the notes you need.
- Tap the list icon on the left side of **All notes**, to check **Favorite notes**, **Recently deleted** and other types of notes.

### Create/edit folder:

- Open the list icon on the left side of **All notes**, tap **New folder**, select your favorite folder color, type folder name, and then tap **Save**.
- Press and hold a folder to edit, delete, etc.

### Move/collect/lock notes:

- On the note list page, press and hold the note to be edited, tap **Move**, select the folder that you want to move the note to, and then tap **More > Favorite**, collect or pin the note.
- Open the note to be locked, and tap **Add lock** on the lower right corner.

 The function and interface may vary by device model. Please refer to the actual situation.

## Share notes

You can share notes by multiple methods:

- Share a single note: On the page of **All notes** list, open the note to be shared, tap  and share it by following the prompts.  
Notes can be shared via **As image**, **As text** and **As document**.
- Share multiple notes: On the page of **All notes** list, press and hold a note to be shared, check multiple notes to be shared, and then tap  and share them by following the prompts.

## Print Notes

- 1 In the interface of **All notes** list, open the note you want to print.
- 2 Go to  > **Print** and follow the on-screen instructions to select the printer and print parameters to begin printing.

## Delete notes

Long-press the note you want to delete, check the box or swipe along the checkbox to select multiple notes, and then tap  to delete it.

If you want to recover accidentally deleted notes, go to the **All notes** list interface and tap , and select the records you wish to keep from the **Recently deleted** folder, and tap .

## Global Favorites

Three-finger Global Favorites can help you quickly save images, text, web pages or documents into **Notes** or **Favourites Space**. You can easily check and review them at any time.

-  Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites > Three-finger swipe down**, if you select **Take screenshot**, Three-finger screenshot is enabled.

## Save web pages

Swipe down with three fingers to save web articles to **Notes** with ads being filtered automatically. You can check and edit the article even if the original URL is invalid.

- 1** Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites > Three-finger swipe down**, and select **Global Favorites**.
  - 2** Swipe down with three fingers when you are browsing a web page. A message will pop up at the bottom of the screen to notify you that the web page is saved.
-  • **Notes** will filter ads and comments automatically.
    - Not all web pages support this feature. The interface and functions may vary by device model. Please refer to the actual situation.

## Document collection

On the page of an open document, swipe down with three fingers to quickly save documents into **Favourites Space**. This allows for easy and efficient access at a later time.

- 1** Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites > Three-finger swipe down**, and select **Global Favorites**.
- 2** On the page of an open document, swipe down with three fingers. A message will pop up at the bottom to notify you that the document is saved. You can check it by going to **Favourites Space**.

## Favorite images

Tap an image on a web page or in a social app and swipe down with three fingers to quickly save it into **Favourites Space**.

- 1** Go to **Settings > Accessibility features > Shortcuts & gestures > Screenshot/Global Favourites > Three-finger swipe down**, and select **Global Favorites**.

- 2 Open a picture, and swipe down with three fingers. A message will pop up at the bottom to notify you that the picture is saved. You can check it by going to **Favourites Space**.

## Sync Notes

Sync your local notes data to other phones for easy viewing via Exchange Mail or HONOR Cloud.

### Stay in Sync

Enabling Stay in Sync allows you to sync local notes to the cloud. Log in to your HONOR ID on any device to view these notes anytime, anywhere.

Choose **Notes** >  >  > **Sync notes to the cloud**, and enable Stay in Sync by following the prompt.

-  After enabling this feature, if you delete the notes on your tablet, the data on the cloud and other devices that are logged in to the same HONOR ID will also be deleted synchronously.

### Exchange Sync

Synchronize the data in Exchange account with **Notes** to meet your need to record important matters at work anytime and anywhere.

- 1 Log in to Exchange account on the tablet.
- 2 Pull down to refresh in the Exchange mail list to synchronize the memo and task data in the account with **Notes** and generate corresponding notes.

A folder named after the Exchange account will be automatically generated in **Notes** for easy management.

## Old Notes Transfer

You can migrate your notes in the **Notes** from your old tablet to your new tablet through different ways such as HONOR ID sync, Device Clone, data backup, HONOR Share, etc.

- **HONOR ID sync:** Log in to your HONOR ID on your old tablet and sync the notes data from your old tablet to the cloud. Log in to the same HONOR ID on your new tablet to sync the **Notes** data.
- **Device Clone:**  
You can use Device Clone to migrate **Notes** and other data from your old tablet to your new one.
- **Data backup:** By backing up via an external storage device, you can back up data to an external memory card or USB storage device and restore it in the tablet's external storage after the backup is complete.
- **HONOR Share:** Select the notes you need to share and quickly migrate them to your new tablet via HONOR Share.

## HONOR Docs

### File Auto-save

When you open or download files in apps or browsers on your tablet, tablet can automatically save these files for later easy view or management.

- 1 Go to **Files** > , and ensure the **File Auto-save** is enabled.
- 2 When you open or download files in apps or browsers on your tablet, these files will be saved automatically.
- 3 You can find the saved files in the **AUTO SAVE DOCUMENTS** folder of **HONOR Docs** or **Files**.

### Supported apps

- Mainstream IM apps such as WeChat or QQ.
- Mainstream browsers such as UC or QQ Browser.
-  • Documents received in WeChat or QQ need to be downloaded before they can be automatically saved to your collection.
- Please refer to the actual products for the supported apps.

### Document type for auto-save

- Word
- Excel
- PDF
- PPT
- Compressed packages

## HONOR Docs

HONOR Docs can automatically bring together documents saved in various applications, and also enable you to create new documents, convert formats, edit, save, print and share documents to experience easy creation and efficient office work on the mobile.

### Create New Doc

- 1 Open **HONOR Docs**, tap  to create a new doc.
- 2 On the creation page, the tablet provides various common functions for you to use. Such as creating new doc, creating new sheet and creating new folder.
- 3 Take “Creating new sheet” as an example:
  - a Tap “New sheet” and edit the content.

- b** Tap  in the upper right corner to save it, you can enter name, location, and tap  to save it.
  - c** Tap  to mark the document, tap  to share the document.
- 4** You can view and further edit the newly created document in **Recent documents** or the file location.
-  Tap  > **Default location** to edit the default saving location of the documents.

## Format Conversion

- 1** On the creating screen of **HONOR Docs**, you can choose to convert images, sheets or docs into PDF as needed.
- 2** Take **Sheet to PDF** as an example:
  - a** Tap **Sheet to PDF**, select the sheet for conversion, and tap **Start converting**.
  - b** Select storage location and tap .
  - c** After conversion, you can share, add tags or insert annotations to the converted PDF as needed.

## Collect Docs

- 1** On the document list, you can press and hold a document or a folder, and then tap  in the lower right corner, select **Favorite** to collect it.
- 2** After long pressing a document, you can tap  to select all and collect them.
- 3** You can quickly find the collected documents or folders in **Favorites** on the right.

## Add tags to Doc

- 1** In the document list, you can long press a document or file and tap  to add tags.
- 2** After long pressing a document, you can tap  to select all and tags together.
- 3** After the tags is added, you can quickly find the document in the tags list on the left.

## Share Docs

- 1** In the document list, you can long press a document or file and tap  to share it.
- 2** After long pressing a document, you can tap  to select all and share them together.

## Rename Docs

In the document list, you can long press a document or file and tap  > **Rename** to rename the document or folder.

## Delete Docs

- 1 In the document list, you can long press a document or file and tap  to delete it.
- 2 After long pressing a document, you can also tap  in the upper right corner to select all and delete them together.

## Efficiently Edit Documents with a Stylus

When editing documents with a stylus, handwritten text can be automatically converted into text. You can use the tip of the stylus instead of a finger to accurately handwrite formulas and flowcharts, easily annotate documents and highlight key points, making your mobile work and study more convenient.

### Convert Handwritten content to Text

- 1 In a document that is being edited, you can tap  > **Handwriting to Text** to convert the handwritten content by the stylus into typed text.
- 2 Tap  to save.

### Handwritten Formulas to Typed ones

When editing a document, if you encounter a mathematical or physical formula that contains a variety of symbols and is difficult to type with the input method, you can directly convert and generate the formula by handwriting.

- 1 In the document that is being edited, tap   $\pi$ , handwrite the formula in the area of **Handwrite an equation here**, and the handwritten formula will be converted into a typed one.
- 2 If you need to modify the formula during the handwriting process, you can tap  to erase the content, and tap  again to re-write.
- 3 Tap  to save.

### Draw Pictures by Hand

When editing a document, you can insert hand-drawn flow charts, pictures, and more to timely take down your inspirations.

- 1 In the doc, sheet or slide that is being edited, tap  > **Hand drawn**, choose the style and color of the stylus, and draw the pictures in the blank area.
- 2 Tap  to save.

## Annotate By Hand

When you edit or read a document, you can annotate by hand to easily sign a document, or highlight key points.

- 1 In the doc, sheet or slide that is being edited, tap  > **Handwrite an annotation**, choose the style and color of the stylus, and annotate or highlight key points in the area as needed.
- 2 Tap  to save.

## Recorder

### Recorder

The recorder helps you to save the audio so that you can listen to it at any time.

### Audio Recording

- 1 Open **Recorder** in the **Tools** folder. Tap  to start recording.
- 2 You can tap  to mark key points during the recording.
- 3 You can also tap . Turning to  indicates **Vocal Enhancement** has enabled. When recording, ambient noise is reduced, making the human voice clearer.
- 4 Tap  to end the recording.
- 5 You can long press the recording file to share, rename, and delete it.

You can also enter **Files** > **My tablet** > **Sounds** to view recorded files.

### Play the audio recording

The recording files will be displayed as a list on the home page of **Recorder** and can be played by tapping.

On the player screen, you can:

- Tap  to automatically skips the sections with no sound.
- Tap  to change the playback speed.
- Tap  to mark key points.
- Tap on the name of a mark to rename it.

### Edit audio recording files

- 1 Go to the home page of **Recorder**. Tap the recording file.

- 2 Tap . The full waveform of the recording is displayed.
- 3 Drag the start and end time sliders of the recording to select a section. You can also zoom the waveform area with two fingers to adjust area and then select the section.
- 4 Tap . Select **Keep selected part** or **Delete selected part**.

### Share audio recording files

Go to the home page of **Recorder**. You can share audio recording files by any of the following methods:

- Long press the recording file to enter multi-selection mode, check the single or multiple recording files you want to share, tap **Share**, and then select a sharing method.
- Tap on one of the recording files you want to share to enter the playback interface, then tap  > **Share** and choose a sharing method.

## Email

### Set Email Notifications

Set a notification mode for your emails as needed.

- 1 Go to **Email** >  > **Settings** > **General** > **Notifications**, and enable **Allow notifications**.
- 2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

### Add Email Accounts

Add your email account in **Email** to start using your tablet for convenient email access.

#### Add a Personal Email Account

- 1 Open **Email** on your tablet, then select from the available mailbox providers.
- 2 Enter your email address and password, touch **LOG IN**, and follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

#### Add an Exchange Account

Microsoft Exchange enables digital messaging within a company. If your company mailbox uses the Exchange server, you can log in to your company email account on your tablet.

- 1 Contact the administrator of the company email server to obtain the domain name, server address, port number, and security type.
- 2 Open **Email** and select **Exchange**.
- 3 Enter the email address, user name, and password.

- 4 Touch **MANUAL SETUP**. On the **LOG IN** screen, enter the email domain name, server address, port number, and security type.
- 5 Touch , then follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

## Calculator

### Calculator

Use the calculator on your tablet to perform basic mathematical calculations and for calculating exponential, logarithmic, and trigonometric functions.

#### Use the Basic Calculator

You can open the calculator using either of the following methods:

- Swipe down from the middle of the home screen to display the search box. Search for **Calculator**, and the first result will be the preinstalled **Calculator** app.
- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch



to open the calculator.

#### Use the Scientific Calculator

Open the calculator and go to  > **Scientific**.

#### Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **COPY**, then paste the result somewhere else, such as in a note or message.
- Delete the last digit: Touch .
- Clear the display: Touch . You can also touch  to clear the display after touching  to complete the calculation.

## App Twin

### Enable App Twin

Log in to two WhatsApp or Facebook accounts at the same time to separate work from personal life.

 Only certain apps support **App Twin**.

If the tablet has enabled PrivateSpace or added multiple users, App Twin is only available in MainSpace or for the device owner.

Go to **Settings > Apps > App Twin** and toggle on the switch of an app. The twin of that app will be displayed on the home screen.

## System Manager

### Clear Tablet Storage

The **Cleanup** of **System Manager** will scan the Storage for redundant files and large files, such as application residues, redundant installation packages, etc., and provide cleaning suggestions to help you free up space.

- 1 Go to **System Manager** and tap **Cleanup**.
- 2 When the scan is completed, tap **Clean up** behind the item to be cleaned and follow the instructions to delete redundant files.

 Swipe down from the top of the screen and the tablet will rescan the Storage.

### Clean Up Duplicate Files

**System Manager** can identify duplicate files on your tablet .

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

## Device Clone

### Use Device Clone to Move Data to Your New Device

**Device Clone** lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old tablet to your new tablet.

### Migrate Data from a Device

- 1 On your new tablet , open the **Device Clone** app. Alternatively, go to **Settings > System & updates > Device Clone**, touch **This is the new device**, then select old device type.
- 2 Follow the onscreen instructions to download and install **Device Clone** on your old device.
- 3 On your old device, open the **Device Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new tablet by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Next > Transfer** to start cloning.

 **Device Clone** is only available on tablets running Android 7.0 or later, iOS 8.0 or later.

# Tips

## Tips

**Tips** has a selection of tips and tricks to help you quickly learn how to use your tablet. It also provides a full version of the user manual for easy reference at any time.

**Tips** Section introduction:

- Illustrated tips: A small video or a picture with clear and concise text to help you master an operation. The cards are categorized by scenario, making it easy for you to choose the section of interest.
- Detailed tips: Easy-to-access and easy-to-understand instructions on the advanced features of the tablet.

**Tips** Main functions:

- Search: Enter a keyword to retrieve all the related content in **Tips**, giving you quick access to the information you need. It also offers hot information for your reference.
- Like and Dislike: You can review the information and give feedback.
- Try it out: Provide the **Try now** button for key or complicated functions. Tap to go straight to the interface of the function.

-  • The feature availability varies by device.

# Settings

## Wi-Fi

### Introduction to Wi-Fi

Connecting to the Internet over Wi-Fi is an effective way to save mobile data.

### Access Wi-Fi Network

-  Please be cautious when accessing free Wi-Fi in public places to avoid potential safety hazards such as privacy leakage and property loss.

### Enter PIN to connect to Wi-Fi network

- 1 Go to **Settings > Wi-Fi** and turn on **Wi-Fi**.
- 2 On the setting page, you can connect to a Wi-Fi network by any of the following methods:
  - Tap the Wi-Fi network that you want to connect to under **AVAILABLE NETWORKS**. If an encrypted network is selected, you need to enter the password.
  - Pull down to the bottom of the menu, tap **Add network**, and follow the screen prompts to enter the network name and password to complete the connection.

When the status bar displays  , it indicates that the tablet is accessing the Internet through Wi-Fi.

### Connect via scanning QR code

- 1 Go to **Settings > Wi-Fi** and turn on **Wi-Fi**.
  - 2 Go to the **Wi-Fi** setting page on the tablet that shares the network, tap the network that is connected, and get the QR code.
  - 3 Scan the QR code on the tablet to be connected to the network and follow the prompts to access the network.
-  Some encrypted networks may not support connection by code scanning. Please refer to the actual situation.

### Transfer Data Using Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between HONOR devices. Wi-Fi Direct allows you to transfer large files to a nearby device more quickly than Bluetooth and without having to pair the devices.

- 1 On the receiving device, go to **Settings > Wi-Fi** and enable **Wi-Fi**.
- 2 Go to **More settings > Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.

- 3 On the sending device, touch and hold to select the files you want to share, touch  , and select **Wi-Fi Direct**.

 These steps may be different if you are sharing files directly from an app.

- 4 Touch the icon of the receiving device to establish a connection, then share the files.

- 5 On the receiving device, accept the Wi-Fi Direct transfer request.

Then go to **Files > My tablet > Download > Wi-Fi Direct** to view the received files.

## Bluetooth

### Tablet Bluetooth basic

You can connect your tablet to Bluetooth earbuds, speakers, car entertainment systems, or share data from your tablet to other devices via Bluetooth.

We will introduce the following Bluetooth functions of your tablet: ① turn on or turn off Bluetooth; ② edit Bluetooth device's name; ③ pair Bluetooth devices; ④ transfer files via Bluetooth; ⑤ unpair devices.

The effective distance of Bluetooth is 10 meters. Please use Bluetooth functions within the effective range.

### Turning Bluetooth on or off

- Swipe down from the top right of the screen to open the Control Center and enable or disable **Bluetooth**. Long press **Bluetooth** to enter the settings screen.
- Go to **Settings > Bluetooth**, turn on or off the **Bluetooth** switch.

### Change the name of the Bluetooth device

- 1 Go to the settings screen for **Bluetooth** and enable **Bluetooth**.
- 2 Tap **Device name**, enter the new name, and tap **OK**.

### Pair with a Bluetooth Device

- 1 Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.
- 2 From your tablet , access the **Bluetooth** settings screen, and enable **Bluetooth** to have your tablet automatically search for nearby Bluetooth devices.
- 3 From the list of **Available devices**, select the one you want to pair your tablet with, and follow the onscreen instructions to complete pairing.

On the **Bluetooth** settings screen, touch  to view tips for connecting various Bluetooth devices.

## Transfer Files via Bluetooth

You can use Bluetooth to transfer videos, pictures, contacts, and more to another device provided that both devices are within the effective Bluetooth range.

- 1 Pair the sending and recipient devices via Bluetooth.
- 2 On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.  
 Operations may vary if you are sharing files from apps directly.
- 3 Touch the Bluetooth name of the recipient device to start sharing.
- 4 On the recipient device, accept the Bluetooth transfer request.

## Connect Hearing Aids via Bluetooth

Within the effective transmission distance, hearing aids that support the Bluetooth function can be connected to mobile phones, and can directly answer calls, listen to music, etc. Hearing aids can be connected in any of the following ways:

- **Quick connect via Control Center:** Swipe down from the top right of the screen to open the Control Center, and tap **Hearing aid** (If not found, tap the edit icon above and tap **Edit shortcut switch**, add **Hearing aid** to Control Center in the more switches area below), and choose a hearing aid you want to pair with.
- **Connect in Accessibility Settings:** Go to **Settings > Accessibility features > Accessibility > Hearing aid**, enable **Bluetooth**, and choose a hearing aid you want to pair with.

During calls and music playback, you can quickly switch to other Bluetooth devices.

## Unpair a Bluetooth Device

- 1 On the **Bluetooth** settings screen, enable the **Bluetooth** switch.
- 2 In the list of **Paired devices**, touch  next to the name of the device you wish to unpair, then touch **Unpair**.

# Mobile Network

## Enable or Disable Airplane Mode

You can enable or disable Airplane mode using any of the following methods:

- Swipe down from the top right of the screen to open the Control Center. Tap  to enable or disable **Airplane mode**.
- Go to **Settings > Mobile network** and toggle on or off **Airplane mode**.

After you turn on the Airplane mode for the first time, Wi-Fi and Bluetooth on your tablet will be turned off automatically.

If allowed by the airline, you can manually turn on or off Wi-Fi and Bluetooth on your tablet.

-  • Data services are not supported on Wi-Fi only tablets.
- Calling services are not supported on Wi-Fi only tablets.
- SMS messaging services are not supported on Wi-Fi only tablets.

## Share Your Network via Bluetooth

- 1** Go to **Settings > Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.
- 2** Go to **Settings > Mobile network > Personal hotspot > More**, and enable **Bluetooth tethering**.
- 3** On the **Bluetooth** settings screen of the paired device, touch  next to the name of your device, then enable **Internet access** to share your network.

## Share Your Network via USB

- 1** Use a USB cable to connect your tablet to your computer.
- 2** On your tablet, go to **Settings > Mobile network > Personal hotspot > More**, and enable **USB tethering** to share your mobile data or the currently connected Wi-Fi network.

## Connect to Mobile Data

- 1** Make sure that mobile data is available on your SIM card. SIM cards are not supported on Wi-Fi only tablets.
- 2** Connect to mobile data using either of the following methods:
  - Swipe down from the top right of the screen to open the Control Center. Turn on **Mobile data**.
  - Go to **Settings > Mobile network > Mobile data**, and enable **Mobile data**.

To save battery power and mobile data, disable the mobile data service when you don't need it.

## Use VoLTE to Make HD Video Calls

VoLTE (Voice over LTE) is an IP-based data transmission technology. After enabling VoLTE, it can provide you with fast call connection times and high-quality voice and video calls.

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

## Enable VoLTE

Contact your carrier to activate the VoLTE service for your SIM card. If both the primary and secondary SIM card trays of a dual-SIM tablet support VoLTE, it can be enabled for both SIM cards.

-  • This feature may vary depending on your carrier.
- 5G services are only available in some countries and regions.
- Enable **5G** if the 5G network is supported. The VoLTE feature will then be enabled by default.

## Make a Video Call

Video calls are only possible when both parties are using VoLTE-activated devices.

- 1** Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then select the contact you want to call.
- 2** Touch  to make a video call.

During a voice call, you can touch  to switch to a video call.

## More Connections

### Transfer Data Between Your Tablet and Computer with a USB Cable

- 1** Connect your tablet to a computer with a USB cable. After the driver is automatically installed on the computer, the drive name corresponding to your tablet will be displayed.
- 2** On your tablet, swipe down from the top middle or left of the screen to open the Notification Center, go to **Touch for more options**, and select a USB connection mode to transfer data.
  - **Transfer photos:** Use the Picture Transfer Protocol (PTP) to transfer photos between your tablet and computer. In the new drive displayed on the computer, you can view photos stored on your tablet, or copy and paste photos between the device and computer.
  - **Transfer files / Android Auto:** Use the Media Transfer Protocol (MTP) to transfer files between your tablet and computer. In the new drive displayed on the computer, you can view files stored on your tablet, or copy and paste files between the device and computer.
    -  Install Windows Media Player 11 or later on your computer to view media files on your tablet.
  - **Input MIDI:** Use your tablet as the audio input device of the Musical Instrument Digital Interface (MIDI) and play music on your computer.

## HONOR Share

HONOR Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports HONOR Share and Wi-Fi Direct to transfer files without using mobile data.

## Enable or Disable HONOR Share

You can enable or disable HONOR Share in either of the following ways:

- Swipe down from the top right of the screen to open the Control Center, then turn on or turn off **HONOR Share**. You can also touch and hold **HONOR Share** to access its settings screen.
- Go to **Settings > More connections > HONOR Share** to enable or disable **HONOR Share**.

## Share Files Between Tablets with HONOR Share

You can use HONOR Share to quickly share files between HONOR tablets . The recipient can preview the files before they are sent, then view the full content of the files once they have been received.

- 1 On the receiving device, enable **HONOR Share**.
- 2 On the sending device, tap and hold to select a file or album you want to share, then tap  . Tap **HONOR Share**, then tap the name of the receiving device to send the file.
  -  • These steps may be different if you are sharing files directly from an app.
  - The preview effect on the receiving end during sharing is related to the format and quantity of the shared files, please refer to the actual situation.

- 3 On the receiving device, tap **ACCEPT** to accept the transfer.

On the receiving device, go to **Files**, tap **My tablet > HONOR Share** under the **Browse** tab to view the received file.

Received pictures or videos can also be viewed in **Gallery > Albums > HONOR Share**.

## Share Files Between Your Tablet and Computer with HONOR Share

You can use HONOR Share to easily share files wirelessly between your tablet and a computer.

View and edit tablet files on your PC without the need for a data cable, or send files from your PC to your tablet .

### From your tablet to PC:

- 1 Enable Bluetooth and Wi-Fi on the PC.
- 2 Swipe down from the status bar on your tablet to access the notification panel (continue swiping for more content). Long press **HONOR Share** to go to the Settings screen and turn on **HONOR Share**.
- 3 Turn on **HONOR PC Manager > HONOR Share** on your PC and confirm **Allow discovery by other devices** is enabled.
- 4 Long press the file to be shared on your tablet , tap  , and select **HONOR Share**. After the receiving device is discovered, tap its name to share the file.

### From your PC to tablet :

- 1 Enable Bluetooth and Wi-Fi on the PC.
  - 2 Turn on **HONOR Share** on the tablet .
  - 3 Select the file to be shared on your PC and right click **Display more options > HONOR Share**. The PC will search for tablets that have the **HONOR Share** function enabled. Select the tablet to receive the file.
  - 4 Follow on-screen prompts to receive the file on the tablets .
-  Only supports HONOR notebooks with HONOR PC Manager Version 15.0 and above. This feature may vary by product, please refer to the actual situation.

## One-Touch Printing with HONOR Share

When a printer that supports HONOR Share is nearby, you can use HONOR Share to find the printer and print out pictures or PDF files stored on your tablet .

- 1 Depending on the type of printer, ensure the following:
    - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your tablet .
    - WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.
    - Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
  - 2 On your tablet , preview the file to be printed, then go to **Share > HONOR Share**.
  - 3 Once the printer has been discovered, touch its name on your tablet , and adjust the settings on the preview screen. Then touch **PRINT** to print.  
If you are connecting a Bluetooth printer to your tablet for the first time, find the printer on your tablet , touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.
-  For a list of supported printers, touch **Help** on the HONOR Share sharing screen, select **Printers**, then touch **What printers are supported?**.

## Print Images and Documents

### Connect Your Tablet to a Printer

- 1 Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified.  
If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your tablet.
- 2 Connect your tablet and the printer to the same Wi-Fi network using any of the following methods:
  - Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your tablet , go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.

- Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your tablet, go to **Settings > Wi-Fi**, enable **Wi-Fi**, go to **More settings > Wi-Fi Direct**, then touch the printer to establish the connection.
- Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your tablet, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.

**3** Go to **Settings > More connections > Printing > Default Print Service**, and enable **Default Print Service**.

**4** Click **Default Print Service** and follow the onscreen instructions to add the printer.

## Print files

To print files under **Gallery** and **Notes**:

- Print pictures: If under **Gallery**, open the picture, tap  > **Print or export to PDF**, select the printer and follow onscreen instructions.
- Print notes: If under **Notes**, open the note, tap  > **Print**, select the printer and follow onscreen instructions.

## Personalized home screen & more

### Theme

-  This feature requires an Internet connection. Connect to a Wi-Fi network to avoid incurring unnecessary data charges.

Open **Themes**, go to **Me**, tap **Log in with your HONOR ID** and log in following the onscreen instructions.

If you do not log in to your account, some functions cannot be used, such as themes or wallpapers that you are interested in cannot be purchased.

### Change the Tablet Theme

Open **Themes** and select or search for the theme you like. Download it and tap **APPLY**.

-  Some themes need to be purchased.

### Pair with UI Elements

Open **Themes**, then go to **Me > Customize**. You can set the style of the UI for each element to your personal preference.

## View Purchase History

Open **Themes** and go to **Me > Purchased** to view the content you purchased and downloaded.

## Set Your Wallpaper

### Use a Preset Wallpaper

- 1** Go to **Settings > Home screen & style**, tap **Select wallpaper**.
- 2** Select an image you want to set as the wallpaper.
- 3** Choose as needed:
  - **Blur**: Create a blurred effect on the wallpaper.
- 4** After turning on the blur switch, adjust the blur intensity.

### Set an Image from Gallery as Your Wallpaper

- 1** Open **Gallery**, and open the image you want to set as your wallpaper.
- 2** Go to **⋮ > Set as > Wallpaper**, then follow the onscreen instructions.

## Use App Drawer to Store Apps

You can put your apps in a drawer and display only frequently used apps on your home screen to streamline your home screen.

### Enable App Drawer

Go to **Settings > Home screen & style > Home screen style**, and select **Drawer**.

Once enabled, you can swipe up on the home screen to access all of your apps in the drawer.

### Create shortcuts on the home screen

In the Drawer mode, swipe up on the home screen to display the drawer, touch and hold an app until it enlarges, then drag it to the desired position on the home screen.

### Move Apps Back to the Drawer

Touch and hold an icon until it enlarges, then touch **REMOVE**. This operation will only remove the app icon from your home screen but will not uninstall it.

You can still find it in the app drawer.

### Disable the Drawer mode

To switch back to the standard home screen, go to **Settings > Home screen & style > Home screen style** and select **Standard**.

## Magic Wallpaper

Personalized and adaptable lock screen wallpaper, allowing free display of various elements. You can customize lock screen wallpaper, such as adding depth effect. The moment the screen is on brings you a huge visual impact. You can create your own wonderful lock screen.

 Some products do not support depth effect, Please refer to the actual situation.

## Access Lock Screen Editing

You can access the **Lock screen** settings page using any of the following methods:

- Pinch with two fingers on the **Lock screen** screen (after unlocking the device) to enter the **Lock screen** settings page.
- Go to **Settings > Home screen & style**, then tap **LOCK SCREEN STYLE** or **Select wallpaper**, and swipe left or right to switch to the **Lock screen** settings page.

## Customize the Lock Screen Style

In the **Lock screen** settings, you can:

- Tap **Lock screen style**:
  - Select the official pre-installed wallpaper.
  - Select an image from **Gallery** as your wallpaper.
  - Tap **MORE** to open the **Themes** app and choose from more free or paid wallpapers.

 The pre-installed lock screen wallpapers may vary depending on the model and version.  
Please refer to the actual device.

- Tap **Change image**:  
Choose any image you like from **Gallery** to replace the people, pets, or scenery on the current lock screen wallpaper. Pinch to zoom in or out on the image to adjust its size; use two fingers to move the image and adjust its display area.

After confirming, tap **Done**.

-  • Changing the image is only supported by some lock screen wallpapers. Please refer to the actual device.
  - In the **Lock screen** settings, tap on a blank area to enter full-screen adjustment for better previewing of the lock screen effect.

## Set personalized wallpaper

On the **Lock screen** settings screen, tap **Decoration**, you can:

- Swap the wallpaper **Pattern**.
- Swap the wallpaper **Template colour**.
- Select your favorite image to replace the main body of the current lock screen wallpaper.

You can also tap the clock on lock screen preview interface, or customize text styles, such as font and color.

 Not all lock screen wallpapers support **Decoration**. Please refer to the actual situation.

### One-tap to Share Lock Screen Wallpaper

In the lock screen editing screen, tap  to quickly share the lock screen wallpaper with others.

## Display and Brightness

### Adjust the Screen Brightness, Color Mode, and Color Temperature

You can set the screen brightness, color mode, and color temperature according to your preferences.

#### Automatically Adjust the Screen Brightness

Your tablet will automatically adjust the screen brightness according to the ambient lighting conditions. You can do this in any of the following ways:

- Go to **Settings > Display & brightness**, and enable **Automatic**.
- Swipe down from the top right of the screen to open the **Control Centre**, Tap  in the screen brightness adjustment area.

#### Manually Adjust Screen Brightness

You can manually adjust the screen brightness by either of the following methods:

- Swipe down from the top right of the screen to open the Control Center, and you can drag the slider to adjust the screen brightness in the  area.
- Go to **Settings > Display & brightness** and drag the slider to adjust the screen brightness in the  area.

#### Adjust the Color Temperature

Go to **Settings > Display & brightness > Color temperature**, and select the color temperature that you prefer. **Default** and **Warm** will be easier on your eyes and are therefore recommended.

- **Default:** a natural tint
- **Warm:** a yellowish tint
- **Cool:** a whitish tint
- You can touch anywhere on the color circle or drag the spot to adjust the color temperature.

## Dark mode

Soften screen brightness to bring you an immersive visual experience, and can turn on and off automatically with sunset and sunrise, saving power and trouble.

### Enable Dark Mode

Enable the Dark mode of the screen background to protect your eyes by reducing the brightness and irritation.

You can enable or disable Dark mode using any of the following methods:

- Swipe down from the top right of the screen to open the Control Center, turn on or off **Dark mode**. Touch and hold it to enter the **Dark mode** setting page.
- Go to **Settings > Display & brightness**, tap **Dark** to enter **Dark mode**, and tap **Light** to quit **Dark mode**.

### Set Dark Mode to Turn On and Off Automatically

Go to **Settings > Display & brightness**, turn on **Auto-switch**, and tap **Schedule**. If **From sunset to sunrise** is selected, the system will determine the time of night based on your geographic location and clock. You can also tap **Custom time** to set the automatic switching time of the “Dark mode” according to the usage habit.

### Darken the wallpaper in Dark mode

Go to **Settings > Display & brightness**, make sure **Dark** is toggled on, tap **Dark mode settings**, and you can choose whether to enable functions like **Darken the wallpaper in Dark mode**.

### Set Dark Mode for Individual Apps

- 1 Go to **Settings > Display & brightness** and make sure **Dark** is on. Tap **Dark mode settings**.
- 2 Toggle on the switch next to the app. When you open the app again, its background will turn dark.

 Only some apps support this function.

## Smart screen resolution adjustment

Go to **Settings > Display & brightness** and turn on **Smart resolution**. The system will adjust the screen resolution up or down according to the apps being run.

## Adjust Screen Refresh Rate

Go to **Settings > Display & brightness > Screen refresh rate**, and select the refresh rate based on your needs:

- **Dynamic**: Achieves power saving and improves smoothness of the screen.
- **Standard**: Helps save power.

- **High:** Improves smoothness of the screen but increases power consumption.

## Adjust Font

### Adjust Font Style

-  This feature requires an Internet connection. Connect to a Wi-Fi network to avoid incurring unnecessary data charges.
- Some Fonts need to be purchased.

**1** Go to **Settings > Display & brightness > Fonts**.

**2** Download or purchase a font that you like.

### Adjust Font Size and Boldness

Go to **Settings > Display & brightness > Font settings** and you can adjust the following by dragging the controller:

- **Text size:** Text size on the screen.
- **Text and icon boldness:** The boldness of text and icons on the screen.

### Adjust Display Size

Go to **Settings > Display & brightness > Display size**, and you can adjust the size of pictures or other elements on the screen by dragging the controller.

## 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.

-  Rest your eyes for at least 10 minutes every half an hour.
  - Look into the distance for your eyes to have a break from the screen and to relieve eye fatigue.
  - Cultivating good eye care habits will protect your vision and prevent near-sightedness.

### Enable or Disable Eye Comfort Mode

- Swipe down from the top right of the screen to open the Control Center, then turn on or turn off **Eye Comfort**. You can touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings > Display & brightness > Eye Comfort & Sleep**, 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 & Sleep**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

## Customize Eye Comfort Mode

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

## Apply E-book Mode

After E-book mode is enabled, your tablet screen will become black and white to reduce your eye fatigue.

You can enable or disable the mode using any of the following methods:

- Swipe down from the top right of the screen to open the Control Center. Turn on or off **eBook mode** (If there is no **eBook mode** quick switch showed on the panel, tap  > **Edit shortcut switch**, and you can find **eBook mode** switch on the panel below).
- Go to **Settings > Display & brightness** and toggle on or off **eBook mode**.
- If you enable **eBook mode** and **Eye Comfort** at the same time, only **eBook mode** works.
- If you enable **eBook mode** and **Dark mode** at the same time, the screen background will become dark and the text will become white.

# Sounds

## Do Not Disturb Mode

**Do Not Disturb** helps you prevent interruptions when you need to focus. When this mode is enabled, calls and messages will be muted.

## Enable or disable Do Not Disturb

You can enable or disable Do Not Disturb using any of the following methods:

- Swipe down from the top right of the screen to open the Control Center, turn on or off **Do Not Disturb**. Touch and hold it to enter the **Do Not Disturb** setting page.
- Go to **Settings > Sound > Do Not Disturb** and turn on or off **Do Not Disturb**.

When Do Not Disturb is enabled, a moon icon  appears on the status bar. Open the Notification Center by swiping down from the top middle or left of the screen to view Do

Not Disturb notifications. Swipe the notification to the left and tap  to set a delayed reminder.

When there are incoming calls, notifications, and messages, the tablet will not be turned on and is muted.

### Set a Schedule for Do Not Disturb

- 1** Go to **Settings > Sound > Do Not Disturb**, and disable **Do Not Disturb**.
- 2** Enable **Scheduled**. Your tablet will enter Do Not Disturb mode at the specified time on Saturdays and Sundays by default.
- 3** Touch **Scheduled** to set the time frame and repeat cycle.
- 4** You can also touch **Add** to set multiple start times.

### Adjust Sound Settings

#### Press a Volume Button to Adjust the Volume

Press the Volume up or down button to adjust the volume.

#### Set the Default Volume

Go to **Settings > Sound**, and you can then set the volume for the following items:

- **Notifications**
- **Alarms**
- **Music, Videos, Games**

 Calling services are not supported on Wi-Fi only tablets.

#### Press the Power Button to Mute Your Device When It Rings

When your tablet rings for an incoming call or alarm, you can press the Power button to mute it.

## Notifications

### App Badges

When new notifications arrive for an app, a numbered badge will appear on the app icon. You can also set a dot as the badge, or hide the badge for some or all apps.

#### Turn Off App Badges

- 1** Go to **Settings > Notifications & status bar**, and touch **App icon badges**.
- 2** Turn off the switch for some or all apps.

#### Change the Badge Display Mode

On the **App icon badges** screen, touch **Badge display mode**, and select **Numbers** or **Dots** according to your preference.

## More App Notification Settings

### Pure Mode of Status Bar

Go to **Settings > Notifications & status bar > Status bar**, and enable **Pure mode**. When **Pure mode** is turned on, the status bar only shows the time, Wi-Fi, and battery level.

### Set Notification Method for Apps

Go to **Settings > Notifications & status bar**. Select an app to set the notification method for the app.

- Enable **Allow notifications**: You will be reminded when new notifications are available for the app.
- Once the app has generated notifications, you can also set up more ways to be reminded.

For example, Once the **Calendar** has generated notifications, you can also set **Event alarm reminder**, **Event notification (remind later)**, or **Default event notification**.

 The notification method supported by each app may be different.

### Notifications Turn on Screen

Go to **Settings > Notifications & status bar**, and enable **Wake screen for notifications**. Your tablet will then automatically turn on the lock screen when it receives a notification.

### Show Notification Icons in the Status Bar

Go to **Settings > Notifications & status bar > Status bar**, and enable **Show Notification icon**.

## Disable App Notifications

### Turn off Notifications of Some Apps

If you don't want notifications from some apps, you can turn them off by any of the following methods:

- After you receive a notification from an app, you can swipe it left in the Notification

Center, and then tap  > **DISABLE NOTIFICATIONS**.

- Go to **Settings > Notifications & status bar**, find and tap the app that you want no notifications from, and then toggle off **Allow notifications**.

 This feature is unavailable in some apps.

### Disable Notifications from Apps in Batches

To disable notifications from multiple apps at a time, go to **Settings > Notifications & status bar > Manage all**, and turn off the switch next to each app.

## Biometrics & Password

### Face Recognition

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

#### Enroll Facial Data

- 1** Go to **Settings > Biometrics & password > Face Recognition**, and enter your lock screen password.
- 2** Touch **Add facial profile** and follow the onscreen instructions to enroll your facial data.
- 3** Select **Enable raise to wake**.

#### Add More Facial Profiles

You can add a maximum of five facial profiles for your tablet so that it can be shared with your beloved ones securely.

- 1** Go to **Settings > Biometrics & password > Face Recognition**, and enter your lock screen password.
- 2** Touch **Add facial profile** and follow the onscreen instructions to enroll your facial data. After finished enrolling, you can set the name of facial data.

#### Enable Face Unlock

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

-  If you have enabled PrivateSpace on or added multiple users to your tablet , you can use Face unlock only in MainSpace or 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.

#### Smart Lock Screen Notifications

- 1** Go to **Settings > Biometrics & password > Face Recognition**, fill in the lock screen password to enter **Face Recognition**, and toggle on the **Show notifications**.
- 2** Tap **Unlock device** and select unlock method of **Slide to unlock**.
  -  To delete facial data, toggle off **Show notifications**. After ensuring that the lock screen password has been enrolled, refer to "Hide Content of Notifications on the Lock Screen" Chapter to hide the lock screen notification details.

## Disable or Delete Facial Data

On the **Face Recognition** screen, you can do the following:

- Disable facial data for certain features: Disable **Unlock device**, or **Access App Lock** as required. This will not delete your facial data.
- Delete facial data: Touch **Delete** and follow the onscreen instructions to delete your facial data.

## Lock Screen Password

You can set a numeric, pattern, or hybrid password as your lock screen password.

### Set the Lock Screen Password

- 1 Go to **Settings > Biometrics & password** and touch **Lock screen password**.
- 2 Enter a password containing 6 digits.
- 3 Alternatively, touch **CHANGE UNLOCK METHOD** and select a password type, then follow the onscreen instructions to input a new password.

### Change the lock screen password

- 1 Go to **Settings > Biometrics & password**, tap **Change lock screen password**.
- 2 Enter lock screen password.
- 3 Enter a new password, or tap **CHANGE UNLOCK METHOD** to select and enter a new password.

### Turn off the lock screen password

Go to **Settings > Biometrics & password** and tap **Disable lock screen password**.

## Enable Lockdown

There are many ways your tablet can be unlocked. In some cases (such as if you are asleep while taking public transport), password unlock is more secure than other unlock methods. When Lockdown mode is enabled, you will only be able to unlock your tablet using your lock screen password. Other unlock methods will be temporarily disabled.

You must set a lock screen password to use this feature.

- 1 Go to **Settings > Biometrics & password > Secure lock settings** and enable **Show Lockdown option** switch button.
- 2 Press and hold the Power button until the **Lockdown** option is displayed on the screen.
- 3 Tap **Lockdown** and follow the onscreen instructions to enable Lockdown mode. Once Lockdown mode is enabled, you will only be able to unlock using the lock screen password.
- 4 Lockdown mode is automatically disabled when you unlock your device, you can use other unlock methods as usual the next time you unlock your device.

If you need to re-enable Lockdown mode, press and hold the Power button and tap the **Lockdown** option again.

## App

### View or Change App Settings

Go to **Settings > Apps > Manage apps** and touch an app. You can force stop it, uninstall it, view and change the app permissions, set notification modes, and more.

 Some apps cannot be uninstalled.

### Enable App Twin

Log in to two WhatsApp or Facebook accounts at the same time to separate work from personal life.

 Only certain apps support **App Twin**.

If the tablet has enabled PrivateSpace or added multiple users, App Twin is only available in MainSpace or for the device owner.

Go to **Settings > Apps > App Twin** and toggle on the switch of an app. The twin of that app will be displayed on the home screen.

## Battery

### Power Management

On the **Battery** screen, you can check the estimated battery time remaining, and enable a power saving mode to extend the battery life of your tablet .

#### Enable Power plan

If **Power Saving mode** is enabled on your device and the battery level is higher than 10%, some functions will be disabled, background apps will be restricted, and visual effects will be weakened to reduce power consumption. When the battery level is lower than or equal to 10%, stricter power saving measures are taken to ensure the longest standby time. It is recommended that you enable **Power Saving mode** when the battery level is lower than or equal to 20%.

To do so, go to **Settings > Battery** (or **System Manager > Battery**), and enable **Power Saving mode**. A  icon will then be displayed in the status bar.

#### Enable Ultra Power Saving mode

After enabling **Ultra Power Saving mode**, the screen display would go into **Dark mode**. This would disable most features and apps that may consume power and limit the performance of the tablet, with only basic features like Call and Messages retained to

extend the standby time. You may also add frequently used apps for emergency operations.

Try out the following methods to enable **Ultra Power Saving mode**:

- Go to **Settings > Battery** (or go to **System Manager > Battery**), and enable **Ultra Power Saving mode**.
- When the remaining battery is lower than 10%, tap **TURN ON ULTRA POWER SAVING MODE** on the notification banner on the top of the screen.

In **Ultra Power Saving mode**, tap **Exit** on the upper right corner to exit **Ultra Power Saving mode**.

-  • Calling services are not supported on Wi-Fi only tablets.
- SMS messaging services are not supported on Wi-Fi only tablets.

## Enable Performance Mode

**Performance mode** adjusts the power settings of your tablet to deliver maximum performance. This will cause the battery to drain more quickly, especially when graphic-intensive apps are used.

When the battery has sufficient power, go to **Settings > Battery** (or **System Manager > Battery**) and enable **Performance mode**.

A  icon will then be displayed in the status bar.

-  **Performance mode** is available on selected devices only. If the **Performance mode** option is not displayed in **Battery**, it indicates that your device does not support the feature.

## Battery Settings

You can also set whether or not to display the battery percentage in the status bar, and whether to maintain a network connection when the tablet screen is turned off.

### Display Battery Percentage in the Status Bar

Go to **Settings > Battery** (or **System Manager > Battery**), touch **Battery percentage**, and select whether the battery percentage will be displayed inside or next to the battery icon.

### Stay Connected While Your Device Is Sleeping

Keep your tablet connected to the Internet when it sleeps to continue to receive messages or download data in sleep mode. Please note that this may increase power consumption.

To do so, on the **Battery** screen, touch **More battery settings**, and enable **Stay connected while asleep**.

## Enable Smart Charge

Smart Charge learns from your charging habits and manages the charging process intelligently. This feature reduces the battery wear level and prolongs the battery life by

reducing the time your device spends fully charged. It is advised that you keep this feature enabled.

For example, if you are used to charging your devices overnight or for an extended period of time, Smart Charge will pause the charging when the battery capacity reaches a certain level. Before you get up in the morning, Smart Charge will resume charging until your device is fully charged. This reduces the time your device spends fully charged to slow down battery wear and prolong the battery life.

 Data about your charging habits will only be used on your device and will not be backed up or uploaded to the cloud.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart Charge**.

### Enable Smart Battery Capacity

Smart Battery Capacity intelligently adjusts the maximum available battery capacity based on the current battery state to slow down battery wear and prolong the battery lifespan. It is advised that you keep this feature enabled.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart Battery Capacity**.

## Storage

### Check Storage Usage

Go to **Settings > Storage** to check storage usage and optimize it when you feel necessary.

### Clear Tablet Storage

The **Cleanup** of **System Manager** will scan the Storage for redundant files and large files, such as application residues, redundant installation packages, etc., and provide cleaning suggestions to help you free up space.

- 1** Go to **System Manager** and tap **Cleanup**.
- 2** When the scan is completed, tap **Clean up** behind the item to be cleaned and follow the instructions to delete redundant files.

 Swipe down from the top of the screen and the tablet will rescan the Storage.

### Clean Up Duplicate Files

**System Manager** can identify duplicate files on your tablet .

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

## Security

## Used Password Vault to automatically fill in your account number and password

Use Password Vault to save your account number and password for applications and fill them in automatically when logging in to the application. Account numbers and passwords are stored on the device through hardware encryption and are not accessed by Honor, nor are your data uploaded to the Internet or servers.

-  • Before using Password Vault, please set a lock screen password for your tablet.
- Some apps may not support Password Vault.

### Autofill Usernames and Passwords

- 1** Go to **Settings > Security & privacy > Device & data protection > Password and passkey > Password Vault**, and enable **Automatically save and fill in usernames and passwords**.
- 2** Enter usernames and passwords when logging into the app for the first time. When logging in, tablet will automatically remind you of storing.
  - If you want to store the username and password locally only, please tap **SAVE ON THE DEVICE ONLY** in the pop-up.
  - If you want to sync your username and password to other devices that are logged into your HONOR ID, go to **Settings > Security & privacy > Device & data protection > Password and passkey > Password Vault**, tap **Sync Password Vault data**, or tap **SYNC TO OTHER DEVICES** in the pop-up to store password.
- 3** When you log in again, pass the lock screen authentication to autofill the username and password.

Through **Device Clone**, the data in Password Vault can be transferred to HONOR tablet when changing a new device. You can quickly log in the new tablet.

### View or Delete Stored Usernames and Passwords

You can view or delete the usernames and passwords stored in Password Vault at any time.

Go to **Settings > Security & privacy > Device & data protection > Password and passkey > Password Vault > ACCOUNTS** to view or delete the stored usernames and passwords.

### Disable Password Vault

Go to **Settings > Security & privacy > Device & data protection > Password and passkey > Password Vault**, and disable **Automatically save and fill in usernames and passwords**.

## Use App Lock to Protect Your Privacy

You can lock apps containing private data, such as chat and payment apps, to prevent unauthorized access.

## Enable App Lock

Go to **Settings > Security & privacy > Device & data protection > App Lock > ENABLE**, then follow the onscreen instructions to set the App Lock password and select the apps to lock.

If you have enabled face or fingerprint unlock, you can link App Lock with a face ID or fingerprint ID as prompted.

 This feature may vary by device.

## Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to  > **Password type**, and select **Lock screen password** or **Custom PIN** as the App Lock password.

If you select **Custom PIN**, you can go on to set a new password and security questions.

## Cancel or Disable App Lock

On the **App Lock** settings screen, do the following:

- Cancel App Lock: On the list of locked apps, toggle off the switches beside the apps for which you want to cancel App Lock.
- Reset App Lock: Go to  > **DISABLE APP LOCK > DISABLE**. This will cancel all locks, and clear all App Lock settings.

## Tablet Safe Mode

Safe mode is a minimal system where only the basic functions and pre-installed apps are active, helping you to identify third-party apps that might be causing system errors.

### How Safe Mode Helps

When you believe a system glitch on your tablet might be caused by third-party apps, you may activate Safe mode. It helps diagnose if the issue is with a third-party app or with the system itself.

- If the system runs fine in Safe mode, then a third-party app is likely causing the trouble. While in Safe mode, go to **Settings > Apps > Manage apps** and find the troublesome app. Once identified, reboot your device to normal mode and uninstall it.
- If you're still facing issues in Safe Mode, the system might be at fault. Back up your data, and go to anHONORCustomer Service Center for assistance.

### Entering or Exiting Safe Mode

- To enter Safe mode, press and hold the Power and Volume Up keys simultaneously as your device powers on. Keep holding until you see a selection screen. Use the volume keys to navigate to **Safe mode**, and then press the Power key to select it. You'll know

you're in Safe mode when you see a **Safe mode** message displayed at the lower left corner of your screen.

- To exit **Safe mode**, simply restart your tablet.

## Privacy

### Use Location Services

Some apps need to obtain your location information to provide better services. You can enable or disable location services, and grant or deny permissions to access location information for particular apps as required.

#### Enable or Disable Location Services

You can enable or disable location services in either of the following ways:

- Swipe down from the top right of the screen to open the Control Center, and enable or disable  .
- Alternatively, go to **Settings > Location**, and enable or disable **Use location**.

After location services are disabled, your tablet will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When these apps or services need to use location information, your tablet will remind you to enable location services again.

#### Increase the Accuracy of Location Services

You can improve the positioning accuracy of your tablet by allowing apps and services to scan for nearby Wi-Fi networks and Bluetooth devices.

 The feature availability varies by device.

Go to **Settings > Location > Advanced settings**, then set the options as required.

#### Allow or Forbid Apps to Obtain Location Information

You can allow or forbid an app to access location information, set to allow only while in use, allow all the time, or deny, and more.

- 1 Go to **Settings > Apps > Permission manager**, touch **Location**, and check which apps have been granted access to location information.
- 2 Touch the corresponding app and follow the onscreen instructions to grant or deny permissions.

### Permission management

Apps may require certain permissions, such as the Location permission, in order to provide you with corresponding services.

However, some apps may obtain excessive permissions, posing potential risks to your information privacy and security. You can check the permissions granted to each app and deny those you deem unnecessary.

### Review permission access logs

You can review and manage privacy access logs as needed to disable unjustified permissions and enjoy better services.

Go to the **Permission manager** screen and select a permission to turn on or off the application's access.

### Manage the Location Permission

After granting the Location permission to an app, it can obtain your location information at any time. For example, if a map app is granted the Location permission, it can provide you with location and navigation services. You can revoke the permission if you do not need these services.

- 1 Go to **Settings > Apps > Permission manager**.
- 2 On the **Permission manager** screen, touch **Location**, touch the icon of the corresponding app, then select one of the access permission options.

### View and Eliminate Privacy Risks

You can also view the privacy risk report on the privacy screen and optimize unnecessary permissions to maintain security.

- 1 Go to **Settings > Security & privacy**, the system will automatically scan and detect privacy risks. If privacy risks are detected, **Suggested optimizations** will be displayed. Tap **Suggested optimizations** to view the privacy risk report.
- 2 Tap **OPTIMIZE** to eliminate privacy risks.

## Accessibility

### Favorites Space

With Favorites Space, you can quickly collect graphics, web pages, videos, documents and other materials in one place to easily review and organize them, and also synchronize to MagicRing devices to share collected content across devices.

### Drag Favorited Content

- Go to **Settings > Accessibility features > Favourites Space**, and ensure that all the functions are enabled.
- 1 Drag content into Favorites: Press and hold images, videos, text, or documents until they float, then drag them to the screen edge **Favourites Space** and release them, and then the content will be saved into **Favourites Space**.

**2** Drag content out of Favorites: Tap from the edge of the screen to expand **Favourites Space**. Press and hold the favorites to drag them out to other apps.

 Whether you can drag collected content to other apps depends on the type of content and the apps themselves. Please check the actual compatibility.

## Manage Favorites Space

Tap to expand **Favourites Space** from the edge of the screen, you can search, filter, share and export the collected contents.

- Tap to expand **Favourites Space** from the edge of the screen, tap the upper right corner

 > **Enter full screen**, tap  and enter keywords to search for collected contents,

and then tap  to filter contents by type.

- In **Favourites Space**, tap the upper right corner  > **Select**, you can choose one or more collected contents, which can be shared, exported, moved and deleted.
- Tap the upper right corner  > **Clipboard**, you can view and search only copied and cut text in Favorites.
- Tap the upper right corner  > **Add to home screen** to create a home screen shortcut.

## Share Favorites Space across devices

The content in Favorites Space can be freely transferred to phones, tablets, computers and other MagicRing devices of the same account, and can be shared and used by multiple devices.

Go to **Settings > Accessibility features > Favourites Space**, and make sure **Share across devices** is enabled.

## Set Scheduled Power On/Off

Use the **Scheduled power on/off** feature to power your tablet on and off at set times, to save power and prevent interruptions while resting.

**1** Go to **Settings > Accessibility features > Scheduled power on/off**, and enable **Scheduled power on/off**.

**2** Set the power on, power off and repeat. Your tablet will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.

## Magnification

By enabling the **Magnification** feature, you can zoom in on specific areas of the screen, making it easier to read small text.

Go to **Settings > Accessibility features > Accessibility > Magnification**, and turn on the **Magnification** switch. You can:

- **Partial Zoom Display:** tap the screen three times quickly with one finger to zoom in on the touched area (tap three times again to return to the previous view).
- **Pan the Screen:** while in partial zoom mode, drag two fingers on the screen.
- **Adjust Zoom Level:** while in partial zoom mode, pinch or spread two fingers on the screen.
- **Temporary Zoom:** quickly tap the screen three times with one finger, then press and hold the screen (i.e., double-tap quickly followed by a long press). This will temporarily zoom in on the touched area. You can drag your finger to view any part of the screen, and release your finger to return to the previous view.
-  Once this feature is enabled, **One-handed mode** will be automatically turned off.
  - After enabling this feature, the response speed of applications such as **Phone**, **Calculator** may slow down. Please refer to actual performance.
  - When playing games or using applications that require multiple consecutive taps on a tablet, it is recommended to enable this feature with caution to avoid conflicts between the **Magnification** and in-app operations.

## Colour correction

By adjusting the color display settings on your tablet, it can help individuals with color vision deficiency to more easily distinguish colors and use the screen.

Go to **Settings > Accessibility features > Accessibility > Colour correction**, turn on the **Colour correction** switch, and then choose the appropriate color display mode according to your needs.

## Enable Colour inversion

Reversing the screen colors can help individuals with visual impairments better distinguish screen content and improve readability.

Go to **Settings > Accessibility features > Accessibility**, and turn on the **Colour inversion** switch.

-  Enabling this feature may impact performance.

## Enable High contrast text

By darkening the font color and creating contrast with the background, it helps individuals with impaired vision see more clearly.

Go to **Settings > Accessibility features > Accessibility**, and turn on the **High contrast text** switch.

-  When **High contrast text** is enabled, it will default to **Light** mode and turn off the **Auto-switch**.

## Set up Accessibility shortcut

You can set up the volume buttons to quickly launch an accessibility feature or service.

**1** Go to **Settings > Accessibility features > Accessibility > Accessibility shortcut**.

**2** Turn on the **Accessibility shortcut** switch.

**3** Tap **Select feature** and select the feature you want to launch via the shortcut.

Once enabled, press and hold both the volume up and down buttons for 3 seconds to launch the accessibility shortcut.

-  • Note that only certain accessibility features or services can be accessed through this shortcut. Please refer to the actual settings for availability.

## Adjust Touch Response Time

You can adjust the response time for both tapping and long pressing the screen according to your needs.

Go to **Settings > Accessibility features > Accessibility > Touch**, you can:

- Select **Tap duration**: adjust the length of time the tap needs to be held.
- Select **Long press duration**: adjust the length of time the long press needs to be held.
- Enable **Ignore repeated touches**: multiple taps within the set time will be treated as a single tap. Once enabled, you can further adjust the time interval.

## Shortcuts and Gestures

You can easily access common functions using shortcuts and gestures. You can go to **Settings > Accessibility features > Shortcuts & gestures** to view the functions supported by this device model.

### Triggering Common Functions Through Three-finger Swipe Down

You can customize the functions triggered by Three-finger swipe down.

Go to **Settings > Accessibility features > Shortcuts & gestures**, tap **Screenshot/Global Favourites** and then **Three-finger swipe down**. Then, select the functions to be triggered through Three-finger swipe down or turn off **Three-finger swipe down**.

### Quick Start to Record Screen

Knock twice on the screen with a knuckle to rapidly start recording the screen.

Go to **Settings > Accessibility features > Shortcuts & gestures**, and tap **Record screen** to turn on **Record screen**.

### Quick Wake-Up

Raise your device or double tap on the screen to quickly wake your device.

Go to **Settings > Accessibility features > Shortcuts & gestures** and tap **Screen On/Off** to turn on **Raise to wake** and **Double-tap to wake**.

## Writing with Stylus Pen

The stylus pen for your tablet works just like your finger, but far more accurate and flexible, offering a real writing experience. It also supports Quick Note, Global Handwriting, and other specialized applications to make writing more enjoyable.

### Charge Your Stylus

When using the stylus for the first time, please pair it with your tablet:

Place the flat edge of the stylus on your tablet's top so that it clips on. The exact attach position may vary, you may grabble to find it out.

-  The battery of your stylus will enter protection mode after being idle for a long time. Please charge it for 5–10 minutes before using.

### Quick Notes with Stylus Pen

While the screen is off, tap on it twice with your stylus pen to open Notes. You can start a new note or renew the last one at any time to follow your inspirations and creative ideas. Various colors are available for your stylus pen. Erase, rotate, or zoom the text with tools.

- 1 Enable Quick Note:** Go to **Settings > Accessibility features > Stylus > Instant Write** and make sure **Instant Write** is turned on.
- 2 Quick Note Settings:** In **Instant Write**, you can set your preference for Quick Note and the time limit for note renewal after screen off:
  - Tap **Continue writing your note** to save the note or continue writing.
  - Tap **Time limit** to reset the time limit for renewal.

### Take Color across Apps by Using a Stylus

When you use a stylus to draw in a note, you can easily take colors from other apps.

**Cross-app color taking:** Swipe inward from the right or left edge of the screen and pause to enable **Multi-Window**, tap it to enter floating window, or drag it to split-screen mode.

**Cross-device color taking:** Swipe down from the top right of the status bar to enable Control Center, tap **Multi-Screen Collaboration**, and connect your tablet and phone by following the instructions, and then you can use **Multi-Screen Collaboration** to take colors from your phone.

After that, on the note editing page, tap **Handwrite** to open **Handwriting Kit**. Choose 

>  to tap or drag the target position to take colors.

Not all HONOR devices support this feature. Please refer to the actual situation.

### Edit Floating Menu

- 1** Go to **Settings > Accessibility features > Stylus** and make sure **Floating menu** is selected.

- 2 Tap **Edit floating menu**, choose the functions that you need in **Stylus**, and add them to **Floating menu**.

## System & Updates

### Change system language and region

- 1 Go to **Settings > System & updates > Language & input > Language and region** and select a language.
- 2 If the language you want to use is not in the list, tap **ADD LANGUAGE**, search and add it to the language list, and then select the language.
  -  The system support many languages, but not all. You might not find the language you want.
  - You can also swipe up the screen to the bottom of the language list and tap **Update list** there to update the languages supported by the system.
- 3 Tap **Region** to select your country/region. The system interface will be adjusted according to the cultural habits of your chosen country or region.

### Set the System Date and Time

Your tablet is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your tablet .

Go to **Settings > System & updates > Date & time**, then set the options according to your requirements.

#### Set the Date and Time Automatically or Manually

- Enable **Automatic date & time**, and your tablet will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Automatic date & time**.

#### Change the Time Format

- Enable **24-hour time** and your tablet will display time in the 24-hour format.
- Disable **24-hour time** and your tablet will display time in the 12-hour format.

### Back Up with an External Storage Device

#### Back up data to USB storage devices

When the tablet is low on storage space, you should regularly back up large files or important data to a USB storage device (e.g., USB flash drive, card reader).

- 1 Connect the tablet to the USB storage device with a USB OTG cable.
- 2 Go to tablet **Settings > System & updates > Backup & restore > Data backup > External storage** and select **USB storage** on the **External storage** screen.

- 3** Tap **BACK UP**, check the data you want to back up, and tap **Back up**.
- 4** When backing up for the first time, follow the on-screen instructions to set the password and password hint. The data will be encrypted when backing up. Please remember the backup password: After the backup password is set, you do not need to enter the password for later backups, but you need to enter it for verification to recover files.

To reset the password, go to the **USB storage** backup screen, tap  > **Reset password**, and follow on-screen instructions to complete the reset.

 The reset password is valid only for subsequent backups, not for previous backups.

## Recover backup data from USB storage devices

- 1** Connect the tablet to the USB storage device with a USB OTG cable.
- 2** Go to tablet **Settings > System & updates > Backup & restore > Data backup > External storage** and select **USB storage** on the **External storage** screen.
- 3** Select the appropriate backup record entry in the **RESTORE FROM BACKUP** list and open it.
- 4** Select the data you need to recover, tap **Restore**, follow the prompts to enter the password, and then recover the data.

## Restore Your Tablet to Default Settings or Factory Settings

### Reset Network Settings

This operation will reset your Wi-Fi , mobile data network, and Bluetooth settings. It will not change any other settings on your tablet or delete any data.

Go to **Settings > System & updates > Reset**, touch **Reset network settings**, then follow the onscreen instructions to reset network settings.

### Reset All Settings

This will restore network settings, lock screen passwords and home screen layout. If the tablet supports fingerprint or face recognition, it will also restore fingerprint and face IDs, but will not delete other types of data or files. Other settings, including , user account, device administrator will not be restored.

 If you have set password and Fingerprint or Face ID in the app at the same time (such as Safe), the Fingerprint or Face ID will be deleted after restoring the settings, but the password will stay. Please backup the data in advance before restoring the settings.

If Stay in sync is enabled, and the Data Sync switch is turned on, the Wi-Fi setting data stored locally or on the cloud of the tablet and other HONOR devices (logged in to the same HONOR ID) will be restored at the same time.

Go to **Settings > System & updates > Reset**, tap **Reset all settings**, and restore it based on the prompt.

## Restore Factory Settings

This operation will erase data on your tablet , including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HONOR IDs. Make sure to back up your data before restoring your tablet to its factory settings.

Go to **Settings > System & updates > Reset > Reset tablet**, touch **Reset tablet**, and follow the onscreen instructions to restore factory settings.

## Use Another Input Method

You can download a third-party input method and set it as the default input method.

- 1 Download the input method from an official app market.
- 2 Follow the onscreen instructions to set it as the default input method, or go to **Settings > System & updates > Language & input > Default keyboard** and select the input method.

## Use Device Clone to Move Data to Your New Device

**Device Clone** lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old tablet to your new tablet.

### Migrate Data from a Device

- 1 On your new tablet , open the **Device Clone** app. Alternatively, go to **Settings > System & updates > Device Clone**, touch **This is the new device**, then select old device type.
- 2 Follow the onscreen instructions to download and install **Device Clone** on your old device.
- 3 On your old device, open the **Device Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new tablet by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Next > Transfer** to start cloning.

 **Device Clone** is only available on tablets running Android 7.0 or later, iOS 8.0 or later.

## Update Your Tablet System Online

When an update is available, your tablet will prompt you to download and install the update package.

- Before updating, make sure your tablet is running an official system version. Otherwise, the update may fail and your tablet may experience unknown issues.
- Back up your user data before the update.
- After an update, third-party apps that aren't compatible with the new system version may become unavailable. In some cases, it may take some time for a compatible app version to be released.
- During the update, do not power off or restart your tablet, remove the memory card, or insert a memory card.

**1** Go to **Settings > System & updates > Software update**, and touch **Check for updates**.

**2** When an update is available, you can either manually download and install the update package, or update your tablet automatically overnight.

- Download and install the update package: Go to **New version > DOWNLOAD AND INSTALL**. To avoid data usage, connect your tablet to a Wi-Fi network when downloading the update package.

Your tablet will automatically restart once the update is complete.

- Update overnight: Touch  > **Device settings**, and enable **Auto-download over Wi-Fi** and **Update overnight**.

Your tablet will automatically update and restart between 02:00 – 04:00.

To ensure a successful overnight update, make sure that your tablet is powered on, the screen is locked, there are no alarms set for this period of time, and the battery level remains higher than 35%. Connect your tablet to a charger if necessary.

To disable automatic updates, touch  > **Device settings** on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

## About Tablet

### Legal Notice

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Model: ELN2-W29  
ELN2-L29  
ELN2-L23

MagicOS 9.0\_01