

ColorOS

ColorOS 15.0 User Manual

Contents

Welcome to.....	4
Get started.....	4
System navigation.....	4
Clone Phone.....	6
Flux themes.....	7
Screen lock and unlock.....	8
Live Alerts.....	11
Always-On Display.....	14
View recent tasks.....	19
Entering text.....	20
Home screen and the leftmost screen.....	21
Management of home screen folders.....	25
Using Global Search.....	26
Screenshot.....	27
Special features.....	31
Split View.....	31
Floating Window.....	34
File Dock.....	38
Smart sidebar.....	39
Breeno Shortcuts.....	41
Photography.....	41
Take photo.....	41
Editing images and videos.....	54
Photos.....	59
Album.....	61
Enjoy seamless gaming.....	63
Game performance modes.....	63
HyperBoost gaming frame stabilization engine.....	64
Game Assistant.....	64
Quick startup.....	65
Mistouch prevention in games.....	65
Using Voice changer to make yourself different.....	66

ColorOS

Game filters.....	66
Touch optimization in games.....	67
4D Vibration.....	67
Listening to music while gaming.....	68
Smart dual-channel network.....	68
Convenience services.....	69
Multi-device connection.....	73
Multi-Screen Connect.....	73
Connecting your phone to your Windows PC.....	81
Screencast.....	82
Connecting printers.....	84
Privacy and security.....	87
Privacy password.....	87
Payment protection.....	87
Hidden apps.....	88
Private space.....	89
App Lock.....	91
System clone.....	91
Permission manager.....	96
System security.....	98
Frequently used apps.....	100
Name.....	100
Phone.....	101
Clock.....	102
Compass.....	105
Apps.....	105
Notes.....	109
My Files.....	112
Weather.....	114
Using the Calculator.....	115
Recorder.....	115
IR Remote.....	119
System settings.....	120
The Search function in Settings.....	120

ColorOS

WLAN.....	121
Bluetooth.....	124
Mobile network.....	124
Connection & sharing.....	128
Wallpapers & style.....	131
Home screen & Lock screen.....	136
Display and brightness.....	138
Sounds and vibration.....	142
Notifications & Quick Settings.....	146
Password and security,Password & security.....	150
Safety and emergency.....	153
Battery.....	154
Digital Wellbeing & family care.....	158
Other.....	160
About device,About phone,About tablet.....	172
Users & Accounts.....	174

Welcome to

Get started

System navigation

Using navigation gestures

Use gestures for navigation to enhance your mobile experience and make the most out of your device.

★ Operation path

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

How to use gestures:

- Go back to the previous page

Swipe in from the lower-left or right side of the screen.

- Go back to the Home screen

Swipe up from the bottom of the screen.

- View recent tasks

Swipe up from the bottom of the screen and hold.

- Switch to the previous app

Swipe in from the lower-left or right side of the screen and hold.

Setting up navigation gestures

Go to **Settings > System & update > System navigation**, select **Gestures**, and set the gestures you need.

- Turn on **Hide gesture guide bar** to hide the gesture guide bar at the bottom of the screen.
- Turn on **Vibrate on back navigation**. Then the phone will vibrate when you swipe in from the left or right side of the screen to go back to the previous page.
- Turn on **Switch to previous app**. Then you can swipe in from the left or right side of the screen and hold to switch to the previous app.
- Turn on **Mistouch prevention** to avoid unintentional touches. When you are using full screen in landscape mode (for example, when you are playing games or watching videos), gestures in certain apps need 2 swipes to take effect.

Navigation with buttons

You can also enable the button navigation function to use the Home and Back buttons to operate your phone.

★ Operation path

1. Go to **Settings > System & update > System navigation** and select **Buttons**.

ColorOS

2. You can choose your preferred layout of the buttons based on your needs.

Once this function is enabled, there will be three fixed navigation buttons at the bottom of the screen.

-  **Open recent tasks**
-  **Go back to the Home screen**
-  **Go back to the previous page**

Clone Phone assistant

Clone Phone offers a quick and easy way to migrate data (such as contacts, messages, call logs, apps, images, videos, preference settings, and cards in your Wallet) from an old phone to your new phone, making the transition seamless.

★ Operation path

Migrate from an Android device from another brand

1. On your new phone, open **Clone Phone**. Tap **This is the new device** and then **Other Android**.
2. Follow the prompts to download and install "Clone Phone" on your old device.
3. When the installation is complete, tap **Already installed on the old device** on your new phone. Connect your old phone to your new phone by scanning the QR code with Clone Phone or connecting manually.
4. After both phones are connected, select the data you wish to migrate on your old phone and tap **Migrate**.

Migrate from an iPhone

ColorOS

1. On your new phone, open **Clone Phone**. Tap **This is the new device** and then **Import data from an iPhone**.
2. Following the prompts, scan the QR code on your new phone with the old phone to install the **Clone Phone** app.
3. Open **Clone Phone** on your old phone and tap **This is the old phone**. Select the data you wish to migrate and tap **OK**.
4. Following the prompts, scan the QR code on your new phone with the old phone and tap **Join**.
5. After both phones are connected, select the data you wish to migrate on your old phone and tap **Migrate**. Wait for the cloning to complete and then tap **Done**.

Flux themes

You can select your preferred theme, personalize elements like the wallpaper and clock, and apply to Always-on Display, Lock screen, and Home screen in one step, giving your phone a unique flair.

★ Operation path

1. Go to **Settings > Wallpapers & style > Flux themes**.
2. Select your preferred theme. On the theme editing page, you can do the following:
 - **Lock screen**: You can customize **Wallpaper**, **Style**, and **Depth**; you can tap the Clock widget to add **Additional info** and change **Clock style**; and you can tap the text to change **Text style** and **Color**.

ColorOS

- **Home screen:** You can set the Home screen wallpaper to match the Lock screen or use a different wallpaper. You can also customize the theme color.
- **Always-On Display:** You can select between the **Flux** and **Classic** theme styles. If you select **Flux**, the text, clock, and other elements will be animated with seamless shifting and zoom effects when your device is unlocked.

3. When you finish the customization, tap **Apply**.

 How much can be customized will vary by each theme.

Screen lock and unlock

Lock screen password

Your phone will lock itself if you don't use it for a while.

If you've set a Lock screen password, when you wake the screen, you can swipe up to show the password input panel and enter your Lock screen password.

There are three types of Lock screen passwords.

- **Numeric:** A 4-16-digit password that contains only numbers
- **Alphanumeric:** A 4-16-digit password that contains both numbers and letters
- **Pattern:** A pattern that is created by connecting at least 4 dots

★Operation path

ColorOS

1. Go to **Settings > Security and privacy > Device unlock > Screen lock** to set up your Lock screen password.
2. If you set a pattern, you can turn off **Show track** to make the pattern invisible when you unlock your phone.

 Please ensure you do not forget your Lock screen password. If you forget it, you will not be able to unlock your phone or export any of the data stored on your phone.

Unlocking with face

Using face unlock is both fast and secure.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Face** and enter your Lock screen password.
2. Hold the phone 20–50 cm away from your face and tap **Continue**.
3. After the phone has collected your facial data, tap **Done**. Once your facial data is collected, you will be able to unlock your phone with your face.

 Avoid having your face in an overly-bright or low-light environment when your facial data is being collected.

Unlocking with fingerprint

★ Operation path

ColorOS

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Fingerprint**, and follow the on-screen prompts to put your finger on the fingerprint sensor and enroll your fingerprint.
 2. After your phone gets locked, press your finger on the fingerprint sensor to unlock it.
 3. After enrolling your fingerprint, you can also do the following:
 - Tap the  icon next to the scanned fingerprint to rename or delete the fingerprint.
 - Tap **Add fingerprint** to add more fingerprints.
-  • For fingerprint recognition accuracy, we recommend that you enroll your fingerprints again each time you change your screen protector.
- This feature only works on specific models. Please check on your phone to see whether it is supported.

Using Lock Screen Magazine

This feature offers a vibrant carousel of wallpapers on the Lock screen and allows you to categorize wallpapers based on personal preferences. Every time you turn on the screen, you get a surprise.

★ Operation path

1. Go to **Settings > Home screen & Lock screen > Lock Screen Magazine** to turn on **Carousel wallpapers**, so you get a new wallpaper every time you turn on the screen.

ColorOS

2. Turn on **Lock Screen Magazine**, so you can swipe left to view more content on the Lock screen.
3. Tap **Subscriptions** to choose categories that interest you.

If you want to turn off Lock Screen Magazine, you can tap **Turn off Lock Screen Magazine**.

Launching Snapchat from the Lock screen

You can quickly launch Snapchat from the lower-left corner of the Lock screen.

★ Operation path

1. Go to **Settings > Home screen & Lock screen > Lock screen shortcuts**.
2. Select **Snapchat** so that you can quickly launch it by swiping on the shortcut icon at the bottom of the Lock screen. You can also assign the shortcut to other features like Lock Screen Magazine or Flashlight.

Live Alerts

Live Alerts is a feature that displays live activities of your top concern and smart suggestions in a capsule or widget in glanceable locations so you will never miss an important message and can take instant actions. Depending on the importance of services and where you navigate to on your phone, the notifications can appear in a capsule or card at the top of your screen, or in a card in the notification drawer, on the Lock screen, or on the Always-On Display.

ColorOS

- For example, when using the timer feature, you can just go back to the Home screen or navigate to other pages while keeping the essential information of the timer visible in the status bar.
- When using the audio recording feature, after you go back to the Home screen or navigate to other pages, you can still see the recording process in the status bar.

...

★ Operation path

You can turn on or off the apps or services that you want to be shown in **Live Alerts**.

1. Go to **Settings > Notifications & Quick Settings > Live Alerts**.
2. Under **App alerts**, you can choose the apps or services to turn on or off in **Live Alerts**, and set the **Alert styles**.



To have an app or service send reminders while the screen is off, go to **Settings > Wallpapers & style > Always-On Display** and turn on **Always-On Display**, then tap **More settings > Contextual info > Live Alerts** and turn on **Show Live Alerts on Always-On Display**.

Using Live Alerts

Services supported by Live Alerts include:

- ride hailing, food delivery, and other order-based services.

ColorOS

- Calls, personal hotspot, timer, audio recording, screen recording, screencast, Multi-Screen Connect, speech-to-text transcription, and other real-time activities.
- Personal hotspot, timer, audio recording, screen recording, screencast, Multi-Screen Connect, and other real-time activities.

★ Operation path

- Tap the capsule to expand it as a card, then tap the card to open the corresponding app.
- Touch and hold the status bar capsule to expand it into a card. Touch and hold the card to manage the current service.
- Swipe up or tap a blank area to collapse it.

 To ensure an immersive experience when watching videos or playing games in full screen, cards that previously automatically popped up will instead be displayed as a capsule in the status bar.

Turning off Live Alerts

You can turn off Live Alerts by following the steps below:

★ Operation path

- Swipe down from the status bar to open the notification drawer, find the card that you want to turn off, swipe left on it, and tap **Settings**. On the pop-up panel, select **Turn off this reminder** to dismiss the current notification, or select **Turn off reminders for this service** to permanently turn off notifications from this service.

ColorOS

- Touch and hold a Live Alerts card to open a pop-up panel. Select **Dismiss this reminder** to dismiss the notification, or select **Turn off reminders for this service** to permanently turn off notifications from this service. For notifications displayed as capsules in the status bar, expand them into cards and then perform the relevant actions.

 Please note that you cannot permanently turn off Live Alerts for system activities such as timers, audio recording, and screen recording. You can simply dismiss them or wait for them to end.

Always-On Display

Setting up Always-On Display

By setting up Always-On Display, you can check the time, date, notifications, and other information on your phone when the screen is off.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display** and turn on **Always-On Display**.
2. Tap **Display settings**:
 - Tap **Info** and select the information that you want to display on the Always-On Display, such as the time, date, and battery level.
 - Turn on **New notifications** to ensure that new notifications will be displayed on the Always-On Display.

ColorOS

- In **Display mode**, you can specify how to display information on the Always-On Display through menu options such as **All day**, **Scheduled**, and **Power saving**.
-  Always-On Display is turned off when your phone's battery drops below 10% and is not charged.
- Always-On Display requires hardware support. It is not supported on some models (such as models using an LCD screen).

Infinite Always-On Display, your one-of-a-kind screen

The system offers a wide range of Always-On Display styles such as text, images, analog clocks, Omoji, and Artist series.

You can also create your own personalized Always-On Display, or turn a photo of your parent, child, or friend into a portrait silhouette on a canvas and use it as your Always-On Display wallpaper.

Changing how long the screen stays on

When your phone is not used for a while, the screen will automatically turn off to save power and protect your privacy. You can change how long it takes your phone to automatically turn off the screen.

★ Operation path

Go to **Settings > Display & brightness > Auto screen off** and choose a length of time.

Drawing an Always-On Display pattern

You can draw an Always-On Display pattern with your hand.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display**, and tap **Custom patterns** in the **Personalized** section.
2. On the pop-up page, you can customize elements such as color, brush, and shape. When you're done, tap ✓ in the upper right corner.

Creating Always-On Display with text and image

In addition to text, you can use your favorite pictures to create your Always-On Display. It can be of your loved one, family, pet, or favorite celebrity, so that you can see them every time you glance at your phone.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display**. In the **Personalized** section, tap **Text and image**.
2. Select and edit your favorite image.
3. Enter text below the image. You can adjust the text color, size, and align the text.
4. Tap **Apply** to finish.

Creating personalized text on the Always-On Display

You can display your favorite motto on your Always-On Display.

ColorOS

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display**, and tap **Text** in the **Personalized** section.
2. In the pop-up interface, enter the text content and personalize the text by adjusting the color, font weight, layout, etc.
3. Tap **Apply**.

Canvas

The system can turn a color portrait into portrait silhouette.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display**, and tap **Canvas** in the **Personalized** section.
2. In the pop-up interface, select a photo you like by taking a photo or selecting one from Photos.
3. Tap **Generate**, and wait for the system to automatically generate an Always-On Display draft.
4. Erase any unwanted lines and adjust the display style and color. Tap **Next**.
5. Adjust the size and position of the Canvas Always-On Display, and tap ✓ in the upper right corner. After setting the text color, tap **Apply**.

- ① Enable **Apply original image to Home and Lock screens** to set the original photo that you turned into Canvas Always-On Display as the Lock screen and Home screen wallpaper.

Viewing ride-hailing status on Always-On Display

When Always-On Display is turned on, important information, such as the progress of food delivery, ride-hailing, and other services, can be seen at a glance even when the screen is off.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display** and turn on **Always-On Display**.
2. Choose **Display settings > Contextual info > Live Alerts** and turn on **Show Live Alerts on Always-On Display**. By doing so, you can check the progress of ride-hailing and food delivery services without waking the screen.

 If such information is still not displayed on the Always-On Display, go to **Settings > Notifications & Quick Settings > Live Alerts** to make sure that you have turned on live alerts for apps relating to ride-hailing and food delivery and specified how they are displayed on the **Always-On Display**.

Controlling music on Always-On Display

The Music on AOD feature makes it easy and convenient for you to control music when the screen is off without the need to unlock your phone.

★ Operation path

1. Go to **Settings > Wallpapers & style > Always-On Display** and turn on **Always-On Display**.
2. Choose **Display settings > Contextual info** and turn on **Music info**.

Viewing recent tasks

There are two ways to view recent tasks based on the navigation method of the system.

- When you are using gestures for system navigation, swipe up from the bottom of the screen and hold, and then release to enter the recent tasks screen. You can view your recent tasks by swiping left or right.
- When you are using buttons for system navigation, tap the  button to enter the recent tasks screen. You can view your recent tasks by swiping left or right.

Clearing background apps

★ Operation path

1. When you're using navigation gestures, swipe up from the bottom and hold for 1 second to enter Recent tasks.

When you are using buttons for navigation, tap  on the bottom of the screen to enter Recent tasks.

2. To clear an app, drag and slide the app widget up.

3. Tap **Close all** below to clear all background apps with one tap.

4. If you see  on the left side of the app, you need to tap  to unlock the app before clearing it.

Entering text

Switching keyboards

★ Operation path

Go to **Settings > System & update > Keyboard & input method > Manage keyboards**, then choose your preferred keyboards.

Adjusting keyboard settings

★ Operation path

Go to **Settings > System & update > Keyboard & input method** to adjust the keyboard settings.

- Tap **Keyboard location**. You can follow the onscreen instructions to customize the settings.
- Turn on **Secure keyboard for passwords** to protect your password when you are entering it.
- Turn on **Mistouch prevention** to enter text with greater ease.

Turning on Secure keyboard for passwords

Secure keyboard for passwords lets you enter your passwords securely. The keyboard is not connected to the internet. What you enter is not saved, so there's no autocomplete, keyboard history or other features that might make your data vulnerable.

★ Operation path

ColorOS

Go to **Settings > System & update > Keyboard & input method** and turn on **Secure keyboard** for passwords.

Home screen and the leftmost screen

Viewing the notification drawer

The notification drawer is where you'll find all push notifications. You can tap on the title of a notification to view its details, swipe left to manage a notification, or clear all notifications with just one tap.

★ Operation path

1. Opening the notification drawer

- When the Notifications and Quick Settings feature has its display mode set to **Split**, swipe down from the upper-left corner of the screen.
- When the Notifications and Quick Settings feature has its display mode set to **Classic**, swipe down from anywhere at the top of the screen.

2. Viewing and clearing notifications

- Tap on the title of a notification to open the corresponding app and view the notification's content in detail.
- Swipe left on a notification and tap  to delete it, or tap  to see more settings, such as **Pin to top** and **Turn off**.
- Swipe right on a notification to delete it.
- Tap  to delete all notifications.

ColorOS

- When you receive an SMS verification code, a bubble will appear. If you tap the bubble, the code will be automatically copied and pasted into the corresponding area.
-  You can go to **Settings > Notifications & Quick Settings > Quick Settings** to set the display mode for the Notifications and Quick Settings feature.
- Some third-party apps that use privacy keyboards are unable to access the clipboard or copy SMS verification codes.

Setting up Quick Settings

Common quick functions and controls are displayed in groups in Quick Settings so you can quickly change settings.

★ Operation path

Go to **Settings > Notifications & Quick Settings > Quick Settings**.

- Set the notification drawer and Quick Settings display mode to **Split** or **Classic**.
- When **Access Quick Settings from Lock screen** is turned on, you can swipe down from the upper-right of the Lock screen to open **Quick Settings**.
- When **Show tile names** is turned on, the function name is displayed below each setting in **Quick Settings**.
- If **Show My Devices** is turned on, your device's storage will be displayed in **Quick Settings**,

Viewing Quick Settings

ColorOS

★ Operation path

1. Open Quick Settings:

- When the Notifications and Quick Settings feature has its display mode set to **Split**: Swipe down from the upper-right corner of the screen to open **Quick Settings**.
- When the Notifications and Quick Settings feature has its display mode set to **Classic**: Swipe down from the top of the screen to open the notification drawer and swipe down again to open **Quick Settings**.

2. In Quick Settings, you can conveniently do the following:

- In Media player, control audio progress and playback, and switch between recently used media devices.
- In My Devices, manage all kinds of connected devices.
- Drag the  control bar up or down to adjust the brightness of the screen and drag the  control bar up or down to adjust the volume.
- Tap any feature icon to turn on or off the corresponding feature, such as Bluetooth, Flashlight, or Eye Comfort. Touch and hold such an icon to access the corresponding feature setting page.
- Tap  in the upper-right corner of the screen to quickly access the Settings app.
- Tap  to enter the editing mode. Then, touch and hold a feature icon and drag it to a desired position. If you drag a feature icon to the top of the screen, it will be enlarged.

ColorOS

- ① You can go to **Settings > Notifications & Quick Settings > Quick Settings** to set the display mode for the Notifications and Quick Settings feature.

Entering Shelf

Shelf is an expansion of the capabilities of the Home screen. It allows you to add various Shelf widgets to experience more features.

- **Phone Manager:** This feature allows you to monitor your phone's storage usage. Tap **Clean** to remove junk files for a smoother experience.
- **Lifestyle:** This feature provides airplane and train ticket information and sends trip reminders.
- **Workouts and health:** This feature counts your workout steps and exercise time, so as to safeguard your health.
- **Package delivery services and local services:** When your phone detects certain apps, it will provide you with relevant information about package logistics, delivery services, and product discounts.

Shelf will recommend additional personalized content based on your subscriptions.

★ Operation path

Swipe down on the Home screen to enter Shelf.

- Tap **⊕** in the upper-left corner, select a widget, and then tap **Add** to show it in Shelf.
- Tap the widget to open the associated app.
- Touch and hold the widget to delete it. Hold and drag this widget to move it.

Management of home screen folders

Creating app folders

You can group apps into Home screen folders, so you can easily manage or find them.

★Operation path

- On your phone's Home screen, touch and hold an app icon and drag and drop it onto another app to create a folder.
- Or you can touch and hold on any empty space on the Home screen or pinch with two fingers to enter Editing mode, select multiple apps, and then tap **Create folder** at the bottom.

After creating a Home screen folder, you can drag and drop other apps into the folder.

To rename a folder, open the folder and tap on its name.

To make a folder bigger, touch and hold the folder. For apps grouped in a large folder, simply tap an app icon to open the app. If there are 9 or more apps in the folder, a small grid view of apps will be displayed in the lower-right corner. Tap the grid view to open the folder.

Merging folders

You can just drag a folder to another to merge them.

★Operation path

ColorOS

Drag a folder on the Home screen to another folder and hold, then release to merge them.

Removing a folder

★ Operation path

Tap and hold a folder, and tap **Remove folder**. All apps in the folder will be moved to the Home screen.

Apps in the folder will be moved to the current screen if there is enough space. If not, they will be moved to the last screen. Apps will be placed in the same order they were in the folder.

Global Search

Don't know where to find a feature? Don't want to swipe across screens to find an app? Open Global Search with a swipe, and enter keywords to quickly find what you are looking for on your device and on the web.

- On your device: apps, settings, files, contacts, calendar, notes, messages, and more.
- On the web: apps, webpages, and more.

★ Operation path

- Swipe down on the Home screen to open Global Search.
- From the Home screen, swipe to the Shelf screen and tap the magnifying glass in the upper-left corner to open Global Search.

Screenshot

Taking a full screenshot

You can take a screen with any of the following methods:

★Operation path

- 3-finger screenshot

The 3-finger screenshot feature is turned on by default. You can swipe down anywhere on the screen with three fingers to take a screenshot.

If that doesn't work, go to **Settings > Accessibility & convenience > Screenshot**, and make sure **3-finger swipe down** is turned on.

- Screenshot with buttons

Press the **Power button** and the **Volume down button** at the same time.

Taking a partial screenshot

You can use the partial screenshot feature to take a screenshot of only part of the screen. You can take a partial screenshot in a rectangle, ellipse, or any shape you like.

★Operation path

1. The 3-finger screenshot feature is turned on by default. You can touch and hold the screen with three fingers to take a screenshot at any time. If it doesn't work, go to **Settings > Accessibility & convenience > Screenshot** and turn on **3-finger touch and hold**.

ColorOS

2. Take a screenshot, touch and hold on the screen with three fingers, and you will see a screenshot preview.
3. You can change the screenshot area.
4. You can change the shape of your screenshot into a rectangle, ellipsis, or any shape you draw on the screen.

Taking a scrolling screenshot

You can take a scrolling screenshot to capture content that extends beyond the visible screen.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Screenshot**, then turn on **3-finger touch and hold**. To take a scrolling screenshot, touch and hold with 3 fingers and swipe down until off the bottom edge of the screen.
2. Let the page scroll down until you have captured what you want, or swipe up or down on the screen to adjust how much to capture. To stop capturing, tap **Done**.

 You can also touch and hold with 3 fingers, or press and hold **the Volume down button and the Power button** at the same time to take a regular screenshot first. When the screenshot preview appears, tap **Scroll** to start capturing a scrolling screenshot. Swipe down until you have captured what you want. To stop capturing, tap **Done**.

Sharing and editing screenshots

You can edit or share a screenshot after you have taken it.

★ Operation path

1. Once you have taken a screenshot, a screenshot preview appears with a Share button below it. Tap the Share button to share your screenshot with your contacts using WeChat or Facebook.
2. After tapping the floating preview, you can doodle on the screenshot, pixelate it, add text, rotate it, crop it, apply filters, or delete it.

Recording the screen on your phone

With Screen recording, you can easily capture on-screen activities such as thrilling gaming experiences.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Screen recording > Indicator location**, and select **Status bar** or **Floating window**.
2. Swipe down from the top of the screen to open Quick Settings. To show all settings, swipe down again.
3. Find and tap **Screen recording**.
 - If you've set the indicator location to the status bar, Tap  to expand it.

Tap  to pause and tap again to resume.

ColorOS

- If you've set the indicator location to a floating window, Tap  to start recording. Tap it again to pause or resume.

4. Tap **Done** or  to stop recording and save the video to Photos.

Recording screen with your commentaries

To add commentary to a video (such as game commentaries), you need to turn on **Record microphone sound** before recording the screen to add your voice.

★ Operation path

While recording the screen, you can tap the floating window to expand it. Tap  to record the microphone sound.

Tap  to stop sound recording.

Adjusting screen recording definition

Before recording, change the screen recording definition as needed. You can choose from three definition presets, or set a custom definition.

- High (1080p, 16 Mbps)
- Medium (720p, 8 Mbps)
- Low (480p, 4 Mbps)
- Custom (set you own recording definition and bitrate).

★ Operation path

Go to **Settings > Additional settings > Screen recording > Definition**.

 The maximum definition may vary. Please refer to the phone in use.

Special features

Split View

Entering Split View

The Split View feature allows you to split your screen so as to work with two apps simultaneously.

The two apps in Split View can run independently without affecting each other.

★ Operation path

Method 1: Entering Split View by swiping up with three fingers

1. Go to **Settings > Accessibility & convenience > Split View** and turn on **Swipe up with 3 fingers to enter Split View**.
2. Open a supported app, such as Photos, and swipe up with three fingers.
3. Open another supported app, such as Notes. The two opened apps are then displayed in Split View.

Method 2: Entering Split View from Smart Sidebar

1. Open a supported app, such as Photos.
2. Find the floating bar from the side edge of the screen, swipe inward on it to expand it as the Smart Sidebar, and then drag and drop a supported app, such as Quick note, outside of the Smart Sidebar. The two opened apps are then displayed in Split View.

ColorOS

Method 3: Entering Split View from Recent tasks

1. When system navigation is set to Gestures, swipe up from the bottom of the screen and hold to open Recent tasks.
2. Open a supported app in Recent tasks, such as Photos, tap  in the upper-right corner, and choose **Split View**.
3. Open another supported app, such as Notes. The two opened apps are then displayed in Split View.

 Only certain apps support the Split View feature.

Resize apps in Split View

To adjust the size of apps in Split View, do one of the following:

- Drag the divider — up or down to shrink or expand one of the apps in Split View.
- At the top of one app, tap  and choose **Expand**. The app window will be maximized in Split View. If you then tap **Shrink**, the app window will revert to a normal size.

Swapping app positions in Split View

To swap app positions in Split View, do one of the following:

- Tap the divider — and choose **Swap sides**.
- At the top of one app, touch and hold  and drag it up or down.

Saving app groups in Split View

You can save the app groups in Split View that you often work with to your Home screen so that you can open them later with just one tap.

★ Operation path

Tap the divider — and choose **Save as app group**.

Opening a floating window in Split View

When your phone is in Split View, you can also open a floating window so that you can work with three apps simultaneously.

★ Operation path

Expand the Smart Sidebar and tap an app that is supported by Floating Window. The app opens in a floating window.

Exiting Split View

To exit Split View and go back to full screen, do one of the following:

- Drag the divider — to the top or bottom of your screen.
- At the top of one app, tap ... and choose **Full screen** to display it in full screen and close the other app. Choose **Close app** to close the current app.

Floating Window

Enabling Floating Window

Floating Window is a feature that allows you to open a supported app in a floating window and switch between apps freely.

This allows you to multitask efficiently in different windows, for example, replying to messages while playing games or watching videos.

★ Operation path

You can turn on Floating Window in one of the following ways:

- If gesture navigation is enabled, swipe up from the bottom of the screen and hold to access recent tasks. Select the app that you want to display in a floating window, tap  > **Floating Window**.
- If gesture navigation is enabled, open the app that you want to run in a floating window, swipe up from the bottom to the top of the screen, and release your finger. The app will switch to floating window mode.
- Find the floating bar, a collapsed form of the Smart Sidebar, on the screen edge and swipe in from the bar's position to expand the Smart Sidebar. Tap a desired app in the Smart Sidebar, and the app will be displayed in floating window mode.
- After receiving a banner notification, pull down from its top to enter floating window mode.

Setting up Floating Window

★ Operation path

Go to **Settings > Accessibility & convenience > Floating Window** and do the following as needed to set Floating Window features:

- Tap **Window control** and choose **Gestures** or **Buttons**. Tap **Tutorial** to see how to interact with a floating window in different control modes.
- Turn on **Quick-hide window in game** so that a floating window will be hidden at the left or right screen edge when you tap outside of it while in a game.
- Turn on **Share via floating window** so that you can open the target app in a floating window when you share files or data.

Resizing a floating window

When an app is opened in a floating window, you can freely adjust the size of the floating window.

★ Operation path

1. Drag the bottom left or right corner of a floating window to shrink or expand it. When you reduce it to the smallest possible size, it will become a mini window.
2. When an app is in a mini window, swipe up to close it, or tap to bring it back into a floating window.

Moving a floating window

After opening an app in a floating window, you can drag the top of the floating window to move it around.

Switching between Floating Window and Split View

When an app is open in a floating window, you can easily switch it to Split View.

★ Operation path

Switching to Split View:

1. When an app that supports Split View (such as **Notes**) is open in full screen, find the Smart Sidebar floating bar and swipe inwards on it to expand it.
2. Tap an app that supports Floating Window (such as **Photos**) from the Smart Sidebar. The app will be opened in a floating window.
3. Touch and hold the top of the floating window and drag it up or down to trigger Split View, and release to display the apps in Split View.

 While in Split View, you can touch and hold the top of one of the apps and move it left or right to switch it back to a floating window.

Switching a floating window to full screen

To switch an app from floating window to full screen, do any of the following:

★ Operation path

- When **Window control** is set to **Gestures**, swipe up quickly from the bottom of a floating window or tap **⋮ > Full screen**

ColorOS

- When **Window control** is set to **Buttons**, tap the Full screen button in the upper-right corner of a floating window.

Hiding a floating window

When an app is opened in a floating window, you can hide the window at the edge of the screen.

You can only hide a maximum of 2 floating windows, and you can tap on them to quickly switch between them.

★ Operation path

- When **Window control** is set to **Gestures**, you can swipe horizontally at the bottom of a floating window, or tap **⋮** > **Minimize**, to hide it as a small bar on the edge of the screen.
- When **Window control** is set to **Buttons**, you can tap the minimize icon at the top of a floating window to hide it as a small bar on the edge of the screen.

Closing a floating window

★ Operation path

- When **Window control** is set to **Gestures**, swipe up quickly from the bottom of the floating window or tap **⋮** > **Close** to close it.
- When **Window control** is set to **Buttons**, tap the close button at the top of the floating window to close it.

Sharing images or files using a floating window

The Floating Window feature allows you to open multiple floating windows so you can multitask and quickly share images or files, giving you a more efficient experience.

★ Operation path

1. When you are in a chat, find the floating bar on the screen edge and swipe in on it to expand it as the Smart Sidebar.
2. In the Smart Sidebar, tap **Photos**. The **Photos** app opens in a floating window.
3. Touch and hold the image you want to share until it floats, drag it to the chat window, and release your finger to send it to the chat.



In addition to sharing photos by drag-and-drop, you can drag files or notes from the My Files or Notes app to a floating window for sharing.

File Dock

Sharing content via the File Dock

You can drag text, images, and files from apps and drop them to the File Dock for temporary storage. Then, you can drag such content from File Dock to Notes or Mail for editing, or to apps like My Files and Photos for permanent storage. You can also drag and drop the content to WeChat, QQ, and other messaging apps to send it to your friends.

★ Operation path

ColorOS

1. Go to **Settings > Accessibility & convenience > Smart Sidebar > File Dock**, and turn on **File Dock**.
2. Touch and hold target content, such as text, an image, or a file, till it floats, and then drag and drop the content to the File Dock, which is displayed as a floating window.
3. Open an app of your choice. Find the floating bar on the screen edge and swipe in on it to expand it as the Smart Sidebar. Then tap **File Dock** and drag the content from the File Dock and drop it to the app you opened to edit, save, or share the content.

Smart sidebar

Turning on Smart Sidebar

Smart Sidebar is a convenient tool that you can open by swiping from the side of the screen. It allows you to perform quick actions in different scenarios. With Smart Sidebar, you can open apps or tools on any screen. It also allows you to open certain apps and tools in floating window mode.

In addition, it can recognize different usage scenarios and recommend the most suitable tools for you in such scenarios.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Smart Sidebar** and turn on **Smart Sidebar**.

ColorOS

2. Continue to tap **Smart functions** and turn on **Smart functions**. The system will be able to recommend suitable tools and apps for you based on your usage scenarios.
3. Find the floating bar on the edge of the screen and swipe in on the bar to show the Smart Sidebar.

Adjusting the position of the Smart Sidebar

When **Smart Sidebar** is turned on, you can adjust the position of the Smart Sidebar and the transparency of its floating bar.

★ Operation path

1. Find the Smart Sidebar floating bar and swipe inwards on it to expand it.
2. Touch and hold the top of the Smart Sidebar and drag it to the desired position.
3. Go to **Settings > Special features > Smart Sidebar**, and slide the bar left and right to adjust the transparency of the floating bar.

Screen translator, intelligent translation in all scenarios

AI Voice

Quick note for note-taking at any time

When you need to quickly take down the details of a conference or video call, you can easily access Quick note via Smart Sidebar and by tapping **Quick note** to bring up the floating Notes window.

ColorOS

Before using this feature, first turn on **Smart Sidebar**. For details, refer to [Turning on Smart Sidebar](#).

★ Operation path

Find the Smart Sidebar floating bar, swipe inward on it to expand, and then select

Quick note.

Editing and customizing the Smart Sidebar

The first time you launch Smart Sidebar, you will see the default display of quick tools such as Screen translator, Screenshot, Screen recording, and Quick note. You can customize which features are displayed according to your preferences.

★ Operation path

1. Find the Smart Sidebar floating bar and swipe inwards on it to expand it.
2. Tap **Edit** and then tap "+" or "-" next to an app to add or remove that app from the sidebar.

Breeno Shortcuts

Photography

Take photo

Taking photos

★ Operation path

1. Open the Camera app.

ColorOS

2. You can use the following features:

- Lock the focus and exposure: Simply touch and hold the subject to lock the focus and exposure.
- Adjust exposure: Touch the screen and swipe up or down. The brightness indicator  next to the focus frame will change as you move your finger.
- Zoom in or out: Touch the screen with two fingers and pinch out to zoom in, or pinch in to zoom out. Alternatively, touch and hold  to expand the zoom bar and slide it to zoom in or out.
- Select a camera mode: Slide left or right on Modes bar at the bottom to choose a camera mode.
- Turn the flash on or off: Tap the flash icon  on the screen, and you can choose to set it to **Off**, **On**, **Auto**, or **Fill light**. In Auto mode, the camera will automatically use the flash based on ambient light conditions. In Fill light mode, the flash will be kept on to improve the lighting.

3. Tap the shutter button to take a photo.

Taking photos in Portrait mode

Portrait mode helps you take more awesome and professional-looking portrait photos.

★ Operation path

1. Go to **Camera > Portrait**.

ColorOS

2. After entering **Portrait** mode, in which the background blur function is turned on automatically, you can:

- Tap **Retouch** to adjust the retouching intensity to your liking.
- Tap **Filters** to select a filter you like.
- Tap **Soft light** to select a light effect you like.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Taking photos in XPAN mode

XPAN mode adopts the classic 65:24 ratio of Hasselblad XPAN camera, with black and white tone and colored tone. It recreates the retro film feel of Hasselblad, helping you record your stories with photos.

★ Operation path

Go to **Camera > MORE**, and select "XPAN" mode.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Shooting videos

★ Operation path

1. Go to **Camera > VIDEO**.
2. Tap the shutter button to start shooting.

ColorOS

3. Tap  to pause recording; tap  to resume, and tap the shutter button to stop recording.

By default, videos are recorded at 1080p, 30 fps. Tap  >  to choose from the other frame rates and resolutions. Higher frame rates and resolutions result in larger video files.

 You can tap  to take a photo while recording. This will not interrupt the video recording.

Ultra Steady

Ultra Steady combines algorithms and optical image stabilization to help you shoot stable videos with ease. With Ultra Steady turned on, you can easily shoot smooth and clear videos whether you are playing with your kids, cycling through the city, or doing extreme sports in the wilderness.

★ Operation path

Go to **Camera > VIDEO** and tap  in the upper-left corner.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Shooting night photos

You can use the Night mode when the ambient light is low. In the Night mode, the camera takes several shots at different exposures in quick succession and uses an algorithm to merge multiple frames to produce a photo with vivid details.

★ Operation path

ColorOS

1. Go to **Camera > NIGHT**.
2. Tap the shutter button or  in the upper-left corner to turn on Tripod mode to shoot. In Tripod mode, the quality of the photos you take will significantly increase.

Shooting long exposure photos

Long exposure mode simulates the effect of a photo taken with slower shutter effect.

Long exposure is great for tracking moving subjects such as night traffic, runners, and flowing water.

There are different long exposure templates for different scenarios.

- Traffic: Capture the bright, moving lights of vehicles at night.
- Moving clouds and flowing water: Make waterfalls and other flowing water scenes look like beautiful oil paintings.
- Light painting: Track glowing objects as they move in low light.

★ Operation path

1. Go to **Camera > MORE**, and select **LONG EXPOSURE**.
2. Tap the templates icon in the lower-left corner and choose the right template for the scenario.
3. Tap the shutter button to take a photo.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Turning on Pro mode

When shooting photos in Pro mode, you are able to adjust settings such as ISO, shutter speed, and focus modes.

★ Operation path

1. Go to **Camera > MORE** and select **PRO**.
2. In **PRO** mode, you can adjust the following settings:
 - ISO sensitivity: Tap **ISO** and slide the bar to adjust the sensitivity.

Increase the ISO sensitivity in low-light conditions and decrease it in brighter lighting to prevent excessive noise in the photo.

- Shutter speed: Tap **Shutter** and slide the bar to adjust the shutter speed.

Shutter speed can affect the amount of light captured by the camera. Use lower shutter speed when capturing still scenery and portraits; use higher speed when capturing moving scenes or figures.

- Exposure compensation: Tap **EV** and slide the bar to adjust the EV.

Increase the EV in low light; lower it in bright light.

- Focal distance: Tap **Focus (Auto/Manual focus)** and slide the bar to adjust the focus distance manually.
- Color tone: Tap **WB (white balance)** and slide the bar to adjust the white balance.
- File format: Pro mode offers a variety of image file formats. Tap **JPG** at the top of the screen.

ColorOS

- The photos will take up less storage if you choose the JPG format.
- If you choose the RAW format, the phone will automatically save your photos in both JPG and DNG formats. Although the DNG format preserves more details for post-processing, it requires more storage space.
- If you select RAW+, your phone will automatically only save your photos in DNG format. Therefore, you need to make a decision based on your needs.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Taking live photos

You can take live photos, which allows you to capture a short video clip that makes your photos come to life.

★ Operation path

1. Open the **Camera** app.
2. Tap the  icon near the top of the screen to turn on the Livephoto feature.
3. Tap the shutter button to take a live photo.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

AI Best Face

Took a group photo where someone had their eyes closed? You can fix it with one tap with **AI Best Face**.

ColorOS

★ Operation path

1. Open the **Camera** app, choose **Photo** mode, then take a photo of 3 or more people facing the camera.
2. When the  icon appears in the lower-left corner, **AI Perfect Shot** is turned on. Tap the shutter button to take a photo.
3. Tap the thumbnail in the lower-left corner to view it in the Photos app. Tap the photo again. The  icon will appear in the upper-right corner.
4. Tap  to go to the **AI Perfect Shot** screen.
5. Choose **AI Best Face**, wait until the photo is processed, then tap **Save**.



- This feature only works on devices that support AI Best Face.
- There must be 3 or more people in the group photo.
- You can open closed eyes with **AI Best Face** for up to 10 people if the group photo is taken with the front camera and up to 20 people with **AI Best Face** if the photo is taken with the rear camera.
- Make sure your device is connected to the internet when using **AI Best Face**.

AI Clear Face

If some people in a group photo turn out blurry, you can fix this with **AI Clear Face**.

★ Operation path

ColorOS

1. Open the **Camera** app, choose **Photo** mode, then take a photo of 3 or more people facing the camera.
2. When the  icon appears in the lower-left corner, **AI Perfect Shot** is turned on. Tap the shutter button to take a photo.
3. Tap the thumbnail in the lower-left corner to view it in the Photos app. Tap the photo again. The  icon will appear in the upper-right corner.
4. Tap  to go to the **AI Perfect Shot** screen.
5. Select **AI Clear Face**, wait until the photo is processed, then tap **Save**.



- This feature is only available on devices that support AI Clear Face.
- The group photo must contain 3 or more people and be taken with the front camera.
- You can get up to 10 people in focus with **AI Clear Face**.

Editing photos and videos with Sticker

Sticker is a collection of intriguing and amusing face stickers and face retouching filters that can be applied to any photo or video you take.

★ Operation path

1. Go to **Camera > MORE** and select **STICKER**.
2. Tap  on the left side to choose a sticker. Tap **Face retouching** to retouch the photo. Tap **Filter** to choose from various filter styles.

Taking a panoramic photo

Panorama mode provides a super-wide view, allowing you to take wide-angle photos with room for anything and everything you want to fit in.

★ Operation path

1. Go to **Camera > MORE** and select **PANO**.
2. An arrow and a horizontal line will appear in the middle of the screen to guide you. You can tap the arrow to switch directions.
3. Tap the shutter button to start and slowly move the camera in the direction of the arrow. Try to keep the arrow on the line. When you are done, tap the shutter button again.
4. Once you have moved the camera as far as Panorama mode allows, the photo will be taken automatically. Alternatively, you can also tap the shutter button at any point to finish.

- ① • To capture high-rise buildings, you can rotate the phone to landscape orientation and slowly angle it upwards.
- Move the camera slowly to let it focus and capture a sharp and clear photo that captures all the details. This way the photo won't be blurry.
- When taking a panoramic photo, try to keep your movements as steady as possible.

Shooting videos in Movie mode

Movie mode provides more control over video shooting, allowing you to create videos with your own style.

★ Operation path

1. Go to **Camera > MORE**, and select **MOVIE**. The 21:9 movie aspect ratio in landscape mode is set by default.
2. You can turn on the flashlight and stabilization (EIS), or activate the grid on the left side.
3. You can expand the following professional parameters for adjustment on the right side:
 - EV: Exposure compensation
 - WB: White balance
 - S: Shutter speed
 - ISO: ISO sensitivity
 - AF: Focus mode
 - The buttons at the bottom of the screen allow zooming between 0.6x ultra wide-angle, 1x wide-angle, and, on some models, 3x telephoto lenses.

Ultra Night Video, HDR Video, and Ultra Steady functions are not available in Movie mode.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Double the fun with Dual-view videos

Dual-view refers to using the phone's front and back cameras simultaneously to record videos. Use the Dual-view mode to make video-filming more interesting.

★Operation path

1. Go to **Camera > MORE** and select **DUAL-VIEW VIDEO**.
2. Tap  and choose one from the three screen layout options: Split (top/bottom), Rectangle (PiP view), or Bubble (PiP view). You can drag the bubble or rectangle anywhere on the screen.
3. To swap the two views, double-tap anywhere in a view or tap the switch button in the lower-right corner.
4. To enable retouching for the front camera, tap the retouching button in the lower-right corner.

Taking time-lapse videos

Time-lapse photography allows you to condense changes over a period of time into short videos. When you see blooming flowers or moving clouds, that's a perfect opportunity to take a time-lapse.

★Operation path

1. Go to **Camera > MORE**, and then select the **TIME-LAPSE** mode.
2. Position your phone where you wish to take a video. To minimize shaking, use a tripod.
3. Tap the shutter button to start filming. Tap the shutter button again to stop.

Shooting Slo-mo videos

You can use Slo-mo mode to capture all sorts of moments, such as snowflakes or water droplets falling and people running, hitting balls, and diving. Use Slo-mo mode to slow down your video clip and capture fleeting moments in detail.

★ Operation path

1. Go to **Camera > MORE** and select **SLO-MO**.
2. Tap the Frame rate button on the top to choose the frame rate that best suits your needs, and then tap the shutter button to start shooting.
3. Tap  to pause recording, tap  to resume, and tap the shutter button to finish.

Camera settings

You can adjust basic camera settings, such as aspect ratio, timer, and flash, in the Camera interface. There are also more advanced settings that allow you to take photos and videos better.

★ Operation path

In **Camera**, tap  in the upper-right corner, and then tap  to access more options.

- **Watermark:** You can create a customized watermark.
- **Grid and guides:** Camera offers grid, diagonal, and golden spiral lines to help you compose your photo.

ColorOS

- Shutter sound: Capture every photo with a satisfying sound.
- Mirror selfie: Mirror the selfie to make it an accurate depiction of the real you.
- Record location: Add location information to your photos and videos as they are taken.
- Shooting methods: Touch to shoot or use a gesture.
- Volume button action: You can set different functions for the volume keys, such as shutter or zoom.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Editing images and videos

Identifying and blurring private information while editing photos

Auto pixelation hides profile pictures and display names when you want to share a screenshot of chat messages, keeping the private information of everyone in the chat safe.

★ Operation path

1. Swipe down with 3 fingers on a chat to take a screenshot. Tap the screenshot thumbnail in the lower-left corner to edit it.
2. Tap **Pixelate**, select a style, and tap **Auto**.

ColorOS

3. You can also tap any profile pictures or text on the screenshot to pixelate or undo pixelation manually.

4. Tap ✓ .



When editing an image in Photos, you can also pixelate private information automatically by tapping **Pixelate**.

Editing photos

You can make simple edits to photos such as adjusting their brightness, contrast, or saturation. You can also mark up photos with drawings, text, and stickers, or pixelate parts of them. Additionally, you can retouch photos, copy the style from one photo to another, restore old photos, and more.

★Operation path

1. To do this, go to **Photos**, tap a photo to open it in full screen, then tap  to make the desired changes.
2. To stop editing, tap **Done** > **Save**, then choose **Replace file** or **Save copy**.



If you choose to replace the original photo, the original photo will be moved to the **Recently deleted** album. Photos that are moved there will be kept for 30 days before they're permanently deleted. To restore a photo, go to the **Recently deleted** album, open the photo in full screen, then tap **Restore**.

Reverting photo edits or editing photos again

After editing and saving a photo, you can restore it to its original state, or edit it again based on the previous editing settings.

★ Operation path

Open the **Photos** app, tap an edited photo to open it in full screen, then you can:

- Select **Edit > Revert > Revert** to undo all changes and revert the photo to its original state.
- Tap **Edit** to use the Live, Crop, Adjust, Filters, and Watermark editing tools and pick up where you left off.

Cutting out the subject of a photo

The cutting out part of a photo feature can accurately identify the subject of a photo (a person, a pet, a still object, an ID, etc.), so you can quickly copy, save, or share it.

★ Operation path

1. Open **Photos** and tap the photo in which you wish to cut out the subject.
Touch and hold the subject for the system to scan the photo, identify the subject, and extract it.
2. After the scan is complete, lift your finger and tap **Copy**, **Save**, and **Share** to copy, save, and share the subject.

Turning a photo into a sticker

In the Photos app, you can turn the subject in a photo into a sticker and use it to decorate other photos.

★ Operation path

1. Open **Photos** and tap the photo containing the subject you want to make a sticker of. Touch and hold the subject for the system to scan the photo, identify the subject, and extract it.
2. After the scan is complete, release your finger and tap **Add sticker** to save it as a sticker.
3. To decorate a photo, open a photo, tap **Edit > Stickers**, and put a sticker you've created on your photos wherever you like. You can resize or rotate the sticker as needed.

Editing videos

You can use the video editing features available in Photos to trim or rotate a video. You can also add text, watermarks, filters, themes, music, or special effects to the video to make it more fun.

★ Operation path

In **Photos**, open the video you wish to edit and tap , and then follow the instructions on the screen:

- Tap **Trim** to cut the video by dragging the sliders at either end of the frame viewer.

ColorOS

- Tap **Crop & rotate** to select an aspect ratio or rotate the video.
- Tap **Theme** to select a theme.

Scanning documents for increased productivity

You can use the document scanning feature to scan physical texts or images into a digital file.

★ Operation path

1. Go to **Camera > More**, select **Doc Scanner**, and follow these steps:
2. Point your camera at the content to be scanned, then tap the **Shutter** button.

You can take more than one photo.
3. Tap **Next** and adjust the image by choosing **Crop**, **Effects**, or **Rotate** as needed.
4. After you are satisfied with all the adjustments for all the images, tap **Save** to save as a Word document, PDF, or image.

 You can take up to 12 photos, which will be combined into one file if saved as a PDF.

Changing a live photo's cover photo

When capturing a live photo, the phone records 2 seconds before and after the photo is taken. Then you can choose any frame as the cover.

★ Operation path

1. Tap a live photo to view it in full screen and tap **Edit > Livephoto**.
2. Drag the slider to change the frame, release your finger, and tap **Set as cover**.

Photos

Browsing photos and videos

★ Operation path

Go to **Photos** > **Photos** to view all photos, videos, and screenshots.

You can also open the **Photos** page, pinch in to change the layout and browse your photos and videos by year or month.

Finding photos quickly

You can search for photos by keywords in Photos. In the Photos search box, type when or place where a photo is taken, text, scenes, names, or other elements included in the photo, or other information related to the photo to find it quickly.

★ Operation path

In the **Photos** app, enter keywords such as the time or the place of a photo in the search box at the top to find the photo quickly.

Memories

This feature organizes photos based on events, time, and people to create wonderful albums and videos, so you can relive the beautiful moments.

★ Operation path

1. Go to **Photos** > **Explore** and swipe up till you see your Memories.
2. Once you are in a memory, tap the play button to start playing the photos in the memory automatically.

ColorOS

Go to  > **Edit** in the upper-right corner to remove certain photos from the memory.

Setting images as wallpapers and profile pictures

★ Operation path

In the **Photos** app, select an image that you want to use and then tap  in the lower-right corner, select **Set as wallpaper** or **Set as contact avatar**, and follow the prompts to complete.

When setting a wallpaper, you can also tap  to create an inventive wallpaper.

Sharing photos and videos

★ Operation path

In **Photos**, tap a photo or video, or touch and hold to select multiple photos and videos you wish to share, and tap  in the lower-right corner. Select a method for sharing and follow the prompts to complete.

You can also set to erase the location information and other properties when sharing a photo or video to protect your privacy.

In **Photos**, tap  > **Settings** > **Privacy protection** in the upper-right corner, and turn on **Remove location** and **Remove other properties**.

Album

Organizing your photos and videos into albums

Your phone can automatically organize your photos and videos by source, type, or other attributes, making it easier to find and manage them.

Creating memories automatically

The phone uses an algorithm to classify photos into albums. Some of the automatically generated albums include People, Places, Landscape, and Food.

★ Operation path

Go to **Photos > Explore**.

Creating an album

You can categorize your photos and videos according to your own preference. For example, you can create a "My best photos" album to save your favorite photos.

★ Operation path

1. Go to **Photos > Albums**. In the upper-right corner, tap  > **New album**.

Enter a name for the album and save it.

2. Select the photos or videos that you want to move to the album.

Once the album has been created, you can simply select photos or videos in Photos, and tap  to move them into the album.

Adding photos and videos to the Private album

You can save private photos and videos to the Private album to avoid accidentally showing them to another person.

Files saved in the Private album do not appear in Photos or when you select photos or videos for sharing.

★ Operation path

In **Photos**, tap a photo or touch and hold to select multiple photos that you want to hide, and go to  > **Set as private** at the bottom.

Viewing photos and videos in the Private album

You can view hidden photos and videos in through any of the following methods:

★ Operation path

- In the **Photos** app, touch and hold anywhere on the bottom tabs bar until a screen appears for you to enter the privacy password. Then, enter the privacy password to view hidden photos and videos.
- In the **Photos** app, tap  > **Settings**, and turn on **Show Private album**. Then, at the bottom of the **Albums** page, you can see the **Private** album. Tap it and enter the privacy password.
- Go to **Settings > Permissions & privacy > Privacy > Private Safe** and then tap **Images and videos**.

Restoring deleted photos and videos

Your phone keeps deleted photos and videos for 30 days after they are deleted.

★ Operation path

Go to **Photos > Albums > Recently deleted**, touch and hold to select photos that you want to keep on the device, and tap **Restore**.

Enjoy seamless gaming

Game performance modes

Game Assistant provides you with three Game performance modes.

- **Pro Gamer mode:** This mode improves the frame rate and touch response, further enhancing your gaming experience. Recommended for MOBA and MMO games. This mode will consume more power.
- **Balanced mode:** This mode maintains a balance between performance and power consumption, which is suitable for most lite games.
- **Low power mode:** This mode restricts phone performance and reduces graphic quality in exchange for lower power consumption and longer battery life. It is recommended for when your phone is running low on power.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Performance**, and select the desired game performance mode.

HyperBoost Gaming Engine

HyperBoost Gaming Engine utilizes technologies such as optimized rendering, AI machine learning, performance-based smart regulation to ensure stable frame rates in graphically-demanding games, bringing you the best possible gaming experience.

Game Assistant

Game Assistant is an app that enhances game performance and your gaming experience. It offers game acceleration, filters, a voice changer, and other gaming-related features. You can also use Game Assistant for:

- Checking network latency, frame rate, battery level, and more.
- Turning on or off Silent mode, blocking notifications, taking screenshots, recording phone screen, rejecting incoming calls, and more.

★ Operation path

1. Go to **Game Center > My >  > Game Assistant** to make sure **Game Assistant** is enabled.
2. Start a game and swipe right from the upper left of the screen to call up Game Assistant.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Quick startup

Quick startup allows you to start a game without waiting for the loading process.

When Quick startup is turned on, the game will be cached in the background. Next time you start the game, you will be able to enter it much faster.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Quick startup** to turn on this feature.

 Quick startup only cache a game in the local background. The game remains offline until you start it and connect it to the internet.

Turning on Mistouch prevention in games

When you play games in landscape mode, you may accidentally trigger system gestures like 3-Finger Screenshot in the heat of battle. Turn on Mistouch prevention in games to disable certain gestures based on your habits so that you won't be disrupted by a mistouch at a crucial moment.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant. Tap **Tools > Touch optimization** to turn on **Mistouch prevention**.
2. Choose which gestures to disable based on your habits.

Using Voice changer to make yourself different

When you make voice calls while gaming, you can use Voice changer to make you sound like a cute girl, an electric voice, a cartoon character, or a celebrity.

★ Operation path

1. While playing a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Voice changer**. You can choose any available voices you like.
2. Select and save your favorite sounds, so you can sound like them in game voice calls.
3. The effect will disappear when you exit the game.

 This feature only works with certain mobile phones and games. Please refer to the actual display on your phone.

Game filters

Game filters provide various visual styles and offer a richer gaming experience. In addition, certain filters may help you detect hidden enemies more easily, giving you a slight edge in battle.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Tools > Game filters**, and then select your favorite filter. This feature will be automatically turned off when you exit the game.

Touch optimization in games

You can customize your phone's touch sensitivity and swipe sensitivity for a better gaming experience.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Performance > Touch optimization**.
2. Adjust the touch sensitivity and swipe sensitivity settings by dragging the control bar left and right.
 - Touch sensitivity: Lower sensitivity can reduce mistouches, while higher sensitivity will make your touches more responsive.
 - Swipe sensitivity: Increase or decrease swipe sensitivity. A higher value means a greater response to your swipes.

 Touch optimization is displayed as "HyperTouch" in certain device models.

4D Vibration

4D Vibration can provide more comprehensive and subtle vibration effects in certain gaming scenarios. The percussive effects provided by 4D Vibration add a sense of rhythm and atmosphere to your battles.

★ Operation path

ColorOS

Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Tools > 4D Vibration**, and turn on **4D Vibration**. You can tap **Settings** to customize vibration effects.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Listening to music while gaming

When you are playing a game, you can play your own music or adjust the music player volume without interrupting the gameplay with Game Assistant.

★ Operation path

1. While a song is being played in the background, you can bring up **Game Assistant** by swiping in from the upper left screen in a game, then switch between songs, pause, or play music right in the music player module.
2. Tap  to adjust the music volume.

Smart dual-channel network

You can boost connectivity with the mobile network when the Wi-Fi connection is weak. You can turn on Smart dual-channel network to reduce the Wi-Fi network's latency with the mobile network.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Tools > Network acceleration > Select network**, and then turn on **Smart dual-channel network**.

Convenience services

Using screenshots and screen recording in games

To capture the best moments when gaming, you can use **Screenshot** or **Screen recording** in Game Assistant.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools Screenshot** or **Screen recording**.

Bullet notifications in games

The Bullet Notifications feature displays WeChat, QQ, and SMS messages as bullet comments in games, so you won't miss any important information.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Tools > Bullet notifications**, and then turn on **Bullet notifications**.
2. Tap **Icon notifications** or **Bullet notifications**.
 - In **Icon notifications**, when a message arrives, the app will display an icon in the UI, which you can tap for a quick reply.
 - In **Bullet notifications**, when a message arrives, the app will present it to you in the form of a bullet comment.

ColorOS

3. You can customize the bullet speed, opacity, the amount of bullet comments displayed, as well as the backdrop.

Locking screen rotation in games

Even though you have turned off Auto-rotation, some apps will still rotate the screen to the horizontal or vertical mode. When playing games, you can use Game Assistant to lock the screen rotation to keep you from being interfered.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Orientation lock**.

Reply to messages from a floating window in games

When gaming, you can reply to time-sensitive messages from a floating window without exiting the game.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools**.
2. Tap a messaging app (such as QQ, WeChat, or SMS) to start chatting via a floating window.
3. Hold and drag the upper center of the floating window to change its position.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Constant brightness in games

Screen brightness has a direct impact on gaming performance. To prevent auto brightness from interfering with your game experience, you can lock screen brightness while gaming.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Tools > Brightness**, and then slide left or right to adjust the brightness.
2. Tap the Brightness lock icon to lock or unlock brightness.

Blocking notifications in games

You can block banner notifications while playing games to avoid interruptions.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Block notifications**.

Call blocker in games

If you don't want to be disturbed by incoming calls in games, turn on **Call blocker**.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Call blocker**.

Using default data SIM only in games

When you are playing games with two SIM cards in your phone, network latency may become higher. You can temporarily disable the non-default data SIM when gaming to improve internet connection stability.

★ Operation path

Start a game, swipe right from the upper left of the screen to call up Game Assistant, tap **Performance > Network optimization > Select network**, and then turn on **Use default data SIM only**.

 When this feature is turned on, the non-default data SIM will not be able to receive calls.

Game focus mode

Once this feature is turned on, it will block alarms, notifications, and incoming calls and disable the notification bar, navigation gestures, virtual buttons, and Game Assistant to provide you with an exclusive tournament atmosphere and a more focused gaming experience.

★ Operation path

1. Start a game, swipe right from the upper left of the screen to call up Game Assistant, and then tap **Tools > Game focus mode**.
2. To exit **Game focus mode**, rotate your phone horizontally and swipe inward from the upper left corner.

-  This feature only works with certain mobile phones and games. Please refer to the actual display on your phone.

Multi-device connection

Multi-Screen Connect

Multi-Screen Connect

Multi-Screen Connect allows you to seamlessly link up your phone with your PC or tablet and quickly transfer files and data between the devices. After your devices are connected via **Multi-Screen Connect**, you can use the following features:

- **Miracast:** Cast your phone screen to a PC or tablet so that you can view the phone files and control the phone on a larger screen.
- **Cross-device file transfer:** Drag and drop files between your phone and PC or tablet to quickly transfer files.
- **Cross-device file editing:** Open and edit a file from your phone directly on your PC. The edited file will be automatically saved to your phone.
- **App relay between tablet and phone:** Start an app on your phone and pick up where you left off on your tablet.
- **Sync clipboards:** Share the clipboard between your phone and PC or tablet. Content copied on one device can be directly pasted on another device.
- **Sync media:** Photos, videos, screenshots, and screen recordings taken on your phone can be synced and saved to your PC or tablet in real time.

ColorOS

- **Sync notifications:** Notifications received on your phone can be synced to your PC or tablet so you can reply directly from that device.
- **Cross-device calls:** Make and receive voice calls on your PC, and switch between PC and phone audio output during your call.

 For details of the devices that support this feature, please refer to the official website (connect.oppo.com).

Turning on Auto connect for devices with the same account

If you have multiple devices, just sign in to the same account on these devices, and you can quickly establish a connection via **Auto connect**, which makes it easier for you to cast screens and transfer files between devices.

★ Operation path

Go to **Settings > Connection & sharing > Multi-Screen Connect** and turn on **Auto connect**. Your phone will automatically discover and connect to devices signed in to the same account.

 This feature is available only for ColorOS 13.1 and later versions.

Connect your phone and tablet

After your phone and tablet are connected via Multi-Screen Connect, you can easily transfer files between them or control your phone directly from your tablet.

★ Operation path

ColorOS

1. Pull down the status bar twice to fully expand Quick Settings, then turn on **Multi-Screen Connect**. You can also go to **Settings > Connection & sharing > Multi-Screen Connect** and turn on **Multi-Screen Connect**.
2. Turn on **Multi-Screen Connect** in the same way on your tablet. Hold your phone near your tablet and follow the onscreen instructions to connect.
3. Once a connection is established, a window of your phone screen will appear on your tablet and you can directly control your phone from the tablet.
4. To close the screencast window, tap the Close button and select **Disconnect**.

 If your phone and tablet are signed in to the same account, you can also use **Auto connect** to quickly establish a connection. For details, please refer to [Turning on Auto connect for devices with the same account](#).

Transferring files between your phone and tablet

After your phone and tablet are connected via Multi-Screen Connect, you can easily drag and drop files between them.

★ Operation path

- **Transferring from your phone to your tablet:** In the phone screen window on your tablet, select the files you want to send, touch and hold until the Drag icon appears on the screen, then drag the file directly out of the phone window.
- **Transferring from your tablet to your phone:** In the Photos app or any folder on your tablet, select the files you want to send, touch and hold until the Drag icon appears on the screen, then drag the file directly to the phone window.

ColorOS

You can view received files in **Files > Multi-Screen Connect** on your phone or tablet.

Synchronizing clipboard between your phone and tablet

After your phone and tablet are connected via Multi-Screen Connect, you can copy, cut, and paste text between the tablet and the phone window, just like using the same device.

★ Operation path

Go to **Settings > Connection & sharing > Multi-Screen Connect > Content sync** and make sure that **Sync clipboards** is turned on.

Syncing phone photos and videos to tablets

After your phone and tablet are connected via Multi-Screen Connect, when you use the phone to take photos, videos, screenshots, or screen recordings, they will be automatically saved to your tablet, so you don't need to share them manually.

★ Operation path

1. On your phone, go to **Settings > Connection & sharing > Multi-Screen Connect > Content sync** and make sure that **Sync media** is turned on.
2. Take a photo, video, screenshot, or screen recording on your phone.
3. You will receive a notification on the tablet. Tap this notification and tap **Save**.
4. Go to Photos on the tablet to view the image or video that was just saved.

App relay between your phone and tablet

You can start a task with an app on your phone, then switch over to the same app on your tablet and continue the task on the tablet.

ColorOS

For example, if you halfway through an article on WeChat, when you tap to open WeChat on the tablet, the same article will appear, and synced to the last page you read.

★Operation path

1. Sign in to the same account on your phone and tablet to automatically establish a connection.
2. On your phone, go to **Settings > Connection & sharing > Multi-Screen Connect** and make sure that **App relay** is turned on.

-  This feature requires both devices to be running ColorOS 13.1 or later versions and both devices must be signed in to the same account.
- Only certain apps support App relay. Please refer to your phone for details.

Sharing mobile connection, calls, and texts with your tablet

After your phone and tablet are connected, You can directly use your phone's mobile network to connect to the internet, and make and receive calls and texts on your tablet.

★Operation path

1. Sign in to the same account on your phone and tablet to automatically establish a connection.
2. Go to **Settings > Connection & sharing > Multi-Screen Connect > Communication sharing** and turn on **Mobile data sharing**, **Calling sharing**, or **Messaging sharing** as needed.

ColorOS

On the tablet, you can directly use your phone's mobile network and data to make calls, send SMS messages, or browse internet content.

Multi-screen connection between a phone and a laptop computer

★ Operation path

1. Visit <https://connect.oppo.com> on your PC to download and install **Multi-Screen Connect**.
2. Pull down the status bar twice to open and expand Quick Settings, then turn on **Multi-Screen Connect**. You can also go to **Settings > Connection & sharing** and turn on **Multi-Screen Connect**.
3. When your phone is near your PC, a pop-up will be displayed on your phone. Follow the instructions to connect.

You can also tap "Scan to connect" in the lower-right corner of **Multi-Screen Connect** window on your PC. On your phone, open Multi-Screen Connect and tap  in the lower-right corner to scan the QR code generated on your PC to connect.

Once the connection is established, a window of your phone screen will appear on your PC. You can directly control your phone with the keyboard and mouse of your PC.

Tap  at the top of the phone window to set features such as Hide when snapped to side, Sync notifications, etc.

ColorOS

To disconnect, tap  > **Disconnect** at the top of the phone window on your PC, or pull down the status bar and tap **Disconnect** in OPSynergy.

Multi-Screen Connect now works with most laptop models. If the connection is unsuccessful, please check whether your laptop supports this feature.

Transferring files between a phone and a laptop computer

- **Transferring images and videos from a phone to a PC:** In the phone window on the PC screen, open **Photos**, right-click the image or video you want to send (you can select multiple images and videos), and then press and hold the left mouse button. Wait for the Drag icon to appear, and then drag the files to your PC.
- **Transferring files from a phone to a PC:** In the phone window on the PC, open **My Files**, right-click the file you want to send (you can select multiple files), and then press and hold the left mouse button. Wait for the Drag icon to appear, and then drag the files to your PC.
- **Transferring files from a PC to a phone:** On your PC, select the file you want to send and drag it directly to the phone window on the PC. You can also right-click the file you want to send, then select **Send to my phone via Multi-Screen Connect** in the pop-up shortcut menu.

You can view received files in **My Files > Multi-Screen Connect** on your phone.

ColorOS

Opening phone files and apps on laptops

Once your phone and PC are connected, your phone screen will appear on your PC.

You can control your phone with the keyboard and mouse of your PC.

- **Opening apps:** Left-click an app icon to directly open the app. Right-click an app icon to open quick tools for the app. Click the text box to enter text directly with the keyboard.
- **Opening multiple phone windows:** You can create up to 3 phone windows on your PC. On a phone window, open a supported app (such as Messages) and click **Open in new window** at the top of the window to create a new window on the PC desktop.
- **Edit phone files with PC software:** Right-click a file and use software on your PC to open and edit this file. Click Save, and the edited file will be automatically saved to your phone.
- **Sharing the clipboard:** Copy a piece of text on your PC, then right-click and paste it to the input area in the phone window. You can also copy a piece of text from the phone window and paste it to your PC.

Answering your phone's calls on a PC

Once your phone is connected to your PC, incoming calls on the phone can also be received on the PC. This lets you answer the calls on the PC and switch the audio between the phone and PC.

★ Operation path

ColorOS

1. On your phone, go to **Settings > Connection & sharing > Multi-Screen Connect > Screen mirroring** and make sure that **Sync notifications** has been turned on.
2. When your phone receives a call, your PC will also receive a notification. You can tap **Answer** on the PC to answer the call.
3. During the call, you can switch audio between the phone and PC. To do this, swipe down from the status bar to bring up the notification drawer, either on your phone or on the mirrored phone on the PC. Find the OPSynergy notification and then tap **Switch audio to phone** or **Switch audio to PC**.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Connecting your phone to your Windows PC

Once you connect your phone to your Windows PC, you can access your phone's notifications, calls, photos, and apps right from your PC.

★Operation path

1. On your phone, swipe down from the top of the screen to show Quick Settings, swipe down again to expand it, and tap **Link to Windows**.
Alternatively, go to **Settings > Connection & sharing > Link to Windows**.
2. If you're using the feature for the first time, tap **Sign in** and sign in to the same Microsoft account that you signed in to on your computer. Follow the onscreen instructions to grant the necessary permissions and connect the two devices.

ColorOS

Alternatively, tap **Sign in using the QR code on your PC**. On your PC, open the Phone Link app, or visit www.aka.ms/linkphoneqr in your browser, then follow the instructions to show a QR code. Scan the QR code your phone and sign in to connect the two devices.

3. Once the two devices are connected, you can send SMS messages, view photos, use phone apps, and make calls on your PC.
4. After the initial setup, you can use this feature as long as **Link to Windows** on your phone is turned on and **Phone Link** is running on your Windows PC.

Screencast

Casting the phone screen to TV

★ Operation path

1. Connect your phone and the TV to the same Wi-Fi network.
2. Turn on the screencast feature on a TV. Different manufacturers use different names. Phrases to look for include Screencast, Screen mirroring, Multi-screen interactions, and Miracast. Please refer to your TV manual.
3. On your phone, pull down the status bar twice to open and expand Quick Settings, then turn on **Screencast**.

You can also go to **Settings > Connection & sharing > Screencast > Search for display devices**.

4. In the search results, tap the target TV to establish a connection.

Using other apps on the phone while casting

When you are casting an app from your phone to a TV, you can also use other apps on your phone at the same time.

★Operation path

1. Cast your phone to a TV. Refer to [Casting the phone screen to TV](#) for more details.
2. Open the app you wish to cast on your phone and tap the Screencast icon in the status bar. From there, tap **Screencast modes** and select **Cast app screen only**.

If you see **Aspect ratio** on the bottom of the screen when you cast an app, it means the app can display in full screen on a TV. Tap **Aspect ratio** and select **Adapt to TV** to display the app in full screen on the TV.

3. Return to the Home screen on your phone to use other apps while casting.

 To cast video apps in full screen to a TV, the TV must support HappyCast, Miracast, or OPPO Screencast.

Hiding notifications and calls while casting

When you cast your phone screen to your TV, the TV displays everything on your phone screen by default. To ensure that private information, such as notifications and incoming calls, is not visible to others, you can choose not to display notifications and calls while casting.

★Operation path

ColorOS

1. To cast your phone screen to a TV, please refer to [Casting the phone screen to TV](#).
2. Tap the Screencast icon in the status bar and turn on **Hide notifications** to hide private information such as notifications and incoming calls from large screens.

Turning on Screen-off casting

When you cast your phone screen to a TV, you can turn on **Screen-off casting** to save phone power.

★Operation path

1. To cast your phone screen to a TV, please refer to [Casting the phone screen to TV](#).
2. Tap the Screencast icon on the status bar and turn on **Screen-off casting**.
Now you can turn your phone screen off without interrupting screen casting.

Connecting printers

Wireless printing

Wireless printing is a built-in printing feature that allows you to print documents right from your phone. To use this feature, simply connect your phone and printer to the same Wi-Fi network.

You can select a printer and configure settings such as number of copies, orientation, page range, and paper size. This feature supports common image file formats and

ColorOS

PDF file. You can initiate the printing task via a variety of printing services such as your printer's native connection service.

Adding a printer

With wireless printing, you can connect a printer to your phone so that you can print documents right from your phone. Here are a few ways to add a printer.

★ Operation path

- Adding a printer via IP address

Go to **Settings > Connection & sharing > Print > Default Print Service**. In the upper-right corner, tap  > **Search by IP address**, enter the IP address, and tap **Add** to finish.

- Adding a printer via Wi-Fi

Go to **Settings > Connection & sharing > Print > Default Print Service**. In the upper-right corner, tap  > **Search for Wi-Fi Direct devices**. Select from the available devices, and tap **Connect** to finish.

- Adding a printer via Search for printers

Go to **Settings > Connection & sharing > Print > Default Print Service**. This will show a list of printers, you can choose one to connect it to your device.

Installing third-party printing services

If your phone has been connected to the same Wi-Fi network as the printer and **Default Print Service** is turned on, but you can't find the printer, it is possible that the

ColorOS

default printing service does not support this printer model. You need to download the compatible third-party printing service plug-in or app to connect to the printer.

★ Operation path

Go to **Settings > Connection & sharing > Print** and tap **Add print service**. Select the required printing service, download and install it, then reconnect to the printer.

Printing files

You can print documents directly from your phone by simply connecting the phone and the printer to the same Wi-Fi network.

★ Operation path

- **Printing a document**

1. Go to **My Files** or **Photos**, touch and hold the file or photo that you want to print, and tap **Send > Print** in the lower-left corner.
2. Choose **Printer** and connect to a printer, then preview the file and configure printing settings.
3. Tap **Print** to start.

Privacy and security

Privacy password

Turning on the privacy password

The privacy password is solely used to access privacy-related features. After this feature is turned on, you can use it for verification in privacy features such as App lock, Hide apps, and Private Safe.

★ Operation path

Go to **Settings > Password & security > Privacy password** and follow the prompts to set a password and enter your answers to the security questions.

Payment protection

Turning on Payment protection to secure your payments

When you use apps that offer payment services (such as WeChat and Alipay) to make a payment, the **Payment protection** feature will automatically scan the payment environment to ensure payment security.

Payment protection is turned on by default. After you download and install a payment app, the **Payment protection** feature automatically adds the app to its protection list. And whenever you make a payment, it will automatically scan the payment environment for risks. If there is any safety risk, a prompt will pop up to alert you.

ColorOS

You can go to **Payment protection** to view the status of your payment environment and protected apps or its Downloads list to install other protected payment apps.

★ Operation path

Go to **Settings > Security & privacy > More security & privacy > Payment protection** to turn on the switch next to the apps that you want to protect.

Hidden apps

Hiding apps to make private apps invisible

You can hide apps that you don't want others to see, including app icons and notifications. Hidden apps won't appear in recent tasks.

★ Operation path

Go to **Settings > Security & privacy > Hide Apps**. Enter your privacy password and toggle on the switch next to the apps that you want to hide. Access a hidden app using the method specified through **Access methods**:

- Access via Home screen icon: On the Home screen of your phone, tap the hidden apps icon and enter your privacy password.
- Access via dial pad: Enter your access code on the dial pad to access hidden apps. (Note that the access code should begin and end with #.)

Private space

Adding files to Private Safe

You can add pictures, videos, audio, documents, notes, and any other data to Private Safe so that they become invisible in Photos, My Files, Notes, and other related apps. All files stored inside Private Safe can only be accessed with the privacy password you set.

★ Operation path

1. Go to **Settings > Security & privacy > Private Safe**.
2. Enter your privacy password following the on-screen prompts and select the type of files you want to add, such as **Images and videos**.
3. Tap the Add button, select the desired images and videos, and tap **Set as private**.

You can also go to a specific app to select the desired files and set them as private. For example, in **My Files**, tap and hold the desired files to select them and, in the lower-right corner, tap  > **Set as private**.

-  • If you have enabled Google Photos to sync from your phone, you'll be asked whether to delete your photos and videos from Google Photos when you move them to Private Safe. Please decide as needed.
- In **Private Safe**, tap **Recently deleted**, tap and hold the private files you want to restore to select them, and then tap **Restore**. Files that are deleted within the last 30 days can be restored.

Viewing files in the Private Safe

You can view files in the Private Safe in several ways.

★ Operation path

1. Go to **Settings > Privacy and security > Private Safe** and enter your privacy password.
2. In **Private Safe**, touch and hold files to select them so as to set them as public or to delete them.



- You can also go to **My Files** or **Photos** and touch and hold the toolbar at the bottom. Then, in the **Enter privacy password** pop-up, enter your password to view the files, images, and videos stored within the Private Safe.
- In the Private Safe, tap **⋮ > Settings > Other unlock methods** and turn on **Fingerprint unlock** or **Face unlock** as needed. You can then access files stored within the Private Safe through fingerprint or face authentication.

Recovering deleted files

Private files that are accidentally deleted can be recovered within 30 days.

★ Operation path

1. Go to **Settings > Security & privacy > Private Safe** and enter the privacy password.
2. Tap **Recently deleted** to view the files that have been deleted within the last 30 days, touch and hold a file to select the files you want to recover, then tap **Restore**.

App Lock

Locking important apps using App Lock

App Lock is a feature for locking apps. If you turn it on to lock important apps, the privacy password you set is required to access those apps. You don't need to worry about unauthorized access to important apps when other people use your phone.

★ Operation path

1. Go to **Settings > Security & privacy > App Lock**.
2. Follow the on-screen prompts to enter or set a privacy password, and turn on **App Lock** and the switch next to the apps you want to lock.

System clone

System clone, your private space

System Cloner lets you create a system clone in which the apps and data exist separately from the main system.

The system clone can be accessed with a fingerprint or password, providing a safe and convenient standalone system that not only protects your privacy but also helps you separate your work from your personal life.

Creating and entering a system clone

Creating a system clone

Go to **Settings > Security & privacy > System Cloner > Get started**. Enter your Lock screen password and set a password for the system clone. Then a system clone is created.

Entering the system clone

After creating a system clone, you can enter the system clone using one of the following methods.

Method 1

When unlocking your phone, enter the password that you have set for the system clone.

Method 2

In the main system, go to **Settings > Security & privacy > System Cloner**, tap **Enter system clone**, and enter the password you have set for the system clone.

 After your phone restarts, you need to first access the main system with its Lock screen password, and then you can access the system clone using either of the above methods.

Transferring apps and data between the main system and the system clone

You can transfer data between the main system and the system clone using the following instructions.

ColorOS

★ Operation path

1. When unlocking your phone, enter the password that you have set for the system clone to quickly access the system clone.
2. In the main system, go to **Settings > Security & privacy > System Cloner** to access the system clone.
3. After accessing the system clone, you can do any of the following:
 - Tap **Clone apps** to display the apps installed in the main system, select the apps you want to transfer, then tap **Clone** to clone the selected apps to the system clone. This will only install these apps in the system clone without cloning their data.
 - Tap **Import data**, enter the main system's Lock screen password, select the data that you want to transfer (such as contacts, images, videos, audio, and documents), and then tap **Import**. This will copy the selected data to the system clone.
 - Tap **Export data**, enter the password you have set for the system clone, select the data that you want to transfer (such as contacts, images, videos, audio, and document files), and then tap **Export**. This will copy the selected data to the main system.

Sharing notifications between the main system and system clone

To avoid missing messages received in the main system or the system clone, you can allow the main system and system clone to share their notifications. By doing so, you will be able to see all notifications no matter which system you are using.

★ Operation path

1. When unlocking your phone, enter the password that you have set for the system clone to quickly access the system clone.
2. Go to **Settings > Security & privacy > System Cloner**.
3. Turn on **Receive notifications sent to system clone**. You will be able to receive notifications sent to the system clone while using the main system.
Turn on **Receive notifications sent to main system**. You will be able to receive notifications sent to the main system while using the system clone.

 You can turn on these switches only in the system clone. If you turn them both on, you can view all the notifications sent to both systems regardless of which system you are using.

Hiding the entrance to the system clone

★ Operation path

1. When unlocking your phone, enter the password that you have set for the system clone to quickly access the system clone.
2. Go to **Settings > Security & privacy > System Cloner > Hide system clone**.

ColorOS

3. Turn on **Hide access to system clone** and tap **Hide**.
4. This will hide the entrance to the system clone in the main system. You will only be able to access the system clone by unlocking your phone with the password you have set for the system clone.

 If you forget the system clone's password after its entrance is hidden, you will be unable to access it or delete its data.

Deleting a system clone

★Operation path

You can delete a system clone using one of the following methods:

Method 1: Deleting from the main system

1. When unlocking your phone, enter your main system's Lock screen password.
2. Go to **Settings > Security & privacy > System Cloner**.
3. Tap  > **Deleting system clone > Delete**, and enter the main system's Lock screen password to confirm. This will delete the system clone.

Method 2: Deleting from the system clone

1. When unlocking your phone, enter the password you have set for the system clone.
2. Go to **Settings > Security & privacy > System Cloner**.
3. Tap  > **Delete system clone > Delete anyway** and enter the password you have set for the system clone to confirm. This will delete the system clone.

ColorOS

-  Deleting the system clone will delete all its data at the same time. Once deleted, such data cannot be restored, so please proceed with caution.

Permission manager

Managing app permissions

Apps may require certain permissions to provide you with the required services. Such permissions may include:

- Use the camera and microphone
- Access apps such as Phone, Messages, and Calendar
- Access your phone's location, contacts, app list, and internet browsing records
- Access images, documents, audio files, or other files on your phone
- Allow apps to send Lock screen notifications, banner notifications, and more

However, some apps may request more permissions than they need, which may pose a risk of information leakage. You can go to Permission manager to turn off unnecessary permissions.

★Operation path

Go to **Settings > Security & privacy > Privacy controls > Permission manager**. Tap any permission and follow the prompts to manage its settings.

Changing special app permissions

When you use an app, it may require access to certain data and permissions, such as permission to read your notifications, manage the files stored on your device, or display over other apps, to provide you with the required services.

However, some apps may request more permissions than they need, which poses a risk of privacy security and information leakage. You can check the permissions of apps and turn off the unnecessary ones.

★ Operation path

1. Open Settings, then go to **Apps > Special app access**.
2. Change app permissions as needed.

Turning on Location Services

Some apps may need to use Location Services to provide services based on your current location. You can turn Location Services on or off as necessary.

★ Operation path

1. Swipe down from the top of the screen to open **Quick Settings**.
2. Tap the  Location Services icon, to turn the feature on or off.
3. You can also touch and hold  to enter the **Location Services** page, and tap **Wi-Fi and Bluetooth scanning** to turn on **Wi-Fi scanning** and **Bluetooth scanning** for more accurate location-based services.

System security

Managing other system security settings

★ Operation path

Go to **Settings > Password & security > System security** to change settings for other modules.

- Tap **Device admin apps** to manage devices.
- Tap **Credential storage** to view user credentials that are currently stored on the device and other trusted certificates.
- Tap **Trusted agents** to view trusted agents running on the device.
- Tap **App pinning** and once you pin an app, you won't be able to use other apps or features. App pinning is available only when you are using button navigation.

Allowing app installations that are not from App Market

To install non-App Market apps on the phone, you need to allow app installations from these apps.

★ Operation path

Go to **Settings > Password & security > System security > Installation sources** and allow to install external apps.

Power-off verification

When this feature is turned on, you will need to enter the Lock screen password before powering off your phone. If you lose your phone, others will not be able to shut it down to prevent you from locating your phone using features such as Find My.

★ Operation path

Go to **Settings > Security & privacy > More security & privacy** and turn on **Require password to power off**.

Viewing blocked pseudo base stations

This feature blocks fraudulent messages and ads from pseudo base stations. Pseudo base stations are cellular base stations that are employed for malicious and usually illegal purposes such as sending fraudulent messages and ads.

★ Operation path

Go to **Settings > Security & privacy > More security & privacy > Pseudo base station blocking** to view pseudo base station blocking history.

Find My Device

Turn on the Find My Device feature, so you can locate your phone remotely. If you lose your phone, you can also use this feature to wipe your phone and prevent privacy leaks, thus ensuring the security of your data.

★ Operation path

1. Go to **Settings > Security and privacy > Device finders > Find My Device**.

ColorOS

2. You will be able to use **Find My Device** once we have verified your Google account.
3. You can also follow the prompts to use the app or website to find your device.

Frequently used apps

Name

Creating and managing contacts

★ Operation path

1. Open the **Phone** app and go to the **Contacts** tab. Tap **Create new contact**.
2. You can now set a profile picture for the contact and enter the contact's first name, last name, phone number, company, label, and other information. Then tap **Save**.
3. On the **Contacts** tab, you can also:
 - Tap  to edit a contact's information;
 - Tap the star icon to set a contact as a favorite contact; and
 - Tap  to delete or share a contact, add a contact to your Home screen, set a ringtone for a contact, block a number, or perform other operations.

Phone

BeaconLink for free calls

BeaconLink is an ideal communication solution for certain situations. For example, you can stay in touch with your friends when you don't have internet access or mobile signals at a live show or on an outdoor hike.

★ Operation path

1. To use this feature for the first time, both you and the other party need to activate it by signing in to HeyTap Account with a network connection.
2. Alternatively, go to **Settings > Mobile network** and turn on **BeaconLink**.
3. You can find people nearby to make calls to them.



- This feature is only supported by certain OPPO and OnePlus devices, and requires the system to be updated to the latest version. Please refer to the actual interface to determine whether the feature is supported on your device.
- Please note that the availability of the feature may vary depending on local laws or carrier regulations.
- **Can be called by** is set to **Contacts only** by default, but it can be manually changed to **All**. If the other party has set their phone to **Contacts only**, you can only call them if your number is saved in their contact list.
- Group calls with multiple people are not supported.

ColorOS

Clock

Setting and editing an alarm

★ Operation path

1. Go to **Clock > Alarm** and tap  to set an alarm.
2. Follow the prompts to set its ringtone and vibration, snooze duration, and number of snoozes, and then tap .

Tap an existing alarm to edit it. Touch and hold an alarm to delete it.

Setting an alarm ringtone

You can set a default ringtone for all alarms, or set a different ringtone for each alarm as needed.

★ Operation path

Setting a default alarm ringtone: Go to **Clock > Alarm**, and from the upper-right corner tap  > **Settings > Default alarm sound**.

Setting an individual alarm ringtone: Tap the alarm you want to set a separate ringtone for, then tap **Ringtone** or **Vibrate** to set your preferred ringtone and vibration effect.

If you want the alarm to only vibrate, you can select **None**.

Turning off or snoozing an alarm

If you want to sleep for a few more minutes after an alarm rings, you can tap the Power button or the **Snooze** button. The alarm will ring again later.

Tap **Stop** to turn it off.

★ Operation path

Go to **Clock > Alarm > ⋮ > Settings** to set up **Ring duration** and **Stop alarm with**.

You can also turn on or off **Notify before ringing**.

Setting alarms for custom work schedules

You can now set alarms for your custom work schedule according to your specific workdays.

★ Operation path

1. Go to **Clock > Alarm** and tap **⊕** to set an alarm.
2. Tap **Workdays > Custom work schedule**, and set **Cycle** and **Start date**.

Using Timer or Stopwatch

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

★ Operation path

- Go to **Clock > Timer**, set the duration of time, tap **▶** to start the timer, and tap **||** to stop it.

ColorOS

- Go to **Clock > Stopwatch**, tap  to start the stopwatch, and tap  to stop it.

Viewing the time in cities worldwide

You can use Clock to view the local time in different time zones around the world.

★ Operation path

Go to **Clock > World clock**, tap  to enter the name of a city, or select one from the list of cities to view its local time.

Displaying two clocks

When you are outside your usual time zone, you can turn on Dual clock to display the time of your usual residence and current location.

★ Operation path

1. Go to **Clock >  > Settings > Date & time > Dual clock** to turn on **Dual clock**.
2. Follow the prompts to add your **Usual residence**.
3. Tap **Display dual clock on** to show dual clock on the **Lock screen**, **Home screen clock widget**, or **Lock screen & Home screen clock widget**.

ColorOS

Compass

Using Compass

The Compass app shows your current location, the direction your phone is pointing, latitude, and your latitude and longitude.

Calibrating Compass

Calibrate **Compass** before you use it for the first time. To calibrate Compass, find an open area away from interference and move the phone following the onscreen instructions.

Finding your bearings

- Hold the phone horizontally to get accurate latitude, longitude, and directions.
- Check the direction: The direction displayed directly below the compass in the mobile phone interface (such as east, north, northeast, southeast, etc.) is the direction of the mobile phone.

Apps

Using App Cloner to separate your work and personal life

App Cloner lets you use two accounts of one app on one phone, one for the original app and the other for the cloned app.

★ Operation path

ColorOS

Go to **Settings > Apps > App Cloner** and select apps for which you want to enable this feature.

When App Cloner is turned on for an app, an app clone that runs independently of the original app will be added to the Home screen.

 Some apps or phone models do not support App Cloner.

Managing auto-launch apps

Some apps will start automatically in the background, using up system memory and consuming battery power. You can block these apps from auto-launching as needed and check the system's latest blocking records.

★ Operation path

Go to **Settings > Apps > Auto launch** to turn it on or off for different apps.

Setting the default app

If you have more than one document editor, you can set a default app to open any document.

★ Operation path

1. Go to **Settings > Apps > Default apps**.
2. You can choose the default app for opening **TXT, PDF, Word, Excel, and PPT** files respectively according to your habits. Or you can tap **Download more apps** to download more apps.

Currently, it is recommended to use system default apps such as **System Launcher, Messages, Phone, Browser, Photos, Music, and Videos**.

Viewing or modifying app permissions, notifications, and more

You can make changes to app settings through **Manage notifications**, **Permissions**, and **Battery usage**.

★ Operation path

1. On the Home screen, touch and hold the app whose settings you want to modify and tap **App info**.
2. Follow the prompts to modify app settings. For example, you can stop or uninstall the app, view or modify its permissions, or change the notification style.
3. Tap **Manage notifications**, **Permissions**, and **Battery usage** to set up the app.
4. Tap **Data usage** to view the mobile data used.
5. Tap **Storage usage** to view app storage usage and free up space.

Uninstalling apps

You can use the following methods to uninstall a single app or uninstall multiple apps at once.

★ Operation path

- **Uninstall a single app**
 - Touch and hold the app icon on the Home screen, tap **Uninstall**, and then follow the prompts.

ColorOS

- You can also go to **Settings > Apps > App management**. Tap on the app that you want to uninstall, and then tap **App info**. Then tap **Uninstall** to uninstall the app.
- **Uninstall multiple apps**
 - When your Home screen is in Standard mode, touch and hold the Home screen or pinch in to enter Edit mode. Select the icons of the apps that you want to uninstall, and tap **Uninstall**. The selected apps will all be uninstalled.
 - When your Home screen is in Drawer mode, swipe up on the Home screen to enter the app drawer. Tap **Manage** in the upper-right corner, and tap **Select** in the menu. Select the icons of the apps that you want to uninstall, and tap **Uninstall**. The selected apps will be batch uninstalled.
- ① • Uninstalling apps will clear app data. It is recommended to back up data before uninstalling.
- Some system apps cannot be uninstalled.

Recovering system apps

If you accidentally uninstalled a system app, you can get it back in the following ways.

★ Operation path

1. Go to **Settings > Apps > Recover system apps**, and then select the apps that you want to recover, and tap **Install**.
2. Alternatively, go to "App Market" and tap **Go now** to download and install the app.

ColorOS

Display over other apps

Display over other apps, also known as picture-in-picture, allows an app to display over other apps in a small window. After this permission is turned on, you can continue to interact with an app while using other apps.

★ Operation path

1. Go to **Settings > Apps > Special app access > Display over other apps**.
2. Select the apps for which you want to enable this permission and turn on **Display over other apps**.

 This permission allows an app to appear on top of other apps. This may affect how other apps are displayed.

Notes

Recording ideas on the fly with Notes

Notes helps you keep track of important information or capture fleeting ideas with Doodle. Create to-dos and set reminders, and you will find it easier to organize your tasks and get them done.

Creating notes

Use the Notes app to record, edit, manage, and view notes to help you quickly capture ideas and inspiration as they come to you.

★ Operation path

1. Go to **Notes > Notes** and tap  in the lower-right corner.

ColorOS

2. Enter text and tap ✓ in the upper-right corner.

3. You can also:

- Change the font: Tap Aa to adjust the font size, font type, font color, etc.
- Insert image: Tap  and select **Take photo** or **Photos** to insert photos or images into your note.
- Others: Tap  to set the skin, set the note as private, set a reminder, pin the note, add the note to the Home screen, or delete the note.

AI Assistant for Notes

Organizing notes

You can hide or delete your notes or pin a note to the top based on your needs. You can also move your notes to your notebooks to classify and organize them.

★ Operation path

- **Pin to top:** In the list of all notes, touch and hold the note that you want to pin to the top, then tap **Pin** to move it to the top of the list.
- **Hide a note:** In the list of all notes, touch and hold the note that you want to hide, then tap **Hide** to hide it in your hidden notebook. To view your hidden notes, tap **All notes** > **Hidden notes**, then enter your privacy password.
- **Move a note:** In the list of all notes, touch and hold the note that you want to move, tap **Move**, and select a notebook that you want to move the note to. You can also tap

ColorOS

New notebook to create a new notebook and move the note into it. To view notes stored in different notebooks, simply tap **All notes**.

- **Delete a note:** In the list of all notes, touch and hold the note that you want to delete, and tap **Delete**. You can tap **All notes > Recently deleted** to view the notes deleted in the past 30 days.

 When you use the hidden notes function for the first time, you will be required to set a privacy password and the answer to the security question.

Doodle

With Doodle, you can write or draw within a note to make it richer and more vivid.

★ Operation path

1. Go to **Notes > Notes** and tap  in the lower-right corner.
2. Tap  to start doodling. You use the built-in Color palette, Ballpoint pen, Pen, Pencil, Marker, Lasso tool, and Eraser when you draw or write in your note.

Creating to-dos

Put what you plan to do on your to-do list and set a specific time to remind you to work on it.

★ Operation path

1. Go to **Notes > To-dos** and tap  in the lower-right corner.
2. Enter a to-do.

ColorOS

3. Tap  to set the reminder time and method. For important matters, you can turn on **Alarm** and tap  to complete the setup.

4. Tap  again to complete the creation of a to-do.

Managing to-dos

You can hide the completed to-dos, delete to-dos, or sync your to-dos to the cloud.

★ Operation path

1. Go to **Notes > To-dos**.

2. Tap  in the upper-right corner for more actions.

- **Edit:** Tap to edit the to-dos. You can select and delete your to-dos.
- **Hide completed:** Tap to hide your completed to-dos.

My Files

Searching for files

With My Files, you can efficiently and easily find the files you need on your phone.

★ Operation path

Go to **My Files**, and you can:

- View files by category from the Home page (for example, all images are displayed in the same way as in the Photos app);
- Tap **Recents** to switch to the **Recents** view, where the files added in the last 30 days will be displayed in chronological order; or

ColorOS

- Search by file names in the search bar located at the top of the Home page to quickly find the files.

My Files

My Files can help you effectively manage files, such as images, audio, videos, documents, archives, and APK files on your phone.

★ Operation path

You can select the files as needed and perform the following operations:

- Tap **Send** to share the files with others or other devices;
- Tap **Tags** to tag the files, and you can view the files on the Tags page after adding classification tags;
- Tap **Move** to find a storage location to move the files to, and then tap **Move here**;
- Tap **Delete** to delete the files; and
- Tap **More** to copy or rename the files or perform other operations.

Setting a file as private

When there are some important pictures, videos, audio, and document files that you don't want others to see, you can set them as private files.

★ Operation path

1. Go to **My Files**, touch and hold the file, and tap **More > Set as private**.
2. Tap **Private Safe** to view private files after verifying the password.

Weather

Viewing weather info

Use **Weather** to check the current weather and weather forecast for your current location or in other cities.

★ Operation path

- Go to **Weather** to view weather information about your current location.
- To check the current day's hourly forecast, scroll down and then swipe left or right.
- Scroll down to view the air quality, visibility, UV index, humidity, and more.
- Tap **15-day weather forecast** to view more weather information on a webpage.

Checking the weather in different cities

You can use the **Weather** app to check the weather in different cities, helping you better plan your trips.

★ Operation path

Open the **Weather** app, tap  in the upper-right corner, and then tap  in the lower-right corner to add target cities or regions. You can then view the weather of the cities you added by swiping left or right on the app's home page.

Using the Calculator

The Calculator app on your phone can handle anything from simple addition, subtraction, multiplication, and division operations to more complex scientific calculations like exponents, square roots, and functions. It can also convert units.

★ Operation path

1. In the **Calculator** app, you can perform basic calculations such as addition, subtraction, multiplication, and division.
2. To clear the display, tap the Clear (C) key.
3. Tap  > **History** to view previous calculations.

You can also:

- Tap the "scientific calculator" button in the upper-right corner to perform advanced calculations.
- Tap  in the upper-right corner to start converting units.

Recorder

Recorder is an app where you can record sound and save recordings.

★ Operation path

1. Open the **Recorder** app and tap on the red button to start recording.
2. During recording, you can tap **Mark** or **Photo mark** to mark important positions in the recording.

ColorOS

3. Tap  to pause the recording and  to resume. To finish recording, tap  in the upper-right corner.

Selecting a recording mode

The Recorder app has Standard, Interview, and Meeting modes, addressing the needs of a diverse range of use cases.

- **Standard mode:** Records sound without much processing. Suitable for general use.
- **Interview mode:** Applies a noise-canceling algorithm. Best for occasions where the voice to be recorded is near your phone, such as for interviews.
- **Meeting mode:** Makes voices sound louder. Best for occasions where the voice to be recorded is far from the phone, such as in a meeting or lecture.

★ Operation path

Go to **Recorder**, tap  > **Settings** > **Recording mode**, and choose the mode you need.

Directional recording for clearer audio

You can turn on "Directional recording" to effectively reduce background noise and make your recordings clearer.

★ Operation path

1. Open the **Recorder** app and tap the red button to start recording.

ColorOS

2. While recording, tap **Directional recording** and point the top of your phone towards what you want to record.
3. Tap **||** to pause recording and **▶** to resume. To finish recording, tap **Save** in the upper-right corner.



The Directional recording feature does not support external recording devices such as headsets.



This feature is only available on some models. Please refer to the actual device for its final functions and features.

Marking moments in a recording

Once you have made a recording, you can mark key moments in the recording. You mark with text or photos on the timeline, whichever way you prefer.

★ Operation path

1. Go to **Recorder** and tap the file you want to mark to play it.
2. Tap **Mark** to mark with text. Tap **Photo mark** to mark with a photo; you can take a photo or choose one from the Photos app.

Playing a recording

The Recorder app's main screen lists all of your recordings. Tap a recording to play.

In Recorder, you can also:

ColorOS

- Tap  in the lower-left corner to turn on **Skip silence**. Any silence in your recordings will be skipped.
- Choose "Playback speed" to speed up or slow down the audio.
- Tap **Mark** or **Photo mark** to flag important moments.
- Tap **Marks** to hide the list of marks and tap it again to view the list.

Managing recordings

★ Operation path

1. On the Recorder's main screen, tap  > **Edit** in the upper-right corner to select a recording.
2. You can **Share**, **Rename**, **Set as ringtone**, or **Delete** the file.
3. Tap a recording to view the file info. Tap  to trim the recording.

Generating a summary from a voice recording

Recording Summary uses artificial intelligence to process recording transcripts, identify key points, and generate summaries. It also lets you perform quick actions right from a summary, including quickly adding events to the Calendar app.

★ Operation path

1. To generate a summary of your voice recording, follow the steps below:
 - Open the **Recorder** app and tap  to start recording. Once finished, tap **Save**. You can enter a custom name for the recording if you want, then select **Generate summary**, and tap **Save**.

ColorOS

- Alternatively, tap a recording in the **Recorder** app to play it, then tap **Summarize**.
2. To view a summary, tap  on a recording from your recordings list, or tap the recording, go to **Audio** or **Text**, then tap **Summary**.
 3. To edit the summary, tap the text you want to edit in the summary.
-  • Please note, if your recording is brief or contains few spoken words, Recording Summary may not be able to generate a summary.
- This feature is only available on some devices.

IR Remote

Adding devices for remote control

Thanks to the infrared technology and IR Remote app, your phone can work as an all-in-one remote control for a variety of home appliances such as TV sets, air conditioners, set-top boxes, cameras, projectors, light bulbs, and fans.

★Operation path

1. Open **IR Remote** on your phone, tap  in the lower-right corner, and select the type and brand of the home appliance you want to add.
2. For example, to pair the remote control with a TV, aim the infrared emission hole at the top of the phone directly at the TV and follow the prompts.
3. After successfully adding the TV, tap  to start using your phone as the remote control.

ColorOS

The list of IR Remote devices will show all added devices. Tap on a device name to control that device.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Setting up IR Remote

★Operation path

Open **IR Remote** and tap  > **Settings** to turn on or off **Button sound** or **Button vibration**.

You may also turn on **Obtain remote control data online** to support more device models.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

System settings

The Search function in Settings

Go to **Settings**. Tap the search box and enter the setting item that you want to view. Select and tap the setting item from the drop-down content to quickly enter the setting item.

WLAN

Connecting to Wi-Fi

Wi-Fi is short for Wireless Fidelity. You can connect to Wi-Fi in a variety of ways and access the internet without consuming mobile data.

★ Operation path

1. Go to **Settings > Wi-Fi**.
2. You can connect through any of the following methods:
 - On the list of available networks, tap the network you need to connect to, enter the password when prompted, or open the browser and enter the account password for authentication. Please contact the Wi-Fi provider for the account name and password.
 - If you do not find the network you want to connect to on the list of available networks, tap **Add network** and enter the network name to connect.
 - If someone shares a Wi-Fi QR code with you, you can tap  in the upper-right corner of Wi-Fi settings and scan the code to connect.

After you have connected to a Wi-Fi network once, whenever your phone enters the network range again, it will automatically connect to it without asking you to enter the password again.

If you don't want to auto connect to a Wi-Fi network, tap  on the right side of the Wi-Fi network and turn off **Auto connect**.

Sharing Wi-Fi through a QR code

You can share the accounts and passwords of Wi-Fi networks you have saved with others. They can connect to a Wi-Fi network by simply scanning a QR code.

★ Operation path

Go to **Settings > Wi-Fi** and tap ⓘ beside the Wi-Fi network you want to share, then tap **Share** to generate a QR code.

Introduction to Wi-Fi Assistant

Wi-Fi Assistant provides you with a variety of network acceleration services, such as automatically switching to a better Wi-Fi network or a mobile network when the Wi-Fi network is poor or using both Wi-Fi and mobile networks simultaneously. These services can significantly improve your network experience.

Using dual channel network acceleration

In scenarios such as grabbing red packets or playing games, turn on Dual channel network acceleration to use both mobile data and Wi-Fi to give you an edge.

★ Operation path

Go to **Settings > Wi-Fi > Wi-Fi assistant > Dual channel network acceleration**, turn on **Dual channel network acceleration**, and switch on this feature for the apps that need it.

Using this feature may consume more mobile data. We recommend that you turn it on only when needed.

ColorOS

Dual Wi-Fi acceleration

Dual Wi-Fi acceleration allows your phone to simultaneously use two Wi-Fi networks.

★ Operation path

Go to **Settings > Wi-Fi > Wi-Fi assistant** and turn on **Dual Wi-Fi acceleration**.

Auto switch to mobile network

Turn on **Auto switch to mobile network**, so your phone can automatically switch to the mobile network when the Wi-Fi network quality is poor to avoid network connection interruption.

★ Operation path

Go to **Settings > Wi-Fi > Wi-Fi assistant** and turn on **Auto switch to mobile network**.

Auto connect to the best Wi-Fi

When there are multiple Wi-Fi networks around you and your phone has connected to these networks before, you can turn on **Auto connect to the best Wi-Fi**. Your phone will automatically detect the quality of these Wi-Fi networks. When the quality of the current network is poor, the phone will automatically switch to the best network.

★ Operation path

Go to **Settings > Wi-Fi > Wi-Fi assistant** and turn on **Auto connect to the best Wi-Fi**.

Bluetooth

Bluetooth connection

Establishing a connection between your phone and Bluetooth headphones, bands, watches, tablets, etc. makes it easier to share data between your phone and these devices.

★ Operation path

1. Turn on Bluetooth on the device that needs to be connected and enter pairing mode. (The operation varies by device. Please refer to the user manual of the device you want to connect for details.)
2. On your phone, go to **Settings > Bluetooth** and turn on **Bluetooth**.
3. On the Available devices list, tap the Bluetooth name of the device you want to connect to and follow the prompts to establish a connection.

You can also tap ⓘ beside a paired device and tap **Disconnect** or **Unpair**. You can also set the purpose of the Bluetooth device, such as sharing contacts, media audio, or call audio.

Mobile network

Setting SIM card name and number

When using two SIM cards, you can supplement information such as the SIM card name and number for easier use.

★ Operation path

ColorOS

Go to **Settings > Mobile network**, tap one SIM card, and enter the SIM info & settings page. You can:

- Tap **SIM card name** to enter a custom name.
- Tap **SIM card number** to enter the phone number.
- Turn **Data Roaming** on or off as needed.

SIM card management

Setting a default calling SIM and data SIM

When you use two SIM cards, you can set the default calling SIM and data SIM based on the data plans provided by these cards.

★ Operation path

Go to **Settings > Mobile network** and tap **Default calling SIM** and **Default data SIM** respectively and follow the prompts to change settings.

Setting up Dual-SIM call forwarding

When using two SIM cards, you can turn on **Dual-SIM call forwarding** so as not to miss important calls when one card cannot be connected.

★ Operation path

Go to **Settings > Mobile network > More settings > Dual-SIM call forwarding** and adjust the call forwarding settings for SIM 1 and SIM 2 as needed.

ColorOS

One SIM for making calls, one SIM for internet access

When using two SIM cards, you can set them up so that while you are making a call with one SIM, the other card will be used to access the internet, making sure that you can always access the internet.

★ Operation path

Go to **Settings > Mobile network > More settings** and turn on **Use mobile data during calls**.

Data usage

Checking phone data usage

The system will help you calculate your phone's daily and monthly data usage as well as how much data each app consumes, so that you can better control and manage data consumption.

★ Operation path

Go to **Settings > Mobile network > Data usage** to view data usage.

- Tap **Data usage by app** to view how much data each app consumes.
- Tap an app name to turn on **Disable mobile data** as needed or turn off features including **Background data**.
- Go to **Data usage limit** and tap **Daily data usage limit** or **Monthly data usage limit** to set the data usage limit and how you are notified when this limit is exceeded.

ColorOS

Data saving

Data saving helps you consume less mobile data by restricting apps from using mobile data in the background.

★ Operation path

Go to **Settings > Mobile network > Data saving** and turn on **Data saving**.

When this feature is on and a mobile network is being used, background apps (such as Mail or instant messaging software) won't be able to receive new messages.

Personal hotspot and tethering will also be turned off.

You can tap **Unrestricted apps** to decide which apps can run in the background with internet access, so you don't miss important information.

Managing app network permissions

Some apps consume a lot of mobile data, and you can set them to run only over Wi-Fi.

★ Operation path

Go to **Settings > Mobile network > Data usage > Network access**, tap the name of an app, and follow the prompts to limit or deny internet access.

ORoaming

Purchasing international data plans

When you are preparing to go abroad, you can purchase an international data plan on your phone. You don't need to buy an additional calling card and there are no additional fees, so you can travel worry-free.

ColorOS

★ Operation path

1. Go to **Settings** > **ORoaming** to select and purchase a plan based on your destination. There will be no additional charges.
2. When you arrive at your destination, tap  in the upper-right corner and activate your data plan on the order list.

Do not to activate your data plan before you arrive, or the billing will start.

Connection & sharing

Airplane mode

When you are taking a plane, you may need to turn on Airplane mode, depending on the requirements of the airline. In Airplane mode, features that rely on the mobile network, Wi-Fi, and Bluetooth will be unavailable.

★ Operation path

You can turn on **Airplane mode** through any of the following methods:

- Swipe down from the status bar to open Quick Settings and turn on **Airplane mode**.
- Go to **Settings** and turn on **Airplane mode**.

Accessing specific networks through a VPN

A virtual private network (VPN) creates a temporary secure channel over a public network for encrypted transmission of specific information.

ColorOS

When you are outside your company's offices or campus, you can access the company's internal network through a VPN to access intranet information.

★ Operation path

Go to **Settings > Connection & sharing > VPN**, tap **+**, and add the VPN name, type, server address, etc. as per the information given by the VPN provider.

Personal hotspot

Sharing the network through personal hotspot

You can share your phone's mobile data with other devices through a personal hotspot.

★ Operation path

1. Go to **Settings > Connection & sharing > Personal hotspot** and turn on **Personal hotspot**.
2. When this feature is on, nearby devices can then discover your personal hotspot. To connect to the hotspot, enter its password.

When no devices are connected for 10 minutes, Personal hotspot will be turned off to save power.

You can also:

- Tap the QR code beside **Hotspot settings** to share your hotspot. Scan this QR code using another device to quickly connect to the hotspot.
- Tap **Hotspot settings** to change the hotspot name and password, set the network as hidden, etc. to improve security.

ColorOS

- Tap **Connection management** to set the maximum number of connections, limit mobile data usage, etc.

Sharing internet access through Bluetooth

You can share your phone's network with another device through Bluetooth.

★ Operation path

1. Go to **Settings > Connection & sharing > Personal hotspot** and turn on **Bluetooth tethering**.
2. Turn on Bluetooth on the device that requires internet access and establish a Bluetooth connection with your phone.

When the connection is established, the other device can use your phone's mobile data to access the internet.

Sharing internet access through USB

You can share your phone's mobile data with other devices through USB.

★ Operation path

1. Use a USB cable to connect your phone with the device that needs internet access and follow the prompts on both devices to complete the relevant settings. (The specific procedure may vary by device.)
2. Go to **Settings > Connection & sharing > Personal hotspot** and turn on **USB tethering**.

The **USB tethering** switch can be toggled only when the phone has established a USB connection with the other device. If the **USB tethering** switch is grayed out on your phone, connect the phone with the other device again.

Wallpapers & style

Wallpaper

Setting wallpapers

There are tons of awesome system wallpapers for you to choose from, not only static wallpapers but also carousel wallpapers that change over time. You can also download and install online wallpapers, or set your favorite pictures as wallpapers.

★ Operation path

Method 1: Go to **Settings > Wallpapers & style > Wallpapers**, select an image you like, and tap **Apply to** to set it as a Lock screen wallpaper, Home screen wallpaper, or carousel wallpaper.

Method 2: Open Photos, select a picture you like, and tap  > **Set as wallpaper** to set it as a Lock screen or Home screen wallpaper. On the wallpaper editing page, you are free to perform operations such as blurring the image. After you finish editing, tap **Apply**.

Picking accent colors from your wallpaper

You can pick accent colors from a static wallpaper to apply these colors to your system.

★ Operation path

1. Go to **Settings > Wallpapers & style > Colors**.

ColorOS

2. Tap **Wallpaper colors**. In the pop-up window, drag the four dots to choose colors from the current wallpaper.

 This function is not available when a live wallpaper is in use.

Setting up live wallpapers

Live wallpapers make phone backgrounds more vibrant and interesting.

★ Operation path

Go to **Settings > Wallpapers & style > Wallpapers > Live wallpapers**, select your favorite live wallpaper, and then tap **Apply** and choose Home screen or Home & Lock screen.

Setting up carousel wallpapers

Carousel wallpaper automatically changes your Lock screen background.

★ Operation path

1. Go to **Settings > Wallpapers & style > Wallpapers > Carousel wallpapers**, or pinch in with two fingers on the Home screen to enter Home screen quick settings, and then select **Wallpapers > Carousel wallpapers**.
2. Turn on **Carousel wallpapers** to pick your favorite wallpaper and tap **Add to my selection**.

Using online wallpapers

While the system does provide a good selection of wallpapers, you can find many more options when you look online.

★ Operation path

ColorOS

1. Go to **Settings > Wallpapers & style > Wallpapers**, or pinch in with two fingers on the Home screen and then tap **Wallpapers**.
2. Scroll down to the **Online wallpapers** section and you will see a list of online wallpapers to choose from. You can also tap **Classic** to select from default classic wallpapers or tap **Artistic** at the bottom of the list.
3. Tap **More wallpapers** and jump to **Theme Store** for more wallpapers.

Theme

Changing themes

Set up a theme, which includes customizing your device's Lock screen wallpapers, Always-on Display styles, ringtones, and icons, so you can personalize your device all at once.

★ Operation path

- Go to **Settings > Wallpapers & style > Themes**, select your favorite theme, then tap **Apply**.
- Open the Theme Store app and tap **Themes**. Find a theme you like and tap **Apply**.

Font

Changing the font size

Change the font size to improve the visual experience.

★ Operation path

ColorOS

Go to **Settings > Wallpapers & style > Font** , find the **Font size** settings, and drag the slider to adjust the font size.

 You can enable **Adaptive font weight** to achieve the best font display effects.

Changing icon styles

You can change the icon style according to your preference.

System icon styles include **Aquamorphic**, **Material**, and **Pebble**, or you can also customize the Home screen icon style however you like.

★ Operation path

1. Go to **Settings > Wallpapers & style > Icons**, and enter the icon editing page.
2. If you select from the system styles, for example **Aquamorphic**, you will be able to adjust the icon size, app name font size, and choose whether to display the app name or not. After you have done editing, tap **Apply**.
3. If you select **Custom**, you will be able to choose the icon shape, adjust the content size, icon size, and app name font size, and choose whether to display the app name or not. After you have done editing, tap **Apply**.

Changing system colors

★ Operation path

1. Go to **Settings > Wallpapers & style > Colors** to select a color scheme for the system.
2. You can also tap **Wallpaper colors** or **Custom** and pick a color scheme you like.

Setting video ringtones

You can set a video as a ringtone so that your phone will play the video when you receive a call.

★ Operation path

1. Go to **Settings > Wallpapers & style > Video ringtones**.
2. Select a video you like, preview how the video will be played on incoming calls, and then tap **Apply**.

Edge lighting

When you have Edge lighting turned on and receive a notification, the screen will automatically light up with an ambient light effect using a selected color that goes from dim to bright. This is a new way of sending you message notifications, without the need to set ringtones.

★ Operation path

Go to **Settings > Wallpapers & style > Edge lighting** and choose your favorite color for notifications.

You can also turn on **Also apply to incoming calls** to have the screen automatically light up with an ambient effect when your phone receives a call.

Setting fingerprint animation

The system provides a variety of fingerprint animations to make your fingerprint icon more interesting while unlocking the screen.

★ Operation path

ColorOS

1. Go to **Settings > Wallpapers & style**, find the **USER INTERFACE** area, and tap **Fingerprint animation**.
2. Select your favorite fingerprint animation.

Home screen & Lock screen

Setting Home screen layout

You can set the Home screen layout to group the same type of app icons and widgets on the same screen, making the screen aesthetically pleasing and easy to interact with.

★Operation path

- Go to **Settings > Home screen & Lock screen** and perform the following steps to set your Home screen layout:
 - Tap **Home screen layout**, choose one from a variety of icon arrangements, then tap **Apply**.
 - Turn on **Icon autofill** so that once an app icon is removed or deleted, another app icon will automatically fill its place.
 - Turn on **Icon pull-down gesture** to make it easier to use your phone with one hand. On the Home screen, swipe up from the lower-left or lower-right corner and hold to pull down and minimize the icons, then continue to slide your finger to an icon to open the corresponding app.

ColorOS

- Tap **Swipe down on Home screen** and specify whether to open **Global Search** or **Notification drawer** when you swipe down on the Home screen.
- Pinch in with two fingers on the Home screen to enter the editing mode.
 - Tap **Widgets** and choose apps, such as Clock, Calendar, Notes, and more, to add them to your Home screen.
 - Tap **Wallpapers** to set the Home screen or Lock screen wallpaper.
 - Tap **Icons** to set the style of app icons on the Home screen.
 - Tap **Layout** to choose one from a variety of icon arrangements.
 - Tap **Transitions** to choose your page-turning animation and tap **Apply** when you're done.

Setting up Home screen modes

Set your Home screen to one of these modes:

- **Standard mode:** This is the default Home screen mode. All installed apps are displayed on the Home screen. Touch and hold an app icon to show quick actions.
- **Drawer mode:** Swipe up on the Home screen to enter the app drawer, where you can see all installed apps. Drag an app out of the drawer to display it on the Home screen.
- **Simple mode:** Simple mode features a simpler Home screen layout, larger icons, and larger fonts.

★ Operation path

ColorOS

Go to **Settings > Home screen & Lock screen > Home screen mode** and select **Standard mode** or **Drawer mode**.

To turn on Simple mode, go to **Settings > Accessibility & convenience > Simple mode**.

Pocket mistouch prevention

Accidental screen touches can occur when your phone is in your pocket or backpack. To prevent such unintended operations, you can turn on Pocket mistouch prevention.

★ Operation path

Go to **Settings > Home screen & Lock screen** and turn on **Pocket mistouch prevention**.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Display and brightness

Screen brightness and color settings

★ Operation path

Go to **Settings > Display & brightness** to adjust display settings.

- **Mode:** Select **Light mode/Dark mode**, or turn on **Scheduled**, which automatically switches between Light mode and Dark mode based on the time of day.

ColorOS

- **Brightness:** Drag the brightness adjustment slider to adjust screen brightness, or turn on **Auto brightness** so that your phone will automatically adjust the screen brightness for current light conditions.
- **Screen color mode:** Vivid mode, Natural mode, and Pro mode are available.
- **Font and display size:** Set the font and screen display size.
- **Nature Tone Display:** This feature automatically adjusts screen color temperature in response to ambient lighting to minimize eye strain and give you a more relaxing experience.
- **Auto rotate:** This feature automatically switches between Landscape mode and Portrait mode based on the orientation of your phone.
- **Full screen for apps:** You can enable this feature for some apps to increase the display area. There are two modes available, **Hide front camera** and **Full screen display**.

Turning on Image sharpener

The video you are watching is blurry? Improve the video quality with one tap in Image sharpener for a better viewing experience.

★ Operation path

1. Go to **Settings > Display & brightness** to turn on **Image sharpener**.
2. Tap **Supported apps** to view apps that support by this feature.

 This feature will increase power consumption.

ColorOS

Turning on Video Color Boost

Video Color Boost utilizes the SDR-to-HDR technology to bring more vibrant colors and finer dark details to SDR videos for a better viewing experience.

★ Operation path

1. Go to **Settings > Display & brightness** to turn on **Video Color Boost**.
2. Tap **Supported apps** to view apps where you can use this feature.

 This feature will increase power consumption.

Turning on Eye Comfort

To alleviate eye discomfort caused by prolonged screen use, you can turn on Eye Comfort to reduce the amount of blue light emitted by your screen and prevent eye strain.

★ Operation path

You can turn on Eye Comfort using one of the following methods:

Method 1: Turning it on in Quick Settings

1. Swipe down from the upper-right corner of the screen to open **Quick Settings**.
2. Tap  to turn on Eye Comfort. Touch and hold  to access the **Eye comfort & sleep** page, where you can tap **Smart** or **Custom** to complete the setting.

Method 2: Turning it on in Settings

ColorOS

Go to **Settings > Display & brightness > Eye comfort & sleep**, turn on **Eye Comfort**, and then tap **Smart** or **Custom** to complete the setting.

Adaptive Sleep

Adaptive Sleep keeps your screen on while you're looking at it.

★ Operation path

Go to **Settings > Display & brightness > Adaptive Sleep** and turn on **Adaptive Sleep**.

Adjusting screen resolution

Your display looks different when you change your screen resolution. The higher the resolution, the sharper the display quality. The display quality degrades when you lower the resolution, but the system consumes less power, resulting in longer battery life.

★ Operation path

1. Go to **Settings > Display & brightness > Screen resolution**.
2. Choose a screen resolution.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Adjusting screen refresh rate

Your display looks and responds differently when you change your screen refresh rate. A higher refresh rate gives you a smoother image quality and control. This makes for a better gaming experience, but higher refresh rates drain the battery

ColorOS

faster. A standard refresh rate is more than capable of handling your everyday use with a better battery life performance.

★ Operation path

1. Go to **Settings > Display & brightness > Screen refresh rate**. You can choose **Auto select**, **Standard**, or **High**.
2. If you want a higher fresh rate, choose **High**, tap **App-specific refresh rate** and customize refresh rates (60 Hz, 90 Hz, or 120 Hz) for individual apps.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Sounds and vibration

Setting sounds and vibration

You can adjust the volume of call ringtones, message alerts, multimedia, and alarms to ensure that the sounds are neither uncomfortably loud nor too low to hear.

★ Operation path

Go to **Settings > Sound & vibration** to adjust the volume of media, ringtones, notifications, and alarms.

- If you turn on **Do Not Disturb**, you will only get notified by alarms, timers, and calendar events.
- If you turn on **Vibrate on ring**, your phone will vibrate and the screen will light up when you receive a call or message.

Changing the ringtone

The phone typically uses the system's default ringtone as the alert for new messages.

However, you can change it to a more recognizable tone.

★ Operation path

Go to **Settings > Sounds & vibration** and set up your preferred **Ringtone**, **Message tone**, and **Notification tone**.

You can use locally stored music, system ringtones, or those offered by the Theme Store.

 In some system versions, we have added "Aquamorphic themes" to provide you with a series of soothing, natural ringtones.

Adjusting the volume for individual apps

With App-specific volume, you can easily customize the volume for individual apps.

★ Operation path

1. Go to **Settings > Sound & vibration > App-specific volume**, and turn on App-specific volume.
2. When you play media in an app, you can press a volume button to show the volume controls, tap the App volume icon at the bottom, then adjust the volume for individual apps.

Holo Audio

When multiple audio streams are playing, Holo Audio allows you to customize the spatial location of each audio stream using Spatial Audio technology. This delivers a new listening experience where independently controllable audio streams play in parallel without interfering each other and you can easily distinguish between them.

Turn on Holo Audio to listen to your favorite tunes while gaming, or catch an episode of your favorite show while chatting with your friend over the phone.

★ Operation path

1. Go to **Settings > Sounds & vibration > Holo Audio** and turn on **Holo Audio**.
2. You can select the **Auto** or **Custom** mode.
 - Auto: In this mode, the best spatial location is automatically allocated to each audio stream.
 - Custom: You can tap an audio stream to customize its spatial location.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

In-ear monitoring

In-ear monitoring uses headphone hardware and mobile phone software to provide low-latency and advanced reverberation effects. After this feature is turned on, you can use your headphones to hear how your singing and music effects sound in real time.

★ Operation path

ColorOS

1. Go to **Settings > Sounds & vibration > Additional settings > In-ear monitoring**.
2. Turn on **In-ear monitoring** for supported apps.
3. If your headphones are connected to the device when launching an app, an **In-ear monitoring** floating window will appear. There, you can adjust settings such as the in-ear monitoring volume, reverberation, voice changer, and equalizer.
4. If you want to record with effects such as reverberation and changed voice, you can turn on **Keep in-ear monitoring the same as recording**.

 Once you have turned on In-ear monitoring on your phone, please don't forget to turn off in-ear monitoring provided by other apps or external devices to ensure there are no conflicts with this function.

OReality Audio

OReality Audio offers you a more immersive 3D audio-visual experience. This feature is enabled by default in Speaker mode. You can choose to disable it while using headphones.

In addition to the Smart mode, OReality Audio is also optimized for movies, games, and music. You can choose the mode that suits you best based on the intended use.

★ Operation path

Go to **Settings > Sound & vibration > OReality Audio** and select the scene/sound profile that suits you.

ColorOS

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Setting tones

★ Operation path

Go to **Settings > Sounds & vibration > More sounds** to turn on or off system sounds as needed.

 When you connect your phone to the charger, the phone will beep. However, if you put your phone in Silent or Do Not Disturb mode, the phone will not beep.

Notifications & Quick Settings

Setting notification styles

You can set up notification styles for Lock screen, banners, and Home screen app badges to improve message alerts.

★ Operation path

1. Go to **Settings > Notifications & Quick Settings**.
2. In **Category settings**:
 - Tap **Lock screen notification** : Choose whether you want to allow a pull-down notification drawer while the screen is locked, show content and source for new notifications, or wake up the screen for notifications.

ColorOS

- Tap **Banner notifications** : Choose whether you want to support replying to messages in floating windows or use banner notifications when the phone is full screen.
- Tap **Home screen app badges** : Choose whether you want to display Home screen app badges with numbers, dots, numbers-and-dots, or none.

Smart notification hiding

When you check your phone in public places, such as elevators and subways, you may worry that some notifications containing sensitive information can be seen by others.

If you turn on the Smart notification hiding feature, your phone will use its front camera to detect faces. When it detects the presence of someone other than you, it will hide the notification content to ensure that the information is not leaked.

★ Operation path

Go to **Settings > Notifications & Quick Settings > More settings > Smart notification hiding**, turn on **Smart notification hiding**, and enroll your facial data.

Additional notification drawer settings

Manage notification permissions for all apps in one place. You can customize how notifications are displayed per app.

★ Operation path

1. Go to **Settings > Notifications & Quick Settings**.

ColorOS

2. You can:

- Turn on **Hide notification details on Lock screen**, which will hide notification content when the device is locked.
- Turn on **Wake screen when a notification is received** to have the screen light up when a notification arrives.
- Tap **More settings**, and turn on **Display data usage in notification drawer** or **Reduce notification feedback** as needed.
- Under **App notifications**, you can select the app you want to adjust notifications for and set notifications to **Allow notifications**, **Pin to top**, **Set as silent**, and more.

Setting up the status bar

The location on the top of your screen is the status bar, where network information, carrier information, time, battery level, and more are displayed. In Settings, you can set icons that you want to display in the status bar.

★ Operation path

1. Go to **Settings > Notifications & Quick Settings > Status bar**.
2. Set the **Notification icons**, **Battery style**, and **Battery percentage** according to your preferences.
3. In **Status Bar icons**, turn on **Real-time network speed** to display the real-time speed of your network in the status bar. If you select other features, such as **Bluetooth**, the corresponding icons will appear in the status bar.

Turning Do Not Disturb on or off

You can turn on Do Not Disturb mode if you don't want incoming calls or messages to interrupt your work or breaks. In this mode, incoming calls and messages will be muted and there won't be any banner notifications.

★ Operation path

1. Swipe down from the upper-right corner of the screen to open **Quick Settings**.
2. Tap  to light up the icon, meaning that Do Not Disturb is on. Tap and hold  to set the duration during which you do not want to be disturbed.
3. When Do Not Disturb is on, in the status bar you will see . In addition, supported notifications will appear in the pull-down notification drawer and on Lock screen.

Setting up Do Not Disturb at scheduled times

★ Operation path

1. Go to **Settings > Sound & vibration > Do Not Disturb > Do Not Disturb at scheduled times**.
2. Tap **Sleep** and specify the period of time during which you do not want to be disturbed and the recurrence period.
3. You can also tap  to specify the time periods during which you do not want to be disturbed.

ColorOS

Calls and messages in Do Not Disturb mode

You can allow calls and messages from specific contacts when Do Not Disturb is on so you don't miss anything important.

★ Operation path

Go to **Settings > Sound & vibration > Do Not Disturb** and turn on **Do Not Disturb**. If necessary, continue to tap **Schedules** to set the times during which you do not want to be disturbed.

- Tap **Calls and messages** and specify which contacts you want to allow calls and messages from. Ringtones and alerts for the calls and messages from these contacts will sound normally when Do Not Disturb is on.
- Tap **Apps** and select the apps from which you want to receive notifications when Do Not Disturb is on.

Password and security, Password & security

Facial recognition

Using your face to access App Lock and Private Safe

In addition to unlocking your device, you can use your face for authentication when accessing App Lock or Private safe, installing a new app, or making an SMS payment.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Face** and enter your Lock screen password.

ColorOS

2. Turn on **App lock** or **Private Safe** as needed and follow the prompts to set or enter a password.

Setting up Enter Home screen after unlocking

When you enroll your face to unlock your phone, the **Enter Home screen after unlocking** feature will also be turned on by default. When you unlock your phone with your face, it will automatically enter the Home screen. If you want the phone to enter the screen that was active before being locked, you can turn this feature off.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Face** and enter your Lock screen password.
2. Turn off **Enter Home screen after unlocking**.

Preventing face unlock when eyes are closed

You can turn on the "Require eyes to be open" feature to effectively prevent others from unlocking your phone with your face while you are sleeping.

This feature is turned on by default. You can follow the path below to confirm.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Face** and enter your Lock screen password.
2. Make sure that **Require eyes to be open** is turned on.

ColorOS

Turning on Brighten screen in dim light to support face unlock

You can turn on "Brighten screen in dim light" to improve the success rate of face unlock in dark or low-light environments.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Face** and enter your Lock screen password.
2. Turn on **Brighten screen in dim light**.

Fingerprint verification

Using your fingerprint to access App Lock and Private Safe

In addition to using your face, you can use your fingerprint to access App Lock and Private Safe.

★ Operation path

1. Go to **Settings > Security & privacy > Device unlock > Fingerprint & Face Unlock > Fingerprint** and enter your Lock screen password.
2. Turn on **App Lock** and **Private Safe** as needed.

Safety and emergency

Emergency SOS

As a phone manufacturer, we are highly concerned about your personal security. In the event of a serious or life-threatening emergency, this feature will allow you to send messages for help even when the screen is off.

★ Operation path

Go to **Settings > Safety & emergency** and accept the terms of service to turn on this feature.

- In the event of an emergency, press and hold the Power button to enter the power off page, where you can select Emergency SOS.
- In the event of an emergency, swipe up on the Lock screen to enter the emergency call page.

Setting emergency contacts

There are 3 emergency numbers by default: 110 (police), 119 (fire) and 120 (emergency medical).

You can add up to additional 3 emergency contacts and send them messages that include your location in the event of an emergency.

★ Operation path

Go to **Settings > Safety & emergency > Emergency contacts**.

Battery

Optimized charging

Optimized charging is a feature designed to protect your battery. It intelligently learns from your daily charging routine and adjusts the charging speed to slow down the battery aging process.

If you charge your phone at night with this feature turned on, your battery will stop charging when it reaches 80% and resume charging to 100% before you get up. This helps extend your phone's battery lifespan.

★ Operation path

Go to **Settings > Battery > Battery health** and turn on **Optimized charging**.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Reverse wireless charging

By turning on Reverse wireless charging, you can use your phone to wirelessly charge other supported devices (such as phones, tablets, watches, and bands).

★ Operation path

Go to **Settings > Battery > Charging settings > Reverse wireless charging** and turn on **Reverse wireless charging**. Place a supported device on the back of your phone to start charging it.

ColorOS

- When the battery of your phone is below 25%, you will not be able to use the Reverse wireless charging feature.
- This feature only works on specific models.

Turning on Power saving mode

When the battery is low and cannot be charged in time, you can turn on Power saving mode to reduce phone power consumption and extend battery life.

★ Operation path

1. Go to **Settings > Battery > Battery mode** and select **Power saving mode**.
2. In Power saving settings, you can do the following:
 - Turn on **Automatically exit Power saving mode** and Power saving mode will be automatically exited when the battery is charged to 90%.
 - Turn on **Automatically enter Power saving mode**, and your device will automatically enter Power saving mode when the battery level reaches the specified threshold.

- In Power saving mode, the battery icon in the upper-right corner will be displayed in yellow, and it will return to normal after your device exits this mode.

Turning on Super power saving mode

Super power saving mode conserves power and relieves your worries about battery life by limiting app usage and implementing a stricter background cleanup strategy.

When the battery level decreases to 10% or 5%, a window will pop up to remind you to turn on Super power saving mode. You can also turn it on manually in Settings.

ColorOS

★ Operation path

1. Go to **Settings > Battery > Battery mode** and select **Super power saving mode**.
2. In Super power saving mode, only a few basic apps such as Phone and Messages are available. Tap  or touch and hold an app to enter editing mode to remove apps. Tap  to add apps.
3. To exit Super power saving mode, you can tap the exit button in the upper-left corner.

High performance mode

When playing a CPU-intensive game, you can turn on High performance mode to keep the system delivering top performance all the time.

★ Operation path

Go to **Settings > Battery > Battery mode** and select **High performance mode**.



High performance mode will increase power consumption and may also cause your device to heat up. Please do not turn on this mode unless necessary.

Viewing and managing the power consumption of apps

★ Operation path

Go to **Settings > Battery** to view your apps' battery usage for the last 24 hours.

ColorOS

- Under **Battery usage** you can check your battery usage for the **Last 24 hours** or **Last 7 days**.
- Under **Battery usage by app**, you can check your battery usage by specific apps.

Sleep standby optimization

Turning on Sleep standby optimization will switch your phone to a low-power state while you are sleeping. This reduces the frequency of push notifications and extends your battery life.

★Operation path

Go to **Settings > Battery > Power saving** and turn on **Sleep standby optimization**.

Low battery alert

When your phone battery level drops below 20%, a low battery alert will pop up. You can turn on **Power saving mode** to optimize power usage.

Turning on Video battery saver

When you use video apps (such as TikTok) for extended periods, you can turn on the Video battery saver feature to optimize battery usage for longer battery life.

★Operation path

Go to **Settings > Battery > Power saving settings > Video battery saver** and turn on **Video battery saver**.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

Digital Wellbeing & family care

Kids mode

Using Kids mode to help children grow

Kids mode is a dedicated space for children. It provides the following services:

- **Dedicated Home screen**

Add child-friendly apps to create a digital space your child will love.

- **Healthy screen time habits**

Set screen time limits for your child to prevent device overuse.

- **Eyesight protection**

Monitor your child's sitting position and distance from the screen to help them use electronic devices appropriately and keep nearsightedness at bay.

★ Operation path

Go to **Settings > Special features > Kids mode** and follow the prompts, then you can choose the allowed apps, limit the screen time, and set the network and Eye Comfort to complete the setup of Kids mode.

Parental controls in Kids mode

Parental controls can keep their kids from being addicted to mobile games or other inappropriate apps that could negatively impact their schoolwork and social lives by setting stringent limits on their phone usage and screen time with the **Parental controls** feature.

ColorOS

★ Operation path

1. In Kids mode, tap  > **Parental controls** in the upper-right corner, verify the Lock screen password, and then enter the Parental controls page.
2. You can turn on or off Wi-Fi and mobile network for Kid mode.
3. Tap **Added apps** to set apps that you allow your kids to access.
4. Tap **Time limit** to select a time period. When the allowed time expires, Kids mode will automatically be exited and the screen will be locked.
5. Tap **Eyesight protection** to detect the ambient light, the kid's sitting posture, and distance, and send reminders if the kid is not sitting correctly. You can also turn on **Eye-protecting display** to filter blue light.



You can also turn on **Create Home screen shortcut**, so you can find the app quickly.

Turning on Zen Space

Zen Space helps you stay focused by limiting the use of apps and minimizing distractions from notifications.

In Zen Space, you can enter the default Zen spaces or create new spaces.

Deep Zen: You can only use your phone to take photos or receive calls and make emergency calls. Deep Zen cannot be exited once started.

Light Zen: You can still use selected apps and you can exit Light Zen anytime you like.

You can also set up Light Zen spaces for work, study, or other activities.

★ Operation path

ColorOS

1. Go to **Zen Space** and tap a space to customize its space name, duration, allowed apps, and wallpaper and background sounds.
2. Tap **Start** to enter the selected space.

Other

Setting language and region

★ Operation path

1. Go to **Settings > System & update > Language & region** and view the languages and regions supported by the system.
2. Tap **Edit** to manage languages. Tap **⊕** on the right side to add the languages you want to use. When adding a language, you can set it as the **default language**.
3. On the list of added languages, drag a language to the top to set it as your system's default language. If an app or website does not support this language, the next supported language from the list will be used instead.
4. Tap **Region** to choose a region.

Setting date and time

Time and dates displayed on your phone are network-synchronized and can be altered manually if necessary.

★ Operation path

ColorOS

Go to **Settings > System & update > Date & time** and set up the date and time on your phone.

- Tap **Time format** to choose a time format, either 12-hour clock or 24-hour clock, based on your use preference.
- Turn on **Set time automatically** and **Set time zone automatically**. If there is an error, you can turn off these features and set time manually.
- Tap **Dual clock** to set one more clock of another time zone.

Gestures & motions

After Gestures & motions is turned on, you can operate your phone without turning on the screen. For example, you can answer a phone call by bringing it up to your ear.

★ Operation path

Go to **Settings > Additional settings > Gestures & motions**.

- Turn on **Raise to wake** to automatically wake the screen when you lift your phone.
- Turn on **Lift to ear to answer calls** to automatically answer calls when you lift your phone to your ear.
- Turn on **Auto switch to receiver** to automatically switch the audio from the speaker to the receiver when you hold your phone near your ear during calls.
- Turn on **Flip to mute incoming calls** to mute an incoming call when you flip your phone.

ColorOS

- Enable **Turn on/off flashlight with volume button** so you can press and hold the Volume Down button to turn the flashlight on or off while the screen is off. This function does not work when media is playing.

Accessibility

Accessibility features

You can set a shortcut that opens a large onscreen menu of common accessibility features for controlling your phone. From the menu, you can lock your screen, adjust the volume and brightness, take screenshots, and more.

★ Operation path

Go to **Settings > Accessibility & convenience > Accessibility > Accessibility Menu** and turn on **Shortcut**. Then you will see a green icon in the lower-right part of your screen. Tap the icon to use various functions.

Ending calls with Power button

Turn on **Press Power button to end calls** so you can quickly end a call by pressing the Power button.

★ Operation path

Go to **Settings > Accessibility & convenience > Accessibility > Press Power button to end calls** and turn on this feature.

- ① When you have an incoming call, whether **Press Power button to end calls** is turned on or not, you can decline the call by pressing the Power button twice. Pressing it once will mute the call or disable the vibration.

ColorOS

TalkBack

TalkBack can read the content in the screen to help people who are blind or have low vision use their phones.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Accessibility > Vision** and turn on **TalkBack**.
2. Once this feature is on, you can operate your phone with the following gestures:
 - Swipe right or left to switch between browser pages.
 - Double-tap an item to activate it.
 - Swipe with two fingers to scroll.
3. Tap  in the upper-right corner to customize TalkBack settings, such as text-to-speech settings, verbosity, gestures, and more.
4. To turn off TalkBack, press and hold the Volume Up and Down buttons at the same time for at least 3 seconds.

Select to Speak

After turning on Select to Speak, you can tap text selected on the screen to have it read to you.

★ Operation path

ColorOS

Go to **Settings > Accessibility & convenience > Accessibility > Vision > Select to Speak** and turn on **Select to Speak**. Select text and tap the Play button to hear the text read aloud.

Using Color correction to adjust how colors are displayed

You can enable the Color vision enhancement feature if you have problems telling different colors apart. It provides a variety of color enhancements to provide color display effects that work best for you.

In addition, you can use this feature to evaluate your type and degree of color vision deficiency, and choose a better color compensation scheme based on the evaluation results.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Accessibility > Vision > Color vision enhancement** and turn on **Color vision enhancement**.
2. You can select **Grayscale**, **Red filter**, **Green filter**, or **Blue filter** based on your needs and adjust the intensity of the corresponding effect.
3. Tap **Personalized** to finish a color vision test and the system will automatically adjust the screen color based on the test result.

 This feature may vary across different models and versions. Please refer to the actual device for its final functions and features.

Magnification

By turning on Magnification, you can quickly zoom in on the screen so that the content can be displayed more clearly.

ColorOS

★Operation path

1. Go to **Settings > Accessibility & convenience > Accessibility > Vision > Magnification**, turn on **Shortcut**, and choose one of these shortcuts:
 - Accessibility button: Tap the Accessibility button on the screen.
 - Hold volume buttons: Press and hold both volume buttons for 3 seconds.
 - Triple-tap screen: Tap the screen 3 times in quick succession.
2. Tap **Magnification type** and choose how to magnify.
3. On the page that needs to be magnified, use the selected shortcut to activate Magnification. Drag with two fingers to move the magnification window.
Pinch with two fingers to adjust zoom.
4. To stop magnification, use the shortcut again.

Color inversion

Color inversion inverts colors on your screen. For example, black text on a white screen becomes white text against a black background. Colors in images and videos will also be inverted.

★Operation path

1. Go to **Settings > Accessibility & convenience > Accessibility > Vision > Color inversion** and turn on **Color inversion**.
2. Turn on **Shortcut**. Follow the onscreen prompts to assign the volume buttons or the Accessibility button as a shortcut to turn on this feature.

ColorOS

High contrast text

Turning on High contrast text will change the text color to black or white, making the text displayed on the device easier to read.

★ Operation path

Go to **Settings > Accessibility & convenience > Accessibility > Vision** and turn on **High contrast text**.

Accessibility interaction features

People with motor impairments can improve the efficiency of their phone use by using accessibility interaction features.

Accessibility interaction features allow you to control your phone or tablet using one or more switches. Use switches to select items, scroll, enter text, and more.

★ Operation path

Go to **Settings > Accessibility & convenience > Accessibility > Interaction** and follow the prompts to set touch delay, switch control, response time, and other features based on your needs.

Power-on/off or restart

Turning on and off or restarting your phone

★ Operation path

Go to **Settings > Additional settings > Power Button > Press and hold the power button**, you can choose to bring up the **Power Menu** or activate the **Voice Assistant** by pressing and holding the Power button.

ColorOS

If you select the Power Menu option, you can press and hold the power button until the Power Menu pops up, and tap **Power off** or **Restart**.

If your phone doesn't work and won't turn off normally, you can force start it by pressing and holding the Power and Volume Up buttons for more than 10 seconds.

 Go to **Settings > Security & Privacy > More security & privacy > Require password to power off**. You will then need to enter your Lock screen password whenever you power off your phone.

Scheduling auto power on/off

You can use the Schedule power on/off feature to power your phone on and off at set times to save power and prevent interruptions while resting.

★ Operation path

Go to **Settings > Accessibility & convenience > Schedule power on/off** to set a power on and off schedule.

Your phone will automatically power on and off at the specified times.

Back up and reset

Resetting your phone

You can choose to reset network settings, reset all settings, erase contacts and call logs stored on your phone (contacts stored on the SIM card will be retained), erase SMS and MMS messages stored on your phone (SMS messages stored on the SIM card will be retained), or erase all data.

★ Operation path

ColorOS

1. Go to **Settings > System & update > Back up & reset > Reset phone**.
2. On the **Reset phone** page, follow the onscreen instructions to reset settings or erase data as needed, and enter your Lock screen password when prompted.
3. If you tap **Erase all data**, your phone will be reset to its factory settings and all your data will be cleared. Please act with caution.

Local data backup and recovery

Local data backup

You can back up your phone data to internal storage in case you forget or lose data.

We recommend that you should back up only data that doesn't take up much space.

★ Operation path

Go to **Settings > System & update > Back up & migrate > Local backup**, and tap **New backup**. Then follow the prompts to back up your data locally.

Local data recovery

If you have created local data backups, you can select a backup on a specific date to recover it.

★ Operation path

Go to **Settings > System & update > Back up & migrate > Local backup**. Select a backup and tap **Start**.

Turning on One-handed mode

One-handed mode allows you to more easily interact with the upper part of the screen. You can pull down app icons to open apps with just one hand.

★ Operation path

Go to **Settings > Accessibility & convenience > One-handed mode** to turn on **One-handed mode**.

To enter One-handed mode, swipe down at the bottom of the screen. To exit, swipe up or tap the blank area at the top of the screen.

 This feature is only available on the cover screen and when Gestures is set as the system navigation method.

Go to **Settings > Home screen & Lock screen > Icon pull-down gesture**, and make sure that **Icon pull-down gesture** has been turned on.

Simple mode

The system provides Simple mode, in which the Home screen layout is more concise, icons and fonts are larger, and your phone is simply easier to use.

★ Operation path

Go to **Settings > Special features > Simple mode** to enter Simple mode.

- In Simple mode, the Phone user guide widget is added to the Home screen by default.
- In Simple mode, go to **Settings** and tap **Exit Simple mode** to return to the standard mode.

Assistive Ball

Assistive Ball for quick actions

The Assistive Ball is a translucent ball floating on the screen. You can drag it anywhere on the screen.

You can use the Assistive Ball for quick actions such as navigating between screens or taking screenshots.

★ Operation path

1. Go to **Settings > Accessibility & convenience > Assistive Ball**.
2. Turn **Assistive Ball** on or off as needed.

You can choose to use taps or gestures to perform actions in Assistive Ball.

Using the Assistive Ball menu

When Assistive Ball is turned on, select **Tap menu**. Tapping the Assistive Ball will display 5 buttons for the following actions:

- Go back
- Take a screenshot
- Recent tasks
- Lock screen
- Home screen

On the Assistive Ball settings page, you can tap a button in the Menu section and change its action on the **Custom menu** screen that appears.

ColorOS

Gesture control for Assistive Ball

When Assistive Ball is turned on, select **Gesture operations** to enable the following actions:

★ Operation path

- **Tap:** Go back
- **Double-tap:** Recent tasks
- **Touch and hold:** Home screen

You can customize gestures based on your frequency of use and preferences.

 Each gesture corresponds only to one action.

Customizing the Assistive Ball

You can make the following customizations to the Assistive Ball:

- Drag the Assistive Ball to move it around
- Adjust its opacity
- Set the Assistive Ball to automatically hide itself in full screen mode

 When the Assistive Ball is hidden, swipe down from the top of the screen to unhide it.

Quick Launch

Opening apps with fingerprint unlock

With Quick Launch turned on, you can quickly open Camera, Clock, Calculator, and other tools or apps by swiping when unlocking your phone with fingerprint.

ColorOS

★ Operation path

1. Go to **Settings > Security & privacy > Face & Fingerprint Unlock > Fingerprint > Quick Launch** to turn on **Quick Launch**.
2. You can view apps that are currently supported by Quick Launch, or tap **Edit** to choose which apps can be opened in this way.
3. Once you have completed the editing, tap ✓ in the upper-right corner.
4. When the screen is locked, touch and hold the fingerprint sensor on the screen until an icon menu appears, then swipe your finger to the target icon to open the app or tool.

 This feature is only available on some models. Please refer to the actual device for its final functions and features.

About device,About phone,About tablet

Upgrade

Auto-update the system overnight

After the Auto update overnight feature is turned on, your phone will automatically update between 2:00 AM to 5:00 AM.

★ Operation path

1. Go to **Settings > About device**, and tap the Official version widget.
2. Tap  > **Auto update** in the upper-right corner, and turn on **Auto update overnight**.

ColorOS

-  This function is not available for major software updates. You will need to update manually.

Updating your phone system online

System updates can fix some known issues, improve system performance and stability, and introduce some new features. It is recommended that you perform updates in a timely manner.

★ Operation path

1. Go to **Settings > About device**.
2. Tap the version number at the top to check for updates and download it if any update is available.

-  • It is recommended that you use Wi-Fi to download the update. During the update, do not touch the Power button or perform any other operations. Please wait for the update to complete.
- It is normal for your phone to heat up slightly during the update. Once the update is complete, your phone will quickly cool back down.

Viewing device information

You can view your device name and its configuration data, including its system version, Android version, Processor, RAM, Storage, Version number, Baseband version, Kernel version, and more.

★ Operation path

ColorOS

1. Go to **Settings > About device**, and tap the system version widget at the top, so you can view the current version information and check for updates.
2. Tap **Status** to check the phone's IP address, SIM card status, and more.

RAM expansion

When your phone is running low on RAM, you can turn on RAM expansion and turn part of the storage space into RAM to improve system performance.

★ Operation path

Go to **Settings > About device > RAM > RAM expansion** and select the size of RAM expansion. The settings will take effect after you restart your device.

Users & Accounts

Sharing your phone with multiple users

Often, when multiple users share a mobile phone, things can get messy quickly.

And if you lend your phone to someone, you may be worried about your privacy.

Now, you can turn on Multiple users to avoid these problems and provide separate storage space for each user.

Creating users

You can share your phone with other users by adding new users to your device.

★ Operation path

1. Go to **Settings > Users & accounts > Multiple users**, and tap **Add user > Add**.

ColorOS

2. Enter a username, and tap the ✓ in the upper-right corner. Wait a moment, and tap the newly created username in the user list.
3. Tap **Enter** > **Switch**, and complete the setup process by following the prompts.

 You can add 3 regular users and 1 guest.

Switching between multiple users

When Multiple users is turned on, you can quickly switch accounts in Quick Setting.

★ Operation path

1. When **Multiple users** is turned on, swipe down from the status bar to open the **Quick Settings**, and swipe down again to fully expand it. Tap  in the upper-right corner to enter the **Multiple users** interface.
2. Select the icon of the user that you would like to switch to, and tap **Switch**.

 You can add a maximum of 4 users.

Managing user permissions

When the **Multiple users** function is turned on, the device owner can manage the permissions of other users.

★ Operation path

1. Go to **Settings** > **Users & accounts**, and select the accounts that you want to manage.
2. Turn on or off **Allow calls and messages** to change the permission.

Deleting a user

You can use your device owner account to delete accounts that are no longer needed.

★ Operation path

1. Go to **Settings > Users & accounts > Multiple users**, and select the accounts that you want to delete.
2. Tap **Delete user**. The users will be deleted after double confirmation.

 When deleting users, their data will also be deleted. Please back up the data in advance.

ColorOS

- ① OS version is constantly updated and functions may vary across different models and versions. This manual is provided for reference only and does not constitute any warranty. Please refer to your actual device for its final functions and features.