HONOR Pad 8

User Guide

HONOR

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Essentials

System Navigation

Change the System Navigation Mode

Use gesture navigation

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

You can:

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

You can also go to **Settings**, turn on the **Show navigation bar** switch to assist gesture operations using the navigation bar.

Use Three-Key Navigation

Go to **Settings** > **System & updates** > **System navigation**, and select **Three-key navigation**.

You can then:

- Touch  to return to the previous menu or exit the current app.
- Touch  to return to the home screen.
- Touch  to access the recent tasks screen.

You can touch **Settings** to configure more settings.

- Select a navigation key combination.
- Touch  (if available in the selected navigation key combination) to open the notification panel.

Device Clone

Use Device Clone to Move Data to Your New Device

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

Migrate Data from an Android Device

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

Device Clone is only available on tablets running Android 7.0 or later.

Migrate Data from an iPhone or iPad

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

Device Clone is only available on tablets running iOS 8.0 or later.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Set the Screen Timeout Period

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

Turn On the Screen

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

- Press the Power button.
- Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Wake screen**, and enable **Raise to wake** or **Double-tap to wake**

Unlock the Screen with Password

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

Use Face Unlock

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

Display Your Signature on the Lock Screen

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

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

Launch apps from the lock screen

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

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

Get Familiar with the Home Screen

Explore your home screen

On the home screen, you can:

- Check the status of your tablet or view notifications on the status bar at the top of screen.
- Swipe left and right to check apps, on-screen cards, and widgets.

Service cards

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

Apps supporting service cards have an indicator bar by default at the bottom (go to **Settings** > **Home screen & wallpaper** > **Home screen settings** to enable or disable **Show card bar**).

Swipe up app icons to add service cards

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

Add service cards by editing the home screen

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

Add Weather, Clock and other popular widgets

Pinch two fingers on the home screen to enter the edit screen, tap **Cards**, find and enter **Classic widgets**, tap **Weather**, **Clock**, and other widgets to add them to the home screen.

Set apps on the home screen as service cards

Take Notepad as an example:

Long press the **Notepad** app, select **Notepad cards** in the pop-up list, swipe left and right to choose your preferred style, tap **SET AS EXPANDING CARD**.

Next time you swipe up on the app, the service card will be displayed as the selected style.

Set service card style

Take Notepad as an example, you can set and change the card style in any of the following ways:

- Long press **Notepad** APP, select **Notepad cards** in the pop-up list, swipe left and right to choose your preferred style, tap **ADD TO HOME SCREEN**.
- Long press **Notepad** the service card, select **More Notepad cards** in the pop-up list, swipe left and right to choose your preferred style, tap **ADD TO HOME SCREEN**.

Remove service cards

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

Big folders

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

Create big folders

Long press a standard folder and tap **Enlarge**.

Long press the big folder to rename it.

If there are more than 8 apps in the folder, a layers icon will be displayed in the lower right corner.

Use big folders

Tap the app icon in the big folder to open it directly.

Tap the layers icon in the lower right corner of the big folder to expand it to view or open more apps.

Switch the display mode

Long press the big folder, tap **Shrink** to restore to a standard folder.

App suggestions

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

Add App suggestions to the Home Screen

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

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

Stop the app from being recommended

Take **Settings** as an example:

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

Boost Your Productivity with the Productivity Layout

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

- **Customize the permanent application bar:** Up to 7 permanent apps can be displayed in either landscape or portrait orientation of the tablet. You can use the default apps or add/remove them according to your needs. You may remove all permanent apps from the left application bar but the bar itself cannot be disabled.
- **Customize the recent application bar:**
  The tablet displays at least 3 recent apps in landscape and 1 in portrait. Drag the separating line to show more or hide recent apps.
- Hide the recent application bar: You can manually remove all apps from the recent application bar or go to **Settings** > **Home screen & wallpaper** > **Home screen settings** and turn off **Show recent apps**. After this, the right application bar will be disabled.

Notification and Status Icons

Learn about Common Notification and Status Icons

The network status icon may vary depending on your region or network service provider.

Different products support different functions. The following icons may not appear on your tablet.

	Connected to 5G network		Connected to 4G network
	Connected to 3G network		Connected to 2G network
	Full signal		Roaming
	Data saver enabled		No SIM card
	Hotspot enabled		Connected to hotspot
	Connected to Wi-Fi network		Connected to both 2.4 GHz and 5 GHz Wi-Fi networks
	Automatic network switching through Wi-Fi+		Connected to Wi-Fi 6 network
	No battery		Connected to both 2.4 GHz and 5 GHz Wi-Fi 6 networks
	Charging		Hotspot disconnected
	SuperCharge		Battery low
	Wireless quick charge		Quick charge
	Power Saving mode enabled		Wireless SuperCharge
	Bluetooth enabled		Wireless charge
	Connected to Bluetooth device		Digital Balance enabled on the tablet
	More information		Bluetooth device battery
	Positioning service enabled		Connected to VPN network

	Connected to earbuds		Connected to screen projection device
	Ongoing call		Eye Comfort enabled
	Missed call		Airplane mode enabled
	Mute		VoLTE enabled
	NFC enabled		New message
	Syncing data		Vibration mode
	Performance mode enabled		Do Not Disturb enabled
	Calendar reminder		Data sync failed
	Alarm enabled		New email

Shortcut Switches

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.

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

Customize Shortcut Switches

Touch , touch and hold a shortcut switch, then drag it to the desired position.

Quickly Access Frequently Used App Features

Access Frequently Used App Features from the Home Screen

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

Quickly Access Frequently Used App Features

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

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

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

Add Frequently Used App Features to the Home Screen

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

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

1. Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.
2. Touch an image you want to set as the wallpaper.
3. Set the following according to your preferences:
   - **Blur**: applies a blur effect, which can be adjusted by dragging the slider.
   - **Scrollable**: enables the wallpaper to be scrollable on the home screen.
4. Touch , then determine whether you'd like to set it as the wallpaper for the **Lock screen**, **Home screen**, or **Both**.

Set an Image from Gallery as Your Wallpaper

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

Screenshots & Screen Recording

Take a Screenshot

Use Your Knuckle to Take a Screenshot

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Knuckle screenshots** is enabled.

2 Knock the screen twice in quick succession with one knuckle to take a screenshot.

Use a Key Combination to Take a Screenshot

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

Take screenshots with the shortcut button

Swipe down from the status bar to access the notification panel (can swipe down further). Tap  to take the full screenshot.

Share and Edit a Screenshot or Switch to Scrollshot

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

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

  This is not supported in Landscape mode.

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

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

Take scrolling screenshots with knuckle gestures

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

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

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

Swipe Down Using Three Fingers to Take a Screenshot

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Three-finger screenshot** is enabled.

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

Take a Partial Screenshot

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

2 The screen will display the movement trajectory of your knuckle and take a screenshot of the selected area. You can then:

- Drag the frame to the desired position or resize it.
- Touch a shape icon to determine the shape of the partial screenshot, or retain the current shape.

3 Touch  to save the screenshot.

Precautions for Using Knuckle Screenshots

- Please double knock the screen consecutively at the same place and at an appropriate speed.
- Keep your knuckle vertical to the screen.
- If you want to take more than one screenshot, wait 2 seconds before knocking on the screen again.
- If there is a screen protector on the screen, knock the screen harder or remove the screen protector and try again.

Record screen

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

Use a Key Combination to Start Screen Recording

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

Use a Shortcut to Start Screen Recording

1 Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.

2 Touch **Screen Recorder** to start screen recording.

3 To stop the recording, touch the timer at the top of the screen.

4 The recording will be saved to **Gallery**.

Use Two Knuckles to Start Screen Recording

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Record screen**, and ensure that **Record screen** is enabled.

2 Knock the screen twice in quick succession with two knuckles to start screen recording. To stop recording, knock twice again.

Record Your Voice During Screen Recording

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

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

If the microphone is disabled (if it is displayed as), you will only be able to record system sounds, such as music. If you don't want any system sounds in your screen recording, mute your tablet and turn off any music or other media sounds before starting the screen recording.

View and Clear Notifications

View and Clear Notifications

View Notifications

When there is a notification reminder, you can unlock the screen and swipe down from the status bar to open the notification panel and view the notification.

Clear Notifications

- You can remove a notification by swiping right on it.
- You can touch to clear all notifications.

Some system notifications and notifications from apps running in the foreground cannot be cleared.

Do not show notification

To not get disturbed by notifications, swipe left on the notification you want to process, and tap , you can select:

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

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

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

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

Set the Default Volume

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

- **Ringer, Notifications**

- **Alarms**
- **Music, Videos, Games**
- **Calls**

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

multi-window

Enable Split-Screen Mode

Multi-Window allows you to open apps in split screen for multitasking.

Enable split-screen mode:

1 Open an app and swipe inward from the left or right edge and hold to bring up the Multi-Window dock.

2 Drag an app icon out of the Multi-Window dock.

Switch the split-screen panes:

Touch and hold at the top of a split-screen pane until the pane shrinks, then drag it to the other side of the screen to switch panes.

Exit split-screen mode:

Touch and hold or in the middle of the split screen line and drag it until either pane disappears.

- Support for split-screen mode varies by app.
- Split-screen mode is limited to two apps at any given time.

Drag and Drop Between Apps with Multi-Window

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

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

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

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

- Add an app: In the Multi-Window dock, touch , touch the app you want to add, then touch **Done**.

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

Switch Between Split-Screen and Floating Window

- Switch from Split-screen mode to floating window: Touch and hold the bar at the top of a split-screen pane, then drag it to the left/right side of the screen when in Portrait mode or to the lower edge when in Landscape mode.
- Switch from floating window to Split-screen mode: Touch and hold the bar at the top of the floating window, then drag it to the upper/lower part of the screen when in Portrait mode, or to the left or right when in Landscape mode.

Multi-Window View for a Single App

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

This feature is unavailable in some apps.

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

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

Disable Multi-Window dock

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

Use the Floating Window

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

Display the floating window:

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

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

Tablets support the display of two floating windows at the same time.

Relocate the floating window:

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

Resize the floating window:

Drag any corner of the floating window towards the center to resize it.

Display in full screen:

Swipe down from the note bar at the bottom of the floating window or touch > at the top of the floating window to display it in full screen.

Minimize the floating window:

Shake quickly on the screen from the top of the floating window to either side or touch > at the top of the floating window to minimize and shrink it into a floating bubble.

The floating bubble is able to house a maximum of 10 minimized floating windows.

Close the floating window:

Swipe up from the note bar at the bottom of the floating window，or touch > at the top of the floating window to close it.

Find and Switch Between Floating Windows for Apps

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

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

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

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

Open an Attachment in a Floating Window

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

This feature is unavailable in some apps.

1 Open the Email app.

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

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

Enable App Multiplier

App Multiplier displays an app's home and content screens in dual windows for easier multitasking when your tablet is in landscape orientation.

1 Go to **Settings** > **Apps** > **App Multiplier**, and turn on the switch for apps that you want to use this feature with.

2 Open an app that has **App Multiplier** enabled. The app's home screen will then be displayed in the center of the screen.

3 Touch an entry on the app's home screen. The home screen will then be relocated to the left to make space for the new screen.

This feature may vary by device.

Power On and Off or Restart Your Device

Power On and Off or Restart Your Device

Power Your Device On and Off

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

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

Restart Your Device

Restart your device on a regular basis to clear the cache and keep the device in an optimal state. A restart can sometimes resolve the issue when your device encounters a problem.

Just press and hold the Power button for a few seconds, then touch **Restart** and **Touch to restart**.

Forcefully restart your tablet

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

Charging

Charge Your Tablet

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

Precautions for Charging

- Charge your tablet using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.
- Your tablet will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your tablet will automatically activate safety measures and limit charging. Disconnect your tablet from the USB port and wait until the USB port is dry.
- The time required to fully charge the battery depends on the ambient temperature and age of the battery.
- Batteries have a limited number of charge cycles. When the battery life becomes noticeably shorter, go to an authorized HONOR Customer Service Center to replace the battery.
- Do not cover your tablet or charger during charging.
- Your tablet may heat up when you have been using it for an extended period of time, especially in high temperatures. In this case, stop charging, disable some features, and move your tablet to a cool place.
- Please do not use your tablet while it is charging.
- If your tablet does not respond after you press and hold the Power button, the battery may have run out. Charge for 30 minutes and then power it on.

Use the Charger that Came with Your Device

1 Use the USB cable that came with your tablet to connect your tablet and the adapter.

2 Plug the adapter into a power socket.

Charging Your Tablet with a PC

1 Connect your tablet to a PC or other device using a USB cable.

2 When the **Use USB to** dialog box is displayed on your tablet , touch **Charge only**.
If another option has been set previously, the dialog box will not pop up. Swipe down from the status bar to open the notification panel, touch **Settings**, then select **Charge only**.

Overview of Battery Icons

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

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

Smart Features

Personal Matters Center

Personal Matters Center

Personal Matters Center supports third-party calendar account synchronization. After completing relevant authorization, Personal Matters Center will remind you of upcoming events, conflicts and changes, and provide event editor, reminder, and note functions.

Sync third-party accounts

1 Go to **Calendar** and tap ⋮ > **Manage accounts** > +.

2 Select the third-party account you want to sync, and follow the instructions to add it to the Honor calendar.

Easy Projection

Project Your Tablet Screen Wirelessly

You can project your tablet screen wirelessly to a large display (such as a TV).

1 Perform the following based on the model and functions of the large display:

- **If the large display supports Miracast**, turn on its wireless projection switch.
- **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.

ⓘ To check whether the large display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the large display manufacturer.

2 On your tablet , swipe down from the status bar to open the notification panel, and turn on .

3 Swipe down again to show all shortcuts and enable **Wireless Projection**. Your tablet will start searching for available display devices.

4 In the device list, touch the name corresponding to the large display or wireless HDMI adapter to complete the projection connection.

Alternatively, swipe down from the status bar, and touch **Disconnect**.

Multi-screen Collaboration Between Your Tablet and Phone

Multi-screen Collaboration Between Your Phone and Tablet

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

Connect Your Tablet and Phone

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

Connect over Bluetooth

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

Scan QR code to connect:

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

Access Phone Apps and Files from Your Tablet

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

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

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

Drag to Transfer Files Between Your Phone and Tablet

1. Open **Gallery** or **Files**, and touch and hold a picture, video, or document.

2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

For example, you can:

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

Disconnect Your Phone from Your Tablet

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

- On the phone window displayed on the tablet, touch to disconnect.
- On your phone or tablet, swipe down from the status bar to open the notification panel and touch **DISCONNECT**.

HONOR Share

HONOR Share

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

Enable or Disable HONOR Share

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

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **HONOR Share**. You can also touch and hold **HONOR Share** to access its settings screen.
- Go to **Settings** > **More connections** > **HONOR Share** to enable or disable **HONOR Share**.

Share Files Between Tablets with HONOR Share

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

1 On the receiving device, enable **HONOR Share**.

2 On the sending device, tap and hold to select a file or album you want to share, then tap . Tap **HONOR Share**, then tap the name of the receiving device to send the file.

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

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

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

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

Switch Audio Channels Between Devices

Switch to a Different Output Device During Playback

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

1 Enable Bluetooth on your tablet and connect it to wired earphones or a Bluetooth audio device (such as Bluetooth earphones, a Bluetooth speaker, or a vehicle-mounted device).

2 After pairing is successful, you will see the **Current audio output device** or **Current audio input/output device** card if you swipe down the notification panel on your tablet . Touch  on the card to display the audio output devices that are currently available. Select the device you want to switch the audio to.

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

Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen

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

From the Lock Screen

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

Take Photos

Taking Photos

1 Open **Camera**.

2 You can perform the following operations:

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

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

3 Tap the shutter to shoot.

Take Timed Photos

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

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

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

Shoot in Portrait, Night, and Wide Aperture Modes

Portrait Mode

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

2 Point the camera at the figure so that the figure appears in the portrait box.

To take a selfie, tap .

3 You can perform the following operations to adjust portrait effect:

- Turn on the beauty effect: tap  to adjust the beauty effect.
  To turn off the beauty effect, minimize the parameter using the slider.
- Screen ring fill light: When switching to the front camera and the ambient light is insufficient, tap the flash icon at the top to select the screen ring fill light method to enhance the brightness on faces.

  Tap on the flash icon and select  (auto) or  (always on).

4 Tap  to take photos.

AI Photography

Take Professional-Looking Photos

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

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

2 Tap  to turn on.

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

4 To disable the recommended mode, turn off .

Take Photos with Various Zoom Settings

Take Photos from Far Away

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

2 Aim the camera at a distant object you want to take a photo of. Drag the zoom slider or pinch in or out to adjust the zoom level.

3 In the viewfinder, touch where you want to focus. When the camera is in focus, touch .

Add Stickers to Photos

Add Stickers to Photos

Add a sticker, such as time, location, weather, mood, food or sport , to spice up your photos.

1 Go to **Camera** > **MORE** and select **Stickers** mode.

If the **Stickers** option is not present, touch , then download **Stickers**.

2 Touch  and select a sticker. The selected sticker will be displayed in the viewfinder.

3 Drag the sticker to change its position. You can also edit the text of some types of stickers.

4 Touch  to take a photo.

Record Videos

Shoot Videos

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

2 You can do any of the following to prepare for the shooting:

- Zoom in or out: Open/pinch both fingers on the screen or slide the zoom bar to zoom in or out.
- Focus: tap in the screen where you want to highlight. Press and hold in the screen to lock exposure and focus.
- Turn on the beauty effect: Tap  and slide to adjust the beauty effect.
- Adjust the video resolution: Go to  > **Video resolution** and select the desired resolution. The higher the resolution, the clearer the video, and the larger the final generated video file, please choose according to your actual needs.

Not all products support the above features, please refer to your product for details.

3 Tap  to start shooting.

When you are recording, long press  or to zoom in or out the screen.

Tap  to capture the current frame.

4 Tap  to pause shooting, tap  to end shooting.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

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

1 Go to **Camera** > **MORE** and select **TIME-LAPSE** mode.

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

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

The recorded video is automatically saved to Gallery.

Adjust Camera Settings

Adjust Camera Settings

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

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

Adjust the Aspect Ratio

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

This feature is not available in some modes.

Enable Location Tag

Enable **Location tag** to tag your location in photos and videos.

Use the Assistive Grid to Compose Your Photos

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

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

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

Enable Mirror Reflection

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

Mute the Shutter Sound

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

This feature is only available in some countries and regions.

Capture Smiles

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

Use the Horizontal Level for Better Compositions

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

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

Manage Gallery

View Photos and Videos

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

View by Shooting Time

Open **Gallery**. On the **Photos** tab, pinch in on the screen to switch to the monthly view and pinch out to switch to the daily view.

You can also drag the track ball on the edge to view the time.

View by Album

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

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

View Details About Photos and Videos

1. In Gallery, touch a photo or video to view it in Full screen mode. Touch the screen again to hide the menu.
2. When in Full screen mode, touch ⓘ to view details about the photo or video, such as the storage path, resolution, and size.

Search for Images in Gallery

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

1. Go to **Gallery** > **Albums**, enter the keywords you want to search for in the search field at the top of the screen.
   Enter keywords for the image (e.g. "food", "landscape", "flowers").

2 Gallery will present you with images related to the keywords and suggest related keywords. Tap a keyword or continue entering keywords for a more precise search.

This feature may vary by device.

Edit Photos and Videos

Gallery offers a wide range of editing features for photos and videos.

Basic Editing

1 Open **Gallery**, touch the thumbnail of the photo you want to edit, then touch to access the editing features.

- Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep.

  To rotate the photo, touch **Crop** and drag the angle wheel to the desired orientation.

  To rotate the photo by 90 degrees, touch . To mirror the photo, touch .
- Add a filter effect: Touch **Filter** to select a filter.
- Adjust photo effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the photo.
- Other: Touch **More** to edit the photo in other ways, such as by adding a color splash, blur, doodle, or label .

2 Touch or to save your edits.

Add Stickers to Photos

1 In Gallery, touch a photo, then go to > **More** > **Stickers**.

2 Select the type of sticker you want to add, such as **Time**, **Weather**, or **Mood**.

3 Select a sticker and drag it to change its position. You can also edit the text of some types of stickers.

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

Pixelate Photos

1 In Gallery, touch a photo, then go to > **More** > **Mosaic**.

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

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

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

Rename Photos

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

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

3 Touch **OK**.

Create Collage

You can use the Collage feature to quickly stitch together multiple pictures from the Gallery into one for sharing.

1 You can access Collage in any of the following ways.

- On **Photos** or **Albums** page, long press to select pictures. Tap  > **Collage**.

2 Select a template. You can:

- Adjust the position of the picture: long press on the picture to be adjusted and drag it to the desired position to switch places.
- Adjust the display of the picture: Tap the picture you want to adjust and drag the picture or open and close it with two fingers to adjust the display part of the picture.
- Rotate the picture: tap the picture, and then tap  or  for rotation or mirror flip.
- Add or remove borders: By default, Collage displays borders between and around the outer edges of the images, if you don't need borders, tap **Frame** to remove.

3 Tap  to save.
You can view the collages at **Albums** > **Collages**.

Share Images and Videos

Go to **Albums**, you can share images and videos in the following ways:

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

The Gallery card on the home screen

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

Add the Gallery card:

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

Edit the Gallery card: Long press the Gallery card, tap **Edit card**, and select what will be displayed by the Gallery card.

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

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

Organize Albums

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

Add Albums

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

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

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

Sort Albums

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

2 Drag next to an album to the desired position. Touch **Reset** to reset the albums to the default order.

Move Photos and Videos

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

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

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

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

Delete Photos and Videos

Touch and hold to select the items you want to delete, then go to **Delete** > **Delete**.

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

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

To permanently delete a photo or video manually, touch and hold its thumbnail in the **Recently deleted** album, then go to **Delete** > **Delete**.

Recover Deleted Photos and Videos

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

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

Add Photos and Videos to Favorites

Open a photo or video, then touch ♡.

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

Block Albums

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

1. In the **Others** list, touch the album you want to block.
2. If  is displayed at the top, it indicates that the album can be blocked. Go to  > **Block**. Blocked albums can only be viewed in **Files**.
3. To unblock an album, open the **Others** list, touch **View blocked albums**, then touch **Unblock** next to the album.

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

Hide Album

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

In **Albums** tab, tap an album, long press to select the picture or video you want to hide and tap ⋮ > **Hide** > **OK**.

Selected pictures and videos will be hidden. You can:

- In **Albums** tab, tap ⋮ > **Hidden items** to view the hidden pictures and videos.
- Long press to select a picture or video in **Hidden items** and tap **Unhide**.
  After unhiding, pictures and videos will be restored to the original album.

ⓘ Pictures and videos in shared albums cannot be hidden, please refer to the actual situation.

Apps

Apps

App Basics

Uninstall an App

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

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

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

Manage Background Apps

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

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

2 On the recent tasks screen, you can:

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

Clear the Cache of an App

Delete app cache files to free up storage space.

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

Contacts

Manually create contacts

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

Calendar

Use Events

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

Add Schedules

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

Search for an Event

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

Share Schedules

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

Delete Schedules

You can delete schedules using either of the following methods:

- On the **Calendar** screen, tap the schedule you want to delete, then tap > **Delete**.
- On the **Schedule** screen, tap and hold a schedule, then tap **Delete event**.

Set a Calendar Notification

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

Go to **Calendar** > ⋮ > **Settings**.

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

Customize Calendar View Settings

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

1. Go to **Calendar** > ⋮ > **Settings**.
2. Select the start day of the week, or enable the switch to show week numbers.

Set Alternate Calendars

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

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

View National/Regional Holidays

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

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

Clock

Set Alarms

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

Add an alarm

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

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

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

The snooze length is set when creating the alarm.

Turn Off an Alarm

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

Use the Timer or Stopwatch

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

Timer

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

Stopwatch

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

Notepad

Create a Note

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

Add Content to a Note

1. Go to **Notepad** > **Notes** and touch .
2. Enter the title and content of the note. You can then perform the following:
   - Touch to add a checklist.
   - Touch to change the text style, paragraph alignment, and background.
   - Touch to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.

- To organize your notes for easier access and viewing, touch after finishing to add a tag for it.

3 Touch to save the note.

Add a Note by Scanning Documents

1 Open **Notepad** and go to **Notes** > > > **Scan document**.

2 Align your phone camera with the picture or file you want to scan and touch to start scanning. The scanned pages are saved in Notepad.

Add a Handwritten Note

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

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

2 Touch to write or draw the content you need in the selected color.

3 Touch to save the note.

Create To-dos

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

Add a To-do Item

You can add a to-do item and set a time reminder for it.

If you have marked the to-do item as important, you will be prompted with a full-screen reminder when the screen is locked.

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

2 Enter your to-do item.

3 Touch , set a time, and touch **OK**.

4 Enable to mark the to-do item as important.

5 Touch **Save**.

This feature may vary by device.

Set Repeated Reminders for a To-do Item

If you specify a time for a to-do item, you can select a repeat mode for it (for example, **Never**, **Every day**, **Every week**, **Every month**, or **Every year**), and your tablet will repeatedly prompt you to complete the to-do item at the specified time.

Manage Your Notepad

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

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

Use App Lock for Notepad or Lock a Note

Enable the app lock for Notepad: Go to **Settings** > **Security** > **App Lock**, enter the lock screen password or customize the app lock password as prompted, and then turn on the switch next to Notepad.

Sort Notepad Items by Category

To sort the notes into different folders by category, you can add labels in different colors.

You can sort notepad items using either of the following methods:

- On the **All notes** screen, swipe left on an item, select  or  to move this item to the top, or add a star mark to it.
- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , and select a notebook for this item.
- Touch and hold a note or to-do item, select the ones you want to classify under the same category, then touch .

Items in an Exchange account cannot be moved.

Sync Notepad Items

Swipe down from the Exchange mail list to sync the notes and tasks from the current account to Notepad. The corresponding notes and to-do items will then be generated automatically.

A folder named after the Exchange account will be automatically generated in Notepad.

Share Notepad Items

You can share Notepad items in the following ways:

- To share a single note or to-do item, open the one you want to share from the **All notes** or **All to-dos** screen, touch , and share it as prompted.
  Notes can be shared by touching **As image**, **As text**, **Export as document**, or **To another device**.

After touching **Export as document**, you can choose to export the note as a TXT or HTML file, which will be saved to **Files** > **Browse** > **My tablet** > **Documents** > **NotePad** by default.

- To share multiple notes, on the **All notes** screen, touch and hold a note, and select the ones you want to share. Then touch and share them as prompted.

Print Notepad Items

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

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

Delete Notepad Items

You can delete Notepad items using either of the following methods:

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

To restore a deleted Notepad item, touch **All notes** or **All to-dos**, select the item you want to restore in **Recently deleted**, then touch .

Recorder

Recorder

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

Audio recording

1 Open **Recorder** in the **Tools** folder. Tap to start recording.

2 You can tap to mark key points during the recording.

3 Tap to end the recording.

4 You can long press the recording file to share, rename, and delete it.

Go to **Files** > **Browse** > **My tablet** > **Sounds** to view the file.

Play the audio recording

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

On the player screen, you can:

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

Edit audio recording files

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

2 Tap . The full waveform of the recording is displayed.

3 Drag the start and end time sliders of the recording to select a section. You can also zoom the waveform area with two fingers to adjust area and then select the section.

4 Tap . Select **Keep selected part** or **Delete selected part**.

Share audio recording files

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

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

Email

Add Email Accounts

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

Add a Personal Email Account

1 Open **Email** on your tablet , then select from the available mailbox providers.

2 Enter your email address and password, touch **LOG IN**, and follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Add an Exchange Account

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

1 Contact the administrator of the company email server to obtain the domain name, server address, port number, and security type.

2 Open **Email** and select **Exchange**.

3 Enter the email address, user name, and password.

4 Touch **MANUAL SETUP**. On the **Log in** screen, enter the email domain name, server address, port number, and security type.

5 Touch ✓, then follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Set Email Notifications

Set a notification mode for your emails as needed.

1 Go to **Email** > ⋮ > **Settings** > **General** > **Notifications**, and enable **Allow notifications**.

2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

Calculator

Calculator

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

Use the Basic Calculator

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

- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch ± to open the calculator.

Use the Scientific Calculator

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

Copy, Delete, or Clear Numbers

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

App Twin

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

App Twin is only supported by some apps.

Go to **Settings** > **Apps** > **App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

Optimizer

Clean Up Tablet Storage

You can use **Cleanup** in **System Manager** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

1. Open **System Manager**, then touch **Cleanup**.
2. When the scan is complete, touch **CLEAN UP** after each item and delete any files you don't need.

Automatically Clean Up System Trash

1. Open **System Manager**, and touch **Cleanup**.
2. Swipe down from the top of the screen, and your tablet will automatically clean up system trash.

Manually clean up trash files

After the tablet has cleaned up unused files automatically, some trash files may be left which require manual cleaning.

Go to **Cleanup** and tap **Clean up** after the trash file.

Clean Up Duplicate Files

System Manager can identify duplicate files on your tablet .

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

Device Clone

Use Device Clone to Move Data to Your New Device

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

Migrate Data from an Android Device

1 On your new tablet , open the **Device Clone** app. Alternatively, go to **Settings** > **System & updates** > **Device Clone**, touch **This is the new device**, then touch **Honor** or **Other Android**.

2 Follow the onscreen instructions to download and install **Device Clone** on your old device.

3 On your old device, open the **Device Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new tablet by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

Device Clone is only available on tablets running Android 7.0 or later.

Migrate Data from an iPhone or iPad

1 On your new tablet, open the **Device Clone** app. Alternatively, go to **Settings** > **System & updates** > **Device Clone**, touch **This is the new device**, then touch **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Device Clone** on your old device.

3 On your old device, open the **Device Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new tablet by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

Device Clone is only available on tablets running iOS 8.0 or later.

Tips

Tips

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

Tips Section introduction:

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

Tips Main functions:

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

- The feature availability varies by device.

Settings

Wi-Fi

Introduction to Wi-Fi

Connecting to the Internet over Wi-Fi is an effective way to save mobile data. You can also enable Wi-Fi security monitoring to avoid risky hotspots and ensure safe Internet access.

Connect to a Wi-Fi Network

⚠ Be extra careful when connecting to a free public Wi-Fi hotspot to avoid security risks and financial losses resulting from the leakage of your personal data.

1. Go to **Settings** > **Wi-Fi**, and enable **Wi-Fi**.
2. Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:
   - Select a Wi-Fi network to connect to under **Available networks**. A password is required for encrypted networks.
   - To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

The  icon displayed in the status bar indicates that the tablet is connected to Wi-Fi .

Transfer Data Using Wi-Fi Direct

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

1. On the receiving device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.
2. Go to **More settings** > **Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.
3. On the sending device, touch and hold to select the files you want to share, touch , and select **Wi-Fi Direct**.

   ℹ These steps may be different if you are sharing files directly from an app.
4. Touch the icon of the receiving device to establish a connection, then share the files.
5. On the receiving device, accept the Wi-Fi Direct transfer request.

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

Select a Network Using Wi-Fi+

When Wi-Fi+ is enabled, if your tablet detects a Wi-Fi network that it has previously connected to or is free, it will automatically enable Wi-Fi and connect to the network. Your tablet will also

evaluate the quality of the current Wi-Fi network and switch to mobile data if the Wi-Fi signal is poor.

1 Go to **Settings** > **Wi-Fi**.

2 Touch **More settings** and enable or disable **Wi-Fi+**.

Bluetooth

Tablet Bluetooth basic

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

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

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

Turning Bluetooth on or off

- Swipe down from the status bar to access the notification panel (which can be swiped down further) and enable or disable **Bluetooth**. Long press **Bluetooth** to enter the settings screen.
- Go to **Settings** > **Bluetooth**, turn on or off the **Bluetooth** switch.

Change the name of the Bluetooth device

1 Go to the settings screen for **Bluetooth** and enable **Bluetooth**.

2 Tap **Device name**, enter the new name, and tap **OK**.

Pair with a Bluetooth Device

1 Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.

2 From your tablet , access the **Bluetooth** settings screen, and enable **Bluetooth** to have your tablet automatically search for nearby Bluetooth devices.

3 From the list of **Available devices**, select the one you want to pair your tablet with, and follow the onscreen instructions to complete pairing.

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

Transfer Files via Bluetooth

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

1 Pair the sending and recipient devices via Bluetooth.

2 On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.

Operations may vary if you are sharing files from apps directly.

3 Touch the Bluetooth name of the recipient device to start sharing.

4 On the recipient device, accept the Bluetooth transfer request.

Unpair a Bluetooth Device

1 On the **Bluetooth** settings screen, enable the **Bluetooth** switch.

2 In the list of **Paired devices**, touch next to the name of the device you wish to unpair, then touch **Unpair**.

Mobile Network

Share Your Network Connection with Other Devices

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

Once **Personal hotspot** has been enabled, you can share your mobile data or the Wi-Fi network your tablet is currently connected to with other devices.

Share Your Network via Personal Hotspot

- The settings items vary by device. If your tablet does not provide a specific item, it indicates that the corresponding feature is not supported.
- Some Wi-Fi networks that require authentication cannot be shared.

Go to **Settings** > **Mobile network** > **Personal hotspot**, and enable **Personal hotspot**. The mobile data or Wi-Fi network connection of your tablet will then be shared with other devices.

You can also perform the following for the personal hotspot:

- Set **Device name**.
- Set **Password**.
- Touch **Connected devices** to view the connected devices list and blocklist. Touch a device in the **Connected devices** list to move it to the **Blocklist** list as prompted. You can also remove a device from the list.
- If you are sharing a mobile data network, you can also touch **More** to set **Data limit** and **AP band**.

Share Your Network via Bluetooth

1 Go to **Settings** > **Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.

2 Go to **Settings** > **Mobile network** > **Personal hotspot** > **More**, and enable **Bluetooth tethering**.

3 On the **Bluetooth** settings screen of the paired device, touch next to the name of your device, then enable **Internet access** to share your network.

More Connections

Enable or Disable Airplane Mode

When taking a flight, you can enable Airplane mode if required to do so by the airline. In Airplane mode, your tablet will not be able to make calls, send or receive SMS messages, or use mobile data, but all other functions will be available.

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

- Swipe down from the status bar to open the notification panel, then swipe down again to display all shortcuts. Touch to enable or disable **Airplane mode**.
- Go to **Settings** > **Mobile network**, and enable or disable **Airplane mode**.

When Airplane mode is enabled, Wi-Fi and Bluetooth will automatically be disabled. You can re-enable them if allowed to do so by the airline.

- Please make sure your device has been updated to the latest system version.
- Data services are not supported on Wi-Fi only tablets.
- Calling services are not supported on Wi-Fi only tablets.
- SMS messaging services are not supported on Wi-Fi only tablets.

Project Your Tablet Screen Wirelessly

You can project your tablet screen wirelessly to a large display (such as a TV).

1 Perform the following based on the model and functions of the large display:

- **If the large display supports Miracast**, turn on its wireless projection switch.
- **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.

To check whether the large display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the large display manufacturer.

2 On your tablet , swipe down from the status bar to open the notification panel, and turn on .

3 Swipe down again to show all shortcuts and enable **Wireless Projection**. Your tablet will start searching for available display devices.

4 In the device list, touch the name corresponding to the large display or wireless HDMI adapter to complete the projection connection.

Alternatively, swipe down from the status bar, and touch **Disconnect**.

HONOR Share

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

Enable or Disable HONOR Share

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

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **HONOR Share**. You can also touch and hold **HONOR Share** to access its settings screen.
- Go to **Settings** > **More connections** > **HONOR Share** to enable or disable **HONOR Share**.

Share Files Between Tablets with HONOR Share

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

1 On the receiving device, enable **HONOR Share**.

2 On the sending device, tap and hold to select a file or album you want to share, then tap . Tap **HONOR Share**, then tap the name of the receiving device to send the file.

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

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

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

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

Transfer Data Between Your Tablet and Computer with a USB Cable

1 Connect your tablet to a computer with a USB cable. After the driver is automatically installed on the computer, the drive name corresponding to your tablet will be displayed.

2 On your tablet , swipe down from the status bar to open the notification panel, swipe down further to show all shortcut switches, go to **Touch for more options**, and select a USB connection mode to transfer data.

- **Transfer photos**: Use the Picture Transfer Protocol (PTP) to transfer photos between your tablet and computer. In the new drive displayed on the computer, you can view photos stored on your tablet , or copy and paste photos between the device and computer.
- **Transfer files / Android Auto**: Use the Media Transfer Protocol (MTP) to transfer files between your tablet and computer. In the new drive displayed on the computer, you

can view files stored on your tablet , or copy and paste files between the device and computer.

Install Windows Media Player 11 or later on your computer to view media files on your tablet .

- **Input MIDI**: Use your tablet as the audio input device of the Musical Instrument Digital Interface (MIDI) and play music on your computer.

Print Images and Documents

Connect Your Tablet to a Printer

1. Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified. If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your tablet.
2. Connect your tablet and the printer to the same Wi-Fi network using any of the following methods:
   - Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your tablet , go to **Settings** > **Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.
   - Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your tablet , go to **Settings** > **Wi-Fi**, enable **Wi-Fi**, go to **More settings** > **Wi-Fi Direct**, then touch the printer to establish the connection.
   - Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your tablet , go to **Settings** > **Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.
3. Go to **Settings** > **More connections** > **Printing** > **Default Print Service**, and enable **Default Print Service**.
4. Select the printer from the search results and follow the onscreen instructions to add the printer.

Print files

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

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

Home Screen & Wallpaper

Manage the Home Screen Layout

You can customize the home screen layout to suit your tablet usage habits.

Rearrange icons on the home screen

Touch and hold an icon until it enlarges, then drag it to the desired position on the home screen.

Keep Home Screen Icons Aligned

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Auto-align**. With this feature enabled, empty spaces will automatically be filled when apps are removed.

Lock Home Screen Icon Positions

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Lock layout**.

Select the Home Screen Layout Pattern

Pinch two fingers together on the home screen, go to **Home screen settings** > **Layout**, then select a layout pattern you prefer.

Set Your Home Screen in Settings

You can also go to **Settings** > **Home screen & wallpaper** > **Home screen settings**, then enable **Auto-align** and more.

Use Magazine Unlock

Magazine Unlock will change the image displayed on the lock screen every time the screen is turned on.

Enable Magazine Unlock

Go to **Settings** > **Home screen & wallpaper** > **Magazine Unlock**, and enable **Magazine Unlock**.

When your tablet is connected to a Wi-Fi network, it will automatically download magazine unlock images.

Disable Magazine Unlock

Go to **Settings** > **Home screen & wallpaper** > **Magazine Unlock**, and disable **Magazine Unlock**.

Your tablet will no longer automatically switch magazine unlock images. Images saved to favorites and local images added to the Magazine unlock library will not be cleared.

Pin or Remove a Magazine Unlock Image

Turn on the screen, and swipe up from the bottom of the lock screen to access the magazine unlock management screen.

Touch ⋮ at the top of the screen. You can then:

- Touch **Pin**, and the magazine unlock image will not change each time you turn on the screen.

  To unpin the image, go to ⋮ > **Unpin**.
- Touch **Remove**, and the current magazine unlock image will be removed from the library and will no longer appear on the lock screen.
- Touch **Like**, and the current wallpaper will not be cleared after new lock screen images have been downloaded. The image will also be saved to **Gallery**.

  To unfavorite the image, go to ⋮ > **Unfavorite**, and the image will be cleared after new lock screen images have been downloaded.
- Touch **Share**, and choose your preferred way to share the image.

Preset magazine unlock images cannot be added to favorites or shared.

If Face unlock is enabled, do not look directly at your tablet when turning on the screen. Ensure that your tablet is still locked before swiping up to access the magazine unlock management screen.

If you unfavorite an image, it will not be removed from **Gallery**.

Subscribe to Magazine Unlock Images

Go to **Settings** > **Home screen & wallpaper** > **Magazine Unlock**, and select or deselect magazine types based on your preferences.

If you deselect all types, your tablet will not download new magazine unlock images and will only display already downloaded images.

Set a Local Image as a Magazine Unlock Image

Go to **Settings** > **Home screen & wallpaper** > **Magazine Unlock** > **Added from Gallery**, touch +, select a local image, then touch ✓.

Delete Magazine Unlock Images Saved to Favorites

1. Open **Gallery**, touch the **Albums** tab, then go to **Others** > **Magazine Unlock**.
2. To select an image you want to delete, touch and hold it. You can select multiple images as needed, then touch **Delete**.

Use App Drawer to Store Apps

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

This feature may vary by device.

Enable App Drawer

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

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

Create shortcuts on the home screen

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

Move Apps Back to the Drawer

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

You can still find it in the app drawer.

Disable the Drawer mode

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

Display & Brightness

Adjust the Screen Brightness, Color Mode, and Color Temperature

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

Automatically Adjust the Screen Brightness

Go to **Settings** > **Display & brightness**, and enable **Automatic**.

Your tablet will automatically adjust the screen brightness according to the ambient lighting conditions.

Manually Adjust the Screen Brightness

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

- Swipe down from the status bar to open the notification panel. In the section, drag the slider to adjust the screen brightness.
- Go to **Settings** > **Display & brightness**. In the section, drag the slider to adjust the screen brightness.

Use Eye Comfort Mode

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

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

Enable or Disable Eye Comfort Mode

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Eye Comfort**. You can touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings** > **Display & brightness** > **Eye Comfort**, and enable or disable **Enable all day**.

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

Set a Schedule for Eye Comfort Mode

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

Customize Eye Comfort Mode

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

Dark mode

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

Enable the dark mode

You can turn the dark mode on or off in any of the following ways:

- Swipe down from the status bar to show the notification panel (continue swiping for more contents) and turn on/off **Dark mode**. Long press **Dark mode** to enter the settings screen.
- Go to **Settings** > **Display & brightness**, tap **Dark**.

Screen resolution adjustment

Smart screen resolution adjustment

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

Sounds & Vibration

Do Not Disturb Mode

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

Enable or disable Do Not Disturb

Go to **Settings** > **Sound** > **Do Not Disturb** and turn on or off **Do Not Disturb**.

When Do Not Disturb is enabled, a moon icon appears on the status bar. You can see notifications in the drop-down notification panel in the Do Not Disturb mode. Swipe the notification to the left and tap to set a delayed reminder.

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

Set a Schedule for Do Not Disturb

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

Notifications

Disable App Notifications

Disable Notifications from a Specific App

If you do not want to be disturbed by notifications from an app, perform either of the following:

- After you receive a notification from the app, swipe left on it in the notification panel, and go to > **DISABLE NOTIFICATIONS**.
- Go to **Settings** > **Notifications**, locate and touch the app for which you want to disable notifications, then disable **Allow notifications**.

This feature is unavailable in some apps.

Disable Notifications from Apps in Batches

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

Hide Content of Notifications on the Lock Screen

Stop the content of notifications from being seen by others by hiding it from the lock screen.

Go to **Settings** > **Notifications**, and enable **Hide notification content**.

More App Notification Settings

Change notification method for apps

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

Enable **Allow notifications**: Play alert when new notifications are available for the app.

The notification method supported by each app may be different.

Notifications Turn on Screen

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

Show Notification Icons in the Status Bar

Go to **Settings** > **Notifications** > **More notification settings**, and enable **Show notification icons in the status bar**.

Biometrics & Password

Face Recognition

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

Enroll Facial Data

1. Go to **Settings** > **Biometrics & password** > **Face Recognition** > **Unlock device**, and enter your lock screen password.
2. Select **Enable raise to wake**.

   The settings items vary by device. If your tablet does not provide a specific item, it indicates that the corresponding feature is not supported.
3. Touch **GET STARTED** and follow the onscreen instructions to enroll your facial data.

Add More Facial Profiles

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

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

Enable Face Unlock

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

If you have added multiple users to your tablet , you can use Face unlock only with the Owner account.

Access App Lock with Face Recognition

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

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

Disable or Delete Facial Data

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

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

Lock Screen Password

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

Set the Lock Screen Password

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

Change the lock screen password

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

Turn off the lock screen password

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

Apps

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

App Twin is only supported by some apps.

Go to **Settings** > **Apps** > **App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

View or Change App Settings

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

Some apps cannot be uninstalled.

Battery

Power Management

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

Enable Power Saving Mode

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

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

Enable Performance Mode

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

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

A icon will then be displayed in the status bar.

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

Enable Smart Charge

Smart Charge learns from your charging habits and manages the charging process intelligently. This feature reduces the battery wear level and prolongs the battery life by reducing the time your device spends fully charged. It is advised that you keep this feature enabled.

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

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

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

Enable Smart Battery Capacity

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

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

Battery Settings

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

Display Battery Percentage in the Status Bar

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

Stay Connected While Your Device Is Sleeping

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

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

Storage

Check Storage Usage

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

Clean Up Tablet Storage

You can use **Cleanup** in **System Manager** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

1 Open **System Manager**, then touch **Cleanup**.

2 When the scan is complete, touch **CLEAN UP** after each item and delete any files you don't need.

Automatically Clean Up System Trash

1 Open **System Manager**, and touch **Cleanup**.

2 Swipe down from the top of the screen, and your tablet will automatically clean up system trash.

Manually clean up trash files

After the tablet has cleaned up unused files automatically, some trash files may be left which require manual cleaning.

Go to **Cleanup** and tap **Clean up** after the trash file.

Clean Up Duplicate Files

System Manager can identify duplicate files on your tablet .

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

Security

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

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

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

View or Delete Stored Usernames and Passwords

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

Go to **Settings** > **Security** > **Password Vault** > **ACCOUNTS** to view or delete the stored usernames and passwords.

Disable Password Vault

Password Vault is enabled by default, but can be disabled if required.

Go to **Settings** > **Security** > **Password Vault**, and disable **Automatically save and fill in usernames and passwords**.

Log In Faster with Password Vault

1 When you log in to an app for the first time, your tablet will automatically prompt you to save the password. Touch **SAVE** when prompted.

2 If you log out of the app, the next time you log in, your device will autofill the username and password once you have verified your identity with your lock screen password, fingerprint, or face ID.

When you switch to a new HONOR tablet , you can use **Device Clone** to transfer data in Password Vault to your new device.

Use App Lock to Protect Your Privacy

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

Enable App Lock

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

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

This feature may vary by device.

Change the App Lock Password or Security Questions

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

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

Cancel or Disable App Lock

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

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

Privacy

Permission management

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

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

Manage the Location Permission

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

1 Go to **Settings** > **Apps** > **Permission manager**.

2 On the **Permission manager** screen, touch **Location**, touch the icon of the corresponding app, then select one of the access permission options.

Review permission access logs

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

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

View and Eliminate Privacy Risks

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

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

2 Tap **OPTIMIZE** to eliminate privacy risks.

Use Location Services

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

Enable or Disable Location Services

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

- Swipe down from the status bar to open the notification panel (you can swipe further to display all shortcuts), and enable or disable  .
- Alternatively, go to **Settings** > **Location**, and enable or disable **Access my location**.

After location services are disabled, your tablet will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When

these apps or services need to use location information, your tablet will remind you to enable location services again.

Allow or Forbid Apps to Obtain Location Information

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

1 Go to **Settings** > **Privacy** > **Permission manager**, touch **Location**, and check which apps have been granted access to location information.

2 Touch the corresponding app and follow the onscreen instructions to grant or deny permissions.

Accessibility Features

Use a Screen Reader App

Screen reader apps are designed to assist visually impaired users to use a tablet.

Enable Color Correction to Customize the Screen Color

Color correction helps people with poor eyesight see the screen content more easily.

1 Go to **Settings** > **Accessibility features** > **Accessibility** > **Color correction** and enable **Color correction**.

2 Touch **Correction mode** to select a color correction mode.

Magnification gestures

You can zoom in on the screen using magnification gestures.

Go to **Settings** > **Accessibility features** > **Accessibility** > **Magnification**, turn on the switch for **Magnification**.

Quickly tap the screen three times with 1 finger, then:

- Pinch 2 or more fingers together or apart to zoom the screen.
- Drag 2 or more fingers to scroll the screen.

Enable color inversion

Color inversion is used to change colors of the text and background on the screen. When this feature is enabled, your tablet will show white text on a black background.

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

Enable accessibility features by shortcut

You can enable an accessibility feature of your choice by the Volume key shortcut.

1 Go to **Settings** > **Accessibility features** > **Accessibility** > **Accessibility shortcut**.

2 Tap **Select feature**, choose the feature to be enabled by shortcut.

3 Enable **Accessibility shortcut**. Touch and hold the volume up and down keys at the same time for 3 seconds to enable the accessibility feature.

Adjust the Long Press Duration

This feature allows you to adjust the response time when you long press the screen.

Go to **Settings** > **Accessibility features** > **Accessibility**, tap **Long press duration**, set the time as desired.

Set Scheduled Power On/Off

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

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

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

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

System & Updates

Change system language and region

1 Go to **Settings** > **System & updates** > **Language & input** > **Language and region** and select a language.

2 If the language you want to use is not in the list, tap **ADD LANGUAGE**, search and add it to the language list, and then select the language.

- The system support many languages, but not all. You might not find the language you want.
- You can also swipe up the screen to the bottom of the language list and tap **Update list** there to update the languages supported by the system.

3 Tap **Region** to select your country/region. The system interface will be adjusted according to the cultural habits of your chosen country or region.

Use Another Input Method

You can download a third-party input method and set it as the default input method.

1 Download the input method from an official app market.

2 Follow the onscreen instructions to set it as the default input method, or go to **Settings** > **System & updates** > **Language & input** > **Default keyboard** and select the input method.

Set the System Date and Time

Your tablet is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your tablet .

Go to **Settings** > **System & updates** > **Date & time**, then set the options according to your requirements.

Set the Date and Time Automatically or Manually

- Enable **Automatic date & time**, and your tablet will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Automatic date & time**.

Change the Time Zone

This feature may vary by device.

- Enable **Automatic date & time**, and your tablet will sync to the local time zone over a mobile network.
- To manually set the time zone, disable **Automatic date & time**.

Change the Time Format

- Enable **24-hour time** and your tablet will display time in the 24-hour format.
- Disable **24-hour time** and your tablet will display time in the 12-hour format.

Use Device Clone to Move Data to Your New Device

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

Migrate Data from an Android Device

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

Device Clone is only available on tablets running Android 7.0 or later.

Migrate Data from an iPhone or iPad

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

Device Clone is only available on tablets running iOS 8.0 or later.

Back Up with an External Storage Device

Back up data to USB storage devices

When the tablet is low on storage space, you should regularly back up large files or important data to a USB storage device (e.g., USB flash drive, card reader).

1. Connect the tablet to the USB storage device with a USB OTG cable.
2. Go to tablet **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and select **USB storage** on the **External storage** screen.
3. Tap **BACK UP**, check the data you want to back up, and tap **Back up**.
4. When backing up for the first time, follow the on-screen instructions to set the password and password hint. The data will be encrypted when backing up. Please remember the backup password: After the backup password is set, you do not need to enter the password for later backups, but you need to enter it for verification to recover files.

   To reset the password, go to the **USB storage** backup screen, tap ⋮ > **Reset password**, and follow on-screen instructions to complete the reset.

   The reset password is valid only for subsequent backups, not for previous backups.

Recover backup data from USB storage devices

1. Connect the tablet to the USB storage device with a USB OTG cable.
2. Go to tablet **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and select **USB storage** on the **External storage** screen.
3. Select the appropriate backup record entry in the **RESTORE FROM BACKUP** list and open it.
4. Select the data you need to recover, tap **Restore**, follow the prompts to enter the password, and then recover the data.

Restore Your Tablet to Default Settings or Factory Settings

Reset Network Settings

This operation will reset your Wi-Fi , mobile data network, and Bluetooth settings. It will not change any other settings on your tablet or delete any data.

Go to **Settings** > **System & updates** > **Reset**, touch **Reset network settings**, then follow the onscreen instructions to reset network settings.

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

Restore All Settings

This operation will reset all network settings, your lock screen password, and the home screen layout. If your tablet supports fingerprint or facial recognition, the enrolled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your tablet . This

operation does not restore the settings of Find Device, Users & accounts, Device administrators, or app settings either.

Go to **Settings** > **System & updates** > **Reset**, touch **Reset all settings**, and follow the onscreen instructions to complete the operation.

Restore Factory Settings

This operation will erase data on your tablet , including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HONOR IDs. Make sure to back up your data before restoring your tablet to its factory settings.

Go to **Settings** > **System & updates** > **Reset** > **Reset tablet**, touch **Reset tablet**, and follow the onscreen instructions to restore factory settings.

About Phone

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Model: HEY-W09

Magic UI 6.1_01