

HUAWEI MatePad T 10s

User Guide



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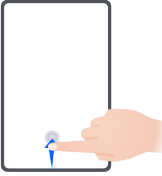
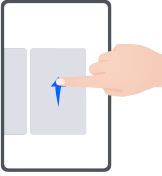
Essentials

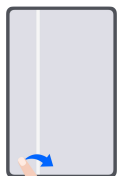
Basic Gestures

Basic Gestures and Shortcuts

System Navigation Gestures

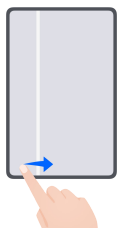
Go to **Settings > System & updates > System navigation** and make sure that **Gestures** is selected.

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



Switch between apps

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



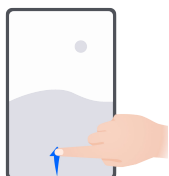
i If your device does not have the **Slide across bottom to switch apps** switch, it indicates that the corresponding feature is not supported.

More Gestures



Access Home screen editing mode

Pinch two fingers together on the home screen.



Display the shortcut panel on the lock screen

Turn on the screen and swipe up from the bottom of the lock screen.



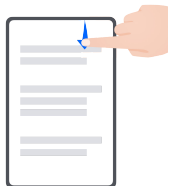
Display the search bar

Swipe down from the middle of the home screen.




Display the notification panel

Swipe down from the upper left edge of the screen.

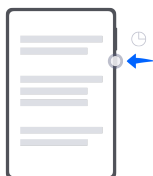


Turn on a shortcut switch

Swipe down from the upper right edge of the screen to display **Control**

Panel and touch  to expand the shortcut switches panel (depending on your device model).

Button Shortcuts



Power off and restart

Press and hold the Power button until your device displays the **Power off** and **Restart** menu.



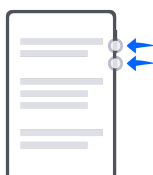
Turn up volume

Press the Volume up button.




Turn down volume

Press the Volume down button.



Take a screenshot

Press the Volume down and Power buttons simultaneously.

 Some products do not have volume buttons.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock Your Screen

Auto-lock:

Your device will automatically turn off when you haven't used it for a certain period of time.

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


Manually lock the screen:

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

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

Turn On the Screen

You can turn on the screen in any of the following ways (depending on your device model):

- Press the Power button.
 - Go to **Settings > Accessibility features > Shortcuts & gestures > Wake screen**, and enable and use **Raise to wake** and **Double-tap to wake**.
-  If your device does not have this option, it indicates that this feature is not supported.

Get Familiar with the Home Screen

Create and Use Large Folders

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

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

Create a Large Folder


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

Operations in a Large Folder

You can perform the following operations in large folders:

- **Open apps:** In a large folder, touch an icon to access the app directly.
- **Enter and exit folders:** Touch the lower right corner of a large folder to enter it. Touch a blank area in the folder to exit it.


When there are more than 12 apps within a large folder, a stacked icon will appear in the lower right corner of the folder. You can touch the stacked icon to view more apps within the folder.

































- **Add or remove apps:** Open a large folder, touch , and add or remove apps as required. If you deselect all apps within the folder, the folder will be deleted.























- **Switch between display modes:** Touch and hold a folder to switch between a standard and large display. For example, you can touch and hold a standard folder and select **Enlarge** from the displayed menu to create a large folder.

Notification and Status Icons

Notification and Status Icons

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

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

	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye Comfort enabled
	Connected		Headset with a microphone connected
	In call		VoLTE enabled
	Missed call		There are unread messages.
	Silent mode		Vibration
	NFC enabled		Do Not Disturb mode enabled
	Syncing...		Syncing failed
	Performance mode enabled		New email
	Event reminder		More notifications

Control Panel

Introduction to Control Panel


You can easily manage and control media playback, shortcuts, and **Super Device** in the **Control Panel**.


Swipe down from the upper right edge of the screen to display **Control Panel** where you can access the following features with ease:

- **Media controls:** To control media playback and switch between recently used media apps and media devices (such as Visions and Bluetooth headsets).
- **Shortcut controls:** To enable, disable, or set frequently used features.
- **Super Device:** Automatically discovers nearby devices logged in to the same HUAWEI ID and allows you to link them via **Super Device** so they work together as one.
- **Device controls:** To manage and control devices and scenes that have been added in **AI Life**. This feature is only available in some countries and regions.


Use Shortcut Switches

Turn on a Shortcut Switch

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

- 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.


Customise Shortcuts

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

Audio Control Panel



Manage Audio Playback in Audio Control Panel

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

- 1 After opening multiple audio apps, swipe down from the upper right edge of the device to display **Control Panel**, then touch the audio playback card at the top of **Control Panel**.
 - 2 The currently and recently used audio apps will be displayed in Audio Control Panel where you can manage playback (such as playing, pausing, and switching to the previous or next song) in the app in use, or touch another audio app to quickly switch playback.
-  • Some apps need to be updated to the latest version before using this feature.
 - Not all apps support Audio Control Panel.

Quickly Switch Audio Playback Device

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

- 1 Connect your device to an audio device via Bluetooth or other methods.
After a Vision product is connected to your device via Bluetooth, you can also connect it to the same Wi-Fi network and log in to the same **HUAWEI ID** as your device to perform more operations.
- 2 Swipe down from the upper right edge of your device to display **Control Panel**, touch  or the device icon (such as ) in the top right corner of the audio control section at the

top, then select the audio device from the connected device list to transfer the current audio playback on your device to the device.

Work Seamlessly Across Devices with Super Device

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

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

Set Super Device

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

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

 If **Super Device** is hidden, access **Control Panel** and go to  > **Show Super Device**.


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


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

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

You can select different devices to transfer the following tasks:

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

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

2 Touch a device that you wish to transfer the ongoing tasks to. Alternatively, touch  and drag the target device onto the icon of this device to transfer the ongoing tasks.


Screenshots & Screen Recording

Take a Screenshot

Take a Screenshot with a Key Shortcut

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

Take a Screenshot with a Shortcut Switch

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

Share or Edit a Screenshot

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

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

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



Swipe Down with Three Fingers to Take a Screenshot

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Take screenshot** or **Settings > Accessibility features > Motion control > Three-finger screenshot** (depending on your device model) and make sure that **Three-finger screenshot** is enabled.
- 2 Swipe down from the middle of the screen with three fingers to take the screenshot.

Take a Scrolling Screenshot

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


Use a Shortcut to Take a Scrolling Screenshot


- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel, touch  next to **Screenshot**, and touch **Scrollshot** in the displayed dialog box.
- 2 You can touch the screen at any time to stop the scrolling.


Multi-Window

Enable App Multiplier

App Multiplier displays an app's home and content screens in separate windows, so that you can browse and multi-task with greater ease when your laptop is in landscape orientation.

 App Multiplier is only supported in certain apps.

- 1** Go to **Settings > Display & brightness > App Multiplier** or **Settings > Apps & services > App Multiplier** (depending on your device model). Then turn on the switch next to the app you wish to enable this feature for.
 - 2** Open the app that has **App Multiplier** enabled. The app's home screen will display in the centre of the screen.
 - 3** Touch any desired content on the app's home screen. The home screen will relocate to the left side of the screen, and the content screen will display in a new window on the right.
-  If the home screen entry does not display any additional content, the app will continue to display in a single window.

To adjust the window sizes, touch and hold down on  between the windows, and slide left or right.

To unlink the two windows, touch  at the top of the screen.


 Window size adjustment and window unlinking is only supported on certain products.

Smart Features

Huawei Print

Print Files, with Huawei Print

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

- 1 Power on the target printer and make sure that it is connected to the same Wi-Fi network as your device, or that Wi-Fi Direct is enabled.
- 2 To print files stored in different locations on your device:
 - **Gallery**: Open an image or select multiple images in **Gallery**, and go to **Share** > .
 - **Notepad**: Open a note in **Notepad**, and go to **More** > **Print**.
 - **Files**: Select one or more files in **Files**, and go to **Share** > **Print**.
- 3 After granting the necessary permissions, touch **Select** to detect nearby printers and select the desired printer. You can then set the number of copies, colour, paper size, and other options on the preview screen, and touch **PRINT**.
If no printer is detected, download and install the required printer plug-in as prompted on the **Select printer** screen.

Multi-Device Collaboration

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Media Controller

Audio Control Panel

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







Camera and Gallery


Take Photos

Take Photos

1 Open **Camera**.

2 You can then:

- Focus: Touch the location you want to focus on.
To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.
- Adjust brightness: Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- Zoom in or out: On the viewfinder, pinch in or out, or drag the zoom slider.
- Select a camera mode: Swipe up, down, left, or right across the camera mode options.
- Turn the flash on or off: Touch  and select  (Auto),  (On),  (Off), or  (Always on).

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

 These features may not be available in some camera modes.


3 Touch the shutter button to take a photo.

Moving Pictures

Take Moving Pictures to Bring Photos to Life


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

Take Moving Pictures

- 1 Go to **Camera > Photo** and touch  to enable Moving picture, or go to **Camera > More** and select **Moving picture** (depending on your device model).
- 2 Touch the shutter button to shoot.

Play Moving Pictures

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

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

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

Save a Moving Picture as a GIF File or Video


To save a moving picture as a GIF file or video, touch the moving picture in the album, touch



• •, then select **Save as video** or **Save as GIF**.

Share Moving Pictures

You can share moving pictures with Huawei or Honor devices using various methods, such as Wi-Fi Direct, Bluetooth, or Huawei Share.

Go to **Gallery > Albums > Camera**, touch and hold to select the moving pictures you want to share, then touch  to share them.

If you share moving pictures to third-party apps or incompatible devices, moving pictures will be displayed as static images.



Pro Mode


Use Pro Mode to Shoot Like a Pro

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

Shoot to Stun, with Pro Mode




- 1 Open **Camera** or go to **Camera > More** (depending on your device model), and select **Pro** mode.
- 2 From there, you can:
 - Adjust the metering mode: Touch **M** and select a metering mode.

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


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

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


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




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

3 Touch the shutter button to take a photo.

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

Use Pro Mode to Record Videos

- In **Pro** mode, touch  to switch to Video mode. You can then:
 - Adjust the metring mode: Touch **M** and select a metring mode.


Metring Mode	Description
 Matrix	Measures the light in the whole frame. Applicable when shooting natural landscapes.
 Centre	Concentrates on the light at the centre of the screen. Applicable when shooting portraits.
 Spot	Concentrates on the light in a small area of the screen, such as the subject's eyes.


- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.
In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.
The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV** and drag the slider.
Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.
- Adjust the focus: Touch **AF** and select a focus mode.


Focus Mode	Description
AF-S (single)	Applicable to stationary subjects
AF-C (continuous)	Applicable to moving subjects
MF (manual)	Touch the subject on which you want to focus, such as the subject's face.

- Adjust the colour cast: Touch **WB** and select a mode.

When shooting in bright sunlight, select . In dimly-lit environments, select .

Touch  to adjust the colour temperature.

2 Touch  to start recording.

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





Record Videos



Capture Video

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

2 Adjust the following settings:


- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
- Focus: Touch the location you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.

- Turn the flash on or off: Touch  and select  (steady on) or  (off).
When using the front camera to record videos in low-light conditions, you can set the flash to  (steady on). The camera will provide light compensation.



- Adjust beauty effects: Touch  and drag to adjust the effects.
- Adjust the video resolution and frame rate: Go to  > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.
You can touch **Frame rate** to select your desired frame rate.


- Select a space-saving video format: Touch  and toggle on the **Efficient video format** switch.



When this feature is enabled, your device will use a video format that takes up less storage space. However, videos in this format may not play on other devices. Please exercise caution when selecting this option.

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

3 Touch  to shoot.

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



Touch  to take a shot of the current frame.

4 Touch  to pause and touch  to stop shooting.

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 device in position. To reduce camera shake, use a tripod to steady your device.
- 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.

Use the Assistive Grid to Compose Your Photos

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

- 1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.
- 2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Use Mirror Reflection

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

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

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

Mute the Shutter Sound

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

 This feature is only available in some countries and regions.

Capture Smiles

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

Use the Horizontal Level for Better Compositions

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




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

Manage Gallery

Edit Images

Gallery offers a wide range of editing features for images.



Basic Editing



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

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




- 2 Touch  or  to save the edits.

Add Stickers to Photos


- 1 In Gallery, touch a photo, then go to  > **More** > **Stickers**.
- 2 Select a sticker and drag it anywhere you like. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch  to delete the sticker.
You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

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

Collage


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

- 1** You can access the collage feature in the following ways (depending on your device model):
 - On the **Discover** tab, touch **Create collage**, select some photos, then touch **Create**.
 - On the **Photos** or **Albums** tab, touch and hold to select some photos, then go to  > **Collage**.
- 2** Select a template. You can then:
 - Relocate a photo: Touch and hold the photo and drag it to a different position.
 - Adjust the displayed portion of a photo: Slide on the photo, or pinch in or out on it so that only the part you want to see is displayed in the grid.
 - Rotate a photo: Touch the photo, then touch  to rotate it or  to flip it.
 - Add or remove borders: By default, borders are displayed between photos and along the grid edges. To remove them, touch **Frame**.
- 3** Touch  to save the collage.
To view the saved collage, go to **Albums** > **Collages**.




Organise Albums

Organise 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 Hold and drag  next to the albums to adjust the order.
Touch **Reset** or go to  > **Reset** to restore 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 album** to select the desired album.
 - 3 Once the items are moved, they will no longer be in their original album.
-  The **All photos** and **Videos** albums show all photos and videos stored on your device. Moving items across albums will not affect the view in these albums.

Delete Photos and Videos

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

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

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

To permanently delete photos and videos before the retention period expires, touch and hold to select photos or videos in the **Recently deleted** album and 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 favourites** album.

Block Albums

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

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

2 Go to  > **Block this album?**

Blocked albums can only be viewed in **Files**.

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

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


Apps

MeeTime


Use MeeTime to Make Calls

Use MeeTime to make high-quality video or voice calls with contacts who have Huawei devices (such as phones and tablets), and share your screen during calls.

Thanks to the GPU Turbo technology, the video call resolution will be optimised automatically when the network signal is weak. With intelligent algorithms, the other party can see your face clearly even when making a video call at night or in dark environments.






-  Please make sure your device has been updated to the latest system version.
- This feature is only available in some countries and regions.
- If your device is not pre-installed with the **MeeTime** app, download it from **AppGallery**.





Charges for MeeTime


- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your network provider. It is recommended that you use this feature over a Wi-Fi network.
 - If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your profile picture in the upper right corner to access the **Settings** screen, then turn on the **Data saver** switch.
-  Data services are not supported on Wi-Fi only tablets.

Make a High-quality Video or Voice Call

Use MeeTime to make smooth and high-quality calls between Huawei devices such as phones and tablets. You can enjoy clear video calls even in dark environments and adjust the beauty level during video calls.


- 1 Open **MeeTime** and follow the onscreen instructions to activate and enable it.
- 2 In the **MeeTime** app, go to **Contacts > MeeTime**, and touch  or  next to a contact who has enabled **MeeTime** on their devices to make a high-quality video or voice call.
- 3 During a video call, touch the screen and then touch  to access the **Soften** function. Drag the slider left or right to adjust the beauty level.
 -  For better video calls, keep your device within 1 metre (3.3 feet) of you and ensure that you are in a bright environment.
 - The beauty level adjustment feature is only supported by some products.
- 4 You can touch  and then perform the following:

- Touch  to mute MeeTime.
- Touch  to use the speaker.
- Touch  to switch to a voice call.
- Touch  to share the screen.


 To view or manage your call logs, touch **Calls**.

Share Your Device Screen During a MeeTime Call

During a MeeTime video call, you can share your screen with the other party and doodle on the screen. The other party will then be able to view your screen and your doodles on it.



- 1 During a video call, touch the screen, go to , and follow the onscreen instructions to share your screen.

While sharing your screen, touch  to start doodling on your screen.

- 2 Touch  to exit screen sharing.

Set MeeTime Phone Numbers

You can use MeeTime with more than one of your phone numbers.






- 1 On the **MeeTime** screen, touch your profile picture icon in the upper right corner to access the **Settings** screen.
- 2 Touch **Number settings**. You can then:
 - Touch  to add another phone number if only one phone number has been linked.
 - Touch  to delete any numbers or add new ones if multiple phone numbers have been linked.
 - In the list of **Outgoing number (this device)**, select one of the added phone numbers to set it as the default number.

Notepad

Create a Note




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

Add Content to a Note

- 1 Go to **Notepad** > **Notes** and touch .
- 2 Enter the title and content of the note. You can then perform the following:
 - Touch  to add a checklist.
 - Touch  to change the text style, paragraph alignment, and background.
 - Touch  to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.
 - To organise your notes for easier access and viewing, categorise a note after finishing it.
- 3 Touch  to save the note.

Add a Handwritten Note

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

- 1 Go to **Notepad** > **Notes** and touch .
- 2 Touch  to write or draw the content you want to note down in the selected colour.
- 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 and Set a Reminder for It

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 reminder time, then touch **OK**.
- 4 Touch  to mark the to-do item as important.
- 5 Touch **Save** to save your settings.

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 device 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

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

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

Lock a note: Open the note you need to lock in Notepad, go to  > **Add lock**, and follow the onscreen instructions. To unlock your note, go to  > **Remove lock**.

If your device supports fingerprint or face unlock, you can use fast authentication by

performing the following: Go to **Notepad** >  > **Settings** > **Note lock**, then enable **Unlock with Fingerprint ID** and **Unlock with Face Recognition**.

Sort Notepad Items



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

Add folders or notes:



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

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

Sort notes or to-dos:

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

To view favourited items, touch **All notes** and go to **My favourites**.



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

 Folders and Items in Exchange accounts cannot be edited.



Share and Export Notepad Items


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

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


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

You can export notes in any of the following ways:

- **Export as an image:** Open the note you wish to export, and go to  > **As image** > **Save image**. You'll find the exported file in **Gallery**.
- **Export as a document:** Open the note you wish to export, go to  > **Export as document**, and follow the instructions to select the document format you need. To view notes that you have saved, open **Files**, search for and access **Documents**, then touch **NotePad**.



 The **Export as document** feature is not applicable to handwritten-only notes. Other types of notes can be exported into TXT or HTML files.


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 in either of the following ways:

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

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


Settings


Display & Brightness

Use Eye Comfort Mode

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

Enable or Disable Eye Comfort Mode

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

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

Set a Schedule for Eye Comfort Mode

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

Adjust the Blue Light Filter in Eye Comfort Mode

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

Biometrics & Password


Face Recognition

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

Set up Face Recognition

- 1 Go to **Settings > Biometrics & password > Face Recognition** and enter your lock screen password.
If you have not set a lock screen password, set a 6-digit PIN or touch **Change unlock method** to set up another type of password.
- 2 Touch **Add facial profile**.

3 Select **Enable raise to wake**.

-  The settings items vary by device. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.

4 Touch **Get started** and follow the onscreen instructions to enrol your facial data.

Add More Facial Profiles


You can add a maximum of five facial profiles on your device so that it's easy to share with loved ones.

On the **Face Recognition** screen, touch **Add facial profile**, and follow the onscreen instructions to add facial data.

Set Face Unlock

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

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

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

Access App Lock with Face Recognition

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

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

Disable or Delete Facial Data

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

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

Security

Set a SIM PIN Lock

A PIN is the identity code of a SIM card, and can be set as the SIM card lock. After you set it up, you will be required to enter the correct PIN to unlock the SIM card every time you power on your device or switch to a new device to prevent unauthorised access.

If you have entered a wrong PIN and exceeded the maximum number of attempts allowed to unlock the PIN, you will need to enter the PIN Unlocking Key (PUK) then reset the PIN. If you exceed the maximum number of attempts allowed to unlock the PUK, your SIM card will be permanently blocked.

The PIN and PUK of your SIM card are provided by your network provider. The number of digits and maximum number of attempts allowed to unlock your PIN and PUK are subject to your network provider.

1 Go to **Settings > Security > More settings** to enter the SIM lock settings screen.

2 Enable **Lock SIM card**, enter the PIN, then touch **OK**.

To change the PIN, touch **Change SIM PIN**, and follow the onscreen instructions.

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

About Tablet

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Model: AGS3K-W09
AGS3K-L09

HarmonyOS 2_01