

# **HUAWEI** MateBook

## **User Guide**



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# About this guide

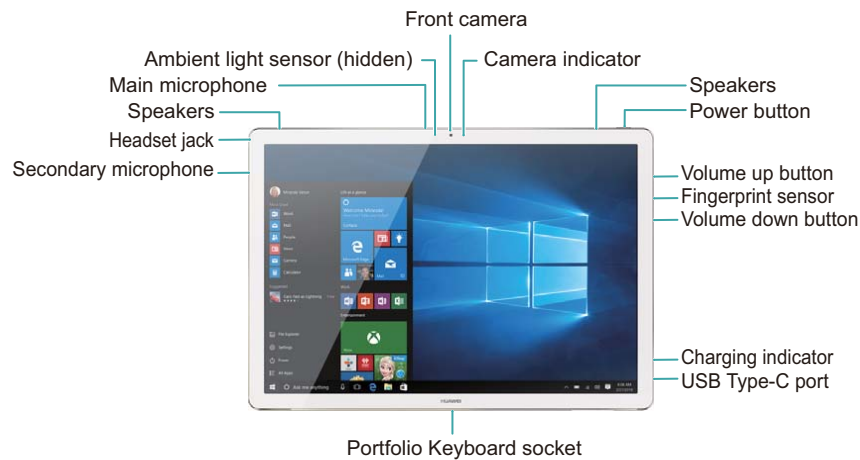
Thank you for choosing the HUAWEI MateBook.

This guide provides an introduction to the HUAWEI MateBook and its operating system, Windows 10. For more information on Windows 10, visit <http://www.microsoft.com>.


-  • The optional accessories and software described in this guide may not be included or available on your HUAWEI MateBook.
- The system environment described in this guide may differ from your actual system environment.
- Your interface may differ from the screenshots in this guide.

# Getting to Know Your HUAWEI MateBook

## Overview of your HUAWEI MateBook



<b>Microphone</b>	Use the microphone to make video or voice calls, or record sound.
<b>Headset jack</b>	Supports headsets with a 3.5 mm connector.
<b>Speakers</b>	The speakers play sound when a headset is not connected.
<b>Ambient light sensor (hidden)</b>	Detects ambient light level and automatically adjusts the screen brightness.
<b>Camera</b>	5 MP front camera for taking photos or making video calls.
<b>Camera indicator</b>	Indicates the camera status. The indicator stays constant when the camera is on.
<b>Power button</b>	<ul style="list-style-type: none"><li>• When your HUAWEI MateBook is turned on:<ul style="list-style-type: none"><li>- Press and hold the power button for 4 seconds and swipe down to turn off your HUAWEI MateBook.</li><li>- Briefly press the power button to enable Sleep mode. Press again to wake your HUAWEI MateBook.</li></ul></li><li>• Press the power button to turn on your HUAWEI MateBook.</li></ul>
<b>Volume up button</b>	Increases the volume.
<b>Fingerprint sensor</b>	Touch the fingerprint sensor to unlock the screen (also works when the screen is off).
<b>Volume down button</b>	Decreases the volume.
<b>Charging indicator</b>	Indicates the battery level during charging (red = low battery, orange = medium battery, green = at least 90% charged).

<b>USB Type-C port</b>	<ul style="list-style-type: none"> <li>• Connect the power adapter to charge your HUAWEI MateBook.</li> <li>• Connect a docking station, mobile phone, or USB flash drive to transfer files.</li> </ul>
<b>Portfolio Keyboard socket</b>	<p>Connects the Portfolio Keyboard.</p> <p> Make sure that the keyboard is aligned properly with your HUAWEI MateBook to avoid damaging the socket.</p>

## Accessories

- **Power adapter:** Connects the USB-C cable to the charging cradle.
- **USB-C charging cable:** Connects the power adapter to the USB Type-C port on the HUAWEI MateBook.
- **USB-C to micro-USB cable:** Connects the HUAWEI MateBook to the MatePen (for charging) or a phone with a micro-USB port.
- **Micro-USB to USB-A adapter:** Connects the HUAWEI MateBook to USB devices (such as USB flash drives) using the USB-C to micro-USB cable.
- **HUAWEI MateBook Portfolio Keyboard (optional):** Features a precision touchpad and soft ergonomic keys for a comfortable typing experience. It also doubles up as a case to protect your HUAWEI MateBook from scratches and other damage.
- **HUAWEI MatePen (optional):** An active stylus designed specially for the HUAWEI MateBook, featuring 2048 levels of pressure sensitivity for pen-and-paper precision. It also doubles up as a laser pointer and wireless presenter.
- **HUAWEI MateDock (optional):** Provides Ethernet, USB, HDMI, VGA, and charging ports, enabling you to connect your HUAWEI MateBook to a range of devices and accessories.

## Charging your HUAWEI MateBook

The HUAWEI MateBook comes with a 33.7 Wh high-density lithium battery. Powered by Huawei's advanced power-saving technology, the battery provides enough power for a full day's use.

Follow the steps below to charge your HUAWEI MateBook:

- 1** Insert the USB-C cable into the USB-C port on your HUAWEI MateBook.
- 2** Insert the other end of the cable into the power adapter.
- 3** Plug the power adapter into a mains socket.



### Battery information

- A full charge takes approximately 2.5 hours. However, the charging time may increase if you perform power-intensive tasks (such as playing games or watching videos) on your HUAWEI MateBook during charging.
- You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in battery life, contact an authorised Huawei service centre for a replacement battery. Do not attempt to remove the battery yourself.
- Your HUAWEI MateBook may become warm after prolonged use or when exposed to high ambient temperatures. If your HUAWEI MateBook becomes hot to the touch, stop charging it, disable unnecessary features, and avoid prolonged skin contact. Place it in a cool location and allow it to cool down to room temperature.
- Charging times may vary depending on the ambient temperature and the remaining battery level.
- Your HUAWEI MateBook will switch off automatically when the battery is nearly empty.

# Portfolio Keyboard

## Attaching the Portfolio Keyboard


The Portfolio Keyboard has a magnetic docking connector that attaches itself to the keyboard socket on your HUAWEI MateBook. To remove the Portfolio Keyboard, pull your HUAWEI MateBook off the docking connector.

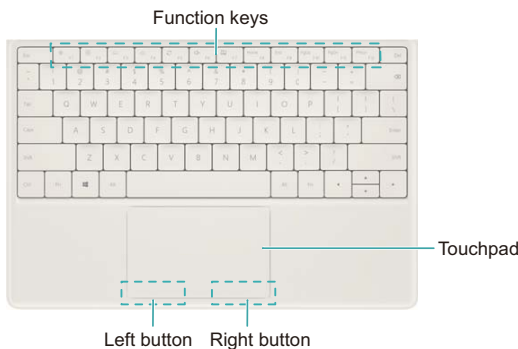


The screen turns off automatically when you close the cover and your HUAWEI MateBook will enter Sleep mode.

## Function keys and touchpad




The Portfolio Keyboard features smooth ergonomic keys for a comfortable typing experience.





 The keyboard layout may vary depending on your country or region.



### Function keys

Use the function keys to perform specific tasks.

	Decrease screen brightness.
	Increase screen brightness
	Decrease keyboard backlight brightness

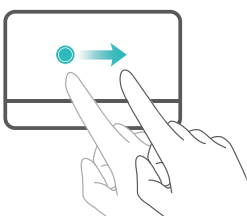
	Increase keyboard backlight brightness
	Refresh screen
	Enable or disable mute
	Enable or disable touchpad

Press a key to perform the corresponding task. To use the keys F1-F12, hold down the Fn key and press the corresponding key.

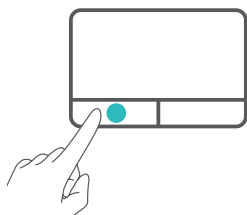
## Touchpad

The touchpad functions like a computer mouse and enables you to use your HUAWEI MateBook with ease.

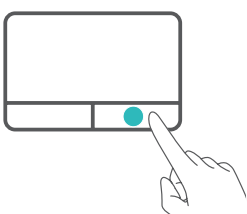
It supports the following gestures:



**Swipe with one finger:** Move the cursor across the screen.



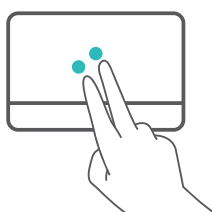
**Left button:** Equivalent to a left click on a computer mouse.



**Right button:** Equivalent to a right click on a computer mouse.

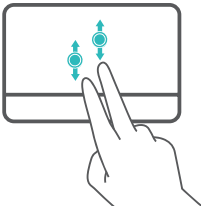


**Touch twice with one finger:** Equivalent to a double click on a computer mouse.

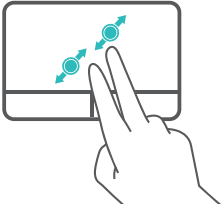


**Touch with two fingers:** Equivalent to a right click on a computer mouse.

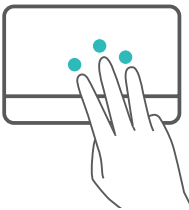




**Swipe up or down with two fingers:** Scroll up or down.



**Spread or pinch two fingers:** Zoom in or out.



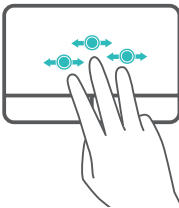
**Touch with three fingers:** Launch search screen.



**Swipe up with three fingers:** Display virtual desktops.



**Swipe down with three fingers:** Hide open apps.



**Swipe left or right with three fingers:** Select an open app.

# User Accounts

## Using a Microsoft account

If you have ever used Outlook.com, Hotmail, OneDrive, Skype, Xbox, and Office 365, the email address and password that you use for any of those services is your Microsoft account.

- When you sign in to your HUAWEI MateBook using a Microsoft account, your HUAWEI MateBook will automatically sync your data from Microsoft services (such as OneDrive, Skype, and Outlook.com).
- If you have used your Microsoft account to sign in to other Windows devices, your system settings will also be synced.
- Documents, photos, and other files are saved to OneDrive by default. OneDrive is a file hosting service that allows you to access your files from any device, wherever you are.

## Using a local account

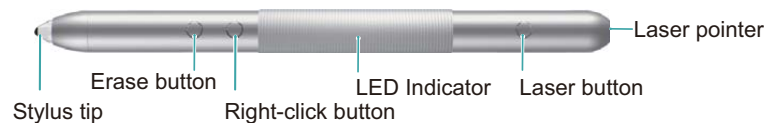
A local account can only be used on your HUAWEI MateBook. Your settings, apps, and services will not be synced to other Windows devices.

# MatePen Stylus

## Getting to know your MatePen

The MatePen allows you to write or draw on the screen with pen-and-paper precision. It also doubles up as a laser pointer and wireless presenter.

**i** The MatePen is an optional accessory and is sold separately.



## Charging the MatePen

The MatePen features a built-in rechargeable battery that provides approximately one month's usage after a one hour charge (assuming that the MatePen is used for 3 hours a day).

**i** Always follow the instructions in this guide when charging the MatePen. Do not use excessive force when removing components.

**1** Pull the cap off the stylus.

**2** Connect your MatePen to a 5 V charger using the micro USB cable.

**i** The charging indicator shows the battery level during charging (red = low battery, orange = medium battery, green = at least 90% charged).

**3** Once charging is complete, place the cap back onto the stylus by aligning the laser button with the buttons on the stylus body.




## Buttons






## Laser button




Hold down the laser button to turn on the laser pointer. Release the button to turn off the laser beam.


 Lasers can cause retinal damage. Never shine the laser pointer into anyone's eyes.

## Right-click button

	<p><b>Hold down</b></p> <ul style="list-style-type: none"> <li>• On the desktop, this is equivalent to a right click on a computer mouse.</li> <li>• In certain apps (such as OneNote), hold down the right-click button and draw a circle on the screen to select text or objects.</li> </ul>
	<p><b>Single press</b></p> <p>*Go to the next slide in a Microsoft PowerPoint presentation or scroll down in a document or web page.</p>
	<p><b>Double press</b></p> <p>*Open OneNote.</p>

## Erase button


	<p><b>Hold down</b></p> <p>In certain apps (such as OneNote), hold down the erase button and draw a circle on the screen to delete text or objects.</p>
	<p><b>Single press</b></p> <p>*Go to the previous slide in a Microsoft PowerPoint presentation or scroll up in a document or web page.</p>
	<p><b>Double press</b></p> <p>*Take a screenshot and open OneNote.</p>

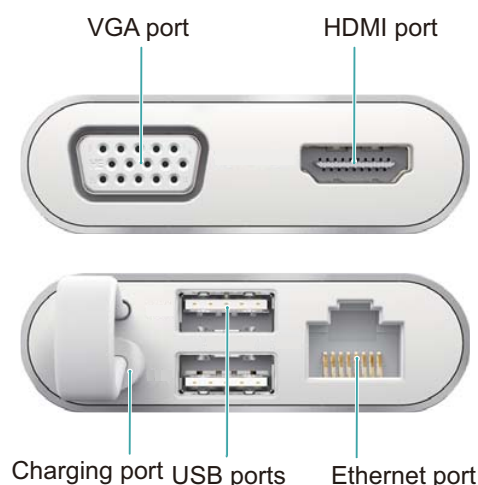
 You need to pair the MatePen with your HUAWEI MateBook to use the features marked with \*.

# MateDock Docking Station

## Getting to know your MateDock

Use the MateDock docking station to connect your HUAWEI MateBook to a variety of devices and accessories, such as projectors, TVs, and USB flash drives.

 The MateDock is an optional accessory and is sold separately.



<b>VGA port</b>	Connect a VGA display device (such as a monitor).
<b>HDMI port</b>	Connect an HDMI display device (such as a TV).
<b>Ethernet port</b>	Connect your HUAWEI MateBook to a wired network.
<b>USB port</b>	Connect USB peripherals (such as a USB mouse, keyboard, storage device, network adapter, printer, or scanner).
<b>Charging port</b>	Connect the power adapter to charge your HUAWEI MateBook.

## Connecting your HUAWEI MateBook to the MateDock

- 1 Remove the MateDock cable from the 0.9 A charging port.
- 2 Insert the cable into the USB-C port on your HUAWEI MateBook.
- 3 The battery will drain more quickly when you connect external devices to the MateDock.  
When using external devices, charge your HUAWEI MateBook by connecting the power adapter to the 0.9 A charging port on the MateDock.

## Connecting to a wired (Ethernet) network

The MateDock features an Ethernet port to connect your HUAWEI MateBook to a wired network.

- 1 Insert one end of the Ethernet cable into the MateDock's Ethernet port.

- 2** Insert the other end of the cable into your router or wall-mounted Ethernet port.
- 3** Depending on your network setup, you may need to enter a username and password. To obtain your username and password, contact your network provider.

# Appendix

## Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Several measures are recommended to help you protect personal and confidential information.

- Place your device in a safe area to prevent it from unauthorized use.
- Set your device screen to lock and create a password or unlock pattern to open it.
- Periodically back up personal information kept on your SIM card, memory card, or stored in your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.
- If you are worried about viruses when you receive messages or emails from a stranger, you can delete them without opening them.
- If you use your device to browse the Internet, avoid websites that might pose a security risk to avoid theft of your personal information.
- If you use services such as Wi-Fi tether or Bluetooth, set passwords for these services to prevent unauthorized access. When these services are not in use, turn them off.
- Install or upgrade device security software and regularly scan for viruses.
- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.
- Install security software or patches released by Huawei or third-party application providers.
- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.
- Your device may provide detection and diagnostic information to third-party application providers. Third party vendors use this information to improve their products and services.

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