

HUAWEI *Ascend Mate7*

User Guide



HUAWEI

Contents

New features

- 1 Read before use
- 1 Unlocking with fingerprint
- 3 Safe
- 3 All focus mode
- 4 Taking photos from the timeline album screen
- 5 Scanning a QR code
- 6 Protecting your privacy

Getting started

- 7 Basic screen features
- 10 Personalizing your phone
- 11 Basic operations
- 12 Calling, contacts and messaging
- 14 Email
- 15 Internet connection
- 15 Browser

Entertainment

- 16 Camera
- 18 Gallery
- 19 Music
- 19 Playing a video

Transferring data

- 21 Bluetooth
- 21 Wi-Fi Direct
- 22 Multi-screen display
- 22 Huawei Beam
- 23 Connecting your phone to a computer
- 23 Connecting your phone to a USB storage device

Managing your phone

- 24 Managing applications
- 25 File Manager
- 27 Phone Manager
- 28 Backup, restoration, and update

Tools

- 30 Weather
- 30 Alarms

New features

Read before use


This guide only applies to phones that run EMUI 3.0.

Features in this guide are for your reference only. Some features may not be supported by all phones.


Unlocking with fingerprint

Enrolling your fingerprint

You can unlock the screen or access encrypted data with your fingerprint. To protect your privacy, this feature is only available when the screen lock method is **PIN** or **Password**.

1. Open  **Settings**.
2. Touch **Fingerprint ID**.
3. Choose **PIN** or **Password**, and follow the onscreen instructions to set a password.
4. Follow the onscreen instructions to enroll your fingerprint.


Unlocking the screen with your fingerprint

1. Open  **Settings**.
2. Touch **Fingerprint ID** and follow the onscreen instructions to enter your password.
3. Touch **Unlock screen**.

Then place your finger on the fingerprint scanner on the back of your phone to unlock the screen.

Unlocking the Safe with your fingerprint


After enabling **Safe** in **File Manager** and setting your password, you will be prompted to enable fingerprint unlocking. Touch **Associate** to access the Safe and associate your fingerprint. If you skip this step, you can also enable this feature as follows:

1. Open  **Settings**.
2. Touch **Fingerprint ID** and follow the onscreen instructions to enter your password.
3. Touch **Access safe**.

Then open **File Manager**, touch **Safe**, and place your finger on the fingerprint sensor on the back of your phone to access the Safe.

Accessing App lock with your fingerprint

After enabling **App lock** in **Phone Manager** and setting your password, you will be prompted to enable fingerprint unlocking. Touch **Associate** to access App lock and associate your fingerprint. If you skip this step, you can also enable this feature as follows:


1. Open  **Settings**.
2. Touch **Fingerprint ID** and follow the onscreen instructions to enter your password.
3. Touch **Access app lock and lock/unlock apps**.

Then open **Phone Manager**, touch **App lock**, and place your finger on the fingerprint sensor on the back of your phone to access App lock.



Safe

Encrypt important and private files to prevent others from viewing them.

Enabling the Safe

1. Open  **File Manager**.
2. Touch **Safe**.
3. If your phone supports and has a microSD card inserted, you can choose to create the Safe in **SD card** or **Internal**.
4. Enable **Safe** and follow the onscreen instructions to set a password and security question answer.


Adding files to the Safe





1. Open  **File Manager**.
2. Touch **Safe** and enter your password.
3. Touch . Then add some files to **Safe**.

You can then view the encrypted files in **Safe**.

All focus mode


All focus mode lets you change the focus point on a photo after it's been taken.

 This function may not be supported by all models.


1. Open  **Camera**.
2. Flick left or right to switch to **All-focus** mode.
3. Touch  to take a photo.
4. Touch  to find the photo you've just taken, and touch  to adjust the focus point.

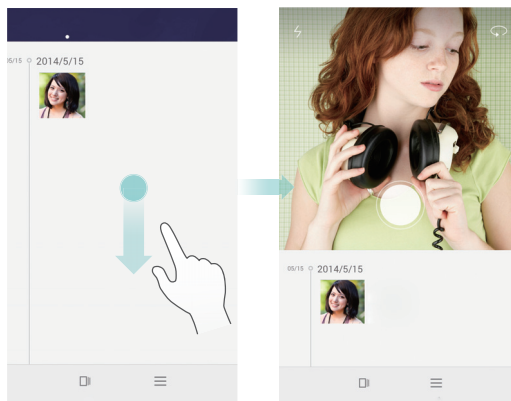
Taking photos from the timeline album screen

You can take photos directly from **Gallery**.

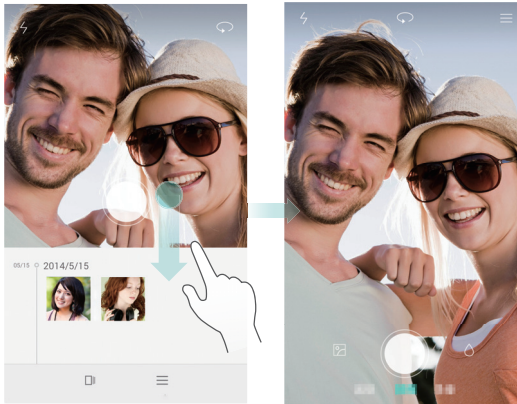
1. Open  **Gallery**.
2. Touch the view switching button at the bottom of the screen to switch to the timeline album view.




3. On the timeline album screen, drag down on a blank area to launch the camera in half-screen mode. Touch  to take photos.




4. Drag the viewfinder further down to enter full-screen capture mode.




When you are done, touch  **Return** to return to the timeline album screen.

Scanning a QR code

Scanning a QR code using Gallery

1. Open  **Gallery**.
2. Choose a QR code photo. **Gallery** will automatically scan the QR code.
3. Touch **View details** to view the QR code details.

Scanning a QR code using Camera

1. Open  **Camera**.
2. Frame the QR code with the camera. **Camera** will automatically scan the QR code.
3. Touch **View details** to view the QR code details.


Protecting your privacy


What's Privacy protection?

If you have content on your phone that you want to keep private, you can set two different unlock passwords, one for yourself, and the other for visitors. If your phone is unlocked using the visitor password, all your private content will be hidden.


Your contacts, albums, and applications are all able to be set as private.

Setting a privacy protection password

1. Open  **Settings**.
2. Touch **Security > Privacy protection > Let's start**.
3. Choose a password style, and set your owner password and the visitor password.

 If you have set a screen unlock password, the password will be used as the owner password by default.

Setting private information

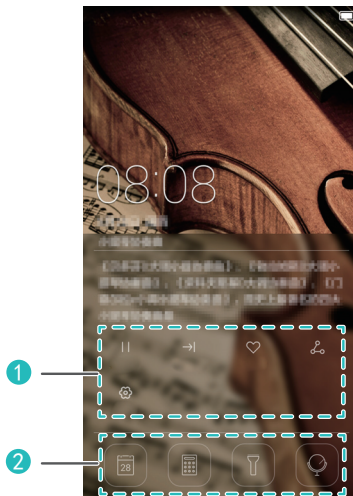
1. Open  **Settings**.
2. Touch **Security > Privacy protection**.
3. Enter your owner password to access the **Privacy protection** screen.
4. Select the contacts, albums, or applications you want to set as private.

Getting started

Basic screen features

Magazine screen unlock

Flick up from the bottom of the screen to display the magazine unlock control panel.



1

Magazine control area: Stop shuffling magazine covers, go to the next page, add the current cover to favorites, and more.

2

Shortcut buttons: Access common tools, such as Calendar, Calculator, and Flashlight.



This function may not be supported by all models.

Managing the home screen

Adding a widget

1. Touch and hold a blank area on the home screen.
2. Touch **Widgets**.
3. Choose a widget and drag it to the home screen.

Creating a folder

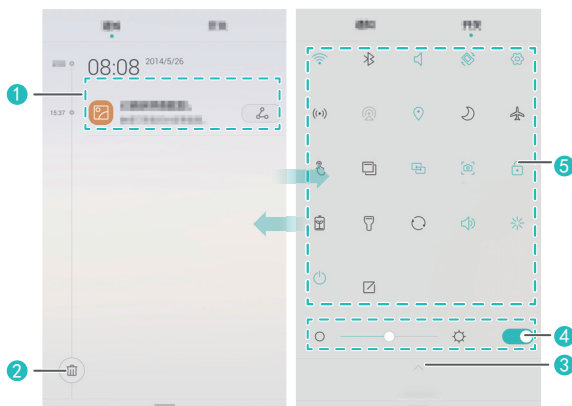
On the home screen, drag one application on top of another to create a folder containing both of them.

Adding or removing a home screen

Pinch three fingers together on the home screen to display the home screen thumbnails. Touch **+** to add a home screen or touch **X** on the upper right corner of a blank home screen to remove it.


Notification panel

Flick down from the status bar to open the notification panel. Flick left or right to switch between the **Notifications** and **Shortcuts** tabs.



- 1 View detailed information about push notifications. Flick left or right across a notification to dismiss it.
- 2 Clear all push notifications.
- 3 Expand or collapse the shortcut switches. (This feature may not be supported by all models.)
- 4 Adjust the screen brightness.
- 5 Turn on or turn off common functions. Touch to customize the shortcut switch list.


Auto-rotate screen

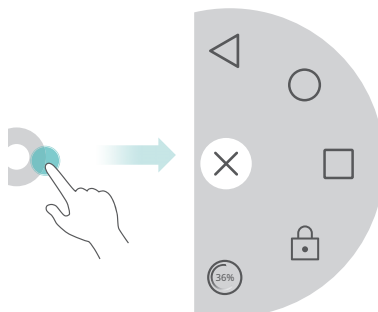
Open the notification panel, go to the **Shortcuts** tab, and touch  to turn on or turn off auto-rotate.

Taking a screenshot






Press the power and volume down buttons simultaneously to take a screenshot. To view your screenshots, open **Gallery**, switch to the list view, and touch **Screenshots**.

Suspend button

Open  **Settings**. Under **Smart assistance**, touch **More > Suspend button** to enable **Suspend button**. When this feature is enabled, the suspend button will be displayed on most screens. You can move it around by dragging it.



Touch the suspend button to expand the suspend button menu for the following actions:


- Touch  to return to the previous screen.
- Touch  to go to the home screen.
- Touch  to view the list of recently used applications.
- Touch  to lock the screen.
- Touch  to optimize the system.


Personalizing your phone

Changing the wallpaper


1. Touch and hold a blank area on the home screen.
2. Touch **Wallpapers**.
3. Set the wallpapers displayed on the phone lock screen and home screen.
You can also choose whether to have the home screen wallpaper change randomly at timed intervals.

Using the simple home screen


1. Open  **Settings**.
2. Touch **Home screen style**.
3. Select **Simple**.

 To switch back to the standard home screen, touch **Settings > Home screen style > Standard** on the simple home screen.


Changing the theme

Touch  **Themes** to browse through and apply different themes. You can also customize the themes.

Setting notification tones

1. Open the notification panel and go to the **Shortcuts** tab.
2. Touch and hold  from the shortcut switches to enter the tone settings screen.
3. Set your notification tones, such as the ringtone.

Changing the font size

1. Open  **Settings**.
2. Touch **Display**.
3. Touch **Font size** to select a font size.

Basic operations




Displaying or hiding the onscreen keyboard

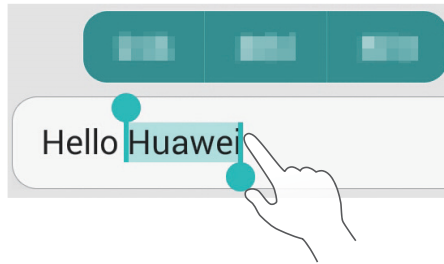
- Touch a text box to display the onscreen keyboard.
- To hide the onscreen keyboard, touch **Return**.


Selecting an input method

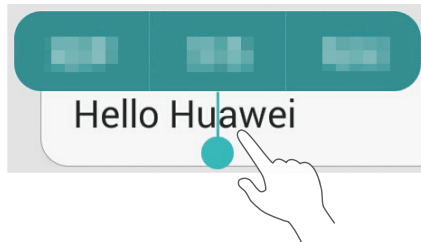
Open the notification panel, switch to the **Notifications** tab, and touch **Choose input method** to select an input method.

Editing text

- Touch and hold the text to display . Then, drag  and  to select more or less text.



- Touch where you want to insert the text and drag  to move the insertion point. You can then paste the text you copied or cut.



Calling, contacts and messaging

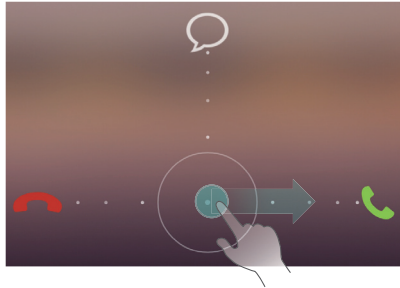
Placing a call






Placing a call

Open  **Dialer**.



- Enter the initials or first few letters of a contact's name, or part of the contact's phone number. Then, select the contact you want to call from the search results.
- Touch **Contacts**, and select the contact you want to call from the contacts list.
- Touch the contact you want to call from the call log.

Answering a call





- Drag  right to answer the call.
 - Drag  left to reject the call.
 - Drag  up to reject the call and send the caller a message. To edit the message that will be sent, touch  > **Call settings** > **Reject calls with SMS**.
-  When there is an incoming call, you can press the volume button to mute the ringtone.



Turning on pocket mode

1. Open  **Dialer**.
2. Touch  > **Call settings**.
3. Turn on **Pocket mode**.





Creating a contact

1. Open  **Contacts**.
2. Touch .
3. Choose the save location for the contact.
4. Enter the contact name, phone number, and other details. Then, save the contact.

Importing or exporting contacts


1. Open  **Contacts**.
2. In the contacts list, touch  > **Import/Export**. You can then:
 - Choose a method to import contacts.
 - Export contacts to a storage device or SIM card.
 - Share your contacts.

Messaging




1. Open  **Messaging**.
2. On the message thread screen, touch .
3. Touch  to choose a contact.
4. Write a message, touch  to add attachments, and send the message.

Email

Adding a POP3 or IMAP email account

1. Open  **Email**.
2. Choose an email account type.
3. Enter your email address and password, and touch **Next**.
4. Follow the onscreen instructions to set up the email account.


Sending an email


1. Open  **Email**.
2. On the inbox screen, touch  to create an email.
 - Touch **From:** to choose an email account.
 - Enter the recipient and subject, and compose your email.
 - Touch  to upload attachments.

3. When you are done, touch  to send the email.


Internet connection

Turning on the mobile network

To quickly turn on or turn off your mobile network, open the notification panel, go to the **Shortcuts** tab, and touch .



 When you don't need to access the Internet, turn off the mobile network to save battery power and reduce mobile data usage.

Connecting to a Wi-Fi network

1. Open the notification panel and go to the **Shortcuts** tab.
2. Touch and hold  from the shortcut switches to enter the Wi-Fi settings screen.
3. Turn on Wi-Fi. Your phone then scans for available Wi-Fi networks and displays them.
4. Touch a Wi-Fi network to connect to.
 - If the network is open, you will directly connect to it.
 - If the network is encrypted, enter the password when prompted.

Browser

With  **Browser**, you can:

- Browse web pages: Enter a web address in the address box.
- Add a bookmark: Touch  > **Bookmarks & history** to view or add bookmarks.
- Clear the browsing history: Touch  > **Settings** > **Privacy & security** > **Clear history**.

Entertainment

Camera

Capture screen



-
- 1 Turn on the flash.

 - 2 Flick left or right to switch between common capture modes.

 - 3 View photos and videos in **Gallery**.




 - 4 Take a photo or shoot a video.

 - 5 Apply a special effect.

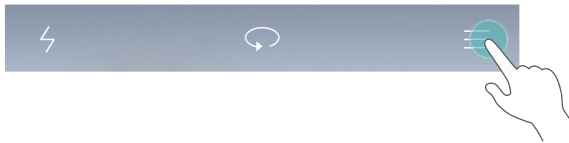
6 Switch between the rear and front cameras.

7 Choose a capture mode and set the camera parameters.

Taking a photo

1. Open  **Camera**.
2. Frame the scene you want to capture. Let your camera focus automatically or touch the screen to focus the camera.
3. Touch  to take a single photo, or touch and hold  to take several photos in rapid succession.


Capture mode




- **Beauty:** Your phone automatically beautifies your skin and gives your portraits a more professional touch-up. For some device models, you can flick left or right on the capture screen to switch to beauty mode.
- **Panorama:** Your phone takes several photos as you pan and stitches them into one stunning panoramic shot.
- **HDR:** High dynamic range imaging (HDR) helps improve the photo quality when ambient light is unbalanced.
- **Audio note:** Your phone records a brief audio clip after you take a photo.
- **Best photo:** Your phone takes several photos in rapid succession and automatically picks the best.
- **Watermark:** Add the time, location, weather, and other information to a photo as watermarks.

Shooting a video



1. Open  **Camera**.

2. Flick left or right to switch to video mode.
3. Frame the scene you want to record.
4. Touch  to start recording.

Setting the preferred save location for photos and videos



 This section only applies to phones that support microSD cards.

After a microSD card is properly inserted into your phone, you can change the preferred save location for photos and videos.



1. Open  **Camera**.
2. Touch  > **Settings** > **Preferred save location**.
3. Set the preferred save location for your photos and videos.

Gallery


Playing a slideshow


1. Open  **Gallery**.
2. On the timeline album screen, touch  > **Slideshow** to play a slideshow of the photos in the album.
3. Touch the screen to stop the slideshow.

Applying a special effect

1. Open  **Gallery**.
2. Touch the photo you want to edit, and touch .
3. Follow the onscreen instructions to apply beauty mode, crop the photo, rotate the photo, or perform other operations.

Sharing a photo or video

1. Open  **Gallery**.
2. Touch the photo or video you want to share.
3. Flick up on the photo or video, and touch **START** to turn on **Transfer**. Your phone then automatically enables Bluetooth and searches for nearby Bluetooth devices.


 Make sure Bluetooth is enabled on the receiving device and the device is set to discoverable.

4. From the search results, touch the receiving device's name.


After the two devices are paired for the first time, flick up on a photo or video to quickly share it.

Music

Creating a playlist

1. Open  **Music**.
2. Touch **Playlists** > **Create new playlist**.
3. Name and save the playlist.
4. Follow the onscreen instructions to add songs to the playlist.

Playing a playlist

1. Open  **Music**.
2. Touch **Playlists**.
3. Touch the playlist you want to play.

Playing a video


1. Open  **Videos**.


2. Touch the video you want to play.
3. Touch the onscreen control buttons to fast forward, rewind, stop, or perform other operations.


Transferring data

Bluetooth

Turning on Bluetooth

1. Open the notification panel and go to the **Shortcuts** tab.
2. Touch and hold  to enter the Bluetooth settings screen.
3. Touch **Turn on Bluetooth**.
4. From the search results, choose a Bluetooth device, and follow the onscreen instructions to pair your phone with it.

To unpair the two devices, touch  next to the other device, and touch **Unpair**.

-  If you can't set up a Bluetooth connection with another device, the device may not be compatible with your phone.


Sharing a file using Bluetooth

To exchange data with another Bluetooth device, enable Bluetooth on both devices and make sure they are both discoverable.

Touch and hold the file you want to send, and touch **Share > Bluetooth**.


Wi-Fi Direct

Connecting two devices using Wi-Fi Direct

1. Open the notification panel and go to the **Shortcuts** tab.
2. Touch and hold  from the shortcut switches to enter the Wi-Fi settings screen.
3. Turn on **Wi-Fi**.
4. Touch **Wi-Fi direct** to scan for available devices.


5. Choose a device.

Sending a file using Wi-Fi Direct


1. Open  **File Manager**.
2. Touch and hold the file you want to send, and touch **Share > Wi-Fi direct**.

Multi-screen display


Connect your phone to other phones and tablets, smart household appliances, and in-car devices for remote control and content sharing through a wireless connection or accessory.

Open the notification panel, go to the **Shortcuts** tab, and turn on **Multi-screen** by touching . You can then push photos or videos from your phone to a large screen, such as a TV or projector. To do so requires that your TV support DLNA. If it does not, you can purchase an Android TV box or a similar wireless transmission device.

Huawei Beam

 This feature may not be supported by all models.

Huawei Beam lets you quickly share data between two Near Field Communication (NFC) enabled phones. To beam a web page or contact to another phone, place the two phones back to back and touch the content.

1. Open  **Settings**.
2. Under **Wireless & networks**, touch **More**.
3. Touch **NFC**, and turn on **NFC** and **Huawei Beam**.

Connecting your phone to a computer

MTP mode

MTP mode lets you transfer media files, such as photos, songs, and videos, between your phone and a computer. Windows Media Player 11 or later is required.

HiSuite mode


HiSuite is a file transfer application developed by Huawei. It lets you back up, synchronize, and transfer data between your phone and computer.

USB flash drive mode

 This section applies to phones that support microSD cards only.

If a microSD card is inserted properly into your phone, you can use your phone as a USB flash drive and transfer data between your phone and a computer.

Connecting your phone to a USB storage device



 This feature may not be supported by all models.



You can directly connect your phone to a USB storage device using a USB OTG cable to transfer data. Compatible USB storage devices include USB flash drives, card readers, and phones that work as USB flash drives.

Managing your phone

Managing applications

Viewing recently used applications


Touch  **Recent** to view the list of recently used applications. (If your phone has a physical menu button, press and hold  **Menu**.) You can then:


- Touch an application to open it.
- Flick up on an application to close it.
- Drag an application down until  is displayed to lock the application. Drag the application down again to unlock it.
- Drag up from the bottom of the screen until  is displayed to dismiss all applications. Locked applications will not be dismissed.

Downloading applications



- Download applications from application centers.
- Download applications from web pages using the browser on your phone.
- Download applications using a computer, and copy the applications to your phone.
- Connect the phone to a computer, and download applications using HiSuite or other third-party applications.

Installing an application

1. Open  **File Manager**.
2. Under **Categories**, touch **Apps**.
3. In the application list, touch the application you want to install, and follow the onscreen instructions to install it.

-  During the installation, an **Install blocked** message may be displayed. Read the message carefully. If you want to continue with the installation, follow the onscreen instructions to allow the installation of third-party applications.



Uninstalling an application

On the home screen, touch and hold the application you want to uninstall until  is displayed at the top of the screen. Drag the application to , and follow the onscreen instructions to uninstall it.



-  Some pre-installed applications can't be uninstalled.

File Manager

Creating a folder



1. Open  **File Manager**.
2. Touch the **Local** tab.
3. Under **Internal** or **SD card** (if available), switch to the list view, and touch  > **New folder**.
4. Name and save the folder.

Searching for a file


1. Open  **File Manager**.
2. Touch the **Local** tab.
3. Under **Internal** or **SD card** (if available), switch to the list view, and touch  > **Search**.
4. Enter part or all of the file name. Search results are displayed as you type.

Copying, cutting, and pasting a file

1. Open  **File Manager**.


2. Touch the **Local** tab.
3. Under **Internal** or **SD card** (if available), switch to the list view, and touch  or .
4. Choose a file, touch **Copy** or **Cut**, and choose where you want to paste the file.

Compressing or decompressing a file


1. Open  **File Manager**.
2. Touch the **Local** tab.
3. Under **Internal** or **SD card** (if available), switch to the list view, touch and hold the file you want to compress, and touch **Compress**.
4. Choose the save path of the compressed file and name the file.

 To decompress a file, touch and hold it, and touch **Extract**.



Creating a shortcut for a file or folder

1. Open  **File Manager**.
2. Touch the **Local** tab.
3. Under **Internal** or **SD card** (if available), switch to the list view, touch and hold the file or folder for which you want to create a shortcut, and touch **Desktop shortcuts**.

Cloud Drive



 This feature may not be supported by all models. Log in with your Huawei ID before you use Cloud Drive.

Uploading a file



1. Open  **File Manager**.
2. Under **Cloud**, select where you want to upload the file.
3. Touch .

4. Take a photo or select a local file.

Downloading a file


1. Open  **File Manager**.
2. Under **Cloud**, select the folder that contains the file you want to download.
3. Touch .
4. Select the file you want to download.

Viewing file transfer records

1. Open  **File Manager**.
2. Under **Cloud**, touch  > **File transfers**.
3. You can then view the file transfer records.


Phone Manager

Optimizing the system


With  **Phone Manager**, you can optimize your phone system using the following features:

- **Scan**: Quickly check the system operating status, clear trash files, optimize your phone system, and more.
- **Phone accelerator**: Scan for and clear the cache, trash files, applications you no longer need, and application installation packages.

Power saving


Open  **Phone Manager**, and use **Power saving** to comprehensively check your phone's power consumption and maximize the standby time. You can switch to different power saving modes as required.

Harassment filter

Open  **Phone Manager**, and use the following features to block messages, calls, and notifications:

- **Harassment filter:** Set a blacklist to block unwanted messages and calls.
- **Notification manager:** Block unwanted push notifications.
- **Do not disturb:** In do not disturb mode, your phone will ring only when you receive calls from specified contacts. Other calls will be rejected, and the message tone and other notification tones will be muted.



Protecting your privacy

Open  **Phone Manager**. You can protect your private data using the following features:

- **App lock:** When this feature is enabled, you have to enter the password to access locked applications.


Backup, restoration, and update

Backing up data


1. Open **Tools**, and touch  **Backup**.
2. Choose where you want to back up the data. By default, data is backed up to the internal storage. If your phone supports Cloud Drive or OTG data backup, touch  to back up data to Cloud Drive or a USB storage device.
3. Choose whether to encrypt the backup file, and touch **New backup**.
4. Select the data you want to back up, and follow the onscreen instructions to back it up.


Restoring data

1. Open  **Backup**.


2. Choose a data source. The default data source is the internal storage. If your phone supports Cloud Drive or OTG data restoration, touch  to select data from Cloud Drive or a USB storage device.
3. Select the backup file you want to restore. If the backup file has been encrypted, enter the password when prompted.
4. Select the data you want to restore and follow the onscreen instructions to restore it.


Restoring factory settings

 Restoring your phone to the factory settings erases all your personal data from the phone storage. Back up important data on your phone before you restore factory settings.

1. Open  **Settings**.
2. Touch **Backup & reset** > **Factory data reset**.
3. Follow the onscreen instructions to restore your phone to its factory settings.

Online update






-  • Using unauthorized third-party software to update your phone may damage your phone or put your personal information at risk. It is recommended that you update your phone using the phone's online update feature or through Huawei's official software update packages.
- All your data may be erased during a system update. It is recommended that you back up important data before updating your phone.

Open  **Updater**, touch **Check for updates**, and follow the onscreen instructions to update your phone.


Tools





Weather

With  **Weather**, you can:

- Check the weather information: Touch  to check the air quality, humidity, wind force, and more.
- Add a city: Touch  > , enter a city name, and touch the city you want to add.
- Update the weather: Drag down on the weather screen to update the weather, or touch  > , turn on **Auto update**, and set the update interval.





Alarms

Open  **Clock**. Under **Alarm**, you can:

- Add an alarm: Touch , and set the alarm time, tone, how often it repeats, and more. Then touch .
- Turn on or turn off an alarm: Touch the switch button to the right of an alarm to turn it on or off.
- Configure alarm settings: Touch , and set the snooze duration, whether the alarm rings in silent mode, and what the volume buttons do when pressed.
- Delete an alarm: Touch and hold the alarm list, and touch  next to an alarm to delete it.

Mirror

On the  **Mirror** screen, you can:

- Adjust the brightness: Touch  or  at the top of the screen.
- Zoom in or out: Drag  along the bottom of the screen. Touch and hold an area on the screen to zoom in, and release your finger to zoom out and restore the image.
- Freeze the screen: Touch the screen to freeze the screen, and touch  to save the image. Touch the screen again to unfreeze it.

This guide is for reference only. The actual product, including but not limited to the color, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

Please visit <http://consumer.huawei.com/en/support/hotline> for recent updated hotline and email address in your country or region.

Model: HUAWEI MT7-L09

V100R001_01