Welcome to HUAWEI
Model:H883G
TracFone part number:02230TTW
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Safety Precautions

Please read the safety precautions carefully to ensure the correct use of your mobile phone.

Do not crash, throw, or puncture your mobile phone. Avoid the falling, squeezing, and bending of your mobile phone.

Do not use your mobile phone in a moist environment, such as the bathroom. Prevent your mobile phone from being soaked or washed in liquid.

Do not switch on your mobile phone when it is prohibited to use phones or when the phone may cause interference or danger.

Do not use your mobile phone while driving.

Follow any rules or regulations in hospitals and health care facilities. Switch off your mobile phone near medical apparatus.

Switch off your mobile phone in aircraft. The phone may cause interference to control equipment of the aircraft.

Switch off your mobile phone near high-precision electronic devices. The phone may affect the performance of these devices.

Do not attempt to disassemble your mobile phone or its accessories. Only qualified personnel are allowed to service or repair the phone.

Do not place your mobile phone or its accessories in containers with a strong electromagnetic field.
Foreword

Thank you for choosing the HUAWEI W1 smartphone.
With HUAWEI W1, you can:

• Enjoy new Windows features right in the palm of your hand.
• Surf the Internet at lightening-fast speeds.
• Immerse yourself in an extraordinary audio experience.
• Take photos and record videos anytime, anywhere.
• A lot more

Now start exploring the amazing new world of HUAWEI W1!

⚠️ All pictures and illustrations in this document are for your reference only. The actual product may vary.
Getting started

• Getting to know your phone

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<td>Power button</td>
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<td>3</td>
<td>Front camera</td>
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<td>Status indicator</td>
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<td>Proximity sensor</td>
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<td>Camera button</td>
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<td>7</td>
<td>Search button</td>
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<td>8</td>
<td>Micro USB port</td>
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<td>9</td>
<td>Start screen button</td>
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<td>10</td>
<td>Microphone</td>
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<td>Back button</td>
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<td>Rear camera</td>
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<td>Headset jack</td>
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<td>15</td>
<td>Volume button</td>
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<td>16</td>
<td>Speaker</td>
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<td>Button functions</td>
<td></td>
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<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Back button</strong></td>
<td>• Tap ← to return to the previous screen.</td>
</tr>
<tr>
<td></td>
<td>• Tap and hold ← to display recently used applications.</td>
</tr>
<tr>
<td><strong>Start screen button</strong></td>
<td>• Tap  to display the Start screen.</td>
</tr>
<tr>
<td></td>
<td>• Tap and hold  to open the voice controller. You can then give voice commands to your</td>
</tr>
<tr>
<td></td>
<td>phone. For example, to call a number, simply tell the phone which digits to dial.</td>
</tr>
<tr>
<td><strong>Search button</strong></td>
<td>Tap  to open Bing search.</td>
</tr>
</tbody>
</table>
1. Open the battery cover.
2. Install the SIM card.
   Insert the SIM card into the SIM card slot with its metal contacts facing down.
3. Install the microSD card.
   Insert the microSD card into the microSD card slot with its metal contacts facing down.
4. Install the battery.
   Align the battery's metal contacts with those at the top of the battery compartment (refer to position a in the preceding figure). Then press
the other end of the battery (position b in the preceding figure) to fix it to the battery compartment.

5. Close the battery cover.

**Charging the battery**

Before you charge the battery, ensure that it is correctly installed in your phone.

1. Connect your charger to the provided USB cable.
2. Connect the charger to a power outlet.
3. Connect your phone to the USB cable to start charging the battery.

The status indicator shows your phone’s battery level:

- Blinking red: The battery level is low, and the phone needs to be charged immediately.
- Steady red: Your phone is charging.
- Steady green: Your phone is charging, and the battery level is high or full.

**Battery saving tips**

- Enable power saver.

  Tap 📲 > **battery saver**. Switch **Battery Saver** to **on**.

- Set the screen timeout period to a small value.

  Tap 🔄 > **lock screen**. Set the screen timeout period to a small value.
• Set the screen brightness to a low value.

Tap \( \text{Settings} \) > \text{Brightness}. Switch automatic adjustment to \text{off}. 

• Set the phone volume to a low value.

Press the volume button to lower the volume.

Tap \( \text{Settings} \) > \text{Ringtones + Sounds}. Follow the onscreen instructions to disable unwanted sounds, such as keytones and touch sounds. To conserve battery power, use a headset to make calls or listen to music.

• Turn off Bluetooth.

Tap \( \text{Settings} \) > \text{Bluetooth}. Switch Bluetooth to \text{off}.

• Turn off WLAN.

Tap \( \text{Settings} \) > \text{WLAN}. Switch WLAN to \text{off}.

• Turn off GPS.

Tap \( \text{Settings} \) > \text{Location}. Switch GPS to \text{off}.

• Powering your phone on and off

Powering on

Press and hold the power button until your phone vibrates.
When you use your phone for the first time or you have not used it in a long time, it may not power on because the battery level is too low. Charge your phone for a while before you attempt to power it on.

Powering off
Press and hold the power button until the "slide down to power off" message is displayed on the screen. Slide your finger down the screen to power off your phone.

• Setting up your phone for the first time
When you use your phone for the first time, follow the onscreen instructions to set its language, time, and more.
You will be prompted to register or sign in to your Microsoft account. After you sign in, you can access Microsoft services, such as contact management and application store. You can also skip this step now and sign in later.
• **Gestures**

The following simple gestures make it easy to use your phone.

---

**Tap**: Tap to select an item or open an application.

---

**Double-tap**: Quickly tap the screen twice to zoom in.

---

**Tap and hold**: Tap and leave your finger on the screen for a moment until an option menu is displayed.

---

**Flick**: Where applicable, swipe your finger in the direction you want the screen to move to scroll rapidly through menus or pages.

---

**Drag**: Touch and hold an item and then drag it to another position.
Pinch and stretch: Pinch two fingers together to zoom out or stretch them apart to zoom in on a map, web page, or picture.

• Getting to know your screen
Status bar: displays information such as the time, network connection status, signal strength, and battery level.

- Flick down to view more status icons.

Main display area: displays application icons and their updates.

- Tap a tile to open the application.
- Tap and hold a tile to resize or delete it.

### Status icons

The following status icons may appear on your phone’s status bar.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🛫</td>
<td>Airplane mode enabled</td>
</tr>
<tr>
<td>🔋</td>
<td>Battery low</td>
</tr>
<tr>
<td>📡</td>
<td>Battery saver mode enabled</td>
</tr>
<tr>
<td>🍍</td>
<td>No signal</td>
</tr>
<tr>
<td>⌨️</td>
<td>Silence mode enabled</td>
</tr>
<tr>
<td>📥</td>
<td>No SIM card found</td>
</tr>
<tr>
<td>☀️</td>
<td>WLAN enabled but not connected to a WLAN</td>
</tr>
<tr>
<td>🌟</td>
<td>Connected to a WLAN</td>
</tr>
<tr>
<td>🌌</td>
<td>Charging</td>
</tr>
<tr>
<td>🔋</td>
<td>Battery full</td>
</tr>
<tr>
<td>📡</td>
<td>Bluetooth on</td>
</tr>
<tr>
<td>🍍</td>
<td>Signal strength extremely low</td>
</tr>
<tr>
<td>⌨️</td>
<td>SIM card locked</td>
</tr>
<tr>
<td>🌌</td>
<td>Vibration mode enabled</td>
</tr>
</tbody>
</table>
• Opening an application

On the Start screen, flick left to display the application list. Tap the desired application to open it.

All of your applications are listed in an alphabetical order. If you have lots of applications and want to find one quickly, tap  and enter the application name.

For applications pinned to the Start screen, tap an icon to open the application.

• Locking the screen

When you are not using your phone, press the power button to lock the screen. You can also set a screen timeout period and have your phone automatically lock its screen after being idle for the set period.

In the application list, tap  > lock screen > Screen times out after. Set the desired screen timeout period.
• Unlocking the screen

Press the power button to wake the screen. Then flick up to unlock it.
**Texting**

Your phone features the Microsoft QWERTY keyboard, which lets you enter text quickly.

⚠ The keyboard layout varies depending on the scenario. The following figure is provided for your reference only.

![Keyboard layout](image)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Switch between uppercase and lowercase.</td>
</tr>
<tr>
<td>2</td>
<td>Switch to the number and symbol keyboard.</td>
</tr>
<tr>
<td>3</td>
<td>Tap and hold to select an input language.</td>
</tr>
<tr>
<td>4</td>
<td>Enter a space.</td>
</tr>
<tr>
<td>5</td>
<td>Start a new line.</td>
</tr>
<tr>
<td>6</td>
<td>Delete the character to the left of the cursor.</td>
</tr>
</tbody>
</table>
If the onscreen keyboard blocks any operation buttons, tap £ to hide the onscreen keyboard.

• Editing text

Your onscreen keyboard makes it easy to copy and paste text.

1. Tap the text you wish to copy.
2. Drag the grab points $ to select more or less text.
3. Tap $ to copy the selected text.
4. Tap the location where you wish to paste the text.
5. Tap $ to paste the copied text.

<p>| | |</p>
<table>
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</thead>
</table>
| 1 | • Enter a character.  
   | • Tap and hold to display more characters like this. |
| 2 | Switch to the next number and symbol screen. |
| 3 | Switch to letter input mode. |
| 4 | Enter an emoticon. |
Personalizing your phone

Want to see your favorite photo on the lock screen? Want to pin your favorite applications to the Start screen? You’ll enjoy how much you can personalize your phone.

• Pinning tiles

Pin your frequent contacts, commonly used applications, songs, and emails to the Start screen. You are what you pin after all.

Pinning an application
In the application list, tap and hold the application you wish to pin. From the displayed option menu, tap pin to start.

Pinning a contact
In the contact list, tap the contact you wish to pin and tap 

• Resizing tiles

You can resize the tiles pinned to the Start screen.

1. Tap and hold the tile you wish to resize until it enlargers.
2. Tap the arrow icon in the lower left corner of the tile.

   The tiles on the Start screen come in three sizes: small, medium, and large. The arrow icon that appears on a tile depends on the tile size.

   • If a tile is small, appears in the lower left corner of the tile. You can tap to enlarge the tile.

   • If a tile is medium in size, appears in the lower left corner of the tile. You can tap to shrink the tile.
• If a tile is large, ✏ appears in the lower left corner of the tile. You can tap ✏ to shrink the tile.
• Moving tiles

You can move tiles to customize the Start screen.

1. Tap and hold the tile you wish to move until it enlargers.

2. Drag the tile to the desired position and tap window.
• Unpinning tiles

1. Tap and hold the tile you wish to unpin until it enlarges.
2. Tap 📋 in the upper right corner of the tile.

• Changing the theme

You can change your phone’s background and accent colors.

In the application list, tap 📲 > theme.
• Tap the Background box to choose a background color.
• Tap the Accent color box to choose an accent color.
• Changing the lock screen background

1. In the application list, tap ➤ lock screen.
2. Tap the Background box then photo or Bing.
• If you tapped photo, tap change photo to choose a photo from your photo albums.
• If you tapped Bing, your phone shuffles through photos from Bing on your lock screen.

⚠️ Using Bing background photos requires Internet access and generates data traffic.

• Setting a ringtone

In the application list, tap ➤ ringtones + sounds. Follow the onscreen instructions to set a ringtone for your phone.

• Adjusting the screen brightness

In the application list, tap ➤ brightness.
• You can switch automatic adjustment to on to have your phone automatically adjust its screen brightness.
• Alternatively, you can switch automatic adjustment to off and manually adjust the screen brightness.

• Setting a screen timeout period

1. In the application list, tap ➤ lock screen.
2. Tap the Screen times out after box and select the desired screen timeout period.
• Screen lock

To protect your phone from unauthorized access, set a screen lock.

⚠️
Remember your screen unlock code, which is the only code that can unlock your screen. If you forget your screen unlock code, please contact Huawei customer service personnel.

1. In the application list, tap > lock screen.
2. Switch Password to on.
3. Follow the onscreen instructions to enter the screen unlock code. Then tap done. To change the unlock code, tap change password.

Calls

• Making a call

In the application list, tap . You can use any of the following methods to make a call:

• Tap , enter a phone number, and tap call.
• Tap , select the contact you wish to call, and tap the desired menu item such as call mobile.
• Tap a number from the call history and then tap call number.

• Viewing missed calls and returning them

All your recent calls are displayed in your call history.

In the application list, tap to display your recent calls. Find a missed call and tap it. Then tap call number to return the missed call.
• Answering or rejecting a call

When a call comes in, you can:
• Tap **answer** to answer it.
• Tap **ignore** to reject it.

• Making a conference call

With your phone, making conference calls with your friends, family, and co-workers can be done in just a few easy steps.

⚠️ Before you make conference calls, make sure that you have subscribed to this service. For details, contact your service provider.

1. Call the first participant.
2. When the call is connected, tap **to call the second participant.**
3. When the second call is connected, tap ** to start a conference call.

• Inviting more people to a conference call

1. During a conference call, tap ** to add a participant.
2. When the call is answered, tap ** to add the participant to the conference call.

• Having a private conservation

During a conference call, tap ** and then the desired phone number. Your phone then places the conference call on hold while you have a private conversation. The other participants remain on the conference call. To return to the conference call, tap **.

• Call forwarding

Too busy to answer all your calls with one phone? Forward them to another number and never miss an important call again!
1. In the application list, tap \(\text{Settings}\) > Additional phone settings > call forwarding.
2. Switch Always forward, Forward when busy, Forward when unanswered, or Forward when unreachable to on.
3. Enter the phone number to which you wish to forward calls and tap OK.

The phone number you set appears under the call forwarding switch (Always forward, Forward when busy, Forward when unanswered, or Forward when unreachable). You can tap the phone number to change it.

**Setting up your voicemail**

In addition to forwarding calls to another phone number, you can forward calls to your voicemail and listen to them at anytime.

Before you use voicemail, make sure that you have subscribed to this service. For details, contact your service provider.

1. In the application list, tap \(\text{Phone}\).
2. Drag \(\text{•••} \) up. On the displayed screen, tap settings.
3. In the voicemail number box, enter your voicemail number.

**Using voice dialing to call a contact**

Your phone supports voice dialing, which enables you to call a contact by speaking their name or number into your phone.

1. In the application list, tap \(\text{Phone}\).
2. Tap and hold \(\text{Hold}\).
3. Hold the phone’s microphone near your face and say a contact’s name or phone number. For example, Tom or 1234567.

Voice dialing may occasionally be inaccurate. If your phone calls the wrong person, tap \(\text{Cancel call}\) to cancel the call.
The People hub displays the contacts saved in your phone’s memory, SIM card, and social networking service (SNS) accounts. You can also view your friends’ updates and post your own status.

In the application list, tap 📞 to enter the People hub.

• Adding an account

By adding an account to your phone, you can conveniently view this account’s contacts and contact updates. You can also save contacts to existing accounts.

1. Open the People hub. Flick left or right to go to what’s new.
2. Tap set up account.
3. Select an account type, such as Hotmail.
4. Enter your email address and password. Tap sign in.

• Creating a contact

⚠️ When you create a contact, you must specify the account to which you wish to save the contact. Therefore, before you create a contact, add at least one account to your phone. Account types you can add include Hotmail, Google, and Exchange.

1. Open the People hub. Flick left or right to go to all.
2. Tap 📞.
3. If you have signed in to multiple accounts, tap the account to which you wish to save the contact.
4. Follow the onscreen instructions to enter the contact information. Then tap 📞.
5. When done, tap 📞.

• Importing contacts from a SIM card

You can copy contacts from your SIM card to your phone.
1. Open the People hub. Flick left or right to go to **all**.
2. Drag • • • up. On the displayed screen, tap **settings > import SIM contacts**.
3. Select the contacts you wish to import and tap **import**.

• **Editing a contact**

1. Open the People hub. Flick left or right to go to **all**.
2. Tap the contact you wish to edit.
3. Tap ✎.
4. If the contact is linked to multiple accounts, select the account in which you wish to edit the contact.
5. Follow the onscreen instructions to edit the contact information. Then tap ✎.

• **Searching for a contact**

1. Open the People hub. Flick left or right to go to **all**.
2. Tap ✎.
3. Enter the contact's name.
   
   Search results appear as you type.

• **Deleting a contact**

1. Open the People hub. Flick left or right to go to **all**.
2. Tap the contact you wish to delete.
3. Drag • • • up. On the displayed screen, tap **delete**.
4. If the contact is linked to multiple accounts, select the account from which you wish to delete the contact.
5. Tap **delete**.

• **Sharing a contact**

You can easily share contacts with other devices.

1. Open the People hub. Flick left or right to go to **all**.
2. Tap the contact you wish to share to display the profile screen.
3. Drag ⬆ up. On the displayed screen, tap share contact.
4. Tap ✓.
5. Select a sharing method.
6. Follow the onscreen instructions to share the contact.

The onscreen instructions vary depending on the sharing method you select.

• Linking contacts

Do you have multiple entries for the same contact from different SNS or email accounts? You can link these entries to better manage your contacts.

1. Open the People hub. Flick left or right to go to all.
2. Tap the main contact you wish to link to.
3. Tap ☎ > choose a contact. Select the contacts to be linked.

After you link the contacts, they are all saved to the main contact and are not displayed individually in the People hub.

• Unlinking a contact

Unlinking a linked contact does not delete its information. When a linked contact is unlinked, it is displayed as an individual contact in its original account.

1. Open the People hub. Flick left or right to go to all.
2. Tap the main contact.
3. Tap ☎.
4. Tap the contact you wish to unlink.
5. Tap unlink.

• Filtering your contact list

If multiple accounts are available in your People hub, you can filter your contact list to display contacts only from specified accounts.

Filtering your contact list does not delete your contacts.

1. Open the People hub. Flick left or right to go to all.
2. Drag up. On the displayed screen, tap settings > filter my contact list.
3. Select the check boxes of the accounts that contain the contacts you wish to display. Then tap ✅.

• Creating a room

You can create rooms to have group chats, share calendar events and photos, and more. Create a room and gather with your family and friends. Using a room to have group chats or sharing files generates data traffic. If you are using a mobile network, contact your service provider to choose an appropriate data plan.

1. Open the People hub. Flick left or right to go to together.
2. Tap ➕ > Room.
3. Name the room and tap 📝.
4. Tap ➕.
5. Tap a friend you wish to invite. Then tap Send to send an invitation message.
6. Tap ➕ to invite more people to the room.
7. When done, tap ✓.

• Editing a room

You can rename a room or set its background.

1. Open the People hub. Flick left or right to go to together.
2. Tap the room you wish to edit.
3. Drag • • • up. On the displayed screen:
   • To add group members, tap 📜 > ➕ and follow the onscreen instructions.
   • To set a background for the room, tap choose background.
   • To rename the room, tap rename.
• Creating a contact group

You can create a contact group and send a message to all group members simultaneously.

1. Open the People hub. Flick left or right to go to together.
2. Tap > Group.
3. Name the group and tap .
4. Tap to choose a contact you wish to add to the group.
5. Tap to add more contacts to the group.
6. When done, tap .

• Editing a contact group

You can rename a contact group and manage its members.

1. Open the People hub. Flick left or right to go to together.
2. Tap the group you wish to edit.
3. Drag up. On the displayed screen:
   • To add group members, tap > and follow the onscreen instructions.
   • To rename the group, tap rename.

• Deleting a contact group

1. Open the People hub. Flick left or right to go to together.
2. Tap the group you wish to delete.
3. Drag up. On the displayed screen, tap delete.
4. Tap delete.

Internet connection

Your phone brings you into the new age of wireless Internet surfing. Let’s take a look at how this works.
You can access the Internet through a mobile network or wireless local area network (WLAN).

• **Turning on mobile data connection**

1. In the application list, tap 🔍 > cellular.
2. Switch **Data connection** to **on**.

⚠️ When you are not using mobile data connection, turn it off to avoid generating additional data traffic.

• **Adding an APN**

1. In the application list, tap 🔍 > cellular > add internet apn.
2. Configure the required settings.
3. When done, tap ✅.

• **Turning on data roaming**

When you are roaming outside your service provider’s coverage area, turn on data roaming to continue accessing the Internet with your mobile data connection.

1. In the application list, tap 🔍 > cellular.
2. Switch **Data connection** to **on**.
3. Switch **Data roaming options** to **roam**.

⚠️ Using your mobile data connection while roaming may result in hefty data fees. For more information, contact your service provider.

• **Connecting to a WLAN**

You can connect your phone to a WLAN to access the Internet.

If both WLAN and mobile data connection are available, your phone preferentially accesses the Internet through the WLAN.
1. In the application list, tap 🛠 > WLAN.

2. Switch WLAN to on 📦.

   Your phone then searches for WLANs within range.

3. Tap a WLAN to connect to it.
   - You can connect to open WLANs directly.
   - To connect to an encrypted Wi-Fi® network, enter the password when prompted.

• Connecting to a hidden WLAN

   Though your phone can't automatically find WLANs whose service set identifiers (SSIDs) are hidden, you can follow these steps to connect to hidden WLANs.

1. In the application list, tap 🛠 > WLAN.

2. Tap WLAN and switch WLAN to on 📦.

3. Tap advanced > 🔄.

4. Enter an SSID and tap add.
   - You can connect to open WLANs directly.
   - To connect to an encrypted Wi-Fi® network, enter the password when prompted.

connecting to a hidden wlan increases power consumption. turn off wlan when you don't need it to save battery power.

• Turning off mobile data connection

   When you are not using mobile data connection, turn it off to reduce your phone's data traffic and battery consumption.

1. In the application list, tap 🛠 > cellular.

2. Switch Data connection to off.
• Turning WLAN off

Turn off WLAN when you don't need it to save battery power.

1. In the application list, tap 🔄 > WLAN.
2. Switch WLAN to off ☑️.
Surfing the web

You can start surfing the web right away using your phone's browser and stay on the ball with up-to-date news and information. Staying connected has never been easier.

• Browser

In the application list, tap 🌐 to open the browser. Configure the browser settings before using it for the first time.

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Enter keywords or the website address you wish to visit.</td>
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<tr>
<td>2</td>
<td>Refresh the web page.</td>
</tr>
</tbody>
</table>
• Adding a website to your favorites

To conveniently access regularly visited websites, save them to your favorites.
1. Launch the browser and go to the desired website.
2. Drag • • • up. On the displayed screen, tap add to favorites.
3. Choose whether to name the website and tap ✔️.

• Accessing your favorites

1. Launch the browser and drag • • • up. On the displayed screen, tap favorites.
2. Tap the website you wish to visit.

• Deleting your favorites

1. Launch the browser and drag • • • up. On the displayed screen, tap favorites.
2. Tap and hold the website you wish to delete from your favorites. Then tap delete on the displayed option menu.

• Editing your favorites

1. Launch the browser and drag • • • up. On the displayed screen, tap favorites.
2. Tap and hold the website you wish to edit. Then tap edit on the displayed option menu.
3. When done, tap ✔️.

• Clearing your browser history

To better protect your privacy, clear your browsing history from time to time.
1. Launch the browser and drag • • • up. On the displayed screen, tap settings.
2. Tap delete history.
**Sharing**

You can share the latest news, hottest songs, stunning photos, and much more with your family and friends.

**• Turning on Bluetooth**

Your phone can use Bluetooth® to connect to a device within 10 meters. Obstacles, such as walls and electrical appliances, may affect your Bluetooth connection.

1. In the application list, tap **settings > Bluetooth**.
2. Switch Bluetooth to **on**.

**• Sharing files using Bluetooth**

You can use Bluetooth to share photos, videos, and songs with your family and friends.

⚠️ To share files using Bluetooth, enable Bluetooth on your phone and the receiving device.

1. Tap and hold the file you wish to send.
2. Tap **share > Bluetooth** on the displayed option menu.
3. Tap the receiving device to start sending the file.

When another device is trying to send a file to your phone using Bluetooth, tap **accept** in the displayed dialog box to start receiving the file.

**• Copying files to and from your computer**

You can use the Zune application to copy files, such as songs, videos, and photos, to and from your computer.

1. Connect your phone to your computer using a USB cable.
2. Open the new drive that appears on your computer to view files stored in your phone.
3. Copy the desired files to and from your computer.
Messaging makes it easy to stay in contact with your friends using text messages or online chat.

• Sending a text message

1. In the application list, tap 📩.
2. Flick left or right to go to threads.
3. Tap ✌.
4. Enter the recipient's phone number, or tap ✆ to select a recipient from your contact list.
5. Tap type a message and write your text message.
6. When done, tap ◢ to send the message.
• Sending a multimedia message

Want to share your favorite photos and videos with friends and family? Attach them to your messages and spread the smiles all around.

Sending multimedia messages may cost more than sending text messages. For details, contact your service provider.

1. In the application list, tap 📩.
2. Flick left or right to go to threads.
3. Tap 📩.
4. Enter the recipient’s phone number, or tap 📞 to select a recipient from your contact list.
5. Tap type a message and write your message.
6. Tap 📸 to attach a photo or video.
7. When done, tap ✉️ to send the multimedia message.

• Chatting online

Chat with your friends online with Windows Live.
Before using Windows Live, make sure you’ve signed in to your Microsoft account.

1. In the application list, tap 📩.
2. Flick left or right to go to online.
3. Tap 📩 and set your status.
4. Start chatting away.

• Viewing a thread

1. In the application list, tap 📩.
2. Flick left or right to go to threads.

   Conversations with the same contact are displayed in a thread.
3. Tap the thread you wish to view.
• Tap **type a message** to reply to the contact.
• Tap and hold any message. To delete it, tap **delete**. To forward it, tap **forward**. To copy it, tap **copy**.

**Sending a text message to a contact group**

Want to send a text message to several contacts? Why waste time sending it to them one at a time when you can create a group and send it to all of them at once!

1. In the application list, tap **people** to enter the People hub.
2. Flick left or right to go to **together**.
3. In the **Groups** list, tap the desired group.
4. Tap **text** and write your text message.
5. When done, tap **send**.

**Deleting a message**

You can delete a thread from the message list or open a thread to delete individual messages.

1. In the application list, tap **message**.
2. Flick left or right to go to **threads**.
3. In the message list, find the thread or message you wish to delete.
4. Tap and hold the thread or message. Then tap **delete** on the displayed option menu.

You can also tap **delete** from the message list, select multiple threads, and tap **bin** to delete them simultaneously.

**Email**

Your phone lets you send and receive emails to keep you connected even when you are on the go.
• Adding an email account

To send and receive emails using multiple mailboxes, add multiple email accounts to your phone.

1. In the application list, tap 🔄 > email + accounts.
2. Tap ☑️ to select an email account type.
3. Follow the onscreen instructions to enter your email address, password, and required information.
4. Tap sign in.

After you add an email account, it appears in your application list.

• Checking emails

1. In the application list, tap the mailbox you wish to check.
2. In the inbox, flick left or right to find the email you wish to view.
   • To reply to the sender, tap ☎️ > reply.
   • To reply to the sender and all recipients, tap ☎️ > reply all.
   • To forward the email, tap ☎️ > forward.

⚠️ Retrieving your emails may be slightly delayed, depending on the network condition. Tap 🔄 to refresh your mailbox.

• Sending an email

1. In the application list, tap the mailbox you wish to use.
2. Tap ☑️ .
3. Enter the recipients and subject and compose your email.
4. When done, tap ✉️ .

• Deleting an email

1. In the application list, tap the mailbox you wish to use.
2. In the email list, tap and hold the email you wish to delete.
3. Tap **delete** on the displayed option menu.

⚠️ You can also select several emails and tap ⬅️ to delete them simultaneously.

**• Modifying email account settings**

You can name mailboxes, set how often they refresh, and more.

1. In the application list, tap 🔄 > *email + accounts*.
2. In the mailbox list, tap the email account you wish to configure.
3. Follow the onscreen instructions to modify the email account settings.

⚠️ Do not change the default email account server address; otherwise you may not be able to send or receive emails.

**• Linking mailboxes into one**

Busy switching between multiple email accounts and worried about missing emails? You can link your mailboxes into one unified inbox to see all your emails at a glance.

⚠️ Add all necessary email accounts to your phone.

1. In the application list, tap any of the mailboxes you need.
2. Drag ⬆️ ⬆️ ⬆️ up. On the displayed screen, tap **link inboxes**.
3. In the **other inboxes** list, tap the mailboxes you wish to link to the mailbox you tapped in step 1.
4. Tap **rename linked inbox** and enter a new name.
The new unified mailbox then appears in the application list.

**• Unlinking mailboxes**

1. In the application list, tap 📧.
2. Drag ⬆️ ⬆️ ⬆️ up. On the displayed screen, tap **linked inboxes**.
3. In the **this inbox** list, tap the mailbox you wish to unlink.
4. Tap **unlink**.

**Camera**

Your phone helps you capture the memories you want to keep forever. Press the camera button to turn on the camera.

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<tr>
<td>1</td>
<td>Select a lens. Before using this function, download the desired lenses from Store.</td>
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<tr>
<td>2</td>
<td>Turn the flash on or off.</td>
</tr>
<tr>
<td>3</td>
<td>Toggle between the front and rear cameras.</td>
</tr>
<tr>
<td>4</td>
<td>Toggle between photo and video capture modes.</td>
</tr>
</tbody>
</table>
• Taking a photo

1. Press the camera button to turn on the camera.
2. Frame the image you wish to capture. Press the camera button halfway to focus.
3. Press the camera button all the way to take a photo.

• Shooting a video

1. Open the camera and tap 📹 to switch to video capture mode.
2. Tap the screen to start recording.
3. Tap the screen again to stop recording.
Photos hub

The Photos hub lets you view all images saved in your phone’s memory, microSD card, and SNS accounts.

In the application list, tap 📷 to enter the Photos hub.

• Viewing photos

Your phone automatically categorizes your photos to let you find them quickly.

Tips View photos from the web will generate data traffic. If you are going to use a mobile network, contact your service provider to choose an appropriate data plan.

In the Photos hub, tap the desired photos to view them. Pinch two fingers together to zoom out or stretch them apart to zoom in.

In the Photos hub, tap the desired photos to view them. Pinch two fingers together to zoom out or stretch them apart to zoom in.
• Marking a photo as your favorite

Would you like to quickly and easily find photos of your family and friends? Mark them as your favorites.

1. In the Photos hub, select the desired photo.
2. Drag • • • up. On the displayed screen, tap **add to favorites**.

To view your favorite photos, open the Photos hub and flick left or right to go to **favorites**.

• Sharing photos and videos

Some photos and videos are so exciting that you just can't wait to share them! Use your phone to send them to your friends and family via MMS or email, or even post them to SNSs.

1. Open the Photos hub and tap the photo you wish to share.
2. Drag • • • up. On the displayed screen, tap **share...**.
3. Select a sharing method.
4. Follow the onscreen instructions to share the photo.

The onscreen instructions vary depending on the sharing method you select.

• Changing the Photos hub background

You can set any photo as the Photos hub background or let your phone shuffle through photos.

Open the Photos hub and drag • • • up. On the displayed screen, you can:

- Tap **choose background**, select the desired photo, and tap ✓.
- Tap **shuffle background** to have your phone shuffle through photos in your albums.
• Listening to music

In the mood for music? Your phone makes listening to music a walk in the park.

1. In the application list, tap 🎧.
2. Tap music.
3. Find the song you wish to listen to and tap 🎧.

|   | Tap 🎧 to replay or switch to the previous song. Tap and hold 🎧 to rewind. |
On the playback screen, you can simply flick left to switch to the previous song or flick right to switch to the next song.

1. In the application list, tap 🎧.
2. Tap videos.
3. Find the video you want and tap ▶. 

• Watching videos

Your phone can work as a portable video player so you can watch downloaded or streaming videos wherever you want.

- Tap 🎧 to pause the playback.
- Tap 🎧 to switch to the next song. Tap and hold 🎧 to fast-forward.
- Tap ❤ to rate a song.
- Tapshuffle.
- Tap 🎧 to replay the current song.

On the playback screen, you can simply flick left to switch to the previous song or flick right to switch to the next song.
• Turning on GPS

When GPS is turned on, your current location is available on other applications, such as Maps.

The accuracy of your position is influenced by factors such as the weather and environment.

1. In the application list, tap 🗼 > location.
2. Switch GPS to **on**.

**• Browsing the map**

Maps help you find the address you are looking for, show you how to get to a destination, and display real-time traffic. You can also switch to an aerial view.

In the application list, tap 🗺️ to open Maps. You can:

- Pinch two fingers together to zoom out or stretch them apart to zoom in.
- Drag ••• up. On the displayed screen, tap **search**, **aerial view off**, or **favorite places**. Then follow the onscreen instructions to complete the operation.

**📍 Calendar**

Always forgetting birthdays and other important events? Problem solved! Your phone’s calendar is a personal assistant that helps you keep track of all your important dates. You will never miss another anniversary, meeting, or appointment again.

**• Viewing the calendar**

In the application list, tap 📅. Flick left or right to go to **day** to view your appointments for the day.

Flick up and down to view more.

Tap 🗞️ to view your appointments for the entire month. Flick up to view your appointments in the previous month and flick down to view the appointments for the next month.

**• Viewing your agenda**

In the application list, tap 📅. Flick left or right to go to **agenda**.

Flick up and down to browse your appointments.
• Adding an appointment

Add appointments to your phone and set reminders for them. You don't need to worry about forgetting important appointments any more.

1. In the application list, tap ☐️ > 📄.
2. Configure the required settings.
3. If you have signed in to multiple accounts, select the account to which you wish to save this appointment.
4. Tap more details to set a reminder and add attendees.
5. When done, tap 📐.

• Adding a to-do task

Adding to-do tasks to your phone and setting their priorities help you better manage your day.

1. In the application list, tap ☐️. Then flick left or right to go to to-do.
2. Configure the required settings.
3. If you have signed in to multiple accounts, select the account to which you wish to save this to-do task.
4. When done, tap 📐.

• To sort the to-do tasks by priority, drag ⬆️ ⬇️ up. Then tap sort by priority on the displayed screen.

• To mark a task as completed, tap the task and ✔️. The task then disappears from the to-do list.

📍 Alarms

• Adding an alarm

Set alarms on your phone, and you'll never have to worry about being late again.
1. In the application list, tap 🕒.

2. Tap 🕒.

3. Follow the onscreen instructions to set the alarm time, sound, how often it repeats, and more.

4. When done, tap 🕒.

**Turning on and off an alarm**

On the alarm screen, flick the switch next to an alarm left to turn it on or right to turn it off.

**Deleting an alarm**

Tap the alarm and then 🗑.

**Office**

Your phone is equipped with Microsoft Office, which lets you work even when you are away from the office. Create and edit Excel workbooks, Word documents, PowerPoint presentations, OneNote notes, and more.

**Creating and editing a Word document**

1. In the application list, tap 📝.

2. Flick left or right to go to recent.

3. Tap 📝 > Word to create a blank Word document.

4. Write your text.
   - Tap 📚 to view the document outline.
   - Tap 📈 to add a comment.
   - Tap 🔍 to search the document.
   - Tap 📌 to change the text format and color.
5. When done, drag • • • up. On the displayed screen, tap save.
6. Follow the onscreen instructions to enter the name and save path of the document. Then tap save.

• Creating and editing an Excel workbook

1. In the application list, tap 📑.
2. Flick left or right to go to recent.
3. Tap ☰ > Excel to create a blank Excel workbook.
4. Edit the file.
   • Tap 📖 to move on to another worksheet.
   • Tap Σ to use a function.
   • Tap 🕵 to search the workbook.
   • Tap ☑ to sort the cells.
5. When done, drag • • • up. On the displayed screen, tap save.
6. Follow the onscreen instructions to enter the name and save path of the workbook. Then tap save.

• Viewing and editing a PowerPoint presentation

1. In the application list, tap 📑.
2. Flick left or right to go to recent and tap the desired PowerPoint file.
3. Rotate your phone to view the PowerPoint file in landscape view. Flick left and right to switch between slides.
4. Tap 📝 to edit the file.
5. When done, drag • • • up. On the displayed screen, tap save.
• Saving a file to Windows Live SkyDrive

You can save files on your phone to Windows Live SkyDrive and then share them. You can also access files on Windows Live SkyDrive from your computer.

To use Window Live SkyDrive, sign in to your Microsoft account on your phone.

1. In the application list, tap 🔎.
2. Flick left or right to go to places.
3. Tap phone.
4. Tap and hold a file and tap save to... > SkyDrive.

• Applications

Want to discover a rich collection of applications and try out the hottest games? Well then go ahead to see how to enrich your phone!

• Downloading applications

You can download applications to your phone in either of the following ways:

- Download applications from the Store.
- Connect your phone to a computer and copy downloaded applications from the computer.

• Installing applications from the Store

Your phone is preinstalled with the Store, which offers a wide variety of applications for you to download and install. Some applications are free of charge while others are not.

⚠ Using your phone to download applications over your mobile data connection may result in high data traffic. We suggest you use a WLAN instead.

1. In the application list, tap 🔎.
2. Flick left and right to switch between application categories.
3. Tap the desired application to view its details. Flick left and right to view user comments and other information.
4. Tap install to install the application.

• Uninstalling applications

⚠️ You can only uninstall third-party applications.
1. In the application list, tap and hold the application you wish to uninstall.
2. From the displayed option menu, tap uninstall.
3. Follow the onscreen instructions to complete the operation.

📍 Phone settings

• Traffic manager

Set a limit for your phone’s data traffic to keep your data fees under control.

1. In the application list, tap 🕒.
2. Tap 📈 > set limit.
3. Set a data limit and other details and tap ✔️. Flick left or right to go to usage to view the data traffic of each application.

• Setting the time zone and language

Are you on an international business trip? Adjust your phone’s time zone settings to keep track of time. You can also change your phone’s language.

1. In the application list, tap 🔄 > language + region.
2. Follow the onscreen instructions to set the time zone, language, region, and more.
3. When done, tap restart phone.

The language and time zone changes take effect when your phone restarts.
• Checking your phone storage

In the application list, tap > phone storage to view details about your phone memory and microSD card storage. If your phone is configured with a microSD card, you can change the save location of photos, music, and videos.

• Backup

Back up your applications, messages, photos, and videos in your phone to a cloud server so they’ll always be handy.

Your data will be backed up to the Microsoft cloud server. To use this function, sign in to your Microsoft account on your phone.

1. In the application list, tap > backup.
2. Select the data you wish to back up, for example, text messages, app list + settings, and photos.
3. Follow the onscreen instructions to back up the selected data.

• Phone finder

If your phone gets lost or stolen, you can use the phone finder function to find the phone, lock it, or erase data from it.

⚠️ To use this function, you must sign in to your Microsoft account on your phone before your phone is lost. Then, follow these steps: In the application list, tap > find my phone. Read the onscreen instructions and perform the required settings.

1. From a computer or other Internet-capable devices, log in to http://www.windowsphone.com with your Microsoft account.
2. On the displayed web page, send a message to your phone, lock it, or erase your data from it.
FAQs

Can I set any song as my ringtone?
Sorry. You can only choose one of the provided ringtones.

How can I forward a text message?
1. In the application list, tap 📩.
2. Flick left or right to go to threads.
3. Tap the thread that contains the text message you wish to forward.
4. Tap and hold the text message you wish to forward.
5. Tap forward on the displayed option menu.

Can I disable the auto-rotate screen function?
Unfortunately, no.

Will my alarms still sound if I power off my phone?
No.

How can I hide the onscreen keyboard?
Tap ⬅️.

How can I reduce my mobile data traffic?
• When you are not accessing the Internet, turn off your mobile data connection as follows:
  Tap 🎯 > cellular. Then set data connection to off.
• When a WLAN is available, connect to the WLAN to access the Internet.
• Set your email accounts to refresh less often.
  On the mailbox screen, drag ⚪️ ⚪️ ⚪️ up. On the displayed screen, tap settings > sync settings and set the refresh frequency to a smaller value.

How can I format a microSD card?
1. In the application list, tap 🎯 > phone storage.
2. Tap SD card > format SD card.
How can I adjust the date and time?

1. In the application list, tap > date + time.
2. Switch automatic adjustment to off.
3. Tap the Date box to set the date and the Time box to set the time.

How can I save my photos and videos to a different location?

1. In the application list, tap > phone storage.
2. Follow the onscreen instructions to specify whether your photos, videos, and songs are saved to your phone memory or microSD card.

What can I do if I forget the screen unlock pattern or password?

Please contact Huawei customer service personnel for help.