User Guide

HUAWEI

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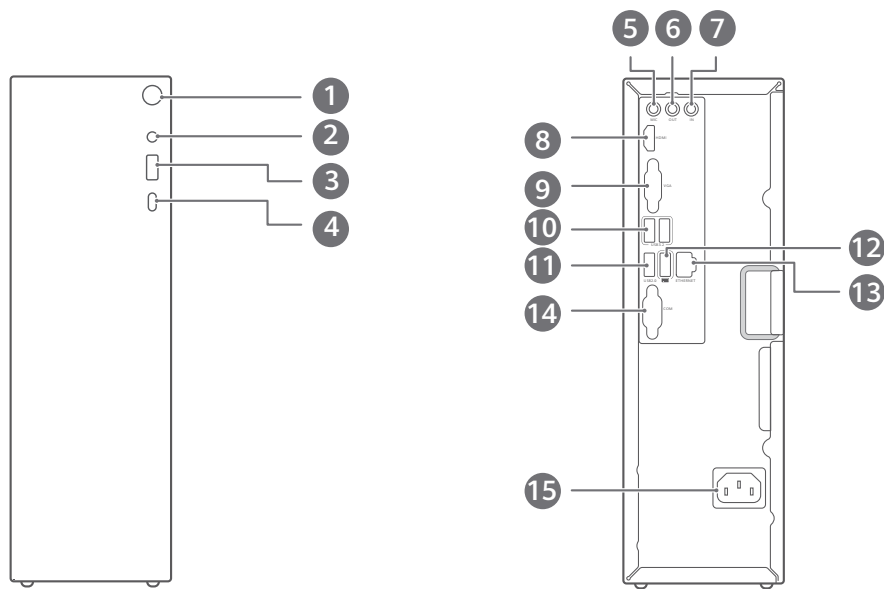## Learn about Windows 10

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Get to know your computer

Appearance

1	**Power button**
	• Press the Power button to power on the computer when the computer is shut down.
	• Press and hold the Power button for over 10 seconds to force shut down the computer when the computer is powered on.
2	**Headset port**
	Connects to a headset.
3	**USB-A (USB 3.2 Gen 2) port**
	Connects to mobile phones, USB drives, and other external devices to transfer data.
4	**USB-C port**
	• Connects to mobile phones, USB drives, and other external devices to transfer data.
	• Provides fast-charging for devices including phones when powered on.
5	**Mic in port**
	Connects to a microphone to transmit audio received by the microphone to the computer.
6	**Line out port**
	Connects to an external device, such as a speaker, to transmit audio signals from the computer to the external device.

7	**Line in port** Connects to an external audio device and transmits audio from the external device to the computer.
8	**HDMI port** A high-definition multimedia port. Connects to external displays.
9	**VGA port** Connects the VGA cable to a display device.
10	**USB-A (USB 3.2 Gen 1) port x 2** Connects to mobile phones, USB drives, and other external devices to transfer data.
11	**USB-A (USB 2.0) port** Connects to mobile phones, USB drives, and other external devices to transfer data.
12	**USB-A (USB 2.0) port (dedicated for Huawei keyboards that support fingerprint login)** • Connects to mobile phones, USB drives, and other external devices to transfer data. • Connects the Huawei keyboard that supports fingerprint login. If the computer comes with a Huawei keyboard that supports fingerprint login, you must connect the keyboard to this port so that you can power on and unlock the computer by pressing the fingerprint button on the keyboard.
13	**RJ45 port** Connects to a network cable.
14	**Serial port** Connects to a modem, serial printer, emulator, or devices that have a serial port.
15	**Charging port** Connects the power cable.

Powering On and Off the Computer

Set up your computer and press the power button and then the indicator turns on.

When using the computer, click ⊞ > ⏻ to switch the computer between Sleep mode, powering off, or restarting.
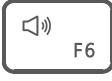
⚠ Force shutdown: Press and hold the Power button for more than 10 seconds. Note that this will result in the loss of any unsaved data.

Keyboard

ⓘ The actual functions may vary depending on the keyboard used.

Functions of Shortcut Keys

By default, the F1 and F2 keys of some versions of keyboards are in shortcut key (hot key) mode, which can be used to perform common tasks easily.

☀ F1	Reduces screen brightness ⓘ Only supported when connected to a Huawei display.
☀ F2	Increases screen brightness ⓘ Only supported when connected to a Huawei display.
🔇 F4	Mutes or unmutes
🔉 F5	Reduces volume
🔊 F6	Increases volume
▭ F8	Switches screen projection mode

Switching Between Shortcut Keys and Function Keys

Once this feature is enabled, keys such as F1 and F2 have different functions when used with different software.

You can use the F keys as function keys by performing the following method:

Press the Fn key and the indicator will light up. The F keys will then work as function keys. To return to shortcut key (hotkey) mode, press the Fn key then the indicator will turn off.

Getting started

Step 1: Connecting to a network

Method 1: Connect to a Wi-Fi network.

Click ⊕ on the taskbar at the bottom of the desktop, select your preferred Wi-Fi network, and follow the onscreen instructions to connect the computer to the Wi-Fi network.
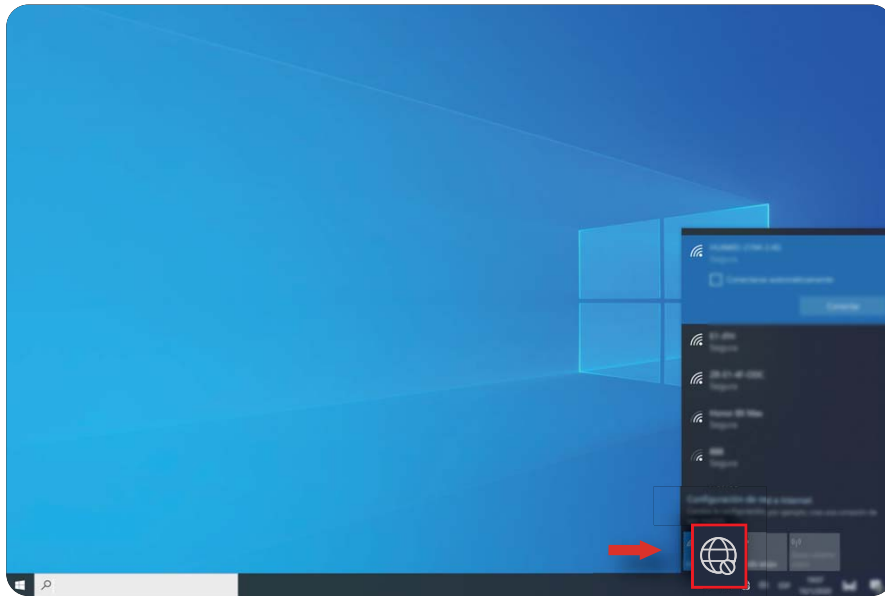
Method 2: Connect to a wired network.

Connect the network cable to the RJ45 port on the computer, and then connect the computer to the network through the network cable.

Step 2: Activating Windows

Windows will activate automatically when you connect to the Internet for the first time. Click
⊞ > ⚙ > ⟳ > ⊘ to check if Windows has been activated.

If Windows cannot be activated, restart the computer, connect to the network, and try again. If the issue persists, connect to a different network or wait a while before trying again.
ⓘ If Windows is not activated, some features on your computer may be restricted.

Step 3: Enrolling fingerprints (only supported with some keyboards)

If your computer has a keyboard that supports fingerprint enrollment, press the fingerprint key on the keyboard to power on and unlock your computer within seconds in a secure and convenient way.

Enrolling a fingerprint

On the computer, go to ⊞ > ⚙ > 👤 > 🔍 , set the login password and PIN, and follow the onscreen instructions to enroll your fingerprints.

ℹ · Keep your finger clean. If there is water or dirt on your finger, it will affect the fingerprint enrollment process.

· You can add a maximum of 10 sets of fingerprints.

Step 4: Updating the drivers

Open ⓜ HUAWEI PC Manager to manage drivers on your computer. If you are prompted with available updates for drivers on your computer, follow the onscreen instructions to finish the update.

ℹ To optimize your experience, check the version of your driver and update it in a timely manner to improve the performance and stability of your computer.

Highlighted features

Huawei Share

If there is a Huawei Share sensor on your keyboard, tap the NFC detection area on your phone against the Huawei Share sensor. Your phone screen will then automatically be displayed on the computer. After that, feel free to use your phone apps and files on the computer. You can also share files and even clipboard content between the two devices.

If there is no Huawei Share sensor on your keyboard, open HUAWEI PC Manager select other connection methods to connect both devices, and experience the Huawei Share function.

Multi-Screen Collaboration

You can use phone apps or open phone files on your computer and drag and drop files between the phone and the computer for greater efficiency.

File sharing

Tap your phone against the Huawei Share sensor to share files. Shake your phone to start recording your computer's screen.

🛈 If there is no Huawei Share sensor on your keyboard, you can't use the File sharing function.

Data syncing

You can share the clipboard content between your phone and computer, as well as sync recent documents from your phone to the computer.

🛈 For detailed instructions, visit our official website:

https://consumer.huawei.com/en/support/huaweisharewelcome/
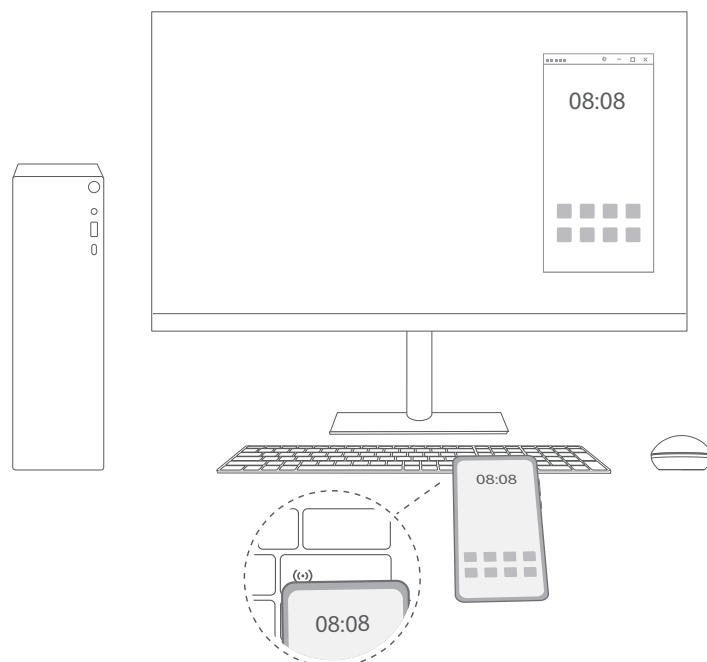
F10 factory reset (not available in some regions)

The computer's built-in F10 factory reset feature can quickly restore your computer to its initial or factory state.

- All data on the C drive will be deleted during a factory reset. Make sure to back up your data before proceeding.
- This feature is not available in some countries and regions.

1 Connect the computer to the power adapter. Then, press the Power button, and press F10 for multiple times constantly or hold F10 to access the restore screen.

2 Follow the instructions to perform a factory reset.

Learn about Windows 10

Using the Start menu

Use the Start menu to access apps, settings, and files on your computer.

Click ▦ to open the Start menu.
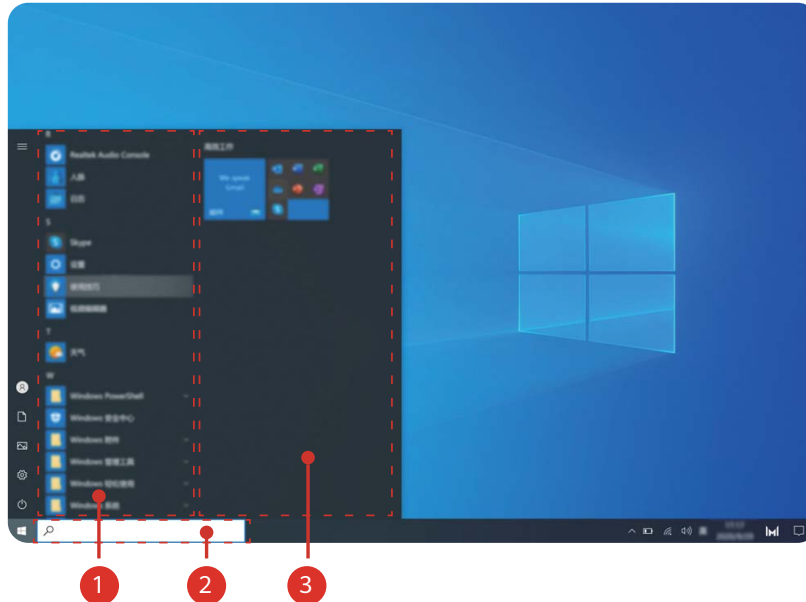
- Click ⊘ to change, lock, or sign out of the current user account.

- Click ▯ to access the Documents folder.

- Click ⊠ to access the Pictures folder.

- Click ⚙ to open Settings.

- Click ⏻ to sleep, shut down, or restart the computer.

- **1** App list: scroll up and down to view all apps and programs.

- **2** Search box: Enter a term to search for files or apps.

- **3** Pinned tiles: Pin your favorite apps or websites here, and organize them into groups.

Action center

The action center displays notifications for updates, incoming emails, and more. It also provides quick actions that allow you to quickly enable or disable features or configure relevant settings.

Click ▭ on the taskbar to open Action Center. You can then:

- Quickly open Settings, projection options, and more.
- Quickly modify frequently used settings, such as network settings.
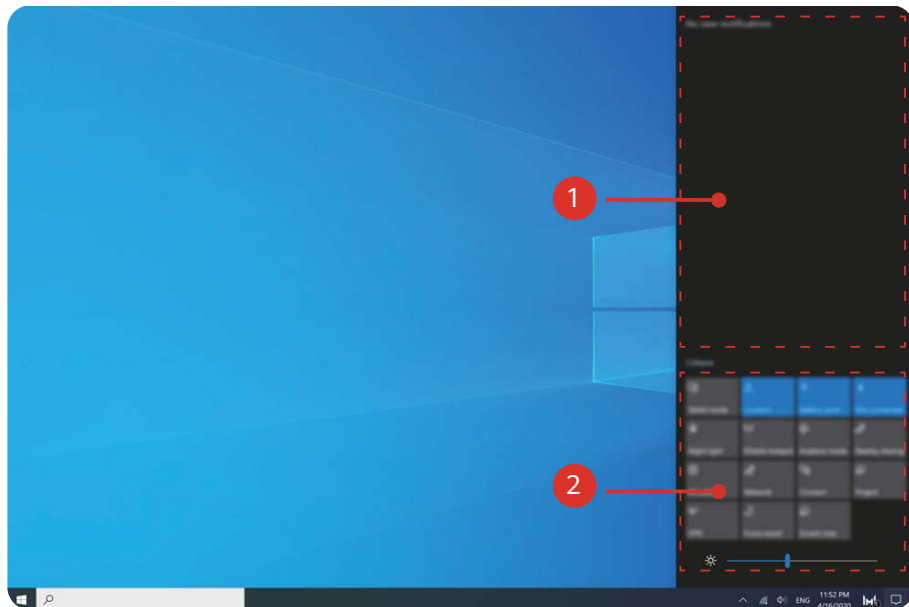
- ❶ : Notifications area.

- ❷ : Quick actions area.

About this user guide

This user guide is only for use with associated computers that run the Windows 10 operating system. In this guide, you will learn about the basic features of your computer. For more information about Windows 10 features, visit https://www.microsoft.com, or click ⊞ > 💡 on your desktop.
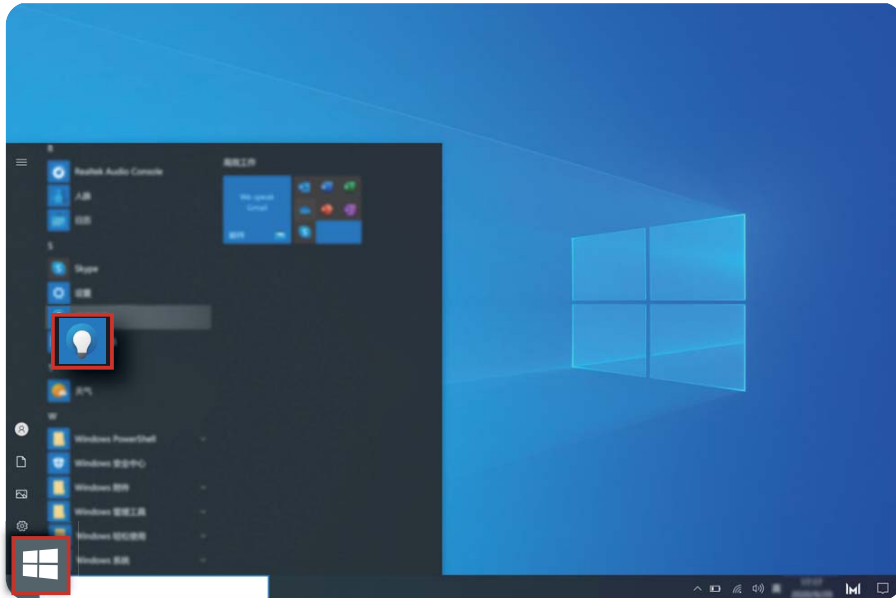
The optional accessories and software described in this guide may not be available or up-to-date. The system environment described in this guide may vary from your actual system environment. Images in this manual may differ from the actual product. All illustrations are for reference only. Actual product may differ.

Indicators

ⓘ	Highlights important information and tips, and provides additional information.
⚠	Indicates potential issues that may lead to damage, data loss, and other unexpected problems if left unattended.
🚫	Warns of potential hazards that can result in serious personal injury if not circumvented.

Safety information

This section contains important information about the operation of your device. It also contains information about how to use the device safely. Read this information carefully before using your device.

Electronic device

Do not use your device if using the device is prohibited. Do not use the device if doing so causes danger or interference with other electronic devices.

Interference with medical equipment

- Follow rules and regulations set forth by hospitals and health care facilities. Do not use your device where prohibited.
- Some wireless devices may affect the performance of hearing aids or pacemakers. Consult your service provider for more information.
- Pacemaker manufacturers recommend that a minimum distance of 15 cm be maintained between a device and a pacemaker to prevent potential interference with the pacemaker. If using a pacemaker, hold the device on the side opposite the pacemaker and do not carry the device in your front pocket.
- Please consult your doctor and the device manufacturer to determine if using your device may interfere with the operation of your medical device.

Protecting your hearing when using a headset

- To prevent possible hearing damage, do not listen at high volume levels for long periods.
- Using a headset at high volumes may damage your hearing. To reduce this risk, lower the headset volume to a safe and comfortable level.

Areas with flammables and explosives

- Do not use the device where flammables or explosives are stored (in a gas station, oil depot, or chemical plant, for example). Using your device in these environments increases the risk of explosion or fire. In addition, follow the instructions indicated in text or symbols.
- Do not store or transport the device in containers with flammable liquids, gases, or explosives.

Operating environment

- The device nameplate is on the bottom of the device.
- The USB-A port can provide 5V DC/2A power to other devices. The USB-C port can provide 9V DC/2A power to other devices.
- Avoid dusty, damp, or dirty environments. Avoid magnetic fields. Using the device in these environments may result in circuit malfunctions.

- Before connecting and disconnecting cables, stop using the device and disconnect it from the power supply. Ensure that your hands are dry during operation.
- During thunderstorms, power off your device and remove all cables connected to it to protect against lightning strikes.
- Do not use your device during thunderstorms to protect your device against any danger caused by lightning.
- Ideal operating temperatures are 0 °C to 35 °C. Ideal storage temperatures are -10 °C to +45 °C. Extreme heat or cold may damage your device or accessories.
- Do not expose your device to direct sunlight (such as on a car dashboard) for prolonged periods.
- To protect your device or accessories from fire or electrical shock hazards, avoid rain and moisture.
- Keep the device away from sources of heat and fire, such as a heater, microwave oven, stove, water heater, radiator, or candle.
- Stop using your device or applications for a while if the device is overheated. If skin is exposed to an overheated device for an extended period, low temperature burn symptoms, such as red spots and darker pigmentation, may occur.
- Do not allow children or pets to bite or suck the device or accessories. Doing so may result in damage or explosion.
- Observe local laws and regulations, and respect the privacy and legal rights of others.

Child safety

- Comply with all precautions with regard to child safety. Letting children play with the device or its accessories may be dangerous. The device includes detachable parts that may present a choking hazard. Keep away from children.
- The device and its accessories are not intended for use by children. Children should only use the device with adult supervision.

Accessories

- Using an unapproved or incompatible power adapter, charger or battery may cause fire, explosion or other hazards.
- Choose only accessories approved for use with this model by the device manufacturer. The use of any other types of accessories may void the warranty, may violate local regulations and laws, and may be dangerous. Please contact your retailer for information about the availability of approved accessories in your area.

Power adapter safety

- The power plug is intended to serve as a disconnect device.
- For pluggable devices, the socket-outlet shall be installed near the devices and shall be easily accessible.
- Unplug the power adapter from electrical outlets and the device when not in use.

- The power plug should connect to a socket outlet with an earth connection.

- If the power cable is damaged (for example, the cord is exposed or broken), or the plug loosens, stop using it at once. Continued use may lead to electric shocks, short circuits, or fire.

- Do not touch the power cord with wet hands or pull the power cord to disconnect the power adapter.

- Do not touch the device or the power adapter with wet hands. Doing so may lead to short circuits, malfunctions, or electric shocks.

Battery safety

- Do not connect battery poles with conductors, such as keys, jewelry, or other metal materials. Doing so may short-circuit the battery and cause injuries or burns.

- Keep the battery away from excessive heat and direct sunlight. Do not place it on or in heating devices, such as microwave ovens, stoves, or radiators. Batteries may explode if overheated.

- Do not attempt to modify or remanufacture the battery, insert foreign objects into it, or immerse or expose it to water or other liquids. Doing so may lead to fire, explosion, or other hazards.

- If the battery leaks, ensure that the electrolyte does not make direct contact with your skins or eyes. If the electrolyte touches your skins or splashes into your eyes, immediately flush with clean water and consult a doctor.

- In case of battery deformation, color change, or overheating while storing, immediately stop using the device and remove the battery. Continued use may lead to battery leakage, fire, or explosion.

- If the battery is improperly replaced, it may explode. Replace the battery with the same or equivalent type only.

- Do not put batteries in fire as they may explode. Damaged batteries may also explode.

- Dispose of used batteries in accordance with local regulations. Improper battery use may lead to fire, explosion, or other hazards.

- Do not allow children or pets to bite or suck the battery. Doing so may result in damage or explosion.

- Do not smash or pierce the battery, or expose it to high external pressure. Doing so may lead to a short circuit or overheating.

- Do not drop the device or battery. If the device or battery is dropped, especially on a hard surface, it may be damaged.

- ⚠ WARNING: The device contains a coin/button/small-sized cell battery. Do not ingest the battery, as it may result in chemical burns.

- If the coin/button/small-sized cell battery is swallowed, it can cause severe internal burns in just 2 hours and can lead to death.

- Keep new and used batteries away from children. If the battery compartment does not close securely, stop using the product and keep it away from children. If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention.

Cleaning and maintenance

- Keep the device and accessories dry. Do not attempt to dry it with an external heat source, such as a microwave oven or hair dryer.

- Do not expose your device or accessories to extreme heat or cold. These environments may interfere with proper function and may lead to fire or explosion.

- Avoid collision, which may lead to device malfunctions, overheating, fire, or explosion.

- Before you clean or maintain the device, stop using it, stop all applications, and disconnect all cables connected to it.

- Do not use any chemical detergent, powder, or other chemical agents (such as alcohol and benzene) to clean the device or accessories. These substances may cause damage to parts or present a fire hazard. Use a clean, soft, and dry cloth to clean the device and accessories.

- Do not place magnetic stripe cards, such as credit cards and phone cards, near the device for extended periods of time. Otherwise the magnetic stripe cards may be damaged.

- Do not dismantle or remanufacture the device and its accessories. This voids the warranty and releases the manufacturer from liability for damage. In case of damage, contact a Huawei authorized service center for assistance or repair.

- If the device screen is broken in a collision, immediately stop using the device. Do not touch or attempt to remove the broken parts. Promptly contact a Huawei authorized service center.

Disposal and recycling information

The symbol on the product, battery, literature, or packaging means that the products and batteries should be taken to separate waste collection points designated by local authorities at the end of the lifespan. This will ensure that EEE waste is recycled and treated in a manner that conserves valuable materials and protects human health and the environment.

For more information, please contact your local authorities, retailer, or household waste disposal service or visit the website https://consumer.huawei.com/en/.

Reduction of hazardous substances

This device and its electrical accessories comply with local applicable rules on the restriction of the use of certain hazardous substances in electrical and electronic equipment, such as EU REACH regulation, RoHS and Batteries (where included) directive. For declarations of

conformity about REACH and RoHS, please visit the website

https://consumer.huawei.com/certification.

RF Exposure Information

As recommended by international guidelines, the device is designed to comply with the limits established by the market that the device will be placed on. The device should be installed and operated with a minimum distance of 20 cm between the device and your body.

Restrictions in Norway

Use of this radio equipment is not allowed in the geographical area within a radius of 20 km from the center of Ny-Ålesund, Svalbard.

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. Use the following measures to help you protect your personal information:

- Put your device in a safe place to prevent unauthorized use.
- Do not open messages or emails from strangers to prevent your device from becoming infected with a virus.
- When using your device to browse the Internet, do not visit websites that might pose a security risk to avoid your personal information from being stolen.
- If you use services such as the portable Wi-Fi hotspot or Bluetooth, set passwords for these services to prevent unauthorized access. Turn these services off when they are not in use.
- Install device security software and regularly scan for viruses.
- Using unauthorized third-party software to update your device may damage your device or put your personal information at risk. It is recommended that you update through your device's online update feature or download official update packages for your device model from Huawei.
- 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 authorized 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.
- Some third-party application providers may collect detection and diagnostic information on your device to improve their products and services.

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HIGH-DEFINITION MULTIMEDIA INTERFACE

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Privacy Policy

To better understand how we protect your personal information, please see the privacy policy at https://consumer.huawei.com/privacy-policy.

For More Help

Visit https://consumer.huawei.com/en/support for the most up-to-date contact information for your country or region.

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