Generic User Guide for MIUI 14

Contents

Chapter 1 Get started

About the user guide

Thanks for choosing Xiaomi tablet, please read the user guide carefully before you start. This is the tablet generic user guide for the MIUI 14 version. If you are not sure which software version your device is running, you can go to ⚙**Settings** > ▢**About tablet** to view the MIUI version information.

For more MIUI features, see **global.miui.com** for more information.

Tablet overview
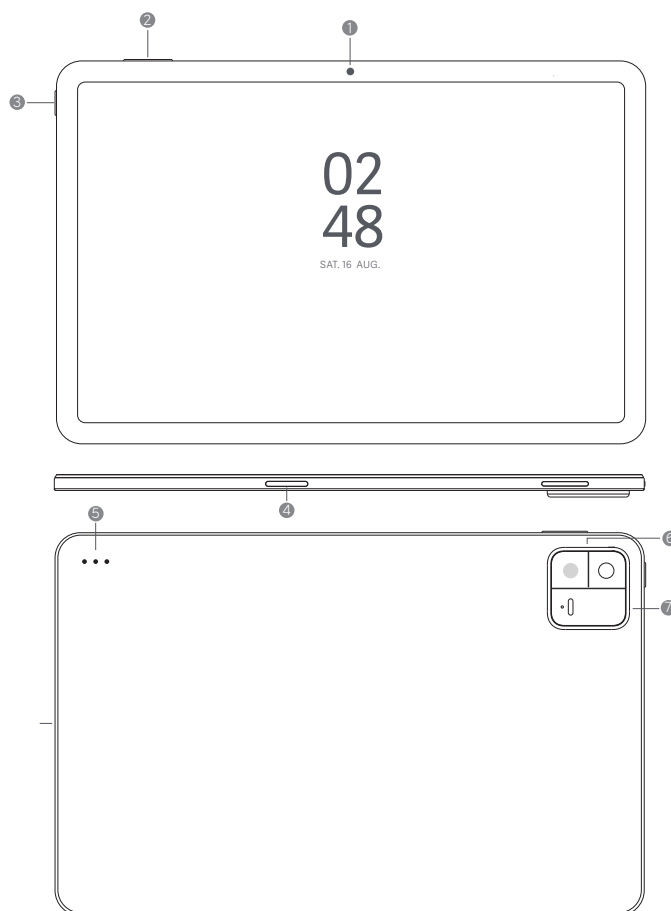
1. Front camera	2. Volume buttons	3. Power button
4. Smart pen charger	5. Keyboard connector	6. Rear cameras
7. Flash		

ⓘNote

The illustration is for reference only.

Power on the tablet

1. Press and hold the **Power button** until the tablet vibrates.

2. Finish the setup wizard.

ⓘ **Note**

> The first time you power on the tablet, a setup wizard helps you personalize your tablet, connect to a Wi-Fi
> network, choose to copy Apps and data,sign in with a Google account or Xiaomi Account, set screen lock,
> set up Google Assis- tant, and other basic settings.

Finish the setup wizard

If you do not finish all basic settings in the setup wizard when you power on the tablet at the first
time, a notification shows on the notification panel after you start the tablet.

You can swipe down the notification panel to see the notification of **Android Setup**. You can tap
the notification to follow the onscreen instructions to finish the setup wizard.

Connect to Wi-Fi

1. Go to ⊗**Settings** > 📶**Wi-Fi**.

2. Tap ⬤ to enable **Wi-Fi**.

3. Select an available network to connect.

ⓘ **Note**

> You need to enter a password for an encrypted Wi-Fi network.

💡 **Tip**

> You can swipe down the status bar at the upper-right corner of the tablet, then tap 📶**Wi-Fi** on the Control
> center to connect the same Wi-Fi next time.

Add accounts

Sign in to your Google Account

Google Account enables you to access Google Cloud Storage and Apps installed from your account, and make full use of the Android features.

1. Go to ⊛**Settings** > 👤**Accounts & sync**.

2. Tap **Add account**.

3. Choose **Google**.

4. Sign in with your Google Account.

ⓘ**Note**

If you do not have an account, you can tap **Create account** to create one. See **Google** for more information.

Sign in to your Xiaomi Account

Xiaomi Account enables you to access exclusive Mi content and make full use of Mi Apps.

1. Go to ⊛**Settings** > 🔴**Xiaomi Account**.

2. Sign in with your Xiaomi Account.

ⓘ**Note**

You can create a Xiaomi Account with an email address.

Copy your data

When you power on your tablet for the first time in setup wizard, you can follow the onscreen instructions to copy your data with cables or use other methods.

Turn the screen on or off

You can quickly press the **Power button** to turn the screen on or off.

The tablet turns off the screen automatically to save power, secure your privacy, and goes to sleep when you are not using it. The tablet can be locked or unlocked depending on your screen lock settings.

Chapter 2 Basic features

Gestures and shortcuts

You can learn gestures and shortcuts to interact with the tablet.

(i) Note

The feature may vary by device.

Basic gestures

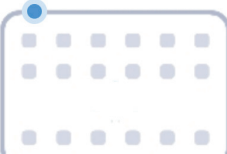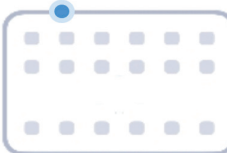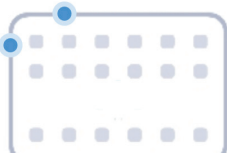You can use the simple gestures to control your tablet and Apps.

Gesture	Definition	Examples for gesture effects
	Touch and hold	• Move an app icon on the Home screen. • Activate a list to choose multiple items.
	Swipe	• Browse a list quickly.
	Scroll	• Drag a list up or down to see more information.
	Zoom in	• View photos with more details. • Browse websites clearly.
	Zoom out	• Check maps in full view.

Button shortcuts

You can take actions with physical buttons to use basic functions or activate other features.

Gesture	Description

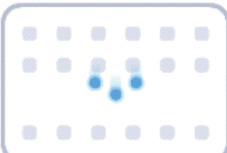|	
	Power off and reboot Press and hold the Power button until the Power off and Reboot menu appears.
	Increase the volume Press the Volume up button.
	Decrease the volume Press the Volume down button.
	Take a screenshot Simultaneously press the Volume down button and the Power button.
	Launch Google Assistant * Press and hold the Power button until the Google assistant appears.

ⓘ **Note**

* **Launch Google Assistant** may not be available to your models.

Take a screenshot

You can use the gestures to take a screenshot and a partial screenshot.

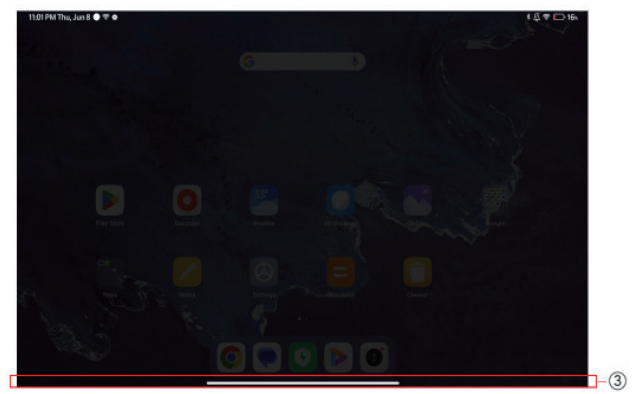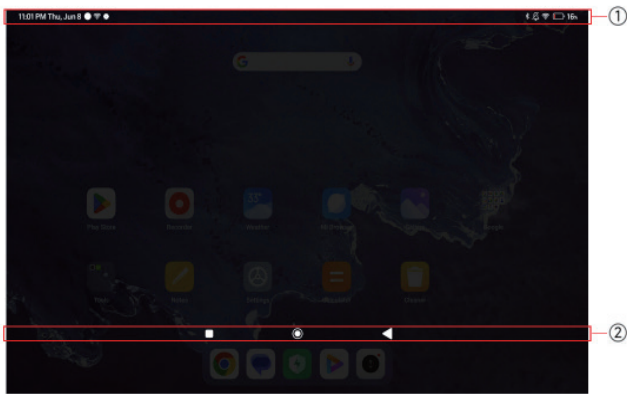| Gesture	Description
	Take a screenshot Slide 3 fingers down.
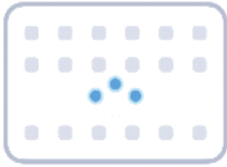
	Take a partial screenshot Press and hold with 3 fingers.

ⓘ**Note**

Before you can use the gestures, you need to enable the shortcuts. See **Enable Take a screenshot shortcut** and **Enable Partial screenshot shortcut** for more information.

Home screen

1. Status bar	2. System navigation buttons	3. Full screen indicator

System navigation buttons

◀	• Tap to return to the previous step.
◉	• Tap to return to the Home screen. • Press and hold to use Google Assistant.
◼	• Tap to view recently-opened Apps in Recents.

ⓘ**Note**

See **Set system navigation buttons** for more information.

Full screen gestures

Gesture	Description

	Go to Home screen Swipe up from the bottom of the screen.
	Open Recents Swipe up from the bottom of the screen and pause.
	Go back Swipe left or right from the edge of the screen.
	Switch between apps Swipe left or right from the full screen indicator or bottom of the screen.

ⓘ**Note**

You can use the above gestures only when you choose full screen gestures mode. You can see **Set full screen gestures** for more information.

Notifications icons and status icons

Notifications icons and status icons inform you of the newest events, such as news or messages from apps and the statuses of your tablet, such as the Wi-Fi network strength or battery condition.

Notification icons and status icons

	Airplane mode enabled		Wi-Fi network connected
	Portable hotspot enabled		Lock screen

🌙	Do not disturb	🔕	Silent mode
📳	Vibrate in silent mode	⏰	Alarm
🎧	Headset	🎧	Headset with a microphone connected
🎤	Microphone in use indicator	📷	Camera in use indicator
*	Bluetooth enabled	➤	Location services
🔋	Battery saver	🔋	Low battery
🔋	Charging	🔋	Mi Turbo Charge enabled

ⓘ **Note**

Because functions vary among different models, some notification icons and status icons may not be available to your models.

View the notifications

1. Swipe down from the upper-left of the tablet to open the notification panel.

2. Tap a notification to view in details.

Clear the notifications

1. Swipe down from the upper-left of the tablet to open the notification panel.

2. Swipe right on a notification reminder to clear the notification.

💡 **Tip**

You can tap ⊗ at the bottom of the notification panel to clear all notifications.

Control center

You can quickly access the feature shortcuts on the Control center.

1. View notification icons and status icons	2. Go to **Settings**	3. Add or delete toggles
4. Tap to enable or disable a feature/Touch and hold to access the feature settings	5. Swipe left or right to re- veal more shortcut toggles	

Toggles on the Control center

	Bluetooth		Aeroplane mode
	Auto brightness		Mute
	Screenshot		Flashlight
	Lock orientation		Lock screen
	Screen Recorder		Scanner
	Reading mode		Dark mode

🌙	DND	🔋	Battery saver
⚡	Ultra battery saver	🖥	Cast
◈	Mi Share	⬗	Floating windows
▯	Vibrate	📶	Hotspot
⤬	Nearby Share	Ⓝ	NFC
▣	Dolby Atmos	➤	Location
(o)	Focus mode	☾	Bedtime mode
⌃	Performance mode	⟲	Reverse wireless charging

ⓘ **Note**

    The toggles may not be available to some models.

Open the Control center

When you use **New version** of the Control center, pull down the status bar on the right to open the Control center. When you use the **Old version** of the Control center, pull down status bar to open the Control center. See **Choose Control center style** for more information.

Recents windows

Recents windows enable you to view recently-used apps and switch between apps.
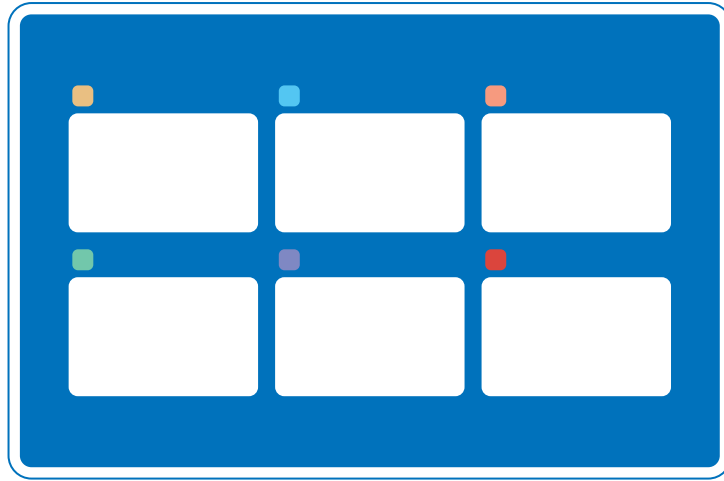
Open recently-opened apps in Recents

1. Open **Recents** windows.

    • Swipe up from the bottom of the screen in full screen mode.

    • Tap ■ when use system navigation buttons.

2. Tap an app window.

Remove recently-opened Apps in Recents

1. Open **Recents** windows.

    • Swipe up from the bottom of the screen when in full screen mode.

    • Tap ■ when use system navigation buttons.

2. Swipe an App window left or right.

    ⓘ**Note**

    You can tap ⊗ to clear all recently-opened Apps.

Widgets

Widgets enables you to quickly access the functions of apps such as Cleaner function, Clock information, or Weather information.

Add a widget to Home screen

1. Enter the screen editing mode.

    • Pinch on the Home screen.

    • Touch and hold an empty space on the Home screen.

2. Tap ⬚ Widgets Widgets to view all widgets.

3. Choose a widget and tap the widget to add it to the Home screen.

4. Tap ⊙ at the upper-left corner of the tablet or zoom in the page.

💡 **Tip**

If there is not enough space, you can drag the widget to a different Home screen page.

Move a widget on Home screen

1. Touch and hold a widget until the pop-up window shows.

2. Move the widget to other places on the Home screen.

Remove a widget from Home screen

1. Touch and hold a widget until the pop-up window shows.

2. Tap **Remove**.

Lock and unlock the screen

You can lock and unlock the screen without password. In the case, you can turn on and off the screen easily. You can also add a screen lock and other lock types to secure your tablet.

Lock the screen with the Power button

Press the **Power** button.

Lock the screen with Widgets

When you are not convenient to press the Power button, tap the lock icon on the Home screen to quickly lock the screen.

1. Enter the screen editing mode.

   • Pinch on the Home screen.

   • Touch and hold an empty space on the Home screen.

2. Tap ⬚ Widgets **Widgets** to view all widgets.

3. Tap 🔒**Lock** from Quick functions.

4. Tap ⊙ at the upper-left corner of the tablet or zoom in the page.

5. Tap 🔒**Lock** to lock the screen.

Unlock the screen with a pattern, PIN, or password

If you do not know or want a pattern, PIN, or password, you can see **Set up Screen lock** for more information.

1. Press the **Power button** to wake up the tablet.

2. Swipe up from the bottom of the screen.

3. Draw the pattern, or enter the PIN or password to unlock the screen.

Unlock the screen with face data

When you are not convenient with fingers, you can use face unlock to unlock your tablet with face identification.

Add a screen lock password before you add the face data. See **Set up a face lock** for more information.

1. Press the Power button to wake up the tablet.

2. Look at the screen until the lock icon changes from 🙂 to ⌄.

3. Swipe up from the bottom of the screen.

> ⓘ**Note**
> You keep the screen stay on when you are looking at the screen.

Adjust the volume

Press the **Volume up** button or **Volume down** button to adjust the volume.

> 💡**Tip**
> You can also swipe down the status bar to adjust the volume bar on the Control center.

App Downloads

Download Apps from Google Play Store

Google Play Store App is pre-installed on the Home screen. You can download Apps on the tablet.

1. Open ▶ **Play Store** App.

2. Choose an app that you want to download.

3. Tap **Install** to download and install the App.

> ⓘ**Note**
>
> You need to sign in with your Google Account. See **Sign in to your Google Account** for more information.

The app icon automatically shows on the Home screen when the it is downloaded.

Download Apps from other resources

When your tablet allows to download apps from other resources, you can follow the instructions of the resources. If your tablet does not allow other resources to download apps, see **Allow to install unknown Apps** for more information.

> ⚠**Caution**
>
> Downloading apps from unknown or unreliable resources may damage your tablet.

Allow to install unknown apps

The feature allows the tablet to download and install apps from some apps.

1. Go to ⊗**Settings** > ❶**Privacy protection** > **Special permissions**.

2. Tap **Install unknown apps** to view all apps.

3. Choose the app that you want to download apps from.

4. Tap ⬤ to enable **Allow from this resource**.

> ⚠**Caution**
>
> Your tablet and personal data are more vulnerable to attack by unknown apps.

Apps and app folders

Downloaded apps and pre-installed apps are shown on the Home screen. You can manage apps and add them to the personalized app folders.

Open an app from the Home screen

Tap an app icon on the Home screen.

Move an app on the Home screen

1. Touch and hold an app icon until the pop-up window shows.

2. Move the app to other places on the Home screen.

Remove or uninstall an App from the Home screen

1. Touch and hold an app icon until the pop-up window shows.

2. Choose **Remove** or **Uninstall** in the pop-up window.

Create app folders on the Home screen

1. Touch and hold an app icon until the pop-up window shows, then drag the app icon to cover

   another app icon on the Home screen.

   The system automatically shows an app folder for the two apps.

2. Release the app icon into the app folder.

Move apps to an app folder

1. Touch and hold an app icon until the pop-up window shows, then drag the app icon to an

   app folder.

2. Release the app icon.

Rename an app folder

1. Tap an app folder to open the folder.

2. Tap the folder name and enter the new text.

3. Tap the screen or ✓ to conirm the new name.

Screenshots and Screen recording

Take a screenshot in three ways

You can take a screenshot with the following three ways:

- Press the **Volume down** button and the **Power** button simultaneously to take a screenshot.
  See **Enable Take a screenshot shortcut** for more information.

- Slide three fingers down to take a screenshot. See **Enable Take a screenshot shortcut** for more information.

- Swipe down from the status bar to open the Control center and tap ⬚**Screenshot** to take a screenshot.

Enable Take a screenshot shortcut

When you enable the feature, you can slide 3 fingers down on the screen or press the **Volume down** button and **Power** button simultaneously to take a screenshot.
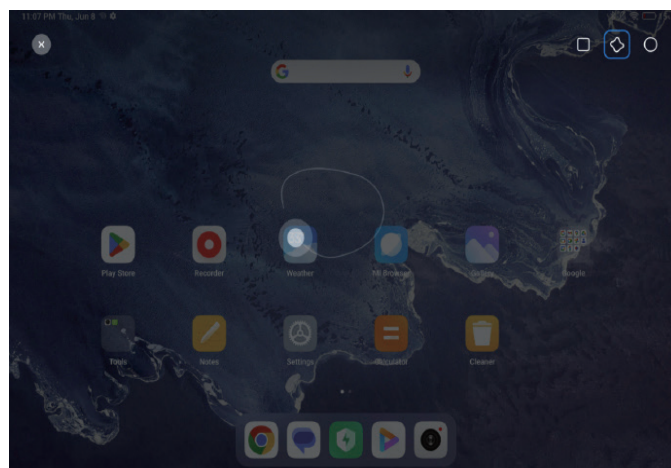
1. Go to ⚙**Settings** > 💬**Additional settings** > **Gesture shortcuts** > **Take a screenshot**.

2. Choose to enable take a screenshot shortcut.

- Tap ⬭ to enable **Slide 3 ingers down**.

- Tap ⬭ to enable **Volume down + Power**.

Take a partial screenshot

You can adjust the coverage and choose a shape when you take a partial screen- shot on the screen.

Before you can use the feature, you need to enable the shortcut. See **Enable Partial screenshot shortcut** for more information.

1. Press and hold with three fingers on the screen.

2. Choose a shape at the upper-right corner of the tablet.

3. Move with one finger to draw the coverage.

4. Tap **Save**.

Enable Partial screenshot shortcut

When you enable the feature, you can press and hold with 3 fingers on the screen to take a partial screenshot.

1. Go to ⊛**Settings** > 💬**Additional settings** > **Gesture shortcuts** > **Partial screenshot**.

2. Tap ⬤ to enable **Press and hold with 3 fingers**.

Take a scrolling screenshot

When you want to take a screenshot that contains more content, you can take a scrolling screenshot to save the content in one long screenshot.

1. Take a screenshot. See **Take a screenshot in three ways** for more information.

2. Tap **Scroll** on the screenshot at the upper-right corner.

3. Scroll up to determine where to end the scrolling screenshot or wait for the page goes down automatically.

4. Tap **DONE**.

5. Tap ✓ to save the scrolling screenshot.

   ⓘ**Note**

     If you want to view and save the scrolling screenshot, you need to give the **Gallery Editor** permissions to certain folders.

Record the screen

You can use the feature to record a meeting or your game performance.

1. Swipe down the status bar to open the Control center.

2. Tap ⬛**Screen Recorder**.

3. Tap ⦿ to start recording.

4. Tap ⦿ to stop recording.

   💡**Tip**

You can enable 🌙 **DND** on the Control center to prevent unexpected notifications.

Set up Screen Recorder

1. Go to 🧭**Settings** > 💬 **Additional settings** > **Screen Recorder**.

2. Choose to set up **Screen Recorder**.

   • Tap **Resolution** to select video resolution.

   • Tap **Video quality** to select video quality. Higher quality means bigger ile size.

   • Tap **Orientation** to select orientation of recorded videos.

   • Tap **Sound source** to select system sounds, microphone, or mute.

   • Tap ⬜ to enable **Fixed frame rate** to enhance playback on social media platforms.

   • Tap **Frame rate** to select frame rates. Higher frame rates reduce motion blur.

   • Tap ⬜ to enable **Lock screen to end**. End recording and save video when the screen is locked.

   • Tap ⬜ to enable **Show touch gestures**. Visualize gestures with a white dot.

   • Tap ⬜ to enable **Show button taps**. Visualize navigation button taps.

Transfer files

Transfer files with the ShareMe App

You can use the **ShareMe** app to transfer files without an internet connection.

Before the tablets transfer files, you need to install ∞ **ShareMe** on both tablet A and tablet B. See **App Downloads** for more information.

1. Open ∞ **ShareMe** on both tablets separately.

2. Tap **Receive** on tablet B to receive files.

   Tablet B displays a QR code until it establishes a connection with tablet A.

3. Tap **Send** on tablet A to select ile items to send.

4. Tap **SEND** on tablet A to connect with tablet B.

5. Choose to transfer iles.

- Use tablet A to scan the QR code on tablet B to connect.

- Wait for the tablet A to search for tablet B, then tap the tablet B name to connect.

Tablet A automatically transfers the selected files to tablet B after the connection is established.

(i)**Note**

You can tap **Share more files** to share more files between tablet A and tablet B.

Transfer files with a computer

1. Connect both your tablet A and tablet B to a computer with an available cable separately.

2. Choose to use USB for **File Transfer/Android Auto** in the pop-up windows on both tablets.

3. Select the files of tablet A, and then copy and paste or drag and drop the files to folders of tablet B on the computer.

(i)**Note**

When you copy files from tablet A to tablet B, make sure that the folder names are the same on both tablets.

Charging

You can charge the tablet with a power adapter and a USB cable. Some models also support wireless charging.

Charge the tablet

When the battery is running low, you need to charge the tablet.

1. Connect the USB cable to the tablet.

2. Plug the cable into the adapter.

3. Connect the adapter to a power outlet.

4. Disconnect the charger when the tablet is fully charged.

⚠**Caution**

Make sure that the charger and the USB cable are available. To avoid severe damage and explosions, do not use unauthorized devices to charge the tablet.

Wireless charging

You can charge your tablet with a wireless charger.

To ensure the safety of charging, please click **https://www.mi.com/global/** to purchase a wireless charger and USB cable.

1. Plug the power adapter of the wireless charger into a power outlet and the USB cable into the wireless charger.

2. Place your tablet on the center of the wireless charger with the tablet screen facing up.

> **ⓘNote**
>
> • Wireless charging may not be available to some tablet models. In addition, the support functionality may vary depending on your device.
>
> • Charging speed may vary depending on device usage, charging conditions and other factors.

> **Tip**
>
> Some tablet models may also support reverse wireless charging. You can go to **Enable Reverse wireless charging** to check whether your device supports the feature.

After the wireless charger connects to your tablet, the tablet displays the charging status.

Chapter 3 Personalize your tablet

Wallpapers

Wallpaper enables you to personalize your tablet. You can use wallpapers to change the backgrounds of your tablet.

Change the wallpaper

You can change the background of your Home screen and Lock screen.

1. Open **Wallpapers** settings.

    • Go to **Settings** > **Wallpaper**.

2. Choose a new wallpaper such as a live image.

3. Tap **Apply**.

4. Choose **Set as Lock screen**, **Set as Home screen**, or **Set both**.

    • Tap **Set as Lock screen** to apply the wallpaper to the Lock screen.

- Tap **Set as Home screen** to apply the wallpaper to the Home screen.

- Tap **Set both** to apply the wallpaper both to the Lock screen and Home screen.

Sound

Adjust volume

You can adjust the volume of media, ringtone, and alarm when you are in quiet environment.

1. Go to Settings > Sound.

2. Drag the sliders to adjust the **Media**, **Notifications**, **Alarm** volume separately.

Change the ringtones of Notifications and Alarm

You can customize your ringtones of Notifications and Alarm sound. You can set the preset sounds or add the sound from local files or online ringtones.

1. Go to Settings > Sound.

2. Tap **Notifications** or **Alarm** to enter the **Ringtones** page.

3. Tap a ringtone to hear a preview and select it.

Tip

You can also tap **Choose local ringtone** to set ringtones from local files.

Adjust media sound in multiple Apps

You can adjust sound for individual Apps while multiple Apps play audio simulta- neously.

1. Go to Settings > Sound > **Sound assistant**.

2. Tap to enable **Adjust media sound in multiple apps**.

Enable Silent mode

The feature allows the tablet to silence calls and notifications.

1. Go to Settings > Sound.

2. Tap to enable **Silent mode**.

Enable Do not disturb

With the mode enabled, there are no reminders for incoming notifications.

1. Go to ⊕ **Settings** > 🔊 **Sound**.

2. Tap **Do not disturb**, then tap 🔘 to enable **Do not disturb**.

Display

Select Light mode or Dark mode

Light mode adjusts the tablet to fit in strong-light environments. **Dark mode** applies a dark color scheme to the tablet to fit in low-light environments.

1. Go to ⊕ **Settings** > ☀️ **Display**.

2. Select **Light mode** or **Dark mode** to apply to the system.

Schedule Dark mode

You can schedule **Dark mode** to turn on at night.

1. Go to ⊕ **Settings** > ☀️ **Display** > **Schedule Dark mode**.

2. Tap 🔘 to enable **Schedule Dark mode**.

3. Choose **Sunset to sunrise** or **Custom**.

   • Tap **Sunset to sunrise**. **Dark mode** applies to your tablet at sunset and is turned off at sunrise.

   • Tap **Custom**. You can turn Dark mode on and off at scheduled time.

Enable Automatic brightness

The tablet automatically adjusts the brightness when in different light conditions.

1. Go to ⊕ **Settings** > ☀️ **Display** > **Brightness level**.

2. Tap 🔘 to enable **Automatic brightness**.

Adjust screen brightness level manually

You can adjust the brightness level to make the tablet dimmer or brighter.

1. Go to ⚙**Settings** > ☀**Display** > **Brightness level**.

2. Drag the slider of **Screen brightness** to adjust the screen brightness manually.

💡**Tip**

You can also swipe down from the upper-right corner of the tablet to drag the slider in the brightness level bar on the Control center.
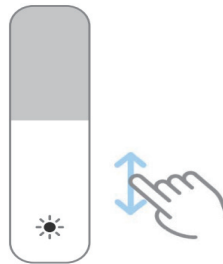
Choose a color scheme

You can adjust the color of the screen.

1. Go to ⚙**Settings** > ☀**Display** > **Color scheme**.

2. Select a color scheme from **Vivid**, **Saturated**, **Original color PRO**, or **Advanced settings** for more color scheme options.

Enable Adaptive colors

Adaptive colors adjust colors to ambient light.

1. Go to ⚙**Settings** > ☀**Display** > **Color scheme**.

2. Tap ◯ to enable **Adaptive colors**.

> **ⓘ Note**
>
> You can adjust the color temperature in **COLOR TEMPERATURE**.

Choose a refresh rate

You can change the refresh rate to get a high-performance gaming experience.

1. Go to ⊕ **Settings** > ☀ **Display** > **Refresh rate**.

2. Choose **Default** or **Custom**.

   - Tap **Default** to adjust fresh rate dynamically based on scenarios to balance performance with power consumption.

   - Tap **Custom** to select a refresh rate.

   > **ⓘ Note**
   >
   > Higher refresh rate makes viewing experience smoother but consumes more power.

Change the text size

You can change the text size to fit your eyes.

1. Go to ⊕ **Settings** > ☀ **Display** > **Text size**.

2. Drag the slider from **xxs** to **XXL** to change the text size.

Enable Auto-rotate screen

The tablet automatically rotates the screen between portrait and landscape position when your rotate the tablet.

1. Go to ⊕ **Settings** > ☀ **Display**.

2. Tap ◯ to enable **Auto-rotate screen**.

   > **💡 Tip**
   >
   > If you want to lock the screen orientation, you can disable the **Auto-rotate screen** or swipe down from the upper-right corner of the tablet to enable ⊙ **Lock orientation** on the Control center.

Lock screen

Set screen sleep time

Set sleep time to lock the screen automatically.

1. Go to ⚙ **Settings** > 🔒 **Lock screen** > **Sleep**.

2. Choose an inactivity interval.

The screen locks if you do not wake up the tablet in the interval.

Raise to wake

When you raise the tablet, the screen wakes up.

1. Go to ⚙ **Settings** > 🔒 **Lock screen**.

2. Tap 🔘 to enable **Raise to wake**.

Double tap to wake or turn off screen when device is locked

You can double tap to turn the screen off only when pre-installed themes are applied.

1. Go to ⚙ **Settings** > 🔒 **Lock screen**.

2. Tap 🔘 to enable **Double tap to wake or turn off screen when device is locked**.

Set Lock screen clock format

1. Go to ⚙ **Settings** > 🔒 **Lock screen** > **Lock screen clock format**.

2. Choose a Lock screen clock layout.

ⓘ **Note**

- You cannot change the format when **Dual clock** is on.
- You cannot change the Lock screen layout for the third party themes.

Display charging animation after device is unlocked

Charging animation keeps displaying after your tablet is unlocked except for video playback and other similar full screen scenes.
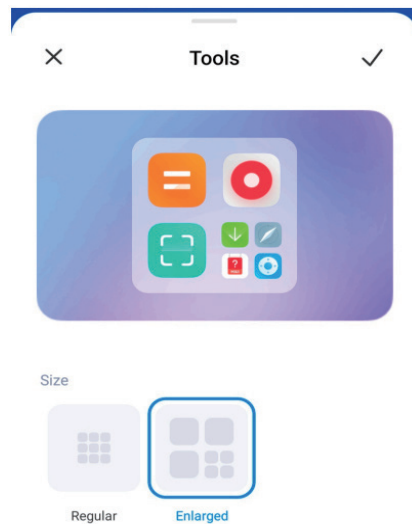
1. Go to ⚙ **Settings** > 🔒 **Lock screen**.

2. Tap ⬤ to enable **Display charging animation after device is unlocked**.

Home screen

Change the size of App folder

You can personalize the Home screen with different sizes of app folders.

1. Touch and hold an app folder on the Home screen until the pop-up window shows.

2. Tap **Edit folder** to view the available sizes.

3. Choose **Regular** or **Enlarged**.

4. Tap ✓ .

Don't show text below App icons

Do not show text below the app icons on the Home screen.

1. Go to Home screen settings.

- Go to ⚙ **Settings** > 🏠 **Home screen**.

- Pinch on the Home screen or touch and hold an empty space on the Home screen to enter the screen editing mode. Then tap ⚙ to set Home screen layout.

2. Tap ⬤ to enable **Don't show text**.

Set App display on Home screen

You can choose not to display apps or display the used apps in the app drawer or display bigger UI elements.
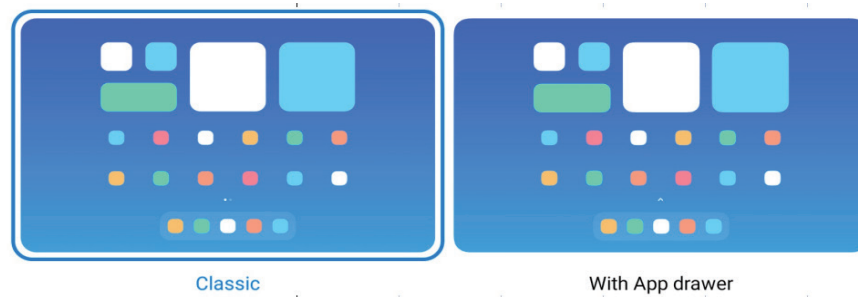
1. Go to ⊘ **Settings** > 🏠 **Home screen**.

2. Tap **Home screen** to choose App display on Home screen.

   • Tap **Classic** to not to display Apps.

   • Tap **With App drawer** to display the used Apps in the drawer when you swipe up on Home screen.

Set system navigation buttons

You can interact with your tablet with system navigation buttons.

1. Go to ⊘ **Settings** > 🏠 **Home screen**.

2. Tap **System navigation** to select system navigation methods.

3. Choose **Buttons** to use system navigation buttons. See **System navigation buttons** for more information.

Set full screen gestures

You can interact with your tablet with full screen gestures to quickly navigate, multitask, and access features.

1. Go to ⊘ **Settings** > 🏠 **Home screen**.

2. Tap **System navigation** to select system navigation methods.

3. Choose **Gestures** to use full screen gestures. See **Full screen gestures** for more information.

   ⓘ **Note**

You can tap ⬜ to enable **Gesture conirmation**.
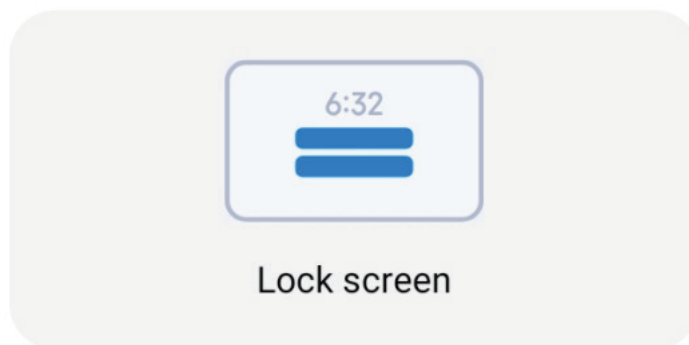
Adjust the icon size

You can change the size of icons based on your needs.

1. Go to 🧭 **Settings** > 🏠 **Home screen** > **Icon size**.

2. Drag the slider to adjust the icon size.

Notifications & Control center

Enable Lock screen notifications

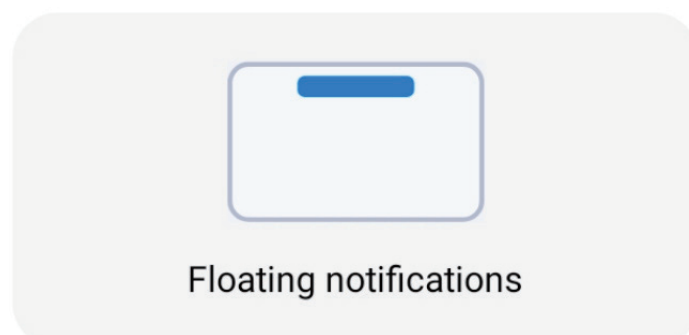Allow the app notifications to show on the Lock screen.

Lock screen

1. Go to 🧭 **Settings** > 📱 **Notifications & Control center**.

2. Tap **Lock screen** in **NOTIFICATIONS**.

3. Tap ⬜ beside an app to enable **Lock screen notifications**.

> 💡**Tip**
>
>   You can tap **Format** to choose **Show notification and content** or **Don't show Lock screen notifications**.

Enable Floating notifications

Allow the app notifications to show on the floating notification banners.

Floating notifications

1. Go to ⊛ **Settings** > 🔲 **Notifications & Control center**.

2. Tap **Floating notifications** in **NOTIFICATIONS**.

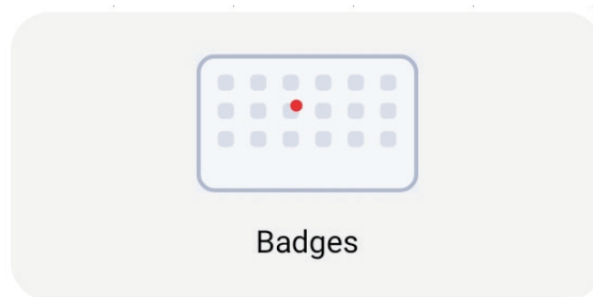3. Tap 🔘 beside an app to enable **Floating notifications**.

Hide floating notifications

You can swipe up on a floating notification to temporarily hide upcoming ones.

1. Go to ⊛ **Settings** > 🔲 **Notifications & Control center**.

2. Tap **Floating notifications** in **NOTIFICATIONS**.

3. Tap 🔘 beside an app to enable **Floating notifications**.

4. Tap **Hide temporarily** to set hide time for floating notifications.

Enable app notification badges

Allow the app notification numbers to show on the badges. A notification badge is a red circle with a number in it. The number shows how many notifications you receive.

Badges

1. Go to ⊛ **Settings** > 🔲 **Notifications & Control center**.

2. Tap **Badges** in **NOTIFICATIONS**.

3. Tap 🔘 beside an app to enable the notification badges.

Items shown on the Lock screen after swiping down

You can swipe down the notification panel on the Lock screen. If you use the new version of Control center, you can also swipe down the Control center on the right part of the Lock screen and set the Smart home.

1. Go to ⊛ **Settings** > 🔲 **Notifications & Control center** > **Items shown on the Lock screen**

after swiping down.

2. Tap ⬜ to enable **Notification shade**.

> ⓘ **Note**
>
> If you use the new version of Control center, you can tap ⬜ to enable **Control center** and tap ⬜ to enable **Smart home**.

Show notification icons

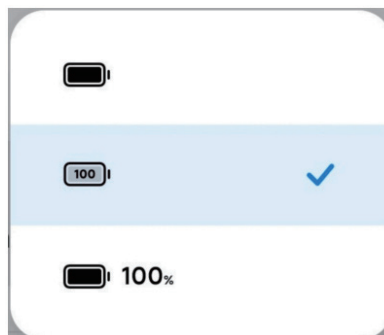Show notification icons on the Status bar.

1. Go to ⚙ **Settings** > ▣ **Notifications & Control center** > **Status bar**.

2. Tap ⬜ to enable **Show notification icons**.

Choose Battery indicator

1. Go to ⚙ **Settings** > ▣ **Notifications & Control center** > **Status bar** > **Battery indicator**.

2. Choose one battery indicator style to apply.

Date and time

Change the date and time

The date and time are set automatically over the network based on your location. You can adjust the date and time manually.

1. Go to ⚙ **Settings** > 💬 **Additional settings** > **Date & time**.

2. Tap ⬤ to disable **Set time automatically**.

3. Tap **Date** or **Time** to change the date or time.

4. Tap **OK**.

Set time automatically

The tablet adjusts time automatically with the network.

1. Go to 🕸**Settings** > 💬**Additional settings** > **Date & time**.

2. Tap 🔘 to enable **Set time automatically** or **Use network-provided time** based on your models.

Set time zone automatically

Use the time provided by the carrier network.

1. Go to 🕸**Settings** > 💬**Additional settings** > **Date & time**.

2. Tap 🔘 to enable **Set time zone automatically** or **Use network-provided time zone** based on your models.

Use location to set time zone

The automatic time zone is off and you can use your location to set time zone.

1. Go to 🕸**Settings** > 💬**Additional settings** > **Date & time**.

2. Tap 🔘 to enable **Use location to set time zone**.

Choose time format

1. Go to 🕸**Settings** > 💬**Additional settings** > **Date & time** > **Time format**.

2. Choose **12-hour 1:00 PM**, **24-hour 13:00**, or **Auto (based on system language)**.

Enable Dual clock

The tablet shows Dual clock when current time is different from that on the second clock.

1. Go to ⚙️**Settings** > 💬**Additional settings** > **Date & time**.

2. Tap 🔘 to enable **Dual clock**.

    ⓘ**Note**

- You can tap **Second clock** to choose the region or time zone of the second clock.
- Dual clock is displayed on the Lock screen, Home screen, and turned off screen.

Languages and regions

You can change the languages and regions when you are in travel or move.

Set the language

1. Go to ⚙️**Settings** > 💬**Additional settings** > **Languages & input** > **Languages**.

2. Choose and set the language from the language list.

Set the region

1. Go to ⚙️**Settings** > 💬**Additional settings** > **Region**.

2. Choose and set the region from the region list.

Chapter 4 Battery and maintenance

The tablet allows you to check the battery health and manage the usage and maintenance of the battery. You can go to battery settings with two methods:

- Go to ⚙️**Settings** > 🔋**Battery**.

- Go to 🛡️**Security** > 🔋**Battery**.

ⓘ**Note**

The battery features may not be available to some models.

View battery capacity

The feature enables you to check the remaining use time and battery capacity.

1. Go to battery settings. See **Go to battery settings** for more information.

2. Open the **Battery saver** page.

3. View the battery capacity.

> **Tip**
>
> When your tablet is charged, you can view the remaining fully charging time and charged battery capacity.

Enable Battery saver

Use Battery saver mode to save power. It can reduce background activity of Apps, stop sync, and minimize system animations.

1. Go to the battery settings. See **Go to battery settings** for more information.

2. Open the **Battery saver** page.

3. Tap 〇 to enable **Battery saver**.

> **Tip**
>
> You can also swipe down from the upper-right corner of the tablet to enable ◉**Battery saver** on the Control center.

View power consumption in detail

You can check the battery usage tendency and the power consumption percentage of the apps.

1. Go to battery settings. See **Go to battery settings** for more information.

2. Open the **Battery saver** page.

3. Tap the line chart and view the power consumption in detail below.

View the battery temperature

You can check the current battery temperature and how many times you have charged today.

1. Go to the battery settings. See **Go to battery settings** for more information.

2. Tap **Battery** or swipe left to enter the **Battery** page.

3. View the temperature and charged times.

Enable Reverse wireless charging

Reverse wireless charging of your tablet supports only the charging of a capacitive stylus through the smart pen charger. For example, you can charge a capacitive stylus supporting reverse wireless charging.

Smart Pen Charger for Wireless Charging

1. Go to battery settings. See **Go to battery settings** for more information.

2. Tap **Battery** or swipe left to enter **Battery** page.

3. Tap **Reverse wireless charging**.

4. Tap 🔘 to enable **Reverse wireless charging**.

> 💡 **Tip**
>
> You can drag the slider of **Charging limit** to set the battery capacity. When the battery reaches the charging limit, the tablet stops reverse wireless charging.

> ⓘ **Note**
>
> The feature may not be available to your models.

Chapter 5 Networks and connection

Wi-Fi

You can go to ⚙ **Settings** > 📶 **Wi-Fi** to connect to a Wi-Fi network. See **Connect to Wi-Fi** for more information.

Available networks show up when you enable **Wi-Fi**.

Disconnect a Wi-Fi network

If you want to switch to a new network, you can disconnect a connected Wi-Fi network.

1. Go to ⊛**Settings** > 🛜**Wi-Fi**.

2. Tap 🔵 to view the connected Wi-Fi network details.

3. Tap **Forget network**.

4. Tap **OK**.

   Your device stops connecting to the network automatically. You may need to enter the password when you connect to the network again.

Connect to a hidden Wi-Fi network

Hidden networks do not broadcast their names. If you want to connect to it, you need to enter the information manually. You can ask the network administrator for the name and password before you begin.

1. Go to ⊛**Settings** > 🛜**Wi-Fi**.

2. Tap 🔘 to enable **Wi-Fi**.

3. Tap **Add network** at the bottom of the Wi-Fi ntework list.

4. Enter the information about the Wi-Fi ntework.

   • **Network name**: Type the name of the network.

   • **Security**: Select a security option from the list, and enter the password if required.

   • **Privacy**: Select a media access control address (MAC address).

   • **Hidden network**: Select whether the network is hidden.

5. Tap ✓ .

Manage network acceleration

You can use the features to optimize connection and accelerate network.

1. Go to ⚙ **Settings** > 📶**Wi-Fi** > **Network acceleration**.

2. Choose to manage network acceleration.

- Tap **Dual band Wi-Fi speed boost** to boost Wi-Fi speed by connecting to auxiliary networks.

- Tap 🔘 to enable **Use mobile data to boost speed**. The feature allows the device to use mobile data to boost connection speed. Use the feature may generate additional carrier fees.

ⓘ**Note**

The features may not be available to some models. And the feature paths on different models may vary.

Manage advanced settings

1. Go to ⚙ **Settings** > 📶**Wi-Fi** > **Additional settings**.

2. Manage advanced settings.

- **Manage saved networks**: Delete the saved networks.

- **Install certificates**: Install Wi-Fi certificates from local files.

- **Wi-Fi Direct**: Wi-Fi Direct enables the tablet to connect other Wi-Fi Direct devices at anywhere and anytime, even when there is no access to a Wi-Fi network nearby.

Chapter 6 Connection and sharing

Bluetooth

You can connect your tablet with earphones, speakers, and other devices with Bluetooth functionality. You can also use Bluetooth to share data between your tablet and other devices.

Pair a Bluetooth device

You can connect to compatible Bluetooth devices. For example, you can connect tablets, wireless Bluetooth earphones, and wearable devices.

The following steps take the connection between Xiaomi tablets as an example.

1. Go to ⚙ **Settings** > ✳ **Bluetooth**.

2. Tap ⬭ to enable Bluetooth on both devices.

Available devices show up when you enable **Bluetooth**.

3. Tap the name of tablet B in tablet A.

4. Tap **Pair** in the pop-up windows of the two devices.

ⓘ**Note**

• In the pop-up windows, you can also choose to block the Bluetooth device if you do not want to connect to the device.

• The two devices need to enable **Bluetooth** and stay in an effective distance. The tablet searches for devices automatically, then you can see the names of available devices.

💡**Tip**

You can also swipe down from the upper-right corner of the tablet to enable ✳ **Bluetooth** on the Control center.

Unpair a Bluetooth Device

1. Go to ⚙ **Settings** > ✳ **Bluetooth**.

2. Tap ⬭ to enable **Bluetooth**.

The saved Bluetooth names show up below the **Bluetooth version**.

3. Tap to ❯ view the paired Bluetooth device details.

4. Tap **Unpair**.

Rename a device

When you enable Bluetooth, other nearby devices can see the name.

1. Go to ⚙ **Settings** > ✳ **Bluetooth** > **Device name**.

2. Enter a device name.

3. Tap ✓ .

Manage advanced settings

1. Go to ⚙ **Settings** > ✳ **Bluetooth** > **Additional settings**.

2. Manage advanced settings.

- **Pair compatible devices**: You can quickly connect to earphones, speakers, and other compatible devices.

- **Bluetooth blocklist**: View the blocked Bluetooth devices.

- **Show Bluetooth devices without names**: The names of the Bluetooth devices are not displayed and only the MAC addresses are displayed.

Portable hotspot

Enable Portable hotspot

Turn on the Portable hotspot and your tablet can provide an internet access to other devices.

1. Go to ⊛ **Settings** > 《》 **Connection & sharing** > **Portable hotspot**.

2. Tap ◯ to enable **Portable hotspot**.

   💡 **Tip**

   - You can tap **Share QR code** to share Wi-Fi network.

   - You can swipe down from the upper-right corner of the tablet to enable 📶**Hotspot** on the Control center.

Turn off hotspot automatically

1. Go to ⊛ **Settings** > 《》 **Connection & sharing** > **Portable hotspot**.

2. Tap ◯ to enable **Turn off hotspot automatically**.

Change the name and password of portable hotspot

You can change the portable hotspot name and password to secure your privacy or data usage.

1. Go to ⊛ **Settings** > 《》 **Connection & sharing** > **Portable hotspot**.

2. Tap **Set up portable hotspot** to change the portable hotspot name or password.

3. Tap ✓ .

Connection & sharing

Enable Mi Share

Mi Share allows you to send items wirelessly to other nearby devices.

1. Go to ⊕ **Settings** > ◆ **Connection & sharing** > **Mi Share**.

2. Tap ⬜ to enable **Mi Share**.

ⓘ **Note**

If you share items with other tablets, make sure that both of the tablets turn on **Mi Share**. You can check the list of supported devices on the official website of any selected brand.

💡 **Tip**

You can also swipe down from the upper-right corner of the tablet to enable ◆ **Mi Share** on the Control center.

Enable Cast

You can enable **Cast** to project the items from your tablet screen on a bigger external monitor.

ⓘ **Note**

You need to turn off **Portable hotspot** before you enable **Cast**.

1. Go to ⊕ **Settings** > ◆ **Connection & sharing** > **Cast**.

2. Tap ⬜ to enable **Cast**.

3. Select an available device to start casting.

💡 **Tip**

• You can go to ⊕ **Settings** > ◆ **Connection & sharing** > **Cast** > **Help** to learn casting information.

• You can also swipe down from the upper-right corner of the tablet, then tap ▦ to enable **Cast** on the Control center.

Add VPN

A Virtual Private Network (VPN) enables you to send and receive data across shared or public networks. A VPN encrypts the connection between the device and the internet and it can increases the functionality, security, and management of the private network.

ⓘ **Note**

You need to set a screen lock to save your VPN settings. See **Set up Screen lock** for more information.

1. Go to ⊕ **Settings** > ◈ **Connection & sharing** > **VPN**.

2. Tap **Add VPN** at the bottom of the screen.

3. Enter the corresponding information such as **Name**, **Type**, **Server address**, **IPSec identifier**, **IPSec CA certificate**, **IPSec server certiicate**, **Username**, and **Password** of the VPN.

4. Tap ✓ to save the VPN.

Enable VPN

You need to set a screen lock to save your VPN settings. See **Set up Screen lock** for more information.

1. Go to ⊕ **Settings** > ◈ **Connection & sharing** > **VPN**.

2. Tap ⬤ to enable **VPN**.

3. Choose a VPN to connect.

ⓘ **Note**

If you connect a **VPN** successfully, you can see that the **VPN** icon shows at the upper-right corner of the tablet.

Enable Airplane mode

1. Go to ⊕ **Settings** > ◈ **Connection & sharing**.

2. Tap ⬤ to enable **Aeroplane mode**.

ⓘ **Note**

On some models, the UI names for the feature can be **Aeroplane mode** or **Airplane mode**.

⚬ **Tip**

You can also swipe down from the upper-right corner of the tablet to enable ✈ **Aeroplane mode** on the **Control center**.

Chapter 7 Camera

Camera overview

You can get a full view of the Camera layout.
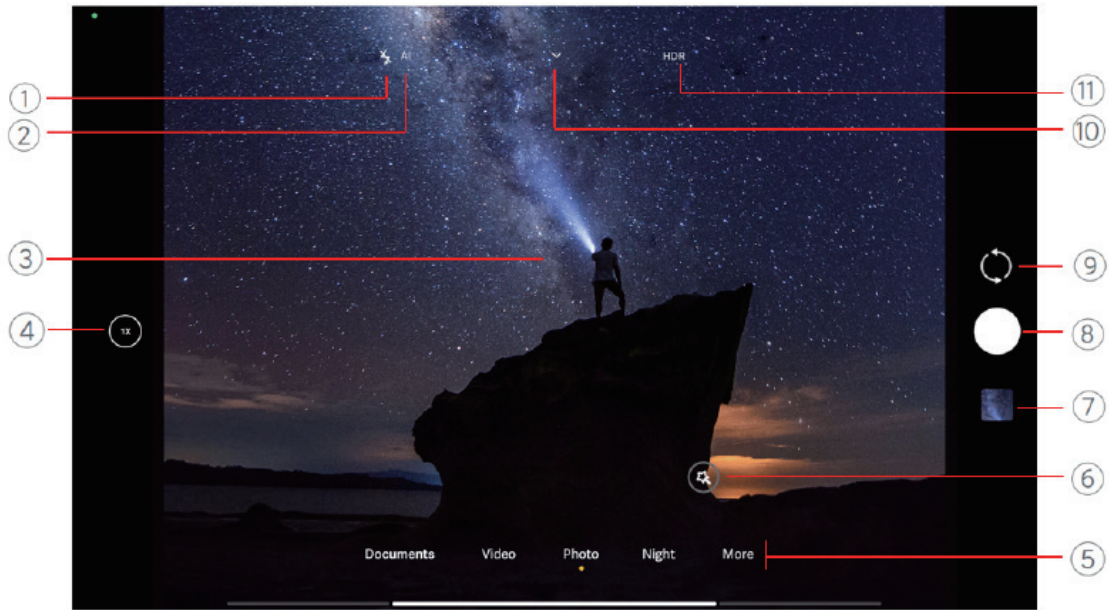
1. Flash	2. AI camera	3. Viewfinder
4. Zoom level	5. Camera modes	6. Beautify and Filters
7. Gallery	8. Shutter button	9. Switch button
10. More	11. HDR	

ⓘNote

Some features may not be available to your models. The Camera layout and the place of the icons may vary depending on your models.

Open Camera

You can open **Camera** with the following methods:

- Tap 📷 **Camera** on the **Home screen**.

- Double press the **Volume down** button to open **Camera** when the screen is locked.

💡Tip

You will not be able to see your **Gallery** items if you launch **Camera** on the **Lock screen** without verifying your password.

Take photos

The default camera mode is **Photo**, you can swipe left or swipe right to choose other modes to shoot.

1. Open 📷 **Camera**.

2. Adjust the basic camera features based on your needs. See **Basic features** for more information.

3. Tap ◯ to take a photo.

Switch between camera modes

Photo mode is the first camera mode when you open **Camera**. You can swipe left or right on the camera screen to select the following camera modes:

- **Documents**: Take a picture for a document. See **Take Documents mode photos** for more information.

- **Dual video**: Take a video with the front and rear cameras at the same time. See **Take videos in Dual video mode** for more information.

- **Night**: Take photos or videos in low-light environment. See **Take photos in Night mode** for more information.

- **Panorama**: Take a panoramic landscape or other scenes. See **Take photos in Panorama mode** for more information.

- **Portrait** : Apply **Cinematic**, **Beautify**, or **Filters** effects to your photos. See **Take photos in Portrait mode** for more information.

- **Short video**: Shoot videos up to 10 seconds long and apply filters effects. See **Take videos in Short video mode** for more information.

- **Video**: Shoot a video. See **Take videos** for more information.

- **Director mode**: Create cinematic brilliance with just one tap.

ⓘ**Note**
- Camera modes may not be available to some models.
- Camera features may vary in different models.

Basic features

You can use the basic features to adjust the brightness and exposure of the photo or zoom in or out to customize your shot.

Set the focus

1. Open 📷 **Camera**.

2. Tap the screen to show the focus ring and exposure setting.

3. Tap the area that you want to focus on.

Adjust the exposure

When you take a photo in a low-light or an overexposed environment, adjust the exposure to adjust the brightness of your photo.

1. Open 📷 **Camera**.

2. Tap the screen to show the focus ring and exposure setting.

3. Drag ☀ up or down beside the focus ring to adjust the exposure.

Zoom in or out

1. Open 📷 **Camera**.

2. Pinch the screen to zoom in or out on the viewfinder.

💡 **Tip**

> On some models, you can also toggle the zoom levels such as 0.6X, 1X, and 2X to zoom in or zoom out.

Turn on the flash

When you take a photo in a low-light environment, turn on the flash to make your photos clearer.

1. Open 📷 **Camera**.

2. Tap ⚡.

3. Choose flash types.

- Tap ⚡A to enable automatic flash.

- Tap ⚡ to enable flash after you tap ◯.

- Tap ⚡ to make flash always on.

Scan QR codes

1. Open 📷 **Camera**.

2. Point the camera at the QR code, then tap the notification that appears.

ⓘ**Note**

> If you want to enable **Scan QR codes**, see **Enable Smart suggestions** for more information.

Useful features

You can use the useful features such as the **Gridlines** and **Tilt-shift** to improve your shot or **Timer** and **Voice shutter** to help take group photos.

ⓘ**Note**

> Some features may not be available to your models.

Adjust the aspect ratio

1. Open 📷 **Camera**.

2. Tap ⌄ at the top.

3. Tap ▣ **Aspect ratio**.

4. Choose an aspect ratio such as **1:1**, **3:4**, **9:16**, **Full**, or **Movie**.

Set a timer

You can set a countdown to give yourself time to take a photo.

1. Open 📷 **Camera**.

2. Tap ⌄ at the top.

3. Tap **Timer**.

4. Choose **3S**, **5S**, or **10S**.

5. Tap ◯ to start the timer.

Enable Voice shutter

Voice shutter enables you to control the shutter with voice to take photos.

1. Open 📷 Camera.

2. Tap ⌄ at the top.

3. Tap ⠿ **Voice shutter**.

You can now say "Cheese!" to take a photo.

Show gridlines

You can use gridlines to straighten or compose your photo.

1. Open **Camera**.

2. Tap at the top.

3. Tap **Gridlines** to show gridlines.

> ⚡ **Tip**
>
> You can tap ◢ to choose different gridline types.

Enable Macro

Macro enables you to take photos or videos of an object in a close distance.

1. Open Camera.

2. Tap at the top.

3. Tap **Macro** to enable **Macro**.

> ⓘ **Note**
>
> Some models may also support Super macro features. The feature may vary depending on your device.

Enable Tilt-shift

You can use **Tilt-shift** to make certain area clear and other places blurred in your photo.

1. Open Camera.

2. Tap at the top.

3. Tap **Tilt-shift** to enable **Tilt-shift**.

> ⓘ **Note**
>
> • You can tap for circle tilt-shift or for linear tilt-shift.
> • You can move the tilt-shift area to the place that you want to blur or be clear.

Enable Timed burst

You can use **Timed burst** to take a series of photos within the interval you set. You can use **Timed burst** in **Photo** mode.

1. Open ⦿ Camera.

2. Tap ⌄ at the top.

3. Tap ⟳ **Timed burst** to enable **Timed burst**.

4. Tap ◢ to show the sliders for **Number of photos** and **Interval**.

5. Set the numbers and the interval.

ⓘ**Note**

The feature may vary depending on your device.

Disable automatic HDR

High dynamic range (HDR) allows you to take photos in high-contrast situations. HDR brings more highlight and shadow details to the photos.

1. Open ⦿ **Camera**.

2. Tap HDR.

3. Tap H̶D̶R̶.

💡**Tip**

The camera enables automatic HDR by default. You can also tap HDR to make HDR always on.

Enable AI camera

AI camera identifies subjects and scenes intelligently and optimizes the camera settings accordingly. It can identify a variety of scenes, such as blue sky, snowy weather, sunrise and sunset, greenery, and document.

1. Open ⦿ **Camera**.

2. Tap ⌄ at the top.

2. Tap AI to enable AI camera.

When you are taking a photo, AI camera shows the identified icons.

For example, the camera identifies the object as green plant, then it applies suitable effects.
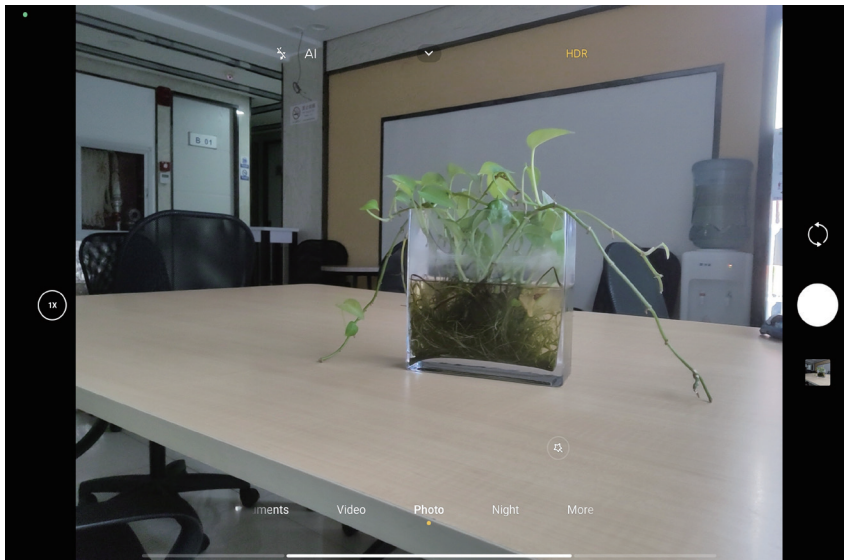
Add Beautify and Filters effects

Beautify helps beautify the body part that you want to. **Filters** helps apply a filter effect.

You can add **Beautify** and **Filters** effects in **Photo** and **Portrait** modes and add **Beautify** and **Bokeh** effects when you take a video.

1. Open ⊙ **Camera**.

2. Tap ⊛ to choose to add **Beautify** and **Filters** effects.

   • Tap **Beautify** and drag the slider to adjust beautify effect.

   • Tap **Filters** and choose a filter effect.

Adjust video resolution and frame rate

1. Open ⊙ **Camera**.

2. Select **Video** mode.

3. Tap ⌄ at the top.

4. Choose a video resolution and frame rate.

   ⓘ**Note**

   You can adjust video resolution and frame rate in Video mode when taking a video.

Take a selfie

Use the front camera to take a selfie in **Photo** or **Portrait** mode or to take a video. The following steps take the **Photo** mode as an example.

1. Open ⊙ **Camera**.

2. Tap ◌ to switch to the front camera.

3. Tap ◯ to take a selfie.

> 💡 **Tip**
>
> You can tap ⊛ to apply **Beautify** and **Filters** effects. See **Add Beautify and Filters effects** for more information.

Take videos

Take videos to capture the beautiful scenes and important moments.

1. Open ⊙ **Camera**.

2. Select the **Video** mode.

3. Tap ⊙ to start shooting.

4. Tap ⊙ to stop shooting.

> 💡 **Tip**
>
> When taking a video, you can tap ⏸ to pause your shooting and tap ▶ to continue. You can also tap ◉ to take a photo while shooting.

Take Documents mode photos

You can take a picture for a document such as paper, PowerPoint, and blackboard in **Documents** mode. It can modify lens distortion and adjust perspective and allow you to take a straight photo. Documents mode also enables you to add watermarks to protect your documents from unauthorized copying.
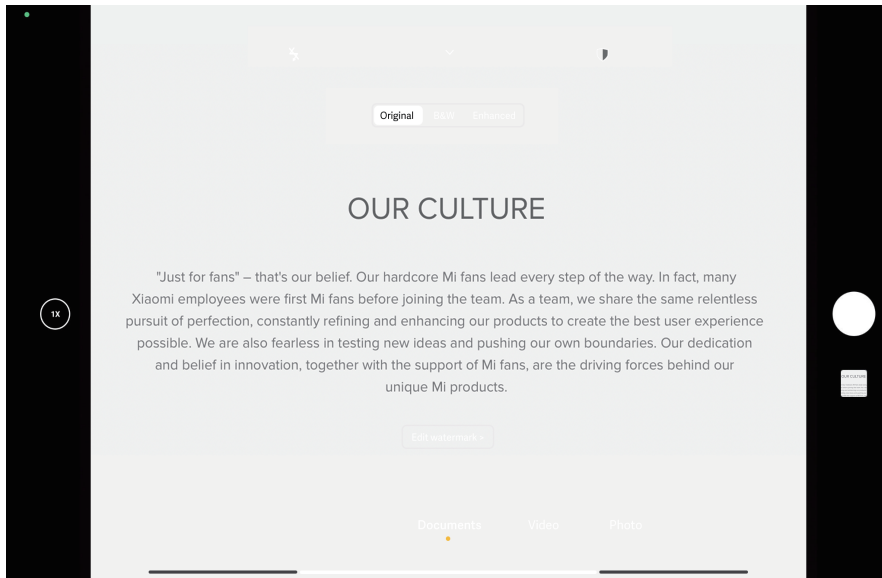
When you tap **Documents** for the first time, the option is not present. You can tap **Documents** again after downloading.

1. Open 📷 **Camera**.

2. Select **Documents** mode.

3. Point camera at the subject and wait for the camera to identify the document area in the yellow frame.

4. Tap ◯ to take a photo.

💡 **Tip**

- You can tap 🛡 to edit the text of the protective watermark.
- You can go to 🖼 **Gallery** to view and adjust the document area.

Take photos in Night mode

Night mode captures more details and brightens your photos in low-light conditions.

1. Open 📷 **Camera**.

2. Select **Night**.

3. Tap ◯.

ⓘ **Note**

Some models support to take videos in **Night** mode.

Take videos in Short video mode

You can apply different effects to take a short video for 1 to 15 seconds.

When you tap **Short video** for the first time, the option is not present. You can tap **Short video** again after downloading.

1. Open **Camera**.

2. Select **More**.

3. Tap **Short video**.

4. Choose to set up your shooting.

   • Tap to add background music.

   • Tap to apply the speed effect.

   • Tap and choose to apply **Beautify** effect, **Filters** effect, or **Kaleidoscope** effect.

5. Tap to start shooting.

6. Tap to stop shooting.

7. Tap to save your shooting.

Take photos in Panorama mode

You can take a wide landscape photo or you can take a photo for large groups in **Panorama** mode.

1. Open **Camera**.

2. Select **More**.

3. Tap **Panorama**.

4. Point the camera at the starting scene of the **Panorama** photo.

5. Tap to start your **Panorama** photo.

6. Keep the camera align with the arrow and move according to the arrow direction when you are shooting.

7. Tap to finish the **Panorama** photo.

   Note

   • You can tap to change the starting scene from horizontal level to vertical level. You can tap to change the start direction from left to right or from bottom to top.

- If you finish the Panorama photo all the way along the reference line, it ends automatically. You can go to

  Gallery to view and edit the photo.

Take videos in Dual video mode

Dual video mode splits the scene on the viewfinder into two views. You can view and record a scene with the rear and front camera simultaneously.

1. Open Camera.

2. Select **More**.

3. Tap Dual video.

4. Tap to adjust the places of front and rear views on the viewfinder.

5. Tap to start shooting.

6. Tap to stop shooting.

> **Tip**
>
> You can tap to enlarge a view and narrow the other view.

Take photos in Director mode

Director mode enables you to take cinematic and brilliant videos with just one tap.

1. Open Camera.

2. Select **More**.

3. Tap Director mode.

4. Adjust the features such as **WB**, **F**, **ISO**, **EV**, **Resolution**, and **Frame rate**.

5. Tap to perform multicam setup. You can set the tablet as a camera or monitor.

5. Tap to start shooting.

Camera settings

You can go to Camera > > Settings to open **Camera settings**.

Add a watermark

You can protect your photos with watermarks or add other information such as time, location, or temperature to the photo.

1. Open **Camera** settings.

2. Tap **Watermark**.

3. Choose to add watermark types.

 • Tap ⬤ to enable **Add time stamp on photos**.

 • Tap ⬤ to enable **Device watermark**.

 • Tap **Custom watermark** to add your watermark. Before you add the custom watermark,

 You need to tap ⬤ to enable **Device watermark** first.

 ⓘ **Note**

 The feature may not be available to some models.

Enable Motion tracking focus

The feature keeps moving people or pets in focus automatically. You can also double tap any subject in the viewfinder to track.

1. Open **Camera settings**.

2. Tap ⬤ to enable **Motion tracking focus**.

 ⓘ **Note**

 The feature may not be available to some models.

Enable Smart suggestions

1. Open **Camera settings**.

2. Tap **Smart suggestions**.

3. Choose smart suggestions. The features are usually enabled by default.

 • Tap ⬤ to enable **Document scanner**. The feature displays a shortcut whenever the AI

 camera detects a document or presentation slide.

 • Tap ⬤ to enable **Scan QR codes**. The feature only enables the rear camera to scan QR

 codes in **Photo** mode.

Enable Motion capture

Track motion is to minimize blur on the photos of children, pets, and other active subjects.

1. Open **Camera settings**.

2. Tap 〇 to enable **Motion capture**.

ⓘ**Note**

The feature may not be available to some models.

Enable Auto night mode

Auto night mode can detect low light conditions and improve image quality automatically.

1. Open **Camera settings**.

2. Tap 〇 to enable **Auto night mode**. The feature is usually enabled by default.

ⓘ**Note**

The feature may not be available to some models.

Set picture quality

1. Open **Camera settings**.

2. Tap **Picture quality** to choose **High**, **Standard**, or **Low**.

Set up volume buttons function

You can customize the volume buttons shortcuts.

1. Open **Camera settings**.

2. Tap **Volume buttons function** to choose **Shutter**, **Zoom**, or **Volume**.

Enable Additional shutter

After you enable the feature, you can drag the shutter button up to create an additional shutter.

1. Open **Camera settings**.

2. Tap 〇 to enable **Additional shutter**.

Tap to take a photo

You can tap the viewfinder to take a photo.

1. Open **Camera settings**.

2. Tap ⬤ to enable **Tap to take a photo**.

Customize the camera

You can change the camera layout, color, and sound.

    1. Open **Camera settings**.

    2. Tap **Customize** to choose customized types.

        • Tap **Feature Layout** to rearrange the icons on both camera start screen and **More** features
          screen.

        • Tap **Camera modes** to select the **More tab** or **More panel**.
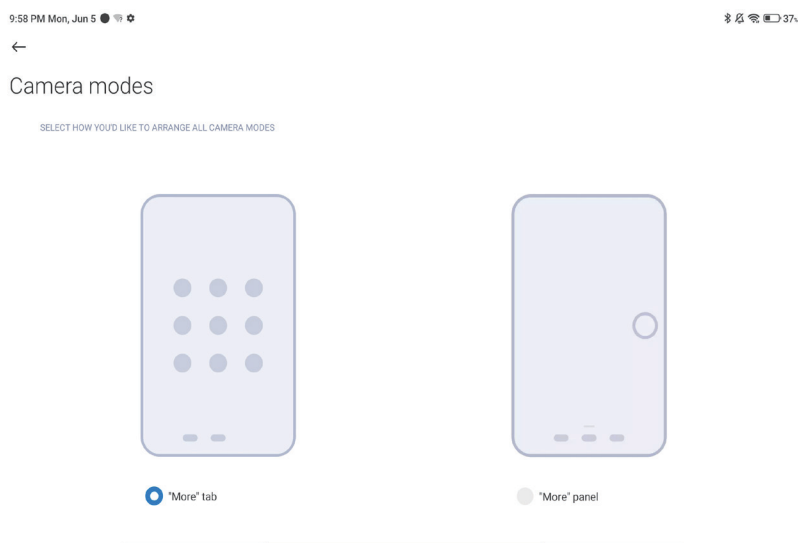
Save location info

The location information is saved when you take a photo. You can go to 🖼️**Gallery** to view
location info in the photo details.

    1. Open **Camera settings**.

    2. Tap ⬤ to enable **Save location info**.

Enable the shutter sound

The camera makes a sound when you tap the shutter.

    1. Open **Camera settings**.

    2. Tap ⬤ to enable **Shutter sound**. The feature is usually enabled by default.

Preserve settings

Preserve settings can preserve the previously used mode rather than automatically reset to default preferences.

1. Open **Camera settings**.

2. Tap **Preserve settings** to choose to enable or disable the previous settings.

- Tap ⬤ to enable **Camera mode**. **Camera mode** preserves the previously used mode along with the front or rear camera selection.

- Tap ⬤ to enable **Beautify**. **Beautify** preserves Beautify preferences selected during the previous session. The feature is enabled by default.

- Tap ⬤ to enable **AI camera**. **AI camera** preserves AI camera status set during the previous session. The feature is enabled by default.

Set Anti banding

When you take a photo or video of an electronic screen, you can set the anti banding to reduce disturbances of the photo.

1. Open **Camera settings**.

2. Tap **Anti banding** to choose **Off**, **50 Hz**, **60 Hz**, or **Auto**.

Autostart

Autostart makes camera more responsive by allowing it to autostart. You can tap **Autostart** to manage autostart permissions in **App info**.

Restore default settings

1. Open **Camera settings**.

2. Tap **Restore default settings**.

3. Tap **OK**.

More settings

Set camera settings when you take a seflie

1. Open **Camera**.

2. Tap to switch to the front camera.

3. Go to ⌄ > ⚙Settings to open **Camera settings**.

4. Choose to set camera settings.

    • Tap ⬤ to enable **Mirror front camera**.

Set camera settings in Video mode

1. Open ⬤ **Camera**.

2. Select **Video mode**.

3. Go to ⌄ > ⚙Settings to open **Camera settings**.

4. Choose to set camera.

    • Tap **Video encoder** to select high compatibility or high performance video encoder.

    • Tap ⬤ to enable **Allow tagging videos**. You can tap **Tag** while shooting a video to go back to tagged moment during playback.

Set camera settings in Pro mode

1. Open ⬤ **Camera**.

2. Select **Pro** mode.

3. Tap ▢ to switch to shoot a video.

4. Go to ⌄ > ⚙Settings to open **Camera settings**.

5. Tap ⬤ to enable **Histogram**. **Histogram** allows the camera to show real-time exposure feedback when you are shooting. See **Set camera settings in Video mode** for more information when taking a video.

Chapter 8 Gallery

Gallery overview

Open 🖼**Gallery** to view all the visual media stored on your tablet. You can view, edit, and manage pictures and videos.

Photos

You can view photos and videos organized by days, months, or years.

View pictures

1. Go to **Gallery** > **Photos**.

2. Tap a picture to view details.

3. Swipe left or right to view other pictures.

Edit pictures

You can crop the photo to a different aspect ratio, add filters, doodle, text, or frame, and make adjustment to beautify your photo.

1. Go to **Gallery** > **Photos**.

2. Choose a picture.

3. Tap to edit the picture.

4. Choose **Basic** or **AI** to apply different effects.

   - Tap **Auto** to apply auto effects to your picture.

   - Tap **Crop** to crop the picture into a different size.

   - Tap **Filter** to add color effects.

   - Tap **Adjust** to adjust the exposure, brightness, contrast, saturation, vibrance, warmth, tint, highlights, fade, grain, sharpness, and vignette of the picture.

   - Tap **Doodle** to make doodles or add different shapes.

- Tap 🔘 **Text** to add markup or text.

- Tap 🔘 **Mosaic** to apply mosaics to the picture.

- Tap 🔘 **Erase** to remove visual clutter.

- Tap 🔘 **Sky** to add a sky background.

- Tap 🔘 **Sticker** to make your selfies cooler with lots of funny stickers.

- Tap 🔘 **Frame** to add a frame to the picture and change the aspect ratio.

5. Tap ✓ to save your modifications.

6. Tap **Save**.

💡 **Tip**

> You can touch and hold 📖 to see the original picture and release to see the adjusted picture.

Manage pictures

You can add the photos to albums, set the photo as wallpaper, and view or edit the detailed information of the photo.

1. Go to 🖼 **Gallery** > **Photos**.

2. Choose a picture.

3. Tap ⋯ to manage the picture.

- Tap **Add to album** to move the picture to an album.

- Tap **Recognize text** to identify texts. You can now copy and revise the text, share the text file, or save the file to ✏️ **Notes** app.

ⓘ **Note**

> The feature currently can support languages such as Bahasa Indonesia, Spanish, Italian, French, German, Portuguese, Chinese, and English.

- Tap **Adjust** to make the picture a document.

- Tap **Protective watermark** to add watermarks to the picture.

- Tap **Set as wallpaper** to set the picture as wallpaper.

- Tap **Start slideshow** to showcase the picture in a slideshow.

- Tap **Rename** to change the picture name.

- Tap **Google Lens** to identify the photo. The feature may not be available to some models.

- Tap **Details** to view and edit information about the picture.

Play videos

1. Go to ⬛**Gallery** > **Photos**.

2. Choose a video to play.

3. Swipe left or right to play other videos.

Edit videos

You can cut the video to adjust the duration, add background music, filters, or text effects, and make other adjustments to your videos.

1. Go to ⬛**Gallery** > **Photos**.

2. Choose a video.

3. Tap ✂ to edit the video.

- Tap ⊘ to adjust the video speed.

- Tap **Editor** to cut the video into segments.

- Tap **Filters** to add visual effects.

- Tap **Enhance** to adjust the exposure, brightness, contrast, saturation, vibrance, warmth,

  tint, highlights, fade, grain, sharpness, and vignette of the video.

- Tap **Captions** to add text.

- Tap **Soundtrack** to add background music.

- Tap **Aspect ratio** to change the aspect ratio.

- Tap **Pro** to switch to the **Video editor** to adjust the video. See **Edit a video with Video**

  editor for more information.

4. Tap **Save**.

Manage videos

You can add the videos to albums, set the videos as wallpaper, compress the videos, and view or edit the detailed information of the videos.

1. Go to �Gallery > Photos.

2. Choose a video.

3. Tap ⋯ to manage the video.

- Tap **Add to album** to add the video to a private or other album.

- Tap **Set video wallpaper** to set the video as wallpaper.

- Tap **Compress video** to compress the video.

- Tap **Rename** to change the video name.

- Tap **Details** to view and edit information about the video.

Share photos and videos

You can share the photos and videos to your family, friends, and other media platforms.

1. Go to **Gallery** > **Photos**.

2. Choose a picture or video.

3. Tap ⬆.

4. Choose a platform to share your selection.

Mark a photo or video as favorite

When you take a lot of photos, you can use the feature to mark your favorite photos or videos. All your favorite items are stored in **Favorites** album and you can view and edit them.

1. Go to **Gallery** > **Photos**.

2. Choose a picture or video.

3. Tap ♡.

ⓘ**Note**

You can go to **Gallery** > **Settings** to view the favorite photos and videos in the **Favorites** album.

Delete photos and videos

1. Go to 🖼️**Gallery** > **Photos**.

2. Choose a picture or video.

3. Tap 🗑️ .

4. Tap **Delete** in the pop-up window.

> 💡 **Tip**
>
> You can also touch and hold an item to select multiple photos or videos to delete.

Albums

Your photos are organized automatically by categories, such as Favorites, Camera, Screenshots and screen recordings, and Videos. You can view the organized albums or create new albums.

Create an album

You can create albums and add photos to the albums to categorize your photos and videos.

1. Go to **Gallery** > **Albums**.

2. Tap ➕ at the lower-right corner of the tablet.

3. Enter an album name.

4. Follow the instruction to add photos or videos to the album.

> 💡 **Tip**
>
> You can also choose not to add photos or videos to the album.

Rename an album

1. Go to **Gallery** > **Albums**.

2. Press and hold the album that you want to rename.

3. Tap 🔲 **Rename**.

4. Enter a new album name.

5. Tap **OK**.

> ⓘ **Note**
>
> You cannot rename the default album names such as **All photos**, **Favorites**, **Videos**, and **Screenshots and screen recordings**.

Hide albums

You can hide albums to protect your privacy. The hidden albums do not show on your **Settings** tab.

1. Go to **Gallery** > **Albums**.

2. Press and hold the album that you want to hide.

3. Tap ⊗ **Hide**.

4. Tap **OK** in the pop-up window.

ⓘ**Note**

If you want to view the hidden albums, you can see **View hidden albums** for more information.

Delete albums

1. Go to **Gallery** > **Albums**.

2. Press and hold the album that you want to delete.

3. Tap 🗑 **Delete**.

4. Tap **OK** in the pop-up window.

Manage albums

You can move the albums to other albums, make photos or videos in albums shown in **Share without location info by default** album, and set the album cover.

1. Go to **Gallery** > **Albums**.

2. Press and hold an album to choose the album.

3. Tap ⋯ **More** to manage the album.

- Tap **Show in Photos** to make pictures shown on the **All photos** album.

- Tap **Move to other albums** to move the album to other albums.

- Tap **Change album cover** to select a new picture as an album cover.

Edit a video with Video editor

Video editor enables you to trim your videos, make contrast or brightness adjustments, change the playback speed, and apply other features and effects.

1. Open ![Gallery icon]**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Video editor**.

4. Select one or more videos.

5. Tap ✓ to import the videos.

6. Use video editing tools to edit the video.

   - Tap **Templates** to select a template.

   - Tap **Editor** to add transitions or new videos and cut the video into segments.

   - Tap **Filters** to add a filter effect to the video.

   - Tap **Enhance** to adjust the exposure, brightness, contrast, saturation, vibrance, warmth, tint, highlights, fade, grain, sharpness, and vignette of the video.

   - Tap **Aspect ratio** to adjust the aspect ratio of the video.

7. Tap **Save**.

Create a collage

You can combine multiple photos into a single image and apply an interesting layout.

1. Open ![Gallery icon]**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Collage**.

4. Select 1 to 6 photos.

5. Tap ✓ to import the photos.

6. Choose a collage style.

   - Tap **Poster** to select a poster style collage.

   - Tap **Layout** to select a layout. Then you can tap **Margins** to add margins and tap **Aspect ratio** to change the aspect ratio of the whole collage.

   - Tap **Film roll** to select a film roll style.

7. Tap **Save**.

Create a clip

You can share photos from 🖼**Gallery** by creating a slideshow of your pictures with video effects and music.

1. Open 🖼**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Clip**.

4. Select 3 to 20 photos and tap ✓ to import the photos.

5. Use editing tools to edit the clip.

   • Tap **Templates** to select a template.

   • Tap **Audio** to add background music or sound to the clip.

   • Tap **Edit** to add more photos or delete some photos.

6. Tap **Save**.

   ⓘ**Note**

   You can choose to create a video for **10s** or **Longer video** at the upper-middle of the tablet.

Edit a picture with Cutout

Cutout can automatically cut out subjects from a picture and change the background behind the subjects.

1. Open 🖼**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Cutout**.

4. Select 1 photo.

5. Wait for the system to identify the subjects in the photo.

6. Select a background to change the background behind the subjects.

7. Tap **Save**.

Edit a picture with Art

You can add an Art style to your photo.

1. Open **Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Art**.

4. Choose an art style.

   • Tap **Low poly** to add a futuristic geometric background.

   • Tap **Etching** to add an atmosphere of old master prints.

   • Tap **Sketch** to turn backgrounds into sketches.

   • Tap **Watercolor** to add watercolor style backgrounds.

   • Tap **RGB** to add a cyberpunk retro effect.

   • Tap **Blinds** to add a misplaced vertical segments effect.

   • Tap **Foggy window** to add hazy blurs.

   • Tap **Tech** to add a futuristic feel.

5. Select 1 photo.

6. Wait for the system to apply the art style.

   ⓘ**Note**

   You can also choose an art style to change the current style.

7. Tap **Save**.

Free up space

Free up space clears photos in your **Gallery** to free up storage space.

1. Open **Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Free up space**.

   The system starts scanning the **Gallery** automatically.

4. Tap **View** or **View details**.

5. Select the photos that you want to delete.

6. Tap **Delete selected photos**.

7. Tap **Delete** in the pop-up window.

Sort and set the album view format

You can sort albums by name, created time, or last updated time.

1. Open ⬜**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Sort and view**.

4. Choose to sort and set the album view format.

   • Tap **Sort** to sort the albums in **Custom**, **Name**, **Created**, or **Last updated**.

   • Tap **List view** to view albums in list format.

Gallery Settings

Enable Select best photo

MIUI analyzes similar photos and marks the best photos for you. **Select best photo** is enabled by default. You can also disable the feature to remove marks from photos.

1. Open ⬜**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap ⬤ to enable **Select best photo**.

View hidden albums

1. Open ⬜**Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap **View hidden albums**.

   💡 **Tip**

   If you want to hide albums, you can see **Hide albums** for more information.

Set the time for each slide

When you slide show the photos, you can set the interval for each slide.

1. Open **Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap **Show each slide for**, and enter an interval.

5. Tap **OK**.

Loop all slides

When you browse photos in slide show, you can loop all slides.

1. Open **Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap ◯ to enable **Loop all slides**.

Enable Recognise text on images

The feature allows the system to recognise text on images, and you can select or take other actions with the text.

1. Open **Gallery**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap ◯ to enable **Recognise text on images**.

ⓘ**Note**

To recognise the text on images, see **Manage pictures** for more information.

Set secure sharing

Secure sharing enables you to share photos and videos without the privacy information such as location, tablet model, or metadata.

1. Open **Gallery**.

2. Tap **⋮** at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap **Secure sharing**.

5. Choose to set secure sharing.

- Tap ⬤ to enable **Share without location info by default** to remove location info from

  shared photos. **Share without location info by default** is enabled by default.

- Tap ⬤ to enable **Share without metadata by default** to remove device model, metadata,

  and other information. **Share without metadata by default** is enabled by default.

Convert HEIF before sending

The system converts HEIF images to JPEG before sending.

1. Open **Gallery**.

2. Tap **⋮** at the upper-right corner of the tablet.

3. Tap **Settings**.

4. Tap ⬤ to enable **Convert HEIF before sending**. The feature is usually enabled by default.

Chapter 9 Apps

ⓘ**Note**

> When you use Apps, certain permissions such as the access to location info and camera need to be allowed.
>
> You can give limited permissions to the Apps and withdraw the consent at any time.

Calculator

You can use **Calculator** to perform basic arithmetic calculations with the standard calculator. You can also use the scientiic calculator for trigonometric functions, angular radians, roots, and financial and currency measurement.

Use Calculator

1. Open **Calculator**.

2. Choose proper calculators.

  - Tap ⌗ to use the basic calculator.

deg	(	)	AC	⌫	%	÷
2nd	1/x	xʸ	7	8	9	×
lg	sin	√x̄	4	5	6	−
ln	cos	X!	1	2	3	+
π	tan		e	0	.	=
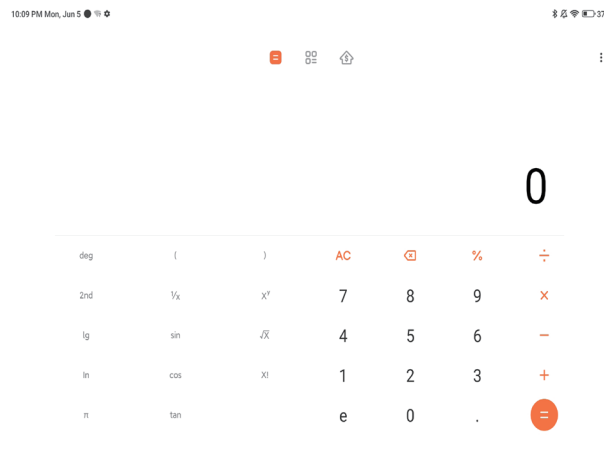
  - Tap ⠿ to use the **Converter** calculator to convert currencies and multiple units of measurement.
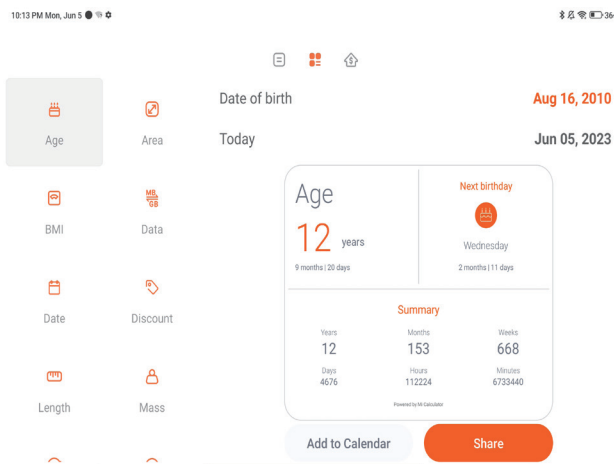
  - Tap ⌂ to use the **Mortgage** calculator to help you plan finances with adjustable repayment methods and interest rates.
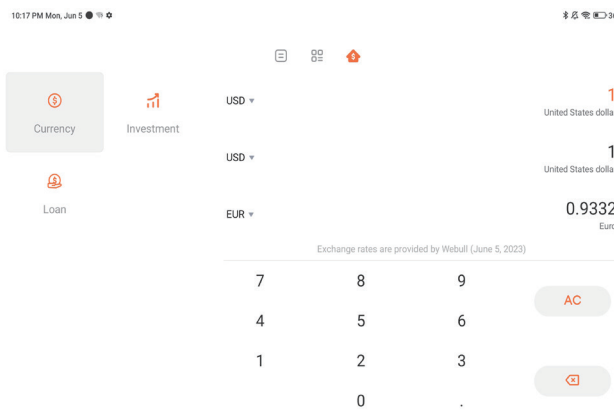
Copy, delete, or clear numbers

1. Open ⌗ **Calculator**.

2. Tap the numbers to calculate.

3. Choose to copy, delete, or clear numbers.

- Touch and hold the calculation result in the display, then tap **Copy**. You can now paste the result elsewhere.

- Tap ⊗ to delete the last digit if you make a mistake when you enter a number.

- Tap **C** to delete the last entry or tap **AC** to delete all entries.

Clock

Add an alarm

You can set alarms for any time of day and have them repeat on one or more days of the week.
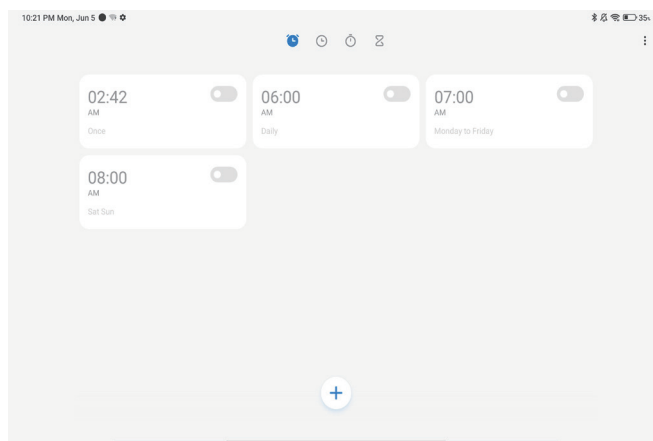
1. Open ⬤ **Clock**.

2. Tap ⊕ on the start page to add an alarm.

3. Adjust the alarm time.

4. Set the ringtone, repeat frequency, and other items.

5. Tap ✓ .

The icon 🔵 is shown beside the alarm time.

💡 **Tip**

If you want to change the preset alarm time, tap the alarm to change the time.

Turn off the alarm

You can turn off the alarm once on the day you set or turn off the repeating alarm.

1. Open ⬤ **Clock**.

2. Tap 🔵 beside the alarm time.

3. Select to turn off the alarm once or turn off the repeating alarm.

Add custom clock

You can add clocks in different countries and regions to compare the time.

1. Open ⬤ **Clock**.

2. Tap 🕐.

3. Tap ⊕.

4. Search for a country or city.

5. Tap the location to add a custom clock to the start page.

Use stopwatch

You can use the stopwatch to measure the duration of an activity such as a match or an event.

1. Open ⬤ **Clock**.

2. Tap ⏱.

3. Tap ▶ to start.

4. Tap ⏸ to pause the stopwatch.

> ⓘ**Note**
>
> You can tap ▶ to mark different time segments, tap ▶ to continue, or tap ▪ to reset the stopwatch.

Set a timer

You can use the timer to count down from a specified time. You can set times with duration from one second to 99 hours 59 minutes and 59 seconds.

1. Open ⬤ **Clock**.

2. Tap ⏳.

3. Set the time period.

4. Tap ▸ to start timing.

ⓘ **Note**

The timer stops automatically when the timing ends. You can also tap ⏸ to pause the timer, tap ▸ to continue, or tap ▪ to reset the timer.

💡 **Tip**

You can tap 🔊 to add an ambient noise. You can also choose to silence the alarm at the end of an ambient noise timer.

Downloads

You can use **Downloads** to manage your downloaded apps and other files.

Add a new download job

1. Open ⬇ **Downloads**.

2. Tap ⊕ at the lower-right corner.

3. Enter an HTTP or HTTPS link in the box.

4. Tap **Download**.

💡 **Tip**

You can swipe left from the start page to view the completed download jobs.

Delete a downloaded job

1. Open ⬇ **Downloads**.

2. Swipe left or tap ⌄ to open the download page on the start page.

3. Choose to delete a downloaded job.

- Touch and hold the item, then tap 🗑.

- Tap the item, then tap ▢.

File Manager

🟧 **File Manager** is an easy and powerful file explorer. It helps you easily manage storage on your device, network-attached storage, and cloud storages. You can also find how many files and apps you have on your device at a glance immediately after opening the app.

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Document view

You can tap ⏱ to view documents. They are sorted into various categories, such as images, videos, docs, music, APKs, Bluetooth & downloads, and archives. You can tap the corresponding category to locate a document.

Storage statistics

You can tap ☐ to check what files occupy the internal storage of your device at a glance and see all the items in the root folders.

Share files

1. Open ▨ **File Manager**.

2. Choose a file, and then tap the file.

3. Tap ⬆ **Send** to share the file to different platforms.

Move files to other folder

1. Open ▨ **File Manager**.

2. Choose a file, and then tap the file.

3. Tap ➦ **Move** to move the file to other folders.

Delete files

1. Open ▨ **File Manager**.

2. Choose a file, and then tap the file.

3. Tap 🗑 **Delete** to delete the file.

Manage files

You can make the files private, add the files to the **Favorites** folder, copy, rename, and make other adjustments.

1. Open ▨ **File Manager**.

2. Choose a file, and then tap the file.

3. Tap ⋯ **More** to manage the file.

- Tap **Copy** to copy the file to other folders.

- Tap **Make private** to make the file private.

- Tap **Add to favorites** to add the file to the **Favorites** folder in **Add to favorites** of **Internal storage**.

- Tap **Rename** to rename the file.

- Tap **Open in another app** to open the file with other apps.

- Tap **Details** to view the detailed information of the file.

Clear up space

1. Open 🟧 **File Manager**.

2. Tap ⋮ at the upper left corner of the tablet.

3. Tap **Clean up**.

The system automatically scans for trash files from **Cache files**, **Obsolete files**, **Packages**, **Residuals**, and **Memory**.

4. Choose the files that you want to clear.

5. Tap **Clean up**.

Google

Google service supports many apps. To learn how to use the apps, see **https://support.google. com** for more information. To download more apps, you can go to ▶ **Play Store** app or the Google official website.

Assistant

You can use ● **Assistant** to get stuff done faster. Instead of performing tasks manually by tapping your finger on the screen a gazillion times, you can get the job done by using voice commands. Assistant is smart and well-integrated with Android.

See **assistant.google.com** for more information.

Calendar

You can use 📅 **Calendar** to view schedule information, set reminders, and add tasks or events.

Contacts

You can use ![contacts icon] **Contacts** to keep all your contact information in one place and reach several people at once. You can organize, review, and merge your contacts, create personal mailing lists, and quickly send messages to groups of people you contact the most, without entering their addresses individually.

Drive

With ![drive icon] **Drive**, you can open, view, rename, and share files saved to your Drive cloud account.

See **support.google.com/drive** for more information.

Gmail

![gmail icon] **Gmail** enables you to send and receive an email with Google's web-based email service.

See **support.google.com/mail** for more information.

Google

With ![google icon] **Google**, you can find online content that interests you, and turn on your personalized feed to receive customized content.

See **support.google.com/websearch** for more information.

Google One

With ![google one icon] **Google One**, you can automatically back up your tablet and manage the Google cloud storage.

- You can use the Google account to automatically back up photos, contacts, messages, and other important things. If you break, lose or upgrade your tablet, you can restore everything to your new Android device.

  ⓘ**Note**

    Every Google account has 15 GB of free space.

- You can manage your Google account storage across **Drive**, **Gmail**, and **Photos**.

Maps

You can use ![maps icon] **Maps** to get directions and other location-based information.

> ❗ **Attention**
>
> You must enable location services to use 📍 **Maps**.

See **support.google.com/maps** for more information.

News

📰 **News** is a personalized news aggregator that organizes and highlights what's happening in the world so you can discover more about the stories that matter to you.

See **support.google.com/news/publisher-center** for more information.

Photos

You can store and back up your photos and videos automatically to your Google Account with 🌈 **Photos**.

See **support.google.com/photos** for more information.

Play Store

You can find new apps, movies and TV shows, music, books, magazines, and games in ▶ **Play Store**.

See **support.google.com/play** for more information.

Podcasts

With 🎙 **Podcasts**, you can play the latest episodes from your favorite shows, explore podcast recommendations, and manage your listening activities.

See **support.google.com/googleplay/podcasts** for more information.

YouTube

You can use ▶ **YouTube** to watch and upload videos right from your device.

See **support.google.com/youtube** for more information.

YT Music

You can stream and browse playlists, albums, and artists from ▶ **YT Music**.

Mi Browser

Mi Browser is a fast and secure full-featured web browser for mobile devices. You can use **Mi Browser** to surf the web, browse news, search for things, watch videos, shop online, and play online games. You can also use **Mi Browser** to download images and videos from social media, use file management tools, and set private folders.

Search or open web address

1. Open **Mi Browser**.

2. Tap **Home** to open the Home page.

3. Type on the search bar to search or open web address.

Manage files

You can send, hide, delete, and view the detailed information.

1. Open **Mi Browser**.

2. Tap **Files** to view all files.

3. Tap and hold a file that you want to manage.

4. Choose **Send**, **Hide**, **Delete**, or **More**.

Open online games

You can play online game without loading a game App.

1. Open **Mi Browser**.

2. Tap **Games** to open the Games page.

3. Tap a game to play.

View Bookmarks and History

You can view your stored bookmarks and browse history.

1. Go to > **Mi Browser** > **Proile**.

2. Tap to view bookmarks and history.

Enable Incognito mode, Dark mode, or Desktop mode

1. Go to > **Mi Browser** > **Proile**.

2. Choose to enable **Incognito mode**, **Dark mode**, or **Desktop mode**.

- Incognito mode: Incognito mode allows you to browse the web safely and privately without leaving any search or browsing history.

- Dark mode: The dark color scheme can boost visual experience in low-light environment.

- Desktop mode: Desktop mode enables you to browse web pages similar to the look on computer desktop.

Mi Video

▶ **Mi Video** is a powerful local video player. With **Mi Video**, you can play, download, stream, and manage your videos in one place. You can easily zoom in and out on the played videos.

Play videos

1. Open ▶ **Mi Video**.

2. Tap ▭ **Local** to view local files.

3. Tap ▶ to open video page.

    You can view your local videos in **Videos**, **Folders**, and **Playlist** categories.

4. Tap a video to play.

Play musics

1. Open ▶ **Mi Video**.

2. Tap ▭ **Local** to view local files.

3. Tap ♫ to open the music page.

4. Tap a music to play.

Useful features in side panels

When you play a video, you can use useful features to add more effects to your video.

Icons	Function	Icons	Function
🔓	Lock the screen	📷	Take a screenshot

⟳	Loop the video	⟷	Stretch the video
⬉⬛	View the video in notification shade	▯◻	Rotate the screen
⋯	More features	↱	Share the video
⬒	Cast the video	♪	Select audio track
⊟	Adjust subtitles	◁))	Mute the video
▷☰	Browse the playlist	⌒	Activate background playback
1.0×	Adjust play speed	A⇌B	AB loop

Gesture shortcuts in Mi video

Gesture	Function
👆	Double tap to rewind by 5 seconds
👆	Double tap to pause or resume
👆	Double tap to fast forward by 5 seconds

	Swipe up or down at the left part of the screen to adjust the brightness
	Swipe up or down at the right part of the screen to adjust the volume

Manage videos

You can share, rename, delete, and hide the videos.

1. Open ▶ **Mi Video**.

2. Choose a video, then touch and hold the video.

3. Manage videos.

- Tap ⬆ **Share** to share the video to different platforms.

- Tap ⊡ **Rename** to rename the video.

- Tap ⓘ **Properties** to view the detailed information of the video.

- Tap ⬭ **Hide** to make the video private.

- Tap 🗑 **Delete** to delete the video.

Notes

You can take notes with text, images, audio, and mind maps.

Create a note

1. Open 🖊 **Notes**.

2. Tap ➕ in ⬜ page to create a note.

3. Enter the text.

4. Tap ✓ to save the note.

💡 **Tip**

- You can add audio, images, sketches, checklists, and other items in a note.

- You can also apply a heading style, bold or italic font, a bulleted or numbered list, and more items to

80

change the formattings.

Make a voice note

1. Open ✎ **Notes**.

2. Tap ⊕ to add a note.

3. Tap ⑊ and speak to your tablet.

4. Tap ▪ to stop the recording.

5. Enter the title of the voice note.

6. Tap ✓ to save the voice note.

Delete a note

1. Open ✎ **Notes**.

2. Touch and hold a note on the ▯ page.

3. Tap **Delete**.

Manage notes

You can hide, pin, delete, move note, and create a folder to categorize notes.

1. Open ✎**Notes**.

2. Touch and hold a note to choose one or multiple notes.

3. Choose to manage the notes.

  • Tap **Hide** to hide the note.

  • Tap **Pin** to pin the note.

  • Tap **Delete** to delete the note.

  • Tap **Move** to to move the note to a new folder.

Restore deleted notes

1. Open ✎ **Notes**.

2. Tap ▯ on the start page.

3. Tap ⬚ to view all folders.

4. Tap 🗑 to view all deleted notes.

5. Tap the note you want to restore, then tap **OK**.

Create a new folder

1. Open 📝 **Notes**.

2. Tap ⬚ on the start page.

3. Tap ⬚ to view all folders.

4. Tap **New folder**.

5. Enter a folder name.

6. Tap **OK**.

Search notes

1. Open 📝 **Notes**.

2. Tap the search bar on the ⬚ page to enter keywords of a note.

3. Choose to locate the note.

View hidden notes

1. Open 📝 **Notes**.

2. Swipe down from the upper part of the screen and then release.

3. Enter the privacy protection password.

4. Tap a hidden note to view details.

Create a subtask checklist

You can use 📝**Notes** as a reminder to remind you of the daily routines and tasks.

1. Open 📝 **Notes**.

2. Swipe left or tap ✓ on the top of the start page.

3. Tap ⊕ to create checklist of subtasks.

4. Enter the subtask text.

5. Tap **Done**.

> ⓘ **Note**
>
> - You can set a reminder and a repeat interval of each subtask checklist.
>
> - If you want to add more subtasks, tap ✓.

Recorder

You can use **Recorder** to record an event, a meeting, personal notes, or classroom lectures, creative ideas, and more.

Record audio

1. Open ⊙ **Recorder**.

2. Tap ⊙ to start.

3. Tap ‖ to stop recording.

4. Tap ✓ to save the recording.

> ☀ **Tip**
>
> - The recording name is generated by default. You can edit the name to a new one.
>
> - You can tap ▷ to mark specific segments, tap ‖ to pause the recording, and tap ⊙ to continue the recording.

View recordings

1. Open ⊙ **Recorder**.

2. Tap the recording that you want to view.

> ☀ **Tip**
>
> You can also share, mark, or make the recording play fast.

Set up Recorder

1. Open ⊙ **Recorder**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Choose to manage Recorder settings.

- Tap ⬤ to enable **Lock screen notifications** to show a blue indicator on the Lock screen while recording.

- Tap ⬤ to enable **Name recording manually**.

- Tap **Recording format** to select **AAC**, **MP3**, or **WAV**.

- Tap **Delete synced recordings** to delete synced recordings.

- Tap **Recently deleted items** to manage deleted items. Deleted items can be stored in the trash for up to 30 days.

- Tap **Clear data** to delete cached items, app data, and customized settings.

Scanner

You can open ⊞ **Scanner** and place the QR code inside the frame to scan differ- ent types of QR codes and bar codes.

⚠ **Caution**

You do not use Scanner to take photos of the objects that contain your personal information.

💡 **Tip**

You can turn on the flash in the dark environment.

Security

You can use ⚡**Security** to clean up tablet storage, manage Apps and permissions, and protect your tablet from hidden viruses or malicious Apps.

App lock

🛡**App lock** helps protect your privacy. See **App lock** for more information.

Battery and performance

Use 🔋 **Battery** to test the power consumption and optimize battery-related items. See **Chapter 4 Battery and maintenance** for more information.

Boost speed

Use 🚀 **Boost speed** to help your tablet work faster. The feature clears cache and memory of the running third-party apps, running system apps, and locked running apps.

Cleaner

Use 🗑 **Cleaner** to delete useless items that stored on the tablet and make the tablet work fast and productively.

Clear trash

Cleaner scans trash of cache files, obsolete files, installation packages, residuals, and memory cache. You can clear up the items.

1. Open 🛡 **Security**.

2. Tap 🗑 **Cleaner** to launch an automatic scan for trash.

3. Choose the items that you want to clear.

4. Tap the button below to clean up the selected items.

Set the reminder

You can receive an alert notification to use **Cleaner** when trashes reaches the limit.

1. Go to 🛡 **Security** > 🗑 **Cleaner**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Tap ⬭ to enable **Remind to clean**.

4. Set a trash size limit and schedule an alerting frequency.

Deep clean

Use 🧹 **Deep clean** to delete redundant or unnecessary items to free up your tablet storage.

- **Delete the redundant photos**: detect duplicate photos and poor-quality images in your **Gallery**.

- **Uninstall rarely-used apps**: delete rarely used apps to free up space.

- **Delete app data**: clear unimportant data for each app.

- **Delete big files**: delete unimportant big files.

• **Delete unnecessary videos**: delete unnecessary videos.

Deep clean settings

1. Go to ⚡**Security** > 🧹 **Deep clean**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Choose to manage **Deep clean** settings.

   • Tap ⬤▭ to enable **Remind to clean**, and then to set a trash size limit and schedule an alerting frequency.

   • Tap ⬤▭ to enable **Scan app memory**.

   • Tap ⬤▭ to enable **Show Home screen shortcut**.

Dual apps

🟡 **Dual apps** allows you to clone an existing app on your device and use it independently with a different account. See **Dual apps** for more information.

Facebook cleaner

Use 📘 **Facebook cleaner** to clean images, videos, GIFs, or Cache files.

Game Turbo

🎮**Game Turbo** boosts the connection stability for games by limiting the bandwidth of background downloads and reducing network delay. This feature clears memory reserved for the background processes to give more space for the game and prevents you from notification disturbances.

Open games with Game Turbo

1. Go to ⚡**Security** > 🎮**Game Turbo**.

2. Swipe up or down in the left part of the screen to select a game.

3. Tap **Start playing** to launch the game with **Game Turbo**.

Add games to Game Turbo

1. Go to ⚡**Security** > 🎮**Game Turbo**.

2. Tap ➕ to view games.

3. Tap ▄ beside the games to add the games to **Game Turbo**.

Manage Booster General settings

1. Go to ⚡**Security** > 🎮**Game Turbo** > ⚙.

2. Tap **General Settings**.

3. Choose to manage **Booster General** settings.

- Tap ▄ to enable **Game Turbo** to improve gaming experience.

- Tap ▄ to enable **In-game shortcuts**. You can swipe from the top side edge of the screen to view games.

- Tap ▄ to enable **Content recommendations** to receive gaming-related content recommendations.

- Tap ▄ to enable **Remove added games from Home screen**.

- Tap **Uninstall games** to choose to uninstall games at once.

- Tap ▄ to enable **Home screen shortcut**.

- Tap **Add game** to add games to **Game Turbo**.

Set up Performance mode

1. Go to ⚡**Security** > 🎮**Game Turbo** > ⚙.

2. Tap **Performance mode** to set up Performance mode.

- Tap **Performance mode** to choose to enable **Wi-Fi optimization** or **Optimized touch controls**. **Wi-Fi optimization** reduces Wi-Fi network delay. **Optimized touch controls** increases touch response and sensitivity.

- Tap ▄ to enable **Performance optimization** to avoid overheating and hardware-related issues.

- Tap **Memory exceptions** to add apps to exceptions and prevent them from being optimized.

- Tap ▄ to enable **Mi WiFi speed boost** to increase connection speed by 10% to 20% when the tablet is connected to Mi/Redmi routers.

Set up Game DND

The feature restricts selected system features, buttons, and full screen gestures when you play games.

1. Go to ⬡Security > ⬡Game Turbo > ⬡.

2. Tap **Game DND** to set up Game DND.

- Tap **Enhanced experience** to choose to enable **Turn off auto brightness**, **Turn off Reading mode**, **Restrict screenshot gestures**, or **Don't open Notification shade**.

- Tap ▬ to enable **Restrict buttons and gestures**.

Manage GPU settings

GPU settings help select or customize the performance between **Picture quality**, **Highest frame rate**, and **Gaming performance** when you play a game.

1. Go to ⬡Security > ⬡Game Turbo.

2. Tap **Custom** at the bottom of the tablet.

3. Tap **GPU settings** to choose GPU modes such as **Default**, **Save power**, **Balanced**, **High quality**, or **Custom**.

ⓘ**Note**

Custom enables you to customize **Frame rate**, **Resolution**, **Anti-aliasing Anisotropic filtering**, **Texture filtering quality**, and **Optimized graphics**.

Set up Touch Controls

Touch Controls helps select or customize the performance between the **Classic mode (Default)**, **Pro mode**, **Aiming accuracy**, and **Tap stability**.

1. Go to ⬡Security > ⬡Game Turbo.

2. Tap **Custom** at the bottom of the tablet.

3. Tap **Additional settings** to choose **TOUCH CONTROLS** modes.

- Tap **Classic mode (Default)**.

- Tap **Pro mode**. **Pro mode** is designed for professional players.

• Tap **Customize** to personalize the **Swipe response**, **Sensitivity to continuous taps**, **Aiming accuracy**, and **Tap stability**.

Set up Touch-resistant area

The feature reduces touch sensitivity near the edges to avoid triggering touch controls.

1. Go to Security > Game Turbo.

2. Tap **Custom** at the bottom of the tablet.

3. Tap **Additional settings** to choose **Touch-resistant area**.

Set up Enhanced visuals

The feature helps increase contrast and enhance details for games.

1. Go to Security > Game Turbo.

2. Tap **Custom** at the bottom of the tablet.

3. Tap **Additional settings** to choose Enhanced visuals performances.

Restore default settings

1. Go to Security > Game Turbo.

2. Tap **Custom** at the bottom of the tablet.

3. Tap **Additional settings** to choose **Restore default settings**.

4. Tap **Restore**.

5. Tap **OK**.

Hide apps

Use **Hide apps** enables you to hide app icons so they no longer appear on your Home screen.

1. Go to Security > Hide apps.

2. Tap beside an app to hide the app icon.

Open hidden apps

1. Spread two fingers apart on the Home screen. A folder with hidden apps shows.

2. Tap a hidden app.

Manage Hide apps

1. Go to 🟢**Security** > 👁**Hide apps**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Manage **Hide apps**.

- Tap 🔘 to enable **Hide notifications** to not show the notifications from hidden apps.

- Tap 🔘 to enable **App lock** to protect private files.

Manage Apps

You can go to 🟢**Security** > 📱**Manage apps** to update and uninstall apps or manage the permissions. See **Manage apps, Dual apps**, and **Permissions** for more information.

Privacy

Use 🛡 **Privacy** to manage apps that request sensitive permissions, monitor how apps use sensitive permissions, and manage other privacy-related permissions. See **Privacy protection** for more information.

Second space

You can go to 🟢**Security** > 📘**Second space** to create a second space to separate and secure your data.

To turn on Second space, see **Turn on Second space** for more information.

Security scan

Use 🟢 **Security scan** to scan your tablet for dangerous apps and viruses. The feature timely resolves the issues related to Wi-Fi, payment environment, privacy, and viruses.

Use Security scan

Use **Security** scan to scan the system and get suggestions on clearing trash and checking the

new features.

1. Go to 🛡 **Security** > ✅ **Security scan**.

2. Tap the suggestions to clear up space or view the new features.

Solve problems

Use 🧰 **Solve problems** to scan and solve performance, network, settings, battery, and other issues of the tablet.

ⓘ**Note**

If you find some problems, you can tap **Submit** to report issues or suggestions in **Services & feedback**.

Test network

Find and solve network-related issues

Use 📈 **Test network** to run a network test when you encounter problems with network. You can follow the onscreen instructions to resolve the current network problems after you see the test results.

Close connected Apps

All apps currently connected to the internet are shown in the test results. You can tap an app to force stop it.

Services & Feedback

You can report the issues you encounter to our developers. Your suggestions on how to improve MIUI are welcomed. We always do our best to fix the issues you report in the upcoming updates.

Open Services & Feedback

You can access **Services & feedback** with one of the two following methods:

• Tap 🔲 **Services & feedback** in **Tools**.

• Tap ❓ Services & feedback in 🧭**Settings**.

Submit feedback

1. Open **Services & feedback**.

2. Tap **Submit feedback**.

3. Choose **Issues** or **Suggestions** to describe issues.

- Tap **Issues** and describe the issues.

- Tap **Suggestions** and share how you would like to improve MIUI.

4. Select the item of your feedback.

5. Select how often the issue occurs and the exact time when the issue happened lately.

6. Tap **Send**.

ⓘ**Note**

> You can choose to add an image or video, enter your tablet number or email, or add logs when you submit a feedback.

Weather

You can use **Weather** to check the weather in your current location and other locations. You can view the upcoming hourly and 5-day forecast and see the air pollution and other information.

View weather info

You can open 💧**Weather** to view the current and the 5-day forecast weather information of your location. You can also check the 24-hour forecast, wind speed and direction, real feel, UV index, and pressure on the start page.

Add a city to your weather list

You can add and view the weather information of different cities in your weather list.

1. Open 💧**Weather**.

2. Tap at the upper-left corner of the start page.

3. Search for city.

4. Tap ⨁ to add the city to the start page.

Delete a city from your weather list

1. Open 💧**Weather**.

2. Tap ⨁ at the upper-left corner of the start page.

The weather list shows.

3. Touch and hold a city.

4. Tap 🗑**Delete**.

Manage Weather settings

You can set your preferred weather units display, the update time for weather information, and change the sound effects when the weather changes.

1. Open 🌊**Weather**.

2. Tap ⊚ at the upper-right corner of the start page.

3. Manage **Weather settings**.

- **Units**: allows you to set preferred temperature units, wind speed units, or atmospheric pressure units.

- **Update at night automatically**: allows the app to update weather info between 23:00 and 7:00.

- **Sound effects**: allows the weather changes with sound effects.

Chapter 10 Security and safety

Passwords and security

You can set password to protect your tablet. When you turn the tablet on or wake it, you need to enter the password to unlock the tablet.

Set up Screen lock

1. Go to ⊛ **Settings** > ◎**Passwords & security** > **Screen lock**.

2. Choose a screen lock type.

- Tap **Pattern** to draw a simple pattern with your inger to lock the tablet. See **Set a pattern lock** for more information.

- Tap **Pin** to enter 4 to 16 numbers to lock the tablet. See **Set up a PIN lock** for more information.

- Tap **Password** to enter 4 or more letters or numbers to lock the tablet. See **Set up a face lock** for more information.

Set a pattern lock

1. Go to ⊕ **Settings** > ◎ **Passwords & security** > **Screen lock**.

2. Tap **Pattern**.

3. Draw an unlock pattern and then tap **Next**.

4. Draw the unlock pattern again and then tap **Confirm**.

ⓘ **Note**

If you do not want to set other lock methods, tap **Cancel**.

Set up a PIN lock

1. Go to ⊕ **Settings** > ◎ **Passwords & security** > **Screen lock**.

2. Tap **Pin**.

3. Enter 4 to 16 digits.

4. Tap **Continue** and then tap **OK** to confirm your password.

ⓘ **Note**

If you do not want to set other lock methods, tap **Cancel**.

Set up a password lock

1. Go to ⊕ **Settings** > ◎ **Passwords & security** > **Screen lock**.

2. Tap **Password**.

3. Enter 4 or more digits or letters.

4. Tap **Continue** and then tap **OK** to confirm your password.

ⓘ **Note**

If you do not want to set other lock methods, tap **Cancel**.

Set up a face lock

You need to set up **Pattern** first before you set up **Face unlock**. You can see **Set up Screen lock** for more information.

1. Go to ⊕ **Settings** > ◎ **Passwords & security** > **Face unlock**.

2. Verify your identification with a screen unlock.

3. Tap **Start** to add your face data.

4. Tap **Done**.

Unlock with Bluetooth device

You can unlock the tablet with bluetooth devices such as some wearable devices made by Xiaomi.

You need to set screen lock before you set up **Unlock with Bluetooth device**. You can see **Set up Screen lock** for more information.

1. Go to ⊛ **Settings** > ◎ **Passwords & security** > **Unlock with Bluetooth device**.

2. Tap ◯ to enable **Unlock device**.

3. Verify your identification with a screen unlock.

4. Tap **Allow** to turn on Bluetooth in the pop-up window.

5. Tap an available device to connect.

Use Privacy protection password

Privacy protection password is used for the apps that might contain sensitive information.

1. Go to ⊛ **Settings** > ◎ **Passwords & security** > **Privacy protection password**.

2. Tap ◯ to enable **Use Privacy protection password**.

Find my device

You can enable **Use Find My Device** to find, lock, or reset the tablet if it is lost.

1. Go to ⊛ **Settings** > ◎ **Passwords & security** > **Privacy**.

2. Tap **Find My Device**.

3. Tap ◯ to enable **Use Find My Device**. **Use Find My Device** is usually enabled by default.

4. Tap **Find My Device app** or **Find My Device web** to find the tablet.

ⓘ **Note**

    Find My Device app does not work until you add a Google account.

Security status

You can go to ⚙️**Settings** > 🛡️**Security status** to view the information about **Find device**, **Security update**, and **Google Play Protect**.

ⓘ**Note**

> **Google Play Protect** regularly checks your apps and tablet for harmful behavior. You are notified of any security risks found.

Privacy

View Privacy dashboard

You can view the time line of when apps used a permission in the last 24 hours.

1. Go to ⚙️**Settings** > 👁️**Privacy**.

2. Tap **Privacy dashboard** to view which permissions are recently used.

3. Tap a permission to view the time line.

> ⓘ**Note**
>
> The feature may not be available to some models.

Manage permissions

1. Go to ⚙️**Settings** > 👁️**Privacy**.

2. Tap **Permission manager** to control app access to your data.

3. Tap a permission to view which apps can access the permission.

4. Tap an app to change the app permission.

Show passwords

Show passwords displays characters briefly as you type.

1. Go to ⚙️**Settings** > 👁️**Privacy**.

2. Tap ⚪ to enable **Show passwords**.

Use Autofill with Google

Autofill with Google saves and fills with passwords, credit cards, or addresses when needed.

1. Go to ⚙️ **Settings** > 👁️ **Privacy** > **Autofill service from Google**.

2. Tap 🔘 to enable **Use Autoill with Google**.

Enable Google location history

You can check where you go with the device.

You need to add one Google account or use **myaccount.google.com** to manage some settings without an account.

1. Go to ⚙️ **Settings** > 👁️ **Privacy**.

2. Tap **Google location history** to view the **Activity controls** page.

3. Tap T**urn on**.

Activity controls

The data saved in your account helps give you more personalized experiences across all Google services. You can choose which settings save data in your Google Account. You can go to ⚙️

Settings > 👁️**Privacy** > **Activity controls** to manage **Web & App activity**, **Location History**, **YouTube History**, and **Ad personalization**.

Reset advertising ID

Generate a new advertising ID that apps can use from now on.

1. Go to ⚙️ **Settings** > 👁️**Privacy** > **Ads**.

2. Tap **Reset advertising ID**.

3. Tap **OK**.

> ⓘ**Note**
>
> You can also tap **Opt out of Ads Personalization** to see ads that are not based on your interests.

Enable Usage & diagnostics

The feature shares data to help improve Android device experience.

1. Go to ⚙ **Settings** > 👁 **Privacy** .

2. Tap **Usage & diagnostics** to view information about **Usage & diagnostics**.

3. Tap ⬤▬ to enable **Usage & diagnostics**.

Privacy protection

You can go to ⚙ **Settings** > 🛡 **Privacy protection** to manage apps that request sensitive permissions, monitor how apps use sensitive permissions, and manage other privacy-related permissions.

Manage all permissions

You can manage apps that request sensitive permissions. See **Manage permissions** for more information.

Special permissions

You can monitor how apps use sensitive permissions:

- **All files access:** Allow an app to read, modify, and delete all files on the device or any connected storage volumes.

- **Device admin apps:** Allow the admin app to erase all data, change the screen lock, lock the screen, or disable some screen lock features.

- **Display over other apps:** Allow an app to display on the top of other apps you are using.

- **Do Not Disturb access:** Allow an app to enable **Do Not Disturb**.

- **Media management apps:** Allow an app to modify or delete media files created with other apps without asking you.

- **Modify system settings:** Allow an app to modify system settings.

- **Device & app notifications:** Allow an app to access notifications.

- **Picture-in-picture:** Allow an app to create a picture-in-picture window while the app is open or after you leave it. For example, to continue watching a video.

- **Unrestricted data:** Allow an app to use data unrestrictedly.

- **Install unknown apps:** Allow an app to install unknown apps. However, the feature may make

your tablet more vulnerable to attack by unknown apps.

- **Alarms & reminders:** Allow an app to set alarms and schedule time-sensitive actions. The feature lets the app run in the background, which may use more battery.

- **Usage access:** Allow an app to track what other apps and how often you are using, and your carrier, language settings, and other detailed information.

- **VR helper services:** Allow an app to run as VR helper service.

- **Wi-Fi control**: Allow an app to turn Wi-Fi on or off, scan and connect to Wi-Fi networks, add or remove networks, or start a local-only hotspot.

Other permissions

You can manage other privacy-related permissions. See **Manage other permissions** for more information.

Apps

You can go to **Settings** > **Apps** to manage apps and their permissions, set **Dual apps**, and set **App lock**.

Manage system apps

You can manage the services and settings of a system app. The system apps include **Music**, **Recorder**, **Camera**, **Gallery**, **Security**, **System apps updater**, and **Xiaomi Cloud**.

1. Go to **Settings** > **Apps** > **System app settings**.

2. Tap a system app to manage the settings.

Manage apps

Uninstall Apps

1. Go to **Settings** > **Apps** > **Manage apps**.

2. Tap **Uninstall**.

3. Choose one or more apps.

4. Tap **Uninstall** at the bottom of the tablet.

Set default apps

Set default apps for basic usages such as camera.

1. Go to ⚙ **Settings** > ⚙ **Apps** > **Manage apps**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Default apps**.

4. Select a basic function to set a default app for the function.

For example, you can tap **Browser** to select **Chrome** or **Mi Browser** as a default app to browse web pages.

Reset App preferences

Reset all preferences for disabled apps, disabled app notifications, default apps, and background data restrictions for apps.

1. Go to ⚙ **Settings** > ⚙ **Apps** > **Manage apps**.

2. Tap ⋮ at the upper-right corner of the tablet.

3. Tap **Reset app preferences**.

4. Tap **Reset apps**.

ⓘ **Note**

The feature does not erase any app data.

Manage Home screen shortcuts

You can choose to enable the Home screen shortcuts of system apps such as **Themes**, **File Manager**, **Services & feedback**, **Downloads**, **Music,** and **Mi Video**.

1. Go to ⚙ **Settings** > ⚙ **Apps** > **Manage Home screen shortcuts**.

2. Tap ⚪ beside an app to enable the Home screen shortcut.

The app icon shows on the Home screen.

Dual apps

Dual apps allows you to clone an existing app on your device and use it independently with a

different account.

1. Go to ⌾ **Settings** > ⚙**Apps** > **Dual apps**.

2. Tap **Create**.

3. Tap ⬤▬ beside an app to create a dual app.

4. Tap **Turn on**.

ⓘ**Note**

> A dual app locates next to an app name. Whenever the system requires an action from an app that has a dual
>
> app, you are asked which app is used.

Permissions

Enable autostart

The feature enables apps to start automatically when you turn on the tablet.

Some apps may incorrectly indicate that MIUI has prevented them from starting. You can check
permissions that have been granted to individual apps.

1. Go to ⌾ **Settings** > ⚙**Apps** > **Permissions**.

2. Tap **Autostart**.

3. Tap ⬤▬ beside an app to enable autostart.

ⓘ**Note**

> You can also tap the app to choose to enable **Allow apps to start automatically** and **Allow the app to be**
>
> **started by other apps**.

Manage permissions

1. Go to ⌾ **Settings** > ⚙**Apps** > **Permissions**.

2. Tap **Permissions** to enter **Permission manager**.

    Permissions such as **Calendar**, **Camera**, or **Contacts** are displayed in the form of a
    permission list.

3. Tap an item to check which apps use the permission.

4. Tap an app to manage the permission.

Manage other permissions

1. Go to ⬡ **Settings** > ⚙ **Apps** > **Permissions**.

2. Tap **Other permissions** to manage other permissions.

   • Tap an app to check or modify the permissions on the **Apps** page.

   • Tap a permission to check or modify system settings on the **Permissions** page.

Install via USB

The feature allows an app to be installed on your device via USB.

1. Go to ⬡ **Settings** > ⚙ **Apps** > **Permissions**.

2. Tap **Install via USB** and follow the onscreen instructions.

App lock

Protect Apps with App lock

App lock checks apps installed on your device and recommends the apps that require protection for the first time.

1. Go to ⬡ **Settings** > ⚙ **Apps** > **App lock**.

2. Tap **Turn on**.

3. Set the **Pattern** password.

4. Choose to add or not add a Xiaomi Account.

5. Select apps and tap **Use App lock**.

Add Apps to App lock

Use **App lock** to protect the data of individual apps and your privacy.

1. Go to ⬡ **Settings** > ⚙ **Apps** > **App lock**.

2. Enter the password to open **App lock**.

3. Choose an app and tap ⬭ beside to lock the app.

💡 **Tip**

You can tap the search field at the top of the screen to search for apps.

Disable App lock

Remove the protection from all apps along with the app lock password.

1. Go to ⚙ **Settings** > ⚙ **Apps** > **App lock**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Tap 🔵 to disable **App lock**.

4. Tap **OK**.

Manage App lock settings

1. Go to ⚙ **Settings** > ⚙ **Apps** > **App lock**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Manage App lock settings.

- Tap **Lock settings** to choose when to apply **App lock**. You need to verify your **App lock** password when you open a protected app in the applied time.

- Tap **Hide notification content** to select which apps to hide notification content. The feature allows you to see **You have a new message** instead of the actual content when you receive a notification.

- Tap ⚪ to enable **Unlock all apps** at once.

Manage App lock password settings

1. Go to ⚙ **Settings** > ⚙ **Apps** > **App lock**.

2. Tap ⬡ at the upper-right corner of the tablet.

3. Manage App lock password settings.

- Tap **Change password type** to change the app lock password type and the password itself.

- Tap ⚪ to enable **Face unlock**. You can add a face unlock for app lock.

- Tap ⚪ to enable **Add Mi Account** . It is recommended to add your Mi Account before you use **App lock**. If you forget the app lock password, you can reset it with the Mi Account. Otherwise, you can only perform a factory reset.

Location

Location may use sources like GPS, Wi-Fi, and sensors to help estimate the location of your device.

Enable Location access

Allow apps that have the location permission to get your location information.

1. Go to ⚙**Settings** > ◉**Location**.

2. Tap 🔘 to enable **Location access**.

Change App location permissions

You can allow the app to access the location permission all the time or only while in use, or not allowed.

1. Go to ⚙**Settings** > ◉**Location** > **App location permissions**.

2. Tap an app to see the location permission.

3. Change the location permissions for the app.

> ⓘ**Note**
>
>   On some models, you tap **App access to location** to change the app location permissions.

Manage location services

1. Go to ⚙**Settings** > ◉**Location**.

2. Tap **Location access** to manage location services.

   • Tap **Emergency Location Service** to use emergency location service.

   • Tap **Google Location Accuracy** to improve location accuracy.

   • Tap **Google Location History** to view the location history in Google apps.

   • Tap **Wi-Fi scanning** to allow apps and services to scan for Wi-Fi networks at anytime, even when Wi-Fi is off.

   • Tap **Bluetooth scanning** to allow apps and services to scan for nearby devices at anytime, even when Bluetooth is off.

Chapter 11 Accessibility

The accessibility features help people with difficulties in vision, physical, hearing, and other needs.

General

Enable Accessibility menu shortcut

Accessibility menu provides convenient shortcuts that allow you to control the tablet.

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Accessibility menu** on the **General** page.

3. Tap ⬤▢ to enable **Accessibility menu shortcut**.

Set up Accessibility button

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Accessibility button** in **General** tab.

3. Choose to set up **Accessibility button**.

- Tap ⬤▢ to enable **Accessibility button**.

- Tap **Use button or gesture** to choose to access accessibility features with button or gesture.

- Tap **Size** to set the size of the **Accessibility** button.

- Tap ⬤▢ to enable **Fade when not in use**.

- Drag the slider left or right to adjust **Transparency when not in use**.

Enable Shortcut from lock screen

Allow features shortcut to turn on from the Lock screen. Hold both volume keys for a few seconds.

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap ⬤▢ to enable **Shortcut from lock screen**.

Vision

Use TalkBack

TalkBack provides spoken feedback so that you can use the tablet without looking at the screen. **TalkBack** is intended for situations or people who have difficulty in seeing the screen.

1. Go to **Settings** > **Additional settings** > **Accessibility**.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Tap **TalkBack**.

4. Tap to enable **Use TalkBack**.

5. Tap **Allow** and follow the onscreen instructions or listen to the talkback to perform actions.

> **Note**
>
> To turn off TalkBack, you press and hold the volume buttons for 3s simultaneously.

You can now tap the tablet screen to listen to the words or items aloud.

Enable TalkBack shortcut

1. Go to **Settings** > **Additional settings** > **Accessibility**.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Tap **TalkBack**.

4. Tap to enable **TalkBack shortcut**.

5. Tap **Allow**.

> **Note**
>
> You can now press and hold both the volume buttons simultaneously to turn on or turn off TalkBack.

Set up Talkback

1. Go to **Settings** > **Additional settings** > **Accessibility**.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Go to **TalkBack** > **Settings**.

4. Choose to set up Talkback.

You can set up the **Text-to-speech settings**, **Verbosity**, **Sound and vibration**, and customize **Focus Indicator**, gestures, menus, and other items.

Enable Select to Speak shortcut

When **Select to Speak** is on, you can tap specific items on your screen to hear the words read aloud.

1. Go to ⊕ Settings > 💬 Additional settings > Accessibility.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Tap **Select to Speak**.

4. Tap 🔘 to enable **Select to Speak shortcut**.

5. Tap **Allow** and follow the onscreen instructions to perform actions.

Set up Select to Speak

1. Go to ⊕ Settings > 💬 Additional settings > Accessibility.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Go to **Select to Speak** > **Settings**.

4. Choose to set up **Select to Speak**.

  • Tap **Text to speech settings** to set the preferred engine, language, speech rate, and pitch level.

  • Tap 🔘 to enable **Read in background**.

  • Tap 🔘 to enable **Read text on images**.

Manage Text-to-speech output

1. Go to ⊕ Settings > 💬 Additional settings > Accessibility.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Tap **Text-to-speech output**.

4. Choose to manage **Text-to-speech output**.

- Tap **Preferred engine** to set a speech service engine.

- Tap **Language** to select a **Text-to-speech output** language.

- Drag the slider left or right to adjust **Speech rate**.

- Drag the slider left or right to adjust **Pitch**.

Manage display

1. Go to ⊛ Settings > 💬 **Additional settings** > **Accessibility**.

2. Tap **Vision** to adjust screen readers and display on the **Vision** page.

3. Choose to manage display.

- Tap **Display size** to select an icon display size.

- Tap **Magnification** to enable **Magnification shortcut**. **Magnification shortcut** enables you to quickly zoom in on the screen to make content larger.

- Tap **Color correction** to correct colors that fit your eyes.

- Tap **Color inversion** to turn light screens dark or turn dark screens light.

- Tap ⬜ to enable **Remove animations**.

Hearing

Enable Mono audio

The feature combines channels when playing audio.

1. Go to ⊛ Settings > 💬 **Additional settings** > **Accessibility**.

2. Tap **Hearing** to adjust audio on the **Hearing** page.

3. Tap ⬜ to enable **Mono audio**.

Adjust audio balance

1. Go to ⊛ Settings > 💬 **Additional settings** > **Accessibility**.

2. Tap **Hearing** to adjust audio on the **Hearing** page.

3. Drag the slider left or right to adjust **Audio balance**.

Manage Caption preferences

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Hearing** to adjust audio on the **Hearing** page.

3. Tap **Caption preferences**.

4. Manage **Caption preferences**.

  • Tap ⬤▭ to enable **Show captions**.

  • Tap **Caption size and style** to adjust text size and caption style.

  ⓘ**Note**

   Not all apps support the caption preference.

Physical

Enable Switch Access

Switch Access lets you interact with your Android device with one or more switches instead of the touch screen. **Switch Access** can be useful if you cannot interact directly with your tablet. Use switches to select items, scroll, type, and more.

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Physical** to adjust interaction controls and input device on the **Physical** page.

3. Tap **Switch Access**.

4. Tap ⬤▭ to enable **Use Switch Access**.

5. Tap **Allow** and follow the onscreen instructions to perform actions.

Enable Switch Access shortcut

1. Go to ⬡ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Physical** to adjust interaction controls and input device on the **Physical** page.

3. Tap **Switch Access**.

4. Tap ⬤▭ to enable **Switch Access shortcut**.

Manage interaction controls

1. Go to ⚙ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Physical** to adjust interaction controls and input device on the **Physical** page.

3. Manage interaction controls.

   - Tap **Touch & hold delay** to select a time for a continuous touch to be responded as a touch and hold.

   - Tap **Time to take action (Accessibility timeout)** to select a time for showing messages that ask you to take action.

   - Tap 🔘 to enable **Auto-rotate screen**.

Manage input device

1. Go to ⚙ **Settings** > 💬 **Additional settings** > **Accessibility**.

2. Tap **Physical** to adjust interaction controls and input device on the **Physical** page.

3. Manage input device.

   - Tap **Autoclick (dwell timing)** to select a time for a mouse cursor to click automatically when the cursor stops moving for a certain amount of time.

   - Tap 🔘 to enable **Larger mouse pointer**.

Digital Wellbeing & parental controls

Digital Wellbeing & parental controls can reduce interruptions from your tablet. You can add content restrictions and set other limits to help your child balance their screen time.

View the screen time

You can check how long you use your tablet.

1. Go to ⚙ **Settings** > 👤 **Digital Wellbeing & parental controls**.

2. Tap the dashboard circle or **Dashboard** to view the screen time.

Enable Bedtime mode

Apply Bedtime mode to silence the tablet and change the screen to black and white at bedtime. Only alarms can reach you.

1. Go to ⚙ **Settings** > 😊 **Digital Wellbeing & parental controls** > **Bedtime mode**.

2. Tap ⬤▭ to enable **Do Not Disturb for Bedtime mode**.

3. Tap **Next** to set up the time and other options.

4. Tap **Done**.

Enable Focus mode

Apply Focus mode to pause distracting apps and hide notifications.

1. Go to ⚙ **Settings** > 😊 **Digital Wellbeing & parental controls** > **Focus mode**.

2. Select distracting apps on the app list.

3. Tap **TURN ON NOW**.

💡 **Tip**

> You can also tap **Set a schedule** to set a time period for Focus mode.

Set up parental controls

Parents can supervise the tablet with the **Family Link** app, keep an eye on screen time and set limits as needed, add restrictions to Google services, like app approvals or content filters on **Google Play**.

1. Go to ⚙ **Settings** > 😊 **Digital Wellbeing & parental controls**.

2. Tap **Set up parental controls** and follow the onscreen instructions to set up parental controls.

ⓘ**Note**

> The onscreen instructions guides you to **Google Family Link** page on ▶ **Play Store**. **Google Family Link** provides permissions for parents to access the tablets of their children. You need to download and install the app on both your tablet and the tablet of your child.
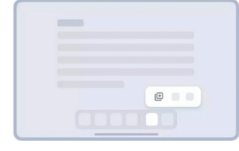
Chapter 12 Special features

ⓘ**Note**

> The following features may not be available to some models.

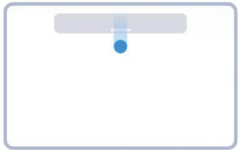# Learn to use floating windows

You can go to ⚙ **Settings** > 💬 **Additional settings** > **Floating windows** to learn how to open notifications in a floating window.

	Floating window Drag the corner to switch to a floating window and adjust its size
	Opening floating windows Press and hold, and then pull down the action bar of a notification.
	Moving floating windows around Press and hold the action bar of a floating window to drag.
	Viewing floating windows in fullscreen mode Press and hold, and then pull down the action bar of a floating window.
	Hiding floating windows Quickly drag the app to side of the screen to hide it.
	Opening multiple windows Press and hold an app icon on the dock to open a new window.

	Dragging items across windows
	Drag text, images, or files between the different windows of supported apps.

Turn on Second space

You can create a separate space in your tablet where you can use different accounts and IDs and store data. The data in the Second space does not affect the primary space.

1. Go to ⊛**Settings** > ⊙**Additional settings** > **Second space**.

2. Tap **Turn on Second space**.

3. Tap **Continue**.

4. Choose the way to switch between spaces.

 • Tap **Using a password**.

 • Tap **Using a shortcut**.

5. Tap **Continue** to set the password for the second space.

ⓘ**Note**

 • The passwords for the two spaces must be different. If you are on the primary space, you can enter the
  password for the second space on the Lock screen to enter the second space.

 • You can tap **Skip** if you choose **Using a shortcut** to switch between spaces without a password.

After you enable **Second space**, the **Switch** icon appears on the Home screen of your tablet. You can tap ◯ to switch to the primary space.

Chapter 13 Reboot, update, reset, and restore

Power off the tablet

1. Press and hold the **Power button** until the function menu shows.

2. Tap ⊙ **Power off**.

ⓘ**Note**

 When the tablet cannot be used normally, you can press and hold the **Power button** for 15 seconds to force

the device to restart.

Reboot the tablet

1. Press and hold the **Power button** until the function menu shows.

2. Tap ◉ **Reboot**.

Update MIUI version

Update the MIUI system to the latest MIUI version to use the newest features.

1. Go to ⚙ **Settings** > 📱**About tablet**.

2. Tap the MIUI version information.

3. Tap **Check for updates** to update to the latest MIUI version.

   ⓘ **Note**

   The system informs you of the latest MIUI version update information. You can also enter the update page from the notification and choose whether to update or not.

Update system apps

1. Go to ⚙ **Settings** > ⬆**System apps updater**.

2. Check the update information of apps and update the system apps.

Manage System apps updater

You can choose to update apps only when you connect to the Wi-Fi networks.

1. Go to ⚙ **Settings** > ⬆**System apps updater** > ⋮ > **Settings**.

2. Manage **System apps updater**.

   • Tap ⚪ to enable **Show update notifications**.

   • Tap **Auto updates** to choose **Don't update** or **Update using Wi-Fi**.

Back up and restore

You can back up and restore data saved on your device and computer. You can also back up the data to **Xiaomi cloud**.

1. Go to ⚙ **Settings** > 📱**About tablet**.

2. Tap **Back up and restore**.

3. Choose to back up and restore the local and cloud items.

ⓘNote

The feature needs to connect to the internet and requires some permissions to work normally.

Factory reset

You can remove all data from your tablet and reset your tablet to factory settings.

1. Go to ⚙**Settings** > 🔲**About tablet**.

2. Tap **Factory reset** and follow the onscreen instructions.

ⓘNote

You need to back up all important items such as accounts, contacts, photos and videos, apps, backups, SD card data, and other items.

Chapter 14 About device and accounts

About the tablet

You can go to ⚙**Settings** > 🔲**About tablet** to view the information such as MIUI version information, important safety information, certification information, and other information.

Memory extension

You can go to ⚙**Settings** > 💬**Additional settings** > **Memory extension** to add more RAM by occupying storage.

ⓘNote

Use this feature only when there is enough storage space available on your device.

Xiaomi Account

Xiaomi Account is an authentication method used for Xiaomi devices. It works with MIUI, Xiaomi Cloud, Xiaomi Community, and other services. You can go to ⚙**Settings** > ▨**Xiaomi Account** to sign in with your Xiaomi Account.

Google

You can go to ⚙ **Settings** > G **Google** to sign in with your Google Account and set the preference services such as ads, autofill, and devices and sharing on the tablet.

Accounts & sync

You can sync the calendar, contacts, drive, mail, and other information of Google and other accounts.

Enable Auto-sync data

Any changes you make to your accounts on the web will be automatically copied to your device.

1. Go to ⚙ **Settings** > 👤 **Accounts & sync**.

2. Tap 🔘 to enable **Auto-sync data**.

3. Tap **OK**.

4. Tap **Sync** in the pop-up window.

   ⓘ **Note**

   You can also tap **Sync now** at the bottom of the tablet to sync data manually.

Services & feedback

You can go to ⚙ **Settings** > 💬 **Services & feedback** to search for issues and send feedback. See Services & Feedback for more information.

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