

HUAWEI MateBook

User Guide



Contents

About this guide

Getting to Know Your HUAWEI MateBook

Overview of your HUAWEI MateBook	2
Accessories	3
Charging your HUAWEI MateBook	3

Portfolio Keyboard

Attaching the Portfolio Keyboard	5
Function keys and touchpad	5
Configuring the touchpad	8

Introduction to Windows 10

Using the Start menu	9
Customizing the Start menu	9
Searching for apps	10
Action Center	10
Enabling tablet mode	10
Obtaining help	11

User Accounts

Using a Microsoft account	12
Using a local account	12
Signing in to your HUAWEI MateBook with a Microsoft account	12
Adding accounts for other users	12
Changing the account type	13
Signing in and out	13

Connecting to the Internet

Connecting to a wireless network	15
Connecting to a wired (Ethernet) network	15
Disconnecting from the Internet	15
Enabling or disabling airplane mode	15

Managing Apps

Installing apps	16
Uninstalling apps	16

MatePen Stylus

Getting to know your MatePen	17
Charging the MatePen	17
Pairing the MatePen with your HUAWEI MateBook	17
Buttons	18

MateDock Docking Station

Getting to know your MateDock	20
Connecting your HUAWEI MateBook to the MateDock	20
Connecting to a wired (Ethernet) network	20
Connecting your HUAWEI MateBook to a TV, monitor, or projector	21
Connecting a USB mouse, printer, or other peripheral device	21

Storage and File Management

OneDrive	23
Saving files to OneDrive	23
Using Bluetooth to share files	23

Settings

Customizing your desktop	24
Configuring the display settings	24
Enabling Battery saver mode	24
Configuring the screen lock and sleep time	25
Configuring the storage settings	25

System Management

Resetting your HUAWEI MateBook	26
Locating your HUAWEI MateBook	26
Updating Windows	26

Appendix

Personal Information and Data Security	27
Legal Notice	27

About this guide

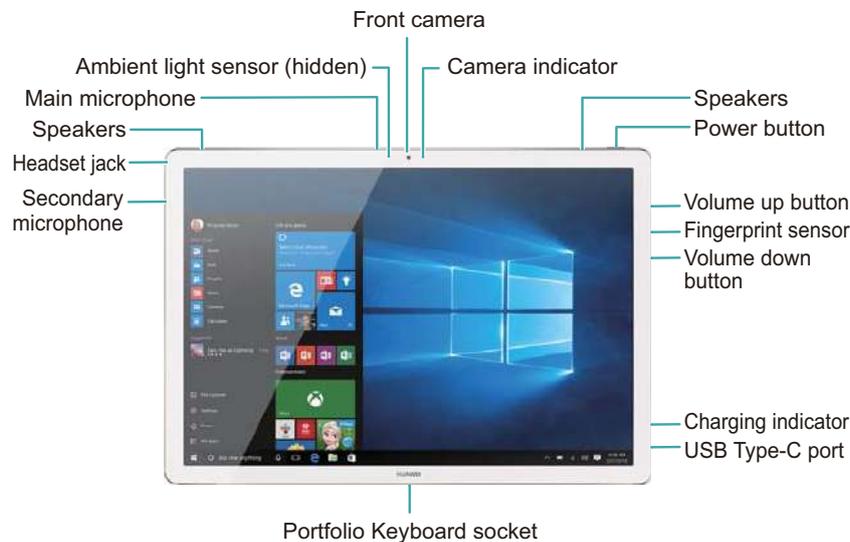
Thank you for choosing the HUAWEI MateBook.

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

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

Getting to Know Your HUAWEI MateBook

Overview of your HUAWEI MateBook



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

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

Accessories

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

Charging your HUAWEI MateBook

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

Follow the steps below to charge your HUAWEI MateBook:

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



Battery information

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

Portfolio Keyboard

Attaching the Portfolio Keyboard

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

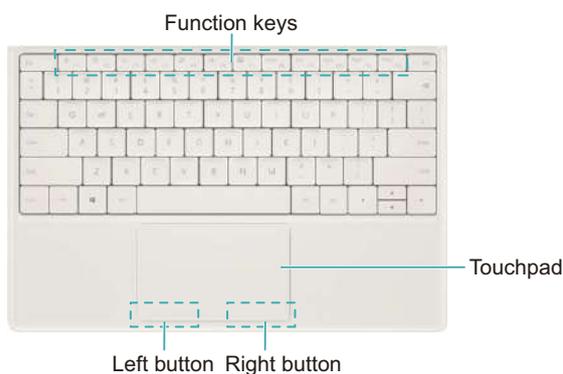


The screen turns off automatically when you close the cover and your HUAWEI MateBook will enter Sleep mode.

Function keys and touchpad

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

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



Function keys

Use the function keys to perform specific tasks.

	Decrease screen brightness.
	Increase screen brightness
	Decrease keyboard backlight brightness

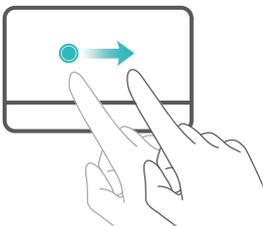
	Increase keyboard backlight brightness
	Refresh screen
	Enable or disable mute
	Enable or disable touchpad

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

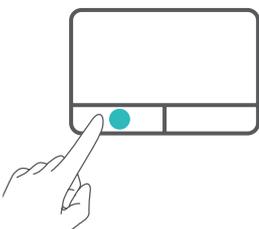
Touchpad

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

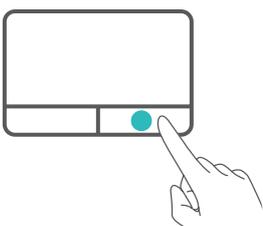
It supports the following gestures:



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



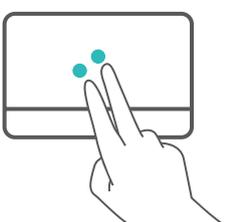
Left button: Equivalent to a left click on a computer mouse.



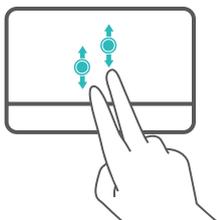
Right button: Equivalent to a right click on a computer mouse.



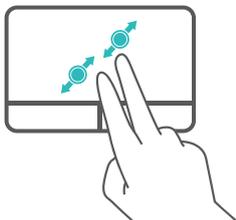
Touch twice with one finger: Equivalent to a double click on a computer mouse.



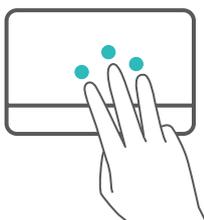
Touch with two fingers: Equivalent to a right click on a computer mouse.



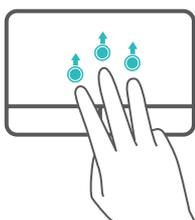
Swipe up or down with two fingers: Scroll up or down.



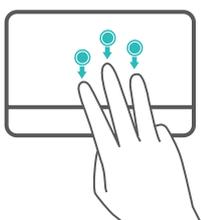
Spread or pinch two fingers: Zoom in or out.



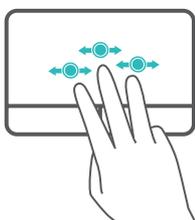
Touch with three fingers: Launch search screen.



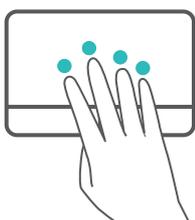
Swipe up with three fingers: Display virtual desktops.



Swipe down with three fingers: Hide open apps.



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



Touch with four fingers: Open **ACTION CENTER**.

Configuring the touchpad

Customize the cursor speed, gestures, and other touchpad settings to suit your personal preferences.

- 1** Swipe left from the right edge of the screen to open **ACTION CENTER**. Touch **All settings**.
- 2** Touch **Devices** > **Mouse & touchpad**.
- 3** Under **Touchpad**, you can:
 - Enable or disable the touchpad.
 - Disable the touchpad when a mouse is connected.
 - Change the touchpad scroll direction.
 - Configure the cursor speed.
 - Enable or disable touchpad gestures.
 - Configure touchpad gestures.

- **Pin apps:** Swipe up on the Start menu to find the desired app. Touch and hold the app and select **Pin to Start**.

Resizing, moving, and grouping tiles

You can resize, move, and group tiles to customize the Start menu.

- **Move a tile:** Touch and hold a tile, and then drag it to the desired location.
- **Group tiles:** Move a tile until a group divider appears, and then release the tile. To give the group a name, select the open space above the new group and type a name.
- **Resize a tile:** Touch and hold a tile, and then touch  > **Resize**.

Changing the menu color and background

In the Start menu, go to **Settings > Personalization** and configure the color and background settings.

Searching for apps

Use the Start menu to view a list of all your apps.

1 Touch  to open the Start menu.

2 Touch **All apps**.

- Swipe up or down on the screen to scroll through the app list.
- To find a specific app, select one of the section dividers, and then choose the first letter of the desired app (to select a number, touch **0–9**).

To add a desktop shortcut, drag an app to the desktop. To pin an app to the Start menu or taskbar, touch and hold the desired app and select the corresponding option.

Action Center

To launch Action Center, swipe left from the right edge of the screen or touch  in the taskbar. Action Center displays all system and app notifications. It also provides shortcuts to frequently-used settings.

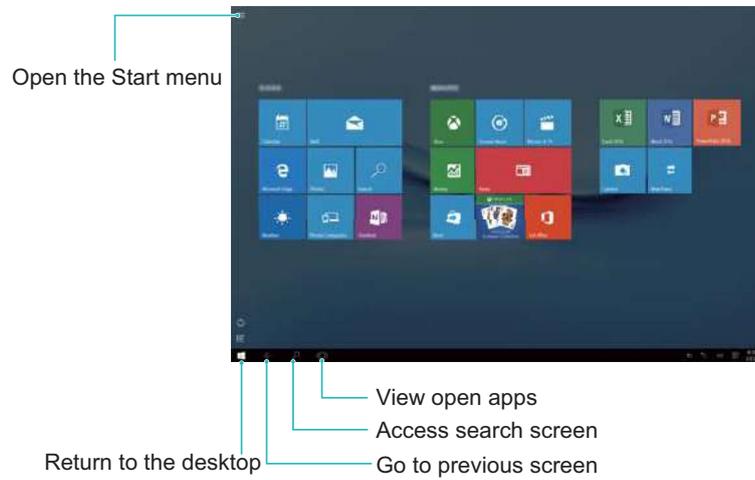
Enabling tablet mode

Enable tablet mode when you are not using a keyboard or mouse. To enable tablet mode, swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **Tablet mode**.

You can:

- Touch  to open the Start menu.
- Touch  to return to the desktop.

- Touch  to access the search screen. Enter a keyword to search for help, apps, files, settings, and more.
- Touch  to return to the previous screen.
- Touch  to display a list of open apps.



Obtaining help

Use the search feature in the taskbar to obtain help.

Touch the search icon in the taskbar or touch . Enter a few keywords to search for help.

User Accounts

Using a Microsoft account

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

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

Using a local account

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

Signing in to your HUAWEI MateBook with a Microsoft account

You can sign in to your HUAWEI MateBook with a Microsoft account at any time.

- 1** Swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Your email and accounts**.
- 2** Touch **Sign in with a Microsoft account instead**.
- 3** Follow the onscreen instructions to sign in with your Microsoft account.

The next time you sign in to your HUAWEI MateBook, you will be prompted to enter your Microsoft username and password.

Adding accounts for other users

If you want to share your HUAWEI MateBook with other people, you can create a separate account for each user.

Adding an account for family members

- 1** Swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Family & other users**.
- 2** Touch **Add a family member**.
- 3** Select **Add a child** or **Add an adult**.

- 4 Enter the user's Microsoft account details, or touch **The person I want to add doesn't have an email address** to create a new Microsoft account.
- 5 Once you have added the account details, the family member will appear in the **Your family** list. They will now be able to sign in to your HUAWEI MateBook using their account.

To configure your family settings, touch **Manage family settings online**. You can view your child's recent activity, choose which websites your child can visit, and restrict access to certain apps or games.

Adding an account for other users

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Family & other users**.
- 2 Touch **Add someone else to this PC**.
- 3 Enter the user's account information.
 - If the user has a Microsoft account, enter their email address.
 - If the user does not have a Microsoft account, follow the onscreen instructions to set up a local account.
- 4 Once you have completed the settings, the user will be able to sign in to your HUAWEI MateBook using their account.

Changing the account type

The account type determines which actions you are allowed to perform.

- **Administrator:** The administrator can create, change, or delete accounts, configure account types, and install apps. The administrator account is the first account that you create on your HUAWEI MateBook. To add another administrator, create a new account and set it as the administrator account.

- **Standard account:** Standard account users can add and edit files and customize the display settings. They cannot create, change, or delete accounts, or install certain apps. When you add an account, it is a standard account by default.

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Family & other users**.
- 2 Touch the account that you want to change, and then touch **Change account type**.
- 3 Under **Account type**, select the account type. Touch **OK** to confirm.

Signing in and out

Using the sign-in screen

- 1 Press the power button to turn on or wake up your HUAWEI MateBook.
- 2 Swipe up on the lock screen.

- 3 Select your account name and enter your login password. To select another sign-in method, touch **Sign-in options**.

Using Windows Hello

Windows Hello allows you to sign in to your HUAWEI MateBook using your fingerprint.

To configure Windows Hello, swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Sign-in options**. Under **Windows Hello**, add your fingerprint.

Configuring the sign-in options

To configure the sign-in options, swipe left from the right edge of the screen to open **ACTION CENTER**, and then select **All settings > Accounts > Sign-in options**.

- Under **Require sign-in**, you can configure when Windows requires you to sign in.
- Under **Password**, you can change the login password.
- Under **PIN**, you can change the PIN.
- Under **Picture password**, you can change the picture password.

Signing out

On the desktop, touch  to access the Start menu. Touch the account name in the top-left corner, and then select **Sign out**.

Connecting to the Internet

Connecting to a wireless network

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Network & Internet > Wi-Fi**.
- 2 Under **Wi-Fi**, touch  to enable Wi-Fi.
- 3 Select a wireless network and touch **Connect**.
- 4 Enter the password and touch **Next**.

Connecting to a wired (Ethernet) network

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

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

Disconnecting from the Internet

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Network & Internet**.
- 2 Touch **Wi-Fi**.
- 3 To disconnect, select the desired network and touch **Disconnect**.

Enabling or disabling airplane mode

Airplane mode disables all wireless communications on your HUAWEI MateBook, such as Wi-Fi and Bluetooth. Turn off your HUAWEI MateBook or switch to airplane mode when you are on a flight. After enabling airplane mode, you can still listen to music, watch videos, and use other apps that do not require an Internet connection.

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Network & Internet**.
- 2 Under **Airplane Mode**, toggle the switch to enable or disable airplane mode.

Managing Apps

Installing apps

Use the Windows app store to install a wide variety of apps and games.

 Before installing apps, you will need to connect to the Internet and sign in with your Microsoft account.

- 1** In the Start menu, touch the Windows Store tile. Alternatively, touch the Windows Store icon in the taskbar.
- 2** Follow the onscreen instructions to sign in with your Microsoft account.
- 3** Search for the app that you want to install. If the app is free, touch **Install** to download and install the app. If you have to pay for the app, touch **Buy** to complete payment.

Uninstalling apps

Free up space on your HUAWEI MateBook and boost performance by removing unused apps.

- 1** To uninstall an app, touch  > **All apps**, and then right click on the app that you want to uninstall.
- 2** Touch **uninstall**.

MatePen Stylus

Getting to know your MatePen

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

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



Charging the MatePen

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

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

1 Pull the cap off the stylus.

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

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

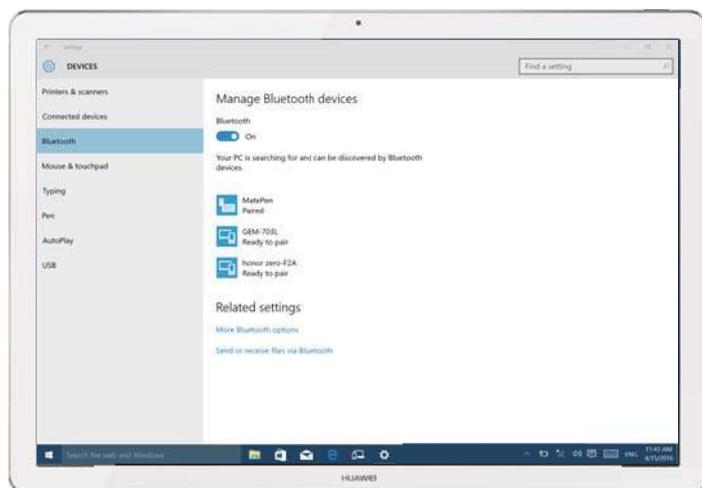
3 Once charging is complete, place the cap back onto the stylus by aligning the laser button with the buttons on the stylus body.



Pairing the MatePen with your HUAWEI MateBook

Pair the MatePen with your HUAWEI MateBook to use the MatePen as a wireless presenter. You do not need to pair the MatePen with your MateBook to use the stylus features (write, draw, and other touch-sensitive features).

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings**.
- 2 Go to **Devices > Bluetooth** and touch  to enable Bluetooth.
- 3 Hold down the right-click and erase buttons on the MatePen until the LED indicator flashes.
- 4 On your HUAWEI MateBook, select MatePen and touch **Pair**.



Buttons



Laser button

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

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

Right-click button



Hold down

- On the desktop, this is equivalent to a right click on a computer mouse.
- In certain apps (such as OneNote), hold down the right-click button and draw a circle on the screen to select text or objects.



Single press

*Go to the next slide in a Microsoft PowerPoint presentation or scroll down in a document or web page.

**Double press**

*Open OneNote.

Erase button**Hold down**

In certain apps (such as OneNote), hold down the erase button and draw a circle on the screen to delete text or objects.

**Single press**

*Go to the previous slide in a Microsoft PowerPoint presentation or scroll up in a document or web page.

**Double press**

*Take a screenshot and open OneNote.

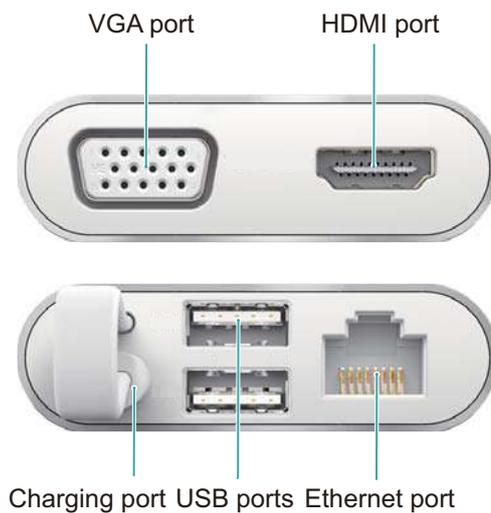
i You need to pair the MatePen with your HUAWEI MateBook to use the features marked with *.

MateDock Docking Station

Getting to know your MateDock

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

i The MateDock is an optional accessory and is sold separately.



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

Connecting your HUAWEI MateBook to the MateDock

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

Connecting to a wired (Ethernet) network

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

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

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

Connecting your HUAWEI MateBook to a TV, monitor, or projector

When watching movies or making video calls, connect your HUAWEI MateBook to a TV, monitor, or projector for a better viewing experience.

The connection setup depends on the video interface on your display device:

- If your display device has an HDMI socket, use an HDMI cable (not included) to connect your MateDock to the device.
- If your display device has a VGA socket, use a VGA cable (not included) to connect your MateDock to the device.

- 1 Connect the HDMI or VGA cable to the video input socket on your TV, monitor, or projector.
- 2 Connect the other end of the cable to the HDMI or VGA socket on your MateDock.
- 3 Connect your TV, monitor, or projector to the power supply and turn it on.
- 4 On your HUAWEI MateBook, swipe left from the right edge of the screen to open **ACTION CENTER**, and then touch **Project**. You can choose from four projection methods:
 - **PC screen only**: Only displays the screen content on your HUAWEI MateBook. The external display will show a blank screen.
 - **Duplicate**: Simultaneously displays the screen content on your HUAWEI MateBook and the external display.
 - **Extend**: Splits the desktop between your HUAWEI MateBook and the external display. You can move content between the two screens.
 - **Second screen only**: Only displays the screen content on the external display. Your HUAWEI MateBook will display a blank screen.

Connecting a USB mouse, printer, or other peripheral device

Use the USB-C port on your HUAWEI MateBook to connect a USB mouse, printer, scanner, smartphone, hard drive, or other peripheral device.

Connecting a USB device

- 1 Plug the USB cable into the USB-C port on your HUAWEI MateBook.
- 2 If necessary, connect the USB device to a power supply and turn it on.
- 3 When inserting a USB device for the first time, your HUAWEI MateBook will automatically install the necessary drivers.

Viewing connected devices on your HUAWEI MateBook

- 1** Swipe left from the right edge of the screen to open **ACTION CENTER**. Touch **All settings > Devices**.
- 2** Touch **Connected devices** to view connected devices. Touch **Printers & scanners** to view connected printers and scanners.
- 3** To configure the default device, select a device and touch **Set as default**. To remove a device, select a device and touch **Remove device**.

Storage and File Management

OneDrive

OneDrive is an online storage space that comes with your Microsoft account. Files that you save to OneDrive can be accessed from any PC, tablet, or phone. OneDrive comes with a free storage allowance, and additional storage is available for purchase. Files saved to OneDrive can be easily shared with your family members and colleagues.

Saving files to OneDrive

Set OneDrive as the default storage location for convenient on-the-go access to all of your files.

- 1 Touch  in the bottom-right corner of the screen.
 - 2 Right click on the cloud icon, and then go to **Settings > Auto save**.
 - 3 Set OneDrive as the default storage location for documents, images, photos, videos, and other files.
-  To view your remaining storage allowance, touch  in the bottom-right corner, right click on the cloud icon, and then touch **Settings > Accounts**.

Using Bluetooth to share files

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**.
- 2 Touch and hold the **Bluetooth** shortcut switch, and then touch **Go to settings** in the popup menu.
- 3 Touch the  switch to enable Bluetooth. Select the device with which you want to share files and pair it with your HUAWEI MateBook.
- 4 Touch **Send or receive files via Bluetooth**.
- 5 Follow the onscreen instructions and select **Send files** or **Receive files**.

Settings

Customizing your desktop

Personalize the desktop to your liking. You can change the desktop wallpaper, taskbar color, lock screen, and more.

Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Personalization**. From there, you can:

- Select **Background** to configure the background display settings.
- Select **Colors** to configure the color of the Start menu, taskbar, and Action Center.
- Select **Lock screen** to configure the lock screen display settings.
- Select **Themes > Theme settings** to configure the theme settings.
- Select **Start** to configure the Start menu settings.

Configuring the display settings

You can configure the font size, screen resolution, screen brightness, and more.

Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > System > Display**. From there, you can:

- **Change the size of text, apps, and other items:** Under **Change the size of text, apps, and other items**, drag the slider to change the size of display elements, such as text and app icons.
- **Change the screen brightness:** Under **Adjust brightness level**, drag the slider to adjust the screen brightness. You can also enable Adaptive brightness, which uses the built-in light sensor to adjust the display brightness automatically based on the ambient lighting conditions.
- **Change the screen resolution:** Touch **Advanced display settings**, go to **Resolution**, and then configure the desired screen resolution.

Enabling Battery saver mode

Enable Battery saver mode to extend the battery life.

Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > System > Battery saver**. From there, you can:

- View the remaining battery life under **Overview**. Touch **Battery use** to view detailed battery usage statistics.
- Enable or disable Battery saver mode under **Battery saver**. You can also configure the Battery saver settings. Battery saver mode conserves battery life by limiting background activity and push notifications.

Configuring the screen lock and sleep time

Change the screen lock and sleep settings to reduce power consumption and extend the battery life.

To configure the settings, swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > System > Power & sleep**.

Configuring the storage settings

View detailed memory usage statistics and change the default storage location to keep your HUAWEI MateBook organized.

Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > System > Storage**.

- The amount of remaining storage space on your HUAWEI MateBook is displayed under **Storage**. Touch a partition to view detailed memory usage statistics.
- Go to **Save locations** to change the default storage location for apps, documents, music, images, and videos.

System Management

Resetting your HUAWEI MateBook

If you're having problems with your HUAWEI MateBook, try resetting your system. Resetting lets you choose whether to keep your files or remove them, and then reinstalls Windows.

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Update & security > Recovery**.
- 2 Under **Reset this PC**, touch **Get started**.
- 3 Follow the onscreen instructions and select a reset method:
 - **Keep my files**: Removes all settings as well as apps and drivers that you installed, but keeps your personal files.
 - **Delete everything**: Removes all settings, personal files, and apps and drivers that you installed. If you're planning to donate or recycle your HUAWEI MateBook, follow the onscreen instructions and select **Remove files and clean the drive** to prevent other people from recovering files that you've removed.

Locating your HUAWEI MateBook

If you can't find your HUAWEI MateBook, you can locate it using the Find My Device feature. Before using Find My Device, make sure you've already signed in to your HUAWEI MateBook using your Microsoft account.

- 1 Visit account.microsoft.com/devices and sign in using the same Microsoft account that you used to sign in on your HUAWEI MateBook.
- 2 Select **Devices > Find My Phone or Device**.
Find My Device periodically uploads location details to your Microsoft account to help you locate your device. To disable automatic location updates, swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Update & security > Find My Device > Change** and touch .

Updating Windows

Keep your Windows system up-to-date for a smooth and secure user experience.

- 1 Swipe left from the right edge of the screen to open **ACTION CENTER**, and then go to **All settings > Update & security > Windows Update**.
- 2 Touch **Check for updates** to check for system updates.
- 3 Touch **Learn more** to view information about previous versions.

Appendix

Personal Information and Data Security

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

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

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