NOKIA
CONNECTING PEOPLE

User Guide

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15 Send and receive mobile messages

When you have mobile (text) messaging service, you can receive messages on the screen and send messages to e-mail addresses and phone numbers.

Note: Before you send or receive mobile messages, you may need to subscribe to the messaging service offered by your service provider. Some networks may not support mobile messaging.

The message types vary by service provider. Your phone automatically creates the types of messages supported by your service provider:

* **Text**: A text message can include text and a call-back number.

* **Number only**: A number-only message is like a numeric page. A call-back number (the sender's phone number) appears on the recipient's pager or phone screen.

A message contains both a header and the body. The header may have the sender's phone number or e-mail address and the date and time of the message. If you have a phone book entry that matches the sender's phone number, the sender's name also appears. The body contains the main part of the message. If you receive a message sent by e-mail, the subject (title) may appear at the beginning of the message body.

• ABOUT WRITING MESSAGES

Traditional or Predictive Input

You can write text messages with standard input or predictive text input.

* **Traditional (multitap) input method:** This is the default mode. This method requires that you press some keys more than once (multitap). For example, to enter the letter c, you must press $\boxed{2_{abc}}$ three times. See "Enter characters (except in a phone number field)" on page 20.

• **Predictive text input method**: In the predictive text mode, your phone "guesses" which word you are entering. This mode requires that you press a key only once for each letter you enter.

Note: To learn more about using Predictive Text when creating messages, see *"Working with predictive text input"*

Write a new message

1   Press **Menu 0 > 1 > 1 > 1** (**Messages > Text messages > Write new**).

If **Text** and **Number only** appear in a list of menu items, scroll to **Text**, press **Select**, and go to the next step.

If these items are not on your menu, proceed to the next step.

2   You may address your message or write it first and address it later.

• To address your message, scroll to **Add e-mail** or **Add number**, then press **Select**.

• To begin writing your message, scroll to **Edit** message, then press **Select**. The terms writing and editing refer to the process of entering text into a text message.

After you have written your message, you can:

• Address and send it.

• Save the message in the **Outbox** and address and send it later.

(Press **Options**, scroll to **Save**, then press **Select**).

Enter text into a message

A counter in the top right corner of the screen indicates the number of remaining characters that you can enter into your message.

Caution: While editing a message, if you accidentally press and hold **Clear**, all text within your message will be deleted.

To exit the message editor at any time without saving your text, press **Options**, scroll to **Exit**, then press **Select**.

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Key	Characters	Key	Characters
1	. , @ ' ? ! –1	7	PQRS7
2	ABC2	8	TUV8
3	DEF3	9	WXYZ9
4	GHI4	0	Enters an empty space or 0
5	JKL5	*	Special characters
6	MNO6	#	Changes letter case; long press toggles between ABC/abc & 123 mode

Change the text input method

To switch (toggle) between predictive and traditional text input modes while you are editing a message, press the Pound key ⬡ several times until the icon indicates the mode you want to use. You must activate predictive text before you will be able to toggle between the two modes.

Tip: If you don't want to use predictive text input mode at all, deactivate it. You can reactivate it later.

• WORKING WITH PREDICTIVE TEXT INPUT

The predictive text feature is based on a built-in dictionary to which you can add words. Your phone includes several different language versions of this dictionary. Although your phone can display a given language on the screen, it may not have a predictive-text dictionary of that same language.

By default, your phone is set in the traditional text input mode. Before you can use the predictive text input method, you must first activate the predictive text mode.

Activate predictive text mode

Predictive text mode is active when the predictive text icon (▬▬▬) is present at the top of the screen. If the icon does not appear, predictive text mode has been deactivated.

To activate the predictive text mode while editing a message:

1 Press **Options**.

2 Scroll to **Predictive text**.

3 Press **Select**.

4 Scroll until the language you want appears, then press **OK**.

Deactivate predictive text mode

To return to the traditional text input mode, you must deactivate the predictive text input mode:

1 While editing a message, press **Options**.

2 Scroll to **Predictive text**. The language list displays.

3 On the language list, scroll to **Prediction off** and press **OK**. Your phone is now in traditional (multitap) mode.

4 You can also use multitap on the pound key (**#**) to go to traditional text in a message.

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Add words to the dictionary

1 If the **?** character appears after the word, press **Spell**, or at any time while you are editing, press **Options**, scroll to **Insert word**, then press **Select**.

2 Enter the word using traditional text input, and press **OK**. If the dictionary is full, the new word replaces the oldest added word.

Change the dictionary language

You can change the dictionary language while you are editing a message:

1 While editing a message, press **Options**.

2 Scroll to **Predictive text**, then press **Select**.

3 Scroll to a language, then press **OK**. The selected language is active.

• WRITE WITH PREDICTIVE TEXT INPUT

Enter words

1 Press each key only once for each letter of the word. For example, to write hello, press **4 > 3 > 5 > 5 > 6**. The characters that you enter appear underlined. The word changes after each keystroke, so only check the word after you press all the appropriate keys.

2 When you finish the word, check to make sure that the word is correct.

3 If the word is correct, enter a space (press the 0 key) ⬚ and write the next word.

4 If the word is incorrect and is underlined, press the Star key (⬚) repeatedly until the desired word appears. OR, press **Options**, scroll to **Matches**, then press **Select**. Your phone shows a list of words. Choose a word from the list, then press **Use**, or press **Back** to exit and return to the message editor.

5 If the **?** character appears after the word, there are no more words in the dictionary that correspond to your key presses. At this point, you can add the word to the dictionary by pressing **Spell**.

Writing compound words

To write a compound word quickly (for example, *bluejay*):

1 Write the first part of the word (*blue*).

2 Press ⬚ (do not enter a space). The underline disappears from the first part.

3 Write the second part of the word (*jay*).

Deleting characters

When you need to delete characters use one of these methods:

- To delete one character to the left of the cursor, press **Clear**.

- To delete all characters in the message, press and hold **Clear**.

Changing letter case modes

You can switch (toggle) between uppercase **ABC** and lowercase **abc** letter mode by pressing the Pound key ⟨ **#** ☆ ⟩.

If the predictive text mode is active and you don't wait at least 1.5 seconds between key presses, the text input mode will also be switched between traditional and predictive text.

If predictive text mode is active when you create a new message, the first letter of the first word that you enter will be uppercase.

Entering numbers

When you enter numbers, use either of these methods:

- For one or a few numbers, press and hold the respective number key.

- For many numbers, change to number entry mode **123** (press and hold the Pound key ⟨ **#** ☆ ⟩) and enter the numbers as usual.

Inserting special characters

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- To insert a special character (such as a punctuation mark), press and hold the Star key ⟨ **#** ☆ ⟩, or press **Options**, scroll to **Insert symbol**, then press **Select**.

- To insert a period (**.**) quickly, press the 1 key ⟨ ∞ 1 ⟩. To insert double hyphens (**--**) quickly or three dots (an ellipsis **...**), press the 1 key ⟨ ∞ 1 ⟩ a few times.

Templates

Note: Templates are available in English only.

A template is a predefined, commonly used sentence that you can quickly insert into a message:

1   While you are editing a message, press **Options**.

2   Scroll to **Add template**, then press **Select**.

3   Scroll to the template you want to use. For example:

   1. Call me at [ ]. <phone number/time/place>

   2. I'll call you at [ ]. <time/place>

Brackets (**[ ]**) in a template represent a value that you can specify. The value is not retained for future use; you enter the value each time you use the template. If you select a template that contains brackets, you will be prompted to enter a value. You can edit the template text after you insert it into your message.

• RECEIVE A MOBILE MESSAGE

When you receive a mobile message, the mobile message icon appears and **Message received** (or **New emergency message**) displays. If you have a message alert tone set, a tone may sound.

When you receive notification, you can:

1   Press **Clear** to dismiss the notification and read the message later from your Inbox.

OR

Press **Read to** read the message now.

The Inbox opens with the new message selected.

If **No space: message waiting** or a similar message appears, your phone's memory is full. You must make room for the message. Press **Read** again.

If necessary, scroll to read the entire message.

2   At the end of the message, scroll further to view the sender's name or phone number and the date and time the message was received.

When you've seen the last new message, the icon disappears.

• MESSAGE OPTIONS

While reading a message, you have several options. Some of these options may not be available for some types of messages:

Erase deletes the message. Press **OK** to confirm the deletion or **Clear** to cancel.

Reply allows you to send a return message to the sender.

Save sends the message to the **Saved** folder.

Use number allows you to call quickly or save a phone number included in the message. If more than one number was included, a list of numbers displays.

To save the number:

    a) Read the message and scroll until the number you want to save is visible.

    b) Press **Options**, scroll to **Use number**, and press **Select**.

If one phone number appears on the screen, press **Call** (or press ⬦, then **Save**).

If a list of numbers appears, scroll to a number, press **OK**, then press **Call** (or press ⬦, then **Save**).

Save address extracts one or more e-mail addresses from the message (if it contains any) and allows you to save the addresses in your phone book.

Forward allows you to send the message to another recipient. For more information about forwarding a message, see *"Forward a message" on page 77* .

Reply w/ copy allows you to send a message back to the sender. Your message will include a copy of the message you received.

• MESSAGE STORAGE

Your phone can store about 60 messages. All folders share the memory, so the actual number of stored messages depends on the message length. Three folders store your messages:

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- **Inbox**: All messages that you received and have not erased or saved.

- **Outbox**: Messages that you sent or created and saved to send later.

- **Saved**: Messages that you saved from the **Inbox** or **Outbox**.

If the memory is full when you receive a mobile message:

- Non-emergency Message: The oldest sent message in the **Outbox** folder is deleted. Drafts or unsent messages are not deleted. If there are no sent messages in the **Outbox** folder, the oldest read message in the Inbox folder is deleted. If there are no read messages in the **Inbox**, **No space: message waiting** or a similar message appears. This message prompts you to delete messages from one of the folders. The network resends the message later.

- Emergency Message: An emergency message, sent only by a network operator, follows the procedure for a nonemergency message and adds an additional safeguard. For the emergency message, other messages in the **Inbox**, **Outbox**, and **Saved** folders may also be automatically deleted if your phone's memory is full.

• CREATE A TEXT MESSAGE

Address a text message

Use this procedure to address your message to one or more recipients:

1. You must be editing the message that you want to address:
   - If you are in **Edit** message, press **Options**, then go to the next step.
   - If you are not in **Edit** message (for example, you wrote the text message and saved it to send later), open the **Outbox** (**Menu 0 > 1 > 1 > 3**). Scroll to the message you want to address. Press **Options**. Scroll to **Resend**. Press **Select**. Go to the next step.

2. Scroll to **Add e-mail** (to add an e-mail address) or **Add number** (to add a phone number), then press **Select**.

3. Enter the e-mail address or phone number, then press **OK**.

Notes about addresses

- You can address a text message to as many as 10 e-mail addresses, phone numbers, or a combination of both. To see a list of all recipients to whom your message is addressed, scroll to List recipients, then press **Select**.

- The maximum number of characters allowed in a phone number is 32. The maximum number of characters allowed in an mail address is 48.

- While entering a phone number or e-mail address, press and release **Clear** to delete one character, or press and hold **Clear** to delete all characters.

- If a recipient's e-mail address or phone number is in your phone book, you can quickly enter it by searching for the recipient's name. To search, press Search. To jump to an entry in your phone book quickly, press the appropriate key. For example, if the entry is **John** (j), press the 5 key ⟨5ʲᵏˡ⟩. To jump to **Kim** (k), press the 5 key ⟨5ʲᵏˡ⟩ twice. If an e-mail address or phone number is not associated with the entry that you select, a message will appear: **No e-mail address found** or **No numbers found**.

- When entering an e-mail address manually, you can quickly enter the @ symbol by pressing the 1 key ⟨1⟩ repeatedly until the @ symbol appears.

Note: To address a number-only message, see "Send a number-only message" later in this section.

• SEND A MESSAGE

This procedure assumes that you have addressed your text message and entered some text into it (or have entered a callback number). Before you send your message, you can select one or more options. While you're editing the message, press **Options**, scroll to Settings, then press **Select**. To select an option, **Mark** it. To deselect an option, **Unmark** it.

- **Urgent**: Sets the priority level of your message to "urgent". **Urgent** message or a similar notification will appear on the screen of the recipient's phone or other device.

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- **Delivery note**: When the recipient receives your message, the network will send you a delivery note. If you address the message to more than one recipient, you will receive a separate delivery note for each recipient.

- **Callback no.**: Allows you to enter a phone number at which the recipient can call you.

After you mark and unmark the options, press **Back**. The message **Save changes?** appears. To accept the changes that you made to the settings, press **Yes**. To discard the changes, press **No**.

To send the message, press **Options**, scroll to **Send**, then press **Select**. If the network can't send your message, a warning note should appear. Try to resend the message later.

Message delivery notification

When you send a message, you can ask to be notified when the message is received. This notification is called a delivery note. When the recipient gets your message, the network sends you a delivery note. You will receive a separate delivery note for each recipient.

Urgent mobile messages

You can assign an urgent priority level to a mobile message. When you receive an urgent mobile message, **Urgent** appears in the message header. When you send an urgent mobile message, a similar notification appears on the recipient's phone or other device if it supports this feature.

Note: To create a number-only message, see the next topic in this section.

There are four ways to create a text message:

- Write a new, blank message

- Reply to a received message

- Resend a message

- Forward a message

Send a number-only message

To create a text message, see "Create a text message" on page 72. For information about types of messages, see *"Send and receive e-mail messages" on page 78.*

Press **Menu 0 > 1 > 1 > 1** (**Messages > Text messages > Write new**).

Note: If **Text** and **Number only** appear in a list of menu items, scroll to **Number only**, then press **Select**.

Use the following guidelines when addressing your message and specifying a callback number:

* Use **Add number** to specify a recipient's phone number. The maximum number of characters allowed in a phone number is 32.

* When prompted to enter a recipient's phone number, you can manually enter it or search for it.

* When searching, the list of entries in your phone book is displayed.

   To jump to an entry quickly, press the appropriate key. For example, if the entry is **John (j)**, press the 5 key `5jkl`. To jump to **Kim (k)**, press the 5 key `5jkl` twice.

* You can address your message to as many as 10 recipients. You can see a list of recipients who will receive your message (**List recipients**).

* You can create a message, save it in your **Outbox**, then address it and send it later (**Save**).

The callback number (**Callback no.**) is the phone number at which you want the recipient to call you. When prompted to enter a callback number, the default callback number (your mobile phone number) may appear in the field. You can use this number or enter a different number.

Resend a message

1   Open your **Outbox** (**Menu 0 > 1 > 1 > 3**). Scroll until the message you want to resend is highlighted.

2   Press **Options**. Scroll to **Resend**. Press **Select**.

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- Before you resend your message, you can edit it. You can also edit the recipients list (**Add e-mail**, **Add number**, or **List recipients**).

- Settings (**Urgency**, **Delivery note**, and **Callback no.**) for the message are kept unless you edit them (**Options > Settings**).

3 To send the message, press **Options**, scroll to **Send**, then press **Select**.

• ERASE MESSAGES

You can erase the message you're reading or several messages at once.

Erase the current message
Press **Options**, scroll to **Erase**, then press **Select**.

Erase multiple messages

1 Press **Menu 0 > 1 > 1 > 5** (**Messages > Text messages > Erase**).

2 Scroll until the message is highlighted, then press **Select**. Depending on your service provider, you may be need to confirm your choice or enter your security code to prevent accidental deletion of messages.

- **All read**: Erases all read messages in the **Inbox** (unread messages are not erased); erases all messages in the **Outbox** and **Saved** folders (these folders cannot contain unread messages).

- **All in inbox**: Erases all messages (read or unread) in the **Inbox**.

- **All in outbox**: Erases all messages (sent or unsent) in the **Outbox**.

- **All saved**: Erases all messages in the **Saved** folder.

• REPLY TO A MESSAGE

1 Read the message to which you want to reply.

- If you just received the message and the **Start** screen is currently displayed, press **Read**.

- If the message is in the **Inbox** folder, press **Menu 0 > 1 > 1 > 2**.

- If the message is in the **Saved** folder, press **Menu 0 > 1 > 1 > 4**.

2 Scroll to the message, press Read, and then press **Options**.

3 Scroll to **Reply** (or **Reply w/ copy** if you want to include a copy of the original message in your reply).

If you reply with copy, your message could be long. In some networks, a long message is shortened and the recipient may not see all of it.

4 Press **Select**.

After you write your message, you can:

- Address and send it.

- Save the message in the **Outbox**, and address and send it later (Press **Options**, scroll to **Save**, then press **Select**).

• FORWARD A MESSAGE

1 In the **Inbox** or **Saved** folder, read the message that you want to forward.

2 Press **Options**, scroll to Forward, then press **Select**.

3 Prepare your message as you would any other message that you create.

- If the message you are forwarding is a text message, you can edit the message before you send it.

- If your phone is configured to be able to send a number-only message, you can forward a callback number as a number-only message, provided the original message was also a number-only message.

4 After you prepare your message, you can:

- Address it, then send it.

- Save it to the **Outbox** (press **Options**, scroll to **Save**, then press **Select**), then address it and send it later.

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16 Send and receive e-mail messages

You can use your phone to send and receive e-mail messages. You no longer need to be at your computer to send or receive messages. The e-mail feature is not available from all service providers.

• SAVE E-MAIL ADDRESSES

You can add an e-mail address to a name you've already saved in the phone book. You can also add a name and address as a new entry.

Save an e-mail address for an existing name

1   At the **Start** screen, press **Names**, then at Search, press **Select**.

The **Names** box opens.

2   Enter the first two letters of the name you want to find. Press **OK**.

3   Press **Options** (or press **Details** if the **Name list** view is selected in your phone book), and scroll to **E-mail address**. Press **Select**.

The **e-mail address** box opens.

4   Enter the address.

Press once for a dot (.). Press repeatedly until the @ appears. Press **OK** when you see the correct character.

5   When you finish entering the address, press **OK**.

The message **Saved** appears briefly, confirming your action.

Add a new e-mail address

1   At the **Start** screen, press **Names**. Scroll to **Add new**. Press **Select**.

The **Names** box opens.

2   Enter the name. Press **OK**.

The **Number** box opens.

3 Enter the phone number. Press **OK**.

The message **Saved** appears briefly, confirming your action.

4 Press **Options**, scroll to **E-mail address**. Press **Select**.

The **e-mail address** box opens.

5 Enter the address. Insert special characters such as the "dot" and @ signs by pressing ⟨•⟩.

6 Press **OK**.

The message **Saved** appears briefly, confirming your action.

Edit an e-mail address

1 At the **Start** screen, press **Names**, then at Search, press **Select**.

The **Names** box opens.

2 Enter the first two letters of the name you want to find. Press **OK**.

3 Press **Options** (or press **Details** if the **Name list** view is selected in your phone book), and scroll to **E-mail address**. Press **Select**.

The **e-mail address** box opens.

4 Enter any changes, using the scroll keys to move the insertion point backward and forward in the address.

5 When the address is correct, press **OK**.

The message **Saved** appears briefly, confirming your action.

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• SEND AN E-MAIL MESSAGE

1 At the **Start** screen, press **Menu** and then, at **Messages**, press **Select**. At **Text messages**, press **Select**. Scroll to **Write e-mail**. Press **Select**.

The **e-mail address** box opens.

If your phone asks for an e-mail gateway number, see your service provider.

2 Enter the e-mail address, or press **Search**.

- If you press **Search**, enter the first few letters of the name you want. Press **OK** when you find the name. The address appears in the Recipient address box. Press **OK**.

- The phone lists all the names from your phone book. If you select a name for which there is no e-mail address, your phone displays the message, **No e-mail address for this name**.

- If you enter the e-mail address, press **OK** when you've finished.

    The **Subject box** opens.

3 Enter a subject. Press **OK**.

   The subject line can hold a maximum of 26 characters. You can leave the line blank if you wish.

4 When the message screen appears, enter your message.

Note: The maximum number of characters for message length varies; check with your service provider for details.

   You can turn on predictive text input if you wish. For information, see *"Working with predictive text input" on page 66*.

5 When you finish the message, press **Options**, select **Send**. Press **OK**.

   A status message tells you the mail is being sent.

Other options for a completed message

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Save	Saves the message in the saved folder until you send it.
Erase	Erases the message and returns you to the Recipient address box.
Quit	Erases the message and returns you to the **Start** screen.

• REPLY TO OR FORWARD AN E-MAIL MESSAGE

1 If the message is not on the screen, press **Menu, Message, Text messages** and **Inbox** (**Menu 0 > 1 > 1 > 1**).

2 Select the message you received. Press **Read**.

3 Press **Options**. Scroll to **Forward** or **Reply**. Press **OK**.

4 Scroll to **As e-mail**. Press **Select**.

   If the phone needs an e-mail gateway number, see your provider.

5 Enter the recipient's e-mail address or press Search to find the name.

   • If you press **Search**, enter the first few letters of the name you want. Press **OK** when you find the name. The address appears in the Recipient address box. Press **OK**.

   • The phone lists all the names from your phone book. If you select a name for which there is no e-mail address, your phone displays the message, **No e-mail address for this name**.

   • If you enter the e-mail address, press **OK** when you've finished.

6 Enter a subject line. Press **OK**. The subject line holds up to 26 characters. You can leave it blank.

7 When the message box opens, write your reply or message you want to add when you forward the mail. You can use predictive text input.

8 When you've finished your message, press **Options**. Scroll to **Send**. Press **OK**.

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