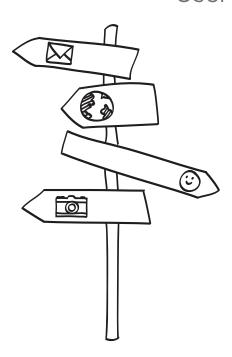
# HTC Tilt™ 2 User Manual





# Please Read Before Proceeding

THE BATTERY IS NOT FULLY CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING. YOUR WARRANTY IS INVALIDATED IF YOU DISASSEMBLE OR ATTEMPT TO DISASSEMBLE THE DEVICE.

#### PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your phone.

#### A NOTE ABOUT LOCATION SERVICES

Your phone is designed to make it easy for you to access a wide variety of content. For your protection, we want you to be aware that some applications that you enable may involve the location of your phone being shared. For applications available through AT&T, we offer privacy controls that let you decide how an application may use the location of your phone and other phones on your account. However, the AT&T privacy tools do not apply to applications available outside of AT&T. Please review the terms and conditions and the associated privacy policy for each location-based service to learn how location information will be used and protected. In addition, your AT&T phone may be used to access the Internet and to download, and/or purchase goods, applications, and services from AT&T or elsewhere from third parties. AT&T provides tools for you to control access to the Internet and certain Internet content. These controls may not be available for certain devices which bypass AT&T controls.

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# Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

#### **ELECTRICAL SAFETY**

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB Cable for connecting with desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting this product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug.

The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

#### SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

• Use the correct external power source

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

#### · Handle battery packs carefully

This product contains a Li-ion battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.





#### Take extra precautions

 Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.

- Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
- The phone should only be connected to products that bear the USB-IF logo or have completed the USB-IF compliance program.
- Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
- Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.
- Only use the battery with a charging system that has been qualified with the system per this standard, IEEE-Std-1725-2006. Use of an unqualified battery or charger may present a risk of fire, explosion, leakage or other hazard.
- Replace the battery only with another battery that has been qualified with the system per this standard, IEEE-Std-I725-2006. Use of an unqualified battery may present a risk of fire, explosion, leakage or other hazard.
- Avoid dropping the phone or battery. If the phone or battery is dropped, especially on a hard surface, and the user suspect damage, take it to a service centre for inspection.
- If the battery leaks:
  - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
  - Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
  - Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.

#### SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

#### PREVENTION OF HEARING LOSS

**CAUTION:** Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

#### SAFETY IN AIRCRAFT

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off your phone by switching to Airplane Mode.

#### **ENVIRONMENT RESTRICTIONS**

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, chemical plants, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

#### **EXPLOSIVE ATMOSPHERES**

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked.

These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

#### ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

#### SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

#### INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

#### **HEARING AIDS**

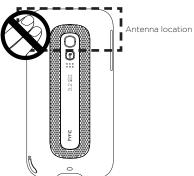
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

#### NONIONIZING RADIATION

Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



# **General Precautions**

#### · Avoid applying excessive pressure to the device

Do not apply excessive pressure on the screen and the device to prevent damaging them and remove the device from your pants' pocket before sitting down. It is also recommended that you store the device in a protective case and only use the device stylus or your finger when interacting with the touch screen. Cracked display screens due to improper handling are not covered by the warranty.

#### Device getting warm after prolonged use

When using your device for prolonged periods of time, such as when you're talking on the phone, charging the battery or browsing the web, the device may become warm. In most cases, this condition is normal and therefore should not be interpreted as a problem with the device.

#### · Heed service markings

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside the device should be done by an authorized service technician or provider.

#### · Damage requiring service

Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:

- Liquid has been spilled or an object has fallen onto the product.
- · The product has been exposed to rain or water.
- · The product has been dropped or damaged.
- · There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions

#### · Avoid hot areas

The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

#### Avoid wet areas

Never use the product in a wet location.

#### • Avoid using your device after a dramatic change in temperature

When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

NOTICE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on power.

#### · Avoid pushing objects into product

Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

#### · Mounting accessories

Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

#### · Avoid unstable mounting

Do not place the product with an unstable base.

#### · Use product with approved equipment

This product should be used only with personal computers and options identified as suitable for use with your equipment.

#### · Adjust the volume

Turn down the volume before using headphones or other audio devices.

#### Cleaning

Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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# Chapter 1

# **Getting Started**

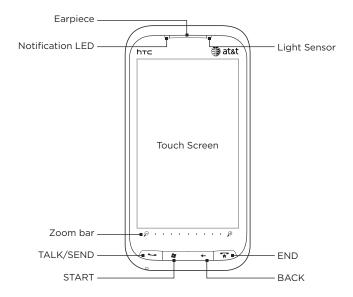
# 1.1 Inside the Box

You will find the following inside the box:

- HTC Tilt™ 2
- Battery
- AC adapter
- · Screen protector
- 3.5 mm audio adapter
- · USB sync cable
- · Quickstart Guide
- · Extra stylus
- · Getting Started disc

# 1.2 Getting to Know Your Phone

# Front panel

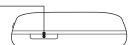


Button	Function
Notification LED	This LED shows a:  • Flashing green light when there are new SMS, MMS or email messages, missed calls, or reminders.  • Solid green light when the device is connected to the power adapter or a computer and the battery is fully charged.  • Solid amber light when the battery is being charged.  • Flashing amber light when the remaining battery level reaches below 10%.
Earpiece	Listen to a phone call from here.
Light Sensor	Senses the ambient light and adjusts the screen backlight accordingly.
Zoom bar	See "Using the Zoom bar" later in this chapter for details.
TALK/SEND	<ul> <li>Press to answer an incoming call or dial a number.</li> <li>During a call, press and hold to turn the speakerphone on and off.</li> <li>While viewing a text or email message, press to call the sender of the message.</li> </ul>
START	Press to open or close the Start screen. See "Start Screen" in this chapter for details.
BACK	Press to return to the previous screen.
END	<ul> <li>Press to end a call or return to the Home tab.</li> <li>Press and hold to lock the device. To customize the END key, see Buttons in Chapter 13.</li> </ul>

# Left/Bottom panel and Hardware keyboard

#### **POWER**

Press to turn off the display temporarily. To turn off the power, press and hold for about seconds. For more information, see "Starting Up" in this chapter.



#### **VOLUME UP**

During a call or when playing music, press this button to increase the volume.

#### **VOLUME DOWN**

During a call or when playing music, press this button to lower the volume.

#### PUSH TO TALK (PTT) -

Press to launch the Push to Talk function.



#### **QWERTY Keyboard**

Slide open the touch screen panel to reveal the keyboard. See Chapter 4 for details.

# Top/Back/Right panel

# **Dual Speaker** Use this noise-cancelling dual speaker for conference calls. For more information about making conference calls, see Chapter 2. 3.2 Megapixel Camera Microphone See "Taking Photos and -Videos" in Chapter 12 for details Mute While using the speakerphone. press this button to mute or unmute the dual microphone. Back Cover Stylus Strap Holder Tap items, write, Attach a wrist strap, neck lanyard, or string accessory. or draw on the touch screen Microphone -

#### Sync Connector/Earphone Jack/TV Out

- Connect the supplied USB cable to synchronize information.
- Connect the power adapter to recharge the battery.
- Connect a headset via the supplied 3.5 mm audio adapter for hands-free conversation or for listening to audio media.
- Connect an HTC composite video and audio cable (purchased separately) to output the device screen contents and device audio to an external viewing device.

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# 1.3 Installing the SIM Card, Battery, and Storage Card

You need to remove the back cover before you can install the SIM card, battery and storage card. Also, make sure to always turn off the power before installing or replacing the SIM card and battery.

#### To remove the back cover

- 1. Make sure your device is turned off.
- 2. Remove the stylus.
  - Note You need to temporarily remove the stylus to be able to remove or replace the back cover.
- 3. Firmly hold the device with both hands and the front panel facing down.
- 4. Push the back cover up with your thumbs until it disengages from the device and then slide it up to remove.



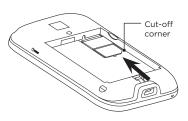
## SIM card

The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards.

Note Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

#### To install the SIM card

- Remove the battery if it is installed
- Locate the SIM card slot, then insert the SIM card with its gold contacts facing down and its cut-off corner facing out the card slot.
- 3. Slide the SIM card completely into the slot



#### To remove the SIM card

- 1. Remove the battery if it is installed.
- 2. Insert the tip of the stylus into the small hole above the SIM card slot, and then push the SIM card out with the stylus.



3. Slide the SIM card out from the slot with your thumb or finger.

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# Battery

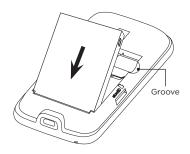
Your device comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, and usage patterns. For battery life estimates, see "Specifications" in the Appendix.

#### Warning To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

#### To install the battery

- Align the battery's exposed copper contacts with the battery connectors at the bottom part of the battery compartment.
- Insert the contacts side of the battery first and then gently push the battery into place.
- Replace the back cover and insert the stylus back into the stylus compartment.



#### To remove the battery

Lift out the battery from the groove at the upper right side of the battery compartment.

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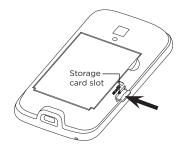
# Storage card

To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and install it into your device.

#### To install a microSD card

- 1. Remove the stylus and then remove the back cover.
- Locate the microSD card slot on the upper part of the exposed right panel.
- Insert the microSD card into the slot with its gold contacts facing down until it clicks into place.

Note To remove the microSD card, press it to eject it from the slot.



# 1.4 Charging the Battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles.

Note Only the AC adapter and USB sync cable provided with your device must be used to charge the device.

Connect the USB connector of the AC adapter to the sync connector on your device, and then plug in the AC adapter to an electrical outlet to start charging the battery.

Charging is indicated by a solid amber light on the Notification LED. As the battery is being charged while the device is on, a charging icon also  $\checkmark$  appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon  $\checkmark$  appears in the title bar of the Home screen.

#### Warning!

- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging before it overheats.

# 1.5 Starting Up

After installing your SIM card and battery and charging the battery, you can now power on and start using your device.

# Turning your device on and off

To turn on the device

Press the POWER button

#### To turn off the power

- If the display is off, press the POWER button to turn the display back on.
- 2. Press and hold the POWER button for a few seconds.
- 3. Tap Yes when prompted.

# Setting up your phone for the first time

When you turn on your phone for the first time, your phone displays tutorials and guides you to set up your email accounts and favorite social networks such as Facebook®, YouTube™, and Twitter™. Follow the onscreen instructions to complete the setup, or skip the setup and do it at another time.

# Switching to Sleep mode

Briefly press the POWER button to turn off the display temporarily and switch your phone to Sleep mode, suspending your phone to a low power state while the display is off in order to save battery power. Your device automatically goes into Sleep mode when you leave the device idle after a certain period of time. You are still able to receive messages and calls while your device is in Sleep mode. Your device wakes up automatically when you receive an incoming call. To wake up your device manually, briefly press the POWER button.

Tip You can set the display timeout period. For instructions, see "To change backlight and automatic Sleep mode settings" in Chapter 14.

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# 1.6 Home Screen

The Home screen provides you with a weather clock that shows the time and weather of your current location and displays your upcoming appointment. Tap the respective item when you want to change the weather clock to display another location, update the weather information, or access the Calendar.

Essential features that you commonly use, such as People, Messages, Mail, Internet, and more, are easily accessed up front on the Home screen. The tabs at the bottom of the Home screen correspond to the different phone features. Simply press and hold on the active tab and then slide your finger right or left to the feature you want to use. You can also directly tap a tab.

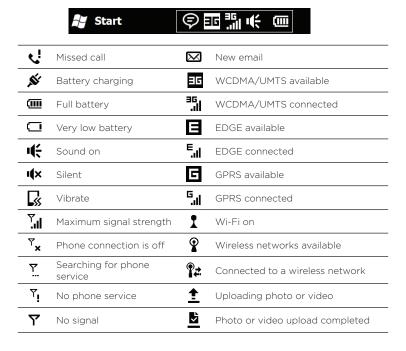


You can also personalize the Home screen with an animated or picture wallpaper (by tapping Menu > Home Wallpaper), rearrange the tabs, as well as add quick links to people who matter most to you, your favorite websites, and applications.

For more information about using the Home screen, see Chapter 3.

# 1.7 Status Icons

Status icons are displayed in the title bar at the top of the screen. The following are some of the status icons that you may see on your phone.



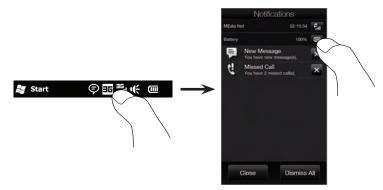
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## 32 Chapter 1 Getting Started

Sil	Voice call in progress	<b>:</b>	Connection is active
C.	Speakerphone on	×	Connection is not active
<b>(2)</b>	Multiple notifications	£	Sync in progress
*	Alarm	<u>~</u>	Call on hold
$\overline{\Omega}$	Wired headset connected	• • <del>)</del>	Calls are forwarded
8	Bluetooth on	Å	Roaming
<b>8</b> ®	Bluetooth visible mode on	<u>^</u>	Dialing while no SIM card is inserted
J	Bluetooth stereo audio	=  -	No SIM card inserted
(B)	Bluetooth hands-free	<b>*</b>	Sending multimedia message
*	New Windows Live message	ď	Multimedia message successfully sent
F	New text or multimedia message received		

# 1.8 Notifications

When you tap any of the status icons in the title bar, the Notifications screen opens and displays the remaining battery status, call duration of an ongoing phone call, as well as network connection status, such as Wi-Fi (if your phone is connected to a Wi-Fi network), data connection usage (if your data connection is on), and other types of connections. This screen also shows all your pending notifications including missed calls, new SMS/MMS messages, and more. Tap a status icon or item on the Notifications screen to open the related screen.



To close the Notifications screen, tap Close or press the BACK button on your phone.

# 1.9 Start Screen

The Start screen gives you one-touch access to the programs and settings of your phone. To open the Start screen, tap Start ( \*\*) at the top left corner of the screen, or press the START button ( \*\*).

On the Start screen:

- Swipe your finger up or down to scroll through the screen.
- Tap the Today icon to return to the Home screen. See "Home" in Chapter 3 for details.
- Tap an icon to open the corresponding program or open a folder containing more programs.
- Tap the **Settings** icon to access the settings of your phone.
- Tap Lock at the bottom-left corner of the Start screen to lock your phone. See "Lock Screen" for details.
- Press the START button twice to close the Start screen.

# Start Total Value Com X Total

# Moving an icon to the top of the Start screen

You can move often used icons to the top of the Start screen for easy access.

- 1. Press and hold the icon that you want to move.
- 2. Tap Move to Top.

The icon is moved to the top of the Start screen.

To return an icon to its original location, press and hold the icon and then tap Move Down.

# 1.10 Lock Screen

The Lock screen is displayed whenever your phone is locked. You can lock your phone to prevent accidental button or touch screen presses when the phone is in your bag or pocket.



# Locking your phone

Your phone locks when one of the following occurs:

- Press and hold the END button.
- Tap Start and then tap Lock at the bottom-left corner of the Start screen.
- Your phone is password protected, and the set idle time has elapsed. Your phone locks itself and requires the correct password entry to unlock it. For more information about setting a password and idle time for your phone, see "Protecting your phone with a password" in Chapter 14.

# Unlocking your phone

When you see the Lock screen, slide the Lock button ( ) left or right to unlock your phone.

Note If you have set a password for your phone, you will be prompted for the password when you unlock the phone. See "Protecting your phone with a password" in Chapter 14 for information on setting a password.

# Checking notifications when the phone is locked

When your phone is locked, you are still notified of missed calls, new messages, and upcoming appointments. The **Lock** screen shows the next upcoming appointment and the **Lock** button shows the number of notifications

#### To view the notifications

- On the Lock screen, tap the Lock button ( ). Notification buttons representing each type of received information, such as missed calls, new email, and new text messages, are then displayed below the Lock button.
- 2. Slide a notification button right or left to view the respective information. For instance, slide the Missed Call button ( ) to access the Call History and view the missed calls.



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#### Note

If you have set a password for your phone, you will be prompted for the password before you can view the information. See "Protecting your phone with a password" in Chapter 14 for information on setting a password.

## Receiving a call when the phone is locked

You can receive and answer calls even when your phone is locked. For more information about answering calls, see "Answering and Ending Calls" in Chapter 2.

After you end the call, your phone remains locked and the Lock screen is displayed. You need to unlock your phone to use it.

# 1.11 Adjusting the Volume

Adjusting the system volume changes the volume level of sound notifications and audio/video playback, whereas adjusting the ring volume affects only the volume of the phone ring. The system volume and ring volume can be separately adjusted.

- 1. Press the VOLUME UP/DOWN button on the left side of your phone.
- 2. To switch between the Ring Volume and System Volume screens, touch the System and Ring tabs on top of the screen.
- 3. On either screen, you can do the following:
  - Drag your finger up or down the volume bars to increase or decrease the volume level. (You can also press the VOLUME UP/DOWN buttons on the left panel of your device.)
  - Tap Vibrate to switch the phone to Vibrate mode.
  - Tap Silent to mute both the system and ring volume.



**4.** The System Volume or Ring Volume screen automatically closes. You can also manually close the screen by touching the screen.

# 1.12 Using Finger Gestures

You can use finger gestures to scroll and pan on the touch screen.

## Finger scrolling

Finger scrolling can be used to scroll up and down web pages, documents, and lists such as the contacts list, file list, message list, calendar appointments list, and more.

#### To scroll up and down

- To scroll down, swipe your finger upward on the touch screen.
   To scroll up, swipe your finger downward on the touch screen.
- To auto-scroll, flick your finger upward or downward on the touch screen. Tap the screen to stop scrolling.

#### To scroll left and right

- To scroll towards the right, swipe your finger to the left.
   To scroll towards the left, swipe your finger to the right.
- To auto-scroll, flick your finger left or right. Tap the screen to stop scrolling.

# Finger panning

You can use finger panning to move to and view other parts of a zoomed photo, web page, document, or an email. To pan, touch and hold on the touch screen and then drag your finger in any direction.

# 1.13 Using the Zoom Bar

The Zoom bar located below the touch screen is a handy zoom control that is unique on your device. When you are viewing a web page in Opera Mobile or a photo in Album, you can zoom in by sliding your finger from left to right across the Zoom bar, or zoom out by sliding from right to left.

What's more, you can also instantly enlarge or shrink the text size when you open and read messages or Word documents. Slide your finger from left to right across the Zoom bar to increase the text size, or slide from right to left to decrease. To increase or decrease the text size more, slide across the Zoom bar again.



# 1.14 Connecting Your Phone to a Computer

Whenever you connect your phone to the computer with the USB cable, the Connect to PC screen displays and prompts you to choose the type of USB connection:

#### ActiveSync

Select this mode when you need to do the following:

- Sync Outlook email messages, contacts, calendar appointments, files, and other data between your phone and your computer.
- Have read and write access to the whole phone.

For more information about using ActiveSync, see Chapter 6.

#### Disk Drive

This mode is available for selection only when you installed a microSD card on your phone. Select this mode when you want to use your storage card as a USB thumb drive, and copy files between your phone's storage card and your computer faster.

When Disk Drive mode is enabled while your phone is connected to the computer:

- You will not be able to use your phone to access files from the storage card or run applications that are installed on the storage card.
- Your computer will only connect to the phone's storage card.
   When you access your phone from the computer, you will only see the contents of the phone's storage card.

#### Internet Sharing

When you do not have Internet access on your computer, you can select this mode to use your phone as a modem for your computer. For more information about using Internet Sharing, see "Using Your Phone as a Modem" in Chapter 9.

# Chapter 2

# Phone Calls

# 2.1 Making Calls

To make a call, you can either dial a number or select a contact you want to call. While viewing a message that you received, you can also directly call the sender of the message if the sender's phone number is stored in your contacts.

Before you begin making calls, add contacts to your phone by creating new contacts or synchronizing contacts to your phone. For more information about adding contacts, see "Adding Contacts to Your Phone" in Chapter 4.

#### Note

Most SIM cards are preset with a PIN (personal identification number) that is provided by your mobile operator. When prompted, enter the preset PIN and then tap Enter. If you enter the wrong PIN three times, the SIM card is blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your mobile operator.

## Making a call from the Phone dialer screen

The Phone dialer's Smart Dial feature makes it quick and easy for you to place a call. Simply enter the phone number or first few letters of the person you want to call. Smart Dial automatically searches and filters your contacts list (stored on your phone and SIM card) and the phone numbers from the Call History. From the filtered list, select the number or contact you want to call.

- To open the Phone dialer screen, press the TALK/SEND button on your phone.
- Begin entering the first few numbers or letters by tapping the keys on the Phone dialer keypad. As you enter numbers or letters, the Phone dialer screen displays matches found.
   If you tap a wrong number or character, tap to erase each subsequent digit or character. To erase the entire entry, press and hold to character.
- 3. Tap to close the keypad and to see if there are more matching numbers or contacts found. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.



- 4. To call a number or contact, do one of the following:
  - Tap the desired phone number or contact from the list.
  - To call a different phone number associated with the contact, tap the contact card icon on the right side of the contact name. On the contact summary screen, tap the number you want to call.

#### Tips

- During a call, use the VOLUME UP/DOWN button on the side of your phone to adjust the phone volume.
- To save a phone number to your contacts, tap the 🔝 button that appears on the right side of the phone number.

## Calling voicemail

Number 1 is generally reserved for your voicemail. Press and hold this button on the Phone dialer keypad to call voicemail and retrieve your voicemail messages.

# Making calls from received messages and calendar reminders

While you are viewing a text or email message, you can directly call the sender of the message if the sender is a stored contact on your phone. You can also call a phone number that is contained in the body of the message. For more information about calling from received text messages, see "Messages" in Chapter 3 and "Directly Making Calls from Text Messages" in Chapter 7. For more information about calling from received email, see "Mail" in Chapter 3 and "Directly making calls from email messages" in Chapter 7.

You can also directly make calls from meeting request email and calendar reminders. See "Making a Call from a Meeting Request or Reminder" in Chapter 8 for details.

## Making an emergency call

On the Phone dialer screen, enter the international emergency number for your locale, and then press the TALK/SEND button on your phone.

Tip Additional emergency numbers may be included in your SIM card. Contact your mobile operator for details.

# Making an international call (plus code dialing)

To make an international call, first press and hold the number **0** key on the Phone dialer screen until the plus (+) sign appears. The plus (+) sign replaces the international prefix of the country that you are calling.

After the plus (+) sign, enter the complete phone number to call, which includes the country code, area code (without the leading zero, if any), and phone number. Tap Talk on the screen or press the TALK/SEND button on your phone to dial the number.

# 2.2 Answering and Ending Calls

When you receive a phone call, the Incoming Voice Call screen will appear, allowing you to either answer or ignore the call.

## Accepting or rejecting an incoming call

#### To answer a call

Press the TALK/SEND button, or fully slide the center button of the Answer/Ignore bar to the left.



#### To reject a call

Press the END button, or fully slide the center button of the **Answer/Ignore** bar to the right.



# To mute the ring without rejecting the call Tap Mute Ring or press the VOLUME DOWN button.

When your phone rings, placing the phone face down also mutes the ringtone.

Note If the phone is already facing down, the phone will still ring when there are subsequent incoming calls.

#### To reject a call and send a text message

When you are busy and unable to take an incoming call, you can send a text message to the caller and reject the incoming voice call. Tap Send Text when you have an incoming call, use the preset message or enter another message, and then tap Send.

To change the preset message for rejecting calls in your phone settings, open the Phone dialer screen, tap Menu > Options, scroll down the Phone Settings screen and tap Reject call with Message, and then enter your new preset message in the provided text box.

# To automatically scale down the ring volume when picking up the phone

You can set your phone to automatically scale down the ring volume whenever you pick up the phone to answer calls.

- On the Home screen, slide to the Settings tab and then tap Sound & Display.
- Scroll down the screen and then tap Quiet ring on pickup to turn this feature on.
- 3. Tap Back to return to the Home screen's Settings tab.

# To automatically increase the ring volume when the phone is in your pocket

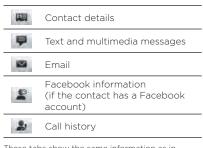
To help avoid missing incoming calls when your phone is in your pocket or bag, you can set it to gradually increase the ring volume and vibrate when you receive a call. When not in your pocket or bag, the phone will ring at the normal volume you set.

- On the Home screen, slide to the Settings tab and then tap Sound & Display.
- Scroll down the screen and then tap Pocket mode to turn this feature on.
- 3. Tap Back to return to the Home screen's Settings tab.

## During a call

When a call is in progress, a shade covers the Phone dialer's onscreen buttons to prevent accidental taps. Only the **Keypad** and **End Call** buttons are active.





These tabs show the same information as in **People**. See Chapter 4 for details.

To access the onscreen buttons, slide your finger down, starting from the top of the shade. Use these onscreen buttons to put a call on hold, dial another contact for a phone conference, and more.

During the call, you can also browse through the text, multimedia, and email messages, and other personal details of this contact by tapping the tabs at the bottom of the screen.

#### To use the speakerphone

Placing your phone face down automatically turns on the speakerphone. To turn the speakerphone off, place your phone face up.

You can also tap the onscreen **Speaker** button ( 1 or press and hold the TALK/SEND button to turn the speakerphone on or off.

The speakerphone icon ( ( ) appears in the title bar when the speakerphone is on.

Warning! To decrease potential damage to your hearing, do not hold the phone against your ear when the speakerphone is on.

### To mute the microphone during a call

Tap the Mute button ( $\[ \]$ ) to turn the microphone on or off. When the microphone is turned off, the mute icon ( $\[ \]$ ) appears on the screen

### To take two calls and switch between the calls

- Press the TALK/SEND button to accept a second call, or tap the Add Call button ( ) to dial a second call. The first call is put on hold when you accept or dial the second call.
- 2. To switch between the two calls, tap the Swap button ( 11 ) or tap the dim area onscreen that shows "On Hold".

#### To end calls

To end the current call, tap End Call or press the END button. If you have two ongoing calls, tap Menu > End All Calls to end both calls.

# 2.3 Using Call History

The missed call icon ( ) appears in the title bar when you missed a call. Use the Call History to check who the caller was or view all your dialed numbers and received calls.



You can access the Call History from **People**, the Notifications screen, or from the Phone dialer's menu:

- On the Home screen, slide to the People tab, tap All People, and then tap the Call History tab (rightmost tab).
- When you see the missed call icon ( !) in the title bar, tap the
  title bar to open the Notifications screen, and then tap Missed
  Call
- Press TALK/SEND to open the Phone dialer and then tap Menu > Call History.

If you have a long list of calls in the Call History tab, tap Menu > Filter, and then select the type of call you want to display.

To view the exchange of calls with a particular contact only, tap the Contact Card button ( ) that appears to the right of the contact.

# 2.4 Speed Dial

Use Speed Dial to call frequently-used numbers with a single tap. For example, if you assign a contact to the location 2 in Speed Dial, you can press and hold the number 2 key on the Phone dialer keypad to dial the contact's number.

## Creating a Speed Dial entry

Number 0 and 1 keys are reserved and cannot be assigned as speed dial keys. The number 1 key is reserved for voicemail. You can set any number between 2 and 99 as a speed dial key.

- 1. Press TALK/SEND to open the Phone dialer screen.
- 2. Tap Menu > Speed Dial. The Speed Dial list will be displayed.
- 3. Tap Menu > New.
- 4. Tap a contact, and then select the phone number of the contact that you want assigned to the speed dial key.
- 5. In Location, select an available key to use as the speed dial key.
- 6. Tap OK.

- Notes When you assign a new phone number in an occupied speed dial key. the new phone number will replace the existing one.
  - To delete a Speed Dial entry, press and hold the entry in the Speed Dial list and then tap Delete.

## Making a call using Speed Dial

Do the following to call the contact that is assigned to a speed dial key:

- On the Phone dialer screen, press and hold the assigned key, if it is a single-digit speed dial number.
- To dial a two-digit speed dial number, tap the first number key first, and then press and hold the second number key.

# 2.5 AT&T Video Share

AT&T Video Share lets you share live or recorded video during a call.

Note Video Share is a one way video and two way audio connection between two Video Share devices. Both devices must be provisioned for Video Share and be in 3G service areas (a 3G icon must appear by the signal bars prior to a call being placed).

#### To share live video

- 1. Press the TALK/SEND button.
- 2. On the Phone screen, tap the desired phone number, then press the TALK/SEND button.
- 3. When the called party answers, tap Menu > Share Live Video to invite the called party to view video from your device. An "Establishing a video connection" message appears on your device while the called party is invited to Video Share.
- When the called party accepts the invitation, point the device's camera at your subject. The called party receives the streaming live video.

# 2.6 Straight Talk

This section shows how to make a conference call and use Straight Talk™ to transition from email to the conference call. Your device features Straight Talk™, a technology that integrates messaging, voice, and conference calling, allowing you to seamlessly transition from a message to a single call or multi-party conference call. With dual microphone and speaker that enhance voice quality and reduce noise. Straight Talk turns your device into a conference room speakerphone system.

Make sure your SIM card is enabled with conference calling service. Note Contact your wireless service provider for details.

# Starting a conference call from the Phone dialer screen

There are two ways to start a conference call from the Phone dialer screen. You can choose your participants first before starting the conference call. You can also directly dial calls and add each connected call to the conference call

#### To select participants and start a conference call

- 1. Press the TALK/SEND button to open the Phone dialer screen.
- 2. Tap to switch the Phone dialer screen to conference mode.
- 3. Tap to close the Phone dialer keypad so you can scroll and select from contacts or phone numbers.
- 4. Select conference call participants by selecting the check boxes of contacts or phone numbers, and then tap Conference. The participants list is then displayed.



Tips • If you want to choose from other stored phone numbers of a participant, tap the Phone Selection button ( 😲 ) that appears next to the participant's name and then select another number.

- To remove a participant before starting the conference call, tap **Keypad** and clear the check box of that participant.
- 5. Slide open the hardware keyboard so that your device will display the Conference Room screen. This is an intuitive interface that makes conference calls much easier and simpler. You can simply tap photos or buttons on the screen to dial participants, join them to your conference call, and more.
- 6. Tap the photo of the first participant to dial the first call.
- When the first call is connected, tap the photo of the second participant to dial the second call. The first call is automatically put on hold.

- 8. When the second call is connected, tap the Join button to add it to the conference call and then dial the next participant.
  - Repeat this same process until all participants are added and connected to the conference call.
- Tip If you prefer to do the conference call in portrait view, do not slide open the hardware keyboard. When in portrait view, tap the Talk button ( ) to dial each participant, and then tap the Join button ( ) to add the second call and each subsequent call to the conference.

### To directly dial and add each participant to the conference call

- 1. Press the TALK/SEND button to open the Phone dialer screen.
- 2. Make the call to the first participant. See "Making a call from the Phone dialer screen" for instructions.
- When the first call is connected, accept a second call, or tap the Add Call button ( ) to call the second participant. The first participant is put on hold when you accept or dial the second call.
- 4. When the second call is connected, tap the Conference button (

  ) to start a conference call.
- 5. Slide open the hardware keyboard so that your device will display the Conference Room screen.
- To add another participant, tap Add Call and make the next call. When this call is connected, tap the Join button to add it to the conference call.
  - Repeat this same process for each subsequent call that you add to the conference call.
- Tip If you prefer to do the conference call in portrait view, do not slide open the hardware keyboard. When in portrait view, tap Invite participants to dial a new call, and then tap the Join button ( ) to add the connected call to the conference.

# Managing the conference call

While a conference call is in progress, you can do the following:

#### To manage the conference call in landscape view



To swap between a private call and the conference call, tap the dim area or tap Swap.



Tap Join to add a private call back to the conference call

Tap End Call to end a private call and return to the conference call.

## To manage the conference call in portrait view

Tap a participant from the conference call and then tap one of these buttons:





To turn on the speakerphone during a conference call While a call or conference call is in progress, you can turn on the speakerphone by simply placing your device face down.

Your device provides crystal-clear sound quality and voice reception during conference calls. When the speakerphone is on, your device also enables the dual microphone to enhance your voice quality and reduce noise.

When you need to temporarily mute the dual microphone so that the conference call participants will not hear you, press the MUTE button. Press it again to unmute.

Dual speaker

MUTE

Dual microphone

To end the conference call Tap End Call or press END.

# Starting a conference call from an email

From a received email message, you can directly start a conference call with the sender and other recipients of the email if you have their phone numbers stored in your contacts.

For more information about starting a conference call from a received email, see Chapter 8.

# 2.7 Turning the Phone Connection On and Off

In many countries, you are required by law to turn off the phone while on board an aircraft.

#### To enable or disable the phone connection

- On the Home screen, slide to the Settings tab, and then tap Wireless controls.
- 2. Tap the Off/On slider at the right side of the **Phone** option to enable or disable the phone connection.

#### To enable or disable Airplane mode

Another way to turn off the phone connection is to switch your phone to Airplane mode. When you enable Airplane mode, all wireless radios on your phone are turned off, including the phone connection, Bluetooth\*. and Wi-Fi.

- On the Home screen, slide to the Settings tab, and then tap Wireless controls.
- 2. Tap Airplane mode to enable or disable Airplane mode.

When you disable Airplane mode, the phone connection is turned back on and the previous state of Bluetooth and Wi-Fi are restored.

# 2.8 Push to Talk

Push to Talk (PTT) is a communication service that allows you to use your device for instant communication with one or many contacts simply by pressing the PTT button.

# Initializing the PTT service

- 1. Tap Start > Apps > Push to Talk.
  - Tip You can also press the PTT button on the left panel of the device to open PTT.
- 1. When prompted to initialize PTT, tap Yes.
- 2. Enter your register name (up to 20 characters), and then tap OK.

A PTT initialization in process message appears. After the initialization process is completed, you receive a notification that the PTT service is successfully initialized. The **Available** icon ( ) appears on the Title bar.

## **Opening PTT**

Tap Start > Apps > Push to Talk.

The PTT main screen appears.



# Creating and grouping PTT contacts

#### To add a contact

- 1. On the PTT main screen, tap Add Contacts.
- Enter the name and phone number of the contact, and then tap OK.

An invitation is sent to the PTT contact and the "Invitation in Progress" icon appears on the screen.

When the PTT contact accepts the invitation, they are automatically added to your PTT contacts list. The contact's icon shows their status. See "PTT status" later in this chapter.

## To create a group

- 1. On the PTT main screen, tap Add Group.
- On the PTT New Group screen, enter the group name and tap OK.
- 3. Select the members of the group from the list. Selected members are marked with a check.
- 4. Tap **Done**. A group invitation is sent to each member in the group, and the "Invitation in Progress" icon is displayed.

When the members of the group accept the invitation, the created group also appears on their PTT Contacts screen.

## Making a PTT call

#### To make a PTT call

- On the Push to Talk screen, tap PTT Contacts, and then select the contact you want to call.
  - Note Check the status of the contact before calling. You can only make a call to a contact whose status is Available or Silent/Vibrate.
- Press and hold the PTT button and after the sound, begin talking with the contact.
- 3. Release the PTT button when you are finished speaking.
- 4. To end the call, press the END button.

### To make a group call

- 1. On the PTT Contacts screen, select the group you want to call.
- Press and hold the PTT button and after the sound, begin talking with your group.
- 3. Release the PTT button when you are finished speaking.
- 4. To end the call, press the END button.

### To make a Quick Group call

- 1. On the PTT Contacts screen, select an available contact.
- 2. Tap Menu > Quick Group.
- 3. Select the contacts that you want to add to the quick group call.
- Press and hold the PTT button and after the sound, begin talking with the group of contacts.
- 5. Release the PTT button when you are finished speaking.
- 6. To end the call, press the END button.

#### To convert the PTT call to a cellular call

During a PTT call, you can upgrade the PTT call to a regular cellular phone call by tapping the To Cellular button on the PTT call screen.

#### Note

When a group call is converted to a cellular call, group members will hear a sound to indicate that the call has been converted. They must tap the Join Cellular button on their devices or press the PTT button to be able to speak on the call. Otherwise, they will only be able to listen to the call. Each member can leave the call by pressing the END button on their devices.

# Changing the PTT settings

#### PTT status

The following icons indicate your PTT status as well as the PTT status of your contacts and groups.

Icon	Description
$\odot$	Available You can send and receive PTT calls instantly.
4	Silent/Vibrate You will be alerted of the incoming PTT call and you can choose to accept or reject the call.
8	<b>Do Not Disturb</b> Blocks all incoming PTT calls. You can, however, still make an outgoing PTT call.
	Unavailable Appears when you are out of the PTT coverage area, or when you logged out of the PTT service.
	PTT Message Appears when you have a pending invitation, contact alert, or message in the PTT service.
6	<b>Invitation in Progress</b> Appears when you are waiting for a contact to accept your invitation.

#### To change your PTT status

On the PTT Contacts screen, tap Menu > My Availability > Do Not Disturb or Available.

#### To set up Contact Alert

The Contact Alert function alerts you when contacts change their PTT status, for example, from **Unavailable** to **Available**.

- On the PTT Contacts screen, tap Menu > My Availability > Contact Alert.
- 2. Select the contacts you want to receive alerts for.
- 3. Tap OK.

# Sending an alert, voice, text, or multimedia message

You can send a Call Me Alert, leave a voice message, or send a text or multimedia message to selected contacts or groups.

# Notes • You cannot send voice messages to contacts whose status is "Invitation in Progress".

 The text/multimedia messaging feature is integrated with your device's SMS/MMS.

#### To send a Call Me Alert

On the PTT Contacts screen, select the contact you want to alert and tap Menu > Call Me Alert.

Note A Call Me Alert can only be sent to individual PTT contacts.

The contact will receive a "Please call (your name)" message on his device.

### To send a voice message to a contact or group

- 1. On the PTT Contacts screen, select the contact or group you want to send the voice message.
- 2. Tap Menu > Voice Message.
- 3. Press and hold the PTT button to start recording your message.
- 4. Release the PTT button when you have finished speaking. The voice message is then sent.

#### To send a voice message to a Quick Group

- On the PTT Contacts screen, select an available contact and tap Menu > Quick Group to open the PTT Quick Group screen.
- 2. Select other contacts, and then tap Menu > Voice Message.
- 3. Press and hold the PTT button to start recording your message.
- 4. Release the PTT button when you are finished.

## To send a text or multimedia message to a contact or a group

- On the PTT Contacts screen, select the contact or group you want to send the text or multimedia message to.
- 2. Tap Menu > New Message > SMS or MMS.
- 3. Compose your message and tap Send.

#### To send a text or multimedia message to a Quick Group

- 1. On the PTT Contacts screen, select an available contact and tap Menu > Quick Group to open the PTT Quick Group screen.
- Select the other contacts, then tap Menu > Send Message > SMS or MMS.
- 3. Compose your message and tap Send.

## Sending messages to dynamic groups

You can send a voice, text, or multimedia message to selected members of a saved group.

#### To send a voice message to a dynamic group

- On the PTT Contacts screen, select a group and then tap Menu > Group Members.
- Select the group members you want to send the voice message to.
- 3. Press and hold the PTT button to start recording your message.
- 4. Release the PTT button when you have finished.

### To send a text or multimedia message to a dynamic group

- On the PTT Contacts screen, select a group and then tap Menu > Group Members.
- 2. Select the group members you want to send the message to.
- 3. Tap Menu > Send Message > SMS or MMS.
- 4. Compose your message and tap Send.

# Chapter 3

# Using the Home Screen

## 3.1 About the Home Screen

The Home screen is the quickest route to the essential features of your phone, which include People, Messages, Mail, Internet, and more. The tabs at the bottom of the Home screen correspond to the different phone features.



# Displaying the Home screen in landscape view

The Home screen tabs are always shown at the bottom of the screen when the Home screen is in portrait view. When you slide out the hardware keyboard, the Home screen automatically changes to landscape view and temporarily hides the tabs. Touch the Expand button ( ) at the bottom left side of the Home screen to display the tabs.



# 3.2 Switching Between the Tabs of the Home Screen

To switch between the tabs, do either of the following:

- Tap the desired tab on the Home screen.
- Press and hold your finger on the active tab, and then slide your finger right or left over the tabs. Release when you have selected the desired tab.





Tip While on any other tab or screen, press the END button to return to the Home tab.

# 3.3 Personalizing Home Screen Tabs

You can move or hide the tabs on the Home screen, except for the **Home** tab. The **Settings** tab can be moved on the Home screen but cannot be hidden.

- 1. On the Home tab, tap Menu > Personalize Home Screen Tabs.
- To move a tab, press and hold the icon before the tab name, and then drag it up or down the tabs list. Release the icon when you reach the desired location.
- 3. To hide a tab, clear the check box at the right of the tab name.
- 4. Tap Done.

# 3.4 Home

Check the time and weather of your current location directly from the **Home** tab.

On this tab, you will see a flip-style weather clock, the current date, and an alarm icon that indicates whether the alarm clock is on or off. Below the date, your upcoming calendar appointment (current day or next day appointment) or a link to Calendar (if you do not have an appointment) is shown. Tap the respective item when you want to change the weather clock to display another location, update the weather information, set the date or alarm clock, or access the Calendar.

You can also personalize the **Home** tab with your own wallpaper and add quick links to your favorite programs, contacts, and websites.



## Changing the wallpaper

On the **Home** tab, you will see a lifelike animation of your current weather. You can change the wallpaper of this weather animation or choose another animated wallpaper for the **Home** tab.

On the Home tab, tap Menu > Home Wallpaper and do one of the following:

- To choose another wallpaper image for the weather animation, tap Weather Wallpaper. On the subsequent screen, select one of the presets to use as your wallpaper.
  - If you have your own custom wallpaper that you want to use, tap Albums and then tap All. Scroll through the photos stored on your phone and storage card and then tap the photo that you want to use.
- To choose another animated wallpaper, tap Animated Wallpaper and select one of the preset animations.

To reset the **Home** tab back to the weather animation, tap **Menu** > **Home Wallpaper** > **Weather Wallpaper** and select any wallpaper image.

## Updating weather information

Your phone can determine your current location and display your local time and weather conditions on the weather clock.

If the weather clock does not show the most recent weather conditions or does not show any weather information for some reason (such as when the auto download option is disabled), tap the weather image or the "My Location" text to go to the Weather tab and then tap Update Now. The most recent weather information of your location will then show on both the Weather tab and the Home tab's weather clock.

You can set the time interval for auto updating weather information on the **Home** tab. Press the END button to return to the **Home** tab, tap **Menu > Weather Settings**, and then choose a time interval.

For more information about viewing weather information, see "Weather" later in this chapter.

## Selecting another location to display on the Home tab You can change the Home tab to display the date, time, and weather information of another location

- 1. On the Home tab, tap the clock.
- 2. The World Clock screen opens. Scroll through the list of cities.
- 3. If the location that you want is not listed, tap Add City.
  On the Add Location screen, enter the first few letters of a country or city name. The screen then displays a matching list of locations. Scroll through the list and then tap the name of the desired city.



 On the World Clock screen, scroll through the list of cities and select a city. To select, tap on the circle that appears to the left of the city.

Tips

- You can rearrange or remove cities on the World Clock screen. Tap Menu > Rearrange Cities and then drag them to the order that you want. Tap Menu > Remove Cities to delete one or more cities.
- Locations that you added to the World Clock screen are also added to the Weather tab.

# Changing the date and time

If you want to change the date shown on the **Home** tab, tap the date and then choose another date. When you have finished setting the date, tap **Set**.

To change the local time displayed on the Home tab, tap Menu > Set Local Time and Date and set the new time. Tap Done to change to the selected time.

Tip You can also change the date and time from the World Clock screen.

## Setting the alarm clock

When the alarm clock is not enabled, "Alarm Off" will be shown on the **Home** tab. Tap it to open the Alarm Clock screen so you can turn on and set the alarm clock

- On the Alarm Clock screen, tap an Off/On switch to turn on an alarm clock. You can turn on and set up to three alarm clocks.
- 2. Tap the time of one of the alarm clocks that you turned on.
- 3. On the Set Alarm screen, set the time and days when to sound the alarm clock.
  - Tip Select multiple days by tapping each desired day. Tap a selected day to exclude it from the alarm.
- 4. You can enter a description and select the alarm clock sound. You can also choose whether you want your phone to vibrate when the alarm goes off.
- 5. Tap Done.
- 6. To set the other alarm clocks, repeat step 2 to 5.

Note When an alarm goes off, you have the choice to Snooze or Dismiss the alarm. When you select Snooze, the alarm will sound again after 5 minutes

## Adding quick links

Quick links are shortcuts that give you one-touch access to your favorite programs, people who matter most to you, and frequently-visited websites. Up front on the **Home** tab, you can add up to nine quick links.

To add a quick link, tap an empty slot and then choose the type of shortcut to add to the **Home** tab.

When the first three slots are occupied, swipe your finger up on the screen to access more slots for adding quick links.



Note

When you swipe your finger up on the screen, the appearance of the Home tab changes, showing only the date, time, and alarm icon on a horizontal bar. Tap the horizontal bar when you want to change the date, time, or alarm clock setting. (Tapping the horizontal bar opens the World Clock screen.)

# 3.5 People

Add the people who matter most to you to the **People** tab so you can quickly make calls or send text and email messages to them without going through your contacts list. You need to have contacts already stored on your phone before you can add them to the **People** tab.



From the **People** tab, you can also set up your own contact card and share it, add new contacts, and easily view exchanged text, multimedia and email messages with a contact. If contacts have their own Facebook account, you can view their Facebook status and updates.

For more information about using the **People** tab, see Chapter 4.

# 3.6 Messages

Quickly browse through and read text messages as they arrive directly from the Messages tab. This tab also displays received multimedia messages. An attachment icon is shown to indicate that a received message is a multimedia message. You only see the subject of the multimedia message.



Text message



Multimedia message

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On the Messages tab, you can:

- Swipe your finger up or down the screen to flip through received text and multimedia messages.
- Tap a displayed message to view the entire message thread from the sender.
- If the sender is a stored contact, you can press TALK/SEND to automatically fill in the sender's phone number on the Phone dialer screen so you can call the sender.
- Tap the New Message icon ( ) on the upper right side of the screen to create a new text message.
- Tap All Messages to access your inbox and other message folders.
- Tap Menu to access more options for handling messages.

For more information about working with text and multimedia messages, see Chapter 7.

# 3.7 Mail

Set up your email accounts on the Mail tab so you can easily check your email and send email messages. After selecting an email account, you can flip and browse through received email by swiping your finger up or down the screen.

# Adding your Internet email account

On the Mail tab, easily add POP3 or IMAP email accounts from popular Web-based email providers such as AOL® or other email providers.

- 1. On the Home screen, slide to the Mail tab.
- If this is your first time to set up an email account, tap the big email image at the center of the screen or tap Add Account at the bottom of the screen. Otherwise, tap Menu > Add Account.
- 3. On the subsequent screen, select an email provider. If your email provider is not listed, tap Other.
- 4. Enter your email address and password, and then tap Next.
- 5. Enter your name and the account display name, and then tap Next. If the type of email account you want to set up is not in the phone database, the subsequent screens will prompt you to enter more details, such as the incoming and outgoing email server settings. Obtain these settings from your email provider.
- If you want your phone to automatically send your email
  messages and download received email at a set interval, select
  the Send/Receive E-mail automatically check box and then
  choose the desired time interval.
- 7. Tap Done.

# Adding your Outlook work account

If you connect to an Exchange Server for your work email, calendar, contacts, and tasks, you can set up your Outlook work account on your phone. Although your phone supports multiple email accounts, you can only have one Outlook account on your phone at a time.

You need to set up and use an Outlook account that syncs with a server running Microsoft Exchange Server 2003 Service Pack 2 (SP2) or Microsoft Exchange Server 2007.

- 1. On the Home screen, slide to the Mail tab.
- If this is your first time to set up an email account, tap the big email image at the center of the screen or tap Add Account at the bottom of the screen. Otherwise, tap Menu > Add Account.
- 3. On the subsequent screen, tap Outlook.
- Enter your work email address and password, and then tap Next.Mail Setup will download Exchange Server settings to your phone.
  - Note If Exchange Server settings cannot be downloaded to your phone, you need to obtain the Exchange Server settings, such as the domain and Exchange Server address, from your network administrator and enter them in the provided text boxes. (The server address must be the Outlook Web Access address.)
    - Also consult your network administrator if the option, This server requires an encrypted (SSL) connection, needs to be enabled or disabled.
- Select Mail and other information types to sync with the Exchange Server.
- 6. By default, your phone is set to use Direct Push so that Outlook email and other information can be instantly synchronized to your phone as they arrive or are updated on the Exchange Server at work.

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook email and other information to your phone. Tap Advanced Settings and then set the Peak time and Non-peak time accordingly.

- Tip You can select a shorter interval in the Peak time box and a longer interval in the Non-peak time box so that Outlook email and other information are synchronized more frequently during your work hours.
- 7. Tap Done. Your phone then syncs with the Exchange Server and downloads your email messages.

# Checking and reading email



When you have newly received or unread email messages, the icon on the Mail tab and the respective icons of your email accounts will show the number of new email messages.

The mail icons displayed on the right side of the screen are your email accounts. Tap an icon to select an email account

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After selecting an email account, you can:

- Browse through received email messages in the selected account by swiping your finger up or down on the screen.
- Tap the displayed email message to open and read the message.
- If the sender is a stored contact, you can press TALK/SEND to automatically fill in the sender's phone number on the Phone dialer screen so you can call the sender.
- Tap the New Email icon ( ) to create a new email message.
- Tap Inbox to access the inbox and other message folders of your account.
- Tap Menu to choose whether to add another email account, send and receive email messages, and more.

For more information about working with email messages, see Chapter 7 and 8.

# 3.8 AT&T

The AT&T tab allows one-touch access to AT&T services, including AppCenter, AT&T Music, AT&T Navigator, and more.

Note You cannot replace a slot in the AT&T tab with another program.



### 3.9 Internet

Easily search for information on the Web. Directly on the Internet tab, you can enter words on the search bar and then tap the Search icon ( ) to open the Web browser and locate the information that you want. You can also tap Launch Browser or the globe image to open the Web browser



For more information about using the Web browser, see Chapter 9.

## Adding Web favorites

To quickly access frequently-visited websites, you can add them as Web favorites to the Internet tab. You can add up to 10 Web favorites.

- 1. On the Internet tab, tap an empty slot and then tap Add Favorite.
- 2. Enter a title and the website address, select a folder in which to save the favorite, and then tap **Done**.

When the first two slots are occupied, swipe your finger up on the screen to access more slots for adding Web favorites

# 3.10 Calendar

Keep track of your important appointments and events with the calendar.

The Calendar tab displays a monthly calendar with markers to inform you of the dates that you have appointments and events. You can also change the tab to display in day, week, year, or agenda view.

Note Agenda view displays appointments for the next seven days, including the current day.

## Creating an appointment

Easily add your appointments and events to the calendar and set reminders.

- 1. On the Home screen, slide to the Calendar tab.
- If you are creating an appointment for the current date, tap Menu > New Appointment. Otherwise, tap another date on the calendar and then tap New Appointment.
- 3. Enter a name for the appointment in the **Title** box and the location.
- Set the Start and End dates and times.
   Otherwise, if it is a special occasion such as a birthday or a whole-day event, select the All Day check box.
- Under Reminder, choose how soon before the appointment you want to be notified.
- Select the type of category for the appointment so that it can be grouped with other related appointments. Tap the box under Category, and then select a preset category (Business, Holiday, Personal, or Seasonal).
- 7. Fill in the other details of the appointment.
- 8. When finished, tap Done.

# Viewing and managing your appointments

In month view, the highlighted date indicates that it is the current date. Dates with appointments are indicated by a triangle ( $\mathbb{N}$ ) at the upper-right corner of the date box.

#### To check your appointments

To check what appointments you have during a certain date, tap a date on the month calendar. The **Calendar** tab then changes to Day view and displays all your appointments and the weather information for that day.



Month viev

Note

The weather information appears only if you have set your local time to a city on the World Clock, and if the appointment date is within the 5-day forecast on the **Weather** tab. See "Home" and "Weather" in this chapter for details.

In Day view, tap an appointment to view complete details of that appointment. On the subsequent screen, you can tap **Menu** to choose whether to edit or delete the appointment.

When in month view, swipe your finger up or down the screen to display the next or previous month on the calendar. You can also tap the Up and Down arrows that appear on the left and right sides of the month.

To change between different calendar views

On the Calendar tab, tap Menu and then choose whether to display
the calendar in Agenda, Day, Week, Month, or Year view.

### 3.11 Stocks

Get the latest stock updates by adding your favorite stock quotes and market indexes to the **Stocks** tab

Note Downloading stock or stock market information may incur additional fees from your mobile operator. Contact your mobile operator for details.

## Adding stock quotes and market indexes

You can add up to 30 stock quotes and market indexes to the **Stocks** tab.

- On the Home screen, slide to the Stocks tab and then tap Menu > Add Stock.
- 2. On the Add Stock screen, enter the company name, stock market index, or ticker symbol in the search box, and then tap the Search button ( ).
- Matched search results will then be displayed. Swipe upward to scroll down the screen and access more search results.
- Tap the company name, stock market index, or ticker symbol to display it on the Stock tab.
- 5. To add another stock quote or stock market index, repeat steps 1 to 3.



## Viewing stock information

The **Stocks** tab lists all your stock quotes and stock market indexes, including current price or volume, and the change in price or volume from the previous trading day. The change in price or volume box indicates whether the stock or stock market has gained (green) or declined (red).

- Swipe your finger upward to scroll down the list of stock quotes on the Stocks tab.

  The the stock greate are at all portion.
  - Tap the stock quote or stock market index name to view its intraday chart and other details.
- 2 Shows the time of the last stock information update. Tap this item or tap Update Now at the bottom-left side of the screen to download the latest stock information.
- 3 Shows the current trading price or volume.
- 4 Tap the green or red box to switch between showing the change in points/price or percentage from the previous trading day.
- 5 Tap Menu to add, delete or rearrange the stock quotes and market indexes. (When rearranging the list, drag items up or down the list to change their order.)



Stock information are automatically downloaded and displayed on the **Stocks** tab at a preset time. If you want to change the download time or turn off auto download, tap **Menu > Settings** and change these download settings. You can also change the color for displaying stock price increases to red, if that is what's being used in your country.

# 3.12 Photos & Videos

Get full enjoyment when glancing photos and watching videos with the extra large screen of your phone. On the **Photos & Videos** tab, you can view your photos and videos either in portrait or landscape view.

#### Portrait view

When you are holding your phone upright, flip through photos and videos by swiping your finger up or down the screen.

From the portrait view of the **Photos & Videos** tab, you can do the following:

- Tap the displayed photo or video to view or play it in full screen.
- Tap the Camera button ( ) or Video
   Camera button ( ) on the right side of
   the screen to capture a photo or video
   using the Camera.
- Tap Slideshow to view the photos as a slideshow. If a video is selected, tap Play.
- Tap Albums to view photos and videos using the Albums program. (See "Viewing Photos and Videos Using Albums" in Chapter 12 for details.)



## Landscape view

While you're on the **Photos & Videos** tab, opening the hardware keyboard to landscape view. In landscape orientation, you get a wider view of the screen and can glide through your photos and videos with more ease.

# 3.13 Music

Enjoy listening to music while on the go. Download or copy entire albums or selected music tracks to your phone and listen to them using the **Music** tab.

Note Your phone searches for all supported music files from the following locations:

Phone:\My Music (including all subfolders)

\My Documents (including all subfolders)

Storage Card: \Storage Card (including all subfolders)

For information about supported music file formats, see "Specifications" in the Appendix.

# Playing music in portrait view

When you are holding your phone upright, swipe your finger up or down the screen to browse through all music tracks stored in your phone and storage card and find the music that you want.



- 1 Tap to update album covers. (You can also tap Menu > Update Album Art and choose what to download and update.)
  - Note Updating album covers may result in additional data charges.
- 2 Shows the repeat mode (Repeat All, Repeat One, or Repeat Off).
- 3 Shows whether shuffle mode is on or off.
- 4 Press and hold on the thin bar below the album art to display the progress bar. Drag your finger right or left on the progress bar to move forward or backward in the current track.
- 5 Tap the Play button to play the selected music track.
- 6 Tap the Next button to go to the next music track.
- 7 Tap the Previous button to go to the previous music track.

# Setting repeat and shuffle modes

Hold your phone upright, tap Menu > Repeat, and then choose whether to repeat the current track, repeat all tracks in the current album or playlist, or not to repeat. To turn shuffle mode on or off, tap Menu > Shuffle.

The icons on the upper-right side of the **Music** tab show whether repeat and shuffle modes are enabled.

Repeat One Repeat All Shuffle On

# Finding albums and music tracks in the Library

The Library organizes music into categories, such as All Songs, Artists, Albums, Genres, and more. If you added new albums or music tracks to your phone, you can find them in the Library.

- 1. On the Music tab, tap Library.
- The tabs at the bottom of the Library screen correspond to the different categories. Select a category.

For example, if you are looking for songs by a particular artist, slide to the **Artists** tab and then tap the artist name. To browse through all music tracks that are stored on your phone and storage card, slide to the **All Songs** tab.

3. Tap the first track or any track in the list. The music then begins playing on the Music tab, starting from the track that you selected

Note The Music tab plays music tracks that are in the Now Playing list of the Library. When you select a category in the Library such as Artists and play the music, the Now Playing list will be replaced with the music tracks from that category.

## **Playlists**

There are two types of playlists that can be added to the Library and played on the **Music** tab:

- Custom playlists ( ) that are created on your phone.
- Windows Media® Player playlists ( ) that are synchronized with Windows Media Player on your computer. (These playlists cannot be edited and deleted from your phone.)

Note If a Windows Media Player playlist contains a combination of music, video and image files, only music files in the playlist are synchronized to your phone and other media types are filtered out.

#### To create a playlist

- 1. On the Music tab, tap Library.
- 2. Tap or slide to the Playlists tab.
- 3. Tap Menu > New, enter a playlist name, and then tap Done.
- 4. On the Playlists screen, tap the playlist you have just created, and then tap Add Songs.

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- 5. On the subsequent screen, tap or slide your finger across the tabs to select a category. For instance, to select music tracks from a certain album, tap the Albums tab and then tap the album that you want.
- Select the check boxes of the music tracks that you want to add to your playlist, or tap Menu > Select All to choose all the music tracks.
- 7. Tap Done.
- 8. Tap Add Songs again and repeat step 5 to 7 to add more music tracks. When you have finished adding music tracks to your playlist, tap Back to return to the Playlists screen.

### To play back a playlist

- 1. On the Music tab, tap Library.
- 2. Tap or slide to the Playlists tab.
- 3. On the Playlists screen, tap to select a playlist.
- Tap the first track or any track in the playlist. The Music tab then plays the tracks from the playlist, starting from the track that you selected.

Note Playlists are not automatically updated when music files have been deleted from the phone's memory or storage card.

# 3.14 Weather

Your phone automatically connects to the Internet to download weather information. On the **Weather** tab, it displays the weather information of your current location and other preselected cities. The current day's weather as well as the weather conditions for the next four days of the week are displayed.

#### On the Weather tab, you can:

- Swipe your finger up or down the screen to view the weather in other cities
- Tap Update Now to download the latest weather information
- Tap More Detail Online to open the Web browser and view more weather information on the website. (This option is not available when you are viewing the weather for your current location.)
- Tap Menu and choose to add, remove, or rearrange cities, or change weather settings.



# Adding a city

The Weather tab can display weather information of up to 15 cities, including your current location. Follow the steps below to add a city to this tab

- 1. On the Weather tab, tap Menu > Add Location.
- On the Add Location screen, enter the first few letters of a country or city name. The screen then displays a matching list of locations. Scroll through the list and then tap the name of the desired city.

Your phone then downloads the weather information of the city that you selected and adds it to the **Weather** tab.

# Weather settings

You can change the displayed temperature to Celsius or Fahrenheit on the **Weather** tab. You can also enable or disable auto download options and change the download time.

- 1. On the Weather tab, tap Menu and then choose whether to display temperature in Celsius or Fahrenheit.
- 2. To change other weather settings, tap Menu > Settings and then choose from the following options:
  - Download weather automatically. When this option is selected, weather information is automatically downloaded at the set download time whenever you select the Weather tab. To change the download time, tap the box that shows the preset time and then choose another time interval.
     Clear this option if you prefer to manually download weather information
  - Download weather when roaming. Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional data charges.

# 3.15 Twitter



Enjoy twittering directly from your phone. On the Twitter tab, you can type in and send your tweet. This tab also readily displays the most recent tweets from the people that you follow.

See "Twittering on Your Phone" in Chapter 9 for details.

# 3.16 Settings



Changing or tweaking settings is as easy as one, two, three. With the phone settings neatly organized on the **Settings** tab and labeled with clear descriptions, you can easily find what you are looking for and just tap your way to the setting you want to change.

For more information about changing phone settings, see Chapter 14.

# Chapter 4

# Staying Close

# 4.1 It's All About People

Bringing people who matter most closer to you - that's what your phone is all about.

Add everyone you know to your phone to keep them within reach. For even faster communication, you can put people you keep in touch with often up front on your Home screen's **People** tab. You can also add your own personal details to your phone and easily send this information to others.

Since your phone organizes text and multimedia messages, email conversations, and phone logs of a person all in one place, you get to see at a glance all communications with that person. Your phone also keeps you in tune with your social circles by integrating Facebook information into the contact details of people on your phone.

In this chapter, learn how to share your personal details, add people's contact details to your phone, and put your favorite contacts on the Home screen's **People** tab. Also learn how to view the exchange of messages and conversations with a contact.

To find out how you can reach out to people and share your thoughts, photos and videos in social networks such as Facebook, Twitter, and YouTube, see Chapter 9.

# 4.2 Adding and Sharing Your Personal Details

You can save your phone number and personal details to your phone and easily send them to your family, friends, and other people.

## Adding your personal details

My Contact Card stores your personal details on your phone. There are two ways to add your personal details to My Contact Card.

To enter your personal details to My Contact Card
On your phone, enter your personal details directly to My Contact
Card.

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap Me to open the My Contact Card screen.
- 3. To add your personal photo, tap the Contact Photo icon ( ) on the upper-right corner of the My Contact Card screen. Choose whether to use your Facebook photo, select a photo from Albums, or take a photo using the Camera.
  - If you chose to use your Facebook photo, enter the email address and password that you use for your Facebook account when you are prompted to log into Facebook.
- 4. Enter your name, phone number, and email address in the fields provided. Scroll down the screen and fill in more personal details.
- 5. Tap Done.

# To sync your Outlook contact card from your computer and save to the phone's My Contact Card

If you are using Microsoft® Office Outlook® on your computer, you can create your own contact card containing your personal details on your computer and sync it along with other Outlook contacts to your phone. To find out how to sync your computer with your phone, see Chapter 6.

After synchronization is complete, do the following:

- 1. On the Home screen, slide to the People tab and then tap All People.
- 2. Scroll through your contacts list and tap your name.
- 3. Tap Menu > Save to My Contact Card.

Note You can save any contact or SIM contact to My Contact Card.

# Sharing your personal details

Send your personal details in a text or multimedia message to your family, friends, and people you know so they can easily add you to their phone.

- 1. On the Home screen, slide to the People tab and then tap All People.
- Tap the Send button ( ) that appears to the right of Me (My Contact Card).
- 3. Choose whether to Send by SMS or Send by MMS.
- Select the Select all check box to share all your personal details, or select the check boxes of the types of contact information you want to share.
- Tap Done. A new message is then created. If you're sharing your personal details in a multimedia message, the information will be included as an attachment in your message.
- 6. Compose your message and send it. For more information about sending text and multimedia messages, see Chapter 7.

# 4.3 Adding Contacts to Your Phone

There are several ways to add contacts to your phone. You can:

- Create new contacts on your phone. See "Creating new contacts" for details.
- Sync Outlook contacts from your computer to your phone. See Chapter 6 for details.
- Sync contacts from your existing Microsoft® My Phone account, if you have one. See "Synchronizing With Microsoft My Phone" in Chapter 6 for details.

# Creating new contacts

On your phone, you can create contacts complete with all sorts of contact information such as mobile, home, and work phone numbers, email addresses, home and work street addresses, and more. You can also create SIM contacts with phone numbers only and store them on your SIM card.

#### To create a contact

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap New to create a new contact.
- 3. Enter the contact name, mobile phone number, and email address in the fields provided. To add another phone number, tap Add Number. To add another email address, tap Add Email.
- 4. Scroll down the screen and fill in more contact details.
- To link the contact with his or her Facebook account, tap Link at the bottom of the New Contact Card screen. (For more information about Facebook, see "Facebook Updates and Events" in this chapter.)

#### 102 Chapter 4 Staying Close

- 6. To add the photo of your contact, tap the Contact Photo icon ( ) on the upper-right corner of the New Contact Card screen. Choose whether to use the Facebook photo, select a photo from Albums, or take a photo.
- When you have finished entering all the contact details, tap Done.
- Tip Tap More at the bottom of the New Contact Card screen to enter additional contact information.

#### To create a SIM contact

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap Menu > New Contact > SIM.
- 3. Enter the contact name and phone number, and then tap Done.
- Tip Importing SIM contacts to your phone results in duplicate contact names in the contacts list.

# 4.4 Working With Favorite Contacts

You need to have contacts already stored on your phone before you can add them as favorite contacts to the Home screen's **People** tab. If there are no existing contacts, create or sync them first on your phone. See "Adding Contacts to Your Phone" in this chapter for details.

## Adding favorite contacts to the People tab

You can add up to 15 favorite contacts to the Home screen's People tab.

Note SIM contacts cannot be added as favorite contacts.

- 1. On the Home screen, slide to the People tab.
- 2. Tap an empty slot. (If slots are occupied, scroll down the screen to find more available slots.)
- 3. Scroll down the contacts list to find the contact that you want to add to the People tab. If you have a long list of contacts, you can filter the list first by entering the first few letters of the person's name in the text box on top of the contacts list.
- 4. When you find the contact that you want, tap the contact name.
- Select a phone number or email address to use when calling or sending a message to the selected contact.
- 6. If this contact does not have an associated photo, the next screen lets you take a photo of the contact or select an existing photo. If you selected the contact photo and it has a large size, you need to crop the photo. On the subsequent screen, a crop box appears on the photo. Center this box on the person's face and then tap Done.
- Tip To remove favorite contacts from the People tab, tap Menu > Remove Favorite, tap the photos of the contacts you want to remove, then tap Done.

Quickly calling or sending a message to a favorite contact On the Home screen's People tab, the following icons are shown on each photo to indicate the type of contact method that is associated to each favorite contact.



Scroll through your favorite contacts by swiping your finger up or down the screen. Place a call or create a new message to send to a favorite contact by simply tapping the person's photo.

# 4.5 Viewing and Managing Your Contacts

To look for contacts on your phone, go to the Home screen's **People** tab and then tap **All People**. The People screen then opens.

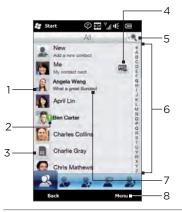
On the People screen, tap or slide your finger right or left at the bottom of the screen to switch between the following tabs:



1	All	Lists all contacts on your phone and on the SIM card. This tab lets you create, delete, or edit a contact, import SIM contacts to your phone, or save a contact to your SIM card. Tap a contact to open the Contact Details screen. You can also use this tab to open or update My Contact Card.
		Tip If you imported SIM contacts to your phone and duplicated contacts are displayed, tap Menu > View > Contacts to filter and display only contacts stored on your phone.
2	Favorites	Shows the favorite contacts that you have added to the Home screen's <b>People</b> tab. You can also add favorite contacts through this tab.
3	Groups	Allows you to create groups of contacts so that you can easily send text, multimedia and email messages to a group of people without having to enter each contact one at a time. See "Contact Groups" in this chapter for details.
4	Updates and Events	Displays notifications when there are updates that occurred in Facebook. This tab also shows events of your stored contacts. See "Facebook Updates and Events" in this chapter for details.
5	Call History	Lists all your dialed numbers, and received and missed calls. See "Using Call History" in Chapter 2.

# Browsing and finding contacts

On the People screen, the All tab shows you the complete list of contacts that are stored on your phone and your SIM card. Swipe upward or downward on the screen to scroll through the contacts list. Use the Quick Scroll Bar or the Search button to quickly find the contacts that you want.



- The "f" icon indicates that the photo is the contact's Facebook profile photo.
  - Note Your phone will use the contact's Facebook photo when you have linked to the contact's Facebook profile. If there is a contact photo already stored on your phone, the Facebook photo will not show in your contact even if you have linked to the contact's Facebook profile.
- 2 The "!" icon appears when:
  - You receive a new text, multimedia or email message, or when you miss a call from the contact.
  - The contact has new updates or events in Facebook.
- This is a SIM contact.
- 4 Tap this button to send My Contact Card in a text or multimedia message. See "Sharing your personal details" in this chapter for details.
- 5 Tap this button to search for contacts.
- 6 Use this Quick Scroll bar to quickly scroll to contact names that begin with a certain letter. Press and hold on the scroll bar and then slide your finger up or down.
- 7 The Facebook status appears when the contact has a new status message in Facebook.
- 8 From the menu, you can choose between creating a phone contact or SIM contact, delete contacts, filter the contacts list by groups, and more.

# 4.6 Viewing Contact Information and Exchange of Communications with the Contact

Your phone organizes contact details, text and multimedia messages, email conversations, Facebook information, and phone logs of a contact all in one place. Simply tap a contact name from the contacts list to view all these information.

After you selected a contact, the Contact Details screen opens. On this screen, tap or slide your finger right or left at the bottom of the screen to switch between the following tabs: Details, Messages, Email, Updates and Events, and Call History.



1	Details	Shows a person's contact details. From this tab, you can call or send a text, multimedia, or email message to the contact, edit or delete the contact information, or save the contact to your SIM card.
2	Messages	Displays exchanged text and multimedia messages with the contact. You can also reply with a text message directly on this tab.
3	Email	Displays all received email messages from the contact.
4	Updates and Events	Displays notifications when the contact has updates on his or her Facebook account. This tab also shows events of the contact. See "Facebook Updates and Events" in this chapter for details.
5	Call History	Lists all incoming, outgoing, and missed calls to and from the contact. This tab also lets you call the contact and delete the phone logs of the contact. See "Using Call History" in Chapter 2 for details.

# Changing the number for sending text and multimedia messages

By default, the number entered in the Mobile field in the contact details is the primary phone number to which your text and multimedia messages are sent when you tap **Send Message** on the Contact Details screen.

If a contact has two or more mobile phone numbers for personal use and work, you can change the primary phone number on the Contact Details screen for sending messages to the contact.

- 1. On the Home screen, slide to the People tab and tap All People.
- 2. Tap a contact from the contacts list.
- 3. On the Contact Details screen, tap the Change number button (1) that appears on the right side of the Send Message item. On the subsequent screen, tap another phone number to use for sending text messages to the contact.



 A new message is then created. Compose and send your message. (For more information about sending text and multimedia messages, see Chapter 7.)

# 4.7 Contact Groups

By organizing contacts into groups, sending messages to several contacts is a lot easier. Using groups to categorize contacts is also a way of filtering the contacts list so that browsing and finding contacts can be faster and easier.

### Creating a contact group

Create a group of contacts so you can easily send a text or multimedia message to the group without having to add the addressed contacts to your message one by one.

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap or slide to the Groups tab ( 🌉 ).
- 3. Tap New. Enter a group name and then tap the Contact Photo icon ( ) to assign a photo to the group.
- To add contacts to this group, tap Add. Select the contacts you want to add to the group and then tap OK.
- 5. Tap Done.

# Sending a text or multimedia message to a group

When sending a text or multimedia message, by default, the message will be addressed and sent to the Mobile number of each contact in the group. For more information about sending text and multimedia messages, see Chapter 7.

# Filtering the contacts list by group

If you have a long list of contacts, you can more easily browse and find the contacts that you want by filtering the list to display only a certain group of contacts.

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap Menu > Filter.
- 3. Select the group name that you want and then tap Done.

# 4.8 Facebook Updates and Events

If you and your stored contacts have Facebook accounts and you are connected to your Facebook account on your phone, you can easily check whether you and your contacts have new updates and events that occurred in Facebook.

# Logging in and out of Facebook

Easily log in or out of your Facebook account from the Home screen's **Settings** tab.

- 1. On the Home screen, slide to the **Settings** tab.
- Tap Data services.
- If you are not connected to your Facebook account, tap Facebook, enter the email address and password that you use for your Facebook account, and then tap Login.
- To log out of Facebook, tap the Off/On switch that appears to the right of the Facebook option. Tap OK to confirm and log out.

# Checking all Facebook updates and events

You can check yours and other people's Facebook updates and events in one convenient location

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap the Updates and Events tab ( 📓 ).
- If you haven't linked your stored contacts to their Facebook accounts, the Updates and Events tab will show a Link Profiles option. Tap this option, choose which contacts you want to link to Facebook, and then tap Done.
- 4. To check what Facebook updates you have, tap Me while you're on the Updates and Events tab. On the My updates screen, you'll then see the different types of updates, such as unread pokes, unread messages, unread event invites, and more. Tapping a type of update opens the Web browser and brings you to your Facebook site where you can view the update details.
- 5. In the Events list of the Updates and Events tab, you'll see the events of your contacts, such as someone's birthday or anniversary. Tap a contact in this list to open the Web browser so you can view more details about that contact's events.
- When you tap a contact in the Updates list, you will see the complete status message of the contact and other Facebook updates of the contact.
- Notes To manually refresh and display the latest Facebook updates, tap Menu > Update Now.
  - To enable the Facebook updates to be refreshed automatically, tap Menu > Settings and then select the Download data automatically. Your phone automatically checks from Facebook in a fixed time period.

# Checking a contact's Facebook updates and events

To check only for a single contact's Facebook updates and events, you can select the contact from the contacts list first and then go to the **Updates and Events** tab from the Contact Details screen.

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap a contact to open the Contact Details screen.
- 3. Tap the Updates and Events tab ( 📳 ).
- 4. In the **Events** list, tap a Facebook event to open the Web browser and view more information about the event.
- 5. In the **Updates** list, tap a Facebook update to open the Web browser and view details of that update.

### Updating your Facebook status

You can share your thoughts to your Facebook contacts directly from your phone.

- On the Home screen, slide to the People tab and then tap All People.
- 2. Tap Me to open your own contact card.
- Scroll to the bottom of the screen and then tap your Facebook name.
- 4. Enter your status message in the provided text box and then tap Share.

# Chapter 5

# **Entering Text**

# 5.1 The Hardware Keyboard

Your device comes with a QWERTY keyboard, which is similar to a standard keyboard on a computer. To use the keyboard, slide the screen panel to the right to reveal the keyboard.



The screen orientation automatically switches to landscape mode when the keyboard is opened.

# Adjusting the LCD screen angle

After sliding out the hardware keyboard, you can adjust the angle of the device screen to minimize glare and reflection.



The maximum tilting angle of the screen is 50 degrees. Do not force the screen to tilt further than the maximum tilting angle as it will break the device



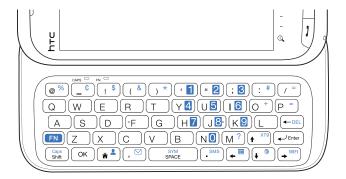
Before you retract the screen, please be sure to adjust the screen angle back to the original horizontal position.

# Using the hardware keyboard

You can do the following with the hardware keyboard:

- To type lowercase letters and numbers, press the keys using your thumbs or fingers.
- To enter all uppercase letters, press shift twice, or press first and then press shift. To change back to all lowercase letters, press shift again.
- To enter a single uppercase letter, press shift and then press the corresponding key.

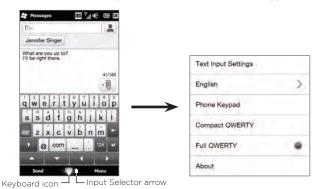
- To enter the symbol or punctuation mark, or launch the program that is printed at the upper right corner of a key, press then press the corresponding key.
- To open the Symbol Pad, press (FN) and then press (, SYM).
- Press (← Enter) to insert a hard return while typing.
- Press the arrow keys (→ □) / (→ POUP) / (→ POUP) for directional movement
- To delete the character to the right of the blinking cursor, press
   first and then press ← DEL . To delete the previous character,
   press ← DEL .
- Press And then SMS to open your SMS/MMS messaging account.
- Press and then press to open the XT9 menu.



# 5.2 Using the Onscreen Keyboard

When you start a program or select a field that allows you to enter text or numbers, a keyboard icon will be displayed at the bottom center of the screen to indicate that the onscreen keyboard is available for use. Tap the keyboard icon to display or hide the onscreen keyboard.

Tap the Input Selector arrow that appears next to the keyboard icon to open a menu from which you can select different keyboard layouts and customize text input settings. You can choose from these keyboard layouts: Full QWERTY, Compact QWERTY, and Phone Keypad.



#### **Full QWERTY**



The **Full QWERTY** is a full onscreen QWERTY keyboard layout similar to a desktop computer keyboard.

#### Compact QWERTY



The Compact QWERTY layout features two letters on each key. With its large, touch-friendly keys and enhanced features such as XT9 predictive input, you can enter text faster and more accurately.

# Phone Keypad



The Phone Keypad is an onscreen keypad that has a layout similar to mobile phone keypads, plus some additional keys. The Phone Keypad has large keys and enhanced input features such as XT9 predictive input, which makes it faster for you to enter text in your messages and documents.

### Onscreen navigation pad

Use the onscreen navigation pad for onscreen directional control.

On the navigation pad, tap the up, down, left, or right key to move the text cursor in the direction that you want while you are entering or editing text.



If you are browsing a list, you can tap the up or down key to navigate the list and select an item from the list.

# Entering text

- 1. Start a program that accepts text input, such as Word Mobile.
- Tap the Input Selector arrow, and then select Full QWERTY, Compact QWERTY, or Phone Keypad.
- Tap to switch between using normal text entry (ABC mode) and XT9 predictive mode. To learn how to enter text in XT9 mode, see "Using Predictive Mode" in this chapter.
- 4. Switch the keyboard to normal text entry (ABC mode) and then start tapping keys on the keyboard to enter letters:
  - When using the Full QWERTY, tap keys on the keyboard as you would on a computer keyboard.
  - When using the Compact QWERTY, tap a key once to enter the first letter that shows on the key. To enter the second letter, tap twice.
  - When using the Phone Keypad, tap a key once to enter the first letter, twice to enter the second letter, or three times to enter the third letter that is shown on the key.

- Tap the CAPS shift key ( to enter an uppercase letter. Tap this key twice to turn Caps Lock on when you need to enter consecutive uppercase letters.
- Press and hold a key to enter a punctuation mark, symbol, or number that is shown on the upper half of the key. For example, to enter number 1, press and hold
  - If there are accented characters also associated with the key (such as vowel keys), tapping and holding the key displays a selection bar. Slide your finger right or left across the selection bar to choose the accented character that you want to insert to your text.
- Tap <sup>129</sup> to choose from more symbols or use a number keypad for faster numeric entry. See "Entering Numbers and Symbols" for details.

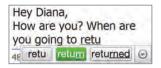
# 5.3 Using Predictive Mode

XT9 is a predictive text input mode which displays a word suggestions list as you enter the first few characters so you just select the word that you want.

#### To enter text using XT9 mode

- 1. Make sure that the input mode is set to XT9 ( \text{\text{\text{\text{\text{\text{M}}}}} ).
- 2. Start entering the first few letters of a word. As you enter each letter, suggested words will be displayed.

In the word suggestions list, the leftmost word shows the exact letters that you entered, while the other words are suggested words.



If you don't see the word that you want, tap the down arrow icon ( ) to see more suggested words.

When you see the word that you want, tap the word to insert it into your text.

When you see the word that you want highlighted in the suggestions list, you can also tap the Enter key or the Space bar to insert the word into your text.

#### To add a new word to the dictionary

While entering text using the Full QWERTY, Compact QWERTY, or Phone Keypad in XT9 predictive mode, tapping a suggested word (the highlighted word in the word suggestions list) will automatically add that word to the dictionary if it does not exist in the dictionary.

When using the Compact QWERTY or the Phone Keypad, you can also manually add new words to the dictionary.

- While in XT9 mode, type a letter and then tap the down arrow icon ( ) on the right side of the word suggestions list.
- 2. Tap Add word.
- 3. Type the new word you want to add and then tap the check mark icon ( ).



# 5.4 Entering Numbers and Symbols

Tap 🔤 on the onscreen keyboard to switch to the numeric and symbol keyboard layout so you can easily enter numbers and common symbols such as parentheses, braces, currency signs, punctuation marks, special characters, and more.

#### To enter a number or symbol

Tap a number or symbol to insert it into your text. There are several pages of symbols that you can choose from.



Numeric and symbol keyboard layout in Full QWERTY



Numeric and symbol keyboard layout in Compact QWERTY and Phone Keypad

#### To enter accented characters

If you are using the Compact QWERTY or Phone Keypad, go to the last page of symbols to find accented characters.

- Tap an accented character to enter it to your text.
- Tap the CAPS shift key ( ) to turn on Caps Lock and enter accented characters in uppercase. Tap again to change back to lowercase

#### 122 Chapter 5 Entering Text

 Press and hold a key to choose from other similar accented characters. Slide your finger right or left across the selection bar to choose the accented character that you want to insert to your text.



To return to the alphabetic keyboard layout
Tap at to go back to the alphabetic keyboard.

# 5.5 Text Input Settings

Text input settings can be accessed either from the keyboard layout selection menu or from the phone settings:

- From any of the keyboard layouts, tap the Input Selector arrow at the bottom of the screen and then tap Text Input Settings. Or,
- On the Home screen, slide to the Settings tab and then tap Locale & text > Text input.

On the Text Input Settings screen, tap the Off/On switches to enable or disable the various input settings. You can also view a basic tutorial on entering text with the onscreen keyboard.



# Chapter 6

# Synchronizing Information

# 6.1 Ways of Synchronizing Your Phone

You can take information wherever you go by synchronizing it to your phone. There are different ways you can sync your phone:

· Sync information from your computer to your phone.

The following types of information can be synchronized:

Microsoft Office Outlook information — Office Outlook email, contacts, calendar, tasks, and notes

Notes created using Microsoft® Office OneNote® 2007

Media — Pictures music and video

Favorites — Website addresses you save as Favorites in Internet Explorer® on your phone or in the Mobile Favorites folder of Internet Explorer on your computer.

Files - Documents and other files

 Sync your phone with your Outlook work account on the Exchange Server.

For more information about setting up your phone to sync with the Exchange Server, see Chapter 8.

# 6.2 Before Synchronizing With Your Computer

Before you can sync with your computer, you need to install and set up first the synchronization software on your computer. For more information, see "Setting Up Windows Mobile Device Center on Windows 7 and Windows Vista" and "Setting Up ActiveSync on Windows XP" in this chapter.

After installing the synchronization software on your computer, connect the phone to your computer using the USB sync cable. When the Connect to PC screen appears on your phone, tap ActiveSync, and then tap Done.

You can also sync information with your computer using Bluetooth. See "Synchronizing via Bluetooth" later in this chapter.

- Notes ActiveSync or Windows Mobile Device Center only syncs data on your computer and phone. If you have installed a storage card and you want to back up files from the storage card, use Windows Explorer on your computer to copy files from the storage card to your computer.
  - If you are sending your phone for repair or performing a hard reset, data from your phone will be lost. It is recommended that you sync your phone to your computer to back up your files. To back up files from the storage card to your computer, use Windows Explorer to copy files from the storage card to the computer.

# 6.3 Setting Up Windows Mobile Device Center on Windows 7 and Windows Vista

Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows 7 and Windows Vista®. Some versions of Windows 7 and Windows Vista come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista, you can install it from the Getting Started Disc that came with your device.

Setting up synchronization in Windows Mobile Device Center When you connect your phone to your computer and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your phone. To create a partnership:

- Connect your phone to your computer. Windows Mobile Device Center configures itself, then opens.
- 2. On the license agreement screen, click Accept.
- 3. On the Windows Mobile Device Center's Home screen, click **Set up** your device.



- Note Choose Connect without setting up your device if you only want to transfer media files, check for updates, and explore your phone but not sync Outlook information.
- 4. Select the items you want to sync and then click Next.
- 5. Enter a name for your phone and then click Set Up.

When you finish the setup wizard, Windows Mobile Device Center syncs your phone automatically. Notice that Outlook email messages and other information appear on your phone after synchronization.

# Using Windows Mobile Device Center

To open Windows Mobile Device Center, click Start > All Programs > Windows Mobile Device Center on your Windows 7 or Windows Vista computer.

On Windows Mobile Device Center, you can do the following:



• Click Mobile Device Settings to change sync settings.

- When you click Pictures, Music and Video > XX new pictures/ video clips are available for import, a wizard guides you to tag and transfer photos from your phone to the Photo Gallery on your computer.
- Click Pictures, Music and Video > Add media to your device from Windows Media Player to sync music and video files using Windows Media Player. For more information, see "Using Windows Media Player Mobile" in Chapter 12.
- Click File Management > Browse the contents of your device to view documents and files on your phone.

Note See Windows Mobile Device Center Help for more information.

# 6.4 Setting Up ActiveSync on Windows XP

On a Windows® XP computer, you need to use Microsoft ActiveSync 4.5 or later. If you do not have this software on your computer, you can install it from the Getting Started Disc that came with your device.

# Setting up synchronization in ActiveSync

- Connect your phone to your computer. The Synchronization Setup Wizard automatically starts and guides you to create a sync partnership. Click Next to proceed.
- To sync your phone with your computer, clear the Synchronize directly with a server running Microsoft Exchange check box, then click Next.
- 3. Select the information types that you want to sync, then click Next.
- Select or clear the Allow wireless data connections check box according to your preference.
- 5. Click Finish

When you finish the wizard, ActiveSync syncs your phone automatically. Notice that Outlook email messages and other information appear on your phone after synchronization.

# 6.5 Synchronizing With Your Computer

Connect and sync your phone with your computer using the USB cable or Bluetooth connection.

### Starting and stopping synchronization

You can manually sync either from your phone or computer.

#### From your phone

Tap Start > ActiveSync, and then tap Sync. To end synchronization before it completes, tap Stop.

Tip To delete a partnership with one computer completely, disconnect your phone from that computer first. In ActiveSync on your phone, tap Menu > Options, tap the computer name, then tap Delete.

#### From Windows Mobile Device Center

- 1. Click Start > All Programs > Windows Mobile Device Center.
- Click at the lower left of the Windows Mobile Device Center.
   To end synchronization before it completes, click .

#### From ActiveSync on your computer

When you connect your phone to your computer, ActiveSync automatically opens on your computer and syncs.

- To end synchronization before it completes, click 🔕 .

### Selecting information to sync

You can select the information types and the amount of information to sync for each type either on your phone or your computer. Follow the steps below to change sync settings on your phone.

Note Before changing sync settings on your phone, disconnect your phone from your computer.

- 1. In ActiveSync on your phone, tap Menu > Options.
- 2. Select the check box for any items you want to sync. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
- 3. To change sync settings for an information type, for instance, E-mail, select it and tap Settings.

You can then set the download size limit, specify the time period of information to download, and more.

- Notes Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your phone. You can only select or clear these items from your computer's Windows Mobile Device Center or ActiveSync.
  - A computer can have sync partnerships with many different Windows phones, but a phone can have sync partnerships with at most two computers. To ensure that your phone syncs properly with both computers, set up the second computer using the same sync settings you used on the first computer.
  - Outlook can be synchronized with only one computer.

### Troubleshooting sync connection problem

In some cases, when the computer connects to the Internet or a local network, it may disconnect the connection with your phone in favor of the Internet or network connection

If this happens, slide to the **Settings** tab of the Home screen, tap **Other > USB to PC**, and then clear the **Enable faster data synchronization** check box. This makes your computer utilize a serial USB connection with your phone.

# 6.6 Synchronizing via Bluetooth

You can connect and sync your phone with the computer using Bluetooth.

Note To connect and sync your phone with a computer via Bluetooth, your computer must have a built-in Bluetooth or installed with a Bluetooth adapter or dongle.

- Set up Windows Mobile Device Center or ActiveSync on your computer to sync through Bluetooth. Make sure to set up a Bluetooth COM port on your computer. See the program's Help for instructions.
- 2. On your phone, tap Start > ActiveSync.
- 3. Tap Menu > Connect via Bluetooth > Add a device.
- 4. On the subsequent screen, a message is displayed, asking whether to turn on Bluetooth. Tap Yes.
- Your phone then searches for Bluetooth devices within range and lists your computer name and other Bluetooth devices that are found. Tap your computer name in the list.

#### 132 Chapter 6 Synchronizing Information

- Enter an alphanumeric password, which can be 1 up to 16 characters, to create a secure Bluetooth connection with your computer, and then tap OK.
- 7. On your computer, accept the Bluetooth connection and enter the same password.
- 8. On the subsequent screen, select a serial port to use for ActiveSync, and then tap Continue.
- 9. The computer name now appears in the Devices tab ( [ ] ) of Bluetooth settings, with ActiveSync added as a service. Close the Bluetooth settings screen.

Check Windows Mobile Device Center or ActiveSync on your computer. You should be able to see now that your computer is connected to your phone. Once they're connected, you can sync information anytime through Bluetooth.

If your phone does not connect automatically to your computer, open ActiveSync on your phone, and then tap Menu > Connect via Bluetooth > computer name to connect your phone to your computer using Bluetooth.

# 6.7 Synchronizing Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Windows Media Player on your computer to sync music and video with your phone.

Other than selecting the **Media** information type to be synchronized, all media sync settings must be set in Windows Media Player. Before media can be synchronized, you must do the following:

- Install Windows Media Player Version 11 on your computer. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your phone to the computer with a USB cable. If your phone is currently connected using Bluetooth, you must end that connection before media can be synchronized.
- Set up a sync partnership between your phone and your computer's Windows Media Player.

See "Using Windows Media Player Mobile" in Chapter 12 for details.

# Chapter 7

# **Exchanging Messages**

# 7.1 Sending Text Messages

Send short text messages (SMS) to other mobile phones. If you exceed the limit on the number of characters for a single text message, your text message will be delivered as one but will be billed as more than one message.

- 1. On the Home screen, slide to the Messages tab.
- 2. Tap the New Message icon ( ).
- 3. Fill in one or more recipients. In the To field, you can:
  - Start entering the first few letters of the recipient's name to display a matching list of names from your stored contacts.
     Each recipient in the results list may have several phone numbers. Tap the number to which you want to send your text message.
    - To add another recipient, repeat the above process.
  - Enter the recipient's mobile phone number, and then tap the Enter key ( ) or semicolon key ( ). Repeat this process to type in another number.
  - Address the text message to one or more groups of contacts.
     To do so, tap Menu > Add Recipient and then tap the Groups tab ( ). Select the check box of one or more groups and then tap Done.

- 4. Tap the text box that shows "Tap to add text" and then enter vour text message.
  - To select from a list of common text messages, tap Menu > Quick Text and choose one to insert to your message.
- 5. When you have finished composing your text message, tap Send.

# 7.2 Sending Multimedia Messages

With your phone, you can send multimedia messages (MMS) that include text, a photo or video, audio, slideshow, and other attachments such as a person's contact information or a calendar appointment.

- Notes Multimedia messaging is a charged service and has to be provisioned on your mobile phone account. Contact your mobile operator to have multimedia messaging provisioned as part of your calling plan.
  - Make sure the size of multimedia messages that you send is within the limits allowed by your mobile operator.

To create a multimedia message, start by creating a text message. When you include a photo, video, or other attachment, your message becomes a multimedia message.

- 1. Create a new message by following steps 1 to 4 in "Sending Text Messages". When adding one or more recipients in the To field. select or enter the mobile phone number or email address of each recipient.
- 2. Tap the Attach button ( ) or tap Menu > Insert.
- 3. Choose what you want to include in your multimedia message.

Types of attachments		What to do
P	Photo or Video	Select a photo or video to attach to your message. If you do not see the photo or video that you want, tap Albums first to select the storage card or another album where the photo or video is located. You can also capture a photo or video and add to your message.
P	Voice recording	Select an audio file or record your voice and attach it to your message.
四	Contact card (vCard)	Select a contact and attach that person's contact details to your message.
鬱	Calendar appointment (vCalendar)	Select an appointment from the calendar to attach to your message.
	Slideshow	Add a subject and compose a slideshow. See "Creating a slideshow" for details.

4. When you have finished composing your multimedia message, tap Send.

Tip You can also send a multimedia message from Camera, Albums, or Pictures & Videos.

# Creating a slideshow

In a multimedia message, you can add slides, each containing a photo, video, audio, or other attachments such as a contact card or calendar appointment.

- In your multimedia message, tap the Attach button ( ) or tap Menu > Insert.
- 2. Tap Slideshow ( 📵 ).
- 3. On the new slide, enter your subject.

- Tap Insert Picture and then select a photo or video to add to the slide
  - If the photo size exceeds the remaining message size, tap Yes to resize. A selected video cannot be added to the slide if its file size exceeds the limit.
- 5. To add more attachments, tap Menu > Insert and select the type of attachment you want to add.
- 6. To add another slide, tap the Add Slide button and repeat steps 4 and 5 to add a photo or video and other attachments.
- 7. To go to the previous or next slide so you can view or edit a slide, tap the left arrow ( ) or right arrow button ( ).
  - Tip To remove a photo, video, or another attachment, tap Menu and then tap what to remove.
    - To delete a slide, tap Menu > Remove Slide.
- To set the display duration for a photo slide, tap Menu > Duration and then select a duration. You can set a different duration for each slide
- 9. When you have finished composing your slideshow, tap Done.
- 10. Tap Send.

Tips While composing a text or multimedia message, you can:

- Tap a recipient to open a menu and choose whether to call the recipient, change the person's phone number before sending the message, remove the recipient, and more.
- Tap Menu > Save as Draft to save your message as a draft. To resume
  editing the message, tap Menu > Settings > Traditional Mode on the
  All Settings screen to access the different message folders, and then
  open the message from the Drafts folder.

# 7.3 How to Know When You Have New Text and Multimedia Messages

A new message icon ( ) appears in the title bar when there are new text or multimedia messages received on your phone. The Home screen's Messages tab ( ) also shows the number of new or unread messages.

Depending on the notification sounds set on your phone, the phone will vibrate or sound an alert when you receive new messages. To find out how to change the notification sound, see Chapter 14.

On the Home screen, slide to the Messages tab and then swipe your finger up or down the screen to browse through received messages. You can also directly read a new text message right on the Messages tab.

To view a multimedia message, you have to tap the message first on the **Messages** tab and open it.

For more information about viewing text and multimedia messages, see "Message Conversations".



# 7.4 Message Conversations

Text and multimedia messages that are sent to and received from a contact (or a number) are grouped into conversations or message threads. Threaded messages let you see exchanged text and multimedia messages with a contact in one place.

Viewing the exchange of messages with a contact Go to the All Messages screen to select the contact for whom you want to view the exchange of messages.

- On the Home screen, slide to the Messages tab and then tap All Messages.
- 2. On the All Messages screen, tap a contact.

You will then see the contact's **Messages** tab which displays the exchange of text and multimedia messages you had with the contact. If there are several messages, swipe your finger up or down the screen to scroll through the messages.



Tip Tapping a received text or multimedia message on the Home screen's Messages tab also opens the contact's Messages tab.

# Replying to the contact in the conversation

While viewing the exchange of messages with a contact, you can directly enter and send your reply to the contact in the reply window at the bottom of the screen. You can reply with a text or multimedia message. See "Sending Text Messages" and "Sending Multimedia Messages" in this chapter for details on how to compose and send text and multimedia messages.

Tip Your reply will be sent to the phone number of the latest message received from the contact. If there are several numbers of the contact stored on your phone and you want to send your reply to another number, tap Menu > Recipient Phone Number and then choose another number.

# Copying and pasting text to your reply message

When replying, you can select and copy text from any message in the conversation thread and paste it to your reply message.

 Press and hold any word in the source message. The word will then be highlighted, and onscreen buttons for highlighting and copying text will appear on your screen.



- 2. To highlight and select text, you can:
  - Tap the Select All button to select the whole text in the source message.
  - Move the left and right anchor buttons to highlight and select a range of text in the source message.





- 3. After selecting the text that you want, tap the Copy button.
- Scroll down to the bottom of the screen where your reply message is. Press and hold the reply window and then tap the Paste button.

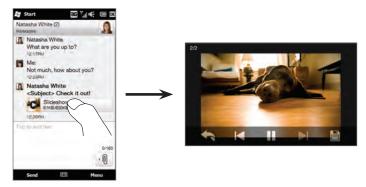
# Viewing a multimedia message

When you receive a multimedia message, the Home screen's **Messages** tab only displays the subject of the message. (If there is no subject, a short message about how to view MMS will be displayed.) You have to open the multimedia message to view the content.

- On the Home screen, slide to the Messages tab and tap the multimedia message that you received. The contact's Messages tab then opens.
- 2. Tap the multimedia message you want to view.

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The media attachment, such as a photo, video, audio, or slideshow, is then played. To display and use onscreen buttons, tap the screen or wait for the playback to finish. You can use the onscreen buttons to pause, replay, or to move forward and backward in a slideshow.



- 3. To save the media and other attachments to your phone or storage card, tap the Save button ( ).
- 4. On the Save List screen, select the attachments that you want to save and then tap **Done**.
- For each attachment, specify the file name, destination folder, and location (Main memory or Storage card) for saving the file and then tap Save.

# Managing individual messages and message threads

While viewing the exchange of messages with a contact, you can select an individual message to forward, delete, copy or move between your phone and SIM card, and more. You can also delete and manage a message thread as a whole.

#### To copy or move a text message from the phone to the SIM card

- While you are viewing the exchange of messages with a contact, tap the text message that you want to copy or move to your SIM card.
- 2. A selection menu then opens. Tap Copy to SIM or Move to SIM.

#### Notes • You cannot copy a sent message from the thread to the SIM card.

• Copying text messages from your phone to the SIM card results in duplicate messages when your SIM card is in use.

#### To copy or move a text message from the SIM card to the phone

- While you are viewing the exchange of messages with a contact, tap the text message that you want to copy or move from your SIM card to the phone.
  - Note Text messages that are on the SIM card are displayed with a SIM card icon ( ].
- 2. A selection menu then opens. Tap Copy to Phone or Move to Phone.

#### To delete a text or multimedia message

- 1. While you are viewing the exchange of messages with a contact, tap the text message that you want to delete.
- 2. A selection menu then opens. Tap Delete Message.

#### To delete several text or multimedia messages from the thread

- While you are viewing the exchange of messages with a contact, tap Menu > Delete Messages.
- Select the check boxes of the text or multimedia messages that you want to delete, or tap Menu > Select All to select all messages.
- 3. Tap Done.

#### To delete all exchange of messages with a contact

- 1. Press and hold the contact whose messages you want to delete.
- 2. Tap Delete.

To save the phone number of a received message to your contacts If you receive a text or multimedia message from a phone number that is not stored in your contacts, tap that phone number on the All Messages screen and then tap Save to People.

#### To resend an undelivered text or multimedia message

If a text or multimedia message in the message thread (or the most recent message of a contact on the All Messages screen) is indicated with a warning icon (  $\clubsuit$  ), it means that the message has not been successfully sent.

To resend the message, tap the message in the message thread (or press and hold the contact on the All Messages screen) and then tap Retry Send.

#### To forward a text or multimedia message

- When you are on the Home screen's Messages tab, you can forward the current text or multimedia message by tapping Menu > Forward.
- When you are on the All Messages screen, you can select a contact and forward the most recent sent or received message.
   Press and hold the contact that has the message that you want and then tap Forward.
- While viewing the exchange of text and multimedia messages with a contact, you can forward any sent or received message.
   Tap the message that you want and then tap Forward.

### To manage text and multimedia messages by folders

If you want to use the conventional way of managing your messages by folders, tap Menu > Settings > Traditional Mode on the All Messages screen. The Inbox folder is then displayed, listing separate text and multimedia messages instead of threading.

When you tap Inbox, a menu opens from which you can choose to display other message folders such as Sent Items and Drafts.

Tip To change back to displaying messages as threaded conversations, tap Menu > Settings > Conversation Mode.



# 7.5 Text and Multimedia Message Settings



On the All Messages screen, tap Menu > Settings > Options to check the text and multimedia message settings available on your phone and change them to suit your needs.

# 7.6 Directly Making Calls from Text Messages

While you are viewing a text message on the Home screen's Messages tab, you can directly call the sender of the message.

- 1. While viewing the text message, press the TALK/SEND button.
- 2. The Phone dialer screen then opens, with the sender's phone number automatically filled in and ready to be dialed. To place the call, press TALK/SEND again.

Tapping a phone number that is contained in a text message also allows you to call that number.

# 7.7 Email

You can set up the following types of email accounts on your phone:

- Outlook email that you sync with your computer or the Exchange Server.
- Email account that you have from an Internet Service Provider (ISP) or other email provider.
- Web-based email accounts such as AOL and others.
- Custom domain email accounts. The email domain name is hosted by a different email provider. For more information, search for "custom domain email" in the Help on your phone.
- Work account that you access using a VPN connection.

# Synchronizing Outlook email with your computer

If you have installed the synchronization software on your computer and created a partnership with your phone, then your phone is ready to send and receive Outlook email

If you have not yet installed the synchronization software nor created a partnership, do so by following the procedures in Chapter 6.

Tip To set up your company email account so that you can access Outlook email messages wirelessly, you must set up your phone to sync via an over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company email server, see Chapter 8.

# Setting up your Internet email account

On the Mail tab of your Home screen, easily set up POP3 or IMAP email accounts from popular Web-based email providers such as AOL or other email providers. See "Mail" in Chapter 3 for instructions.

# Creating and replying to email messages

After setting up email accounts on your phone, you can start sending and receiving email messages.

#### To create and send an email

- 1. On the Home screen, slide to the Mail tab.
- At the right side of the screen, tap an email account you want to use, or slide your finger up or down until you have selected the desired account.
- 3. Tap the New Mail icon ( ).
- 4. Fill in one or more recipients. In the To field, you can:
  - Start entering the first few letters of the recipient's name to display a matching list of names with email addresses from your stored contacts. Tap the email address to which you want to send your email.
  - Enter email addresses, separating them with a semicolon (;).
  - Tap To to choose contacts from your phone.
- Enter a subject and compose your message.
- To add an attachment to your message, tap Menu > Insert and tap the item you want to attach: Picture, Voice Note, or File. Select the file or picture you want to attach, or record a voice note.
- 7. When finished composing the message, tap Send.



Tips

- For more information about entering text and symbols, see Chapter 5.
  - If you are working offline, email messages are moved to the Outbox folder and will be sent the next time you connect.

#### To reply to or forward an email

- On the Home screen, slide to the Mail tab, select the email account, and then tap Inbox.
- Open the message and tap Menu > Reply, Menu > Reply All, or Menu > Forward
- 3. Enter your reply message, and then tap Send.

# Adding your signature in sent email

You can set your phone to automatically add your name and other information as your signature in sent text and email messages:

- 1. Tap Start > Messaging > E-mail, and then tap Menu > Options.
- 2. Tap Signatures and then select the account to which you want to add your signature.
- 3. Select the Use signature with this account check box, and then enter your signature in the provided text box.
- 4. To also add your signature to replied and forwarded messages, select the Use when replying and forwarding check box.

Note You need to specify your signature for each type of messaging account.

# Downloading a complete email

By default, long email messages that you receive contain only the first few kilobytes of the message. When you open an email, it displays only the headers and part of the message. You must download the whole email to view the complete content. To download a complete email message, open the email, and then do one of the following:

- Scroll down to the end of the message, and then tap Get entire message and any attachments (POP3 email account) or tap Get the rest of this message (IMAP4 and Outlook email accounts).
- Tap Menu > Download Message.

Note Download may take some

Download may take some time, depending on the speed of your Internet connection, size of the whole email, and whether file attachments are automatically downloaded.

# Downloading file attachments

Depending on your type of email account, your phone may or may not automatically download file attachments with the email messages.

- · POP3 email account:
  - File attachments are automatically downloaded with email messages.
- IMAP4 and Outlook email accounts:

File attachments appear below the subject of an email message. Tapping an attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive email

You can set automatic download of file attachments. See "Customizing email settings" in this chapter for details.

# When viewing email

- Tap the sender's photo or a recipient to access the person's contact details.
- If the sender or a recipient is not in your stored contacts, tap the person's name to open the Verify email address screen. On this screen, tap Save to People to save the person's email address to your phone contacts. You can also send an email to the sender or recipient.
- Tap links in the message body to call the displayed number, send email, and access a website
- Call the sender. See "Directly making calls from email messages" for details.



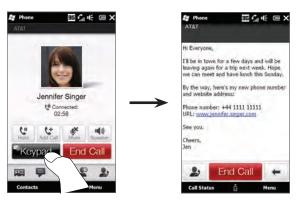
Note If the sender's name or email address is shown on the email message with a Search button ( a ) and you have an Exchange Server email account set up on your phone, you can tap this button to search for the sender from the Company Directory. For more information about finding contacts in the Company Directory, see Chapter 8.

# Directly making calls from email messages

You can directly place a call to the sender of an email message if the sender's phone number is stored in your contacts. You can do the following:

- While viewing an open email, tap the Phone button ( ) that appears to the right of the sender name to dial the sender's number
- Select an email on the Home screen's Mail tab or navigate to an email in the Inbox, and then press the TALK/SEND button. The Phone dialer screen then opens, with the sender's phone number automatically filled in and ready to be dialed. Press TALK/SEND again to dial the number.

While the call is in progress, you can directly view the email message from the sender on the Phone dialer screen by tapping the **Keypad** button.



# Synchronizing email messages

Synchronizing email messages ensures that new email messages are downloaded to the phone Inbox folder, email messages in the Outbox folder are sent, and email messages deleted from the server are removed from your phone. The manner in which you sync email messages depends on the type of email account you have.

#### To automatically sync an Outlook email account

- Connect your phone to your computer through USB or Bluetooth.
  - Otherwise, connect through a Wi-Fi or data connection if you are synchronizing Outlook email with the Exchange Server. For more information, see Chapter 8.
- Synchronization automatically begins, and your phone sends and receives Outlook email.

### To manually sync your Outlook or Internet email account

- Tap Start > Messaging > E-mail, or from the Home screen, slide to the Mail tab.
- 2. Select the email account you want to sync.
- 3. Tap Menu > Send/Receive.

# Filtering your email inbox

When your inbox is full of email, you can filter the inbox to display only the email messages that contain a particular sender or subject that you are looking for.

- On the Home screen, slide to the Mail tab.
- 2. Tap an email account and then tap Inbox.
- Enter the sender name or subject you want to look for. As you type characters, the message list narrows down to the sequence of characters you have entered

For example, entering "je" narrows down the list to only the email messages that contain sender names and words in the subject that start with "je."



# Customizing email settings

You can make changes to your email account settings or customize download and email size settings.

#### To change basic email settings

- On the Home screen, slide to the Mail tab and then tap Menu > Account Settings.
- Tap the email account that you want to modify and make the necessary changes. You can change your email address, password, email provider settings, and more, if you mistyped or chose any wrong options when you were setting up your account.

# To change the sync schedule for an Internet email account

- On the Home screen, slide to the Settings tab and then tap Data services.
- 2. Scroll down the screen to see your email accounts.
- 3. Tap the email account whose sync schedule you want to change.
- Make sure the Send/Receive E-mail automatically option is selected, and then tap the box under this option to choose a time interval for synchronizing email.
- 5. Tap Done.

# To customize advanced settings for an Internet email account

- Tap Start > Messaging > E-mail.
- Tap Menu > Options and then tap the email account that you want to modify.

- 3. On the subsequent screen, you can:
  - Tap Edit Account Setup to modify settings such as your email address, password, and more, if you mistyped or chose any wrong options when you were setting up your email account.
  - Tap Send/Receive Schedule to select the number of days of messages to download to your phone.
  - Tap Download Size Settings to set the message format
    to either HTML or plain text, select a download size for
    email messages, and choose whether or not to include file
    attachments when downloading email (for IMAP4 accounts
    only).

#### To customize settings for Outlook E-mail

- 1. Disconnect your phone from your computer.
- 2. Tap Start > ActiveSync.
- 3. Tap Menu > Options, select E-mail, and then tap Settings.
- 4. On the E-mail Sync Options screen, you can set the message format to HTML or plain text, select the download size limit, and choose whether to include file attachments when downloading email to your phone.
- 5. Close ActiveSync and reconnect your phone to your computer.

### To store attachments on the storage card

- 1. Tap Start > Messaging > E-mail.
- 2. Tap Menu > Options > Storage tab.
- 3. Select the When available, use this storage card to store attachments check box, and then tap OK.

# Chapter 8

# Working With Company Email and Meeting Requests

# 8.1 Synchronizing With the Exchange Server

To keep up-to-date with your work email and meeting schedules and still have access to the Company Directory while you're out of the office, you can connect your phone to the Internet through Wi-Fi or a data connection and sync with your company's Exchange Server.

# Setting up an Exchange Server connection

To access your Outlook work email and meeting schedules from your phone, you need to set up an Exchange Server connection on your phone. You can set this up from the Home screen's Mail tab. See "Mail" in Chapter 3 for instructions.

# Starting synchronization

Before you start synchronizing with the Exchange Server, make sure your phone has been set up with a Wi-Fi or data connection to the Internet so that you can sync over the air. For more information about connections, see Chapter 9.

After you finish setting up an Exchange Server connection, your phone automatically starts synchronization.

#### To manually start synchronization

- On the Home screen, slide to the Settings tab and then tap Data services.
- 2. Tap ActiveSync.
- 3. Tap Sync now.

# 8.2 Working With Company Email Messages

Your phone gives you instant access to your company email messages and lets you manage your messages easier. Direct Push, Fetch Mail, Remote email search, and email flags are just some of the tools you can use to manage your email messages.

Note Some messaging features depend on the Microsoft Exchange Server version used in your company. Check with your network administrator for the availability of these features.

# Automatic synchronization through Direct Push

Direct Push technology (push email feature) enables you to receive new email messages on your phone as soon as they arrive in your Inbox on the Exchange Server. Items such as contacts, calendar and tasks are also immediately updated onto your phone when these items have been changed or new entries have been added on the Exchange Server.

To make Direct Push work, you need to have a Wi-Fi or data connection on your phone. If this is your first time to use Direct Push, you also need to perform a full synchronization between your phone and the Exchange Server before Direct Push can be enabled.

Requirement The Direct Push feature works for your phone only if your company is using Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or later.

#### To turn Direct Push on and off in Comm Manager

After you have set up your Outlook work account, your phone automatically performs a full synchronization with the Exchange Server and enables Direct Push. You can turn Direct Push on and off anytime from the Comm Manager.

- On the Home screen, slide to the Settings tab and tap Wireless controls
- 2. On the Comm Manager screen, tap the Off/On slider at the right side of the Microsoft Direct Push item.

Note When Direct Push is off, you need to manually retrieve your email messages.

# Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook email and information.

- On the Home screen, slide to the Settings tab and then tap Data services.
- 2. Tap ActiveSync.
- 3. Tap Peak time and Non-peak time to select different sync schedules for each.
- 4. Tap **OK**.

# Instant download through Fetch Mail

The Fetch Mail feature downloads an entire email immediately without the need for you to perform a full Send/Receive action. This limits the download to just the email message that you want and helps save data cost.

Requirement Fetch Mail works for your phone only if your company is using Microsoft Exchange Server 2007 or later.

- 1. Tap Start > Messaging > E-mail > Outlook E-mail and open an email message.
- 2. By default, only the first few words of the message are shown. To download the whole email, scroll to the end of the message, and then tap Get the rest of this message.
- 3. Wait for the remainder of the message body to download.

- Notes For information about changing email sync options such as setting the download size for email, see "Customizing email settings" in Chapter 7.
  - When you receive an email that contains a link to a document such as a PDF or Microsoft Office document located on SharePoint or an internal file server, you can tap the link to view the document on your phone. You can view the document only if you have a Microsoft Outlook account that syncs with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers

# Searching for email messages on the Exchange Server You can access email messages that are not available on your phone by searching your Microsoft Exchange Server mailbox. The search results are downloaded and displayed in a Search Results folder.

Requirement Your company must be using Microsoft Exchange Server 2007 or later.

- 1. Tap Start > Messaging > E-mail > Outlook E-mail.
- 2. Tap Menu > Tools > Search Server.
- 3. In the Look for text box, enter the search keyword.
- 4. Choose the date range of messages to search from.
- 5. In the Look in list, specify whether to search in the Inbox. Sent Items, or All Folders, and then tap Search.
- qiT To clear the search results and return to the message list, tap Menu > Clear Results

# Out-of-office auto-reply

Outlook E-mail allows you to retrieve and change your out-of-office status. Just like desktop Outlook, Outlook E-mail on your phone automatically sends an auto-reply message when you're not available.

- 1. Tap Start > Messaging > E-mail > Outlook E-mail.
- 2. Tap Menu > Tools > Out of Office.
- 3. In the I am currently list, select Out of the Office.
- 4. Enter your auto-reply message, and then tap Done.

# Flagging your messages

Flags serve as a reminder for you to follow-up on important issues or requests contained in email messages. Flagging messages, which is a useful feature on desktop Outlook E-mail, can also be done in Outlook E-mail on your phone. You can flag received email messages on your phone.

#### Requirement

Flags are enabled only if email messages are synchronized with Microsoft Exchange Server 2007 or later. Flags are disabled or hidden if email messages are synchronized with earlier versions of Microsoft Exchange Server.

- 1. Tap Start > Messaging > E-mail > Outlook E-mail.
- 2. Open a message.
- 3. Tap Menu > Follow Up and select one of the following options:
  - Set Flag Mark the message with a red flag to remind yourself to follow it up.
  - Complete Flag Mark the message with a check mark to indicate that the issue or request in the email is already completed.
  - Clear Flag Remove the flag to unmark the message.

**Note** Email message reminders are displayed on your phone if the messages are flagged with reminders and synchronized from the Exchange Server.

# 8.3 Starting a Conference Call from an Email

From an email message that you received in your Outlook work account, you can directly start a conference call with the sender and other recipients of the email.

- On the Home screen, slide to the Mail tab and then select your Outlook F-mail account.
- 2. Swipe your finger up or down the screen to browse through received email. Tap an email message to open it.
- 3. Tap the To or Cc button.
  - Tip If you do not see the To and Cc buttons, scroll up the screen.
- 4. On the Select Contacts to Call screen, select the check boxes of the sender and recipients who you want to join in your conference call and then tap Conference.



Tip If you do not see the sender, scroll up the screen first so you can see and select the sender.

- 5. The participants list is displayed from which you can start the conference call. You need to call each participant one at a time and connect each call to the conference call. The primary phone number (mobile number) of each participant will be dialed.
  - Tips If you want to choose from other stored phone numbers of a participant, tap the Phone Selection button ( \*\mathbb{U} = ) that appears next to the participant's name and then select another number
    - To remove a participant before starting the conference call, tap Keypad and clear the check box of that participant.



- 6. Dial the first participant by tapping the Talk button ( M ) that appears to the right of this participant.
- 7. When the first call is connected, tap the Talk button ( ) of the second participant to dial the second call. The first call is automatically put on hold.
- 8. When the second call is connected, tap the Join button ( to add it to the conference call. After combining the calls to the conference, dial the next participant.
- Repeat steps 7 and 8 until all participants are added and connected to the conference call.
  - Tip While the conference call is in progress, you can still dial and add more calls. Tap Invite participants ( ) to dial another call. At most, you can have up to five participants in the conference call.
- 10. To manage your conference call, such as a putting the conference call on hold while talking in private with one participant, ending the conference call, and more, see "During the conference call" in Chapter 2 for details.

# 8.4 Meeting Requests

When you schedule and send meeting requests from your phone, you can invite attendees to your meeting and check their availability.

You can also receive and reply to meeting requests on your phone.

Requirement You must have an Outlook E-mail work account that syncs with Microsoft Exchange Server 2007 or later.

# Sending meeting requests

Use the Home screen's **Calendar** tab to create and send meeting requests.

- 1. On the Home screen, slide to the Calendar tab.
- If you are scheduling a meeting for the current day, tap Menu > New Appointment. Otherwise, tap another date on the calendar and then tap New Appointment.
- 3. Fill in the details, such as a descriptive name about the meeting, location, and the start and end time.
- 4. Under Reminder, choose how soon before the meeting you want to be notified
- To add required and optional attendees, tap the Add button
   ).
- 6. Tap the text box that shows the words "E-mail address". If the email addresses of attendees are stored in your contacts, simply enter the first few letters of an attendee's name. A matching list of contacts will then be displayed, and you can just tap a contact to add it.

Repeat this process to add more attendees. Tap **Done** after adding all attendees.

- Note If you're sending the meeting request using your Outlook work account, you can specify if an attendee is required or optional only if the Outlook E-mail account on your phone syncs with Microsoft Exchange Server 2007 or later version. Otherwise, all attendees are designated as required.
- 7. Tap **Done** to send the meeting request.

When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

# Replying to meeting requests

When you receive a meeting request on your Outlook E-mail work account, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

- 1. When you receive a meeting request email, a notification is displayed on your phone. Open the email.
- Tap Accept to reply and accept the meeting request, or tap Menu > Decline if you cannot attend the meeting.
  - Tips Before responding, you can check your availability during the time of the requested meeting by tapping View your calendar.
    - If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the email.
- Choose whether or not to edit your response email before sending, and then tap OK.
  - If you accept the meeting request, it is automatically added as an appointment in Calendar on your phone.

# 8.5 Making a Call from a Meeting Request or Reminder

When you receive a calendar reminder or meeting request email that contains a phone number, you can tap the number to directly place the call.

For example, if you are traveling and need to join a conference bridge call back in the home office, rest assured that you can join the call without delay. Appointment reminders you receive on your device will conveniently display the phone number and PIN, ready for you to dial.



# 8.6 Finding Contacts in the Company Directory

You can access information of your work contacts, such as their email addresses, from your company's Company Directory on your phone. By having over-the-air access to the Company Directory, you can easily send email messages and meeting requests to anyone in your company.

Requirement

Access to the Company Directory is available only if the Outlook E-mail work account on your phone syncs with Microsoft Exchange Server 2003 SP2 or higher, and you have completed your first synchronization with the Exchange Server.

# When browsing contacts, composing email, or creating a meeting request

- 1. Sync with the Exchange Server.
- 2. Do any of the following:
  - While browsing through your contacts list, tap Menu > Company Directory.
  - In a new email message, tap To (or tap Menu > Add Recipient), and then tap Company Directory on the top of the list.
- 3. Enter a partial or full contact name and tap Search. In the search results list, tap a contact.
- 4. You can then save the contact from the Company Directory to your phone, make a call to the contact, send an email, and more.

Note You can search for the following information as long as that information is included in the Company Directory: First name, Last name, Email name, Display name, Email address, or Office location.

# When viewing a received Outlook email message

- 1. Open a received Outlook email message.
- 2. If a Search button ( ) appears to the right of the sender name in the email message, tap this button to search for the sender in the Company Directory.
- If the sender is found, the contact details will be displayed. You can then choose to save the sender to your contacts, call the sender, and more.

# Chapter 9

# Internet and Social Networking

# 9.1 Ways of Connecting to the Internet

Your phone's networking capabilities allow you to access the Internet or your corporate network through Wi-Fi, GPRS/3G (or EDGE when available), or dial-up. You can also add and set up a VPN or proxy connection.

### Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 meters (300 feet). To use Wi-Fi on your phone, you need access to a wireless access point or "hotspot".

Note The availability and range of your phone's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

#### To turn Wi-Fi on and connect to a Wi-Fi network

- On the Home screen, slide to the Settings tab and then tap Wireless controls
- 2. Tap Wi-Fi. Detected wireless networks are displayed on the screen.
- 3. Tap the desired Wi-Fi network.
  - If you selected an open (unsecured) network, you are automatically connected to the network.
  - If you selected a secured network, enter the security key and then tap Done. You are then connected to the network.



4. Tap Back to return to the previous screen.

Next time you use your phone to detect Wi-Fi networks, you will not be prompted to enter the network key of the previously accessed Wi-Fi network (unless you perform a hard reset which will erase custom settings on your phone).

- Notes Wi-Fi networks are self-discoverable, which means no additional steps are required for your phone to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks
  - To turn off Wi-Fi, on the Wireless controls screen, tap the Off/On switch at the right side of the Wi-Fi item.

#### To add a wireless network

- On the Home screen, slide to the Settings tab and then tap Menu > All Settings.
- 2. Tap Connections > Wi-Fi and then tap the Wireless Networks button. The Configure Wireless Networks screen then opens.
- Tap Add New (or Menu > Add New) and enter the details for connecting to the wireless network.

#### To set your phone to turn off Wi-Fi automatically

Wi-Fi quickly consumes battery power. Manually turn off Wi-Fi when not in use. You can also set your phone to automatically turn off Wi-Fi after a specified timeout period.

- On the Home screen, slide to the Settings tab and then tap Menu
   All Settings.
- 2. Tap Connections > Wi-Fi and then tap the Wireless Networks button.
- On the Configure Wireless Networks screen, tap Menu > Advanced.
- 4. Select the timeout period for automatically turning off Wi-Fi when your phone is not connected to any wireless network.

# GPRS/3G

Use GPRS/3G (or EDGE, if available) to connect to the Internet and to send and receive email on your phone. You will need a data plan to use your mobile operator's GPRS/3G network. Check with your mobile operator to find out about GPRS/3G rates.

Your device is ready to use your wireless service provider's GPRS/3G services. Do not change the connection settings as this may cause services to stop working. If you need to add another GPRS/3G connection on your device, contact your wireless service provider.

# 9.2 Using Opera Mobile

Opera Mobile $^{\text{TM}}$  is a full-featured Internet browser, optimized for use on your phone.

On the Home screen, slide to the **Internet** tab and then tap **Launch Browser** to open Opera Mobile. From the **Internet** tab, you can also enter a search keyword first on the search box and then tap the **Search** button ( ) to do a Web search in Opera Mobile.

#### The browser screen

Opera Mobile displays in two modes: full-screen and normal viewing modes. Full-screen mode hides the address bar and the browser controls. To change from full-screen to normal viewing mode, tap the Restore icon ( 📥 ) at the bottom right corner of the browser screen.



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In normal viewing mode, you can use the following browser controls:



- 1 Return to the previous Web page viewed.
- 2 Add, edit, or delete Web favorites.
- 3 Add a new browsing tab or switch to another browsing tab.
- 4 Go to the home page.
- 5 Open the browser menu and choose display settings, save Web pages, and more. See "Opera Mobile menu" for details.

# Searching for a website and adding it to favorites

- 1. If Opera Mobile is in full-screen mode, tap the Restore icon (  $bilde{f L}$  ).
- To search for information on the Web and select a website that you want, tap the address bar, enter a search keyword in the search box below the address bar, and then tap the Search icon ( ).

Otherwise, if you know the Web address, tap on the address bar, enter the address of the website, and then tap the  ${\sf Go}$  icon (  ${lack}$  ).

- After browsing a website, tap the Restore icon ( ) again to display the browser controls, and then tap the Favorites icon ( ).
- 4. Tap Add Favorite.
- 5. Use the provided title or enter a descriptive title for the website.
- 6. To save the website address as a favorite, tap Done.

#### Mobile view

When you open a Web page in Opera Mobile, the page is displayed in desktop view and text may appear in the smallest size. To reformat Web pages to fit the screen of your phone so that the content is readable, set Opera Mobile to display in mobile view.

Tap **E** > Settings > Display, and then select the Mobile view check box.



Desktop view



Mobile view

# Navigating web pages

#### To pan on the web page

options.

While browsing web pages, use finger gestures to pan on the web page.

Tip Touch and hold an empty area on a web page to open a shortcut menu that lets you go back to the previous page, reload the page, add the page as a Favorite, and more. You can also tap and hold a link or image on a web page to open a menu with different



### To zoom in and out on web pages

While viewing a web page in full screen, slide to the right of the zoom bar to zoom in on the web page. To zoom out, slide your finger to the left.

Tip You can also tap the screen twice to zoom in. To zoom out, tap the screen twice again.





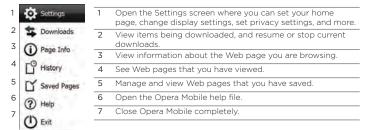
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#### To change the screen orientation

Change the screen orientation by simply turning your device sideways.



# Opera Mobile menu



Note For more information about using Opera Mobile, go to: http://www.opera.com/products/mobile/.

# 9.3 Using Streaming Media

Streaming Media lets you stream live broadcasts or on-demand media content from the Web. The media is sent in a continuous stream to your phone and is played as it arrives, along with the audio.

The Streaming Media program allows you to play **3GP** and **MPEG-4** files. It also supports playback of **SDP** (Session Description Protocol) files.

### To access streaming content via the Web browser

Using the Web browser on your phone, you can open a Web page containing RTSP (Real Time Streaming Protocol) links to streaming media content then play the content in the Streaming Media program.

- On the Home screen, slide to the Internet tab and tap Launch Browser
- In the address bar, enter the URL address of the Web page that contains the RTSP link to the desired \*.3gp, \*.mp4, or \*.sdp file.
- 3. On the Web page, tap the RTSP link.
- 4. Streaming Media then automatically opens and starts playing the file. During playback, use the slider and button controls to play/ pause, fast forward, view the video in actual size, expanded size, or full screen, and more.

To stream media files directly on the Streaming Media Player Streaming Media only supports RTSP links when you stream \*.3gp and \*.mp4 files directly on the program.

- 1. Tap Start > Tools > Streaming Media.
- 2. Tap Menu > Connect.
- 3. Enter the complete RTSP link, and then tap **Connect**. Streaming Media starts playing the file.
- 4. During playback, use the slider and playback control buttons to play/pause, switch to full screen, fast forward, and more.

### To configure streaming video connection settings

Tap Menu > Options to configure the Streaming Media settings. From this screen, you can set the media buffer, select the connection to use, set all streaming videos to play in full screen, and more.

# 9.4 Twittering on Your Phone

Share your thoughts with people in Twitter anytime, anywhere. Directly from your Home screen's **Twitter** tab, it is simple and convenient to use this popular Internet social networking service.

# Logging in to your Twitter account

If you do not have a Twitter account yet, you can sign up for free on the following Twitter website using your computer or your phone's Web browser: http://twitter.com/signup.

If you did not log into your Twitter account when you turned on and set up your phone for the first time, the Home screen's **Twitter** tab allows you to log in to Twitter.

- On the Home screen, slide to the Twitter tab, and then tap the Twitter icon ( ) on the center screen.
- Enter the user name or email address and the password that you use for your Twitter account.
- 3. Tap Login.

Once you are logged in, you're ready to send and follow tweets on your phone.



# Viewing tweets



On the Home screen's Twitter tab, you can see tweets of the people that you follow and your sent tweets, starting with the most recent. Swipe your finger up or down the screen to scroll through the tweets.

To use more Twitter functions, tap any tweet or tap All Tweets at the bottom of the screen.

The All Tweets screen opens, listing all tweets organized by date. Tap a tweet to access more Twitter functions, such as sending replies or direct messages, viewing someone's profile, and more. You can also tap or slide across the tabs on the bottom row to change among the following types of tweets:



Tabs	Function
All Tweets	Shows tweets from all the Twitter users you follow and the tweets that you sent grouped by date.
@ Mentions	Shows only tweet responses that people addressed to you.
Direct Messages	Shows private messages sent to you.
Favorites	Shows tweets you have marked as favorites.

# Sending tweets

You can send tweets either from the Home screen's Twitter tab or from the All Tweets screen

- 1. Tap the text box that shows the words "What are you doing?"
- 2. On the subsequent screen, enter your tweet message.
- In your tweet, you can also share your photo and location information. See "Sharing a photo in Twitter" for details.
- 4. Tap Update to send your tweet.

# Sending mentions and direct messages

A mention (reply) is just the same as any tweet message, except that it's specifically addressed to a person and his or her name will appear in your sent tweet. A direct message is a private message sent to someone and cannot be seen by everyone else in Twitter.

- 1. On the Home screen, slide to the Twitter tab and tap All Tweets.
- Tap a tweet from the person whom you want to send a reply or direct message.
- In the Options menu, choose the type of tweet (Reply or Send Direct Message) you want to send.
- 4. Enter your message and then tap **Update** to send it.

# Searching for Twitter users to follow

You can search for people or topics of interest and follow them so you can readily see their latest tweet updates on your phone.

- From the Home screen's Twitter tab or the All Tweets screen, tap Menu > Search.
- 2. Tap the text box that shows the words "Search tweet". Enter the Twitter username or a search keyword, and then tap the Search button ( .).

- From the search results, tap the photo of the person or topic you want to follow.
- 4. The Profile screen is then displayed, showing details about the person or topic. Tap Follow.

If you want to stop following a certain Twitter user or topic, go back to the All Tweets screen, tap the photo of that user or topic, and then tap **Unfollow**.

# Sharing a photo in Twitter

Photos that you share on Twitter are uploaded to a photo hosting service that's specified in your phone's Twitter settings. To find out how to select the hosting service, see "Changing Twitter settings".

You can upload only one photo at a time. Create a new tweet first, and then select a photo or use the Camera to take a photo. The URL location of your photo will be inserted into your tweet message.

- 1. Create a new tweet. See "Sending tweets" for instructions.
- On the screen where you've entered your tweet message, tap the Camera button ( ).
- 3. Browse through your photos. If you do not see the photo that you want, tap Albums and select the album that contains the photo you want to share.
- 4. When you see the photo that you want, tap the photo to select it. You can also tap the Camera icon ( ) to take a photo using your phone's Camera.
- 5. Your phone then begins uploading the photo to the Twitter photo host. When the upload is done, the URL location of the photo is then entered to your tweet message.
- 6. Tap **Update** to send your tweet along with the URL of the photo so other people can see it in Twitter.

When you return to the Home screen's **Twitter** tab and tap **All Tweets**, you will see the sent tweet that contains the URL of your shared photo.

### Changing Twitter settings

On the Home screen's **Twitter** tab or the All Tweets screen, tap **Menu > Settings** when you want to change the number of tweets to download, download time, photo hosting site, URL shortening host, and more.

### Logging out of Twitter

While your phone is connected to the Internet, you're always logged on to your Twitter account on your phone. You can log out of Twitter from the Home screen's **Twitter** tab.

- 1. On the Home screen, slide to the Twitter tab.
- 2. Tap Menu > Settings.
- 3. To log out, tap your Twitter account name and then tap Yes.
- Tip You can also log out of Twitter from the Home screen's Settings tab. From this tab, tap Data services, tap the Twitter Off/On switch, and then tap OK.

# 9.5 Sharing Photos and Videos on Facebook, Twitter, and YouTube

Directly from your phone, you can easily share your photos on Facebook and Twitter. You can also upload videos to YouTube.

### Logging into your social networks

If you skipped setting up your social network accounts when you turned on your phone for the first time, you need to log in first to your accounts before you can upload and share your photos and videos.

- On the Home screen, slide to the Settings tab and then tap Data services
- Log in to Facebook, YouTube, and Twitter one at a time. Tap the Off/On switch that appears to the right of each of these social networks. On the subsequent screen, enter your username and password and then tap Login.

### Uploading photos to Facebook

After taking a photo with your phone's Camera, you can upload the photo to Facebook. Use Albums when you want to upload several photos at the same time.

- 1. Open the Camera and take a photo. For instructions, see "Taking Photos and Videos" in Chapter 12.
- 2. After taking a photo, tap the Send icon ( ), select Upload to Facebook, and then tap Send.
- 3. To share several photos, slide to the **Photos and Videos** tab on the Home screen, and then tap **Albums**.
  - In Albums, tap Menu > Share > Facebook, tap each of the photos you want to share, and then tap Upload.

After upload is complete, you can check and view your Facebook photos in Albums. See "Viewing Facebook photos" in Chapter 12 for details

### Uploading a photo to Twitter

You can upload only one photo at a time to Twitter and share the URL location of the photo in your sent tweet. To find out how to upload your photo to Twitter, see "Sharing a photo in Twitter" in this chapter.

### Uploading videos to YouTube

You can use Camera to capture a video and immediately share it on YouTube. Use Albums when you want to upload several videos at the same time.

- 1. Open the Camera and capture a video. For instructions, see "Taking Photos and Videos" in Chapter 12.
- 2. After capturing a video, tap the Send icon ( ), select Upload to YouTube, and then tap Send.
- 3. On the Video Upload screen, enter a descriptive title and tags for the video. Also tap the Off/On switch to set whether to make this video public to everyone.
- 4. Tap Upload.
- 5. To share several videos, slide to the Photos and Videos tab on the Home screen, and then tap Albums. In Albums, tap Menu > Share > YouTube, tap each of the videos you want to share, and then tap Next. Follow steps 3 and 4 above to upload the videos to YouTube.

After upload is complete, use the Web browser to log into your YouTube account if you want to check and view the uploaded videos. You will find them grouped under "My Videos".

# 9.6 Using Facebook on Your Phone



Using Albums on your phone, you can view yours and other people's Facebook albums and photos. For more information, see "Viewing Facebook photos" in Chapter 12.



Your phone notifies you about what's happening with your Facebook world. On your phone, you can check whether there are new updates and events in your Facebook and see what's happening with other people. For more information, see "Facebook Updates and Events" in Chapter 4.

The Facebook application is also included on your phone. To open and use this application:

- Tap Start > Apps > Facebook.
- Follow the onscreen instructions to log into your Facebook account (or to create a new Facebook account first, if you have not yet created one).
- 3. Tap the different tabs at the top of the screen to use the different functions of Facebook

With the Facebook application, you can:

- Share your thoughts and check other people's status updates.
- · Comment on someone's wall.
- View someone's personal information, including photo albums.
- View your friends list and send messages to a Facebook friend.
- Upload photos and videos straight to your Facebook account.
- Call your friends if their phone numbers are listed on their profiles.



# 9.7 Using Your Phone as a Modem (Internet Sharing)

If you do not have Internet access on your desktop or notebook computer, you can connect your computer to the Internet by using your phone's data connection such as GPRS/3G. You can connect via USB or Bluetooth.

### Before you proceed

- Make sure your phone has a SIM card installed, and your phone has a GPRS/3G or dial-up modem connection. For more information about setting up these connections, see "GPRS/3G" and "Dial-up" in this chapter.
- To set up your phone as a USB modem, you must first install Windows Mobile Device Center or Microsoft ActiveSync version 4.5 or later on the computer.
- To use a Bluetooth connection, make sure your computer has built-in Bluetooth capability. If your computer does not have Bluetooth, you can connect and use a Bluetooth adapter or dongle.

### Setting up your phone as a USB modem

- 1. Connect the phone to your desktop or notebook computer using the USB sync cable.
- When the Connect to PC screen appears, select Internet Sharing, and then tap Done.
  - The Internet Sharing screen then opens and automatically connects your computer to the Internet using your phone.

### Using your phone as a Bluetooth modem

To use your phone as a Bluetooth modem for your computer, set up a Bluetooth Personal Area Network (PAN) between your phone and your computer.

### To set up Bluetooth PAN on your phone

- On your phone, turn on Bluetooth and set it to visible mode. For instructions, see "Turning Bluetooth on and making your phone visible" in Chapter 10.
- 2. Initiate a Bluetooth partnership from your phone. For instructions, see "Creating a Bluetooth partnership" in Chapter 10.
- 3. Set up Bluetooth PAN on your computer. For instructions, see "To set up Bluetooth PAN on your computer".
- 4. On your phone, tap Accept to connect to your computer.

A connected status message is displayed, which indicates that your computer has been successfully connected to the Internet using your phone as a Bluetooth modem.

### To set up Bluetooth PAN on your computer

### For Windows 7:

- Click Start > Control Panel > Network and Internet > Network and Sharing Center.
- 2. Under Change your networking settings, click Set up a new connection or network.
- Click Connect to a Bluetooth personal area network (PAN), and then click Next.
- In the Bluetooth Personal Area Network Devices dialog box, select your phone and then click Connect using > Direct connection.

#### For Windows Vista:

- 1. Click Start > Control Panel > Network and Sharing Center.
- Click Manage network connections and then under Personal Area Network, double-click Bluetooth Network Connection.
- In the Bluetooth Personal Area Network Devices dialog box, select your phone, and click Connect.

### For Windows XP:

- 1. Click Start > Control Panel > Network Connections.
- 2. Under Personal Area Network, click the Bluetooth Network Connection icon
- 3. Under Network Tasks, click View Bluetooth network devices.
- 4. In the Bluetooth Personal Area Network Devices dialog box, select your phone, and click **Connect**.

Note If the Bluetooth adapter or dongle on your computer was installed using a third-party driver, open the Bluetooth software that came with the Bluetooth adapter/dongle to connect your computer and phone via Bluetooth. Refer to the Bluetooth adapter/dongle documentation for more information.

### Ending the Internet connection

For a USB connection

On the Internet Sharing screen, tap Disconnect.

For a Bluetooth connection

On the Private Networking screen, tap Menu > Remove.

# Chapter 10

# Bluetooth

### 10.1 Bluetooth Modes

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about eight meters (26 feet) without requiring a physical connection.

Bluetooth on your phone operates in three different modes:

- On. Bluetooth is turned on. Your phone can detect other Bluetooth-enabled devices, but not vice versa.
- Visible. Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your phone.
- Off. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth.

Note Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

### Turning Bluetooth on and making your phone visible Turn Bluetooth on and make your phone visible (discoverable) when you want other Bluetooth-enabled devices to detect and connect with your phone.

- On the Home screen, slide to the Settings tab, and then tap Menu > Wireless controls > Bluetooth.
- 2. When prompted to turn on Bluetooth, tap Yes.
- 3. Tap the Settings tab ( ), and then tap Not Discoverable.
- 4. Tap the drop-down menu and then select Always Visible.
  - Note If you select Visible for 60 seconds, Bluetooth visibility will turn off automatically when the time elapses and your phone has not yet connected to another Bluetooth device.
- 5. Tap Done. The 🚱 icon then appears in the title bar to indicate that your phone is in visible mode.
- Tip To easily switch Bluetooth off or back on, tap Wireless controls on the Home Screen's Settings tab to open the Comm Manager and then tap Bluetooth's Off/On switch.

Your phone remembers whether visible mode was previously enabled or disabled. If you did not disable visible mode, switching Bluetooth on in the Comm Manager also puts your phone in visible mode automatically. For more information about using the Comm Manager, see Chapter 14.

## 10.2 Bluetooth Partnerships

A Bluetooth partnership is a relationship that you create between your phone and another Bluetooth-enabled device in order to exchange information in a secure manner

### Creating a Bluetooth partnership

- On the Home screen, slide to the Settings tab, and then tap Wireless controls > Bluetooth.
- 2. Tap the Settings tab ( ), and then tap Add a device.
- 3. Tap a Bluetooth device to connect with.
- 4. Specify a passcode, which can be 1 up to 16 characters, to establish a secure connection, and then tap **OK**.
  - Note Your phone uses Bluetooth 2.1 with Secure Simple Pairing feature. If the other Bluetooth device you are pairing with also supports the same feature, the passcode will be automatically created and displayed on both your phone and the other Bluetooth device. Both you and other party simply need to verify that the passcode is the same and tap Yes to establish the partnership.
- 5. After the receiving party accepts the partnership, the Bluetooth device name is shown on your screen, including all Bluetooth services that you can use with it. Select the check boxes of the Bluetooth services you want to use, and then tap Done.
- If you selected to use the Bluetooth Serial Port service of the paired device, select a local serial port to assign for the paired device, and then tap Continue.

When you tap Menu > Wireless controls > Bluetooth on the Home screen's Settings tab, you will see the connected Bluetooth device listed in the Devices tab (

Tip Tap Properties to change the paired device name. Tap Menu > Update to update the list of services that you can use with the paired device.

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Creating a Bluetooth partnership is a one-time process. Once a partnership is created, your phone and the paired device can recognize the partnership and exchange information without entering a passcode again.

### Accepting a Bluetooth partnership

- 1. Ensure that Bluetooth is turned on and in visible mode.
- When prompted, enter or accept the passcode (the same passcode from the device requesting the partnership) to establish a secure connection
- Tip To delete a Bluetooth partnership, select the device's name on the Devices tab, then tap Menu > Delete. When prompted to confirm, tap Yes.

# 10.3 Connecting a Bluetooth Hands-free or Stereo Headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your phone. Your phone also supports A2DP (Advanced Audio Distribution Profile) which allows you to use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

 Make sure that both your phone and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.

- On the Home screen, slide to the Settings tab, and then tap Wireless controls > Bluetooth. Your phone then starts to search for the Bluetooth headset.
- 3. Tap to select the hands-free or stereo headset from the list. Your phone will automatically pair with the Bluetooth headset.
  - Note Your phone will automatically try one of the preconfigured passcodes (0000, 8888) to pair with the Bluetooth headset. If this fails, you have to manually enter the passcode delivered with your headset
- 4. When connected, the hands-free or stereo headset is shown on your screen, including the Bluetooth services (Hands-free and Stereo Audio) that you can use with it. Make sure these services are selected, and then tap Done.

The paired headset now appears in the Devices tab (



- The double arrowhead that is displayed to the right of a service indicates that the service is connected with your headset.
- 2 If you turn off your headset, the double arrowhead disappears to indicate that the service has been disconnected. Next time you turn on and use your headset again, you need to manually reconnect each service. Tap a service to reconnect.

# 10.4 Sending and Receiving Information Using Bluetooth

You can send these types of information from your phone to a computer or to another Bluetooth-enabled device: Outlook email, contacts, tasks, notes, calendar items, audio files, ringtones, images, and videos.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

### Sending information from your phone to a computer

 Set the receiving device to discoverable mode. You may also need to set it to "Receive Beams" or "Receive Files". Refer to the device's documentation for instructions on receiving information over Bluetooth.

Note If the Bluetooth adapter or dongle on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter/dongle and enable the adapter/dongle to be discovered by other devices. Refer to the Bluetooth adapter's documentation for more information.

- 2. On the Home screen, slide to the Settings tab, and then tap Menu > Wireless controls > Bluetooth.
- 3. Tap the Accessories tab ( ), and then tap BT Send Object.
- Select the type of information and then select the check boxes of items you want to send.
- 5. Tap Send.
- 6. Tap to select the Bluetooth device to which you want to send the items



 If you sent Outlook email messages, calendar items, tasks, or contacts to your computer and they are not automatically added to Outlook, select File > Import and Export in Outlook to import them.

To send information to a Bluetooth-enabled device such as another Windows phone, follow steps 2 to 7 in the above procedure.

Tip By default, data or files that you send to your computer will be stored in your "My Documents" folder or one of its subfolders depending on the file type.

### Sending a file to another Bluetooth-enabled device

- Tap Start > Tools > File Explorer.
- 2. Navigate to the folder that contains the file you want to send.
- 3. Press and hold the desired file, and then tap Send via Bluetooth.
- Tap to select the name of the Bluetooth device to which you want to send the file.

# Receiving information from another Bluetooth-enabled device

- When you receive information such as calendar items, tasks, or contacts sent from another Bluetooth-enabled device, tap Accept.
- 2. After your phone has finished saving the information, tap Done.

### Changing the folder for saving received files

Files that you receive from another Bluetooth-enabled device are saved in \My Documents on your phone. You can change the destination folder for saving received files:

- On the Home screen, slide to the Settings tab, and then tap Menu > Wireless controls > Bluetooth.
- 2. On the Settings tab ( ), tap Advanced.
- 3. Scroll down and then tap File Transfer.
- 4. Tap Search ( 🤦 ).
- 5. Select the new destination folder, and then tap Select.
  - Tip To save received files on your storage card when it is inserted on your phone, select Save files to storage card when present. Files will be saved on the root folder of your storage card.
- 6. Tap Done.

## 10.5 Printing via Bluetooth

Connect your phone to a Bluetooth printer to print your photos.

Note Before you start printing, make sure to turn on the Bluetooth printer and turn on Bluetooth on your phone. For instructions, see "Turning Bluetooth on and making your phone visible" earlier in this chapter.

### Printing a photo

- On the Home screen, slide to the Settings tab, and then tap Menu > Wireless controls > Bluetooth.
- Tap each photo that you want to select for printing. To select all photos, tap Menu > Select All.
  - Tip To clear a selected picture, tap that picture again.
- 4. After you have finished selecting photos, tap Next.
- 5. Tap to select the name of the Bluetooth printer.
- 6. Select the print layout to use, and then tap Print.

# 10.6 Connecting to Car Kit Phones

Bluetooth car kit phones that support the SIM Access Profile (SAP) can connect to your phone and access your SIM card via Bluetooth. Once a SAP connection has been established, you can download phone and SIM contacts from your phone to the car kit phone, and use the car kit phone to answer and make calls.

- Turn Bluetooth on and set your phone to visible mode. For instructions, see "Turning Bluetooth on and making your phone visible" earlier in this chapter.
- 2. On the Home screen, slide to the Settings tab, and then tap Menu > Wireless controls > Bluetooth.
- 3. On the Settings tab ( ), tap Advanced.
- 4. Scroll down and tap SIM Access.
- 5. Select the Enable SIM Access Profile (SAP) check box, and then tap Done.
- Connect the car kit phone to your phone via Bluetooth. For instructions, refer to your car kit phone's manual.
- If this is the first time you are pairing the car kit phone with your phone, enter the car kit phone's passcode on your phone.
- A pop-up message should appear on your phone saying that a connection has been established between your phone and car kit phone. Tap OK.

Note You are not able to make and receive calls, send and receive messages, or perform related activities on your phone when the SIM Access Profile connection is active. You'll be able to make or receive calls from the car kit phone during this time. After the connection is disconnected, you will be able to use your phone as before.

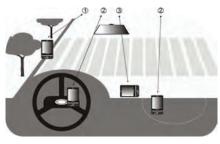
# Chapter 11

# Finding and Recording Places

# 11.1 Guidelines and Preparation for Using GPS

To ensure safety on the road, follow these guidelines before and when using your phone for GPS navigation.

- When using GPS navigation software in the car, always plot your GPS route before starting to drive. Do not try to configure the GPS navigation software while driving.
- The plotted GPS route is only for driving reference. It should not interfere with actual driving behavior.
- When using the phone inside a vehicle, use the car holder to mount the phone securely in place. Avoid placing the phone in the areas shown in the following diagram:
  - Do not place where it will block the driver's vision.
  - Do not place where air bags could deploy.
  - Do not place anywhere in the vehicle without securing the phone in the holder.



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- Use the GPS system cautiously. Users shall be liable for any damages resulting from negligent operation of the system.
- Do not leave your phone in a vehicle or expose the phone to direct sunlight to avoid overheating the battery, which could pose damage to the phone or risk to the vehicle.
- The GPS signal cannot pass through solid non-transparent objects. Signal reception may be affected by obstructions such as high-rise buildings, tunnels, bridges, forests, weather (rainy or cloudy days), etc. If the vehicle's visor contains metal, it will be difficult for the GPS signal to pass through.
- Other nearby wireless communication products (such as mobile phones or radar-detecting devices) may interfere with the satellite signal, resulting in unstable signal reception.
- The Global Positioning System (GPS) is built and operated by the US Defense Department. The Department is responsible for the accuracy and maintenance of the system. Any changes that the Department makes may affect the accuracy and function of the GPS system.

## 11.2 Downloading Location Data via QuickGPS

Before using your phone for GPS navigation, open QuickGPS to download ephemeris data (current satellite position and timing information). QuickGPS significantly speeds up the time for determining your GPS position. QuickGPS downloads ephemeris data from Web servers, instead of from satellites, using your phone's Internet connection via Wi-Fi. ActiveSync or GPRS/3G.

- Tap Start > Tools > QuickGPS.
- 2. Tap Download on the QuickGPS screen.

On the QuickGPS screen, initially, you will see the **Valid time** of the downloaded data. As time passes, the remaining days and hours of validity will be shown.

To speed up GPS positioning, download the latest ephemeris data when the validity of the data expires.

### Changing the download options

To configure download options, tap Menu > Options and choose from available options:

- Download satellites automatically
   Automatically download ephemeris data. This may incur additional data charges.
- Download satellites when roaming
   Automatically download ephemeris data when you are out of range of your home network. This may incur additional data charges.
- Download satellites when connected to PC via ActiveSync
   Automatically download ephemeris data when it is connected
   to your computer via ActiveSync. Your computer must be
   connected to the Internet to download ephemeris data.

# 11.3 Using AT&T Navigator

Use AT&T Navigator to get turn-by-turn driving directions to a destination you enter or a place of interest in the directory.



To set up AT&T Navigator

Tap Start > AT&T Navigator and follow the on-screen instructions.

# Chapter 12

# Camera and Multimedia

# 12.1 Taking Photos and Videos

Use Camera to take photos and record video clips. The screen orientation automatically switches to landscape mode when you open Camera

On the Home screen, slide to the **Photos & Videos** tab and then tap the **Camera** icon ( open the Camera screen in Photo mode and start taking photos.

To record videos, tap the Camcorder icon ( ) on the Photos & Videos tab to open the Camera screen directly to video mode.

### Changing the capture mode

By default, the capture mode is set to either photo or video mode, depending on what you selected when you opened Camera. Aside from these, Camera provides other capture modes for different needs.

- To change to another capture mode, tap first to display the onscreen controls, and then tap the middle icon at the bottom of the Camera screen.
- 2. In the Capture Mode menu, tap the capture mode you want to use.

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Capture mode	Function		
Photo	Captures standard still images.		
Video	Records video clips, with or without audio.		
Panorama	Captures still images continuously in one direction, and then stitches them to create a panoramic view of a scenery.		
MMS Video	Records video clips suitable for sending via MMS.		
Contacts Picture	Captures a still image that you can assign as a contact picture.		
Picture Theme	Captures still images and places them within frames.		
Video Share	Captures a video clip and lets you share it immediately with a contact via Video Share.		
GPS Photo	Captures still images and uses GPS to tag them with your geographical location. When you tap this, the device searches for your GPS position. If this is not found, the device returns to Photo mode. (For information about ensuring GPS reception, see "Guidelines and Preparation for Using GPS" in Chapter 11.)		

### Using the focus

Use the automatic focus or Touch Focus function to capture sharp and crisp photos and videos.

#### Auto-focus

Auto-focus sets the focus on the object at the center of the screen and is available for all capture modes. By default, touching the Virtual Camera button ( ) activates auto-focus and a flashing white a bracket ( ) appears in the center of the screen. When focus is set, the bracket changes to a steady green bracket ( ), and then the Camera takes the photo or starts to record the video.

#### Touch Focus

Touch Focus allows you to focus on a particular area of the screen. Touch Focus is enabled by default and is only available for Photo or Contacts Picture mode.

Note To disable Touch Focus, see "Setting advanced options" in this chapter. To use Touch Focus:

- 1. Set the Camera to Photo or Contacts Picture mode.
- 2. Touch the area on the screen that you want to focus. The Touch Focus indicator (-!-) positions itself on the selected area.
  - Note If you tap outside the effective focus area, a white box appears to indicate the area where you can use Touch Focus.
- 3. Touch to activate auto-focus on the selected area and take the photo. See "Auto-focus" in this chapter for more information.

Tip To move the Touch Focus indicator back to the center of the screen, tap

### Capturing photo or recording video

By default, the Camera automatically takes the shot or starts capturing video after you have set the focus.

- In Photo, Contacts Picture or GPS Photo mode, touch the Virtual Camera button to activate auto-focus; when focus is set, the Camera automatically takes the shot.
- In Video, MMS Video, or Video Share mode, touch the Virtual Camera button to activate auto-focus; when focus is set, the Camera automatically starts recording. Touch the Virtual camera button again to stop recording.
- In Picture Theme or Panorama mode, touch the Virtual Camera button to activate auto-focus; when focus is set, the Camera automatically takes the first shot. Do the same for each shot you need to take.

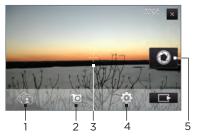
### The Review screen

After capturing a photo or recording video, the Review screen gives you the option to view/play, send, or delete the photo or video clip.

Icon	Function
<b>*</b>	Return to the live Camera screen.
@/▶	View the captured image or play the captured video in Album. See "Viewing Photos and Videos Using Album" in this chapter.
	Delete the captured image or video.
	Send the captured image or video via MMS or email.
1	After capturing in Contacts Picture mode, tap to assign the photo to a contact.

### On-screen controls

Tap to display the on-screen controls.





- 1 Album. Open the Album program. See "Viewing Photos and Videos Using Album" for details.
- 2 Capture mode. See "Changing the capture mode" for details.
- 3 Touch Focus/Auto-focus indicator. See "Using the focus" for details.
- 4 Menu. Open the Menu Panel. See "Menu Panel" for details.
- 5 Virtual Camera button. Activates the auto-focus and functions as the shutter release button.
- 6 Template Selector icon. In Picture Theme mode, tap to select another frame
- 7 Progress indicator. In Picture Theme and Panorama modes, this shows the number of consecutive shots.

### Menu Panel

The Menu panel lets you quickly adjust common camera settings and provides access to more advanced camera settings. To open the Menu panel, tap on the Camera screen, and then tap contact a setting, keep tapping a button, for instance, White Balance, to cycle through the available settings.

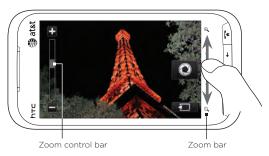
Note The available menu panel buttons depend on the selected capture mode.

Icon	Function		
Av/TO	Select the white balance setting according to the current lighting condition to capture colors more accurately.		
*	Open the Brightness bar and adjust the brightness level. Tap outside the Brightness bar to apply the change.		
© AUTO	Set the ISO level manually to 100, 200, 400, or 800, or set it back to AUTO. Higher ISO numbers are better for taking pictures in low light conditions.		
	Note The camera automatically adjusts the ISO level up to 400 only.		
OFF	Set the self-timer to <b>2 seconds</b> , <b>10 seconds</b> , or <b>Off</b> when in Photo or Contacts Picture mode.		
<b>*</b>	Open the advanced camera settings. See "Setting advanced options" for details.		

### Zooming

Before capturing a photo or a video clip, you can zoom in or out on your subject.

To zoom in or out, slide your finger up or down on the Zoom bar while holding the device sideways. While you are sliding your finger on the Zoom bar, the level of zoom is shown on the zoom control bar on the screen.



The camera zoom range for a photo or a video clip depends on the capture mode and resolution. Refer to the table that follows for more information.

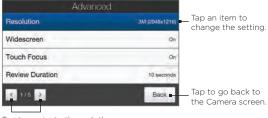
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Capture mode	Resolu	ution	Zoom range
Photo, GPS Photo	3M	Normal: 2048 x 1536 Widescreen: 2048 x 1216	1.0x to 1.6x
	2M	Normal: 1600 x 1200 Widescreen: 1600 x 960	1.0x to 1.6x
	1M	Normal: 1280 x 960 Widescreen: 1280 x 768	1.0x to 1.6x
	L	Normal: 640 x 480 Widescreen: 640 x 384	1.0x to 1.6x
	М	Normal: 320 x 240 Widescreen: 320 x 192	1.0x to 3.2x
Video	VGA	640 x 480*	1.0x to 1.6x
	CIF	352 x 288	1.0x to 1.6x
	L	320 x 240	1.0x to 1.6x
	М	176 x 144	1.0x to 1.6x
	S	128 x 96	1.0x to 1.6x
MMS Video	М	176 x 144	1.0x to 1.6x
	S	128 x 96	1.0x to 1.6x
Panorama	L	640 x 480	1.0x to 1.6x
	М	320 x 240	1.0x to 3.2x
Contacts Picture	М	272 x 272	1.0x to 3.2x
Picture Theme	Determined by the current template		Depends on the size of the selected template
Video Share	176 x 1	44	1.0x to 1.6x

<sup>\*</sup> Available only in some models.

### Setting advanced options

The Advanced options let you adjust options for your selected capture mode and set Camera program preferences. Tap **Advanced** on the Menu panel to open the Advanced screen.



Tap to navigate through the Advanced option screens.

- Resolution. Select the resolution to use.
- Widescreen (Photo mode). When On (default) you can use
  the entire screen as viewfinder. Refer to the zoom table for the
  resolution when Widescreen is On.
- Touch Focus (Photo and Contacts Picture modes). Enables or disables the Touch Focus function. Touch Focus is On by default.
- Review Duration. Set the time for a captured photo/video to remain on the Review screen.
- Grace Period (GPS Photo mode). Select the amount of time (None, 5 minutes, 10 minutes, or 30 minutes) during which you can capture photos without having an active GPS signal on your device. If GPS reception is cut off for this amount of time, you are prompted to reinitiate the GPS signal. If the GPS signal is still not available, the capture mode changes to Photo. For information about ensuring GPS reception, see "Guidelines and Preparation for Using GPS" in Chapter 11.

- Quality. Select the image quality level for captured photos.
- Capture Format (Video, MMS Video, and Video Share modes). Select the file format for recorded videos.
- Time Stamp (Photo mode). Include the date and time on captured photos.
- Storage. Select where to save photos and videos. You can either save the files to the main memory, or to a storage card if available.
- Keep Backlight. Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.
- Shutter Sound. Play a shutter sound when you tap the Virtual Camera button.
- Image Properties. Adjust the Contrast, Saturation, and Sharpness before capturing.
- Effect. Apply a special effect to your photos or videos.
- Metering Mode. Select a metering mode to allow the camera to measure the amount of light and calculate the best-fit exposure value before capturing.
- Prefix. The file name of a newly captured photo or video is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE\_001.jpg. You can also choose the current date or date and time as the file name prefix.
  - Note You can not change the file name prefix when saving captured photos to a storage card. Captured photos are named using the convention IMAGnnnn.jpg (where 'nnnn' is the counter), and are saved to the \DCIM\100MEDIA folder on the storage card.
- Counter. Reset the file naming counter back to 1.

- Flicker Adjustment. When taking indoor shots under fluorescent lighting, keep this setting on Auto or change it to the proper frequency (50Hz or 60Hz) of the power in your country to reduce flicker.
- Grid (Photo mode). Show a grid on the screen so you can easily frame and center your subjects.
- Record with Audio (Video or MMS Video mode). Select On to record videos with audio, or Off to record videos without audio.
- Recording Limit (Video and Video Share modes). Set the maximum duration or file size for recording video.
- Template (Picture Theme mode). Select a template.
- Template Folder (Picture Theme mode). By default, templates are stored in the \My Documents\Templates folder on the device's Main Memory. If you transferred some templates to a storage card, set this option to Main + Card.
- Show Reminder (Contacts Picture mode). Select On if you want the Camera to prompt you to assign the captured picture to a contact.
- Direction (Panorama mode). Choose the direction in which to stitch the photos in a panorama.
- Stitch Count (Panorama mode). Select the number of shots to take and stitch into a panorama.

# 12.2 Viewing Photos and Videos Using Albums

Use Albums to view photos and videos on your phone. You can also view photos that you and your friends have shared on Facebook.

On the Home screen, slide to the Photos & Videos tab and then tap Albums. You can also tap from the Camera screen to open Albums

On the Albums main screen, swipe your finger up or down to scroll and browse through photos and videos that are stored on your phone and storage card. Tap a photo or video to view it in full screen.



### Viewing photos

While viewing a photo, tap the screen to display and use onscreen controls.



- Return to the previous screen.
- 2 Start the slideshow.
- 3 Send the photo using email or MMS, or upload it to Facebook.
- 4 Save the photo as a contact picture, save the onscreen image as a new file, and more.

Note When playing a slideshow, animated GIF and video files are excluded from the slideshow.

### To view the next or previous photo in the current album

While holding your phone upright, view the next or previous photo by swiping your finger up or down the screen.

While holding your phone sideways, view the next or previous photo by swiping your finger left or right across the screen.

### To zoom in or out on an photo

Double-tap the area on the photo you want to zoom in on. To zoom out, double-tap the screen again.

### Tips

- Use the zoom bar to zoom in on the center of the photo. Slide your finger to the right of the zoom bar to zoom in. Slide to the left of the zoom bar to zoom out.
- When you zoom in on a photo, tap and hold the screen to pan and view other areas of the photo. When you zoom in on a photo, tap the screen, tap and then select Save Screen Image to save the zoomed in photo as a new file.

#### To set a favorite album

The Photos & Videos tab on the Home screen displays photos and video files from the current favorite album. By default, the Camera Shots album which stores the photos and videos you captured using the Camera is set as the favorite album. You can change to another favorite album, if preferred.

- 1. On the Albums main screen, tap Albums.
- On the Albums tab ( ), tap the album you want to set as your favorite.
- 3. Tap Menu > Set Album as Favorite, and then tap OK.



### Viewing Facebook photos

You can use Albums to view photos you and your friends have shared on Facebook. You must be logged in to your Facebook account to be able to view Facebook photos.

- 1. On the Albums main screen, tap Albums.
- Tap or slide to the Facebook tab ( ).
   If you have not logged in to Facebook, the subsequent screen lets you log in to your Facebook account.
- Tap the person whose photos you want to view, and then tap an album.
- 4. Tap a photo to display it in full screen.

While viewing a photo, tap the screen to display and use the onscreen controls.

Onscreen control	Function	
<b>←</b>	Return to the previous screen.	
<b>*</b>	Send the photo using email or MMS.	
Q	Reload the current photo.	

### Playing videos

While watching a video, tap the screen to display and use playback controls. Tap the playback control icons to pause, resume, stop playback, jump to the start of the video, or switch the display mode. You can also drag your finger across the progress bar to go forward or backward in the video.

When you've finished or stopped playing the video, you can replay the video by tapping the Play icon on the center screen.

You can also send this video by email or MMS or share it on YouTube. Tap the screen, tap the **Share** icon ( ), and then choose how you want to share the video.

## Sharing photos and videos

Using Albums, you can send photos and videos via email and MMS, upload photos to Facebook, and upload videos to YouTube. You must be logged in to Facebook and YouTube to upload photos and videos to those sites

- Open the album containing the photos or videos you want to share.
- 2. Tap Menu > Share, and then choose one of the following:
  - Mail. Tap one or more photos or videos you want to add as email attachments and then tap Send. If you have more than one email account, select the account to use. Compose your message and then tap Send. For more information about sending email, see Chapter 7.
  - Messages. Tap a photo or video to add it to a new multimedia message. Compose your message and then tap Send. For more information about sending multimedia messages, see Chapter 7.
  - Facebook. Tap one or more photos you want to share and then tap Upload.
  - YouTube. Tap one or more videos you want to share and then tap Next. Enter a Title and Tags for your videos, select a privacy setting, and then tap Upload.

## Closing Albums

To close Albums, return to the main Albums screen first. (If you were viewing a video or photo slideshow, stop the playback.) Tap the screen to show the onscreen controls and then tap to go back to the main Albums screen.

Tap X on the main Albums screen to close Albums.

# 12.3 Using Windows Media Player Mobile

Windows Media Player Mobile plays digital audio and video files that are stored on your phone or on the Web.

To open Windows Media Player Mobile, tap Start > AT&T Music > Windows Media. Windows Media Player Mobile opens with the Library screen. Use the Library screen to find and play songs, videos, and playlists that are stored on your phone or on the storage card.

## Playing media

#### To update the Library

In most cases, Windows Media Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your phone or to the storage card. Tap Menu > Update Library to manually update the library list.

#### To play audio and video files

- On the Library screen, tap the Library arrow (near the top of the screen), and then tap the media storage that you want to use, for example, Storage Card.
- 2. Select a category (for example, My Music or My Playlists).

3. Press and hold the item that you want to play (such as a song, album, or artist name), and then tap Play.

The Playback screen opens and plays the audio or video file. Use the playback controls to pause, resume, stop playback, play in full screen, and more.

## Synchronizing video and audio files

Use the latest version of Windows Media Player on your computer to sync digital media files from your computer to your phone. This ensures that protected files and album art (for skins) are correctly copied to your phone.

#### To automatically sync content to your phone

- On your computer, open Windows Media Player, and then connect your phone to your computer.
- 2. In the Device Setup Wizard, select Yes, search my computer now.
  - Note If you have previously opened Windows Media Player and searched for media on your computer, you are not prompted to search your computer in step 2.
- On the Device Setup dialog box, enter a name for your phone and click Finish.
  - Note If you installed a storage card that has a capacity of more than 4GB and your entire library can fit into the storage card, Windows Media Player will automatically sync your music files. Your phone also needs to be set to Disk Drive mode for Windows Media Player to automatically sync.
- 4. On the left panel of Windows Media Player, right-click the name of your phone and click **Set Up Sync**.
  - Note To set up media synchronization on a storage card, right-click Storage Card in the left panel of Windows Media Player, and then click Set Up Sync.

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- Select the playlist(s) that you want to sync between your computer and phone, and then click Add.
  - Note On the Device Setup dialog box, make sure that the Sync this device automatically check box is selected.
- 6. Click Finish.

The files begin synchronizing to your phone. The next time you connect your phone to your computer while Windows Media Player is running, synchronization will start automatically.

#### To manually sync content to your phone

- 1. If you have not set up media synchronization between your phone and computer, follow steps 1 to 3 in "To automatically sync content to your phone".
- Click the Sync tab on the Windows Media Player of your computer. Select a Playlist or a Library on the left panel of the Windows Media Player.
- 3. From the Content List, drag the media files that you want to sync to your phone and drop them to the Sync List.



Click Start Sync to start synchronizing the selected files to your phone.

Notes • Use Windows Media Player 11 or higher on your computer to sync media files to your phone.

 Audio files copy faster if Windows Media Player is configured to automatically set the quality level for audio files copied to your phone. For more information, see the Windows Media Player Help.

## Creating playlists

Create a new playlist by saving the current Now Playing playlist and giving it a new name.

#### To save a new playlist

- 1. If you are not on the Library screen, tap Menu > Library.
- 2. Tap to select a category (for example, My Music or My Playlists).
- Select a media file that you want, then tap Menu > Queue Up.
   This adds the file to the Now Playing list. Repeat this step until you have added all desired media files to the Now Playing list.

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Note You cannot select multiple files simultaneously.

- 4. After adding the media files, tap Menu > Now Playing.
- 5. On the Now Playing screen, tap Menu > Save Playlist.
- 6. Enter the playlist name, then tap Done.
- To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap Play.

## Troubleshooting

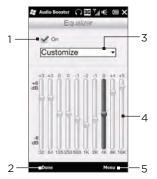
For troubleshooting information, visit http://www.microsoft.com/windowsmobile/en-us/help/more/windows-media-player.mspx.

# 12.4 Using Audio Booster

**Audio Booster** optimizes sound by providing an audio equalizer for a better listening experience. To use Audio Booster, connect a headset to your phone via the supplied 3.5 mm audio adapter.

#### To open Audio Booster

Tap Start > Tools > Audio Booster, or from the Home screen, slide to the Music tab and then tap Menu > Audio Booster.



- 1 Enable or disable the equalizer.
- 2 Apply the modified settings.
- 3 Choose the equalizer preset to use.
- 4 Drag the sliders to adjust the frequency.
- 5 Exit Audio Booster without applying the modified settings, or save or delete preset equalizer settings.

#### To create a custom equalizer preset

- Adjust the frequency bands to your desired values by dragging the equalizer controls.
- 2. When finished, tap Menu > Save as Preset.
- 3. Enter a preset name and then tap Done. The equalizer preset is added to the preset list box.

# Note To delete a custom equalizer preset, select it on the preset list box and then tap Menu > Delete Preset. You cannot delete pre-installed equalizer presets.

# 12.5 Using FM Radio

FM Radio lets you to listen to FM radio stations on your phone. Since FM Radio uses the provided stereo wired headset as the antenna, connect the headset first to the earphone jack of your phone before you open the program.

To open FM Radio, tap Start > Tools > FM Radio.

The first time you open FM Radio, it automatically scans for available FM stations, saves them as presets, and plays the first FM station found. For information about saving favorite stations as presets, see "Saving presets."



- 1 Search the FM band for the next lower or higher FM station.
- 2 Fine tune the radio frequency by -0.1 MHz.
- 3 Select headset or speaker audio output.
- 4 Select mono or stereo audio.
- 5 Preset FM stations. Tap a station to tune in.
- 6 Set FM Radio options, such as Scan and Save, mute the audio, and select the audio output.
- 7 Turn the sound on or off.
- 8 Fine tune the radio frequency by +0.1 MHz.
- 9 Station preset number (if you saved the station as preset)
- 10 Turn off FM radio.

Tip Press the VOLUME UP and VOLUME DOWN buttons on the side of the phone to adjust the volume.

# Saving presets

Save favorite FM stations as presets so you can easily access them. You can save up to 20 preset radio stations. Radio stations that are saved on Presets 1 to 6 can be accessed on the FM Radio screen.

#### To save FM stations as presets

- 1. Tune in to the desired FM frequency, and then tap Presets.
- 2. On the Presets list, tap \_\_\_\_\_ that appears on the desired preset number where you want to save the FM station.
  - Tip Tap to remove a favorite FM station from the list.
- 3. When done, tap OK.

#### To listen to a preset FM station

On the FM Radio screen, tap the station preset button. If the station preset button is not on the screen, tap **Presets**, scroll through the list of preset stations, and then tap the station you want to listen to.

## Minimizing or turning off FM Radio

When you tap  $\mathbf{X}$  on the title bar, FM Radio continues to run in the background and allows you to continue listening to the radio while you use other programs. To turn off FM radio, tap  $\mathbf{U}$  on the upper right corner of the FM Radio screen.

# Chapter 13

# Other Programs

## 13.1 Calculator

Calculator features basic calculation functions, and also works as an advanced scientific calculator.

#### Basic Calculator

Use the Basic Calculator to do basic arithmetic such as addition. subtraction, multiplication, and division. You can also work with numbers you store in the calculator memory.

- Tap Start > Tools > Calculator.
- Operate the calculator the same as you would a handheld calculator by tapping the onscreen keys to enter numbers, clear the entered number, and perform calculations.
- 3. You can also tap the respective buttons on the left side of the screen to add values to the calculator memory, display the stored number from the calculator memory, or clear the calculator memory.

- Notes A maximum of 9 digits can be entered for each number.
  - Tap Copy at the lower-left side of the screen to copy the displayed value so that you can paste it to another program that has a paste function, such as Notes.
  - · The Basic Calculator can only be used when the screen display is in portrait mode.

#### Scientific Calculator

Use the Scientific Calculator to perform more complex calculations such as square roots, logarithmic and trigonometric functions, percentages, and more.

- 1. Tap Start > Tools > Calculator.
- Turn your phone sideways to the left to display the Scientific Calculator.
- Tap the Rad/Deg button to toggle between degrees or radian measurement.
- Tap the FN button to display the second layer of scientific calculation buttons.
- When you tap one of these function buttons after entering a number, the corresponding operand or operator is displayed. You can continue to enter numbers, operands and operators to build the formula expression.
- 6. Tap the = button to compute and display the calculation result.

## 13.2 Microsoft Office Mobile

Microsoft® Office Mobile consists of the following applications:

- Microsoft® Office Excel® Mobile lets you create and edit Excel workbooks and templates on your phone.
- Microsoft Office OneNote Mobile lets you create notes with text, photos, and voice recordings for synchronization later with Microsoft Office OneNote 2007 on your computer.
- Microsoft® Office PowerPoint® Mobile allows you to view (not create) slide show presentations in \*.ppt and \*.pps formats.
- Microsoft\* Office Word Mobile lets you create and edit documents and templates in Word Mobile and save them as \*.doc, \*.rtf, \*.txt, and \*.dot files.

#### To use Microsoft Office Mobile

- 1. Tap Start > Office Mobile.
- 2. Tap the Office Mobile application that you want to use.

Word Mobile and Excel Mobile do not fully support some features of Microsoft Office Word and Microsoft Office Excel. To find out which features are not supported, tap Start > Help and then search for "unsupported" in the Help.

Tips

By default, Word Mobile saves documents in .docx format, while Excel Mobile saves workbooks in .xlsx format. If you want to open these types of files on a computer that uses Microsoft Office 2000, Office XP, or Office 2003, you need to download and install the File Format Converter in your computer. Download the File Format Converter at http://www.microsoft.com/downloads/.

- If you want Word Mobile to save documents in .doc format, tap Menu > Tools > Options (or Menu > Options when no document is opened), and then change the Default template to Word 97-2003 Document (.doc).
- If you want Excel Mobile to save workbooks in a format that is compatible with Microsoft Office 2000, Office XP, or Office 2003, tap Menu > Options (with no workbook opened), and then change the Template for new workbook to Blank 97-2003 Workbook.

# 13.3 SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer contacts from your SIM card to your phone or vice versa, and make a call to a SIM contact

#### To create a contact on your SIM card

- 1. Tap Start > Tools > SIM Manager.
- 2. Tap New and enter the contact name and phone number.
- 3. Tap Done.

Tip To change contact information on your SIM card, tap a SIM contact, edit the information, and then tap **Done**.

#### To copy SIM contacts to your phone

If you have saved contacts on your SIM card, you can copy them into Contacts on your phone.

- On the SIM Manager screen, select the desired contact, or select all SIM contacts by tapping Menu > Select All.
- 2. Tap Menu > Save to Contacts.

#### To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card.

- 1. On the SIM Manager screen, tap Menu > Contacts to SIM.
- 2. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, and then tap **Done**.

When you copy a contact that has several phone numbers to your SIM card, SIM Manager separately saves each number by appending an indicator at the end of each name.

By default, /M, /W, and /H are appended to indicate mobile, work, and home phone numbers respectively. To edit the default indicators and to select which other types of numbers to save to the SIM card, tap Menu > Tools > Options.

# 13.4 WorldCard Mobile

WorldCard Mobile lets you take a photo of a business card and easily export the contact information on the card into your Contacts.

To capture a business card and export its information to Contacts

- 1. Tap Start > Apps > WorldCard Mobile.
- Tap an on the WorldCard Mobile screen to open the Camera program.
- 3. Tap the Virtual Camera button ( ) to take a photo of the business card, then tap the Back button ( ) on the Review screen. Refer to Chapter 12 for details on how to use the camera.
  - Tip Make sure that the business card is displayed completely on the Camera screen before you take the photo, and that lighting is adequate.
- 4. On the WorldCard Mobile screen, tap Recognize.

Tips • If you want to retake the shot, tap Re-Capture.

- For better recognition, choose the language and region based on the language used in the business card.
- 5. The screen shows various contact information from the business card. Edit the contact information, if needed. Clear the check boxes of items that you do not want to be exported.
- Tap Export, then go to your Contacts list to view the exported contact.

For more information about using WorldCard Mobile, tap on the WorldCard Mobile screen to view the program help.

## 13.5 Java

Use Java to download, install and manage MIDlets or MIDlet suites on your phone. MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. Your phone supports Java 2 Micro Edition (J2ME).

#### To open Java

Tap Start > Tools > Java.

# Installing and launching MIDlets/MIDlet suites

To download and install from the Internet

- 1. Open the Web browser on your phone.
- 2. Navigate to the Web page with the link for the MIDlet/MIDlet suite you want to download, and tap the link.
- Follow the onscreen instructions to install and run the MIDlet/ MIDlet suite.

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#### To install from your phone

You can copy MIDlets/MIDlet suites from your computer to your phone using the USB sync cable or Bluetooth connection.

- Tap Menu > New Application > From Storage. The program then searches for MIDlets/MIDlet suites on your device and displays them in a list
- 2. From the list, tap the MIDlet/MIDlet suite that you want to install.
- Follow the onscreen instructions to install and run the MIDlet/ MIDlet suite.

#### To run a MIDlet/MIDlet suite

On the Java screen, open the folder that contains the MIDlet/MIDlet suite, and then select the MIDlet/MIDlet suite.

#### To uninstall a MIDlet/MIDlet suite

Before you uninstall a MIDlet, make sure that it is not running.

- Tap the Input Panel icon at the bottom of the screen to open the on-screen keyboard.
- Tap the up/down arrow buttons to select the MIDlet/MIDlet suite you want to remove.
- 3. Tap Menu > Delete.
- 4. Tap Yes to confirm.

# 13.6 JETCET Presentation

If you are away from your office and need to make a presentation, you can use JETCET Presentation to create a PowerPoint file and present it from your device.

JETCET Presentation also allows you to open and display presentations that were created in Microsoft PowerPoint 97, PowerPoint 2000, PowerPoint 2002 (XP), or PowerPoint 2003.

# Opening JETCET Presentation

Tap Start > JETCET Presenter 5.

## Creating a new presentation

When you open JETCET Presentation, the main screen displays a folder tree. Tap Menu > Cancel first and then tap Menu > File > New to create a new presentation. You can then enter text, insert graphics, and add more slides.

#### To add text to a slide

- 1. Tap Edit > Shape > Insert, tap [4], and then tap OK.
- 2. Drag your finger or stylus to draw a text box on the slide.
- While the text box is selected, set the font type, size and style first and then start entering your text using the hardware keyboard or on-screen keyboard.
- 4. While the text box is selected, tap Menu > Paragraph and then set the paragraph alignment, indentation, and line spacing.
  - Tip To format the text with automated bullets or numbering, tap Menu > Paragraph > Bullets.

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5. To modify the properties of the text box, select the text box and then tap Edit > Shape > Modify. You can change the fill color, add or remove the border, and more. To wrap text inside the text box, tap the Text Box tab and then select the Word wrap text in AutoShape check box.

#### To edit text

- 1. Select the text box that contains the text you want to edit.
- 2. Tap Edit > Text > Modify and then change your text. Tap within the text region to place the cursor exactly where you want to start editing.

### To insert an object shape

- 1. Tap Edit > Shape > Insert.
- Tap an object, for example, an arrow, from the Autoshape Objects.
- 3. Drag on the slide to draw the select shape.
- Tip To insert a picture, tap Edit > Shape > Picture.

#### To add and edit slides

- 1. Tap Edit > Slide > New to add a new slide.
- To change the background color of a slide, tap Edit > Slide > Background.
- In Background fill, tap Fill Effects to apply a gradient or tap More Colors to choose a solid color.
- Tap Apply to change the background color of the current slide, or tap Apply to All to change all slides.
- To apply a transition effect to the slides, tap Edit > Slide > Transition.

- 6. In Effect, select the type of transition effect to use and then select a speed.
- Choose whether to advance slides on mouse click or automatically. If you select to auto-display slides, set the time delay.
- To make the changes to the current slide only, tap Apply. For the changes to affect all slides in the presentation, tap Apply to All.

#### To save the presentation

If this is your first time to save your presentation, tap Menu > File > Save As and then enter a new file name.

To save changes made to your presentation, tap Menu > File > Save.

# Displaying the presentation

You can connect your device to a large-screen display such as a television and show your presentation to an audience as a full-screen slideshow. For more information about connecting your device to a large-screen display, see "Connecting to an External Display" in Chapter 13.

#### To display the presentation as a slideshow

- Tap the PowerPoint file in the folder tree to open the file, or tap Menu > File > Open and then tap the PowerPoint file.
- 2. Tap Menu > Show > Set Up Show. Select whether to advance slides Manually or Using timings, if present, and then tap OK.
- 3. Tap Menu > Show > View Show. The presentation is then displayed in landscape and in full screen.
- 4. Slide open the hardware keyboard. If you have set up the slideshow to advance manually, press the right arrow key to advance one slide forward and the left arrow key to go back one slide.

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Another way to advance one slide forward is to tap the screen.

You can also tap the arrow watermark at the lower-left corner of the screen to open a selection menu, then tap **Next** or **Previous** to move between slides.





Arrow watermark

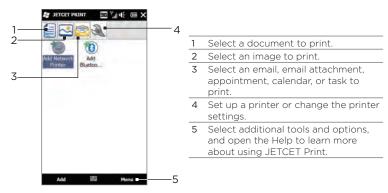
#### To exit the slideshow

Tap the arrow watermark, tap the down arrow to scroll down the selection menu, and then tap End Show.

For more information about using JETCET Presentation, tap 1 on the toolbar of JETCET Presentation to view the program help.

## 13.7 JETCET PRINT

Use JETCET™ PRINT to print image files or documents from your phone straight to a Bluetooth or network printer. You can also print email messages, email attachments, appointments, contacts, and tasks.



#### To set up a printer

You must configure your phone to connect to a printer before you can start printing.

- 1. Tap Start > Tools > JETCET PRINT 5.
- If you are not in the Settings tab, tap the settings button ( ), and do either of the following:
  - Tap Add Network Printer to set up and connect to a shared network printer.
    - Note The phone will wait continuously if you have entered an incorrect IP address while setting up a network printer.
  - Tap Add Bluetooth Printer to set up and connect to a Bluetooth printer.

Note To learn how to set up a printer, refer to the JETCET PRINT help on your phone. Tap Menu > Help to access JETCET PRINT help.

#### To print a file

- 1. Tap Start > Tools > JETCET PRINT 5.
- Locate and select the type of file that you want to print (document, image, or email/PIM) by tapping the corresponding tabs on the left side of the screen.
- Press and hold the file that you want to print, and then tap Print on the menu.
- Select a printer in the Choose a Printer list box, select the paper size, and then tap Next.
- Choose the page layout in the list, and then tap Next to print the file.
- Tip You can also print document and image files from File Explorer. To print, use File Explorer to locate the file you want to print. Press and hold the file, and then tap Print with JETCET 5 on the pop up menu.

# 13.8 Windows Marketplace

On Windows® Marketplace for Mobile, it's easy to download new programs that fit your needs and make your phone truly personal. A wide range of free and premium programs is available, from games to powerful business applications. You can shop securely and download programs straight to your phone or via your PC.

To access Windows Marketplace on your phone Tap Start > Marketplace.

# 13.9 Installing and Uninstalling Programs

You can install or uninstall additional programs. Your phone does not allow you to uninstall most of the preinstalled programs.

Note Before you purchase additional programs, make sure that they are compatible with your phone.

Before you launch the program installer, check first whether the installer can directly run on Windows Mobile or needs to be run on a computer.

#### To install a program directly on your phone

- 1. If the installer is a .cab file, download or copy it to your phone.
- On your phone, tap Start > Tools > File Explorer and navigate to the installer file.
- 3. Tap the file to launch the installer.
- 4. Choose whether to install the program into the main memory or your storage card, if you have the storage card inserted on your phone.
- 5. Wait for the installation to complete.

Note You may be prompted to restart your phone after installation is completed.

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#### To install a program from your computer

- If the installer is an .exe file such as Setup.exe, most likely, the installer needs to be run on a computer. Download or copy it to your computer.
- Connect your phone to your computer using the USB cable, and then double-click the installer file on your computer to launch the installer.
- Follow the onscreen instructions on your computer and your phone to complete the installation.

#### To uninstall a program

- 1. On the Home screen, slide to the Settings tab.
- 2. Tap Application > Remove programs.
- 3. In the **Programs in storage memory** list, select the program you want to remove, and then tap **Remove**.

# Chapter 14

# Managing Your Phone

# 14.1 Copying and Managing Files

Copy files between your phone and computer, or copy files to a storage card installed on your phone. You can also efficiently manage your files and folders using File Explorer.

#### To copy files using Windows Mobile Device Center or ActiveSync

- 1. Connect your phone to the computer.
- Click File Management > Browse the contents of your device in Windows Mobile Device Center on your computer, or click Explore in ActiveSync on your computer. This displays the content of your phone in Windows Explorer on your computer.
- 3. To copy a file from your phone to your computer:
  - a. Browse the contents of your phone, right-click the file you want to copy, and then click Copy.
  - b. Right-click a folder on your computer, and then click Paste.
- 4. To copy a file from your computer to your phone:
  - a. Browse the folders on your computer, right-click the file you want to copy, and then click Copy.
  - b. Right-click a folder on your phone, and then click Paste.

#### To manage files on your phone using File Explorer

File Explorer lets you browse and manage the contents of your phone. The root folder on the phone is named My Device, and contains the following folders: My Documents, Program Files, Windows, and more.

- 1. Tap Start > Tools > File Explorer.
- 2. Tap a folder or file to open it.
- 3. To return to an upper level folder, tap Up.
- 4. To quickly delete, rename, or copy a file, press and hold the file, and then choose the desired operation on the shortcut menu. To copy or delete multiple files, tap and drag over the desired files, press and hold the selection, and then choose an option from the menu.

#### To copy files to a storage card

- Make sure that the storage card is properly installed on your phone.
- Connect the phone to your computer using the USB cable, select Disk Drive on the Connect to PC screen, and then tap Done.
- 3. On your computer, navigate to the removable disk drive, and then start copying files to the storage card.
- 4. When finished, disconnect the phone from your computer.

# 14.2 Settings on Your Phone

To access your phone's settings, press the END button to return to the Home screen and then slide to the **Settings** tab. The tables below describe about the different settings that you will find on the **Settings** tab.

Tip On the Home screen's **Settings** tab, tap **Menu > All Settings** to access more settings.

#### Personalize

Setting	Description
Home tab wallpaper	Select a wallpaper for the <b>Home</b> tab.
Lock screen wallpaper	Select a wallpaper for the Lock screen.
Home screen tabs	Rearrange or hide Home screen tabs.
Font	Adjust the screen font size to improve readability in some applications.
Vibration	Choose whether to allow your phone to vibrate when you tap buttons on certain screens, such as tabs on the Home screen, Phone dialer's keypad, onscreen keyboard, and more.

#### Wireless controls

Easily manage and turn on or off connections, including the phone connection, GPRS/3G, Wi-Fi, Bluetooth, and more. (See "Using the Comm Manager" in this chapter for details.)

# Sound & Display

Setting	Description
Profiles	Choose a profile to automatically set your phone with the proper volume level that suits your environment.
Volume	Set a single volume for the ringer and your phone, or separately set their volume.
Ring and Notifications	Choose a ringtone and ring type, set different notification sounds for different events such as reminders, new messages, and more. You can also turn on or off the Quiet ring on pickup and Pocket mode features.
Display	Turn on the auto brightness feature, or manually set the screen brightness. You can also change the timeout period for dimming the backlight and turning off the display (switching the phone to Sleep mode) to conserve battery power.
G-Sensor	Recalibrate the G-Sensor of the phone. Do this when screen auto rotation is not working properly.

## Data services

Setting	Description
ActiveSync	Set your phone to auto sync your Outlook work email and other information as they arrive in your Exchange Server inbox (Direct Push feature), or set a sync schedule. You can also change the information types to sync and start synchronization manually.
Utilities	Set auto download settings for stocks and weather. You can also enable or disable the option for synchronizing your phone with Internet time.

Setting	Description
Social Networks	Easily log in or out of your social network accounts such as Facebook, Twitter, and YouTube by simply tapping the Off/On switch of each account.
E-Mail	Set the sync schedule for the Internet email accounts that you have set up on your phone.

#### Location

You can turn location service on or off. When turned on, your current location can be easily determined and used by certain applications on your phone. This provides you with accurate information, such as weather in your current location which is displayed on the Home screen.

# Security

Setting	Description
Encryption	Encrypt files on your storage card. Encrypted files are only readable on your phone.
Certificates	See information about certificates that are installed on your phone.
Phone lock	Set a password for your phone.
Factory reset	Reset your phone to factory default settings.

## Application

Setting	Description
Remove programs	Uninstall programs that you previously installed on your phone.
Managed programs	Displays the programs that were installed on your phone using System Center Mobile Device Manager.

# SD card & phone storage

Check the storage space and usage information of your phone and storage card.

#### Date & time

Set local time settings and time format.

### Locale & text

Setting	Description
Regional	Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your phone.
Text input	Turn on or off input features such as symbol lock, typing sound, and XT9 predictive settings. You can also view a basic tutorial on entering text with the onscreen keyboard.

# Updates & feedback

Setting	Description
Customer feedback	Set your phone to automatically send information about how you use Windows Mobile. By default, this option is disabled.
Error reporting	Enable or disable the phone's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer is logged in a text file and delivered to Microsoft's technical support if you choose to send it.

## Other

Setting	Description
Keyboard Sliding Sound	Select a sound to play when you open and close the hardware keyboard.
TV Out	Set the video standard to use when outputting to an external display.
AT&T Software Updates	Check the AT&T server for a new software update.
Uploader	Shows the upload progress when you are uploading photos or videos to social networks. Tap <b>History</b> to see what photos or videos you have previously uploaded.
USB to PC	Set the type of USB connection to your PC. Select the ActiveSync option for synchronizing data, Disk Drive mode for transferring files, or Internet Sharing to use your phone as a modem for your computer.

# About phone

Setting	Description
Phone identity	Specify a name to be used for identifying the phone to other devices. You can also see basic information such as the model number, IMEI, and serial number of your phone.
Hardware information	Shows phone specifications such as processor type and speed, storage size, display resolution, and more.
Software information	Shows information such as the Windows Mobile version, ROM version, duration of calls, and more.
Battery	Check the remaining battery power. There is also an option that allows you to enable or disable charging your phone's battery when the phone is connected to your computer.
About	Shows copyright information.

# 14.3 Basic Settings

Choose settings for your phone that best suit your needs.

# Changing sound and display settings



From the Sound & Display screen, you can choose sound settings for your phone, such as profile, ringtone, volume level, and different notification sounds. You can also adjust screen brightness.

#### To select a phone profile

A profile is a preset that determines how your phone will alert you when you have incoming calls. Each profile is preconfigured with a sound setting that suits your environment. For instance, Silent mutes the ringtone and is ideal for use when you're in a meeting. Automatic sets your phone to vibrate only when you receive phone calls during scheduled appointments in your Calendar.

On the Home screen, slide to the **Settings** tab, tap **Sound & Display**, and then select a profile that suits your current environment.

#### To change the ringtone and ring type

- On the Home screen, slide to the Settings tab and then tap Sound & Display.
- 2. Scroll down to the Ring and Notifications settings.
- 3. Tap Ringtone. Select the ringtone you want to use and then tap Done.
- 4. Tap Ring Type. Select the ring type you want to use and then tap Done.

# Tips

- You can use \*.wav, \*.mid, \*.mp3, \*.wma, or other types of sound files that you downloaded from the Internet or copied from your computer. For a complete list of supported audio file formats, see "Specifications" in the Appendix.
- To use your sound files as ringtones, copy them first to the /My Documents/My Ringtones folder on your phone, and then select the sound from the Ringtones list of your phone. For more information about copying files, see "Copying and Managing Files" in this chapter.

### To adjust the system and ring volumes simultaneously

- On the Home screen, slide to the Settings tab and then tap Sound & Display.
- 2. Turn on the Single volume setting by tapping its Off/On switch.

#### To set notification sounds



You can personalize your phone with unique notification sounds for different events such as missed calls, new text messages, new email, reminders, and more. On the Home screen, slide to the Settings tab and then tap Sound & Display > Notification sounds to choose a different sound for each type of event.

On the Notification Sound screen, tap the left side of the screen that shows the types of events to choose the sound to use for each event. Tapping the Off/On switches on the right turns on or off the notification sounds.

#### To adjust screen brightness

By default, your phone automatically adjusts the screen brightness according to the ambient lighting. Turn off auto brightness if you want to be able to adjust the screen brightness.

- 1. On the Home screen, slide to the **Settings** tab and then tap **Sound & Display**.
- 2. Scroll down to the Display setting and then tap Backlight.
- 3. Clear the Automatically adjust backlight check box.
- 4. Adjust the brightness by dragging the slider under On battery power and On external power.
- 5. Tap Done.

To change backlight and automatic Sleep mode settings
Dimming the backlight and switching the phone to Sleep mode help
save battery power. You can change the idle time before the backlight
automatically dims. You can also change the idle time before the
phone goes into Sleep mode.

- 1. On the Home screen, slide to the **Settings** tab and then tap **Sound & Display**.
- 2. Scroll down to the Display setting and then tap Backlight.
- Under the On Battery Power and On External Power group of settings, do the following:
  - Make sure the Dim backlight if device is not used for option is selected. Tap the box below this option to select a backlight timeout duration.
  - Make sure the Turn off device if not used for option is selected. Tap the box below this option to select a sleep mode timeout period.
- 4. Tap Done.

Tip If you do not want the backlight to dim, clear the Dim backlight if device is not used for check boxes. To turn off automatic Sleep mode, clear the Turn off device if not used for check boxes.

## Specifying a phone name

Specify a name to use for identifying your phone to other devices, for instance, when synchronizing with a computer, connecting to a network, or restoring information from a backup.

Note If you sync multiple phones with the same computer, each phone must have a unique name.

- On the Home screen, slide to the Settings tab and then tap About phone > Phone identity.
- 2. Enter a phone name and then tap Done.
- Notes The phone name must begin with a letter, consist of letters from A to Z, numbers from 0 to 9, and cannot contain spaces. Use the underscore character to separate words.
  - If you enroll your phone to your company's domain, the phone name will be changed to be the same as the one used to enroll your phone.

## Changing settings of phone services

You can change the settings of various phone services for your phone. Phone services may include call forwarding, call waiting, voicemail, and more. Contact your mobile operator to find out about the availability of phone services for your phone.

- On the Home screen, slide to the Settings tab and then tap Wireless controls.
- 2. On the Comm Manager screen, tap Phone.
- 3. Tap the service whose settings you want to change, and then choose your desired options.
- 4. When finished, tap Done.

## 14.4 Using Comm Manager

Comm Manager lets you easily turn on and off the communication features such as the phone connection, Bluetooth, Wi-Fi, and data connection.

On the Home screen, slide to the **Settings** tab and then tap **Wireless controls** to access Comm Manager.



- 1 Switch Airplane mode on or off. (See "Turning the Phone Connection On and Off" in Chapter 2.)
- 2 Access the phone settings and change the PIN codes, configure phone services, and more. Tap the switch to turn the phone connection on or off. (See "Turning the Phone Connection On and Off" in Chapter 2 for details.)
- 3 Connect a Bluetooth headset or other Bluetooth-enabled device. Tap the switch to turn Bluetooth on or off. (See Chapter 10 for details.)

- 4 Connect to a wireless network. Tap the switch to turn Wi-Fi on or off. (For more information about connecting to Wi-Fi networks, see "Wi-Fi" in Chapter 9.)
- 5 Open ActiveSync to change advanced sync settings that are not available on the Data Services screen (that's opened from the Home screen's Settings tab). Tap the switch to change between automatically receiving (as items arrive) or manually retrieving Outlook email messages. (See "Working With Company Email Messages" in Chapter 8 for details.)
- 6 Configure your data connection settings. Tap the switch to connect or disconnect the active data connection (3G/GPRS, or EDGE)
- 7 Tap Menu when you need to access and change the following settings:
  - Connections Set up one or more types of modem connection for your phone, such as phone dial-up and GPRS, so that your phone can connect to the Internet or a private local network. (See Chapter 9 for details.)
  - Domain Enroll Enroll your phone in your company's domain to let System Center Mobile Device Manager manage the phone. Ask your network administrator for more details.
  - USB to PC Set the type of USB connection to your PC. Select the ActiveSync option for synchronizing data, Disk Drive mode for transferring files, or Internet Sharing to use your phone as a modem for your computer.

## 14.5 Using Task Manager

Task Manager shows which programs and processes are currently running on your phone.

When you close a program by tapping the Close icon (X) on the top-right corner of the screen, the program still runs in the background. Use Task Manager to switch between programs or stop running programs.

- 1. Tap Start > Task Manager.
- 2. To switch to a running program, tap the program name and then tap Menu > Switch To.
- 3. To stop running a program, tap the program name and then tap End Task.
- 4. To stop running all programs, tap Menu > End All Tasks.
- 5. Tap Menu > Exit to close and stop running Task Manager.

## 14.6 Protecting Your Phone

## Protecting your SIM card with a PIN

You can protect your SIM card by requiring a PIN (personal identification number) every time the phone is turned on. You will not be able to use the Phone dialer or the data connection until you enter the correct PIN.

#### To enable the SIM card PIN

- On the Home screen, slide to the Settings tab and then tap Wireless controls.
- 2. On the Comm Manager screen, tap Phone to open the Phone Settings screen.

- 3. Tap the PIN code Off/On switch.
- 4. Enter the PIN, tap OK, and then tap OK on the message box.

Tips • To change the PIN, tap Change PIN on the Phone Settings screen.

• Emergency calls can be placed at any time, without requiring a PIN.

### Protecting your phone with a password

You can help keep your data more secure by requiring a password every time the phone is turned on.

#### To set a password

- On the Home screen, slide to the Settings tab and then tap Security > Phone lock.
- Select the Prompt if phone unused for check box, and then specify the idle time before the phone requires a password. If you choose O Minutes, you will need to input the password every time you wake the phone up from Sleep mode. For more information, see "Switching to Sleep mode" in Chapter 1.
- 3. In the Password type box, select the type of password you would like to use.
  - Tip If your phone is configured to connect to a network, use an alphanumeric password for increased security.
- 4. Enter the password in both the Password and Confirm boxes.
- 5. Tap OK.

If your phone is idle for the timeout period that you set, you will need to enter your password to unlock your phone. If you used a simple PIN password, the Lock screen will be displayed before you enter your password. For information, see "Lock Screen" in Chapter 1.

- Notes To ensure that you can always make emergency calls, do not begin your password with the digits of your local emergency number.
  - If you entered a hint, the hint will be displayed after the wrong password is entered five times.
  - If you forget your password, you can hard reset or clear the phone's memory. For more information about hard resetting the phone and clearing the memory, see "Resetting Your Phone".

## Encrypting files on your storage card

You can set your phone to encrypt files as they are saved on the storage card.

- 1. On the Home screen, slide to the **Settings** tab and then tap Security > Encryption.
- 2. Select Encrypt files when placed on a storage card.

- **Notes** Encrypted files can only be read on the phone that encrypted them.
  - Encrypted files are opened just like other files, provided you are using the phone that encrypted them. There is no separate step for you to take to read these files.

#### Important

If Encrypt files when placed on a storage card is enabled, back up all files from the storage card before performing a factory reset (Clear Storage or hard reset) or updating the operating system. Otherwise, you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

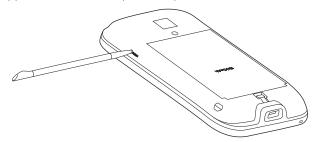
## 14.7 Resetting Your Phone

## Performing a soft reset

Perform a soft (normal) reset to clear all active program memory and shut down all active programs. This is useful when your device is running slower than normal, or a program is not performing properly. If a soft reset is performed when programs are running, unsaved work is lost

#### To perform a soft reset

- 1. Pull out the stylus.
- 2. Remove the back cover. For instructions, see "To remove the back cover" in Chapter 1.
- 3. Use the stylus tip to press the RESET button located at the upper-left side of the open back panel.



Your device restarts and displays the Home screen.

Replace the back cover and insert the stylus back into its compartment.

### Performing a hard reset

If a normal reset does not solve a system problem, you can perform a hard (full) reset. After a hard reset, the device is restored to its default settings—the way it was when you first purchased it and turned it on. You will lose any programs you installed, data you entered, and settings you customized on your device, and only Windows Mobile® software and other pre-installed programs will remain.

#### Warning!

Your device will be set back to factory default settings. Make sure that any additional installed programs and/or user data have been backed up before you perform a hard reset.

#### Important

If Encrypt files when placed on a storage card is enabled, back up all files from the storage card before performing a factory reset (Clear Storage or hard reset) or updating the operating system. Otherwise, you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

#### To perform a hard reset

 With the device turned off, press and hold the TALK/SEND, END and POWER buttons until you see this message on the screen.

> This operation will delete all your personal data, and reset all settings to manufacturer default. Press VolUp to restore manufacturer default, or press other keys to cancel.

- 2. Release the TALK/SEND, END and POWER buttons.
- 3. Press the VOLUME UP button to perform the hard reset, or press any other button to cancel the reset.

### Using Clear Storage

If you can access the device settings, you can use Clear Storage to reset your device back to factory default settings.

- 1. Tap Start > Settings, and then tap All Settings.
- 2. On the System tab, tap Clear Storage.
- 3. Enter "1234" and then tap Yes.

## 14.8 Connecting to an External Display

Your device has a TV output which can be connected to an external display, such as a TV monitor, that has an RCA cable socket. This allows you to output the device screen and audio to a big-screen display.

Note You need an HTC TV Out cable to be able to connect your device to an external display. The HTC TV Out cable is sold separately.

#### To connect the device to an external display

- 1. Turn off the external display.
- Connect the ends (red, white, and yellow RCA plugs) of the HTC TV Out cable to the external display's RCA sockets.
- Connect the mini-USB end of the HTC TV Out cable to the sync connector at the bottom of the device. The TV Out screen opens.



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4. Choose the video standard to use when outputting the video and then tap **Done**.

For example, if your video is in the NTSC standard and you select PAL-M, TV Out will automatically convert your video to PAL-M before it outputs to the external display.

- Note If you need to change the video standard option in the future, tap Start > Settings > All Settings > System tab > TV Out.
- 5. Tap the type of media you want to output.
- 6. Turn on the external display and then switch it to the input signal that you connected the HTC TV Out cable to (for example, Video 1).

The screen orientation is always in landscape mode while your device is connected to the external display.

# **Appendix**

## A.1 Specifications

Processor	Qualcomm® MSM7201A™, 528 MHz	
Operating System	Windows Mobile® 6.5 Professional	
Memory	• ROM : 512 MB • RAM : 288 MB	
Dimensions (LxWxT)	116 X 59.35 X 16.55 mm (4.57 X 2.34 X 0.65 inches)	
Weight	178.5 grams (6.3 ounces) with battery	
Display	<ul> <li>3.6-inch TFT-LCD touch-sensitive screen with 480 x 800 WVGA resolution</li> <li>Adjustable tilt screen</li> </ul>	
Network	HSDPA/WCDMA:  •850/1900/2100 MHz  •Up to 384 kbps up-link and 7.2 Mbps down-link speeds Quad-band GSM/GPRS/EDGE:  •850/900/1800/1900 MHz (Band frequency, HSDPA availability, and data speed are operator dependent.)	
Device Control	Zoom bar	
Keyboard	Slide-out 5-row QWERTY keyboard	
GPS	Internal GPS antenna	
Connectivity	<ul> <li>Bluetooth* 2.1 with Enhanced Data Rate and A2DP for stereo wireless headsets</li> <li>Wi-Fi*: IEEE 802.11 b/g</li> <li>HTC ExtUSB™ (11-pin mini-USB 2.0, audio jack, and TV Out* in one)</li> </ul>	

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Camera	3.2 megapixel color camera with auto focus	
Audio supported formats	AAC, AAC+, eAAC+, AMR-NB, AMR-WB, QCP, MP3, WMA, WAV, MIDI, M4A	
Video supported formats	WMV, ASF, MP4, 3GP, 3G2, M4V, AVI	
Battery	Rechargeable Lithium-ion battery  Capacity: 1500 mAh  Talk time: Up to 390 minutes for WCDMA	
Expansion Slot	microSD™ memory card (SD 2.0 compatible)	
AC Adapter	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A	
Special Features	<ul> <li>G-Sensor</li> <li>Straight Talk™</li> <li>Noise-cancelling dual microphones and speakers</li> </ul>	

<sup>\*</sup> HTC TV Out cable needed.

- Notes The memory size figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the operating system, applications, and data, the actual available memory is less than what is specified.
  - Specifications are subject to change without prior notice.

## A.2 Regulatory Notices

### Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of RHOD300.

FCC ID: NM8RHOD300.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your RHOD300.

The Battery Pack has been assigned a model number of RHOD160.

Operating temperature range: 32°F to 104°F (0°C to 40°C).

Note This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

#### Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harm-ful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- · Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- · Consult the dealer or an experienced radio or television technician for help.

#### Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by HTC Corporation may void the user's authority to operate the equipment.

## FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices

On July 10, 2003, the U.S. Federal Communications Commission (FCC) Report and Order in WT Docket 01-309 modified the exception of wireless phones under the Hearing Aid Compatibility Act of 1988 (HAC Act) to require digital wireless phones be compatible with hearing-aids. The intent of the HAC Act is to ensure reasonable access to telecommunications services for persons with hearing disabilities.

While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise, and phones also vary in the amount of interference they generate.

The wireless telephone industry has developed a rating system for wireless phones, to assist hearing device users find phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box.

The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

M-Ratings: Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings. RHOD300 is rated M3.

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. Higher ratings mean that the hearing device is relatively immune to interference noise. The hearing aid and wireless phone rating values are then added together.

A sum of 5 is considered acceptable for normal use. A sum of 6 is considered for better use. A sum of 8 is considered for best use.



In the above example, if a hearing aid meets the M2 level rating and the wireless phone meets the M3 level rating, the sum of the two values equal M5. This should provide the hearing aid user with "normal usage" while using their hearing aid with the particular wireless phone. "Normal usage" in this context is defined as a signal quality that is acceptable for normal operation.

The M mark is intended to be synonymous with the U mark. The T mark is intended to be synonymous with the UT mark. The M and T marks are recommended by the Alliance for Telecommunications Industries Solutions (ATIS). The U and UT marks are referenced in Section 20.19 of the FCC Rules. The HAC rating and measurement procedure are described in the American National Standards Institute (ANSI) C63.19 standard.

#### For information about hearing aids and digital wireless phones

FCC Hearing Aid Compatibility and Volume Control:

http://www.fcc.gov/cgb/dro/hearing.html

Gallaudet University, RERC:

http://tap.gallaudet.edu/DigWireless.KS/DigWireless.htm

## Exposure to Radio Frequency (RF) Signals

Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

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- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86, 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Your device has an internal antenna. Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value.

This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. This phone has been tested and meets the FCC RF exposure guidelines when used with an accessory that contains no metal and that positions the handset a minimum of 1.5 cm from the body. For body worn operation, to maintain compliance with FCC RF exposure guidelines, use only HTC Corporation approved accessories. When carrying the phone while it is on, use the HTC Corporation supplied or approved carrying case, holster, or other body-worn accessory. Use of non HTC Corporation approved accessories may violate FCC RF exposure guidelines and should be avoided.

#### SAR Information

FCC: 1.16 w/kg @1g (Head) 1.26 w/kg @1g (Body)

## Telecommunications & Internet Association (TIA) Safety Information

Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

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#### Hearing Aids

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

#### Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

#### WFFF Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.



The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

## **RoHS Compliance**

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

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