T-Mobile Device Owner's Manual

Release 1.0

February 12, 2002

FCC Compliance Statement

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.

T-Mobile Device Owner's Manual
Contents

1. Start Here

Thank You for Purchasing a T-Mobile Device!

Here's what you'll find in the box:

- T-Mobile Device
- Smart Card with SIM
- Power adapter
- Camera
- Headset
- USB B cable
- Wrist strap
- Carrying holster
- Quick Reference card
- Quick Start booklet

If you find that anything is missing, please contact T-Mobile Customer Care by calling 1-800-937-8997, or by going to http://www.myistream.com and clicking the Customer Care link.

Before you can start using your device, you must set up your T-Mobile account and charge the battery. Read the following topics to find out how.

Your T-Mobile Account

Before you can use your device, your T-Mobile account must be completely set up. Account setup involves the following steps:

1 Obtain a telephone number.

When you purchased your device, a T-Mobile representative assigned you a telephone number, which is stored on your device's Subscriber Identification Module, or "SIM" for short. (Read more in *About Your Smart Card* on page 22.) This step you've already completed.

2 Wait for account activation.

T-Mobile must activate your device on the network. This can take up to 48 hours after you purchase your device. You will know your T-Mobile account is activated when you see a "Welcome to Registration" screen on your device display.

3 Register a username and password.

After you see the "Welcome to Registration" screen on your device, follow the prompts to select a username and password. You will use your phone number and this password to sign in and out of the Web version of the applications, and you may occasionally be prompted to enter this information on the device as well. When selecting a username and password, note the following:

- **Usernames** - Must start with an alphabetic character (A-Z), can include numbers, can include underscores but no other punctuation, and must be two or more characters in length. If your preferred username is already taken, the T-Mobile service will provide you with alternate suggestions. You can either pick one of these or try another one of your choice. Note that usernames are not case-sensitive.

- **Passwords** - Must contain at least six characters and include both letters and numbers. You will be asked to type your password twice for confirmation. Note that your password appears on the screen as asterisks (*) to ensure privacy. Select a password that is not a word, is difficult to guess, but one that you can remember. Passwords *are* case-sensitive. If you forget your password at some time in the future, contact T-Mobile Customer Care at 1-800-937-8997.

Secret Question - You will also be asked to select a "secret question" and type the answer. Questions are similar to these:

- What is your mother's maiden name?
- What is your favorite pet's name?
- What is the last name of your favorite teacher?
- What is your favorite movie?

If you ever forget your password, you will be asked to answer this question your password is "reset" by Customer Care.

Powering Your Device

Your device comes with a built-in rechargeable lithium ion (Li-Ion) battery. Before you can begin using your device you must charge the battery. Note that **you cannot access or remove the battery** from your device. Read the following topics for more information about your device's battery:

- *Charging Your Device's Battery*
- *Battery Charging Time*
- *Use and Standby Times*
- *Conserving Power*

Charging Your Device's Battery

To charge the battery, do the following:

1   Attach the power adapter to your device.

Locate the power adapter that came with your device. Insert the charger lead (the small round end of the adapter) into your device's charging outlet (the small round hold located at the top of your device) and plug the adapter cord into a standard 120V AC electrical wall outlet.

Charging Outlet

2   Let the device charge for at least four (4) hours.

Rest the device in a safe place and let the batteries charge for at least four hours, or overnight. As the device is charging, you will see a charge indicator (🔋) blinking over the battery icon the upper-right corner of the device display. When fully charged, the charge indicator will stop blinking. You're ready to go!

Battery Charging Time

Initial charging time for your device's lithium ion battery is approximately four hours. Recharging time is the same, depending on how discharged the battery has become.

Use and Standby Times

With a fully-charged battery, you can use your device for one day. In power-saving (or sleep) mode, the battery should last seven days. These times are approximate however; battery operation times vary according to how you use your device, signal conditions, and other network settings made by T-Mobile.

Conserving Power

Your device has a power-saving feature that automatically reduces power to the device after 10 minutes of inactivity. This is also referred to as "sleep mode". In sleep mode your device will still receive messages and calls. To wake the device, simply press any two control keys simultaneously or open the display lid.

If you have set a device security code, as described in *Turn On/Off Privacy Lock* on page 31, you will be prompted to enter your three-digit security code before the device will "wake up". This power-saving feature conserves battery power, as well as provides security when used in conjunction with the device security feature.

Read more in *Sleep Display* on page 33.

Using the Wrist Strap to Carry Your Device

Use the wrist strap included in your box to carry your device safely. To attach the strap to your device, do the following:

1 Slip the thinnest end of the strap into the metal ring located at the top-right corner of the device, then open this end into a loop.

2 Take the opposite end of the strap (where your wrist fits) and pull it through the loop.

3 Pull the strap to make the loop tight and secure.

4 Use the strap to secure the device around your wrist.

T-Mobile Device User Documents

In addition to this Owner's Manual, the device comes with two other documents. To open these in PDF format for printing, click the links below:

- T-Mobile Device Quick Reference card
- T-Mobile Device Quick Start booklet

Using the Holster to Protect Your Device Screen

Use the holster included in your box to both **protect the screen** and **carry your device securely**. To use the holster:

1 Close the lid to your device and slip it into the open holster.

2 Secure the holster to your belt or waistband using the holster clip.

Remember! The best way to protect the screen from scratches and other damage is to **always carry the device in the holster**.

Use Your Device Safely

While using your device, please remember to follow the safety rules listed below. To turn off your device when required, press and hold the keyboard On/Off Power key for four seconds. To turn off the radio, press the Jump button, then press Menu and select Preferences. Scroll to the **Turn Off Wireless** button and select.

- **Do not use your device while driving a vehicle.** If you must use your device, pull off the road to a safe spot first.
- **Turn off your device while on an aircraft.** Because wireless devices interfere with navigation systems, FCC regulations prohibit use of your device in the air. Please follow airline rules and switch off your device when directed.
- **Turn off your device while in a hospital.** Adhere to posted signs in hospitals, where an active wireless device could interfere with hospital equipment and pacemakers.
- **Turn off your device while at a fueling station or near blasting.** Do not use wireless devices near fuel or other chemicals. Follow posted restrictions at these sites.
- **Use only approved device batteries and accessories.** Please do not insert or connect incompatible products to your device.

2. Device Basics

Read the topics in this chapter to get a quick understanding of how your device operates:

Parts of Your T-Mobile Device

The illustration below identifies the basic elements of your hiptop.
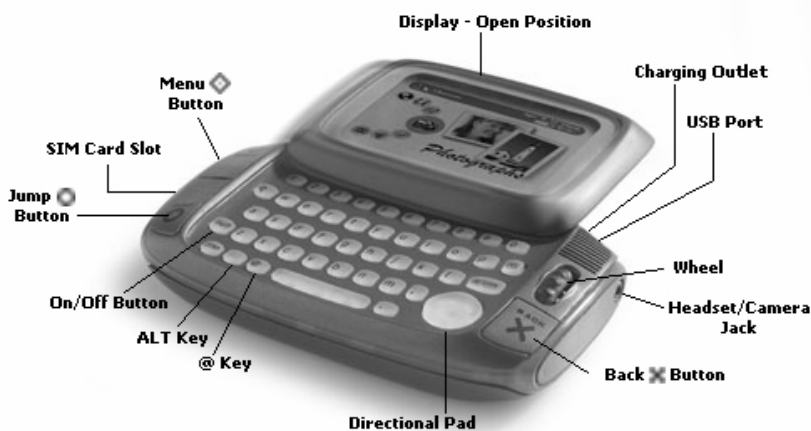
Each element is described in more detail in the topics below.

Device Display

Your device comes with a swivel display lid that covers the keyboard in the closed position. Even when closed, the LCD faces up and the control buttons are exposed, so you can use your device. When you open the display lid (by rotating it clockwise), the display automatically rotates 180-degrees. Read more details below.

Opening and Closing the Display Lid

1   **To open the display lid**, place your left thumb on the lower-left corner and your right forefinger on the upper-right corner of the lid and gently push in a clockwise direction. The lid will spring smoothly into position:

2   **To close the display lid**, reverse the motion to pivot the lid counter-clockwise and lock it into the closed position.

Standard Display Screen Indicators

The display screen is your view into the T-Mobile Device applications, so what you see on the screen depends on what application you are using. However, there are some standard indicators that display on the screen at all times. These indicators are located at the top of the screen and are circled in the example below.

Element	Description
Phone	Device application identifier. Lets you know what application screen you are currently viewing.

Element	Description
May 1, 12:30pm	Current date and time.
(iiiii)	Battery charge indicator. The darker the battery icon, the more power in the battery.
⚡	Power adapter connectivity indicator. When your device is connected to the power adapter, this lightning bolt icon displays over the battery indicator. If your battery is charging, the lightning bolt flashes.
⊤·»))	Radio signal strength indicator. The more signal bands showing, the stronger the signal strength of the wireless connection at your current location.
⊤✗	No radio signal indicator. If you see this X next to the radio tower icon, it means you have temporarily lost network connection.

You can read about other indicators and icons in *The Jump Screen* on page 34 and in the chapters describing each application.

Notifications

When you receive a new email, SMS, IM, or voice mail message, the service will give you a visual notification in the title bar, no matter what application you're currently viewing. Here's an example of a new email notification:

The notice will appear/disappear several times in case you miss it the first time.

You can also chose to be notified of new messages using ringtones (sounds, flasher, or vibration). Read more about notifications in the following topics:

- *Quiet Mode and Notifications* on page 29
- *Set Up Ringtones* on page 46
- *Select Email Notifications* on page 76

Turning on Backlighting

To help you use your device in a dark environment, enable the backlighting feature:

1 From the Jump screen, open the menu and select **Preferences**.

2 Scroll down to select **Battery & Backlight.**

3 Select the **Automatically turn on when in use** check box.

4 Select the length of time you want backlighting to stay on from the pop-up menu.

5 Press the Jump button to return to the Jump screen. Now, when you press any button on your device, backlighting will turn on for the set amount of time. Note that as long as you press a key or button before the set time elapses, the backlight will not go out.

Tip: Even if you have not enabled backlighting, you can quickly turn on backlighting for 5 seconds by pressing ◇ + ✕ to open the Controls pane.

Keyboard

Your device keyboard contains five rows of keys, including a key for the "at" symbol (@) and a Directional pad ("D-pad") that "rocks" into eight different directions or positions.

The topics below describe the keyboard in more detail.

Directional Pad (D-pad)

The D-pad is the round navigational device in the lower-right corner of the keypad that you can "rock" in eight directions: up, down, left, right, plus the 4 corners (northwest, northeast, southwest, and southeast), which you use by pressing two adjacent keys at the same time. You use the D-pad to navigate while playing games and to navigate within *text boxes*. A text box is an area on the screen in which you can type characters. Here's a few examples of text boxes:

- To, From, Subject fields in an email, IM, or Text Messages message
- Go To pane in the Web Browser
- Luggage Tag in Control Panels > Security screen

Press the **up/down** and **left/right arrows** to move in those directions among characters in a text box. Press the **corners** of the D-pad (two adjacent arrows at the same time) to jump up/down one line and forward/backward a character. Read more in *Typing Text* on page 21.

ALT Key

You type special characters (shown in red on some of the keys) by first pressing the ALT key, then the key showing the special character. For example, if you need to type a semicolon (;), you would first press the ALT key, then the J key. (This action is also represented in the user documentation as **ALT+J**.)

- **Lock the ALT key** to type a series of special characters by pressing the key twice.
- **Unlock the ALT key** by pressing it once again.

Note! You can also lock the Shift key by pressing it twice. Unlock by pressing once again.

@ Key

When you type an email address, you use the "at" symbol (@) to separate the username from the domain; for example, username@domain.com. Use the @ key (located in the bottom row of keys) to insert the @ symbol in an email address easily.

On/Off Button

Power off the device to conserve the maximum amount of power. While the power is off, your device will not receive messages or phone calls. Incoming calls are forwarded to voice mail.

To power your device on and off, use the On/Off button. It is located just to the left of the "Z" key on the keyboard.

Control Buttons

A T-Mobile Device comes with four main control buttons, which you can still use when the display lid is in the closed position, as shown below:

Read more details about the control buttons in the topics below.

Menu Button ◇

The Menu button is located in the upper-left corner of the device and is marked by a diamond. When you see the diamond ◇ on the device screen or in the documentation, this refers to the Menu button. Use the Menu button to do the following:

- Press ◇ once to open a drop-down menu listing actions you can take from the current screen.
- Press ◇ again to close the drop-down menu.
- Press ◇ in combination with a shortcut key to perform an action. There are two types of shortcut keys:
  - User-definable - Read more in *Jump Shortcuts* on page 28.
  - System-defined - You'll find the system-defined shortcuts listed in the menus to the right of a given option. For example, in the Email application, the shortcut for composing a new message is ◇+N.

About Context Menus - The options that appear in any given menu are dependent on what screen you are viewing. These types of menus are often referred to as "context menus". For example, if you are viewing the main screen of the Email application, the menu will list options such as "New Message" and "Check for New Email". However, if you are viewing the main screen in the Address Book, the menu will list options such as "New Contact", "Sort...", and "My Info". So the items that appear depend on the "context" (or screen) you are in when you open the menu.

Jump Button ◯

The Jump button is located in the lower-left corner of the device and is marked by a circle. When you see the circle ◯ on the device screen or in the documentation, this refers to the Jump button. Use the Jump button to open the Jump screen. No matter where you are in the applications--what screen you are viewing--if you press the Jump button, you'll return to the Jump screen. In the example below, the Jump screen shows the Telephone application highlighted:

To open the application you have highlighted from the Jump screen, click the wheel.

Read more in the *Wheel* on page 19 and *The Jump Screen* on page 34.

Back Button ✖

The Back button is located in the lower-right corner of the device and is marked by a cross. When you see the cross ✖ on the device screen or in the documentation, this refers to the Back button. Use the Back button to do the following:

- Press ✖ once to go back to the screen you were previously viewing; press twice to go back two screens, and so on.
- In a dialog box or on a screen, press ✖ once to save any changes you've made to the information. If you've made changes within a dialog box, the dialog box closes as well.
- If a menu is open, press ✖ once to close it.

Wheel

The wheel is located in the upper-right corner of your device. You use it to highlight and click buttons or links on the screen. Use your thumb to rotate the wheel away from you (up) or toward you (down), moving through selections ("clickable" items). You can also click the wheel down. More specifically, here's how you can use the wheel:

- **Rotate** the wheel **toward you to advance** the current selection through all the "clickable" elements on a screen and scroll down a Web page.
- **Rotate** the wheel **away from you to reverse** through all the "clickable" elements on a screen and to scroll up a Web page.
- **Click down** on the wheel (as you would a mouse button) **to select** a highlighted item or open a pop-up menu.
- **Click and hold** the wheel **to open pop-up context menus**.

Headset/Camera Jack

The jack where you insert your headset or camera is located on the right side of the device. See illustration in *Parts of Your T-Mobile Device* on page 13. Be sure to press the headset or camera lead in firmly to secure the connection:

Charging Outlet

The charging outlet is located at the top of your device, as shown in the illustration below. Read more in *Powering Your Device* on page 10.

USB B Port
Charging Outlet

USB Mini-B Port

The USB Mini-B port is located on the top of your device, as shown in the illustration above. Use the USB Mini-B port with your USB cable to connect your device to a personal computer for restoring the device operating system software. For details on using your USB Mini-B port for this purpose, please read *Troubleshooting* on page 161.

Typing Text

Many of the T-Mobile Device applications have screens in which you type text, such as the Email Compose screen, the individual Preference screens, the Browser's Go To pane, etc. You will primarily use the keyboard to type text, which is easy to use, but here are some hints to make typing and editing text easier:

- Use the Directional Pad to navigate within a text box:
  - Press the up/down and left/right arrows to move in those directions among characters in a text box.
  - Press the corners of the D-pad (two adjacent arrows at the same time) to jump up/down one line and forward/backward a character.
- To delete a character to the left of the cursor, press the DEL key [⌫].
- To delete a character to the right of the cursor, press SHIFT+ ⌫ .
- To delete all the characters in a text box, press ALT+SHIFT+ ⌫ .
- To lock the SHIFT key, press SHIFT twice. To unlock, press SHIFT once again.
- To lock the ALT key, press ALT twice. To unlock, press ALT once again.

3. About Your Smart Card

If you are unfamiliar with Smart Cards or SIM cards, you might be interested to learn more by reading the following questions and answers:

- *What Is a Smart Card? on page 22*
- *Exactly What Information Is on My Device SIM? on page 22*
- *Can I Remove My SIM? on page 22*
- *How Do I Handle My SIM? on page 23*
- *What Happens If I Lose My SIM? on page 23*
- *What Happens If I Put A Different SIM in My Device? on page 23*

What Is a Smart Card?

A Smart Card is the size of a credit card and contains a SIM card, which is an acronym that stands for **S**ubscriber **I**dentification **M**odule. A SIM is a small card that fits into a slot within your device. The card contains a chip that holds information required to operate a device.

Exactly What Information Is on My Device SIM?

Your device SIM stores the following information:

- **International Mobile Subscriber Identity (IMSI) Number** - Number that uniquely identifies you as a subscriber on the network. The number is made up of three parts: a three-digit mobile country code, a two-digit mobile network code, and a (up to) 10-digit mobile subscriber identify number.
- **Mobile Subscriber ISDN (MSISDN) Number** - Your mobile telephone number. (ISDN stands for Integrated Services Digital Network.)
- **SIM Lock Code** - A Personal Identification Number (PIN) that you set using the Control Panels > Security screen. This code protects your SIM from being used by another person in another device in the event it is lost or stolen.
- **SMS Messages** - Short Message Service messages that you receive and save. T-Mobile Text Messages messages use the Short Message Service.

Can I Remove My SIM?

Yes, you can; but we recommend you **never** remove the SIM from your device. Without a SIM card, you can only place phone calls to 611 (T-Mobile Customer Care) and 911 (Emergency). You can also view data that has been cached in the device memory.

If you find you must remove your SIM, please follow the directions that follow.

To Remove Your SIM...

1 Your SIM card fits into a slot on the left side of your device behind the end cap:

End Cap Covering
SIM Card Slot

   Remove the end cap using your fingernail or a coin.

2 You will see the SIM card in its slot; press the end of the SIM in toward the device and release. The SIM should spring gently out of its slot.

3 Remove the SIM carefully. Be sure to read *How Do I Handle My SIM?* on page 23.

4 Replace the end cap by pressing the prongs in slightly and inserting the cap. Make sure the cap is flush with the case.

To Insert Your SIM...

1 Remove the end cap covering the SIM slot.

2 Press the SIM into its slot with the notch in the upper-right corner and the gold contacts facing down (away from you). When you release the SIM make sure it is locked into position and it doesn't spring out.

3 Replace the end cap.

How Do I Handle My SIM?

Handle your SIM card very carefully since the card and gold contacts can be easily damaged by scratches or bends. Be sure to keep SIM cards out of reach of small children.

What Happens If I Lose My SIM?

Call T-Mobile Customer Care at 1-800-937-8997.

What Happens If I Put A Different SIM in My Device?

We do not recommend you insert a different SIM into your device. If you do, your device will function but you will not have access to your messages and you will not be able to use the telephone application.

4. Setting Your Preferences

Your T-Mobile Device is designed so you can set up many of its features to suit your preferences:

- Specify **application-wide preferences** using the **Preferences** screens.
  From the Jump screen, open the menu and click **Preferences...** to open these screens.
- Specify **application-specific preferences** using the **application Preferences** screens.
  From the Jump screen, click any application (Web Browser, Instant Messaging, Email, etc.). Then open the menu and click **Preferences...** to open these screens.

We recommend you step through the application-wide Preferences screens and the application-specific Preferences screens to completely customize your device for your personal use. Use the tables below to guide you through the screens. For more details on each screen, follow the links in the first column.

Application-Wide Preferences

Control Panel Screen	Configurable Items and Options
Controls Pane on page 26	• Image contrast/brightness slider bar • Sound Effects slider bar • Phone volume slider bar • Enable Quiet Mode check box • Radio on/off check box • Sleep Now button
AutoText on page 27	• Capitalize new sentences check box • Auto replace check box and list of replacement rules you can add to or delete from
Date & Time on page 27	• Current date & time text fields • Radio connection status • Time Zone setting scroll box
Jump Shortcuts on page 28	• User-definable list of keyboard shortcuts to application screens. Jump shortcuts use the Jump button plus another key. See
Keyboard & Wheel on page 29	• Keyboard repeat delay slider • Keyboard repeat rate slider • Wheel acceleration slider

Control Panel Screen	Configurable Items and Options

Quiet Mode and Notifications on page 29	• Quiet Mode Enabled check box
	  - Sound & Music
	  - Light Flasher
	  - Vibration check boxes
	• Schedule Quiet Mode options
	  - Auto Silent every day from.... time drop-down menus
	  - Auto Silent all day check box and options: Weekdays, Weekends

Security on page 31	• Set your three-digit security code • Display Luggage Tag check box and information pane • Lock your SIM card and change SIM code buttons
Sleep Display on page 33	• Sleep Now button • Display Personal Sleep Message check box and message field

Application-Specific Preferences

Application Preference Screen	Configurable Items and Options
Web Browser Preferences on page 36	• Home page URL setting pane • Custom search engine in Go To pane selection list. Select from: Google, Yahoo, MSN, AltaVista, Excite. • Do not download images check box • Clear History, Clear Cache, Clear Cookies buttons
Instant Messaging Preferences on page 62	• Display offline buddies in list check box • Auto-connect to messaging server check box • Default notifications check boxes and options
Email Preferences on page 71	• Save outgoing messages in Sent folder check box • Accounts set-up screen. Use menu to define New Account, Edit Account, Discard Account. Accounts are POP3. • Folders set-up screen. Use menu to create New Folder, Edit Folder, Discard Folder. • Notifications screen. Use to set notification of new email through ringtone, user interface, or beeps. Pop-up menu shows sound options. You can listen to a selected sound by using the sound preview button. In addition to Sound, you can select Buzzer or Flasher check boxes.

Application Preference Screen	Configurable Items and Options
Telephone Preferences on page 45	• Call Forwarding set-up screen • Total Call Time counter and Reset button • Speed Dialing set-up screen • Show My Phone Number screen • Incoming Call Notification and Voice Mail Notification set-up screens (same as Email notifications setup described above)
Address Book Preferences on page 97	• Categories set-up screen. Use to create New Category, Edit Category, or Discard Category. • Labels set-up screen. Use to create New label, Edit Label, or Discard Label.
Text Messages Preferences on page 89	• Save outgoing messages in Sent folder check box • Select a text message notification method

Controls Pane

The Controls pane contains settings that you may want to open at any time, from any screen:

Open Controls

There are two ways you can open Controls:

- **Method 1**: Press the **Menu** and **Back** buttons together. The Controls pane opens. You can use this method from any screen on any application at any time.
- **Method 2**: Press the **Jump** button to open the Jump screen. Press the **Menu** button to open the Jump screen menu. Click **Controls**.

The Controls Pane

- **Sounds volume slider** - Adjust the volume of sound effects for new message notifications and games. After highlighting and clicking the slider, rotate the wheel up to increase volume; rotate down to decrease volume.
- **Mute button** - Quickly switch to quiet mode by clicking this button. Click again to "unmute".
- **Contrast slider** - Adjust your screen image contrast to complement your current lighting environment. Rotate the wheel to highlight the slider, then click to make it "editable". Rotate the wheel up to increase contrast, rotate down to decrease contrast.

AutoText

To help you type accurately, the AutoText screen includes rules that automatically correct common typing errors. You can add to or discard rules that are included by default. To open the AutoText screen, do the following:

1 From the Jump screen open the **Control Panels**, then click **AutoText**.

2 If you want the first letter in new sentences to be capitalized automatically, select the **Capitalize new sentences** check box to cause a check to appear in the box. Note that this check box is selected by default.

3 If you want the replacement rules listed on the screen to be in effect, click the **AutoReplace** check box to cause a check to appear in the box. Note that this check box is also checked by default.

4 To discard any of the replacement rules, rotate the wheel to highlight the rule, then open the menu and click **Discard Rule** [▣]. You are prompted to confirm that you really want to remove the rule. Click either **Cancel** or **Discard**.

5 To add a new replacement rule, open the menu and click **Add Rule**. The Replacement Rule dialog box opens:

Type the word or phrase that you common misspell in the first text box, then type the correct spelling in the second box. For example:

Click **OK** to save the replacement rule, or **Discard** if you don't want to save it after all.

6 To return all AutoText settings to those set when you first received your device, open the menu and click **Restore Defaults**.

Date & Time

The device service knows the Coordinated Universal Time, or UTC. (Note that UTC is also known as Greenwich Mean Time, or GMT.) UTC reflects the mean solar time along the Earth's prime meridian. The prime meridian is arbitrarily based on the meridian that runs through the Greenwich Observatory outside of London, where the present system originated.

To set your device time correctly, you must select your time zone:

1 From the Jump screen open the **Control Panels**, then click **Date & Time**.

2 From the **Time Zone** pop-up menu, highlight the time zone you want your device to reflect, then click.

3 If you are observing Daily Savings Time, select the **I am currently observing Daylight Savings Time** check box.

4 Once you leave the Date & Time screen, you settings are saved.

Override System Date & Time Settings

You can override the system-set date and time settings if you wish by doing the following:

1 Highlight either the date or time box then click the wheel to activate the selector. The first selectable field is highlighted: **June 12, 2002** .

2 Scroll the wheel until you see:
 • the correct month/day/year (for date), or
 • hour/minutes/pm/am (for time).

3 To select a value, click the wheel. The focus switches to the next selectable field: **June 12, 2002** .

4 Proceed until all fields are set as you wish.

5 Press the Back button to save your settings.
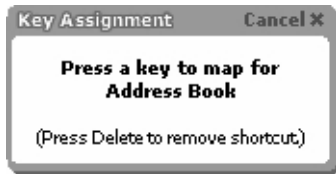
Jump Shortcuts

You can always click the Jump button to return to the Jump screen, where you can then select one of the applications. However, if you want to jump to a specific application quickly, you can set a shortcut key. Note that your device comes with the following shortcut keys pre-defined:

Web Browser - ⬤ + B   **Calendar** - ⬤ + C

Instant Messaging - ⬤ + I   **To Do** - ⬤ + T

Email - ⬤ + M   **Notes** - ⬤ + N

Phone - ⬤ + P   **Text Messages (SMS)** - ⬤ + O

Address Book - ⬤ + K   **Snapshots** - ⬤ + H

Change Preset Shortcuts

1 From the main Control Panels screen click **Jump Shortcuts**.

2 Scroll to highlight the application for which you want to create a jump shortcut, then click the wheel. The Key Assignment dialog box appears. In the illustration below, Address Book was highlighted when the Key Assignment dialog box was opened:

3 Press the key you want to use to jump to the application you've highlighted. The Key Mapping dialog box disappears and your shortcut is saved.

4 To use the Jump Shortcuts, from any screen at any time, press the Jump button [⬤] plus the shortcut key to open that application.

5 To delete a shortcut key mapping, scroll the wheel to highlight the application, then press the Delete key.

Keyboard & Wheel

You can set how your keyboard and wheel respond to your touch:

- **Keyboard repeat delay** - If you hold down a key long enough, it will start repeating in your text box. This setting determines how long you must hold down a key before it starts repeating.
- **Keyboard repeat rate** - Once you've held down a key long enough so it starts repeating, this setting determines how fast the key repeats.
- **Wheel acceleration** - Rotating the wheel up or down causes some pages to scroll up or down. This setting allows you to specify how fast you want the wheel to accelerate while scrolling.

To set these preferences, do the following:

1 From the main Control Panels screen click **Keyboard & Wheel**.

2 You make the three settings described by using "sliders". Scroll the wheel to highlight the slider you want adjust, then click to be able to move the slider. A selected slider looks like the following:
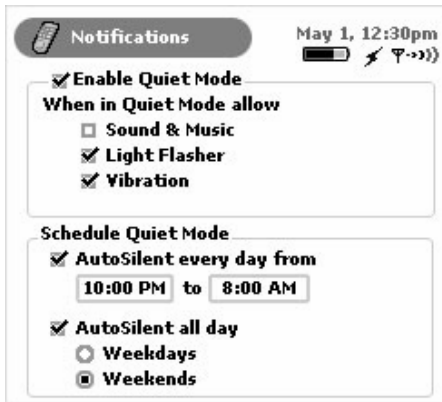

3 Rotate the wheel **up to increase** the setting; rotate the wheel **down to decrease** the setting. This means that to:

- Increase the time you have to hold down a key before it starts to repeat, move the slider to the right.
- Increase how fast keys are repeated, once they start repeating, move the slider to the right.
- Increase how fast the wheel accelerates, move the slider to the right.

4 The settings are saved as soon as you make them.

Quiet Mode and Notifications

In some situations, you may want you device to be "quiet" when notifying you of new messages or phone calls. This is called "quiet mode". You can also schedule regular times when you want your device to operate in quiet mode. To make these settings, do the following:

1 From the main Control Panels screen click **Notifications**. The Notifications screen appears:

```
┌─────────────────────────────────────────────┐
│  🗋 Notifications          May 1, 12:30pm     │
│                            ▄▄▄  ⚡ ⍢·›))        │
│  ✔ Enable Quiet Mode                          │
│  When in Quiet Mode allow                     │
│       □ Sound & Music                         │
│       ✔ Light Flasher                         │
│       ✔ Vibration                             │
│                                               │
│  Schedule Quiet Mode                          │
│  ✔ AutoSilent every day from                  │
│     10:00 PM  to  8:00 AM                     │
│                                               │
│  ✔ AutoSilent all day                         │
│     ○ Weekdays                                │
│     ◉ Weekends                                │
└─────────────────────────────────────────────┘
```

2 To turn on quiet mode, select the **Enable Quiet Mode** check box so a check box appears in the box (as illustrated above).

3 Once you have turned on quiet mode, you can also decide if you want quiet notifications to include the light flasher and/or vibration. By default, the **Light Flasher** and **Vibration** check boxes are selected. To clear either of these selections, use the wheel to highlight the check box, then click the wheel to make the check mark disappear.

4 To have quiet mode turn on automatically at a regular time, select the **AutoSilent every day from** check box. By default, quiet mode is scheduled from 10 pm to 8 am each day. If you want to adjust this time, use the wheel: rotate to select the time box, then click to enable scrolling through time settings and the AM/PM setting. Click the wheel when the time you want displays.

5 You can also schedule quiet mode to turn on automatically on weekdays or weekends (all day). Select the **AutoSilent all day** check box to enable this feature; then click either the **Weekdays** or **Weekends** option button.

6 Your settings are saved as soon as you make them.

Security

The device's security features allow you to do the following:

- *Turn On/Off Privacy Lock*
- *Fill in Your Luggage Tag*
- *Lock Your SIM Card*

To view the security screen, from the main Control Panels screen click **Security**. The Security screen opens:
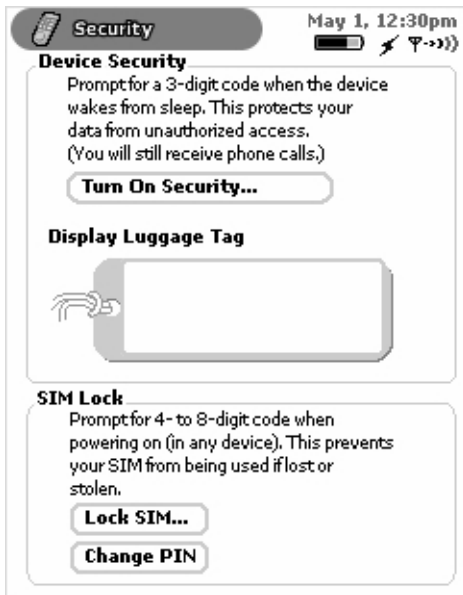
Each setting is described in more detail in the topics that follow.
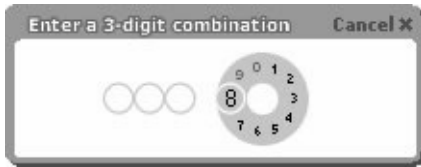
Turn On/Off Privacy Lock

If you want to secure your device from unauthorized access once your device has gone into power-saving (sleep) mode, you will first need to set up a security code using this screen.

1   From the **Security** screen, click **Turn On Security...**

The combination dialog box opens.

2 Type a three-digit code using the keyboard or the dial:

3 At the prompt, retype the three digits to confirm.

4 A "security enabled" message appears. Click **OK**.

5 After reading the confirmation message, click **OK**.

6 You are returned to the Security screen with the **Turn Off Security...** button active.

7 If you want to turn off Security at any time, simply highlight then click this button.

8 Type your three-digit code using the keyboard or dial.

9 You are returned to the Security screen, where you can **Turn On Security** at any time.

Fill in Your Luggage Tag

Use your device's Luggage Tag feature as a device identifier if someone types an incorrect security code when attempting to wake your device from sleep mode. This is very handy if you lose your device and another person tries to use your device. Fill in your Luggage Tag information by doing the following:

1 From the Security screen scroll to the **Display Luggage Tag** section.

2 Click the Luggage Tag text box and type identifying information about yourself, such as:

Note that you can only type **four lines** in your Luggage Tag.

3 If, for some reason, you want to **not** display your Luggage Tag, delete the text in the Luggage Tag box.

Lock Your SIM Card

By locking your SIM card, you ensure that no one except yourself can use your device while your SIM card is in place. Note that your SIM is installed with a default PIN, which T-Mobile assigns.

To lock your SIM, do the following:

1 From the Security screen scroll to the SIM Lock section.

2 Highlight and click the **Enable SIM Lock...** button. The SIM Code dialog box appears:
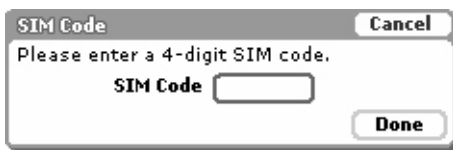
3 Type your PIN and click **Done**. Your SIM card is now locked. You will be prompted to type your SIM PIN whenever your device wakes from sleep or is reset. To unlock your SIM card, from the Security screen, click the **Unlock SIM...** button:

The Unlock SIM dialog box appears.

4 Type your PIN, then click **OK**. Your SIM card is unlocked.

Sleep Display

The device will go into sleep (or power-saving) mode after 10 minutes of inactivity, which automatically locks the device if you have turned on device security. (Read more in *Turn On/Off Privacy Lock* on page 31.) If you haven't locked your device, to wake your device from sleep, simply press any of the control buttons (Menu, Jump, or Back) or click/rotate the wheel.

Set Personalized Sleep Message

You can set a personalized message that will appear on the screen while the device is asleep. To set this message, do the following:

1 From the main Control Panels screen click **Sleep Display**. The Sleep Display screen opens:

2 Scroll to highlight the **Display personal sleep message** text box and type your sleep message. Your message must fit on one line, which is approximately 20-30 characters.

3 Your settings are saved as soon as you make them.

4 To remove your message, simply delete the text from the Personal Sleep Message box.

Key Guard Your Device

To put your device into power-saving mode (key guard), on command, do the following:

1 From the Sleep Display screen, highlight then click the **Sleep Now** button. Alternatively, from any screen press and hold the Jump button for at least two seconds.

2 Your device is immediately put to sleep and the keyboard is locked. (The latter is only true if you have set a security code as described in *Turn On/Off Privacy Lock* on page 31.)

Tip: To wake your device from sleep, simply click any two control buttons simultaneously, or open the display lid.

5. The Jump Screen

The Jump screen is a view that displays all the applications you can use on your device in a "wheel" of icons. You use the Jump screen by rotating the wheel through the applications until the application you want to open is highlighted. Then click to open the application. The Jump screen is illustrated below, with the Telephone application highlighted:

Each application has a "preview screen" that displays to the right of the Jump screen wheel of applications. Read more in *The T-Mobile Device Applications Preview Screens* on page 35.

How to Open the Jump Screen

Simply click the Jump button ⬤ to view the Jump screen. You can "jump" to this view from any screen, in any application, at any time, by pressing the Jump button.

Jump Button

The T-Mobile Device Applications Preview Screens

As you view the Jump screen and scroll through each application using the wheel, the preview screen applicable to that application highlighted displays to the right of the Jump screen wheel.

Some preview screens contain application status information. For example, in the illustration of the Jump screen above, the Telephone preview screen shows the device owner that she has one voice mail message.

Jump preview screens with timely user information are described in more detail in the following topics:

- *Telephone Preview Screen* on page 44
- *Instant Messaging Preview Screen* on page 59
- *The Email Preview Screen* on page 71
- *Text Messages Preview Screen* on page 89

How to Select a T-Mobile Device Application

1 Press the Jump button to open the Jump screen.

2 Rotate the wheel to scroll through the applications. Stop when the application you want to use is highlighted.

3 Click the wheel to open the application.

The Jump Screen Menu

While on the Jump screen, press the Menu button to open the Jump screen menu:
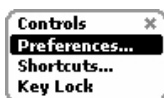
Here's what you can do from this menu:

- **Controls** [✕] - Opens the Controls pane. Read more in *Controls Pane* on page 26.
- **Preferences...** - Opens the Preferences screen, from which you can make device-wide settings. Read more in *4. Setting Your Preferences* on page 24.
- **Shortcuts...** - Opens a series of help screens.
- **Key Guard** - Puts your device into power-saving mode and locks the keys if you have set a Privacy Code. Read more in *Turn On/Off Privacy Lock* on page 31.

6. Browsing the Internet

Get away from it all and still browse the Internet! You'll love the Web Browser application on your T-Mobile Device. To learn how to take advantage of all your T-Mobile Device Browser features, read the topics in this chapter:

Web Browser Preferences

To open the Web Browser Preferences screen:

1 From the Jump screen click **Web Browser**.

2 Open the menu and click **Preferences...**

3 The Preferences screen opens:

From this main Preferences screen you can:

- *Set Your Home Page*
- *Set Your Search Engine*
- *Specify to Not Download Images*
- *Clear History*
- *Clear Cache*
- *Clear Cookies*

Set Your Home Page

To set your Web home page (the page you want the browser to open by default):

1 Open the Web Browser Preferences screen.
2 Scroll to the **Home Page** text field.
3 Type the URL of your preferred home page.
4 Scroll to **OK**, then click to set.

Set Your Search Engine

To set the search engine you want to use by default:

1 Open the Web Browser Preferences screen.
2 Scroll to the **Custom search engine in Go To pane** field.
3 Click the wheel to open the list of options.
4 Scroll to your preferred search engine and click the wheel to select it.
5 Click the Back button to save your settings.

Specify to Not Download Images

By default, the Web Browser will download Web images to your device. If you do **not** want to have images downloaded to your device (it can take a while), do the following:

1 Open the Web Browser Preferences screen.
2 Scroll to highlight the **Do not download images** check box.
3 Click the wheel to add a check mark to the box. Now images will not be downloaded.
4 To start having images download again, select the check box again so the check mark is removed from the box.

Clear History

History contains a chronological list of Web pages you have visited (up to 100). To remove all Web pages from the list, click the **Clear History** button.

Clear Cache

The device cache stores temporary Internet files such as Web pages and files (such as graphics). This speeds up the display of pages you frequently visit or have already seen because Internet Explorer can open them from your device memory rather than the Web. To clear your cache, click the **Clear Cache** button.

Clear Cookies

Many Web sites save information to your system (the Web proxy service in this case) so sites can "remember" information you've entered (including which pages you've visited within their site) for future reference. This information is stored in a small text file, called a cookie. Know that only the information you type while visiting a Web site can be stored. Also, know that the presence of a cookie does not allow any external Web site access to other information on your device. A Web site can only read the cookie that it created.

If you want to delete all the cookies stored for your account on the Web proxy service database, click the **Clear Cookies** button.

Status Indicators

When a Web page is being loaded, you will see (at the bottom of your screen), the following status indicators:

This indicator	Means
Requesting: ····▪ www.happy.com	The remote server is being contacted for the page you requested.
Loading: www.happy.com	The page you requested is being downloaded from the remote server onto the service.
Displaying: www.happy.com	The page you requested is being displayed to the device. You may not see this indicator if the Web page displays quickly.

If a Web page is longer than your display, you will see a vertical scroll bar along the right of your screen. Use the wheel to scroll down the page, or use the shortcuts described in *Navigation/View Shortcuts* below.

Keyboard Shortcuts

While you're in the Web Browser, you can use the following shortcuts for Menu items:

To open this menu option	Use this shortcut
View Bookmarks	◆ + B
Add Bookmark…	◆ + A
Go To	◆ + O
Home Page	◆ + H
History	◆ + I
Stop Loading	◆ + . or ✖

To open this menu option	Use this shortcut
Mail This URL	◆ + M
Refresh	◆ + R

Navigation/View Shortcuts

You can use the following shortcuts to navigate or change your view when using the Web Browser:

To make this happen	Do this
Scroll down a page	Press down arrow on D-pad, *or* Rotate wheel toward you
Scroll up a page	Press up key on D-pad, *or* Rotate wheel away from you
Open Recent Pages pane	Press and hold the Back button
Toggle to full screen (hide status indicators)	Press ◆ + Shift + T
Go Back to previously-viewed Web page	Press the Back button

Go To a Web Page

To open any Web page, first click Web Browser from the Jump screen, then:

1 Start typing the address (URL) of the Web page you want to visit. The Go To pane opens automatically, showing the address you are typing. **Note!** You do not need to type the "www." or ".com" portion of the Web address. You can also open the Go To pane from the Web Browser menu.

2 Possible matches, based on what you've typed in this Go To pane previously, plus the Search pane appear below the Go To text box:

Go To bbc

www.bbc.com
🔍 Search for "bbc"

3 Use the wheel to select a choice. If you click the wheel, you will be taken directly to the URL selected. However, if you want to paste the URL in the Go To pane then edit it, hold the Shift key down while you click the wheel. The URL is pasted in the Go To pane and you can edit the text.

4 When ready, click the wheel to open the URL displayed in the Go To pane.

Go to Your Home Page

Your home page is set in the Web Browser Preferences screen as described in *Set Your Home Page* on page 37. You can go to your home page in either of two ways while in the Web Browser:

- Press the Menu button (◆) to open the Web Browser menu. Scroll to highlight Home Page, then click.

- Use the keyboard shortcut by pressing ◆ + **H**.

Search the Web

To search the Web for keywords, first click Web Browser from the Jump screen, then:

1 Start typing the word(s) you want to include in the search. The Go To pane opens automatically, showing the word(s) you are typing.

2 The Search pane appears directly below the word(s) you are typing:

Go To running schedule
🔍 Search for "running schedule"
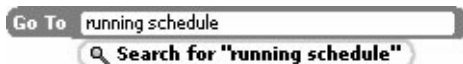
When you are finished typing your search words, use the wheel to scroll down to highlight the Search pane (the Search pane will appear as shown below), then click.

Go To running schedule
🔍 Search for "running schedule"
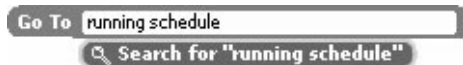
3 Your Web search is then conducted by the search engine you have specified in *Set Your Search Engine* on page 37. Your search results display. Scroll to the result you want to follow and click.

Use Bookmarks

A *bookmark* is a saved link to a Web page that has been added to a list of saved links. When you are looking at a particular Web page and want the ability to get back to it later quickly, create a bookmark for it.

View Bookmarks

While in the Web Browser, you can see the bookmarks you have already set by doing either of the following:

- Press the Menu button (◆) to open the Web Browser menu. Scroll to click **View Bookmarks**, then click.

- Use the keyboard shortcut by pressing ◆ + **B**.

The Bookmarks screen looks like the following:

Notice you can create folders to organize your bookmarks. You can "expand" or "collapse" the bookmarks contained within a given folder by highlighting the folder and clicking the wheel. Click to expand the list, click again to collapse the list.

Read more about folders in *Add/Edit/Delete Bookmark Folders* on page 41.

Add Bookmarks

To add a bookmark to your list of bookmarks, do the following while in the Web Browser:

1 Open the Web page you want to bookmark.

2 Open the menu and click **Add Bookmark...** [◇ + **A**].

3 The Add Bookmark screen opens with the **Name** and **URL** fields filled in. Use the **Folder** pop-up menu to select the folder in which you want the bookmark to appear.

4 When finished, click **OK**. Your bookmark is added.

Edit and Discard Bookmarks

You can change the address (URL), name, or folder of an existing bookmark, or discard a bookmark by doing the following while in the Web Browser:

1 Open the Web Browser menu and click **View Bookmarks** [◇ + **B**). The Bookmarks screen opens.

2 Scroll to highlight the bookmark you wish to modify.

3 Press the Menu button to open the Bookmarks menu, and then:

• **To edit a bookmark name**, click **Edit Bookmark** to open the Edit Bookmark pane. Change the bookmark name, URL, or folder as you wish; then click **OK**.

• **To discard a bookmark**, click **Discard Bookmark**. You will be asked to confirm your action before the bookmark is actually removed.

Add/Edit/Delete Bookmark Folders

You can organize your bookmarks into folders that you name. To add, edit, or delete a bookmark folder, do the following from the Web Browser:

1 Open the Web Browser menu and click **View Bookmarks** [◇ + **B**]. The Bookmarks screen opens.

2 Scroll to highlight the folder you wish to modify. If you are **adding** a folder, don't worry about what folder is highlighted.

3 Press the Menu button to open the Bookmarks Folders menu:

- **To edit a folder name**, click **Edit Folder** to open the Edit folder pane. Change the folder name as you wish and click **OK**.
- **To discard a folder**, click **Discard Folder**. You will be asked to confirm your action before the folder is discarded.
- **To add a folder**, click **New Folder...** The New Folder pane appears. Type the new folder name and click **OK**.

See Recently-Viewed Web Pages

To see a list of Web pages that you have visited recently, relative to the page you are currently viewing, use the Recent Pages screen: press and hold the Back button and the Recent Pages pane opens. Scroll to a page you wish to return to, and click. Notice that the page you are currently viewing is marked with a diamond and its listing is positioned relative to where you've been:

By using Recent Pages, you can easily navigate forward and backward among pages you've visited.

You can also open the Recent Pages pane by using the Web Browser menu:

1 Open the Web Browser menu and click **Recent Pages**. The Recent Pages pane opens.

2 The page you are viewing is marked with a bullet. Scroll to highlight the Web page you want to open, then click.

View History

To see a chronological list of Web pages you have visited (up to 100), open the History screen:

1 Open the Web Browser menu and click **History** [◇ + **I**]. The History screen opens:

2 To return to any of the pages listed, simply scroll to highlight the URL and click.

Refresh a Web Page

You can refresh (reload from the originating server) the Web page you are currently viewing in either of two ways:

- Press the Menu button (◆) to open the Web Browser menu. Scroll to highlight **Refresh**, then click.

- Use the keyboard shortcut by pressing ◆ + **R**.

Stop a Web Page from Loading

You can stop a Web page from loading in either of two ways:

- Press the Menu button (◆) to open the Web Browser menu. Scroll to highlight **Stop Loading**, then click.

- Use the keyboard shortcut by pressing ◆ + **.** (that's a period).

7. Making Telephone Calls

Your hiptop's Telephone application has many unique features that will make it easier than ever to stay connected! Read the topics in this chapter to learn how to take advantage of all the application has to offer:

- *Telephone Preview Screen* on page 44
- *Telephone Preferences* on page 45
- *Telephone Keyboard Shortcuts* on page 47
- *Title Bar Indicators* on page 48
- *Manage Your Speed Dial List* on page 48
- *Headset or Handset?* on page 50
- *Adjusting Volume* on page 50

- *Place a Call* on page 50
- *Features While on a Call* on page 53
- *Answer a Call* on page 55
- *End a Call* on page 55
- *Your Call Log* on page 56
- *Listen to Voice Mail* on page 58

Telephone Preview Screen

From the Jump screen, with Telephone highlighted, you will see a preview screen similar to the following:

The preview screen lists your active calls (if you have any), the time elapsed in each active call, and the phone number (assuming the caller doesn't have Caller ID blocked). You can also see the total talk time elapsed since you last reset the counter (read more in *Total Call Timer and Reset* on page 45).

Telephone Preferences

You can set a variety of things from your Telephone Preferences screen. Open the Telephone Preferences screen by opening the menu and clicking **Preferences...** ◇ **+ P**.
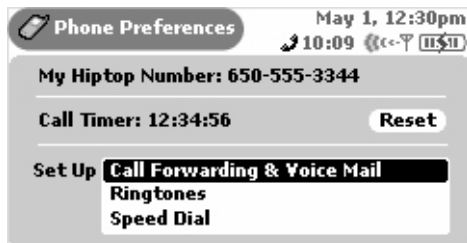
My Device Phone Number

Just in case you forget your device phone number, it's shown on this screen.

Total Call Timer and Reset

If you are keeping track of your calling time and need to reset the time to zero, click the **Reset** button.

Set Up Call Forwarding & Voice Mail

If you don't want to answer your phone for some reason, and want the call to forward to another number (voice mail or somewhere else), you set this up from the Telephone Preferences screen:

1   On the Telephone Preferences screen, in the Set Up section, highlight then click **Call Forwarding & Voice Mail**. The Set Up Forwarding screen opens.

2   You have three forwarding options:

- **Default Voice Mail Forwarding**
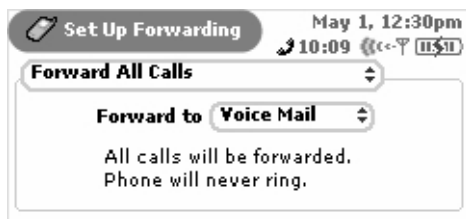
- **Forward All Calls**
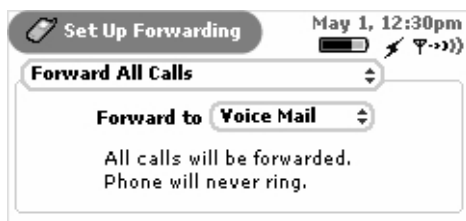
You can choose to forward to **Voice Mail**, **Current Number** (if not Voice Mail), or **Other...**. If you click **Other...**, then a dialog box opens, in which you must type the other number:
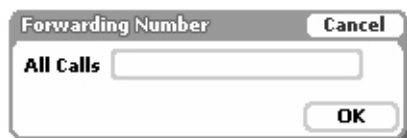
- **Custom Forwarding**

For each call situation (**Busy**, **Unanswered**, or **Out-of-Range**), you can select a forwarding number. Again, you can choose from **Voice Mail**, **Current Number** (if not Voice Mail), or **Other...**. If you click **Other...**, then a dialog box opens, in which you must type the other number.

Set Up Ringtones

You can set up your device so that you're notified of an incoming call or new voice mail by a ringtone you select. You do this from the Telephone Preferences screen:

1 On the Telephone Preferences screen, in the Set Up section, highlight then click **Ringtones**. The Set Up Ringtones screen opens:

2 If you do **not** want a to be notified of a new incoming call or voice mail, make sure the check boxes are clear. If you **do** want to be notified, then select the appropriate check box.

3 If you have selected a check box, then open the ringtone category pop-up menu by clicking the wheel. Select from:

> Backseat Beats
> **Mellow Moods**
> Smoov Grooves
> Voice

Note that your last or current category selection is highlighted.

4 Depending on the category you've selected, you'll be able to pick a "song" from the pop-up

menu: **Acid Rain** ⬍ .

5 You have three options for how you want a notification to behave:

- Play Sound
- Flash Light
- Vibrate

By default, all three options are selected. If you want to change this setting, click the **Customize...** button on the Phone Preferences screen to open the Customize Ringtone dialog box:

> **Customize Ringtone** [Cancel]
> ☑ Play Sound
> ☑ Flash Light
> ☑ Vibrate [OK]

Select or clear the check boxes as you wish, then click **OK**.

Read about downloading commercially available ringtones in *Receive Ringtones* on page 96.

Set Up Speed Dial

You can store up to eight speed dial numbers (#2 - #9). Shortcut #1 is permanently reserved for voice mail, and #2 comes pre-assigned to T-Mobile Customer Support, which you can re-assign if you want.

You can add new or edit existing speed dial numbers from the Telephone Preferences > Speed Dial screen. Read details in *Manage Your Speed Dial List* on page 48.

Telephone Keyboard Shortcuts

While you're in the Telephone application, you can use the following shortcuts for menu items:

To open this menu option	Use this shortcut
Add to Contacts	◆ + A

To open this menu option	Use this shortcut
New Speed Dial...	◆ + S
Call Log	◆ + L
Preferences	◆ + P
New Call...	◆ + N
Conferences	◆ + C

Title Bar Indicators

Your device title bar will show you the status of your telephone application; for example:

May 1, 12:30pm
Phone   ♪03:40 ((‹·▼ ⓘ$ⓘ)

The symbols shown above, plus others you might see at some time, are explained below:

♪03:40   You have one call active; time elapsed is 3 minutes, 40 seconds.

♪♪04:50   You have two calls in progress; the second call is shown dimmer than the first.
Time elapsed (4 minutes, 50 seconds) is shown for the first call only.

♪FORWARD   You have no calls in progress; call forwarding is turned on. You phone will not ring.

🖂   You have unheard voice mail!

Manage Your Speed Dial List

You can store up to eight speed dial numbers for easy dialing. Note that:

• Shortcut #1 is reserved for your Voice Mail Box number and cannot be reassigned.
• Shortcut #2 is pre-assigned to T-Mobile's Customer Support number, but you can change this number.

Once you store a speed dial number, you can easily dial that number by pressing and holding the shortcut number for at least two seconds. Very convenient!

You can add, edit, or delete speed dial numbers from the Preferences > Speed Dial screen or from the New Speed Dial menu item. Details follow.

Adding a Number to Your Speed Dial List

1 From the Jump screen click Telephone.

2 Open the menu and click **New Speed Dial...** [◇ + **S**]. The New Speed Dial Entry dialog box opens:

New Speed Dial Entry	Cancel
Shortcut	3
Name	
Number	
	Create
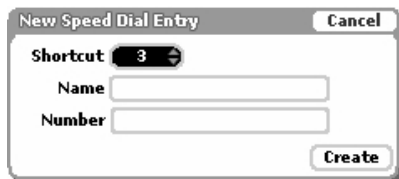
3 The next-available shortcut number is selected by default in the pop-up menu. You can use this number or any other number that isn't already assigned.

4 Type the Name and Number of the contact.

5 Click **Create**. Your speed dial number is saved.

Editing an Existing Speed Dial Number

1 Open the menu and click **Preferences...** [◇ + **P**]. The Phone Preferences screen appears:

Phone Preferences   May 1, 12:30pm
10:09

My Hiptop Number: 650-555-3344

Call Timer: 12:34:56   Reset

Set Up   Call Forwarding & Voice Mail
          Ringtones
          Speed Dial

2 In the Set Up section, highlight then click Speed Dial. The Set Up Speed Dial screen appears:

Set Up Speed Dial   May 1, 12:30pm
10:09

Speed Dial

1 - Voice Mail   1-800-555-4317
2 - Customer Support
3 - Janey   1-650-555-1657 CELL

New Entry...

3 Use the wheel to highlight the entry you want to edit, then click. The Edit Speed Dial Entry screen appears. Make your change to the shortcut number, name, or phone number.

4 Click **Done**.

Deleting an Existing Speed Dial Number

1 Open the menu and click **Preferences...** [◆ + **P**]. The Phone Preferences screen appears.

2 In the Set Up section, highlight then click Speed dial. The Set Up Speed dial screen appears.

3 use the wheel to highlight the entry you want to delete, then click. The Edit Speed Dial Entry screen appears.

4 Click **Delete**. The speed dial entry is gone.

Headset or Handset?

When making a telephone call, you can use the device as a handset or use the headset.

- **Handset** - Make sure the display lid is in the closed position. Hold the phone as a receiver, speaking into the microphone located between the Menu and Jump buttons.
- **Headset** - Plug your headset lead into your device headset/camera jack (see *Parts of Your T-Mobile Device* on page 13 for an illustration of location).

Adjusting Volume

While you're on an active call, you can adjust the speaker volume by using either of the following two methods:

- **Volume Button** - Use the wheel to highlight the speaker volume button 🔊 on the screen, then click. The volume pane opens:

    Use the wheel to adjust the volume up or down.
- **Control Keys** - Hold the Menu button while scrolling the wheel. Scrolling up increases the volume; scrolling down decreases the volume.

Place a Call

There are many ways you can "dial" a call with your device. This section describes all the methods. Pick the one that suits you:

- *Keyboard Dialing* on page 51
- *Keypad Dialing* on page 51
- *Redialing a Number* on page 51
- *Speed Dialing* on page 51
- *Dialing Recent Numbers* on page 52
- *Dialing Using Letters* on page 52
- *Dialing from the Call Log* on page 52
- *Dialing from the Look Up Screen* on page 52
- *Dialing from Contact Information* on page 52

Dialing Method	Instructions
Keyboard Dialing	With the device display lid open, type the number using the number keys. Click **Send Call** to initiate the call.
Keypad Dialing	Use the wheel to highlight the **Dial** button: Then click to open the on-screen keypad: Use the wheel to highlight a number, then click to select it. Continue until your number is complete. If you type an incorrect number by mistake, use the Delete key or click to erase it. Click **Send** to initiate the call.
Redialing a Number	You can redial a number you just disconnected by clicking the button. **Note!** The Redial button is available for **only five seconds** after you've disconnected the call.
Speed Dialing	You can place a call using an assigned speed dial number by using either of two methods: • Click the wheel to open the pop-up menu: Use the wheel to highlight, then click the speed dial number you want to call. The call is initiated. • This method is handy if you know the speed dial number by heart. Press and hold the shortcut number key for at least two seconds to initiate the call.

Dialing Method	Instructions

Dialing Recent Numbers	The Telephone application stores a list of the last 10 numbers you've called, received, or missed. Open this list by clicking the wheel to open the **Recent ⬍** pop-up menu:
	
	↖ **Janey Knoll** HOME
	↘ **John Bradley** CELL
	↘ **415-555-4027**
	↗ **Bill Weston** WORK
	
	Use the wheel to highlight, then click the number you want to call. The call is initiated.
	
	The symbols to the left of the name/number tell you the "category" of the recent call:
	   ↖ - Incoming
	   ↘ - Outgoing
	   ↗ - Missed

Dialing Using Letters	If you want to dial a phone number that appears as letters (such as 1-800-FLOWERS), you can use the keyboard's alpha keys to type the number: The Telephone application will "interpret" the letters and send the numeric equivalent.
Dialing from the Call Log	The Call Log is described in detail in *Your Call Log* on page 56, but (in brief) here's how to dial using the Call Log: • Open the menu and click **Call Log** [◇ **+ L**]. • Use the wheel to highlight, then click the number you want to call. • The call is initiated.
Dialing from the Look Up Screen	You can open a "Look Up" view into your Address Book that just lists your contacts and phone numbers. To use this screen to dial a number: • Click the (📄 **Look Up**) button. • An abbreviated Browse Contacts screen appears. • Use the wheel to scroll through your contacts until you find the phone number you want to call, then click. • The call is initiated and you return to the Telephone application screen.
Dialing from Contact Information	You can call a contact stored in your Address Book directly from their contact information: • From the Jump screen click **Address Book**. • Open the information for the contact you want to call. • Use the wheel to highlight the phone number of interest. • Open the menu and click **Call <number>**. • You return to the Telephone application as the call is initiated.

Features While on a Call

While you're on a call, you can:

- *Enter Additional Numbers*
- *Put Your Call on Hold*
- *Make a Second Call*
- *Make a Conference Call*

Enter Additional Numbers

Sometimes after connecting to a phone number, you'll need to enter additional numbers (such as menu item choices or your voice mailbox security code). You can enter these numbers by using either of these two methods:

- **Method 1** - Use the keyboard number keys. You do not have to type the dashes that separate portions of the phone number.

- **Method 2** - Click the [button] button to open the on-screen keypad. Use the wheel to highlight then click the numbers or symbols you need to enter. Click the Back button to dismiss the keypad when finished.

Put Your Call on Hold

During an active call you can place your call on hold by clicking the [Hold] button. The screen switches to the following view:
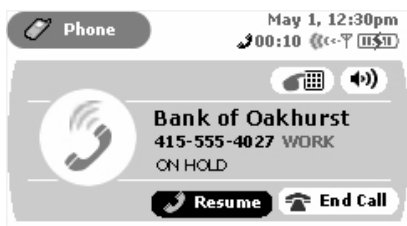
To resume your call, click the [Resume] button (it's highlighted by default).

Make a Second Call

While on an active call, you can place a second call:

1 With your current call active, let the person you're speaking to know you're about to put them on hold.

2 Open the menu and click **New Call** [◇ + N]. The active call is placed on hold automatically.

3 Dial your second call number and click the [Send Call] button.

4 Your first call still appears on your screen, in the lower panel:

5 To switch between callers, click the **Switch** button, highlighted by default in the lower panel. After you click this button, the active caller is put on hold and they're call is shown in the lower panel.

6 To end either call assuming it's active, click **End Call**. To end the call on hold without resuming it, click **End**.

Make a Conference Call

You can make a three-way conference call using your device. To do this, first you need to have two callers on your phone, one active and one on hold, as described in *Make a Second Call* on page 53. Then:

1 Open the menu and click Conference [◆ **+ C**].

2 You and your two callers are now conferenced into the same "line". Your screen appears like this:
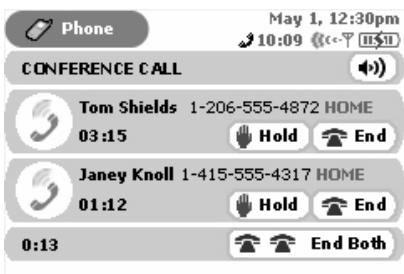
3 You can end the conference by dropping the two calls individually by clicking the **End** button, or by clicking the **End Both** button.

Answer a Call

When you receive a new incoming phone call, you will see a notification screen like the following:

Since the **Answer Phone** button is highlighted by default, all you have to do is click the wheel to answer the call.

To send the call directly to voice mail, highlight and click the **Forward to Voice Mail** button, or simply press the **Back** button.

There are a couple of special cases you should know about:

- **If your device is asleep when a call comes in**, the on-screen notification will include a message to press the Menu button to unlock the wheel. Then you can click the wheel to answer the phone.
- **If your device screen is locked when a call comes in**, press the Menu button to unlock the wheel, then click the wheel to answer the call. Once you're on the call, the phone screen will include a button that allows you to [🔑 **Unlock**] the device so you can use the Menu, Back, and Jump buttons.
- **If you are already in a call when another call comes in**, the notification screen will include a button to Switch Calls. If you click this button, the first call will be put on hold. Alternatively, you can click the **Forward to Voice Mail** button [✕] to send the incoming call straight to voice mail.

About Caller ID

If your caller does not have Caller ID blocked on their telephone account, then the incoming call notification screen will include the caller information. In addition, if you have the caller in your Address Book, the notification screen will be further personalized with the label on the phone number and an identity icon, if you have stored this information.

For example, in the case that the caller does **not** have Caller ID blocked and you have the caller in your Address Book, you could get a notification screen that looks like the one in the illustration above for caller Gloria Grant.

End a Call

There are a few ways you can end your telephone call:

- **If you are in the Telephone application**, click the [☎ **End Call**] button.
- **If you are in an application other than Telephone**, open the menu and click **End Call**.
- **Regardless of where you are**, press the **Menu** and **Jump** buttons together.

Your Call Log

Your Call Log lists the calls that you have either:

- received ("incoming"),
- placed ("outgoing"), or
- didn't pick up ("missed")

The Log stores up to 10 calls in each of the three categories (**Incoming**, **Outgoing**, or **Missed**), for a total of 30 calls. When you reach the maximum limit in one of the categories, the oldest call is removed from the Log to make room for the new call. You can also clear your Log at any time (read more in *Clear Your Call Log* on page 58).

Views of Your Call Log

The Log is convenient because you can view your calls by category if you want. Here's how you can set your Log view:

1 Open the menu and click **Call Log** [◆ **+ L**]. The Log opens in either the default view (**All Calls**), or in the view you last selected.

2 Open the Call Log menu and click the view you want to see:
- Incoming
- Outgoing
- Missed

If you don't have any calls in the category you selected, the screen will display the message "No calls in call log".

3 The view you select "sticks" until you change it from the menu. Note that your currently-selected view is indicated by a check mark in the menu:

An example Call Log is shown below, with the view set to **All Calls**:
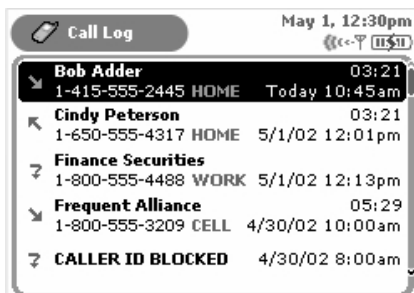
Note the call category icons:

        - Incoming

        - Outgoing

        - Missed

Place a Call From the Log

You can use your Call Log to return or make calls. Here's how:

1   View your Call Log by opening the main Dialing screen menu and clicking **Call Log** [◇ + L].

2   Use the wheel to highlight the number you want to call, then click. The context menu appears, with **Call Again** selected by default.

3   Click the wheel to initiate the call.

Add/Edit Speed Dial from the Log

If one of your Log entries is also on your Speed Dial list, you can easily edit this entry from the Log. If an entry in your Log is not on your Speed Dial list, you can easily add the number to your Speed Dial list from the Log:

1   View your Call Log by opening the Dialing screen menu and clicking **Call Log** [◇ + L]. The Call Log opens.

2   Use the wheel to highlight the number you want to call, then open the menu and click **Add to Speed Dial...** or **Edit Speed Dial...** (the appropriate entry will appear).

3   Either the Edit Speed Dial Entry or New Speed Dial Entry dialog box appears, as appropriate.

4   Type or edit the **Shortcut**, **Name**, and **Number** information.

5   Click **Create** to dismiss the dialog box and save the changes.

Add Contact List from the Log

If one of your Log entries is also in your Address Book, you can easily edit this entry from the Log. If an entry in your Log is **not** in your Address Book, you can easily add that contact to your Address Book from the Log:

1   View your Call Log by opening the main Dialing screen menu and clicking **Call Log** [◇ + L].

2   Use the wheel to highlight the name/number you want to add or edit, then open the menu and click **Add to Contacts...** or **Edit Contact...** (the appropriate entry will appear).

3 Either the Add to Address Book or Edit Address Book dialog box appears, as appropriate, with the caller's existing information filled in, or (if a new contact) the caller's name and number filled in--if that information is available. The Add to Address book dialog box look like the following:

```
┌──────────────────────────────────────┐
│ Add to Address Book        Cancel X   │
│                                        │
│   First │ Jenny              │        │
│    Last │ Milton             │        │
│ Nickname│                    │        │
│ Company │                    │        │
│   Email │ jenny@myocean.net  │        │
│                                        │
│                          │ Add │      │
└──────────────────────────────────────┘
```

4 Complete or edit the fields, as you wish. When finished, click **Add** or **Edit** (as appropriate).

5 The contact information is saved and you are returned to the Telephone.

Clear Your Call Log

To remove all entries in all three Call Log categories (incoming, outgoing, and missed), do the following:

1 Make sure you have one of the Call Log views on your screen.

2 Open the menu and click **Clear Call Log**. All calls will disappear and your screen will report "No calls in call log".

Listen to Voice Mail

There are several ways you can call your voice mailbox to retrieve your voice mail.

```
┌──────────────────────────────────────┐
│ ⟋ Phone           May 1, 12:30pm      │
│                   《(·⫶  💲             │
│                       📟  ◄))          │
│                                        │
│  ⫽⟍        Voice Mail                  │
│  📠        650-555-3856                │
│             4:33                       │
│                                        │
│           ✋ Hold   ☎ End Call         │
└──────────────────────────────────────┘
```
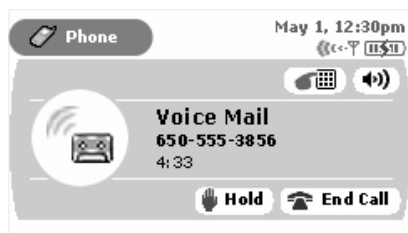
- From a land line, dial your voice mailbox number.
- Using your device keyboard, press and hold the #1 key for at least two seconds. The call to your voice mailbox is initiated.
- On the main Dialing screen, use the device wheel to highlight, then click the Speed Dial

  pop-up: **Speed Dial ⬍** . The pop-up menu opens, listing all your assigned speed dial numbers. The #1 slot is selected by default; click to initiate the call.

8. Instant Messaging

What could be more fun than sending instant messages while you're on the go? Not much! Read all about how to use your T-Mobile Device's AOL Instant Messenger application in this chapter:

Instant Messaging Preview Screen

From the Jump screen, with AOL Instant Messenger highlighted, you will see a preview screen similar to the following:

The preview screen lists all your active conversations along with the buddy screen name and the conversation number. The screen also tells you how many of your buddies are online at the time and the screen name you're currently using.

Tip: If you are out-of-network and therefore unable to connect to Instant Messaging, you will see an **X** in the radio signal area of the notifications bar:

Add a Screen Name

Before you can use AIM on your device, you must register an AOL Instant Messenger screen name with the service (instructions follow below). Every name you register will be added to the Sign On screen in a pop-up menu, like the one shown below:

If you don't already have an AOL or AIM account, no problem! The instructions below tell you how to get a new account too.

Tip: You can only add one screen name at a time (just repeat the steps to add others). Here's the steps:

1 Enter AOL Instant Messenger from the Jump screen.
   - If you're not already signed on, click **<New Account>** from the **Screen Name** pop-up, then click the **Sign On** button.
   - If you're already signed in, open the menu and click **New Account** [◆ + **N**].

2 The New Account dialog box opens:
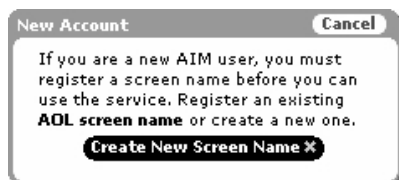
Click the **Create New Screen Name** button if you don't have an AOL or AIM account; you'll be taken to the new AIM Registration page via the device Web Browser.

3 Complete the online forms that appear on your screen. When you're done, you'll be returned to the AIM Sign On screen, with your new screen name showing as one of the options in the **Screen Name** pop-up menu.

Sign On

Once you have at least one screen named registered, you're ready to sign on!

1 After you choose AOL Instant Messenger from the Jump screen, the Sign On screen appears:

2 All screen names that you can use to sign on are listed in the **Screen Name** pop-up menu. **Tip:** To get a screen name on the pop-up menu, you must first "register" that name with the AIM service, as described in *Add a Screen Name* on page 60.

3 To open the pop-up, highlight it using the wheel, then click:

4 Use the wheel to highlight the screen name you want to use to sign on, then click.

5 Type your password. If you want the device to remember your password, click the **Save** check box.

6 Click the **Sign On** button.

7 If you want to add a registered AOL screen name to the list, or remove a screen name, read *Add a Screen Name* on page 60 and *Remove Existing Screen Name* on page 62.

Sign Off

To sign off from AIM at any time, open the menu and click **Sign Off** [◆ + **Q**].

Switch Screen Names

You can switch screen names at any time:

1 From any of the AIM screens, open the menu and click **Sign Off**. The Sign On screen appears.

2 From the Screen Name pop-up menu, highlight the screen name you want to use to sing on, then click.

3 Click **Sign On**.

Remove Existing Screen Name

You can remove one or more names from your Screen Name pop-up menu. Note that if you do this, **you will not be deleting either your AIM or AOL account,** you will just be "unregistering" that screen name from the IM application. You can always add the names back in later by using the Add Account by adding an account.

It's easy to remove a name:

1   Open the **Screen Name** pop-up menu and click **Remove Name**. This dialog appears:
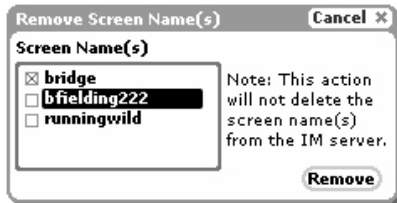
2   Select the names you wish to remove (you can select more than one).

3   Click **Remove**. The names you've removed will now not appear on the Screen name pop-up menu.

Tip! To put a removed screen name back on the **Screen Names** pop-up menu, follow the instructions in *Add a Screen Name* on page 60.

Instant Messaging Preferences

1   From the Jump screen click **AOL Instant Messenger**.

2   Open the menu and click **Preferences...**[◇ + **S**]. The AIM Preferences screen appears:
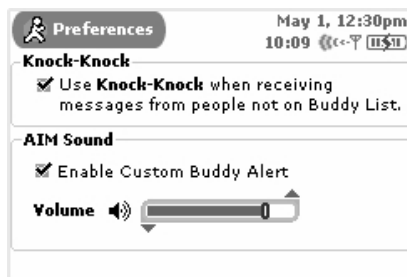
From this screen you can:

   • *Set Up Knock-Knock* on page 62
   • *Enable AIM Sound* on page 63

Set Up Knock-Knock

You can set up AIM so that if someone **not** on your buddy list sends you an instant message, you will first see an alert asking you if you want to accept the message. To set this up, do the following:

1   Open the AIM Preferences screen.

2   The **Knock-Knock** section is at the top of the screen. Note that Knock-Knock is turned on by default! If you want to turn Knock-Knock off, clear the check box by clicking it with the wheel.

3   With Knock-Knock **turned on**, when you receive a message from someone not on your buddy list, you'll get an alert like the following:

4   Choose from the following courses of action:
   • **Block** - The sender of the AIM will be blocked from sending you any messages. (Read more in *Block/Unblock Buddies* on page 67.)
   • **No** - You will not even see the message from the non-buddy sender.
   • **Yes** - You will see the message from the sender.

Enable AIM Sound

In order for Custom Buddy Alerts to work (read more in *Edit a Buddy* on page 66), you must enable these alerts from the Preferences screen:

1   Open the AIM Preferences screen from the IM menu and look at the AIM Sound section of the screen:

2   Select the check box to **enable** Customer Buddy Alert. (To disable Custom Buddy Alert, click the check box to clear it.)

3   Assuming you've selected the check box, adjust the sound volume for these alerts using the slider bar:
   • Use the wheel to highlight the slider bar.
   • Click to make the bar "adjustable".
   • Rotate the wheel up to increase and down to decrease the volume.

4   Your changes are saved as soon as you make them.

The Buddy List Screen

The Buddy List screen is your main view into Instant Messaging. The screen shows a grouped listing of all your buddies:

At the very top of the screen in the title bar you'll see your screen name. Below your name, all your open conversations are symbolized by little balloons, with the conversation number in the balloon. If you have a new message in one of the conversations, the little balloon will blink.

Next, all the groups you have created are listed and marked with a folder icon, with the buddies in collapsible lists.

- To open (expand) a group's list, use the wheel to highlight the group name, then click. The little arrow icon "opens".
- To collapse the list, click again: the buddy names disappear and the arrow icon "closes".

With the group contents expanded, to the far left of each buddy screen name you'll see their open conversation number (if you have a conversation open with them), and to the left there is an availability/status icon:

    if offline

    if online and available

    if away

    if you have a new message from them

    if you've set a Custom Buddy Alert for them

    if you have blocked this so-called "buddy"

Buddies who are "away" are shown in regular face font; buddies who are available are shown in bold face font.

Keyboard Shortcuts

While in Instant Messaging, you can use the following keyboard shortcuts for menu items:

To open this menu option	Use this shortcut
Conversations	◆ + V
Add Buddy...	◆ + N
Edit	◆ + E
Delete	⌫
Sign Off	◆ + Q

You can use the following shortcuts to navigate or change your view when using AIM:

To make this happen	Do this
Open a particular conversation number	◆ + <conversation number>
Open next conversation in order	◆ + D-pad right arrow
Open previous conversation	◆ + D-pad left arrow
Open conversation with oldest pending message	◆ + D-pad down arrow
Open conversation with newest pending message	◆ + D-pad up arrow

Manage Buddies

Using AIM, you can add Instant Messaging buddies, edit their list names and group, and remove them.

Add a Buddy

To add a buddy to your list, follow the steps below:

1   Open the menu and click **Add a New Buddy...** The Add Buddy dialog appears:

2   Type the **Buddy Name**, and in the **Group** pop-up menu, click the **group** in which you want to file the buddy.

3   Click **OK**. The buddy is added to your list!

Edit a Buddy

Once you've added a buddy, you can change the name used in your buddy list, change what group the buddy is in, and how you're notified when the buddy signs on/off or sends you a message. To edit a buddy, do the following:

1   From the Buddy List screen, open the menu and click **Edit**. The Edit Buddy screen displays:

2   From this screen you can:
  • Change the name displayed in your buddy list.

- Change the group in which you've filed the buddy.
- Set alerts (notifications) for when your buddy signs on, signs off, or sends you a new message.

3 After making your edits, click the Menu button to open the menu:

- Click **Discard** to cancel all changes.
- Click **Save** [◇ + **S**] to save your changes.

Delete a Buddy

To delete a buddy from your list, do the following:

1 From the Buddy List screen, scroll to highlight the screen name of the buddy you wish to delete.

2 Open the menu and click **Delete**. A confirmation dialog opens.

3 If you're sure you want to remove this buddy, click **Delete**. Otherwise, to cancel the action and keep the buddy on your list, press the Back button.

Block/Unblock Buddies

If you want to block messages from a particular buddy, you can easily do so:

1 On the Buddy List screen, use the wheel to highlight the name of the buddy you want to block.

2 Open the menu and click **Block**:

3 The buddy's name still appears on your Buddy List, but now it's in the Offline group and the "forbidden" icon appears to next to the buddy's name: ⊘ .

4 To unblock the buddy's messages, highlight the buddy name and click **Unblock** from the menu. Their name moves under the group you had previously assigned to them and you will start receiving messages from this buddy again.

Conversations

Conversations are one-on-one chat sessions you have with your online buddies. With AIM, you can have up to 10 online conversations going at the same time. This section explains how to start and end conversations, as well as how to keep track of all the conversations you have going at one time!

Start/End a Conversation

To send a message to one of your buddies, follow the instructions below.

1 You can open a conversation screen in either of two ways:

- From the Buddy List screen, scroll to highlight the buddy with whom you want to message, then click the wheel. A conversation screen with this buddy opens.
- Open the menu and click **Send Message To...** The New Instant Message dialog box opens:

2   In the **Send to** text box, type the **screen name** of the buddy you want to send a message to. You can also open the pop-up menu and click a buddy name (all your buddies are listed there).

3   Type your initial message, then click **Send** (or press **Return**) to send it. A conversation screen with this buddy opens with your initial message showing.

4   Use the lower pane to type your messages. Here's an example of a conversation-in-progress:

5   To end a conversation, open the menu and click **End Conversation**.

From any conversation screen **menu** you can also:

- Return to the Conversations Management screen by clicking **Conversations** [◆ + **V**].
- Return to your Buddy List view by clicking **Buddy List**.
- Set an away message by clicking **Away Messages...**

Conversation Indicators

Most every screen you view within Instant Messaging, including the preview screen, contains balloon indicators, one for each active conversation (assuming you have at least one conversation going). The balloon indicates that you have an unread message from a buddy.

In addition, each open conversation is numbered and usually displays to the far right of the buddy name in any of the lists. If you press the Menu button and the conversation number, that conversation will display on the screen and become active.

Switch Between Conversations

The easiest way to switch between conversations is to press **Menu + <conversation number>**.

Another way is to go to the Conversations management screen by opening the menu and clicking **Conversations**. This screen lists all your open conversations. Use the wheel to highlight the conversation you want to make active, then click. It opens on your screen. Read more in *The Conversations Management Screen* on page 69.

The Conversations Management Screen

All your open conversations are listed in the Conversations Management screen. To open and use this screen, do the following:

1 From the Buddy List menu, open the menu and click **Conversations**. The Conversations Management screen opens:
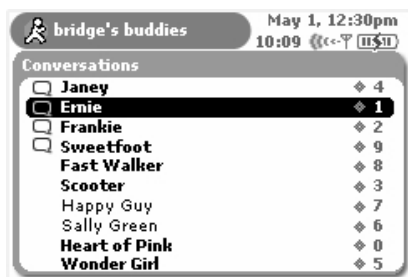
2 This screen lists all your open conversations:
   - If you have an unread message from any of your buddies, you'll see the little balloon icon to the left of their screen name.
   - Each conversation's number is shown to the far right of the buddy name.
   - If one of your buddies is "away", their name is shown in regular face (not bold face). In the example above, Happy Guy and Sally Green are "away".

3 To open one of the conversations in your list, use the wheel to highlight the conversation, then click. That conversation opens on your screen.

Set an Away Message

Tip: To create new custom away message categories, you must go to your Web browser client on your computer and edit or create them there.

To set an away message you must first be signed on to AIM (read more in *Sign On* on page 61). Once you're signed on:

1 Open the menu and click **Away Messages...**

2 A pop-up menu opens listing all your possible away categories. The default categories are shown in the example below. (You can create new categories only from the AIM Web browser client on your computer.)

```
•I'm Away
Unavailable
On Phone
Out to Lunch
Meeting
Gone Home
Vacation
```

3 Use the wheel to highlight the away message you want to select, then click.

4 If you click **I'm Away**, then a new dialog box will open in which you can type the message that will be sent to the sender while you're away:

```
I'm Away                Cancel ✕
Type the message that you would
like the service to send when you
receive an Instant Message.

Hi, I'm unavailable right now.|

                          Set
```

After you type your I'm Away message and click **Set**, the Unavailable dialog box will open and stay open until you return and click the **I'm Back** button. Note that whatever message you typed in the I'm Away dialog box will also display in the Unavailable dialog box:

```
Unavailable             Cancel ✕
This message will be automatically
sent to people when they send you
an Instant Message.

Hi, I'm unavailable right now.

                        I'm Back
```

5 If you click one of the other unavailable messages, The Unavailable dialog box will open (see above for illustration). Type the message you want sent by AIM while you're away. This dialog box will remain on your screen in Instant Messaging until you click the **I'm Back** button.

6 After you set an I'm Away message, your name is shown in regular face (as opposed to bold face) font in the Conversation Management screen. Plus, if you have any open conversations, your away status is shown in the conversation screen.

7 To change your status from away to available, click the **I'm Back** button.

About Groups

To create or rename a group of buddies, you must do so from the AIM Web browser client on your computer.

9. Email Messaging

Email on your T-Mobile Device is easy to use and rich in features. Not only do you get your own device email account, but you can also pull in other email from up to three of your POP3 accounts. Read the topics in this chapter to take full advantage of this flexible application.

The Email Preview Screen

From the Jump screen, with Email highlighted, you will see a preview screen similar to the following:
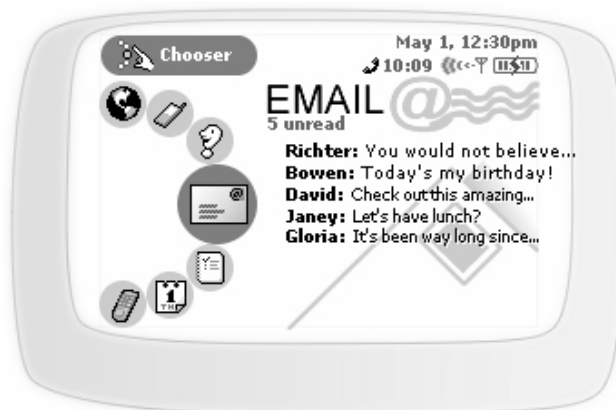
The preview screen is handy because it shows all your **unread** messages in the order received, with the message received most recently on top. This means if you click the wheel to open Email, then open any of the unread messages, and return to the preview screen, you'll see that the message you've read has disappeared from the preview screen list.

Email Preferences

You can decide how Email behaves on your own device by making settings on the Email Preferences screen. Here's how to open the Email Preferences screen:

1 From the Jump screen click Email. The Browse Email screen appears.

2 Open the Browse Email menu and click **Preferences...** The Email Preferences screen appears:

Read more about each preference in the topics below.

Save Outgoing Messages in Sent Folder

By default, any email message you send is **not** saved to the Sent folder. If you want a copy of each email you send to be saved to your device, select the check box labeled **Save outgoing messages in Sent folder** so a check appears in the box. If you change your mind at some point, click the check box to clear the check.

About POP3 Email Accounts

You can receive email on your device from (up to) three POP3 email accounts that you already have. To set up these accounts, as well as edit and discard accounts you've already set up, open the Email Preferences screen. Then click **Additional Preferences > Accounts**. The Accounts screen appears:

The account listed at the top of the list is your **primary device account** and cannot be removed. Listed below your primary account are any other POP3 accounts you may have added.

You can do the following from this screen:

- *Add a POP3 Account*
- *Edit an Email Account*
- *Discard an Email Account*
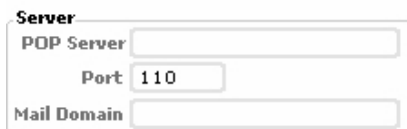
Add a POP3 Account

To add a POP3 account do the following:

1   From the Jump screen click Email, then open the menu and click **Preferences > Accounts**.

2   From the Accounts screen, open the menu and click **New Accounts** [◇ + **N**]. The New Accounts screen opens:

3   Assuming you're setting up this account for the purpose of having the email collected, simply leave the **Stop collecting email from account** check box alone (unchecked). If, at some point in the future, you want the Email application to stop collecting email from the POP3 account, select the **Stop collecting email from account** check box to put a check mark in the box. The account information is saved in case you want the application to start collecting email from that account later.

4   By default, email retrieved from a POP3 server to your device will remain on the POP3 server. If you want the email to be removed from the POP3 server as it's collected and sent to your device, select the **Remove retrieved email from server** check box to make a check mark appear.

5   Complete all the **Server** information fields:

- **POP server** - Obtain from the POP3 email service provider.
- **Port** - If you're unsure what to type here, leave the port at 110.
- **Mail Domain** - The part of your email address that appears to the right of the @ sign. For example, if your email is grace@myserver.com, the Mail Domain is "myserver.com".

6 Complete all the **Account** information fields:

Account

Login	
Password	
Verify	
Name	
Reply To	
Save Folder	Inbox ⬍

- **Login** - The name you use to log in to your POP3 account.
- **Password** - The password you use for your POP3 account. You're asked to **verify** this password by typing it again.
- **Name** - Your name as you'd like it to appear on email sent through this account.
- **Reply To** - The email address to which you'd like all replies to go.
- **Save Folder** - Folder in which you would like all retrieved mail to be placed. You can create a folder specifically for this purpose; read *Manage Email Folders* on page 75 for instructions on creating email folders.

7 When you have completed all fields on the screen, press the Back button to open a dialog box from which you can **Save** the information, or **Discard Changes**. Before your account is completely set up, the validity of the POP3 email account will be checked. You'll know the account has been set up when you see it listed on the Accounts screen.

Edit an Email Account

To edit a POP3 email account, do the following:

1 From the Email Preferences screen, select **Additional Preferences > Accounts.** The Accounts screen appears. From this screen you can change how the emails from all your accounts are signed. **Note:** You cannot edit your primary device email account (the account listed first in the Accounts screen) *except* to change the signature.

2 To edit other account information, select the Email account you wish to edit by clicking the ⬚**Edit**⬚ button opposite the account name. Your account information appears.

3 Make edits as you wish, then click the Back button to open a dialog box from which you can **Save** or **Discard Changes**.

Discard an Email Account

Note: You cannot discard your primary device email account (the account listed first in the Accounts screen).

To delete any other POP3 email account, do the following:

1 From the Email Preferences screen, select **Additional Preferences > Accounts.** The Accounts screen appears.

2 Select the Email account you wish to delete by making sure the ⬚**Edit**⬚ button opposite the account name is highlighted (shown in black).

3 Open the menu and click **Delete Account** [⬚].

4 A confirmation dialog box appears. Click **OK** to delete the account; press the Back button to cancel the deletion.

Manage Email Folders

You can create folders in which to store and organize your emails. (Read more in *About Email Folders* on page 82.) To add new email folders, as well as edit and discard existing email folders you may have already created, open the Email Preferences screen. Then select **Additional Preferences > Folders**. The Folders screen appears:

All user-defined folders appear in the lower portion of the folder list.

Create an Email Folder

To create a new folder do the following from the Folders screen:

1 Open the Folders menu and click **New Folder** [◇ + **N**]. The New Folder pane appears:

2 Type the name of your new folder, then click **OK**.

Edit an Existing Email Folder

Note: You cannot edit the Inbox, Sent, Drafts, or Trash folders' names as they are "system" folders.

To edit any other folder, do the following:

1 From the Email Preferences screen, select **Additional Preferences > Folders.** The Folders screen appears.

2 Highlight the folder you want to edit and click the wheel. Alternatively, you can open the Folders menu to click **Edit Folder** [◆ + **E**]. The Edit Folder pane appears with the text cursor in the Folder Name field, ready for editing:
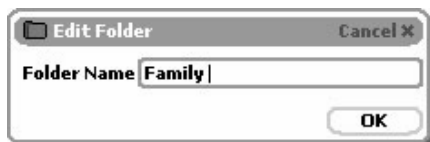
3 Make your edit to the name, then click **OK**.

Discard an Existing Email Folder

Note: You cannot discard the Inbox, Sent, Drafts, or Trash folders as they are "system" folders.

To discard any other folder, do the following:

1 From the Email Preferences screen, select **Additional Preferences > Folders.** The Folders screen appears.
2 Highlight the folder you want to discard.
3 Open the menu and click **Discard Folder** [🗙].
4 A confirmation dialog box appears. Click **Discard** to confirm the deletion or press the Back button to cancel the deletion.

Select Email Notifications

You can select the way your device lets you know (or "notifies" you) when a new email has arrived. You will always receive a banner notification in the title bar:

To select additional notification methods (sound, flasher, or vibration), do the following:

1   From the Email Preferences screen, select **Additional Preferences > Ringtones.** The Ringtones screen opens:

2   Select a notification "category" from the first pop-up menu. In the example above, "Signals" has been selected. Depending on what category you've selected, you will have additional sound selections in the pop-up menu to the right. You will hear a preview of the sound when you click it.

3   Depending on what category and sound you select, you'll be able to customize your notification by clicking the **Customize...** button. The Customize Ringtone dialog box appears:

4   Select the Play Sound, Flash Light, or Vibrate check boxes as you wish to further customize your notification method. The options not available (given your ringtone category choice) are dimmed. Click OK when finished to dismiss the Customize Ringtone dialog box and return to the Ringtones screen.

5   Click the Back button when you're finished with your settings. You're prompted to **Save** or **Discard Changes**. You'll return to the Email Preferences screen.

Browse Email Screen

The Browse Email screen is your main view into the Email application:

The Browse Email screen lists all your emails, grouped into folders, ordered by date. (Read more about ordering your lists in *Sort Email Messages* on page 83.)

In the illustration above you'll see the four "system folders"--**Inbox**, **Sent**, **Drafts**, and **Trash**--plus all the folders you have created to organize your emails, identified by a folder-type icon: Inbox (1/3)

To the right of the folder name, the number of **unread** versus **total** number of messages is shown in parentheses. In the example above, **Inbox (1/3)** contains three messages, of which one is unread. The **Inbox** is shown in "expanded" view (its list of emails is showing), with the first message in bold, indicating it is "unread". The **Sent** folder contents are collapsed, as are the **Drafts** folder contents (empty folders are always shown collapsed, of course). The **Trash** folder is shown in expanded view and contains two emails. A personal folder a user has named **Family** is shown last. It contains 12 unread and 59 total email messages.

As shown in the illustration above, individual emails are grouped in collapsible folder lists. To open (expand) a folder's list of emails, use the wheel to highlight the folder name, then click. To collapse the list, click again. Click again to expand, etc.

To open an individual email, highlight the email, then click the wheel. To learn more about reading your email, read *View Your Email* on page 81. To learn about adding folders, read *Manage Email Folders* on page 75.

To the left of each item in the Browse Email screen is an icon that indicates the status of the folder or email. To interpret these icons, read the topic immediately following.

Status Indicators

Icons shown the to left of each folder name or email message tell you their status. Plus, **all unread messages are shown in bold**. The table below explains what each status icon means.

This indicator	Means
⤺	You have **replied** to this message.
⤳	You **forwarded** this message.
!	This message is **URGENT**!
⬥	This email has an **attachment**.
✖	There was an **error** when sending this email. (It wasn't sent.) You will only see this status indicator next to messages in the Sent folder.
◷	This email is **waiting** to be sent. You will only see this status indicator next to messages in the Sent folder.
⟨⟨	This email is **being sent**. You will only see this status indicator next to messages in the Sent folder.
📩📬	Icons identifying the **Inbox folder**, with contents collapsed/expanded.

This indicator	Means
📥 📂	Icons identifying the **Sent folder**, with contents collapsed/expanded.
📁 📂	Icons identifying the **Drafts folder**, with contents collapsed/expanded.
📁 📂	Icons identifying a **user-defined folder**, with contents collapsed/expanded.
🗑 🗑	Icons identifying the **Trash folder**, with contents collapsed/expanded.

Keyboard Shortcuts

While in Email, you can use keyboard shortcuts to open options from the following Email menus:

- *Browse Email Menu Shortcuts*
- *Read Email Menu Shortcuts*
- *Compose Menu Shortcuts*
- *Preferences Menu Shortcuts*
- *Accounts Menu Shortcuts*
- *Folders Menu Shortcuts*

Each menu's shortcuts are listed in the tables below.

Browse Email Menu Shortcuts

Browse Email menu options	Shortcut
New Message…	◆ + N
Reply…	◆ + R
Reply All…	◆ + A
Forward…	◆ + F
Add to Contacts…	◆ + =
Move Message	◆ + M
Discard Message	⌫

Browse Email menu options	Shortcut
Check for New Email	◆ + U
Sort...	◆ + T

Read Email Menu Shortcuts

Read Email menu options	Shortcut
Mark Unread	◆ + K
Next	◆ + L
Previous	◆ + J

Compose Menu Shortcuts

Compose menu options	Shortcut
Send Now	◆ + M
Save as Draft	◆ + S
Add CC	◆ + C
Add BCC	◆ + B
Attach Snapshot	◆ + P

Preferences Menu Shortcuts

Preferences menu options	Shortcut
Edit Accounts	◆ + A
Edit Folders	◆ + F
Edit Ringtones	◆ + N

Accounts Menu Shortcuts

Accounts menu options	Shortcut
New Account	◆ + N
Edit Account	◆ + E
Discard Account	⌫

Folders Menu Shortcuts

Folders menu options	Shortcut
New Folder	◆ + N
Edit Folder	◆ + E
Discard Folder	⌫

View Your Email

To view a list of all your email messages, use the Browse Email screen. You can get to this screen via the Jump screen after selecting Email. If you are already in one of the Email screens, then click **Browse Email** from the menu, or press the Back button until the Browse Email screen appears. Read more in *Browse Email Screen* on page 77.

Read an Email

To open an individual email for reading, do the following:

1 Make sure the folder in which you've stored the email is shown in expanded view. (Click the folder name to expand/collapse the emails contained in the folder.)

2 Use the wheel to highlight the email, then click. Your email contents display in the Email:Read screen.

3 To dismiss the email and return to the Browse Email screen, click the Back button.

Open an Attachment

You know an email has an attachment if there is a paperclip icon (📎) just to the left of the message, as displayed in the Browse Email screen. Attachments that are supported include other emails, as well as graphic files of the following formats:

- .gif
- .jpg, .jpeg
- .png
- .bmp

To open a graphic attachment, open the email, the use the wheel to scroll to the attachment link, then click.

Open Hypertext Links in Messages

If a hypertext link is embedded in an email message (including attached email addresses and Web site addresses), these links will appear at the bottom of the email message as a clickable button.

Change the Status of an Email to Unread

Normally, when you have an unread email message, it is listed on the Email preview screen, and it is shown in bold on the Browse Email screen. Once you've read the message, it disappears from the preview screen and appears in regular type on the Browse Email screen. However, there may be times when you want to mark an unread message as read. To do this:

1 From the Browse Email screen, open the email message whose status you want to change to "read".

2 Open the Email:Read menu and click **Mark Unread** [◇ + **K**]. The message appears again on the preview screen and on the Browse Email screen in bold.

About Email Folders

The Email application uses four "system" folders--Inbox, Sent, Drafts, and Trash--shown in the illustration below:

You cannot discard or modify the four system folders (Inbox, Sent, Drafts, Trash), but you can add any number of folders with names you define. To add new, edit, or discard existing user-defined email folders, you use the Email Preferences screen, as described in the following topics:

- *Manage Email Folders* on page 75
- *Edit an Existing Email Folder* on page 75
- *Discard an Existing Email Folder* on page 76

Here's a little more information about each system folder:

- **Inbox** - The Inbox folder is the default drop point for any new emails you receive. Note that you can specify that email from POP3 accounts be dropped into folders you create. (Read more in *Manage Email Folders* on page 75.)

- **Sent** - As you send an email message, the email is displayed in the Sent folder (expanded view), with its status just to the left. In the illustration above you'll see the status indicators showing the top email is being sent ( ), the second is waiting to be sent ( ), and the third was not sent due to a delivery problem ( ).

  After a message has been sent, it disappears from the Sent folder, unless you specify in the Email Preferences screen that you want to **Save outgoing messages in Sent folder**. If you've set this preference, a copy of every email you compose and send will be saved in the Sent folder.

- **Drafts** - If you start composing an email but want to pause in writing it or wait to send it, then you can save the email in the Drafts folder and later open it and continue. (Read more in *Save an Email Message as a Draft* on page 85)

- **Trash** - Every message you discard from other folders is moved to the Trash folder. Discarded emails accumulate in the Trash until you explicitly use the menu option to **Empty Trash**. As long as an email stays in the Trash, however, you can restore it to another folder. (Read more in *Discard Email Messages* on page 87.)

Sort Email Messages

Within each folder you can decide how you want messages to be sorted:

1 Open the Browse Email screen and click **Sort...** [◇ + **T**]. The Sort Messages dialog box opens:

```
Sort Messages                    Cancel ✕
 Sort messages by
       ⦿ Date & Time
       ◯ Subject
       ◯ Sender/Recipient
 Sort order
       ⦿ Newer messages at top
       ◯ Newer messages at bottom
                             ┌─────────┐
                             │   OK    │
                             └─────────┘
```

By default, messages are sorted by date & time, with newer messages appearing at the top.

2 If you want to change this default sort behavior, you can choose from:

- **Date & Time** - further specify sort order:
  - Newer messages at top
  - Newer messages at bottom
- **Subject** - further specify sort order:
  - A .. Z
  - Z .. A
- **Sender/Recipient** - further specify sort order:
  - A .. Z
  - Z .. A

3 When finished, click **OK** to save changes, or push the Back button to dismiss the window with no changes.

Move Messages to Folders

You can move messages around within folders by doing the following:

1 From the Browse Email screen, expand the folder that holds the email you want to move.

2 Highlight the email you want to move and then open the Move Message to Folder pane. There are three ways to open this pane:

- Use the wheel to highlight the email, then hold the wheel down. The Move Message to Folder pane appears.

- Use the wheel to highlight the email. Press the Menu button to open the menu, then select **Move Message...**. The Move Message to Folder pane appears.

- Use the wheel to highlight the email, then press ◇ + **E**. The Move Message to Folder pane appears:

3 All folders (*except* for the Drafts and Sent folders, and the folder the email currently is in) are shown in the list. Highlight the folder into which you want to move the message, then click.

Send Messages

Compose a New Message

To write a new email message you must first open the Compose screen:

1 Open the Browse Email screen and click **New Message...** [◇ + **N**]. The Compose screen opens:

2 Complete your message:

- **From** field - If you have set up POP3 accounts, then you can choose what address you want to use to send the email. To open the pop-up menu with your addresses, highlight the **From** field and click the wheel.

- **To** field - As you fill in the **To** field, the Email application will communicate with the Address Book and offer you completion suggestions (based on your existing Address Book contacts). The suggestions appear in a drop-down list. Scroll and click to select one of the address suggestions or type a new one. To create a new line so you can add more recipients, press the comma (,) key or press ◇ + **RETURN**.

- **CC and BCC** fields - Optional fields you can display by opening the Compose menu and clicking **Add CC** or **Add BCC**. You cannot show both BCC and CC fields; only one or the other. To create a new line so you can add more recipients, press the comma (,) key or press ◆ + **RETURN**.
- **Subject** field - Type your subject line; there are no limits to how long a subject line can be.
- **Message body** - Type your message body; there are no limits to how long a message body can be.
- **Signature** - Edit or use the default message you set up in Preferences > Accounts > Signature.

3 To **send** your message, do one of the following:
- Open the Compose menu and click **Send Now**.
- Press ◆ + **M**.
- Press the Back button; a dialog box appears asking you to select **Discard**, **Save as Draft**, or **Send Now**. Click **Send Now**.

4 To **discard** your message, either:
- Open the Compose menu and click **Discard**.
- Press the Back button; a dialog box appears asking you to select **Discard**, **Save as Draft**, or **Send Now**. Click **Discard**.

Note about in-progress messages: If you are composing more than one message at a time, each in-progress message is listed in the Browse Email menu at the bottom of the list. To return to each compose screen, simply open the menu and click the message you want to view.

Note about attachments: You cannot attach files to emails you compose on your device (except for photos), but you can forward emails with attachments. Read more in *Open an Attachment* on page 81 and *Email Photos* on page 124.

Save an Email Message as a Draft

If you are composing an email message and want to save it so you can resume composing or sending at a later time, save your message in the drafts folder by doing one of the following:

- Open the Compose menu and click **Save as Draft**.
- Press ◆ + **S**.
- Press the Back button; a dialog box appears asking you to select **Discard**, **Save as Draft**, or **Send Now**. Click **Save as Draft**.

To re-open a draft message, from the Browse Email screen highlight the draft message you want to open and click. The message reopens in the Compose screen for editing.

Note: If, after editing, you still want to keep the message as a draft, be sure to use one of the methods to **Save as Draft** again--don't discard the message or the it will be deleted, as in **not** saved to your Trash folder.

Reply to an Email Message

To reply to an email message, do the following:

1 From the Browse Email screen, highlight the email you want to reply to. Open the email if you wish by clicking the wheel.

2 From either the Email:Read or Browse Email screen, open the menu and click one of:
- **Reply...** [◆ + **R**] to address your reply only to the individual who sent you the message.

- **Reply All...** [◆ + **A**] to address your reply to all individuals copied on the message.

3 The Reply screen opens with the To: field filled in according to the menu option you selected.

Forward an Email Message

To forward an email message to one or more addresses, do the following:

1 From the Browse Email screen, highlight the email you want to forward. Open the email if you wish by clicking the wheel.

2 From either the Email:Read or Browse Email screen, open the menu and click **Forward...** [◆ + **F**].

3 The Forward screen opens ready for you to address. The email, including any attachments, are appended to the end of the new message.

Adding Email Senders to the Address Book

If you receive an email from an individual you would like to include as a contact in the Address Book, do the following:

1 From the Browse Email screen, highlight the email whose sender you want to add as a contact. Open the email if you wish by clicking the wheel.

2 From either the Email Read or Browse Email screen, open the menu and click **Add to Contacts...** [◆ + **=**].

3 The Add to Address Book dialog box pens with the new contact's name and email address added:

Add to Address Book	Cancel ×
First	
Last	
Nickname	
Company	
Email	davie@krastners.com
	Add

4 Complete the information, then click **Add**.

Read more about editing contact information in the Address Book application in *11. Keeping Contacts in the Address Book* on page 97.

Note! If you add an entry that is **already** listed as a contact in your Address Book, you will create a duplicate entry for that contact.

Adding Email Recipients to the Address Book

If you compose an email and want to add any of the recipients to your Address Book, do this:

1 Compose a new email to the point where you at least have listed the recipients.

2 Save the email as a draft, or (if you've set up in Preferences to save outgoing messages to the Sent folder) send it.

3 Highlight the email (in either the Drafts or Sent folder). Don't open it if it's a draft.

4   Open the menu and click **Add to Contacts...** The Add to Address Book dialog box opens.

5   **If you have only one email recipient**, the dialog box shown in *Adding Email Senders to the Address Book* on page 86 appears. Complete the information you want to include in the contact information, then click **Add**.

6   **If you have more than one email recipient**, this dialog box appears:

> **Add to Address Book**   **Cancel X**
> ☑ **Include this contact (1 of 2)**
>
> **First** [   ]
> **Last** [   ]
> **Nickname** [   ]
> **Company** [   ]
> **Email** [lori@deepsky.com]
>
> (Prev) (Next)   (**Add All**)

- If you want the first email recipient (lori@deepsky.com in the example above) added to your Address Book, select the **Include this contact** check box (it is selected by default), complete the contact information you want to include, and click **Next**. The next recipient's blank contact information appears.

- Continue through recipients until you reach the final recipient. If there are any recipients you do not want to include, clear the **Include this contact** check box.

- When you've progressed through the screens for all recipients, click **Add All** to add all the selected recipients to your Address Book.

7   If you want to provide more complete information for the added recipient(s), go to the Address Book application to edit the contact information. Read more in *Edit a Contact* on page 106.

Note! If you add an entry that is **already** listed as a contact in your Address Book, you will create a duplicate entry for that contact.

Discard Email Messages

To delete an email message, do the following:

1   From the Browse Email screen, highlight the email you want to discard. Open the email if you wish by clicking the wheel.

2   From either the Email Read or Browse Email screen, open the menu and click **Discard Message**.

3   The message is moved to the Trash folder.

4   To restore your discarded message, from the Browse Email screen expand the contents of the Trash folder. Use the wheel to highlight the email you want to restore then hold the wheel down. The Move Message to Folder pane appears.

5   Highlight the folder to which you want to restore the email and click.

To empty all messages from the Trash, from the Browse Email screen open the menu and click **Empty Trash**. The contents of your Trash folder are emptied (without asking you for confirmation).

Space Limitations

You can store up to 5 MB of email messages using the Email application. Once you near your storage space limit, you will receive a warning and recommendation that you empty your trash and delete unnecessary messages.

10. Text Messaging

Text Messages is T-Mobile's exclusive two-way text messaging application that lets you send, receive, and reply to short text messages directly from your phone. It's fun! Learn all about Text Messages by reading the topics in this chapter:

Text Messages Preview Screen

From the Jump screen, with Text Messages highlighted, you will see a preview screen similar to the following:

The preview screen shows all your **unread** text messages in the order received, with the **message received most recently on top**. If you click the wheel to open the Text Messages application, open any of the unread messages, then return to the preview screen, you'll see that the message you've opened has disappeared from the preview screen list.

Note: Text Messages messages are SMS messages that are delivered via the "Short Message Service", also referred to simply as "SMS".

Text Messages Preferences

You can decide how the Text Messages application behaves on your own device. You make these settings by first going to the Text Messages Preferences screen. Here's how to open the Preferences screen:

1 From the Jump screen click Text Messages. The Browse Text Messages screen appears.

2 Open Browse Text Messages menu and click **Preferences...** The Text Messages Preferences screen appears.

Read more about each preference in the topics below.

Save Outgoing Text Messages in Sent Folder

By default, any text message you send is **not** saved to the Sent folder. If you want a copy of each message you send to be saved to your device, click the check box labeled **Save outgoing messages in Sent folder** to put a check in the box. If you change your mind at some point, click the check box to remove the check.

Select a Text Message Notification Method

You can select the way your device lets you know (or "notifies" you) when a new Text Messages message has arrived. To select a notification method, do the following:

1 From the Text Messages Preferences screen, select **Additional Preferences > Ringtones.** The Ringtones screen opens:

2 Select a ringtone "category" from the first pop-up menu. In the example above, "Jazz" has been selected. Depending on what category you've selected, you will have additional sound selections in the pop-up menu to the right. You will hear a preview of the sound when you select it.

3 Depending on what category and sound you select, you'll be able to customize your notification by clicking the **Customize...** button:

Select the **Play Sound**, **Flash Light**, or **Vibrate** check boxes as you wish to further customize your notification method. The options not available are dimmed.

Browse Text Messages Screen

The Browse Text Messages screen is your main view into the Text Messages application:
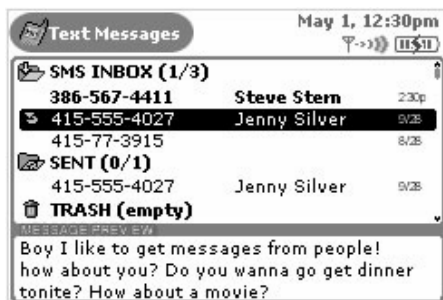
The Browse Text Messages screen lists all your text messages, grouped into folders, ordered by date. (Read more about ordering your lists in *Sort Text Messages* on page 93.)

In the illustration above you'll see the three "system folders"--**Inbox**, **Sent**, and **Trash**--plus all the folders you

have created to organize your messages, identified by a folder-type icon:

To the right of the folder name, the number of **unread** versus **total** number of messages is shown in parentheses. In the example above, **Inbox (1/3)** contains three messages, of which one is unread. The **Inbox** is shown in "expanded" view (its list of messages is showing), with the first message in bold, indicating it is "unread". The **Sent** folder contents are expanded, showing one read message. The **Trash** folder is empty and collapsed (empty folders are always shown collapsed, of course).

As shown in the illustration above, individual messages are grouped in collapsible folder lists. To open (expand) a folder's list of messages, use the wheel to highlight the folder name, then click. To collapse the list, click again. Click again to expand, etc.

To open an individual message, highlight the message and click the wheel. To learn more about reading your message, read *View Your Text Messages* on page 93.

To the left of each item in the Browse Text Messages screen is an icon that indicates the status of the folder or message. To interpret these icons, read the topic immediately following.

Status Indicators

Icons shown the to left of each folder name or text message tell you their status. Plus, **all unread messages are shown in bold**. The table below explains what each status icon means.

This indicator	Means
	You have **replied** to this message.

This indicator	Means
↱	You **forwarded** this message.
✖	There was an **error** when sending this message. (It wasn't sent.) You will only see this status indicator next to messages in the Sent folder.
⊕	This message is **waiting** to be sent. You will only see this status indicator next to messages in the Sent folder.
(«	This message is **being sent**. You will only see this status indicator next to messages in the Sent folder.
📥 📂	Icons identifying the **Inbox folder**, with contents collapsed/expanded.
📤 📂	Icons identifying the **Sent folder**, with contents collapsed/expanded.
🗑 🗑	Icons identifying the **Trash folder**, with contents collapsed/expanded.

Keyboard Shortcuts

While in the Text Messages application, you can use keyboard shortcuts to open options from the Browse Text Messages menu.

Browse Text Messages Menu Shortcuts

Browse Text Messages menu options	Shortcut
New Message…	◆ + N
Reply…	◆ + R
Forward…	◆ + F
Add to Contacts…	◆ + =
Move to Trash	⌫
Sort…	◆ + T

View Your Text Messages

To view a list of all your text messages, open the Text Messages application from the Jump screen. The Browse Text Messages screen appears, listing all your messages.

Read a Text Message

To open an individual text message for reading, do the following:

1 Make sure the folder in which you've stored the message is shown in expanded view. (Click the folder name to expand/collapse the messages contained in the folder.)

2 Use the wheel to highlight the message--a message preview shows in the lower half of the screen. To have the message fill your screen, then click the message. Your message contents display in the Read screen.

3 To dismiss the message and return to the Browse Text Messages screen, click the Back button.

About Text Message Folders

Text Messages uses three "system" folders--Inbox, Sent, and Trash.

Here's a little more information about each system folder:

- **Inbox** - The Inbox folder is the default drop point for any new messages you receive.
- **Sent** - As you send a text message, the message is displayed in the Sent folder (expanded view), with its status just to the left. Possible status indicators include: message is being sent ( ), message is waiting to be sent ( ), and message not sent due to a delivery problem ( ).

  After a message has been sent, it disappears from the Sent folder, unless you specify in the Text Messages Preferences screen that you want to **Save outgoing messages in "Sent" folder**. If you've set this preference, a copy of every message you compose and send will be saved in the Sent folder.
- **Trash** - Every message you discard from other folders is moved to the Trash folder. Discarded messages accumulate in the Trash until you explicitly use the menu option to **Empty Trash**. As long as a message stays in the Trash, however, you can restore it to another folder. (Read more in *Discard Text Messages* on page 96.)

Sort Text Messages

By default, the messages listed in the Browse Text Messages screen are organized with the newer messages at the top. To change the order in which your messages are displayed in the Browse Text Messages screen, do the following:

1 Open the Browse Text Messages menu and click **Sort...** [+ **T**]. The Sort Messages screen opens:

2 Click the sort option you prefer: newer messages at the top or the bottom of the lists.

3   Click **OK**.

Send Text Messages

Compose a New Text Message

To write a new text message you must first open the Compose screen:

1   Open the Browse Text Messages menu and click **New Message...** [◇ + **N**]. The Compose screen opens:
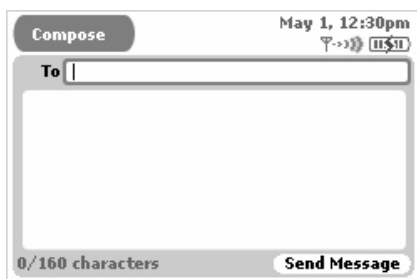
2   Complete your message:
- **To** field - As you fill in the To field, the Text Messages application will communicate with the Address Book and offer you completion suggestions (based on your existing Address Book contacts). The suggestions appear in a drop-down list. Scroll and click to select one of the address suggestions or type a new one.
- **Message body** - Type your message body; you can only type 160 characters. At the bottom of the screen you'll see a counter that keeps track of how many characters you've typed. Some special characters on the keyboard cannot be used in a text message; these include brackets ([]), braces ({}), tildes (~), and carets (^). If you happen to type one of the "illegal" characters, no entry will be made in the message body. A sample message is shown below:
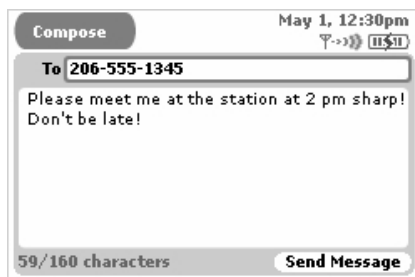
3   To **send** your message, do one of the following:
- Open the Compose menu and click **Send Now**.
- Press the Back button; a dialog box appears asking you to select **Discard** or **Send Now**. Click **Send Now**.

4   To **discard** your message, either:
- Open the Compose menu and click **Discard**.
- Press the Back button; a dialog box appears asking you to select **Discard** or **Send Now**. Click **Discard**.

Reply to a Text Message

To reply to a text message, do the following:

1 From the Browse Text Messages screen, highlight the message you want to reply to. Open the message if you wish by clicking the wheel.

2 From either the Read or Browse Text Messages screen, open the menu and click **Reply...** [◆ + **R**].

3 The Reply screen opens with the **To** field filled in.

Forward a Text Message

To forward a text message to another individual, do the following:

1 From the Browse Text Messages screen, highlight the message you want to forward. Open the message if you wish by clicking the wheel.

2 From either the Read or Browse Text Messages screen, open the menu and click **Forward...** [◆ + **F**].

3 The Forward screen opens ready for you to address. The message is appended to the end of the new message.

Adding Text Message Senders to the Address Book

If you receive a message from an individual you would like to include as a contact in your Address Book, do the following:

1 From the Browse Text Messages screen, highlight the message whose sender you want to add as a contact. Open the message if you wish by clicking the wheel.

2 From either the Read or Browse Text Messages screen, open the menu and click **Add to Contacts...**

[◆ + **=**].

3 The New Contact screen opens with the new contact's phone number added (as "unfiled"). At this point you can Save the new contact as is, add more contact information, or simply click the Back button to return to the Text Messages application without saving any of the new contact's information.

Read more about editing contact information in the Address Book application in *11. Keeping Contacts in the Address Book* on page 97.

Call Back Sender of a Text Message

To use the Telephone application to call the sender of a text message, do the following:

1 From the Browse Text Messages screen, highlight the message from the person you wish to call back. Open the message if you wish.

2 Open the menu and click **Call Back**. You enter the Telephone application and your call is placed.

Discard Text Messages

To discard a text message, do the following:

1 From the Browse Text Messages screen, highlight the message you want to discard. Open the message if you wish.

2 From either the Read or Browse Text Messages screen, open the menu and click **Move to Trash**.

3 The message is moved to the Trash folder.

4 To restore your discarded message, from the Browse Text Messages screen expand the contents of the Trash folder. Use the wheel to highlight the message you want to restore then open the menu and click **Move to Inbox**.

To empty all messages from the Trash, from the Browse Text Messages screen open the menu and click **Empty Trash**. The contents of your Trash folder are emptied (without asking you for confirmation).

Receive Ringtones

Many Web sites offer ringtones that you can download to a wireless device for a fee. If you purchase a ringtone, it is delivered to your wireless device using the Short Message Service. Your device can store up to 10 such ringtones. If you receive a text message with a ringtone attached, it will automatically be added to your ringtone library, which you can then select as a notification method.

If you already have 10 custom ringtones in your device's ringtone library, then before any additional ringtones you purchase will are saved to your device, you will be asked to discard one of your 10 saved ringtones: **[add picture]**

11. Keeping Contacts in the Address Book

You can organize all the information you use to keep track of the people you contact in the T-Mobile Device Address Book. Read all about the Address Book feature in this chapter:

- *Address Book Preferences* on page 97
- *The Browse Contacts Screen* on page 101
- *T-Mobile Contact Information* on page 101
- *Keyboard Shortcuts* on page 102
- *Filter Contacts by Category* on page 103
- *Sort Contacts* on page 103
- *Create a Contact* on page 104
- *Edit a Contact* on page 106

- *Discard/Retrieve a Contact* on page 106
- *Contact a Contact* on page 106
- *Find a Contact* on page 107
- *How Many Contacts Can I Store?* on page 97
- *Create Your Own Contact Information - My Info* on page 107
- *Empty the Address Book Trash* on page 107

Remember that all the contacts you keep in the Address Book on the Web are keep in sync with the contacts on your device. Read all about using the Address Book on the Web (including how to import your existing Contacts lists) in *18. Using Address Book on the Web* on page 145.

How Many Contacts Can I Store?

You can store up to **1000 individual contacts** in your Address Book. For each contact you can keep these categories of information:

- Five **Instant Messaging** addresses
- Three **Street** addresses
- Three **Web** addresses (URLs)
- Five **Email** addresses

Address Book Preferences

To open the Address Book Preferences screen, do the following:

1 Press ◯ to open the Jump screen, then click **Address Book**.

2 Press ◆ to open the menu, then click **Preferences...** The Preferences screen appears:

3 On this screen, you can set up "categories" for organizing contacts, as well as "labels" for identifying types of of contact information. "Ski Friends" is an example of a contact category, and "Cabin #" is an example of an information label. You can also import contacts from your SIM card. Read below for details.

Create, Edit, and Delete Categories

Each contact in your Address Book contacts is stored in a category. By default, your Address Book contains four categories:

- Work
- Family
- Friends
- New

You can edit the names of these categories, delete them, and create new ones.

To edit an existing category:

1 From the Address Book Preferences screen, click **Categories**. The Categories screen appears.

2 Use the wheel to highlight the category you wish to edit, then click. The Edit Category dialog box appears:

3 Edit the name as you wish, then click **Done** [✕] to save the change. To cancel your edit, click **Cancel**.

To create a new category:

1 From the Address Book Preferences screen, click **Categories**. The Categories screen appears:

2 Press ◆ to open the menu, then click **New Category** [◆ + **N**]. The New Category dialog box appears:

3 Type the name of your new category. Remember, categories describe a group of contacts; for example, you might have a number of medical doctors you want to group into a category named "MDs".

4 Click **Done** [✕] to save the category. If you change your mind and don't want to create the new category after all, click **Cancel**.

5 You will now be able to assign contacts to this new category, as well as use it to filter (sort) messages. Read more in *Filter Contacts by Category* on page 103.

To delete a category:

1 From the Address Book Preferences screen, click **Categories**. The Categories screen appears.

2 Use the wheel to highlight the category you wish to delete.

3 Press ◆ to open the menu, then click **Discard Category** [🖾].

4 A confirmation dialog appears, asking if you want to discard the category. Click **Discard** if you want to; otherwise, click **Cancel**.

Create, Edit, and Delete Labels

All pieces of information you store about an individual contact are described using "labels". For example, in the screen below, in the Phone section, "Home" and "Vacation" are labels used to differentiate Gloria's home phone number from the phone number she uses when on vacation.

By default, the Address Book includes the following labels:

- Home
- Mobile
- Personal
- Vacation
- Work

You can edit the names of these labels, delete them, and create new ones.

To edit an existing label:

1 From the Address Book Preferences screen, click **Labels**. The Labels screen appears.

2 Use the wheel to highlight the label you wish to edit, then click. The Edit Label dialog box appears:
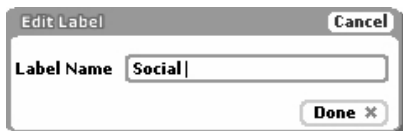
```
Edit Label                    Cancel

Label Name  Social|

                          Done ✕
```

3 Edit the name as you wish, then click **Done** [✕] to save the change. To cancel your edit, click **Cancel**.

To add a label:

1 From the Address Book Preferences screen, click **Labels**. The Labels screen appears, showing all existing labels:

```
📇 Labels             May 1, 12:30pm
                 ♪10:09 Ⓨ·»)) [Ⓘ$Ⓘ]
Label
Home
Work
Mobile
Vacation
Personal
Private
Boat
```
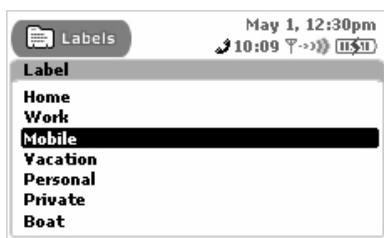
2 Press ◆ to open the menu, then click **New Label...** [◆ + **N**]. The New Label dialog box appears:

```
New Label                     Cancel

Label Name  |

                          Done ✕
```
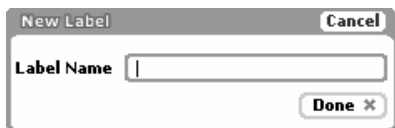
Type your new label name. Remember, labels describe bits of information about an individual contact; for example, you could create a label named "Social" to describe the email addresses your friends use for social-type email. Each friend could also have an email address labeled "Work".

3 Click **Done** [✕] to save the label. If you change your mind and don't want to create the new label after all, click **Cancel**.

4 You will now be able to assign contact information to this new label, as well as view it on the Browse Contacts screen describing the contact information displayed.

To discard a label:

1 From the Address Book Preferences screen, click **Labels**. The Labels screen appears.

2 Use the wheel to highlight the label you wish to discard.

3 Press ◆ to open the menu, then click **Discard Label** [⌫].

4 A confirmation dialog appears, asking if you're sure you want to discard the label. Click **Discard** if you want to; otherwise, click **Cancel** to keep the label.

Import Contacts from SIM

From the Preferences screen you can import any contacts you may have stored on your SIM card. Simply click the **Import Contacts from SIM** button:

- If your SIM card contains no contact information, a dialog box will tell you that "No contacts were found on the SIM card."
- If your SIM card does contain contact information, a dialog box will appear, giving you some status as the import progresses. When the import has finished, you'll be notified how many contacts were imported.

Note! If you import a contact already present in your Address Book, that contact will appear twice.

The Browse Contacts Screen

The Browse Contacts screen is your main view into your Address Book. On this screen, individual contacts are listed, along with the first phone number that appears in the Phone section of their contact information:
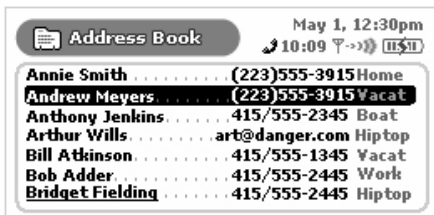
You can specify to show "All" your contacts on this screen or just one category of contacts. Read more in *Filter Contacts by Category* on page 103 and *Sort Contacts* on page 103.

T-Mobile Contact Information

Your device comes with T-Mobile Customer Care contact information already entered for you. To find this information, do the following:

1 Press ⭘ to open the Jump screen, then click **Address Book**.

2 Scroll to the **Customer Care** entry; click and hold to open the contact information.

   Tip: If you don't see the Customer Care entry, open the menu and make sure either the **All** or **Work** category is selected.

3 To phone T-Mobile Customer Care:
   - Open the Customer Care contact information.
   - Highlight the phone number.

   - Press ◆ to open the menu.
   - Click **Call**.

Keyboard Shortcuts

While in the Address Book application, you can use the keyboard shortcuts shown in the tables below to open options from the following menus:

- *Browse Contacts Menu Shortcuts*
- *Contact Info Menu Shortcuts*
- *New Contact Menu Shortcuts*
- *Trash Menu Shortcuts*

Browse Contacts Menu Shortcuts

Browse Contacts Menu Items	Shortcut
New Contact…	◆ + N
Discard Contact	⌫
All	◆ + A
Trash	◆ + T
My Info	◆ + M

Contact Info Menu Shortcuts

Contact Info Menu Items	Shortcut
Discard Contact	⌫
Save	✖
Revert	◆ + R

New Contact Menu Shortcuts

New Contact Menu Items	Shortcut
Discard Contact	⌫
Save	✖

Trash Menu Shortcuts

Trash Menu Items	Shortcut
Retrieve Contact	◆ + R
Save	✖

Filter Contacts by Category

To view only one category of contacts on the Browse Contacts screen, do the following:

1 From the Browse Contacts screen, press ◆ to open the menu.

2 Scroll through the menu items until you find the list of categories. Individual categories are listed after **All**. The category of contacts currently displaying on the Browse Contacts screen is indicated by a check mark:

```
  All
  Family
✔ Friends
  New
  Running
  Trekkies
  Work
  Yoga
🗑 Trash
```

3 Highlight the category you want to use to filter, then click. The Browse Contacts screen refreshes to show only the contacts in the category you selected.

Sort Contacts

On the Browse Contacts screen, individual contacts can be sorted by:

- First Name
- Last Name

In addition, you can specify the sort order:

- A to Z (ascending)
- Z to A (descending)

To specify your sort preference, do this:

1 From the Browse Contacts screen, press ◆ to open the menu, then click **Sort...** The Sort Options dialog box opens:

```
┌─────────────────────────────────┐
│ Sort Options           [Cancel]  │
├─────────────────────────────────┤
│ Sort Contacts By [ Last Name  ⬍]│
│     Sort Order   [ A to Z  ⬍]    │
│ If First or Last Name is not available, │
│ Contacts will sort by Company or Email  │
│ Address.                                │
│                        [ Done ✖ ]│
└─────────────────────────────────┘
```
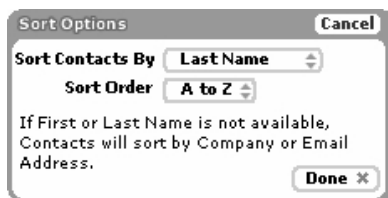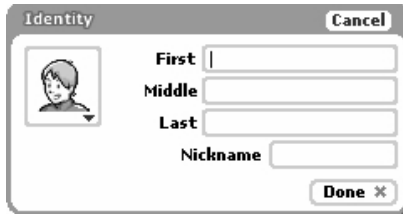
2 Highlight the **Sort Options By** field; click and hold the wheel to open the pop-up menu. Scroll to highlight either the **Last Name** or **First Name** option; click to select.

3 Highlight the **Sort order** field; again, hold the wheel down to open the pop-up menu. Then scroll to highlight either the **A to Z** or the **Z to A** order; click to select.

4 Click **Done** [✖] when finished, or click **Cancel** to cancel any changes you've made to the sort options.

Create a Contact

You can add a contact to your Address Book by starting from scratch; or by duplicating an existing contact's information, then editing it. Both methods are described below.

Add a New Contact from Scratch

1 From the Browse Contacts screen, press ◆ to open the menu, then click **New Contact...** [◆ + **N**]. The New Contact, Identity screen opens:

2 The Identity screen holds basic contact information. Complete at least one of the fields, then click **Done** [✖]. The full contact screen appears:

3 From this screen you can edit the basic "identity" information (including the selection of an appropriate icon to represent your contact). From this screen you can also:
  • select the contact category ("Adventurers" in the example above)
  • add phone numbers
  • add email addresses

- add Web addresses (URLs)
- add instant messaging screen names
- add notes

To add information, use the wheel to highlight the appropriate [**Add**] button, and click. A screen opens in which you can add the information. For example, the following illustration is of the Phone Number screen:
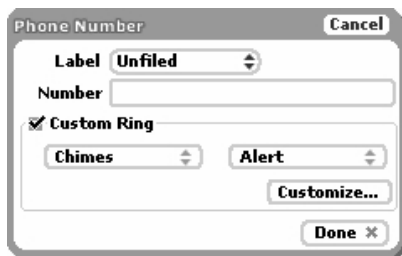
4 Add contact information to each screen, then click **Done** [✖]. Continue through the Contacts screen until you have added all the information you wish.

Note! Before you can save the contact information, you must have provided one of the following pieces of information:

- First or Last name
- Phone Number
- Email address
- Company name

5 To save all the pieces of information you've added to the contact screen, press ◆ to open the menu and click **Save** [✖].

Tip: If you cannot select **Save** from the menu because it is dimmed, then you must return to the contact screen and add one of the required pieces of information listed above.

Create a New Contact by Duplicating an Existing Contact

1 From the Browse Contacts screen, highlight the contact whose information you want to edit.

2 Press ◆ to open the menu, then click **Duplicate Contact**. A contact information screen opens with an exact copy of the highlighted contact's information.

Note! If you save this contact information, you will have two duplicate entries for this contact.

3 Edit the information for the new contact, then press ◆ to open the menu and click **Save** [✖].

Edit a Contact

To edit an existing contact:

1   From the Browse Contacts screen, highlight the contact's name then click the wheel. The contact's information appears for editing.

2   Edit information as you wish, then press ◆ to open the menu and click **Save** [✖].

Discard/Retrieve a Contact

To remove an existing contact from your Address Book:

1   From the Browse Contacts screen, highlight the contact's name.

2   Press ◆ to open the menu, then click **Discard Contact** [🔳].

3   The contact is moved to the Trash without a verification prompt.

To retrieve a discarded contact:

1   From the Browse Contacts screen, press ◆ to open the menu, then click **Trash** [◆ + **T**]. The contacts in the Trash appear.

2   Highlight the contact you wish to retrieve from the Trash.

3   Press ◆ to open the menu, then click **Retrieve Contact** [◆ + **R**]. The contact information is moved back to your Address Book in the category to which it was previously assigned.

Contact a Contact

Using stored contact information, you can quickly communicate with a contact by phone, Text Messages, Email, or Instant Messaging:

1   From the Browse Contacts screen, highlight the name of the contact with whom you wish to communicate.

2   Click the wheel to open the contact information.

3   Scroll to highlight the phone number, email address, or IM address you wish to use.

4   Click and hold the wheel to open the pop-up menu. Highlight one of the following, then click:

   • **Call** - to switch to the Telephone and place a call to your contact
   • **Edit** - to edit the highlighted contact information
   • **Send Email** - to switch to Email and compose an email to that contact
   • **Send Message** - to switch to Instant Messaging and open a conversation with that contact
   • **Discard** - to remove the highlighted contact information

   You can also use menu items to perform these actions, assuming you have the relevant contact information highlighted.

Find a Contact

If you have a large number of contacts in your Address Book, you can easily search and find a specific contact by using the **Match** pane. The Match pane search is limited to the category of contacts you are currently viewing in the Browse Contacts screen. So, if you want to search your entire Address Book, make sure you have selected the **All** category from the menu. In the example below, the category being searched is **Friends**.

1   From the Browse Contacts screen (in any filtered view), press ◆ to open the menu, then click **Match...** The Match pane opens.

2   Start typing the first letter(s) of the contact you wish to find. The nearest match is highlighted:
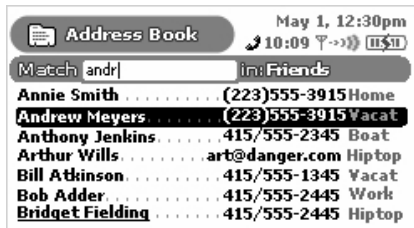
3   Either continue typing the name to narrow the search, or scroll to find your contact.

4   Click the wheel to open the contact information.

Create Your Own Contact Information - My Info

When you first received your device and went through the on-screen registration process, your name and phone number were stored in a special contact information screen called "My Info". This entry in the Browse Contacts screen is underlined to make it easily identifiable:
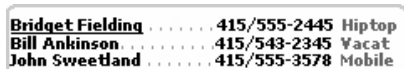
To add information to your own contact information:

1   From the Browse Contacts screen, press ◆ to open the menu, then click **My Info** [◆ + **M**]. Your contact information screen opens.

2   Make additions or edits as you wish, then press ◆ to open the menu and click **Save** [✖].

Empty the Address Book Trash

All discarded contacts are moved to the Trash category. Since this information takes up storage space on your device, you should periodically remove items from Trash by doing the following:

1   From the Browse Contacts screen, press ◆ to open the menu and click **Trash**. The contacts in the Trash appear.

2   Press ◆ to open the menu, then click **Empty Trash**. All contacts in the Trash are permanently removed.

12. Scheduling Events with Calendar

We hope you enjoy using the T-Mobile Device Calendar! For info on using the Calendar, read the topics in this chapter:

Calendar Preview Screen

From the Jump screen, with Calendar highlighted, you will see a preview screen similar to the following:
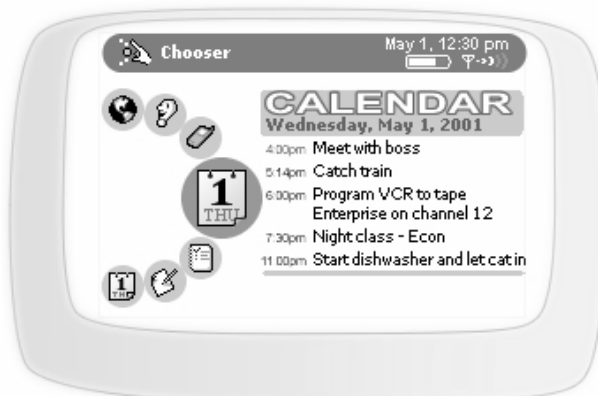
The preview screen shows the events you've scheduled for the current day, with the event coming up soonest at the top of the list.

What's an Event?

An event is anything you want to schedule on your Calendar. An event can be a doctor's appointment, a birthday or anniversary, a tennis game with a friend, a dinner date, anything you want to schedule. If you want, your device can remind of an event by sending you an email or by vibrating, flashing, or playing a ringtone. You can also set an event to repeat automatically, like someone's birthday once a year.

To get going immediately, follow the instructions in *Create an Event* on page 109.

Keyboard Shortcuts

While you're in the Calendar application, you can use the following shortcuts for menu items:

To open this menu option	Use this shortcut
Go to Today	◆ + T
New Event…	◆ + N
Move Event…	◆ + M
Discard Event	⌫
Upcoming View	◆ + 0
Day View	◆ + 1
Week View	◆ + 2
Month View	◆ + 3
Year View	◆ + 4
Next/Previous Day Next/Previous Month	(directional pad)

Create an Event
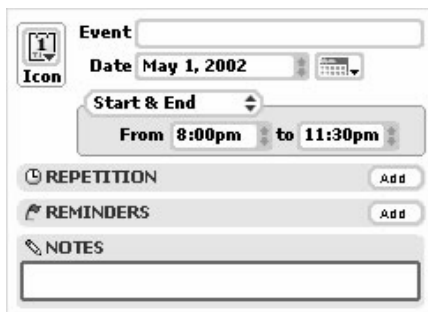
When you want to add an event to your schedule you can either:

- *Add an Event from Scratch* on page 110 or
- *Copy an Existing Event* on page 112

The two methods are described below in detail. Be patient! You have **many** options when setting up events, so these instructions are rather long and complicated. But then, so is your schedule!

Add an Event from Scratch

1 Open the menu from any Calendar view, then click **New Event** [◆ + **N**]. The blank New Event screen looks like this:

2 Start by giving the **Event** a title. The shorter the title, the more likely it will display on some of the tighter views, like the Week view. If you don't give it a title, the system will name it "Untitled".

3 Pick the **Date** on which the event starts from the date picker   May 1, 2002 . Click to open the picker, then rotate the wheel until the month you want is highlighted, then click. Rotate the wheel until the day you want is highlighted, then click again. Now pick the year by rotating the wheel until the year you want is highlighted, then click.

You can also use the calendar date picker to select the event start date. Highlight the calendar icon then click. The current month appears:

If you want a year ahead, rotate the wheel until you get to the year and month you want. Then click and rotate to highlight the day. Click again and your date is set in the Event Details screen.

4 Set the duration of the event in the **Start & End** section of the screen:

Click **Start & End** to open the pop-up menu:

Use the wheel to highlight the duration type you want, then click.

• If you selected **Start & End**, you'll have to pick a date range:

• If you selected **Start & Duration**, you'll pick a start time and duration in either hours or minutes:

```
Start & Duration ⬍
   Starts  11:30 AM ⬍
    Lasts     1 ⬍  Hour(s) ⬍
```

• If you selected **All Day**, you'll need to pick how many days:

```
All Day          ⬍
   Lasts     1 ⬍  day(s)
```

5   To make the event repeat on a regular interval, in the **Repetition** section, highlight the **Add** button then click. The Repetition dialog box opens:

```
Repetition              Delete
Repeat  Every Day            ⬍
☑ Until  October 1, 2002 ⬍ 🗓▾
                          Done
```

Select a repeat interval from these choices:

• Every Day
• Every Sunday
• 1st Day of Every Month
• 1st Sunday of Every Month
• Yearly on May 1st
• Other…

6   Depending on your choice, you'll have to decide how long, how often, etc. If you selected **Other…**, the Other Repetition Options dialog box will open. You can select from these repeat options:

• **Repeat on a fixed interval** - Pick the fixed interval details:

```
Repeat on a fixed interval   ⬍
Every     1 ⬍  Day(s)        ⬍
```

• **Repeat on specific days** - Select how often you want the event to repeat and then select the appropriate days:

```
Other Repetition Options        Cancel
   Repeat on specific days      ⬍
                      Su M Tu W Th F Sa
Every   Week          □ ☑ □ ☑ ☑ □ ☑
        Other Week
        First                  Done ✕
        Second
        Third
        Fourth
        Last
```

7 To set a reminder for the event (and each time it repeats), in the **Reminder** section, highlight the **Add** button and click. The Reminder dialog box opens:

You can set your reminder to happen a number of minute(s), hour(s), or day(s) before the event.
You can be reminded by a device alert (sound and on-screen message), or email.

8 To can also add a note to your event. Simply click the Notes box and type. Your note can be any length.

9 Here's an example of a filled-in event:

Copy an Existing Event

1 From an Upcoming, Day, or Week view, highlight the event you want to duplicate, then click to open its Events Details screen.

2 Open the menu and click **Duplicate Event**. The screen appears to remain unchanged; however, you are really looking at a copy of the original event.

3 Make your edits on the Event Details screen to reflect the details of your new event.

4 When you've finished editing the screen, open the menu and click **Save** [✖].

Move an Event

If you have an event that occurs within a one-day time frame and the time for that event changes, you can adjust its time from either the Day or Week view:

1 From the menu, click **Today** or **Week**.

2 Use the wheel to highlight the event you want to move, then open the menu and click **Move Event**.

3 Rotate the wheel to position the event at the new time.

4 Click the wheel to save the move.

Edit an Event

1 From an Upcoming, Day, or Week view, highlight the event you want to edit, then click to open its Events Details screen.

2 Make your edits on the Event Details screen as you wish. If you need to change a Repetition or Reminder, simply highlight the repetition or reminder line, and click to open the appropriate dialog box for editing.

3 When you've finished editing the details, open the menu and click **Save** [✖]. If you've changed a repetition item, you'll be prompted to:

 • Change just this occurrence
 • Change the entire series
 • Change the series from here on

 Select the appropriate action and click **Save**.

Discard an Event

To remove an event completely, highlight it, then open the menu and click **Discard Event** [▣]. The event is moved to the Trash View.

Ways to View Your Events

The Calendar application offers a number of convenient ways to view all your scheduled events. To go to a particular view within Calendar, open the menu and click **View...** A menu appears, listing your view choices: **Upcoming**, **Day**, **Week**, **Month**, **Year**, or **Trash**.

A check mark always appears next to the view currently on your screen:

```
✓ Upcoming  ◇ 0
  Day       ◇ 1
  Week      ◇ 2
  Month     ◇ 3
  Year      ◇ 4
🗑 Trash
```

Notice that from anywhere in the Calendar application you can use the shortcuts shown above to switch views. For example, to switch from Upcoming to Month view, simply Press [◆ + **3**].

To read more about each view, follow the link in the first column of the table below.

View	What you see in this view	What you can do from this view
Upcoming View	A list of all scheduled events for the next five days.	Navigate up/down the list by rotating the wheel up or down, or by pressing the D-pad up/down arrows. Edit an event's details by highlighting the event, then clicking the wheel.
Day View	A list of all scheduled events (past and future), organized by day. One-hour time slots are shown down the left side of the screen. Events are shown in shaded boxes, with their titles and time span (as space allows).	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows. Use the menu to **Go to Today**, **Next Day**, or **Previous Day**. Edit an event's details by highlighting the event, then clicking the wheel.
Week View	A table showing the current week. The days of the week, starting with Sunday, are shown as column headings and one-hour time slots are shown down the left side of the screen. Events are grey boxes, sometimes containing a partial title (depending on space).	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows. Navigate among days in the week by pressing the D-pad left/right arrows. You can scroll to previous or future weeks by continuing to use the arrow keys. Use the menu to **Go to Today**, **Next Week**, or **Previous Week**. Edit an event's details by highlighting the event, then clicking the wheel.
Month View	A table showing the current month, with the current day highlighted.	Navigate between days by rotating the wheel. Navigate between months by pressing the D-pad left/right arrows. Use the menu to **Go to Today**, **Next Month**, or **Previous Month**. Edit an event's details by highlighting the event, then clicking the wheel. The Day view appears. Click the wheel again to edit the event's details.

View	What you see in this view	What you can do from this view
Year View	A grid of the year, grouped by month, with the current month and day selected.	Navigate between months by rotating the wheel, or by pressing the D-pad up/down arrows. Use the menu to **Go to Today**, **Next Year**, or **Previous Year**. Navigate within a month by first highlighting the month, then clicking the wheel. Now, with the month highlighted, you can move around days by rotating the wheel. Open a specific Day view by first highlighting the month, then clicking the wheel, then highlighting the day and clicking. From there you can edit an event's details.

Upcoming View

The Upcoming view shows you all your events scheduled for the **next five days**.

To open the Upcoming Events view, from the Jump screen click **Calendar**, then open the menu and click **Views... > Upcoming** [◇ + **0**].

Upcoming View Features

 • In the **Today** section, you only see the events that have not expired, as of that minute.

- To open an Event Detail screen, use the wheel to highlight the event title, then click. At this point you can edit the details if you want. To dismiss the screen and return to the view, click the Back button.
- All-day events are shown with an event icon just to the left of the event name, like "Write Econ paper" in the example above.

Upcoming View Navigation Tips

- Use the wheel to scroll through the five days, backward and forward. You are constrained in your scrolling to the current day and four days forward.

Day View

The Day view shows you all the events you have scheduled for the current day, listed down the screen, starting with the earliest event at the top.

To open the Day view, from the Jump screen click **Calendar**, then open the menu and click **Views ... > Day** [◇ + **1**]**.**

Day View Features

- The full day will not display on your screen (not enough room), so the Day view always opens with the events occurring at the current time centered on the screen.
- All-day events are shown at the top of the screen and will always stay in view, even when you scroll.
- If one or more events have overlapping times, the events will appear adjacent to each other, like the "Night class - Econ" and "Write mom" events in the example above.
- Hours of the day are listed down the left edge of the screen. PM hours are shown against a dark background; AM hours are shown against a light background.

Day View Navigation Tips

- Use the wheel to scroll up and down the day's time slots.

- To go to the next or previous day's view, instead of scrolling, you can always open the menu and click **Next Day** or **Previous Day**.
- But if you do keep scrolling up or down, you will enter the previous or next day's time slots, and beyond.

Week View

The Week view shows you the events you've scheduled for the current week, with one exception: all-day events are not shown in this view.

To open the Week view, from the Jump screen click **Calendar**, then open the menu and click **Views... > Week** [◆ + **2**].

Week View Features

- The current day's time slot lines are bold, like May 1 in the example above.
- An event you've highlighted is shown with a black background.
- Events in the past ("expired events") are shown in blocks with a white background.
- If you have overlapping events, they will appear adjacent to each other.
- To open an Event Details screen, highlight the event, then click. View or edit the event details. To dismiss/ save your edits to the Event Details screen, click the Back button.

Week View Navigation Tips

- Use the wheel to scroll up and down through the time slots; use the D-pad left/right arrows to advance back and forward through the days, even beyond the current week to the previous and next week.
- You can always use the menu to go to **Next Week** or **Previous Week**.

Month View

The Month view is designed to give you a sense of where you are in the month (the current day is highlighted in black).

To open the Month view, from the Jump screen click Calendar, then open the menu and click **Views... > Month** [◆ + **3**].

Month View Features

- The current day block is shown highlighted in black.
- If you have at least one event scheduled for a given day, that day contains a little square icon in the lower-right corner of the day block ▪ .
- To drill down to an Event Details screen, highlight the day, then click to open the Day view. Make sure the event you want to open is highlighted, then click again. View or edit the event details. To dismiss the screen, click the Back button.

Month View Navigation Tips

- Use the wheel to scroll forward and backward through days.
- To scroll backward and forward through months, use the D-pad up/down arrows.
- You can always use the menu to go to **Next Month** or **Previous Month**.

Year View

The Year view opens to the current year and lets you look forward and backward across months in one glance. This view is handy if you need to plan an event that is at least a month ahead, such as your summer vacation!

To open the Year view, from the Jump screen click Calendar, then open the menu and click **Views... > Year** [◇ + **4**].

Year View Features

- The current month is shown highlighted in black.
- The current day is shown in a white circle.
- To drill down into a more focused view, first highlight the month you're interested in, then click. Now you can rotate the wheel to highlight a specific day. Once you've highlighted the day you want, click. The Day view opens to your selected date. (From there you can view events.)

Year View Navigation Tips

- Use the wheel or D-pad up/down arrows to scroll from month to month.
- To move forward and backward among years, open the menu and click either **Next Year** or **Previous Year**.

Trash View

Whenever you Discard an Event by using the menu option or the DEL key [🔲], your event is "saved" in the Trash, in case you want to retrieve it.

To retrieve an event:

1 Open the menu and click **Trash**. The Trash view opens.
2 Use the wheel to highlight the event you want to retrieve.
3 Open the menu and click **Retrieve Event**. The event returns to its original time slot.

To empty the Calendar Trash:

1 Open the menu and click **Trash**. The Trash view opens.

2 Open the menu and click **Empty Trash**. A message appears on the screen stating "The Trash is empty."

Go To a Specific Day

Regardless of where you are in a particular view, you can always return to today by opening the menu and clicking **Go to Today** [◆ + **T**].

13. Taking Photos

Smile! You're always ready to document a fun time with the T-Mobile Device Snapshots application. What's more, you can instantly involve family or friends by sending them the photo via email. You can save up to 36 pictures for viewing either on your device or the Web.

Just put the camera into the headset jack and you're ready to start taking photos! Find out exactly how to use your device's camera by reading the topics in this chapter:

- *Snapshots Menu Shortcuts* on page 121
- *Insert the Camera* on page 121
- *Capture a Photo* on page 122
- *About Capture Modes* on page 122
- *View Your Photo Gallery* on page 123
- *Full Screen View* on page 123
- *Email Photos* on page 124

Snapshots Menu Shortcuts

You can use the following keyboard shortcuts for performing actions from the Snapshots menu:

Snapshots Menu Options	Shortcut
Sort…	◆ + A
Delete	⌫
Email Marked	✖
Flip	▲ ◀ ▶ ▼

Insert the Camera

Your device comes with a Treva camera in the box. Here's how to attach the camera to your device:

1 Before you can insert the camera into your device, you must expose the "lead", which is protected by a plastic case. You can tell which end is the case because it has a hook for attaching to a key chain or cord. To remove the case, hold the camera with both hands (one hand on each end) and rotate the case 90 degrees, then pull to expose the lead. Insert the lead firmly into the device headset/camera jack (see *Parts of Your T-Mobile Device* on page 13 for a picture showing the location of the jack).

2 As soon as you insert the camera into the jack, your device will display the Capture screen. If you're ready to take a photo now, follow the instructions in *About Capture Modes* on page 122.

Capture a Photo

To take a photo, the camera must first be inserted in the jack *and* you must be viewing the Capture screen. If you've just inserted the camera, the Capture screen will open automatically; however, if you've been to another screen after inserting the camera, you'll need to return to the Capture screen:

1 Open the Snapshots menu and click **Capture New**.

2 The Capture screen appears with the image currently in focus in the "viewfinder":

3 You must now select a capture mode. (Read more in *About Capture Modes* on page 122.)

 • By default, the Capture screen opens in **Review mode**, indicated by the Review mode icon: .

 • If you'd rather capture in **Continuous mode**, then open the Capture menu and click **Continuous**. Note that the currently-selected mode is marked with a bullet:
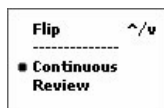
4 Position the camera so the image you want to capture displays in the "viewfinder" on the Capture screen. If the image is upside down, use the **Flip** menu option to right it. You can also use the D-pad's up and down arrow keys to right the picture.

5 When you're ready to capture the image, click the "shutter" button .

About Capture Modes

There are two "modes" you can be in when taking a picture:

	Continuous	You can take many photos in a row, without being prompted to save or delete the picture. Photos are saved to your device for later review on the *View Your Photo Gallery*.
	Review	After you capture an image, it is displayed on the screen. Then you can rename it, retry (delete), or keep it.

View Your Photo Gallery

You can save up to 36 photos on your device, which you can view in two ways:

- **Thumbnail View** - screen displays six photos at a time, rendered at 75% of original size
- **Full Screen View** - screen displays one photo at a time, rendered at 150% of original size

By default, your photo "gallery" opens in Thumbnail view.

Thumbnail View

The Thumbnail view is illustrated below.

Use the wheel to scroll through your photo gallery. Below the thumbnails you'll see a handy gallery navigation bar. You can always see where you are in your sequence of photos since the highlighted image is outlined. You can also see at a glance which images are selected by looking for the check mark indicator.

The number of photos you have remaining (out of the 36 you can save) is displayed in the counter ⬚7⬚.

Full Screen View

To get a magnified look at any of your photos (twice as large as displayed in the Thumbnail view), highlight a picture in the Thumbnail view, then from the menu click **View Full Screen**. The selected image appears on the screen:

You get a gallery navigation bar on the Full Screen view as well. An image is considered "highlighted" if it is currently in full-view on the screen.

The number of photos you have remaining (out of the 36 you can save) is displayed in the counter ⬚7⬚ .

How to Select Photos

In order to perform an action on one or more photos, you must first select the photos. **Note!** You can select photos in either Thumbnail or Full Screen view.

1 Use the wheel to scroll through your photo gallery, highlighting the image you wish to select.
2 Click the wheel to cause a check mark to appear in the lower-left corner of the image. The corners of the selected image are outlined as well:

3 Continue to scroll through your photo gallery, highlighting an image, then clicking the wheel to select it, until you've selected all the images you wish.
4 **To select a series of contiguous photos**, highlight the first photo in the series, then click and hold the wheel down while rotating through the gallery. After you've selected the last image you want in the series, release the wheel.
5 **To select all the photos in your gallery**, highlight the first image in the gallery, hold the Shift key down while scrolling to the last picture you want in the series, then click. Note that this method also works for selecting a subset of contiguous photos in the gallery.
6 Your gallery navigation bar shows you which images you've selected:

When Your Photo Gallery Is Full

If your gallery becomes full (36 pictures stored), the shutter button will be dimmed in Capture mode, the photo counter will read "0", and you will receive a notice:
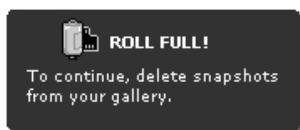
If you want to take new photos, first delete some existing photos, as described in *Delete Photos* on page 126.

Email Photos

You can send through the email application any photos you've stored in your gallery, from either the Thumbnail or Full Screen view. **Note!** You can attach all the images in your photo gallery if you want, up to 36.

1 Use the wheel to scroll through your photo gallery. When you find a photo you want to email, highlight the photo then click the wheel to select it.

2 Continue to select photos until you've selected all the images you want to send.

3 Review the gallery navigation bar at the bottom of the screen to make sure you've selected only the images you want to attach to your email message:

4 Open the menu and click **Email Marked**. A new email compose screen will appear, with your photos shown as attachments.

Change the Name of a Photo

You can always re-name photos you've stored in your gallery, from either the Thumbnail or Full Screen view. **Note!** A photo name can be no longer than 32 characters.

1 Use the wheel to highlight the image you want to rename.

2 Click the wheel to select it.

3 From the menu, click **Rename...** The Rename Photo dialog box opens:

4 The text cursor is located at the end of the current name. Delete the old name and type your new image name as you like.

5 Click **OK** to save the change and dismiss the dialog box.

Sort Photos

You can sort the order in which your photos appear in your photo gallery, from either the Thumbnail or Full Screen view.

1 Open the menu and click **Sort...** The Sort Photos dialog box opens:

By default, your photos are sorted by date & time, with the newest photos at the beginning of the gallery.

2 If you want to change this default sort behavior, you can choose from:

- **Date & Time** - further specify sort order:
  - Newer photos at start
  - Older photos at start
- **Photo Name** - further specify sort order:

- A .. Z
- Z .. A

3   When finished, click **OK** to save changes, or push the Back button to dismiss the dialog box with no changes.

Delete Photos

You can always delete photos you've stored in your gallery, from either the Thumbnail or Full Screen view.

1   Use the wheel to select the image you want to delete.

2   Click the wheel to select it.

3   Open the menu and click **Delete...** A confirmation dialog box appears.

4   Click **OK** to delete the image from your gallery.

14. Keeping To Do Lists

Make sure you never forget another thing to do! Keep yourself organized with the T-Mobile Device To Do application. Get started now by reading the topics in this chapter:

To Do Preview Screen

From the Jump screen, with To Do highlighted, you'll see a screen similar to the following:
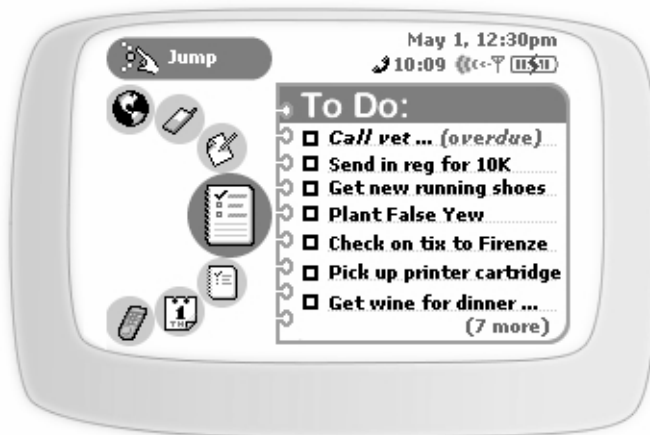
The preview screen lists seven of your tasks. If you have more tasks, a note at the bottom of the screen tells you how many more. You can store a total of 50 tasks, including the tasks that you've discarded to the Trash.

Keyboard Shortcuts

Use the following keyboard shortcuts while you're using the To Do application:

Browse Email menu options	Shortcut
New Task...	◆ + N
Mark Completed	◆ + K
Mark Incomplete	◆ + K
Discard	⌫
All	◆ + A
Trash	◆ + T
Save	✗

The Browse Tasks Screen

When you first open the To Do application from the Jump screen, you'll see a list of all your tasks, something like the following:

Each upcoming task is shown in **bold face**. Overdue tasks are shown in *italic font* and include the *(overdue)* indicator. Opposite each task name is the due date, unless your task is due Today or Tomorrow. Completed tasks are shown with a check mark ✓.

You can decide if you want to view overdue and upcoming tasks, or all tasks (listed by date). The list in the example above shows all tasks, including those completed. Read more in *Show Tasks Filter* on page 131.

Task Details Screen

For each task there is a details screen, which contains more information about the task than can fit in the Browse Tasks screen. The details screens are also editable, so when opened, you can change the details.

To open a task's details, on the Browse Tasks screen use the wheel to highlight a task, then click. The details screen opens. Here's an example:
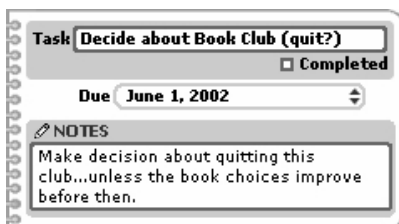
Create a New Task

Follow these steps to create a new To Do task:

1 From the Jump screen, highlight **To Do** and click. The Browse Tasks screen opens.

2 Open the menu and click **New Task** [◆ + **N**]. A blank Task Details screen opens:
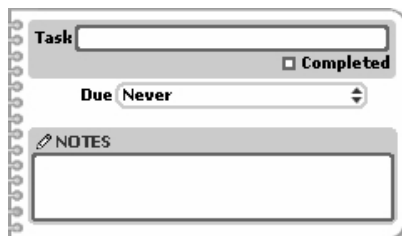
3 In the **Task** field, type a title for your task. Your title can be up to 40 characters long.

4 In the **Due** pop-up menu, select one of:
- Never
- Today
- Tomorrow
- Other…

If you select **Other...**, the Task Due Date dialog box opens:

Task Due Date   [Cancel]
[May] 1, 2002   [▦▾]
                  [Done]

5 Pick the **Date** on which the task is due from the date picker [May 1, 2002 ⬍]. Click to open the picker, then rotate the wheel until the month you want is highlighted, then click. Rotate the wheel until the day you want is highlighted, then click again. Now pick the year by rotating the wheel until the year you want is highlighted, then click.

You can also use the calendar date picker to select task due date. Highlight the calendar icon ▦ then click. The current month appears:

◄ May 2002 ►
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

If you want a year ahead, rotate the wheel until you get to the year and month you want. Then click and rotate to highlight the day. Click again and your date is set in the Task Details screen.

When finished selecting a Task Due Date, click **Done**. You are returned to the New Task screen.

6 To can also add a note to your event. Simply click the **Notes** box and type. Your note can be up to 255 characters (or a medium-sized paragraph).

7 To save your new task, click the Back button or open the menu and click **Save**. Your new task appears in your Browse Tasks screen.

Edit a Task

You can edit any of your tasks by opening the task's detail screen:

1 From the Browse Tasks screen, use the wheel to highlight the task you want to edit, then click. The Task Details screen opens.

2 You can change any of the fields, just as if you were creating the task from scratch. Note that you can mark the task completed by selecting the **Completed** check box. You can also mark the task as incomplete by clearing the **Completed** check box.

3 You can discard the task altogether by opening the menu and clicking **Discard** [🗑]. **Tip:** Your task is not deleted permanently; it's discarded, which means it's been moved to the Trash.

4 When finished with your edits, open the menu and click **Save**, or press the Back button. If you decide you don't want to save the edits you've just made to the task details, open the menu and click **Revert** [◆ + **R**].

Mark a Task Complete

If you've completed a task, make sure to make it completed. That way you can choose to suppress these tasks from the Browse Tasks screen list of tasks (read more in *Show Tasks Filter* on page 131).

To mark a task as completed, do this:

1 In the Browse Tasks screen, use the wheel to highlight the task you want to mark completed.

2 Open the menu and click **Mark Completed** [◆ + **K**].

3 A check mark now appears in the box to the left of the task title.

4 If you change your mind about having completed a tasks, you can mark it as incomplete by highlighting the task, opening the menu, and clicking **Mark Incomplete** [◆ + **K**].

Tip: You can also mark a task as completed/incomplete from the Task Details screen. Read more in *Edit a Task* on page 130.

Show Tasks Filter

You can decide if you want the Browse Tasks screen to show:

- just overdue and upcoming tasks
- all tasks in date order

To set this view preference:

1 Open the Browse Tasks menu and click **Show...**. The Show Tasks dialog box opens:

2 Click the option you want for your view.

3 Click **Done** when finished.

Task Views

There are two task "views":

- All tasks (using criteria you specified in *Show Tasks Filter* on page 131)
- Trash (contains all tasks you've discarded)

You select the view you want by opening the menu and clicking either:

- **All** [◆ + **A**]

or

- **Trash** [◆ + **T**]

Your currently-selected view is indicated by a check mark.

Discard a Task

You can discard a task from either the Browse Tasks screen, or the Event Details screen.

- From the Browse Tasks screen, use the wheel to highlight the task you want to discard, then open the menu and click **Discard** [ ].

- From the Event Details, open the menu and click **Discard** [ ].

Either way, the task is moved to the Trash, where you can retrieve until you empty the Trash.

Empty the To Do Trash

To permanently remove all the tasks you've discarded:

1   From the Browse Tasks screen, open the menu and click **Trash** [◆ + **T**]. The Browse Trashed Tasks screen opens.

2   From this screen you can retrieve any task by highlighting it, opening the menu, and clicking **Retrieve Task** [◆ + **R**]. You can now see the task in the **All** view.

3   When you're sure you want to permanently delete all the tasks in the Trash view, open the menu and click Empty Trash. The Trash empties.

15. Keeping Notes

Save all kinds of important information with the T-Mobile Device Notes application. Check your notes on either your device or the applications on the Web. To learn about Notes, read the topics in this chapter:

Notes Preview Screen

From the Jump screen, with Notes highlighted, you'll see a screen similar to the following:
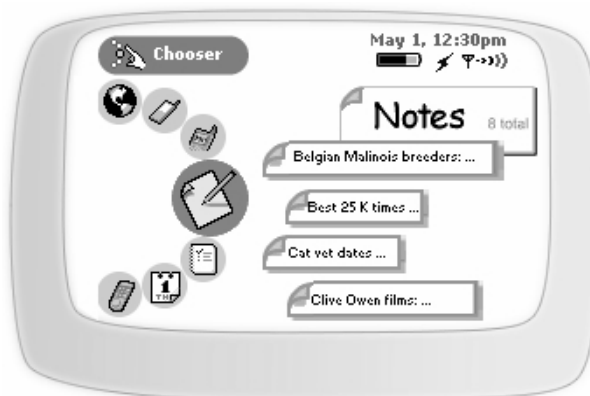
The preview screen lists the first four of your notes, as they appear in alphabetical order. The total number of notes you have is also shown (eight total in the example above). You can create and save up to 20 notes, which includes the notes that you've discarded in the Trash.

Keyboard Shortcuts

While you're in the Notes application, you can use the following shortcuts for menu items:

To open this menu option	Use this shortcut
New Note	◆ + N
Discard Note	⌫
All (view)	◆ + A
Trash (view)	◆ + T
Retrieve Note	◆ + R

View Your Notes

The Browse All Notes screen lists **all** your notes in alphabetical (ascending) order. By default, the notes are displayed **folded**. This means that only the first line of the note is shown:
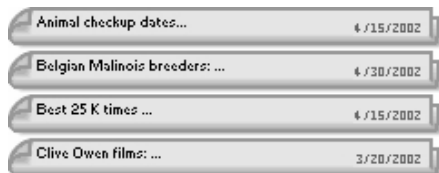
Note: The ellipsis (…) indicates there's more to the note than what is shown in the folded view. Unfolding is explained in the topic below.

Use the wheel to scroll through the notes. You'll know you've highlighted a note when its border appears darker than the notes around it:

Unfolding/Folding a Single Note

To unfold a single note, do this:

1   Highlight the note then click the wheel. The note expands, showing the full text:

Clive Owen films:

1. Cropier
2. Gosford Park
3. Green Fingers
4. Bent   3/20/2002

2   If your note is longer than the screen, use the wheel to scroll up/down the note contents. You can also use the D-pad arrows to navigate within the text.

3   To fold your note again, click the wheel. The note folds, showing only the first line:

Clive Owen films: ...   3/20/2002

Unfolding/Folding All Your Notes

To unfold all your notes, do this:

1   Open the menu and click **Unfold All**.

2   Use the wheel to scroll up/down through the list of notes.

3   At any time, if you want to fold a notes' contents, first highlight the note with the wheel, then click. The contents of the note collapse, but the note is still highlighted.

4   To re-fold all your notes, open the menu and click **Fold All**. All the notes' contents collapse. The note that was highlighted when you folded all the notes remains highlighted.

Add a Note

Here's some note facts you need to know:

- **How many notes can I have?** You can store 20 notes total, including the notes that you've discarded to the Trash. If you've run out of room, you may want to empty your Trash (read more in *Manage Your Notes Trash* on page 136).
- **How long can each note be?** Each note can be 1000 characters at most; and that includes spaces and line returns. (To get a sense of how long this is, half a page in a paperback contains about 1000 characters.)

To create a new note, follow these steps:

1   From the Browse All Notes screen, open the menu and click **New Note** [◈ + **N**].

2   A blank note screen opens. Type your note using the keyboard. (Read more in *Typing Text* on page 21.)

3   When you're finished composing your note, save it by simply clicking the Back button ◈ . It's added to your list in the Browse All Notes screen.

Edit a Note

You can always edit an existing, unfolded note.

1 Make sure you are viewing the note **unfolded**. If it's folded, highlight the note with the wheel, then click to unfold it.

2 The text cursor will be positioned at the spot where you last were typing in the note. Use the D-pad to move within the text; use the keyboard to edit your note. (Read more in *Typing Text* on page 21.)

3 Your edits are saved as soon as you make them.

Discard a Note

Discarding a note means moving it to the Trash:

1 From the Browse All Notes screen, highlight the note you wish to discard. (It doesn't matter if the note is folded or unfolded.)

2 Open the menu and click **Discard Note** [ ].

3 The note moves to the Trash, where you can later retrieve it or delete it for good.

Manage Your Notes Trash

All your notes are displayed either in the Browse All Notes screen or the Browse Trashed Notes screen, shown below:

To switch from viewing all your notes to just the notes in your Trash, open the menu and click **Trash**. The Browse Trashed Notes screen appears. From this screen you can either:

· *Retrieve a Note You've Previously Discarded, or*
· *Empty Your Notes Trash*

Retrieve a Note You've Previously Discarded

All notes that you have discarded are stored in the Trash, just in case you want to retrieve them later:

1 From the Browse All Notes screen, open the menu and click **Trash** [◆ + **N**]. The Browse Trashed Notes screen opens.

2 Use the wheel to highlight the note you want to retrieve.

3 Open the menu and click **Retrieve Note** [◆ + **R**].

4 The note now appears in the Browse All Notes screen.

Empty Your Notes Trash

Remember that you can store 20 notes, including the notes you've sent to the Trash. If you're running out of available notes, empty your Trash:

1 From the Browse All Notes screen, open the menu and click **Trash** [◆ + **N**]. The Browse Trashed Notes screen opens.

2 Open the menu and click **Empty Trash**. The Browse Trashed Notes screen appears with the message "The Trash is empty."

16. Web Applications

You probably spend a lot of time in front of a computer. Perfect! All the information you put on your device is also on the Web so you can look at it or even change it from your computer. Where on the Web? Just sign in to http://www.voicestream-hiptop.com using the username and password you chose in *Your T-Mobile Account* on page 10. On the Web page that opens you'll see the familiar T-Mobile Device applications available from the button bar:

The T-Mobile Device applications **not** available on the Web are Telephone, Instant Messaging, and Web Browser. All the other applications display the same personal data that you can see on your device screens. This is accomplished through data synchronization, which means that no matter where you enter or receive personal information--on the device or the Web client--you'll be able to open that information on both clients.

Top Page

After you sign in, the page that opens is called your "Top Page" and contains the most up-to-date information you have in the **Email**, **Notes**, **To Do**, and **Calendar** applications:

Like the "preview screens" on your device, the Top Page displays current information so you can quickly see if you have received any new emails, what events are coming up on your Calendar, tasks that need taking care of, and your notes.

The T-Mobile Device Owner's Manual

This manual, the *T-Mobile Device Owner's Manual*, is available in two formats from the Help link on the Web application page: HTML and Adobe Acrobat (PDF). Use the PDF file for printing the manual. To open the PDF file, click the Help link to open the Contents page (in HTML). Then click the link that reads **Open PDF**:

Click to open the PDF file.

The PDF file opens in the help window. To print the entire manual or just a portion, click the printer icon in the Adobe menu bar:

Click to print.

In the printer dialog box that opens, specify whether you want to print the entire manual or just a range of pages.

If you need to look up something quickly while online, then read the HTML pages, which is the format that opens by default.

More About the Applications on the Web

You can read details on using all the applications on the Web in these chapters:

Signing Out

For security's sake, we recommend that you always click ● Sign Out when leaving the applications on the Web. This ensures that no one else can read your information!

17. Sending Email from the Web

Open your Email on the Web by clicking the **Email** button on your Top Page, or by clicking the Mail icon or the **New message** link in the Email section of the Top Page. By default, your Inbox is displayed.

Your Inbox

When you open Email, your Inbox is displayed by default. All emails in the Inbox are listed in chronological order, from most recent to latest. For each email, the From, Subject, Date received, and Size are listed. In addition, icons immediately to the left of the email tell you if you've replied to the email or if the email has an attachment. Unread messages are listed in bold.

You can take the following actions from your Inbox:

  • Open an individual message by clicking any of the email fields for that message.
  • Discard email by selecting the check box to the left of the email, then clicking **Discard Selected**.
  • Move the email to a different folder by selecting the check box to the left of the email, then highlighting a folder in the **Move selected to** box at the bottom of the page and clicking the Go button.

View Your Email

Read an Email

To open an individual email for reading:

1   From your Inbox (or another folder), click any of the fields displayed for the email.
   You can also open an email directly from the Top Page by clicking the email's From, Subject, or Date.
2   Once you've read your email, you can take any of the following actions:
  • Reply to the message by clicking **Reply** or **Reply all**; this opens a Compose Message page, with the From and To fields automatically filled in.
  • Forward the message by clicking **Forward**; this opens a New Message page, with the forwarded message included.
  • Discard the message by clicking **Discard**.
  • Move the message to a different folder by highlighting a folder, then clicking the Go button.
  • Add the sender to your address book by clicking **Add to contacts** after their email address in the From field.
  • Proceed to your next message by clicking **Next** or the Go button in the upper-right corner of the page, or go to the previous message by clicking **Previous** or the return button in the upper-left corner of the page (these options will only appear if you have a next or previous message).
3   To close the email and return to a folder, simply click the folder name in the Email sidebar.

Open an Attachment

You know an email has an attachment if there is a paperclip icon just to the left of the message. Attachments that are supported include other emails, Word files, as well as graphic files of the following formats:

- .gif
- .jpg, .jpeg
- .png
- .bmp

All attachments are listed as links in the header section of the email. Click the link to open the attachment, or right-click the link to save the attachment.

Send a New Message

To send a new email message:

1 Click the **New Message** link in the sidebar. This opens the Compose Message page.

If you are on the Top Page, you can open the Compose Message page directly by clicking **New Message** in the Email section of the page.

2 Write your message.

- **From** field – If you have set up POP3 accounts, then you can choose which address you want to use to send the email from the drop-down list in this field.
- **To** field – Type in the email address of the person to whom you are sending the email.
- **CC and BCC** fields – Optional fields; as with the To field, the Email application will communicate with the Address Book and offer you completion suggestions.
- **Subject** field – Type your subject line; it can be up to 255 characters long.
- **Pick photos to send** button – if you want to attach a photo from your Photo gallery to send as an attachment to the email, click this button to open your photos. Select the check box(es) for the photo(s) you want to attach, then click **Email selected**. You are returned to the Compose Message page, with the selected photos now attached.
- **Message body** – Type your message; there are no limits to how long a message body can be.
- **Signature** – Edit or use the default signature. Signatures can be up to seven lines long, with a total of 80 characters per line.

3 To **send** the message, click **Send Now** at the bottom of the page.

4 To **save** the message as a draft, click **Save as Draft** at the bottom of the page. You'll be returned to your Inbox. You can click Drafts in the sidebar at any time to complete and send the message or discard it.

5 To **discard** the message, click **Cancel** at the bottom of the page. You'll be returned to your Inbox.

Set Up Your Email

There are three categories of email settings that you can configure for your Web account:

- **Edit Folders** – By default, the following four mail folder are created for your Web email: Inbox, Sent, Drafts, and Trash.
  These folders are not editable, but you can create up to six additional folders for a total of 10 folders.
- **Edit Accounts** – This is where you set up POP3 email accounts from which email can be retrieved. You can specify up to three (3) POP3 accounts (including Yahoo).
- **Set Up** – Through Set Up, you can specify that a copy of every email you send will be automatically saved in your Sent folder.

Edit Folders

To add an email folder:

1 Click **Edit Folders** in the Email sidebar. This opens the Folders page, where all current folders are listed, along with the number of messages in each folder and the folder size in bytes.

2 To add a new folder, click **Add another folder** in the lower-right corner of the page. In the box provided, type the name of the new folder. Be sure and read the guidelines for folder names listed on the page (spaces and underscores are allowed, but punctuation is not).

3 Click **Add Folder**. You're returned to the Folders page, where the folder you just created is now added to your list of folders.

To edit an existing email folder:

1 Open the Folders page by clicking **Edit Folders** in the Email sidebar.

2 The names of editable folders are displayed in editable text boxes. Make whatever changes you wish to the folder names, then click **Save Changes**. To discard your edits, click **Cancel**.

To discard an email folder:

1 Open the Folders page by clicking **Edit Folders** in the Email sidebar.

2 Click **Discard** opposite the folder you want to delete. A warning page appears, informing you that all emails in the folder will be deleted along with the folder.

3 To complete the discard, click **Discard the Folder**. You are returned to the Folders page; the discarded folder no longer appears.

If you decide to keep the folder and the messages, click **Don't Discard**.

Edit Accounts

To add a POP3 account:

1 Click **Edit Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **Add a new POP3 account** in the lower-right corner of the page.

3 In the page that opens, enter your email address in the boxes provided, the click the **Continue** button in the lower-right corner of the page.

4 Fill in your email password.

5 Fill in the email server information:

   • POP server – obtain from the POP3 email service provider.

   • Port – leave as 110 unless you know it is different.

6 If you want the email to be removed from the POP3 server as it's collected and sent to your device, click the **Remove retrieved email from server** check box to make a check mark appear. By default, email retrieved from a POP3 server will remain on the POP3 server.

7 Select the folder you want mail from this server to be delivered to; Inbox is selected by default.

8 When the form is complete, click **Continue**.

9 Complete the signature and name information.

   • Name – your name as you want it to appear on mail sent through this account.

   • Reply-to – the address to which replies will be sent.

   • Signature – your name as it will appear on replies to emails received from this account.

10 Click **Continue** when the form is complete. The Account Summary page will be displayed.

11 Review the Server, Identity, and Collecting account information and make any corrections required.

12 Click **Save**. Before your account is completely set up, the validity of the POP3 email account will be checked.
  - If the account has been added successfully, you'll be returned to the Accounts page, and the new POP3 account will be listed.
  - If there is a problem with the account information you provided, you'll receive an error message. Click **Edit this account** to try to fix the error or to delete the account.

To edit a POP3 email account:

1 Click **Edit Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **Edit this Account** opposite the account you want to edit. Your account information appears in an editable form.

3 Make edits as you wish, then click **Save**.

To delete a mail account:

1 Click **Edit Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **Edit this Account** opposite the account you want to discard. Your account information appears in an editable form.

3 Click **Discard** at the bottom of the page.

Set Up

To control automatic saving of sent emails:

1 Click **Set Up** in the Email sidebar. This opens the Set Up page.

2 Select the **Save copies of outgoing mail** check box, then click **Save Changes**.

If you decide you don't want copies saved any longer, simply clear the check box, then click **Save Changes**.

Note that you also always have the option of saving a copy from the Compose Message page before you send an email.

Collect Mail from POP3 Account

To collect mail from any POP3 mail accounts you have set up:

1 Click **Collect POP Mail** in the Email sidebar.

2 Email from your POP3 accounts is automatically collected and filed in the folder specified in the account setup information.

Move Messages to Folders

You can move messages around within folders by doing the following:

1 Open the folder the email is currently in, then highlight the email.

2 Open the **Move selected to** list box in the lower-right corner. All folders (*except* for the Drafts and Sent folders, and the folder the email currently is in) are shown in the list.

3 Highlight the folder into which you want to move the message. Then click the Go button.

Discard Email Messages

To discard an email message:

1 Open the folder where the email is located, then highlight the email you want to discard. Open the email if you wish.

2 Click **Discard Message**. The message is moved to the Trash folder.

3 To retrieve your discarded message, click Trash in the Email sidebar. Highlight the email you want to retrieve, then either:

   • Click **Retrieve Selected**; this will move the message back to your Inbox.

   • Highlight a folder from the **Move selected to** box, then click the Go button. This will move the message back to the selected folder.

To empty all messages from a particular folder, select the folder in the sidebar, then click **Empty Folder** at the bottom of the page.

To empty all messages from the Trash, click Trash in the Email sidebar, then click **Empty Trash**. You'll be asked to confirm your action since the messages will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash folder.

18. Using Address Book on the Web

Your Web Address Book is always synchronized with the Address Book on your device. You can store up to 1,000 individual contacts in your Address Book; for each contact, you can store:

- Five (5) Instant Messaging addresses
- Three (3) Street addresses
- Three (3) Web addresses (URLs)
- Five (5) Email addresses

Browse Contacts

Open your Address Book on the Web by clicking the **Address Book** button on your Top Page. By default, the Browse Contacts view is displayed; all contacts are listed on the right side of the page in alphabetical order, with their phone numbers and email addresses.

Sort Contacts

You can choose to sort your contacts in ascending (A to Z) or descending (Z to A) order by last name. Simply click the red arrow at the top of the Last (name) column. This arrow acts as a toggle switch; if it is pointing up, it means the list is sorted in ascending order, and clicking it will cause the list to be resorted in descending order. The arrow will then be displayed pointing down. Clicking it again would resort the list in ascending order.

Filter Contacts

You can also specify to show "All" your contacts on this page or just one category of contacts.

1 Highlight a category from the **View Category** list box.
2 Click the Go button to the right of the box. The page will refresh, and only contacts that are assigned to that category will be displayed.

Address Book Preferences

Create, Edit, and Delete Categories

All your Address Book contacts are stored in categories. By default, your Address Book contains four categories:

- Business
- Family
- Friends
- New

You can edit the names of these categories and create new ones.

To create a new category:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears. The page has three links across the top: Categories, Labels, and Delete all Contacts. Categories is selected by default.

2 In the blank box at the bottom of the list of categories, type the name of your new category, and select a color (if you do not wish to use the assigned color). Remember, categories describe a group of contacts; for example, you might have a number of medical doctors you want to group into a category named "MDs".

3 Click the **Add new category** link to add the category. The page refreshes, and your new category is included in the list in alphabetical order. A new blank box is added at the bottom in case you want to add another category.

4 When you're through adding categories, click **Save Changes** at the bottom of the page. If you change your mind and don't want to create the new category, click **Undo Changes** at the bottom of the page.

5 You will now be able to assign contacts to this new category, as well as use it to filter (sort) messages.

To edit an existing category:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears, with Categories selected by default.

2 All categories appear in editable text boxes; edit the category you want to change, then click **Save Changes** at the bottom of the page. To cancel your edit, click **Undo Changes**.

To delete a category:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears, with Categories selected by default.

2 Click **Discard category** to the right of the category you want to delete. The category is deleted; any contacts assigned to the category are moved to the Unfiled category.

Create, Edit, and Delete Labels

All pieces of information you store about an individual contact are described using "labels". For example, you might have two phone numbers for a contact, one of which is labeled "Home" and the other "Work". By default, the Address Book includes the following labels:

- Hiptop
- Home
- Mobile
- Personal
- Vacation
- Work

You can edit the names of these labels and create new ones. The maximum number of labels is 10.

To add a label:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears.

2 Click the **Labels** link at the top of the page; this opens the Labels page.

3 In the blank box at the bottom of the list of labels, type the name of your new label.

4 Click the **Add new label** link. The page refreshes, and your new label is included in the list in alphabetical order. A new blank box is added in case you want to add another label.

5 When you're through adding labels, click **Save Changes** at the bottom of the page. If you change your mind and don't want to create the new label(s), click **Undo Changes** at the bottom of the page.

6 After saving, you will be able to assign contact information to this new label, as well as view it on the Browse Contacts page describing the contact information displayed.

To edit an existing label:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears.

2 Click the **Labels** tab at the top of the page; this opens the Labels page.

3 Edit the label as you wish, then click **Save Changes**. To cancel your edit, click **Undo Changes** or click the **Cancel** button.

To delete a label:

1 In the Address Book sidebar, click **Preferences**; the Preferences page appears.

2 Click the **Labels** tab at the top of the page; this opens the Labels page.

3 Click **Discard label** to the right of the label you want to delete. The label's text box is cleared.

4 Click **Save Changes** to commit your deletion, or click **Undo Changes** if you decide you want to keep the label after all.

Add a Contact

You can add a contact to your Address Book by starting from scratch, or by duplicating an existing contact's information, then editing it. Both methods are described below.

Add a New Contact from Scratch

1 On the Address Book sidebar, click **New Contact**. The New Contact page opens, with the Quickview information form displayed. Note that you cannot select any of the other information links at the top of the New Contact page until the Quickview form has been completed and saved to add the contact.

2 The Quickview form is divided into the following sections:
- Name – includes the contact's name, employment information, Danger ID, and the category of the contact
- Phone Numbers
- Addresses
- Internet – includes email, URL, and IM information

You can fill in as much of the information as you wish, including multiple addresses, phone numbers, and Internet addresses. You must, however, add at least a first name, last name, company name, email address, or phone number to establish a contact.

3 When you've completed the form, click **Save** at the bottom of the page. The page will refresh, and the new contact information will be displayed.

4 If you wish to add any other information to the contact, click **Browse Contacts** in the sidebar, highlight the contact's name in the list displayed, then click **Edit** at the bottom of the page.

Create a New Contact by Duplicating an Existing Contact

1 From the Browse Contacts page, highlight the contact whose information you want to edit. The contact's information will be displayed on the right side of the page.

2 Click **Copy** at the bottom of the page. An editable form of the highlighted contact's information will appear labeled *Contact Name (copy)*.

3 Edit the information to create your new contact, then click **Save**.

Note: If you save this contact information without making any change, you will have duplicate entries for this contact.

Edit a Contact

To edit an existing contact, do the following:

1 From the Browse Contacts page, click the contact's name. The contact's information displays.

2 Click **Edit** at the bottom of the page. The contact's Basic Info is displayed in an editable form. There is also a text box where you can add a note about the contact.

3 Edit information as you wish. You can edit the other types of information by clicking one of the tabs at the top of the page:
- Icon
- Phone
- Address
- Internet

Note that you do not have to save your changes when you move from one type of information to another. If you want to discard your edits on a form, click **Undo Changes** to reset the form with the original information.

4 Click **Save** when you've made all your changes, or click **Cancel** to discard your changes and return to your last Browse Contacts view.

Discard/Retrieve a Contact

To remove an existing contact from your Address Book:

1 From the Browse Contacts page, click the contact's name. The contact's information displays.

2 Click **Discard** at the bottom of the page.The contact is moved to the Trash without a verification prompt.

3 You can also remove a contact from the Browse Contacts page by selecting the check box for the contact, then clicking **Discard Selected** at the bottom of the page.

To retrieve a discarded contact:

1 Click **Trash** in the sidebar. The list of discarded contacts displays.

2 Select the check box to the left of the contact you wish to retrieve from the Trash.

3 From the drop-down list at the bottom of the page, click the category you want to move the contact to, then click the Go button. The contact is restored, and assigned to the selected category.

To remove all contacts:

1 Click **Preferences** in the sidebar, then click **Delete All Contacts** at the top of the page.

2 You will be asked to confirm your deletion and warned that proceeding will permanently delete all contacts from your Address Book; they will not be moved to Trash. To continue, click **Delete All** at the bottom of the page. If you change your mind, make another selection from the sidebar or from Preferences.

Import Contacts

You can import contact information from other programs into your Address Book. Note that you must first save that contact information in the form of a flat, tab-delimited file.

1 Click **Import** in the sidebar. The Import page opens. This page includes step-by-step instructions for completing the import process.

2 Complete the form as instructed on the page, then click **Import Now**.

Open and Edit My Info

1 To open your own contact information, click **My Info** in the Address Book sidebar. Your own contact information will be displayed in non-editable form on the right side of the page.

2 To edit this information, click **Edit** at the bottom of the page. You can then modify your information just as you would another contact's, with the exception that My Info cannot be deleted.

3 Click **Save** when you've completed your edits.

Communicate with a Contact

Using stored contact information, you can quickly communicate with a contact by Email:

1 From the Browse Contacts page, click the email address of the contact with whom you wish to communicate. The Email application opens, with the New Message page displayed. The **To** field is automatically filled in with the contact's Email address.

2 Complete the message form, then click **Send Now**. You can also choose to save a draft of the message, or to discard the message.

3 Once you take action on the message, your Email Inbox opens. You are not returned to the Address Book.

Empty the Trash

All discarded contacts are moved to the Trash category. You should periodically remove items from Trash by doing the following:

1 From the Browse Contacts page, click **Trash** in the sidebar. The contacts in the Trash appear.

2 Click **Empty Trash** at the bottom of the page. You'll be asked to confirm your action since the contacts will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash.

19. Using Calendar on the Web

Open your Calendar on the Web by clicking the **Calendar** button on your Top Page. By default, the Day View is displayed, with the current day displayed.

Your Web calendar is always synchronized with the calendar on your hiptop device.

View Events

You can view your events in Day, Week, or Month view. Each is described below.

Week View

In the Week view, you see all event for a single selected week. For each event, you see:

- title of the event
- start time of the event
- event duration

If the current day falls in the week being viewed, it's highlighted to make it easy to identify.

From within the Week view, you can move around your calendar as follows:

- back one week by clicking the next button at the top of the page
- forward one week by clicking previous button at the top of the page
- to a specific day in the current or next month by selecting the day in the month calendars displayed in the sidebar
- to the Day view for a specific day in the week currently being viewed by clicking the day at the top of the Week view
- to the current day by either clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking the **Go** button opposite the month / day / year box at the bottom of the sidebar

Day View

In the Day view, you can see all events for a single selected day. For each event, you see:

- title of the event
- event's icon
- start time of the event
- event duration

From within the Day view, you can move around your calendar as follows:

- back one day by clicking the next arrow at the top of the view
- forward one day by clicking the previous arrow at the top of the view
- to the current day by either clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking the Go button opposite the month / day / year box at the bottom of the sidebar.

At the bottom of the Day view, all tasks you've entered in the To Do application that are due on the displayed day (but not yet completed) will be listed. You can open the Task Information page by clicking the task name. On that page, you can mark a task as completed by selecting the **Task is complete** check box.

Month View

In the Month view, you can see all events for a single selected month. For each event, you see:

- title of the event
- event duration

In addition, any To Do tasks that are due (but not yet completed) for the current month are displayed in the day on which they are due.

From within the Month view, you can move around your calendar as follows:

- back one month by clicking the next arrow at the top of the view
- forward month day by clicking the previous arrow at the top of the view
- to the Day view for a specific day in the previous, next, or current month by clicking the date in the Month view or in the month calendars displayed in the sidebar.
- to the current day by either clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking the Go button opposite the month / day / year box at the bottom of the sidebar.

When you are viewing the month that contains the current day, it's highlighted to make it easily identified

View an Event

You can select and view an event's details from any of the views by clicking the event name. This opens the event details page, where the following information is displayed:

- event date
- start time
- stop time
- description

If you want to edit the event, click the **Edit this event** link to open the event in an editable form.

Add an Event

To add an event to your Calendar:

1 From the Calendar sidebar, click **New event**. This opens the New Event page.

2 In the **Title** box, type in a short, descriptive name for the event.

3 In the **Date** box, select the date for the event.

4 In the **Time** section, set the duration of the event. If you select **This event has a start and end time**, you'll have to select a start time and specify how long the event lasts in hours and minutes.

5 In the **Notes** box, type any comments you want to make about the event. This is optional.

6 In the **Icon** section, select an icon to represent the event.

7 In the **Reminder** section, specify whether or not you want to be reminded when the event is going to occur, and specify a method of reminding.

8 To make the event repeat on a regular interval, in the **Repetition** section, select a repeat interval from these choices:

- Just this once (i.e., no repetition; this is selected by default).
- Every day.
- Every **day of the week** (where **day of the week** equals the day of the week on which the event is first scheduled to occur; e.g., Every Saturday).
- Every month on the **nn** (where **nn** is the date of the first occurrence of the event; e.g., Every month on the 21st).
- Every month on the **day of month** (where **day of month** equals the specific day in the month when the event first occurs; e.g., Every month on the 21st).
- Every year on **date** (where **date** equals the date of the first occurrence of the event; e.g., Every year on May 21.

If you want additional reminder options, click **More repetition options**. You will then have the following options:

- Just this once (i.e., no repetition; this is selected by default).
- Every **n** day(s).
- Every S M T W T F S (select one or more days of the week)
- Every **n** month(s) on the **day of month** (where **day of month** equals the specific day in the month when the event first occurs; e.g., Every 2 months on the 21st).
- Every **n** month(s) on the **nth day of the week** of the month (where **day of the week** equals the day of the week on which the event is first scheduled to occur; e.g., Every 3 months on the 1st Monday of the month.
- Every **n** year(s) on **Month Day** (e.g., Every 1 year on April 15).

9 Specify a date on which the event will stop repeating.

10 Click **Save**.

To add an all-day event:

1 From the Calendar sidebar, click **New all-day event**. This opens the New Event page.

2 Type a title to identify your event.

3 Select the date on which the event begins; then select the number of days it will last.

4 Type a note if you wish.

5 Select an icon to represent the event.

6 In the **Reminder** section, specify whether or not you want to be reminded when the event is going to occur, and specify a method of reminding.

7 To make the event repeat on a regular interval, in the **Repetition** section, select a repeat interval. The choices are the same as for events that do not last all day.

8 Specify a date on which the event will stop repeating.

9 Click **Save**.

Edit an Event

To edit an event:

1 Open the event details page by clicking the event name from any of the calendar views.

2 Click **Edit**. This opens the event in an editable form.

3 Make your changes to the event.

If you are editing a repeating event, you will have the option of specifying which event(s) in the series will be edited.

- **Update just this occurrence** – Changes will be made just for the currently selected occurrence of the event.
- **All occurrences** –- All occurrences of this event (including earlier occurrences) will be changed.
- **Occurrences from now on** – All future occurrences of this event, including the current one, will be changed.

4 When you done with your edits, click **Save**.

Discard an Event

To discard an event from your calendar:

1 Highlight the event from any of your calendar views, then click **Edit**.

2 Click **Discard** at the bottom of the page. The event will be moved to the Trash.

Manage Your Trash

Once an event in the Trash, you can delete it (completely remove it from the system) or retrieve it (move it back into your calendar).

1 To open your Trash, click **Trash** in the Calendar sidebar. All discarded events are displayed on the right side of the page.

2 To remove the events from your system completely, click the **Empty Trash** button at the bottom of the page. You'll be asked to confirm your action since the events will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash.

3 To retrieve an event, select the check box on the left side of the event, then click **Retrieve Selected**. The event will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.

Settings

Through Settings you can define default settings for new events.

1 Click **Settings** in the Calendar sidebar.

2 Select one of the following options:

- Use duration when creating and editing events: if selected, new events will automatically have duration selected.
- Use end time

3 Default event duration: set the default event duration by selecting hours and minutes from the drop-down boxes.

4 Day view grid size: set the increment in which time is displayed in the day view by selecting a value from the drop-down list.

5 Starting view: determine the view in which your calendar will open when selected from the Top Page.

6 Day view start time: set the time at which the day view will start unless there are earlier events scheduled.

7 Day view end time: set the time at which the day view will end unless there are later events scheduled.

20. Photo Gallery on the Web

Browse Photos

Open your photos on the Web by clicking the Snapshots button on your Top Page. By default, the Browse Photos view is displayed; all photos are listed on the right side of the page in chronological order. The default order is the newest (most recent) photos at the top.

Sort Your Photos

You can easily resort your photos by selecting a different sort order from the **Sort** drop-down list.

1 Open the **Sort** drop down list.
2 Select your sort order; you can choose from:
  • Newest First
  • Oldest First
  • Alphabetical
3 Click the Go button.
4 If you want your photos to be displayed in this order the next time you open them, click **Save Changes**. Otherwise, the order will revert to the default order or the most recently saved order the next time you open Snapshots.

Rename Your Photos

When you take a photo, it is saved as a color .jpg with a default name. Since the default names are non-intelligible (e.g, Photo_5.jpg), you may want to change the name to something more descriptive. Photo names are displayed in editable text boxes; to change a name:

1 Click in the photo name text box to make it editable.
2 Type the new name. Keep in mind that names can be no longer than 32 characters.
3 Click **Save Changes**.

Delete a Photo

Warning! Unlike other Web applications, there is no Trash for photos. You do not have the option of discarding a photo from your photo gallery, then later retrieving it.

To delete one or more photos:

1 Select the check box to the left of the photo(s) you want to delete. Click **Select All** if you want to delete all your photos.
2 Click **Delete Selected**. You will be asked to confirm your deletion.
3 Click **OK** to continue with the deletion, or click **Cancel** to return to your photos.

Photos and Email

Attach Photo(s) to an Email

You can easily attach photos to your emails. There are two ways to do this:

From the Browse photos page:

1 Select the check box to the left of the photo(s) you want to attach to your email.
2 Click the **Email Selected** button at the bottom of the page. This opens the Compose Email page, with the selected photos already attached.
3 Write your email, then send it.

From the Email Compose page:

1 Click the **Pick photos to send** button; this opens the photos thumbnail page.
2 Select the photo(s) you want to attach, then click **Email Selected**. The images will be attached, and you will be returned to your Compose Email page. Note that if you make any changes to the photos (e.g., change sort order or photo names), those changes will be automatically saved.
3 If you decide to attach additional photos, click **Pick more photos to send**, and repeat the process.

21. Keeping a To Do List on the Web

About To Do Items

Every task in your To Do list has the following "attributes":

- **Title** - a short description of your task (up to 40 characters)
- **Due Date** - the date the task is due (note that tasks can't be due at a particular time during the day)
- **Notes** - information in addition to the title, up to 255 characters (which is the size of a medium paragraph)
- **Completion Status** - Complete or Incomplete
- **Due Date Status** - Past Due, Due Today, or Upcoming

How Many Tasks Can I Store?

You can store up to 50 tasks at one time, including the tasks you've moved to the Trash. By clicking the **Discard Completed Tasks** button at the bottom of any of the To Do list pages, you can choose to discard all completed tasks.

View Your Tasks

Your Top Page shows all your tasks that are both "upcoming" and "not completed".

To view your tasks, click the **To Do** button at the top of your Top Page, or click the To Do icon in the To Do section of the Top Page. For each item, completion status (complete or incomplete), title, and due date (if applicable) are displayed.

View Incomplete Tasks

By default, See Incomplete Tasks is selected in the To Do sidebar. All incomplete To Do items are listed on the right side of the page, sorted as follows:

- **Overdue** tasks appear at the top of the list in red.
- **Due Today** tasks are listed in the order you entered them in blue.
- **Upcoming** tasks are listed in chronological order below overdue tasks in light blue.

View All Tasks

To view all tasks, including completed tasks, click **See All Tasks** in the To Do sidebar. All tasks – overdue, finished, and incomplete – are listed together in chronological order.

Add a New Task

To add a new task:

1 In the To Do sidebar, click **New Task,** or click **New Task** in the To Do section of the Top Page. This opens the Basic Information page.

2 Fill in the form with the information describing the task.

- **Task Name**: can be up to 40 characters long
- **Due by**: specify a specific date by typing in a month, day, and year (today's date is filled in by default). The task will also appear on your Calendar on the assigned date.
- **Notes**: add a note if you wish, up to 255 characters long

3 Click **Save**.

Edit a Task

To edit a task:

1 On the See Incomplete Tasks or See All Tasks page, select the task you want to edit by clicking the title of the task. The Task Information opens. Click the **Edit** button to open the Task Information in an editable form.

2 Make your changes to the task's Basic Information, Notes, or Repetition sections. When finished, click the **Save** button. If you decide to discard your changes, click **Cancel**.

Mark a Task as Complete

To change the status of a task to complete:

1 On the See Incomplete Tasks or See All Tasks page, select the check box to the left of the task you want to mark as complete.

2 Click the **Mark Selected as Completed** button.

3 Click **Save** at the bottom of the page.

Note: You can also mark a task as completed by opening the Task Information page for editing and selecting the **Task is complete** check box, then saving the change.

Discard a Task

To discard a task:

1 On the See Incomplete Tasks or See All Tasks page, select the check box on the left side of the task you want to discard. You can select as many tasks as you wish.

2 Click **Discard Selected** at the bottom of the list of tasks. All selected tasks will be moved to Trash; a message at the top of the page confirms your action.

Discard Completed Tasks

You can easily remove all completed tasks by clicking **Discard Completed Tasks** at the bottom of the See Upcoming Tasks or See All Tasks page. The completed tasks are moved to the Trash.

Manage Trash

You can have a total of 50 tasks in the system at one time, including the items in Trash. This means you'll want to periodically empty your Trash, or you'll be left with no space for new tasks. Once a task is in the Trash, you can discard it (completely remove it from the system) or retrieve it (move it back into your list of tasks).

1 To open your Trash, click **Trash** in the sidebar on the To Do page. All discarded tasks are displayed on the right side of the page in descending order of due date.

2 To remove the tasks from your system completely, click the **Empty Trash** button at the bottom of the page. You'll be asked to confirm your action since the tasks will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash.

3 To retrieve a task, select the check box on the left side of the task, then click **Retrieve Selected** at the bottom of the page. The task will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.

22. Keeping Notes on the Web

Open your Notes on the Web by clicking the **Notes** button on your Top Page, or by clicking the Notes icon or the **New Note** link in the Notes section of the Top Page. By default, the See All Notes view is displayed.

See All Notes

The See All Notes page lists all your current notes on the right side of the page in alphabetical order. On the left side you see the sidebar, which includes links for **New Note**, **See All Notes** (the current selection), and **Trash**.

Add a Note

To add a note:

1   In the Notes sidebar, click **New Note**. This opens the New Note page.

If you are on the Top Page, you can open the New Note page directly by clicking New Note in the Notes section of the page.

2   When the New Note page is opened, your cursor is automatically placed in a text box; type your note. It can be up to 1,000 characters long (including returns and spaces); this is about as many words as fit in half a page of text in a paperback. Any email addresses in the note will be links to the Email application's compose page; URLs in the note will be displayed as active links.

3   When you finish your note, click Save . If you decide not to keep the note, click Cancel to return to the See All Notes page.

4   After clicking **Save**, you are returned to the See ALl Notes page, with the note you just created added to the list on the right.

Edit a Note

To edit a note:

1   On the See All Notes page, click **Edit** in the lower right corner of the note you want to edit. The note opens in an editable text box.

2   Make your changes to the note, then click **Save Changes**. If you decide to discard your changes, click Cancel .

3   After clicking **Save Changes**, you are returned to the See All Notes page. The note you just edited will appear with your changes, and the modified time will be updated to reflect the date and time you saved the edited note.

Discard a Note

To discard a note:

1 On the See All Notes page, select the check box on the left side of the note you want to remove. You can select as many notes as you want.

2 Click **Discard Selected** at the bottom of the list of notes. All selected notes will be moved to Trash; a message at the top of the page confirms the discard.

Manage Your Trash

You can have a total of 20 notes in the system at one time, including the notes in Trash. This means you'll want to periodically empty your Trash, or you'll be left with no space for new notes. Once a note is in the Trash, you can delete it (completely remove it from the system) or retrieve it (move it back into your list of notes).

1 To open your Trash, click **Trash** in the Notes sidebar. All discarded notes are displayed on the right side of the page in alphabetical order.

2 To remove the notes from your system completely, click the **Empty Trash** button at the bottom of the page. You'll be asked to confirm your action since the messages will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash.

3 To retrieve a note, select the check box on the left side of the note, then click **Retrieve Selected** at the bottom of the page. The note will be removed from the list of notes in Trash; a message at the top of the page confirms the retrieval. The modification date and time are not updated since the note itself has not been modified.

23. Settings on the Web

To open your Web settings, select **Settings** from the top menu bar.

Your Account Information

Your account information includes the following:

- current password
- full name (name that appears at the close of your email messages)

To change any of these settings, simply fill in the appropriate boxes, then click **Save**.

Your Device ID

To find out your device's Device ID, open this page. You may need this number if you need to contact Customer Care.

Time Zone

To view your current Time Zone settings, click Time Zone in the Settings sidebar. Your current home time zone, the time and date, and the Daylight Saving Time status is displayed.

To change your home time zone for your hiptop Web service:

1 Select the option button opposite one of the time zone options.

2 Make a selection from the drop-down list box for that option

3 Click **Save**.

Note that changing your device time zone has no effect on your Web time zone setting.

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