# T-Mobile Sidekick Owner's Manual



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# T-Mobile Sidekick Owner's Manual Contents

1. Start H	lere	 9
Thanl	k You for Purchasing a T-Mobile Sidekick!	 9
Your	T-Mobile Account	 . 10
Charg	jing Your Battery	 . 11
Using	the Carrying Case	 . 12
Use Y	'our Device Safely	 . 13
Conta	cting Customer Care	 . 13
FCC C	Compliance	 . 13
2. Device	Basics	 . 14
	of Your T-Mobile Sidekick	
	e Display	
	cations	
Keybo	oard	 . 18
	ol Buttons	
Whee		 . 22
Termi	nology Used in This Manual	
Heads	set/Camera Jack	 . 25
Powe	r Jack	 . 25
Infrar	ed Port	 . 25
USB N	Vini-B Port	 . 26
Typin	g and Navigating in Text Fields	 . 26
3. About `	Your SIM Card	 . 27
	Is a SIM Card?	
	ly What Information Is on My Device SIM?	
	M Card Came Locked! How Do I Unlock It?	
	Remove My SIM?	
	Do I Handle My SIM?	
	Happens If I Lose My SIM?	
	Happens If I Put A Different SIM in My Device?	
1 Custon	nizing Your Device	20
	Settings Screens	
	ols	
	ēxt	
	ry & Display	
	& Time	
	Shortcuts	
	Guard & Security	
	pard	
-,	ork	
	d	

Wireless Options	17
	· ¬/
5. The Jump Screen	40
•	
About the Jump Screen	
How to Find the Jump Screen	
The Application Splash Screens	
How to Select an Application	
The Jump Screen Menu	. 50
6. Browsing the Internet	. 51
Browser Splash Screen	
Status Indicators	
Keyboard Shortcuts	
Navigation/View Shortcuts	
Go To a Web Page	
Go to Your Home Page	
Search the Web	
Use Bookmarks	
See Recently-Viewed Web Pages	
View History	
Refresh a Web Page	
Stop a Web Page from Loading	
Web Browser Settings	. 57
7. Making Phone Calls	. 59
Phone Splash Screen	
•	
Keyboard Shortcuts	
Keyboard Shortcuts	. 60
Title Bar Indicators	. 60 . 60
Title Bar Indicators         Manage Your Speed Dial List	. 60 . 60 . 60
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?	. 60 . 60 . 60 . 62
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume	. 60 . 60 . 60 . 62 . 62
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call	. 60 . 60 . 60 . 62 . 62 . 63
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call	. 60 . 60 . 60 . 62 . 62 . 63 . 65
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call	. 60 . 60 . 62 . 62 . 62 . 63 . 65 . 67
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log	. 60 . 60 . 62 . 62 . 63 . 63 . 65 . 67 . 67 . 68
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 68 . 70
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 68 . 70
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 67 . 68 . 70 . 70
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 67 . 67 . 68 . 70 . 70 . 70
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 67 . 68 . 70 . 70 . 70 . 74
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings         Assume and the staging Splash Screen         Keyboard Shortcuts	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 67 . 68 . 70 . 70 . 74 . 74
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings         Assume Settings         Anstant Messaging Splash Screen         Keyboard Shortcuts         Add a Screen Name	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 68 . 70 . 70 . 74 . 75 . 75
Title Bar Indicators         Manage Your Speed Dial List         Headset or Handset?         Adjusting Volume         Place a Call         Features While on a Call         Answer a Call         End a Call         Your Call Log         Listen to Voice Mail         Phone Settings         Assume and the staging Splash Screen         Keyboard Shortcuts	. 60 . 60 . 62 . 62 . 63 . 65 . 67 . 67 . 68 . 70 . 70 . 74 . 75 . 75 . 76

	Remove Existing Screen Name	
	The Buddy List Screen	78
	Manage Groups	79
	Manage Buddies	80
	IM Conversations	82
	Set an Away Message	83
	Instant Messaging Settings	
9. Ei	nail Messaging	87
	The Email Splash Screen	87
	Browse Email Screen	88
	Status Indicators	89
	Keyboard Shortcuts	89
	View Your Email	91
	Move Messages to Folders	93
	Send Messages	94
	Add Email Senders to the Address Book	
	Add Email Recipients to the Address Book	
	Discard Email Messages	
	Manage Your Email Accounts	
	Send a Photo	
	Manage Email Folders	
	Email Settings	
	Space Limitations	
<b>10</b> . I	Phone Messaging	108
	Phone Messages Splash Screen	. 108
	Browse Messages Screen	. 109
	Status Indicators	. 110
	Keyboard Shortcuts	. 110
	View Text Messages	. 110
	Sort Text Messages	. 111
	Send Text Messages	. 112
	Add Text Message Senders to the Address Book	. 113
	Call Back Sender of a Message	
	Discard Messages	
	Retrieve Messages from the Trash	
	Setting Phone Messages Ringtones	. 115
	Keeping Contacts in the Address Book	
	Address Book Splash Screen	
	How Much Information Can I Store?	. 117
	The Browse Contacts Screen	. 117
	T-Mobile Contact Information	. 117
	Keyboard Shortcuts	. 117
	Filter Contacts by Category	. 118
	Sort Contacts	. 119

	Create a Contact	119
	Edit a Contact	121
	Discard/Retrieve a Contact	121
	Contact a Contact	121
	Find a Contact	122
	Empty the Address Book Trash	122
	Address Book Settings	123
	-	
12.	Scheduling Events with Calendar	
	Calendar Splash Screen	
	Keyboard Shortcuts	128
	Create an Event	128
	Move an Event	131
	Edit an Event	132
	Discard an Event	132
	Ways to View Your Events	132
	Upcoming View	134
	Day View	135
	Week View	136
	Month View	137
	Year View	138
	Trash View	138
	Go To a Specific Day	139
13.	Taking Photos	
13.	Camera Splash Screen	140
13.	Camera Splash Screen	140 141
13.	Camera Splash Screen	140 141 141
13.	Camera Splash Screen	140 141 141 142
13.	Camera Splash Screen Keyboard Shortcuts Insert the Camera About Capture Modes Take a Photo	140 141 141 142 142
13.	Camera Splash Screen Keyboard Shortcuts Insert the Camera About Capture Modes Take a Photo View Your Photo Gallery	140 141 141 142 142 143
13.	Camera Splash Screen	140 141 141 142 142 142 143 145
13.	Camera Splash Screen Keyboard Shortcuts Insert the Camera About Capture Modes Take a Photo View Your Photo Gallery Email Photos Change the Name of a Photo	140 141 141 142 142 143 145 145
13.	Camera Splash Screen	140 141 142 142 142 143 145 145 146
13.	Camera Splash Screen Keyboard Shortcuts Insert the Camera About Capture Modes Take a Photo View Your Photo Gallery Email Photos Change the Name of a Photo	140 141 142 142 142 143 145 145 146
	Camera Splash Screen Keyboard Shortcuts Insert the Camera About Capture Modes Take a Photo View Your Photo Gallery Email Photos Change the Name of a Photo Sort Photos Discard Photos	140 141 142 142 143 145 145 145 146 146
	Camera Splash Screen	140 141 142 142 143 145 145 145 146 146
	Camera Splash Screen	140 141 142 142 143 145 145 146 146 146 147
	Camera Splash Screen	140 141 142 142 143 145 145 145 146 146 146 147 147 148
	Camera Splash Screen	140 141 142 142 143 145 145 145 146 146 146 147 147 148 148
	Camera Splash Screen	140 141 141 142 142 143 145 145 145 146 146 146 147 147 148 148 149
	Camera Splash Screen	140 141 141 142 142 143 145 145 146 146 <b>147</b> 148 148 149 149
	Camera Splash Screen	140 141 141 142 142 143 145 145 146 146 146 146 147 147 148 149 149 150
	Camera Splash Screen	140 141 142 142 143 145 145 146 146 146 147 147 148 149 149 150 150
	Camera Splash Screen . Keyboard Shortcuts . Insert the Camera . About Capture Modes . Take a Photo . View Your Photo Gallery . Email Photos . Change the Name of a Photo . Sort Photos . Discard Photos . <b>Keeping To Do Lists .</b> To Do Splash Screen . Keyboard Shortcuts . The Browse Tasks Screen . Task Details Screen . Create a New Task . Edit a Task . Mark a Task Completed . Task Views .	140 141 142 142 143 145 145 146 146 146 147 147 148 148 149 149 150 150
	Camera Splash Screen	140 141 142 142 143 145 145 146 146 146 147 147 148 149 149 150 150 151

Natas Culash Causan	153
Notes Splash Screen	153
Keyboard Shortcuts	154
View Your Notes	154
Sort Your Notes	155
Add a Note	
Edit a Note	
Discard a Note	
Manage Your Notes Trash	
16. Playing Rock & Rocket.	158
Rock & Rocket Splash Screen	158
The Object	
What Happens	
Scoring	
Hints	
Controls	
	155
17. Playing UI Evolution Arcade Games	160
Arcade Splash Screen	
Bubbles	161
Code Monkey	162
Shuffle	
Lab Ratz	
18. The Desktop Interface	166
Signing In To the Desktop Interface	166
Signing In To the Desktop Interface	
	167
Jump Page	167 167
Jump Page       The T-Mobile Sidekick Owner's Manual	167 167 168
Jump Page The T-Mobile Sidekick Owner's Manual More About the Applications on the Web Signing Out	167 167 168 168
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b>	167 167 168 168 169
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web	167 167 168 168 169 169
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox	167 167 168 168 169 169 170
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       View Your Email	167 167 168 168 169 169 170 170
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       Send a New Message	167 167 168 168 169 170 170 172
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       View Your Email	167 167 168 168 169 170 170 172
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       Send a New Message	167 168 168 168 169 170 170 172 173
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       Send a New Message         Attach Photos and Files to a Message       Attach Photos and Files to a Message	167 168 168 168 169 170 170 170 172 173 174
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       Your Inbox         View Your Email       Send a New Message         Attach Photos and Files to a Message       Web Email Settings	167 168 168 168 169 170 170 170 173 174 178
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       View Your Email         Send a New Message       Attach Photos and Files to a Message         Web Email Settings       Accounts	167 168 168 169 169 170 170 172 173 174 178 180
Jump Page       The T-Mobile Sidekick Owner's Manual         More About the Applications on the Web       Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web         Your Inbox       View Your Email         Send a New Message       Attach Photos and Files to a Message         Web Email Settings       Accounts         Collect Mail from POP3 Accounts       Collect Mail from POP3 Accounts	167 168 168 169 169 170 170 172 173 174 178 180 180 180
Jump Page The T-Mobile Sidekick Owner's Manual More About the Applications on the Web Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web Your Inbox View Your Email Send a New Message Attach Photos and Files to a Message Web Email Settings Accounts Collect Mail from POP3 Accounts Move Messages to Folders Discard Email Messages	167 168 168 168 169 169 170 170 170 170 172 173 174 180 180 181
Jump Page	167 168 168 168 169 169 170 170 170 172 173 174 180 181 182
Jump Page The T-Mobile Sidekick Owner's Manual More About the Applications on the Web Signing Out <b>19. Sending Email from the Web</b> Opening Email on the Web Your Inbox View Your Email Send a New Message Attach Photos and Files to a Message Web Email Settings Accounts Collect Mail from POP3 Accounts Move Messages to Folders Discard Email Messages	167 168 168 169 169 170 170 170 172 173 174 180 181 182 182 182

	How Many Contacts Can I Store?	
I	Browse Contacts Page	183
	Address Book Settings	184
	Add a Contact	188
I	Edit a Contact	190
1	Discard/Retrieve a Contact	191
]	mport Contacts	192
	Communicate with a Contact	
	Empty the Trash	
	sing Calendar on the Web	
(	Dpening Calendar on the Web	194
9	Settings	196
١	/iew Events	197
١	/iew an Event	199
	Add an Event	199
I	Edit an Event	202
I	Discard an Event	202
I	Manage Your Trash	203
]	mport Contacts	204
	amera Gallery on the Web	
	Dpening Camera Gallery on the Web	
9	Sort Your Photos	206
I	Rename Your Photos	206
I	Discard a Photo	206
	Attach Photo(s) to an Email	207
<b>~~</b> //	eeping a To Do List on the Web	
	Dpening To Do on the Web	
	About To Do Items	
	Browse Tasks	
	Add a New Task	
	Edit a Task	
	Mark a Task as Complete	
	Discard a Task	
	Discard Completed Tasks	
I	Manage Trash	211
24 K	eeping Notes on the Web	212
	Dpening Notes on the Web	
	Browse Notes	
	Add a Note	
	Edit a Note	
	Discard a Note	
	Manage Your Trash	
1		21 <b>4</b>

25. Settings on the Web	215
Opening Settings on the Web	215
Account Information	216
System Information	216

# 1. Start Here

This chapter leads you through the basic steps of getting started with your new T-Mobile device:

- Thank You for Purchasing a T-Mobile Sidekick! on page 9
- Your T-Mobile Account on page 10
- Charging Your Battery on page 11
- Using the Carrying Case on page 12

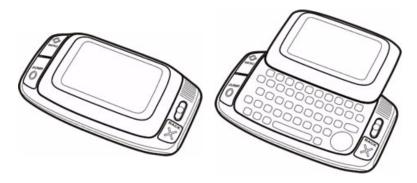
- Use Your Device Safely on page 13
- Contacting Customer Care on page 13
- FCC Compliance on page 13

## Thank You for Purchasing a T-Mobile Sidekick!

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

- T-Mobile Sidekick
- SIM card
- Battery charger
- Headset
- USB cable (Mini-B type)
- Wrist strap
- Carrying case
- Start Here Guide
- Reference Guide
- T-Mobile service introduction guide

If you find that anything is missing, please contact T-Mobile Customer Care by calling 1-800-937-8997, or by going to *www.t-mobile.com/help/*.



Before you can start using your device, you must set up your T-Mobile account. 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. This involves the following:

#### 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 SIM Card* on page 27.) 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, but usually takes much less time. You will know your T-Mobile account is activated when you see a "Welcome to T-Mobile" screen on your device display.

#### 3 Register a username and password.

After you see the Welcome 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 your username/password 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 4-15 characters, can include both letters and numbers, but no spaces, single quotes ('), semicolons (;), backslashes (\),or percent signs (%). 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.

## 4 Select and answer a 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?
- On what street did you grow up?
- In what city did you grow up?
- What is your favorite movie?

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

## 5 Read and agree to Danger Service and End-User License Agreement.

The legal document you must read and agree to can be found on the screen (select the **View License** button) and in one of the printed guides you received in the box when you bought your device. For future reference, you can view the license agreement on the device by pressing the Jump button, then pressing the Menu button. From the menu, select **Copyrights & Credits**. From the Copyrights & Credits screen, press the Menu button and select **View License**. In addition, the most recent version of this document can be found at the following Web site: *www.danger.com/agreements*.

## 6 Wait while data is being transmitted.

After agreeing to the Danger Service and End-User License Agreement, the registration information is sent to the T-Mobile service. If your username has already been taken, you'll be notified on a screen that gives you

opportunity to select a new one. You'll then see a Congratulations screen, letting you know that you are now ready to use the T-Mobile services. There is a chance that the data transmission may fail, in which case you'll receive a message asking you to try later.

#### 7 Congratulations!

Once your account has been set up, you'll see the Congratulations screen and a final screen with the **Start** button. Select the **Start** button to do just that! If you're roaming on another network, you'll be notified at this point (see Warning below).

## 8 Read the Hints screens.

Before going to the Jump screen, take a minute to read the helpful hints that appear. After reading each hint, select **Next** to advance to the next. Select **Done** to dismiss the hints and go to the Jump screen.

**Warning!** When roaming outside the T-Mobile network, you may incur additional charges for data transfer with or without taking any actions, such as receiving emails. To avoid additional charges while roaming, go to **Jump Settings > Wireless Options** and clear the **GPRS Data Roaming On** check box. If you do roam with GPRS Data Roaming off, you will still be able to make and receive voice calls.

# Charging Your Battery

When you first receive your device, the battery will be fully charged, but in deep sleep. To wake it, connect your device to the charger.

Your device comes with a built-in rechargeable lithium ion (Li-Ion) 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:

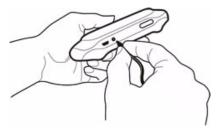
- Charging Your Device's Battery
- Battery Charging Time
- Use and Standby Times
- Conserving Battery Power

## **Charging Your Device's Battery**

To charge the battery, do the following:

1 Attach the battery charger to your device.

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



While the charger is connected to your device, a lightning bolt will display over the battery icon in the title bar.

#### 2 Let the device charge for at least four (4) hours to ensure maximum battery life.

Rest the device in a safe place and let the battery charge for at least four hours, or overnight. As the device is charging, you will see the bars in the battery icon fill repeatedly from left to right in an animated fashion. When your device is fully-charged, the bars will stop moving in the full position: Imm.

**Note:** If your battery is fully-charged and you unplug the battery charger then connect it to the charger again, the bars in the battery icon will fill from left to right for two hours, even though it is fully-charged.

### **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.

If your battery has become completely discharged, your device will turn off automatically. Once you connect the device to the battery charger, give your device approximately 10 minutes to gain enough power to be turned on.

### **Use and Standby Times**

With a fully-charged battery, you can use your device for one day. In power-saving (or even key guard) 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. To view your battery consumption, open the Jump screen menu, select **Settings**, then **Battery & Backlight**. Note that this reading is approximate. Read more in *Battery & Display* on page 35.

#### **Conserving Battery Power**

Your device has a power-saving feature that automatically reduces power to the device after a user-configurable number of minutes of inactivity. In power-saving mode your device will still receive messages and calls. To wake the device, simply press any control button or key. Note that you must have enabled Key Guard before your device will go into power-saving mode automatically. Read more in *Battery & Display* on page 35.

You can also conserve battery power by signing out of Instant Messaging when you are not using the application. If you are really concerned about saving battery and can detach from the network, open the device Settings screen, select the **Wireless Options...** button, then on the dialog box that appears, select the **Wireless Off** option.

## Using the Carrying Case

Use the carrying case included in your box to both protect the screen and carry your device securely.

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

# Use Your Device Safely

While using your device, please remember to follow the safety rules listed below.

- 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.
- Use only approved device batteries and accessories. Please do not insert or connect incompatible products to your device. Do not taunt your device.
- 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.

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**  $\diamond$  and select **Settings**. Select the **Wireless Options...** button, then on the dialog box that appears, select the **Wireless Off** option.

**Warning!** The hinge in the swivel display lid is assisted by a very strong magnet. Be careful to keep the device away from magnetically sensitive items, such as credit cards and floppy disks.

## **Contacting Customer Care**

T-Mobile's Customer Care offers responsive and knowledgeable customer support 24 hours a day, seven days a week. It's a free call anytime. Dial **611** using your device or **1-800-937-8997** from any other phone.

You an also contact Customer Care through our Web site, by email, or regular mail:

Web site: www.t-mobile.com/help/

Email: customercare@t-mobile.com

Regular mail: T-Mobile Customer Care P.O. Box 37380 Albuquerque, NM 87176-7380

## FCC Compliance

TESTED TO COMPLY WITH FCC STANDARDS. FOR HOME OR OFFICE USE.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with accessories supplied or designated for this product. Use of other accessories may not ensure compliance with the FCC RF exposure guidelines.

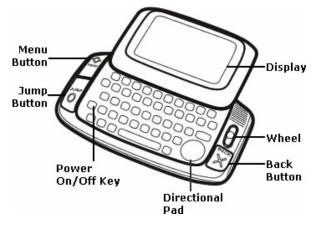
# 2. Device Basics

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

- Parts of Your T-Mobile Sidekick on page 14
- Device Display on page 14
- Keyboard on page 18
- Control Buttons on page 19
- Wheel on page 22
- Terminology Used in This Manual on page 22
- Headset/Camera Jack on page 25
- Power Jack on page 25
- Infrared Port on page 25
- USB Mini-B Port on page 26
- Typing and Navigating in Text Fields on page 26

## Parts of Your T-Mobile Sidekick

The illustration below identifies the basic parts of your device.



Each part is described in more detail in the topics below.

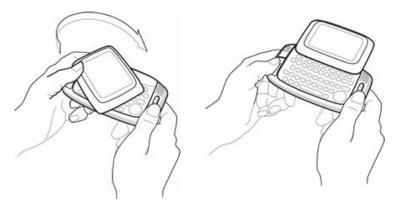
# **Device Display**

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 flips 180-degrees. Read more details below.

**Warning!** The hinge in the swivel display lid is assisted by a very strong magnet. Be careful to keep the device away from magnetically sensitive items, such as credit cards and floppy disks.

## **Opening and Closing the Display**

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



2 To close the display, 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 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 in the area circled in the example below.



😵 Web Browser	Screen identifier. Lets you know what application screen you are currently viewing.	
Jun 4, 12:30pm	Current date and time.	
<b>III</b> )	Battery charge. The more bars that fill the battery icon, the more power in the battery.	
۶m	Battery charging. When your device is connected to the battery charger, a lightning bolt icon displays over the battery icon and the bars in the battery move from left to right. You'll know the battery is full-charged when the lightning bold icon disappears and the battery bars stay in the full position.	
•	When your device is too hot, this thermometer indicator flashes over the battery.	
@m	When your device is too cold, this thermometer indicator flashes over the battery.	
7.0	Wireless signal strength. The more signal bands showing, the stronger the signal strength of the wireless connection at your current location.	
×	No wireless connection. If you see this X over the radio tower icon, it means you have temporarily lost network connection.	
87.u	Connectivity status indicators. Animated one dot = connected to the GPRS network, trying to get IP address; animated two dots = obtained IP address, connecting to data server; animated three dots = connected to data server; signing in; $\mathfrak{G}$ = signed in and connected to data service; ready to go!	
G7.iil	Full data and voice service available.	
37.0	Voice-only(GSM) service available.	
DATA OFF	You are roaming on wireless services but have GPRS data roaming turned off on the Jump Settings > Wireless Options screen.	
OFF	You have turned off your wireless connection from the Jump Settings > Wireless Options screen.	
SIM ?	Your SIM card has a problem, which is prohibiting access to wireless services.	

You can read about other indicators and icons in the chapters describing each application.

# Notifications

When you receive a new email, text message, instant message, 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 in a balloon just once. But, until you read or listen to your new message, you'll see a little icon in the title bar, reminding you that there's a message waiting:



Jun 4, 12:30pm

In the example above, there's an email message waiting to be read. Other icons you might see notify you of the following:

- New email waiting.
- New text message (SMS) waiting.
- New instant message (IM) waiting.
- New voice message waiting.

If you have more than one reminder, the relevant message icons will display in sequence.

You can also choose to be notified of new messages using ringtones. Read more about ringtone notifications in the following topics:

- Set Up Phone Ringtones
- Edit a Buddy (Use to specify buddy-specific IM rings.)
- Play Buddy Alert Rings (Use to specify default IM rings.)
- Set Up Email Ringtones
- Setting Phone Messages Ringtones

## **Turning on Backlighting**

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

- 1 From the Jump screen, open the menu and select **Settings**.
- 2 Scroll down and select Battery & Display.
- 3 In the Backlight section of the screen, select the Automatically turn on when in use check box. Note for color devices: To use the device's light meter while the backlight is on, select the Use light meter to adjust brightness check box.
- 4 Select the length of time you want backlighting to stay on from the **Turn on after** pop-up menu.
- 5 Press Jump Oto return to the Jump screen.

Now, when you press any button or key on your device, or flip open the screen, 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 stay on.

**Tip:** Even if you have not enabled automatic backlighting, you can still quickly turn on backlighting by pressing **Menu**  $\diamond$  + **Back**  $\ge$  to open the Controls. The backlight turn on and remain on for the time specified in the Backlight pop-up menu.

# 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 couple examples of text boxes:

- To, From, Subject fields in an email, IM, or Phone Messages message
- Go To dialog box in the Web Browser

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 and Navigating in Text Fields* on page 26.

## 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.

Read about how text cursors change when using the ALT or Shift keys in *The Text Cursor* on page 26.

### @ 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 and is marked with the universal symbol for power: (I).

## **Control Buttons**

Your 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  $\diamond$  on the device screen or in the documentation, this refers to the Menu button. Use the Menu button to do the following:

• Press Menu 💠 once to open a drop-down menu listing actions you can take from the current screen:



Press **Menu**  $\diamondsuit$  again to close the drop-down menu.

- With a menu open, press and hold Menu 
   while rotating the wheel one click down to jump to the last
   menu item; rotate one click up to jump to the top item.
- On any screen where you can scroll, press and hold Menu 
   while rotating the wheel to scroll screen-byscreen, rather than line-by-line.
- Press Menu ♦ 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 38.

**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 **O** 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, with the Phone application highlighted:



Rotate the wheel to scroll through the applications. To go to an application you have highlighted, press the wheel.

Read more in the Wheel on page 22 and The Jump Screen on page 48.

## 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  $\times$  on the device screen or in the documentation, this refers to the Back button. Use the Back button to do the following:

- Press Back × 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 Back x 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 **Back x** once to close it.

# Wheel

The wheel is located in the upper-right corner of your device. You use it to highlight and press buttons or links on the screen. Use your thumb to rotate the wheel away from you (up) or toward you (down), moving through selectable items. You can also press 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 "selectable" elements on a screen and scroll down a Web page.
- Rotate the wheel away from you to reverse through all the "selectable" elements on a screen and to scroll up a Web page.
- **Press down** on the wheel (as you would a mouse button) **to select** a highlighted item or open a pop-up menu.
- Press and hold the wheel to open pop-up context menus.

## **Terminology Used in This Manual**

The instructions in this manual use many terms that may be confusing. To help you understand exactly what the instruction is telling you to do, we've included some definitions:

Term	What It Means	Example
Action button	A button that contains a word or phrase describing what will happen if you select (press) the button. Action buttons often contain the keyboard shortcut as well.	Reply 💠 R
Check box	A small box that is either checked or clear (does not contain a check mark). If you check a check box, the action described next to the box will turn "on". Clearing the check box will turn the action "off".	□Collect email from this account.
Context menu	A context menu contains <b>only</b> the actions that you can take on the item you are highlighting. In regular menus, the actions you cannot take on the current screen are dimmed, but in a context menu, these actions don't appear at all.	Home 1–333–555–9122 Work 1–333–555–1257 Work 1–333–555–2233 Email heartofpink@yah Edit Discard

Term	What It Means	Example
Dialog box	A dialog box is a floating window that presents you with buttons and options that allow you to make decisions and carry out actions.	New Speed Dial Entry Cancel Shortcut Key 3 Name Number Create X
Highlight	This action is only applicable on your device. All "selectable" elements can be highlighted by rotating the wheel then stopping over the item. Once highlighted, the element's appearance changes to reverse video. In the example to the right, 3 - Janey is highlighted.	Set Up Speed Dial       Jun 4, 12:30pm         Speed Dial       G7.11 0000         1 - Yoice Mail       Kit Granville: Work 1-650-555-2233         3 - Janey Cohen: Home 1-650-555-1657         Place a call quickly by pressing a Speed Dial number for 2 seconds. To view your Speed Dial list, open the Recent pop-up menu.         New Entry
Keyboard shortcuts	<ul> <li>Keyboard shortcuts are presented in the documentation as follows:</li> <li>◆ + K = Press the Menu button and hold while pressing the K key.</li> <li>◆ , ★ = Press the Menu button first, then the Back button (in succession).</li> <li>So, if two keys or buttons are separated by a plus sign (+), you press them simultaneously to make the action occur; if they're separated by a comma (,), then you press one after the other.</li> </ul>	
Menu	A floating window containing a list of actions you can take on the screen. Press the Menu button to open this list of actions.	All Calls $\diamond 0$ • Incoming Outgoing Missed Clear Log
Option (button)	Choices presented to you, usually in a dialog box. You can only select one of the options and do so by pressing the wheel once the option is highlighted. (Note: Sometimes these are called "radio buttons".)	Sort Photos Cancel Sort Photos By Date & Time Name Sort Order Newer Photos at Start Older Photos at Start Done X

Term	What It Means	Example
Pop-up menu	A menu that pops open ("up") when selected. Once the menu is open, you can rotate the wheel to highlight an item, then press to select it.	Pop-up menu that's closed: Category Family Pop-up menu that's open: Category Family Friends New Work
Press	To press, you push down and quickly release the wheel, key, or control button. It's the same action you take when you click a mouse button while using your computer. Before you can press an item on the screen (such as an OK button, menu option, check box, or list item) you must rotate the wheel to "highlight" the item so it appears in reverse video. Pressing the highlighted item "selects" it.	
Press & hold	Push down on a key or control button and hold it down for at least one second.	
Rotate	Used to describe the push wheel's rotational movement. You can rotate the push wheel up (away from you) or down (toward you).	
Select	Refers to the action you take to take an action on a screen element, such as selecting an action button or option button, or pressing a contact name to open it for edit.	
Slider bar	A control that lets you set a value from a continuous range of possible values, such as screen contrast/brightness or sound volume.	Contrast
Text field (or text box)	A rectangular area in which you can type or edit text. To make a text field editable, you must first highlight the field by rotating the wheel, then press to make it editable. In the example to the right, the name of the photo is in an editable text field.	Rename Photo Cancel Name Crazy Rancho Adventure Done X

# **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 Sidekick* on page 14. Be sure to press the headset or camera lead in firmly to secure the connection:



**Warning!** Be sure to remove the camera from the jack when you're not using it; especially when you're storing your device in a backpack, pocket, bag, or purse.

## **Power Jack**

The power jack is located at the top of your device, as shown in the illustration below. Read more in *Charging Your Battery* on page 11.

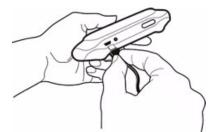


# **Infrared Port**

You'll find an infrared port on the back of your device, to the right of the power jack shown in the illustration above. In a future release, the infrared port will be used for beaming information between devices.

# **USB Mini-B Port**

The USB Mini-B port is located on the top of your device, just to the left of the power jack as shown in the illustration below. 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.



# Typing and Navigating in Text Fields

Many of the T-Mobile applications have screens in which you type text, such as the Email Compose screen, the individual Settings screens, the Browser's Go To dialog box, etc. You will primarily use the keyboard to type text, which is easy to use, but here are some hints to make typing, editing, and navigating in text fields 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 **ALT** button while using the D-pad up and down arrows to jump to the top or bottom of a text field.
  - Press the **ALT** button while using the D-pad left and right arrows to jump to the beginning and end of a line of text.

]

ן ר

- To delete a character to the left of the cursor, press the **DEL** key etc.
- To delete a character to the right of the cursor, press SHIFT + err.
- To delete all the characters on one line, press ALT + err.
- To delete all the characters in a text box, press ALT + SHIFT + ex.
- 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.

## The Text Cursor

While you're typing, the text cursor shape reflects your current "mode" of typing:

Regular typing mode	I had the best cake
Shift key is held down	What a wild day
Shift key is locked down	DONTEVER
Alt key is held down	Steve (the waiter
Alt key is locked down	Very exciting!!!!

# 3. About Your SIM 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 SIM Card? on page 27
- Exactly What Information Is on My Device SIM? on page 27
- My SIM Card Came Locked! How Do I Unlock It? on page 28
- Can I Remove My SIM? on page 28

- How Do I Handle My SIM? on page 29
- What Happens If I Lose My SIM? on page 29
- What Happens If I Put A Different SIM in My Device? on page 29

## What Is a SIM Card?

A SIM (**S**ubscriber **I**dentification **M**odule) card is distributed to you by your wireless carrier and comes packaged in a plastic holder about the size of a credit card. After you carefully snap the SIM card from its plastic holder, your SIM is ready to fit into a slot within your device. The SIM card contains a chip that holds information required to operate a device. For more information about inserting your SIM card, read *How to Insert Your SIM* on page 28.

# 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 PIN** A Personal Identification Number (PIN) that you set using the Jump Settings > Key Guard & 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 Phone Messages
  messages use the Short Message Service. Note that outgoing messages ("sent") are not saved to the SIM.
- **Contact Information** Contact information (name:number) is only stored on your SIM if you've used your SIM previously in a mobile phone and stored names and numbers in that phone.

Note that you can import previously-stored contact info into your device Address Book by following the instructions in *Import Contacts from SIM* on page 126.

# My SIM Card Came Locked! How Do I Unlock It?

When you receive your device, the SIM card may be locked by default. If this is the case, before you can connect to the network or register your new device account, you'll be prompted to enter a PIN. Type **1234**. You can always change your SIM PIN using the Key Guard & Security screen. Read more in *Lock Your SIM Card* on page 42.

# Can I Remove My SIM?

Yes, you can; but we recommend you **never** remove the SIM from your device. Without a SIM card, you **cannot** place phone calls to 611 (T-Mobile Customer Care), but you **can** call 911 (Emergency). You can only view data that has been cached in the device memory.

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

## How to Remove Your SIM

- 1 To avoid seeing error messages, turn off your device by pressing the power on/off key. (It is not necessary for your to turn your device off, however.)
- **2** Your SIM card fits into a slot on the left side of your device behind the end cap. Remove the end cap using the finger notch:



- **3** 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.
- 4 Remove the SIM carefully. Be sure to read How Do I Handle My SIM? on page 29.
- 5 Replace the end cap by pressing the prongs in slightly and inserting the cap. Make sure the cap is flush with the case.

## How to Insert Your SIM

1 Remove the end cap covering the SIM slot using the finger notch.

**2** Press the SIM card into its slot with the gold contacts facing down and the cut corner going in first, beneath the Menu button.



When you release the SIM make sure it is locked into position and it doesn't spring out.

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

## 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. Note that if you are going to import contact information from another SIM, follow the instructions provided in *Import Contacts from SIM* on page 126.

# 4. Customizing Your Device

Your T-Mobile device is designed so you can set up many of its features to suit your preferences. Learn how in this chapter:

- The Settings Screens on page 30
- Controls on page 33
- AutoText on page 34
- Battery & Display on page 35
- Date & Time on page 37
- Jump Shortcuts on page 38

- Key Guard & Security on page 39
- Keyboard on page 43
- Network on page 44
- Sound on page 45
- System Info on page 46
- Wireless Options on page 47

# The Settings Screens

All customization options are on the settings screens. There's two types of settings screens:

- Customize **device settings** using the **Jump Settings** screens: From the Jump screen, open the menu and select **Settings** to open these screens.
- Customize **application-specific settings** using the **application Settings** screens: From the Jump screen, select any application (Web Browser, AOL Instant Messenger, Email, etc.). Then open the menu and select **Settings** to open these screens.

We recommend you step through the device Settings screens and then the application-specific Settings 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.

## **Device Settings**

Device Settings Screen	Customizable Items and Options
<i>Controls</i> on page 33	<ul><li>Mute/Un-mute button</li><li>Volume slider bar</li><li>Display slider bar</li></ul>
AutoText on page 34	<ul> <li>Capitalize new sentences check box</li> <li>Automatic Word Replacement check box and list of replacement rules you can add to or delete from</li> </ul>
<i>Battery &amp; Display</i> on page 35	<ul> <li>Battery charge indicator</li> <li>Power-saving mode check box and idle time pop-up menu</li> <li>Automatic backlight check box and pop-up menu listing times you can choose to keep backlight on</li> </ul>
Date & Time on page 37	<ul><li>Current date &amp; time text fields</li><li>Time Zone setting pop-up menu</li></ul>

Device Settings Screen	Customizable Items and Options
Jump Shortcuts on page 38	User-definable list of keyboard shortcuts to application screens. Jump shortcuts use the Jump button plus another key.
<i>Key Guard &amp; Security</i> on page 39	<ul> <li>Automatic key guard setting and display message</li> <li>Set your three-digit security code</li> <li>Identification Tag display (Default message: "If found or if privacy code fails, call T-Mobile Customer Care at 1-800-937-8997.")</li> <li>Set your SIM PIN to lock your SIM card (Default PIN: 1234)</li> </ul>
Keyboard on page 43	<ul><li>Keyboard repeat delay slider bar</li><li>Keyboard repeat rate slider bar</li></ul>
Network on page 44	Scan for other networks
Sound on page 45	<ul> <li>Device sound &amp; music volume slider bar</li> <li>Mute/Un-mute button</li> <li>System Sounds check box and volume slider bar</li> <li>Keyboard Clicks check box</li> <li>Mute Options <ul> <li>Flash Wheel</li> <li>Vibrate Device</li> </ul> </li> <li>Mute Schedule <ul> <li>Mute every day from time pop-up menus</li> <li>Mute all day check box and options: Weekdays, Weekends</li> </ul> </li> </ul>
<i>System Info</i> on page 46	In System Info you will find the following information about your account and device: Username Phone number SIM ID Device ID Recovery ROM (version) OS (operating system) Versions of firmware and applications
<i>Wireless Options</i> on page 47	Select wireless options: • Wireless connection on/off • GPRS Data Roaming On check box

# **Application-Specific Settings**

Application Settings Screen	Customizable Items and Options
<i>Web Browser Settings</i> on page 57	<ul> <li>Home page URL text box and Use Current Page button</li> <li>Custom search engine in Go To dialog box selection list. Select from: Google, Yahoo, MSN, AltaVista, Excite.</li> <li>Show Pictures check box</li> <li>Clear History, Clear Cache, Clear Cookies buttons</li> </ul>
<i>Instant Messaging</i> on page 87	<ul> <li>Show Accept Message check box</li> <li>Play Buddy Alert Rings check boxes <ul> <li>Ring when buddies sign on pop-up menu</li> <li>Ring when buddies sign off pop-up menu</li> <li>Ring when new message arrives pop-up menu</li> </ul> </li> <li>Block User(s) List</li> </ul>
<i>Email Settings</i> on page 104	<ul> <li>Show message count/size in Email screen check box</li> <li>Ring for receipt of new email check box</li> <li>Ringtone pop-up menus</li> <li>Automatic Message Management <ul> <li>Save outgoing messages in Sent folder check box</li> <li>Empty Trash every night check box</li> <li>Auto-discard msgs when mailbox is full check box</li> <li>Only discard messages older than 7 days check box</li> </ul> </li> <li>Attachment Limits <ul> <li>Remove attachments larger than pop-up menu</li> <li>Remove attachments of these types check boxes</li> </ul> </li> </ul>
<i>Phone Settings</i> on page 70	<ul> <li>Your device phone number</li> <li>Accumulated Call Time and Reset button</li> <li>Call volume slider bar</li> <li>Call Forwarding &amp; Voice Mail set-up screen</li> <li>Ringtones set-up screen</li> <li>Speed Dial set-up screen</li> </ul>
<i>Setting Phone Messages</i> <i>Ringtones</i> on page 115	<ul><li>Ring for Receipt of New Message check box</li><li>Ringtone pop-up menus</li></ul>
<i>Address Book Settings</i> on page 123	<ul> <li>Categories set-up screen. Use to create New Category, Edit Category, or Discard Category.</li> <li>Labels set-up screen. Use to create New Label, Edit Label, or Discard Label.</li> <li>Import Contacts from SIM button</li> </ul>

# Controls

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



Note for grayscale devices: The lower slider controls contrast rather than brightness.

### **Open the Sound and Display Controls**

There are two ways you can open the Controls:

- Method 1: Press the Menu and Back buttons together. The Controls open. You can use this method from any screen, in any application, at any time.
- Method 2: Press Jump to open the Jump screen. Press Menu ♦ to open the Jump screen menu. Select Controls.

## **The Controls Settings**

From the Controls you can do the following:

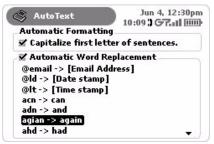
- Mute button Quickly switch to quiet mode by pressing this button. Press again to "un-mute".
- **Volume slider** Adjust the volume of sound effects for new message notifications and games. After highlighting and pressing the slider, rotate the wheel up to increase volume; rotate down to decrease volume.
- **Contrast/Brightness slider** Adjust your display image contrast to complement your current lighting environment. Rotate the wheel to highlight the slider, then press to make the slider "editable".

**For grayscale devices**: Rotate the wheel up to increase contrast, rotate down to decrease contrast. **For color devices**: Rotate the wheel up to increase brightness, rotate down to decrease brightness.

# 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, press **Menu**  $\diamond$  then select **Settings**.
- 2 On the Settings menu, rotate the wheel to highlight **AutoText**, then press the wheel to open the AutoText screen:



- 3 If you want the first letter in new sentences to be capitalized automatically, rotate the wheel to highlight the **Capitalize first letter of sentences** check box, then press the wheel to select it (a check will appear in the box).
- 4 If you want the replacement rules listed on the screen to be in effect, use the wheel to highlight then select the **Automatic Word Replacement** check box.
- 5 To discard any of the replacement rules, rotate the wheel to highlight the rule, press **Menu**  $\diamond$  then select **Discard** [...]. You are prompted to confirm that you really want to remove the rule. Select either **Cancel** or **Discard**.
- 6 To add a new replacement rule, press Menu 🐟 then select New Rule. The New Replacement Rule dialog box opens:

New Replacement Rule		Cancel
[	becomes	
		Done ×

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

New Replacement Rule			Cancel
freind	becomes	friend	
		ſ	Done ×

Select **Done** [**x**] to save the replacement rule, or **Cancel** if you don't want to save it after all.

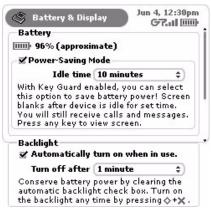
7 To return all AutoText settings to those set when you first received your device, press Menu 💠 then select Restore Defaults.

# **Battery & Display**

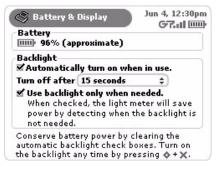
You can see how charged your battery is by checking the Battery & Display screen. You'll also be able to set how long backlighting stays on after you press one of the control buttons or keyboard keys. You can also set backlighting to never automatically turn on.

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight Battery & Backlight, then press the wheel to open the Battery & Backlight screen. Note that this screen will differ, depending on whether you're using a grayscale or color device:

### Grayscale Battery & Display screen:



#### Color Battery & Display screen:



**3** In the first section, **Battery**, you can observe the percentage of charge remaining in your battery (this number is approximate). If your battery is connected to the charger, however, you'll see a lightning bolt on top of the battery icon instead of the charge-remaining percentage.

For grayscale devices, in the Battery section you can enable **Power-Saving Mode** (screen will "blank") by checking the box and setting an idle time. (For color devices, power-saving mode is not available.) Select from the following idle times:

- 5 minutes
- 10 minutes
- 30 minutes
- 1 hour
- 3 hours

Note! You must first set a Key Guard time in order for power-saving mode to work!

If your device goes into power-saving mode (the screen blanks), the wheel will glow a color, indicating the amount of charge left in the battery:

- Green glow = 100 50% charge
- Yellow glow = 50% charge
- Orange/red glow = 25 0% charge! Connect your charger immediately!
- 4 In the second section, **Backlight**, you can set your backlighting options:
  - If you want backlighting to turn on automatically after you press a control button or key, or open the display, then select the **Automatically turn on when in use** check box.
  - For color devices, you can choose to have the built-in light meter automatically turn the backlight on when required by light conditions. To choose this option, select the **Automatically turn on only when needed** check box.
  - If you never want backlighting to turn on automatically, then make sure you haven't select any automatic backlight check box.

**Note:** You can always manually turn on backlighting by pressing **Menu**  $\diamond$  + **Back**  $\chi$ , which opens the Controls.

- **5** When backlighting turns on (either automatically or if you turn it on manually), the backlight will stay on for the amount selected in the **Turn on after** pop-up menu. To open the pop-up menu, rotate the wheel to highlight the menu, then press the wheel to open it. You can select from:
  - 15 seconds
  - 30 seconds
  - 1 minute
  - 2 minutes
  - 5 minutes

Scroll to highlight the time you want, then press the wheel to select it.

**Tip:** As long as you press a key or button before the set time elapses, the backlight will stay on.

# Date & Time

The T-Mobile 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. Note that you cannot change the Date and Time field settings unless you are disconnected from the network (read more in *Override System Date & Time Settings* on page 38).

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight Date & Time, then press the wheel to open the Date & Time screen:

Time Zone	US - Pacific	\$
Date	June 4, 2003	
Time	12:30 pm	

- **3** To open the **Time Zone** pop-up menu, rotate the wheel to highlight the menu, then press the wheel to open it. Use the wheel to highlight the time zone you want your device to reflect, then press the wheel.
- 4 If your time zone is not shown, select **GMT Offset...** from the pop-up menu. The GMT Offset dialog box opens:

GMT Offset	Cancel
Select an offset from Greenwich Me time zones outside the United State	
Offset -8 🖨	
	Done ×

- Use the wheel to highlight the **Offset** pop-up menu, then press to open the menu.
- Rotate the wheel up (away from you) to select a higher offset than the default; rotate the wheel down (toward you) to decrease the offset amount.
- Press the wheel to select the offset.
- Select Done [x].
- 5 Press **Back**  $\chi$  to save your settings.

#### **Override System Date & Time Settings**

If you are not connected to the network, you can override the system-set date and time settings by doing the following:

1 On the Date & Time Settings screen, highlight either the date or time box then press the wheel to activate

the pop-up selector. The first selectable field expands into a pop-up: Jan 12, 2003

- 2 Rotate the wheel until you see the correct value.
- **3** To select the value, press the wheel. The pop-up selector collapses.
- 4 Rotate the wheel to move to the next selectable field, then press to open the pop-up selector:



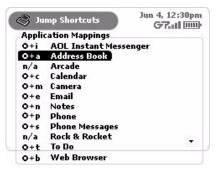
- 5 Proceed until all fields are set as you wish.
- 6 Press **Back x** to save your settings.

# Jump Shortcuts

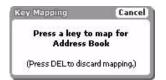
You can always press Jump 🔘 to return to the Jump screen, where you can then select one of the applications. However, if you want to jump to a specific application quickly, you can set a shortcut key. Your device comes with a default set of shortcut keys, but you can change them, as described below.

### **Change Default Shortcuts**

- 1 From the Jump screen, press Menu 🔷 then select Settings.
- 2 On the Settings menu, scroll to highlight Jump Shortcuts, then press the wheel to open the Jump Shortcuts screen:



**3** Scroll to highlight the application for which you want to change a Jump shortcut, then press the wheel. The Key Mapping dialog box appears. In the illustration below, Address Book was highlighted when the Key Assignment dialog box opened:



- **4** 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.
- 5 Now, to use a Jump Shortcut from any screen at any time, press Jump 🔘 plus the shortcut key to open that application.
- **6** To delete a shortcut key mapping, scroll the wheel to highlight the application name, then press the Delete key.

# **Key Guard & Security**

The device's Key Guard and Security screen allows you to do the following:

- Set Up Key Guard
- Turn On/Off Privacy Lock
- Lock Your SIM Card

### Set Up Key Guard

Key guard is a feature that allows you to protect the device's control buttons from being pressed accidentally while your device is in your pocket or bag. While in key guard mode, your device is also in a power-saving mode, so you save battery power.

#### **Turn on Key Guard Manually**

You can turn on key guard manually in two ways:

- Press and hold **Back x** for three seconds.
- Press Jump 🔘 to return to the Jump screen, then press Menu 💠 and select Key Guard.

#### **Turn on Key Guard Automatically**

You can set key guard to turn on automatically by doing the following:

1 From the Jump screen, press Menu 💠 then select Settings.

2 On the Settings menu, scroll to highlight **Key Guard & Security**, then press the wheel to open the Key Guard & Security screen:



- 3 In the **Key Guard** section, rotate the wheel to highlight the pop-up menu, as shown above.
- 4 If you want to change the default setting, press the wheel to open the pop-up menu and reveal all the timeidle choices:
  - · Guard after 2 minutes
  - Guard after 5 minutes
  - Guard after 15 minutes
  - Never automatically guard (Note: This option is only available on grayscale devices.)
- 5 Rotate the wheel to select the option you want, then press the wheel to select it.

**Note for color devices**: To prevent device damage, after your device has been in key guard mode for 2 hours, a screen saver will appear. The screen saver is a small image that moves To dismiss the screen saver, press any key or open the device.

#### **Unlock Your Device**

To unlock your device (take it out of key guard mode), simply press Menu 🔷 + Back 💥.

#### Set a Key Guard Display Message

You can display a one-line personal message that displays on the screen while the device is in key guard mode:

- 1 From the Key Guard & Security screen, scroll to highlight the Key Guard Display Message text box.
- 2 Type your 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 Key Guard Display Message box by pressing ALT + 42.

#### About Privacy Lock and Key Guard

If you have set a privacy lock (as described below), then you will be prompted to enter your 3-digit code before your device will unlock from key guard mode.

### Turn On/Off Privacy Lock

If you want to secure your device from unauthorized access once your device has gone into key guard mode, you will first need to set up a privacy code by following the instructions below.

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight **Key Guard & Security**, then press the wheel to open the Key Guard & Security screen.
- 3 Scroll down to the **Privacy Lock** section:



4 Using the wheel, press the **Turn On Privacy...** button:



The combination dialog box opens.

Enter a 3-Digit Combi	nation Cancel ×
000	9 <sup>0</sup> <sup>1</sup> <sup>2</sup> 3 <sup>3</sup> 7 <sup>6</sup> <sup>5</sup>

- 5 Enter a three-digit code using the keyboard or the dial. After you do so, a Verify Your Combination dialog box will appear.
- 6 Re-enter the three digits to verify.
- 7 A "security enabled" message appears. Select **OK**.
- 8 After reading the confirmation message, select OK.
- 9 You are returned to the Key Guard & Security screen with the Turn Off Privacy... button highlighted.
- 10 If you want to turn off Privacy Lock at any time, simply highlight then press this button.

### Turn Off Privacy... 🔗

- **11** At the prompt, enter your three-digit code using the keyboard or dial.
- 12 You are returned to the Key Guard & Security screen, where you can Turn On Privacy at any time.

**Note:** If you accidentally lock yourself out of your device, you can still make an emergency phone call by pressing **Menu**  $\diamond$  + **Jump O**.

#### Fill in Your Identification Tag

Use your device's Identification Tag as a device identifier if someone types an incorrect privacy code when attempting to unlock your device from key guard. This can be important if you lose your device and another person tries to use it. Your device comes with the ID Tag filled in with information about contacting Customer Care, but you can change this default message by doing the following:

- 1 From Key Guard & Security screen, scroll to the Identification Tag section.
- 2 Use the wheel to highlight the Identification Tag text box. Delete the default text in the box by pressing ALT + SHIFT + 4.
- **3** Type identifying information about yourself, such as:



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

- 4 If, for some reason, you do not want to display your Identification Tag, delete the text in the Identification Tag box by pressing ALT + SHIFT + <</li>
- 5 Press **Back**  $\times$  to save your settings.

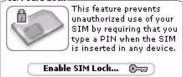
### Lock Your SIM Card

By locking your SIM card, you ensure that no one except yourself (assuming you are the only person who knows the SIM PIN) can use your device while your SIM card is in place. Note that your SIM may be installed with a default PIN (**1234**).

To lock your SIM, do the following:

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight **Key Guard & Security**, then press the wheel to open the Key Guard & Security screen.
- 3 Scroll to the SIM Card Lock section:

SIM Card Lock



4 Highlight and press the Enable SIM Lock... button. The Enable SIM Lock dialog box appears:

Enable SIM Lock	Cancel
Type your SIM PIN to enable S	SIM lock.
	Enable ×

**5** Type your PIN and select **Enable** [**\***]. You'll receive a confirmation dialog box that your SIM card is now locked. Now, you will be prompted to type your SIM PIN whenever you unlock key guard.

#### **Unlock Your SIM Card**

1 To unlock your SIM card, from the Key Guard & Security screen, press the Disable SIM Lock... button:

Disable SIM Lock... 🔗

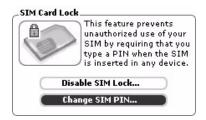
The Unlock SIM dialog box appears.

2 Type your PIN, then select **OK**. Your SIM card is unlocked.

#### Change Your SIM PIN

If you have SIM Lock enabled, then you can change your SIM PIN. (Remember that the default SIM PIN is **1234**.)

1 From the Key Guard & Security screen, scroll to the SIM Card Lock section:



2 Select the Change SIM PIN... button, as shown above. The Change SIM PIN dialog box opens:

Change SIM PIN	Cancel
Please type your old digit new PIN. Finall again to confirm.	SIM PIN, then a 4-8 y, type the new PIN
New PIN	
Confirm	Submit ×

- 3 In the text boxes, type your old PIN, the new PIN (4-8 digits), and then your new PIN again to confirm.
- 4 Select Submit 🗙 to dismiss the dialog box and save your new PIN. You will receive a confirmation dialog box to let you know your PIN was changed successfully.

# Keyboard

You can set how the keyboard responds 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.

To set these preferences, do the following:

1 From the Jump screen, press Menu ♦ then select Settings.

2 On the Settings menu, scroll to highlight Keyboard, then press the wheel to open the Keyboard screen:

S Keyboard		Jun 4, 12:30pm		
Keyboard		- 51		
Repeat Delay 🛛 🔳		I		
Repeat Rate 🛛 🔳		1	1	
Test Here!				

**3** You set your keyboard preferences by using "slider bars". Rotate the wheel to highlight the slider you want adjust, then press the wheel to "open" the slider bar. An opened slider bar looks like this:

C		
Repeat Delay	0	L 1
Contra service en contra	<b>T</b>	

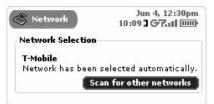
- 4 Rotate the wheel **up to increase** the setting; rotate the wheel **down to decrease** the setting. This means that to:
  - Increase the time you have to hold down a key before it starts to repeat, move the slider to the right.
  - Increase how fast keys are repeated, once they start repeating, move the slider to the right.
- 5 When the slider is where you want it to be, press the wheel. The settings are saved as soon as you make them.

### Network

If you wish to change the network to which your device is connected, you can do this from the Networks screen. (You can always tell what network you're currently on by pressing **Jump .** The current network is shown at the bottom of the Phone splash screen.)

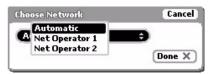
You have two methods of selecting a network: **automatic** and **manual**. By default, your device is set to select a network automatically, but you can use the Network screen to select one manually:

- 1 From the Jump screen, press Menu ♦ then select Settings.
- 2 On the Settings menu, scroll to highlight **Network**, then press the wheel to open the Network screen:



3 The Scan for other networks button is highlighted by default. Simply press the wheel to start the scan.

4 When the available network(s) have been located, you'll see the Choose Network screen. Press the wheel to open the pop-up menu:



Scroll to highlight the network you want to switch to, then press the wheel to select it.

Note: It is also from this screen that you set your device to scan for networks automatically.

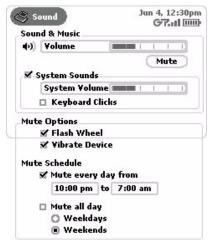
5 Once your device has connected to the network you selected, the Network screen will reflect your selection:

Inetwork	Jun 4, 12:30pm 10:09 <b>J G7.11</b>
Network Selection	
Network Operato Network has been	r 1 n selected manually.

# Sound

You control your device's sound on the Sound settings screen. You can set sound volume, as well as "mute" options. In some situations, you may want you device to be "quiet" when notifying you of new messages or phone calls. This is called "mute". You can also schedule regular times when you want your device to be muted. To make these settings, do the following:

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight Sound, then press the wheel to open the Sound screen:



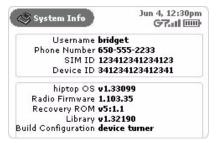
- 3 In the **Sound & Music** section of the screen, you can do the following:
  - Adjust sound & music volume level Rotate the wheel to highlight the Volume slider bar, then press. The slider bar becomes "adjustable". Rotate the wheel up to increase volume; rotate the wheel down to decrease. When you have a volume you want to keep, then press the wheel to save the setting.
  - Mute/un-mute all device sounds Press the Mute/Un-mute button to toggle sounds on and off.
  - Turn on/off system sounds Select the check box to turn system sounds on/off. System sounds are
    those that are made when you press a control button or key. They are typically beeps or exclamation
    sounds.
  - Turn on/off keyboard clicks If you've selected the System Sounds check box, then you can also turn on keyboard clicks. If you select this check box, then everytime you press a key, you'll hear a little beep.
- 4 In the **Mute Options** section of the screen, you can do the following:
  - Decide if you want to be notified by a flashing wheel or vibration even if your device is muted, select the appropriate check boxes.
  - To have your device mute automatically at a regular time, select the **Mute every day from** check box. When checked, mute is scheduled. If you want to adjust the default scheduled time, use the wheel: rotate to select the time box, then press to enable scrolling through time settings and the AM/PM setting. Press the wheel again when the time you want displays.
  - You can also schedule mute to turn on automatically on weekdays or weekends (all day). Select the **Mute** all day check box to enable this feature; then select either the **Weekdays** or **Weekends** option button.
- 5 Your settings are saved as soon as you make them.

# System Info

Use the System Info screen to look up information you may need when contacting Customer Care. You can also look up your phone number from this screen, in case you ever forget it.

To open this screen, do the following:

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 On the Settings menu, scroll to highlight System Info, then press the wheel to open the System Info screen:



3 To dismiss the System Info screen, press Back x.

# Wireless Options

If you want control over your wireless connectivity, you can do so from the Wireless Options dialog:

- 1 From the Jump screen, press Menu 💠 then select Settings.
- 2 Scroll to the bottom of the Settings screen and select the **Wireless Options...** button. The Wireless Options dialog box opens:

ireless Options	Cance
_Wireless	
Wireless On	
O Wireless Off	
. Roaming	
GPRS Data Roaming On	
When checked, you may	y incur extra
roaming charges.	
	Done >

- **3** In the **Wireless** section of the dialog box, use the option buttons to turn your wireless connection on/off. This is how you turn off your wireless connection while on a plane or in a hospital, or anywhere where wireless connectivity may interfere with the environment.
- **4** In the **Roaming** section of the dialog box, check the box to allow GPRS data roaming; clear the check box to disallow data roaming. Be aware that even if you have roaming turned on (box is checked), your wireless carrier may have disabled roaming for the SIMs they distribute.

**Note!** When roaming outside the home network, you may incur additional charges for data transfer with or without taking any actions, such as receiving emails. To avoid additional charges while roaming, clear the **Roaming** check box. If you do roam with GPRS Data Roaming turned off, you will still be able to make and receive voice calls.

5 Once you've made your wireless option choices, select **Done x**.

# 5. The Jump Screen

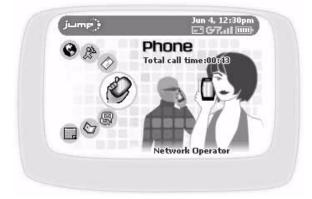
In this chapter you can read all about your device's "home base" -- the Jump screen:

- About the Jump Screen on page 48
- How to Find the Jump Screen on page 49
- The Application Splash Screens on page 49
- How to Select an Application on page 49
- The Jump Screen Menu on page 50

# About the Jump Screen

The Jump screen is a view that displays all the applications you can use on your device in a ring of application icons (on the left) and "splash screens" (on the right). You use the Jump screen by scrolling through the applications by rotatating the wheel...until the application you want to open displays. Then press the wheel to open the application.

The Jump screen is illustrated below, with the Phone application displayed:



Read more about splash screens in *The Application Splash Screens* on page 49.

### How to Find the Jump Screen

Simply press 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. The Phone application is highlighted by default.



# The Application Splash Screens

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

Some splash screens contain application status information. For example, in the illustration of the Jump screen above, the Phone splash screen shows the device owner that her total phone call time is 43 seconds.

Jump splash screens that contain timely user information are described in more detail in the following topics:

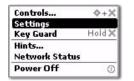
- Phone Splash Screen on page 59
- Instant Messaging Splash Screen on page 74
- The Email Splash Screen on page 87
- Phone Messages Splash Screen on page 108

### How to Select an Application

- Press Jump O to open the Jump screen.
- 2 Scroll through the applications using the wheel. Stop when the application you want to use is highlighted.
- **3** Press the wheel to open the application.

# The Jump Screen Menu

While on the Jump screen, press **Menu**  $\diamond$  to open the Jump screen menu:



Here's what each menu option means:

- **Controls...** [◊ + **X**] Opens the Controls. Read more in *Controls* on page 33.
- **Settings** Opens the Settings screen, from which you can make device-wide settings. Read more in *4. Customizing Your Device* on page 30.
- Key Guard [Hold X] Puts your device into key guard mode, which locks the keys.
- Hints... Opens a series of help screens.
- Network Status Lists current network status details:

🏽 Network St	atus Cance
Service:	Signed in
Network:	Online
Connect Time:	2:22:50
Signal Strength:	7 ASU (-99 dBm)
GSM Registration:	Registered Roam
GPRS:	Attached
Radio Version:	c19fb01k(1.103.30)

• Power Off [1] - Turns off your device. You'll see a series of shut-down messages as the device turns off.

# 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 Web Browser features, read the topics in this chapter:

- Browser Splash Screen on page 51
- Status Indicators on page 51
- Keyboard Shortcuts on page 52
- Navigation/View Shortcuts on page 52
- Go To a Web Page on page 53
- Go to Your Home Page on page 53
- Search the Web on page 53

- Use Bookmarks on page 54
- See Recently-Viewed Web Pages on page 55
- View History on page 56
- Refresh a Web Page on page 56
- Stop a Web Page from Loading on page 56
- Web Browser Settings on page 57

# **Browser Splash Screen**

To open the Web Browser application, first press Jump, then scroll to highlight the Web Browser icon in the lefthand "ring" of applications. You will see the Web Browser "splash" screen on the right side of the screen when you've highlighted the Web Browser application icon:



# Status Indicators

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



The remote server is being contacted for the page you requested.

The page you requested is being downloaded from the remote server onto the service.



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:

Bookmarks	🔷 + K
Add Bookmark	🔷 + N
Go To	<b>◇</b> + O
Home	🔷 + H
Recent Pages	🔷 + L
Mail URL	🔷 + M
Refresh	🔷 + R
Stop Loading	♦ + .

### **Navigation/View Shortcuts**

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

- Scroll down a page:
  - Press down arrow on D-pad, or
  - Rotate wheel toward you, or
  - Hold down 💠 while rotating wheel (to scroll down screen-by-screen)
- Scroll up a page:
  - Press up key on D-pad, or
  - Rotate wheel away from you, or
  - Hold down 🔷 while rotating wheel away from you (to scroll up screen-by-screen)
- Toggle to full screen (hide title bar)
  - Press 🔷 + SHIFT + T
- Go Back to last-viewed Web page
  - Press the Back button x

# Go To a Web Page

To open any Web page, do the following while you're in the Web Browser application:

- 1 Start typing the address (URL) of the Web page you want to visit. The Go To dialog box 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 dialog box from the Web Browser menu.
- 2 Possible matches, based on what you've typed in this Go To dialog box previously, plus the Search and Edit options appear below the possible matches:

Go To	example
	www.example.com
	Search for "example"
	Sedit "http://www.example.com"

- **3** Use the wheel to select a choice:
  - If you highlight a matching URL then press the wheel, you will be taken directly to the URL selected.
     However, if you want to paste the URL in the Go To dialog box then edit it, hold the Shift key down while you press the wheel. The URL is pasted in the Go To dialog box and you can edit the Web address there.
  - If you highlight the **Search for** entry then press the wheel, a search for that entry will conducted by the search engine you've specified in *Set Your Search Engine* on page 57.
  - The **Edit** option only appears if the current page's URL contains a match for your Go To entry. If you highlight and select the Edit entry, the current page's URL will appear in the Go To dialog box, ready for you to edit.

**Note!** If you find a Web address (URL) that cannot be displayed on your device, please send us an email at **WebURL@tmail.com** and we will investigate. In the email, include the Web address and the problem you experienced when trying to go to the URL, including any error messages you received.

# Go to Your Home Page

Your home page is set in the Web Browser Settings screen as described in *Set Your Home Page* on page 57. You can go to your home page in either of two ways while in the Web Browser:

- Press Menu 💠 then select Home.
- Use the keyboard shortcut by pressing + H.

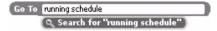
# Search the Web

To search the Web for keywords, do the following while you're in the Web Browser application:

- 1 Start typing the word(s) you want to include in the search. The Go To dialog box opens automatically, showing the word(s) you are typing.
- **2** The Search option 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 option (as shown below), then press.



**3** Your Web search is then conducted by the search engine you have specified in *Set Your Search Engine* on page 57. Your search results display on the search engine's Web page. Use the wheel to scroll to the result you want to follow and press.

### **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. (Read how in *Add Bookmarks* on page 54.)

#### View Bookmarks

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

- Press Menu 💠 then select Bookmarks.
- Use the keyboard shortcut by pressing 
   + K.

The Bookmarks screen looks like the following:



Notice, you can create folders to organize your bookmarks. "Expand" or "collapse" the bookmarks contained within a given folder by highlighting the folder and pressing the wheel. Press to expand, press again to collapse the list.

Read more about folders in Add/Edit/Delete Bookmark Folders on page 55.

### 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 Press Menu ♦ then select Add Bookmark... [♦ + N].

3 The Add Bookmark screen opens with the Name and URL fields filled in:

dd Bookr	nark	Cancel
Name	[Yahoo!	
URL	wap.oa.yahoo.com	
Folder	New Folder 💠	
	And and a second s	Done

Scroll to highlight the **Folder** pop-up menu, then press the wheel to open the list of options. Scroll to highlight the folder in which you want the bookmark to appear, then press the wheel to select it.

4 When finished, press **Done x**. 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 From the Web Browser, press Menu 🔷 then select Bookmarks [ 🔷 + K]. The Bookmarks screen opens.
- 2 Scroll to highlight the bookmark you wish to modify.
- **3** Press **Menu**  $\diamond$  to open the Bookmarks menu, and then:
  - To edit a bookmark name, select Edit Bookmark to open the Edit Bookmark dialog box. Change the bookmark name, URL, or folder as you wish; then press **Done x**.
  - To discard a bookmark, select 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 while in the Web Browser:

- 1 From the Web Browser screen, press Menu ♦ then select Bookmarks [♦ + K]. 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 Menu 💠 to open the Bookmarks menu, and then:
  - To edit a folder name, select Rename... to open the Rename dialog box. Change the folder name as you wish and press Done X.
  - To discard a folder, select Discard. You will be asked to confirm your action before the folder is discarded.
  - To add a folder, select New Folder... The New Folder dialog box appears. Type the new folder name and press Done X.

### 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 while in the Web Browser application:

1 From the Web Browser screen, press **Menu** ♦ then select **Recent Pages...** [♦ + L]. The Recent Pages dialog box opens. Notice that the page you are currently viewing is marked with a diamond and its listing is positioned relative to where you've been:



2 Scroll to highlight a page you wish to return to, then press the wheel to go there.

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

You can clear your Recent Pages list from the Settings screen. Read more in *Clear History* on page 58.

### **View History**

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

1 From the Web Browser screen, press Menu 💠 then select History. The History screen opens:



2 To return to any of the pages listed, simply scroll to highlight the URL, the press the wheel to select it.

You can clear your history from the Settings screen. Read more in *Clear History* on page 58.

# 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 Menu 💠 then select Refresh.
- 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 Menu 💠 then select Stop Loading.
- Use the keyboard shortcut by pressing + ..

# Web Browser Settings

You can customize a number of settings from the Web Browser Settings screen:

😵 Settings		Jun 4, 12:30pm G7.11
Home Page		
www.exam	ple.com	
Search Engine	(U	se Current Page
Google	÷	0
Show Pictur	res	
Clear History	Clear Cache	Clear Cookies

Specifically, you can:

- Set Your Home Page
- Set Your Search Engine
- Show Pictures
- Clear History
- Clear Cache
- Clear Cookies

The sections below explain what each setting means.

### Set Your Home Page

To set your Web home page (the page you want the browser to open by default), do the following while in the Web Browser application:

- 1 From the Web Browser screen, press Menu 💠 then select Settings.
- 2 On the Settings screen, scroll to the Home Page text field and type the URL of your preferred home page. Alternatively, you could select the Use Current Page button if you want to use the Web page that was displayed on the screen before you opened the Settings screen.
- 3 Press **Back x** to save your setting.

### Set Your Search Engine

To set the search engine you want to use by default, do the following while in the Web Browser application:

- 1 From the Web Browser screen, press Menu 🚸 then select Settings.
- 2 On the Settings screen, scroll to highlight the Search Engine pop-up menu.
- **3** Press the wheel to open the list of options.
- 4 Scroll to your preferred search engine and press the wheel to select it.
- 5 Press **Back x** to save your setting.

### **Show Pictures**

You can decide if you want the Web Browser to display Web pictures on your device by doing the following while in the Web Browser application:

- 1 From the Web Browser screen, press Menu ♦ then select Settings.
- 2 On the Settings screen, scroll to highlight the **Show Pictures** check box.
- **3** To have pictures display, press the wheel to select the check box; to prevent pictures from displaying, press the wheel to clear the check 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, scroll to highlight the **Clear History** button, then press the wheel to select it. Note that when you clear your history, you also clear your Recent Pages list.

### **Clear Cache**

The device cache stores temporary Internet files such as Web pages and files (such as graphics). The device allocates up to 800 KB for the cache. This speeds up the display of pages you frequently visit or have already seen because the browser can open them from your device memory rather than the Web.

To clear your cache, scroll to highlight the **Clear Cache** button, then press the wheel to select it. Note that this may take a while. You'll be notified when the cache has been cleared.

### **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, scroll to highlight the **Clear Cookies** button, then press the wheel to select it.

# 7. Making Phone Calls

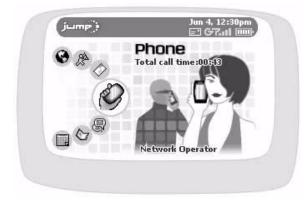
Your Phone application has many unique features that will make it easier than ever to stay connected! Read the topics in this chapter to learn how to take advantage of all the application has to offer:

- Phone Splash Screen on page 59
- Keyboard Shortcuts on page 60
- Title Bar Indicators on page 60
- Manage Your Speed Dial List on page 60
- Headset or Handset? on page 62
- Adjusting Volume on page 62

- Place a Call on page 63
- Features While on a Call on page 65
- Answer a Call on page 67
- End a Call on page 67
- Your Call Log on page 68
- Listen to Voice Mail on page 70
- Phone Settings on page 70

# Phone Splash Screen

To open the Phone application, first press Jump, then scroll to highlight the Phone icon in the left-hand "ring" of applications. You will see the Phone "splash" screen on the right side of the screen when you've highlighted the Phone application icon:



The splash screen shows the total call time elapsed since you last reset the counter (read more in *Total Call Timer and Reset* on page 71) as well as the network operator to which your device is currently connected.

# **Keyboard Shortcuts**

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

End Call	Press 🗙
Dial with Wheel	🔷 + W
Add/Edit Contact	<b>o</b> + @
Call Log	🔷 + L
Second Call	🔷 + N
Mute/Un-mute Call	🔷 + M

Note that while you're on a phone call:

- Press @ (at sign) to create a \* (star) tone.
- Press . (period) to create a # (pound) tone.

# **Title Bar Indicators**

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

Phone

Jun 4, 12:30pm 10:09 3 G7.11 1000

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

- You have one call active; time elapsed is 3 minutes, 40 seconds. Note that the phone icon and the time display alternately. If you have two calls active, you'll see one phone icon blinking and the time displayed will be for the foreground call.
  - •) Call forwarding is turned on. Your 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 mailbox number and cannot be reassigned.

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 always check your Speed Dial list assignments by opening the **Quick Call** pop-up menu on the main dialing screen.

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

### Adding a Number to Your Speed Dial List

To add a number to your Speed Dial list, do the following while in the Phone application:

1 From the main Phone screen, press Menu ♦ then select New Speed Dial.... The New Speed Dial Entry dialog box opens:

New Speed Dial Entry	Cancel
Shortcut Key 📑 🕄	
Name	
Number	
	Create x

- 2 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.
- **3** Type the **Name** and **Number** of the contact. As you type the name, possible matches from your Address Book contacts will appear in a pop-up menu for easy selection.
- 4 Select **Create x**. Your speed dial number is saved.

#### **Editing an Existing Speed Dial Number**

To edit an existing speed dial number, do the following while in the Phone application:

1 From the main Phone screen, press Menu ♦ then select Settings. The Phone Settings screen appears.



2 In the Settings section, scroll to highlight **Speed Dial**, then press the wheel. The Set Up Speed Dial screen appears:

🧭 Set Up Speed Dial	Jun 4, 12:30pm G7.11
Speed Dial	011112
1 - Voice Mail 2 - Kit Granville: Work 1-6 3 - Janey Cohen: Home 1-6	
Place a call quickly by pres number for 2 seconds. To v Dial list, open the Recent p	sing a Speed Dial iew your Speed
	New Entry

- **3** Scroll to highlight the entry you want to edit, then press the wheel. The Edit Speed Dial Entry screen appears. Make your change to the shortcut number, name, or phone number.
- 4 When finished, select **Done x**.

### **Removing an Existing Speed Dial Number**

To remove an existing speed dial number, do the following while in the Phone application:

- 1 From the main Phone screen, press Menu ♦ then select Settings. The Phone Settings screen appears.
- 2 In the Settings section, scroll to highlight **Speed Dial**, then press the wheel. The Set Up Speed Dial screen appears.
- **3** Scroll to highlight the entry you want to remove.
- 4 Press Menu ♦ then select Discard [...].
- 5 You'll receive a confirmation dialog box; select **Discard**. The speed dial entry is removed.

### **Headset or Handset?**

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

Î	

• **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.

**Tip!** The listening sound is best when you hold the phone tight against your ear and the "mouthpiece" slightly away from your face, as shown in the illustration above. The microphone is sensitive enough to pick up your voice even if you hold it at this angle (about 20-30 degrees relative to your face).

• Headset - Plug your headset lead into your device headset/camera jack as shown above.

# **Adjusting Volume**

While you're on an active call, you can adjust the speaker volume:

1 Scroll to highlight the speaker volume button **Volume** (), then press the wheel. The Volume control opens:

ſ			- <b>#</b> 1
Volume	<b>4</b> ))	( <b></b> )	
		<b>T</b>	- 1

2 Rotate the wheel to adjust the volume up or down: rotating up (away from you) increases volume; rotating down (toward you) decreases 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 63
- Keypad Dialing on page 63
- Redialing a Number on page 64
- Speed Dialing on page 64
- Dialing Recent Numbers on page 64
- Dialing Using Letters on page 64
- *Dialing from the Call Log* on page 64
- Dialing from the Look Up Screen on page 65
- Dialing from Contact Information on page 65

Dialing Method	Instructions	
Keyboard Dialing	With the device display lid open, type the number using the number keys.	
	Evok Up Recent ♦	
	Press Send Call to place the call.	
Keypad Dialing	Scroll to highlight the <b>Dial</b> button:	
	Then press the wheel to open the on-screen keypad:	
	1       REC       DEF         4       JKL       MHO         70R5       TUU MAXVZ         *       *       Clear ex         2-       ./       Clear ex	
	Scroll to highlight a number, then press the wheel to select it. Continue until your number is complete. If you type an incorrect number by mistake, use the Delete key or press <b>Clear Clear</b> to erase it.	

Press Send Call to send the call.

Dialing Method	Instructions You can redial a number you just disconnected by pressing the Redial button.		
Redialing a Number			
Speed Dialing	You can place a call using an assigned speed dial number. Press and hold the shortcut number key for at least two seconds to send the call.		
	Tip: If you've forgotten your speed dial number assignments, open the		
	<b>Recent (</b> pop-up menu on the main dialing screen. Your Speed Dial list is shown at the top.		
Dialing Recent Numbers	The Phone application stores a list of the last 10 numbers you've called, received, or missed. To open this list, scroll to highlight <b>Recent +</b> , then press the wheel to open the pop-up menu:		
	<ul> <li>K. Janey Knoll HOME</li> <li>M John Bradley CELL</li> <li>M 415-555-4027</li> <li>Z Bill Weston WORK</li> </ul>		
	Scroll to highlight the number you want to call, then press the wheel to send the call.		
	The symbols to the left of the name/number tell you the "category" of the recent call:		
	👞 - Incoming		
	🖌 - Outgoing		
	⊋ - Missed		
	In addition, at the top of the recently-called list, is a list of your stored Speed Dial numbers.		
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 Phone application will "interpret" the letters and send the numeric equivalent.		
Dialing from the Call Log	<ul> <li>The Call Log is described in detail in <i>Your Call Log</i> on page 68, but (in brief) here's how to dial using the Call Log:</li> <li>Open the menu and select Call Log [◊ + L].</li> <li>Scroll to highlight the number you want to call, then press the wheel to send the call.</li> </ul>		

Dialing Method	Instructions
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:
	<ul> <li>Scroll to highlight  Look Up , then press the wheel to open the Look Up screen.</li> <li>An abbreviated Browse Contacts screen appears, showing names and phone numbers.</li> <li>Scroll through your contacts until you find the phone number you want to call, then press the wheel to send the call. To find a contact quickly, start typing the name and the Match dialog box will open, narrowing your search.</li> <li>You return to the Phone application screen.</li> </ul>
Dialing from Contact Information	<ul> <li>You can call a contact stored in your Address Book directly from their contact information:</li> <li>From the Jump screen select Address Book.</li> <li>Open the information for the contact you want to call.</li> <li>Scroll to highlight the phone number of interest.</li> <li>Open the menu and select Call.</li> <li>You return to the Phone application as the call is sent.</li> </ul>

### Features While on a Call

While you're on a call, you can:

- Enter Additional Numbers
- Mute Your Call
- 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. Note that you can press @ (at sign) to create a \* (star) tone, and press . (period) to create a # (pound) tone.
- Method 2 Select The to open the on-screen keypad. Scroll to highlight the number or symbol you want, then press the wheel to select it. Repeat for each character you need to enter. Press **Back** to dismiss the keypad when finished.

### Mute Your Call

During an active call you can mute your side of the conversation by opening the menu and selecting **Mute Call**  $[\diamond + M]$ . To open your side of the call to the listener again, open the menu again and select **Un-mute Call**  $[\diamond + M]$ .

### 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 Press Menu  $\diamond$  then select Second Call... [ $\diamond$  + N]. The active call is placed on hold automatically.
- 3 Place your second call number using one of the dialing methods described in *Place a Call* on page 63.
- 4 Your first call still appears on your screen, in the lower panel:



- 5 To switch between callers, select the **Switch** button, highlighted by default in the lower panel. After you select this button, the active caller is put on hold and their call is shown in the lower panel.
- 6 To end either call, select End Call x while the call is active. To end the call on hold without resuming it, scroll to highlight the End Call button, then press the wheel.

### 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 66. Then:

- 1 Press Menu ♦ then select Conference [♦ + C].
- 2 You and your two callers are now conferenced into the same "line". Your screen appears like this:

() Phone		10	Jun 4, 12:30pm
CONF	ERENCE CALL		¥olume ♠))
Ø	Tom Shields 03:15		5-4872 HOME
	Janey Knoll 01:12	and the second division of	-4317 HOME
		1	🕿 End Both 🗙

3 You can end the conference by dropping the two calls individually by selecting the End Call buttons in turn, or by selecting the Transformed 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 press the wheel to answer the call.

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

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

• If your device is locked when a call comes in, press Menu ♦ to unlock the wheel, then press the wheel to answer the call. Once you're on the call, the phone screen will include a button that allows you to

(Sem 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 (call waiting), the notification screen will include a button to Switch Calls. If you press this button, the first call will be put on hold. Alternatively, you can press 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 phone 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 phone call:

- If you are in the Phone application, select the 🕋 End Call 🗙 button.
- If you are in an application other than Phone, press Menu 💠 then select End Call.
- Regardless of where you are, press Back x.

# 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 70).

### Views of Your Call Log

The Log is convenient because you can view your calls by category if you want. Your Log holds a history of your last 100 calls (first in-first out method of storing). Here's how you can set your Call Log view:

- 1 Press Menu ♦ then select Call Log [♦ + L]. The Call Log opens in either the default view (All Calls), or in the view you last selected.
- 2 From the Call Log screen, press Menu 💠 then select the view you want to see:
  - All Calls
  - 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 bullet in the menu ("Incoming" in the example below):

All Calls	<b>�</b> 0
• Incoming	
Outgoing	
Missed	
Clear Log	

An example Call Log is shown below, with the view set to All Calls:

(Call Log		Jun 4, 12:30pm G7.11	
ы	Bob Adder 1-415-555-2445 HOME	03:21 Today 10:45am	
ĸ	Cindy Peterson 1-650-555-4317 HOME	03:21 5/1/02 12:01pm	
7	Finance Securities 1-800-555-4488 WORK	5/1/02 12:13pm	
ы	Frequent Alliance 1-800-555-3209 CELL	05:29 4/30/02 10:00am	
2	CALLER ID BLOCKED	4/30/02 8:00am	

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 Press Menu ♦ then select Call Log [♦ + L]. Your Call Log appears.
- 2 Scroll to highlight the number you want to call, then press the wheel. The context menu appears, with Call Again selected by default.
- 3 Press the wheel to place 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 Press Menu ♦ then select Call Log [♦ + L]. Your Call Log appears.
- 2 Scroll to highlight the number you want to call, then press Menu ♦ and select 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 Select **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 Press Menu 💠 then select Call Log [💠 + L]. Your Call Log appears.
- 2 Scroll to highlight the name/number you want to add or edit, then press Menu 🐟 and select 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 Cont	act to Address Book	Cancel
First		
Last		
Nickname		
Company		
Phone	1-650-555-2256	
		Add ×

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

**5** The contact information is saved and you are returned to the Phone application.

#### **Clear Your Call Log**

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

- 1 Press Menu ♦ then select Call Log [♦ + L]. Your Call Log appears.
- 2 Press Menu ♦ then select 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.



- From a land line, call your voice mailbox number.
- Using your device keyboard, press and hold the #1 key for at least two seconds (this is the speed dial shortcut to voice mail). The call to your voice mailbox is placed.

# **Phone Settings**

You can set a variety of preferences from your Phone Settings screen. To open the Phone Settings screen, do the following while in the Phone application:

From the main Phone screen, press **Menu**  $\diamond$  then select **Settings**. The Phone Settings screen appears:

🖉 Settin	35		4, 12:30pm 57.11 000
My Phon	e Number: 650-	555-3344	
Accumul	ated Call Time:	12:34	Reset
Settings	Call Forwardin Ringtones Speed Dial	ıg & Voice	Mail

### My Device Phone Number

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

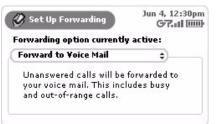
### **Total Call Timer and Reset**

If you are keeping track of your calling time and need to reset the time to zero, select 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 by doing the following while in the Phone application:

- 1 From the main Phone screen, press Menu ♦ then select Settings. The Phone Settings screen appears.
- 2 In the Settings section, scroll to highlight **Call Forwarding & Voice Mail**, then press the wheel. The Set Up Forwarding screen opens. The currently-selected (active) forwarding option is the one selected on the pop-up menu.
- **3** You have the following forwarding options:
  - Forward to Voice Mail



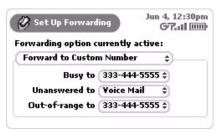
• Forward All Calls

rwarding option co	irrently activ	ve:
Forward All Calls		÷—
All calls to	Voice Mail	<b>\$</b>
Your phone	will never ri	ng.

You can choose to forward to **Voice Mail** or **Other...** If you select **Other...**, a dialog box opens in which you must type the other number:

Forwarding Number	Cancel
All Calls	
	Done ×

Forward to Custom Number



For each call situation (**Busy, Unanswered**, or **Out-of-Range**), you can select a forwarding number. Again, you can choose from **Voice Mail**, **Other...**, or **Disable** (to disable forwarding). If you select **Other...**, then the Forwarding dialog box opens, in which you must type the other number.

To turn off forwarding altogether, select the Disable option for each of the three call situations.

### Set Up Phone 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 Phone Settings screen:

- 1 From the main Phone screen, press Menu ♦ then select Settings. The Phone Settings screen appears.
- 2 In the Settings section, scroll to highlight **Ringtones** then press the wheel. The Set Up Ringtones screen opens:

🧭 Set Up Ri	ngtones	Jun 4, 12 67.	
		ringtone volume in will silence your	100
Open Sound	Controls	;	
Ring for in	coming	phone call:	
✔ Ring for in Songs	coming ¢	phone call: Cool New Shoes	•
Songs	¢) alling! Y	<b>Cool New Shoes</b> ou can assign cus	¢) tom
Songs Know who's c ringtones in y	¢) alling! Y your Add	<b>Cool New Shoes</b> ou can assign cus	¢) tom

- **3** 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.
- 4 If you have selected a check box, then open the ringtone category pop-up menu by pressing the wheel.
  - For an incoming phone call, select from:



• For new voice mail, select from:

Beeps
Discreet
Tunes
Voice

Note that the category currently in effect is highlighted.

- 5 You'll see the ringtones available from that category in the pop-up menu: (Blue Flute +).
- 6 Press **Back x** to save your settings.

### Set Up Speed Dial

You can store up to eight speed dial numbers (#2 - #9). Shortcut #1 is permanently reserved for voice mail.

You can add new or edit existing speed dial numbers from the **Phone Settings** > **Speed Dial** screen. Read details in *Manage Your Speed Dial List* on page 60.

# 8. Instant Messaging

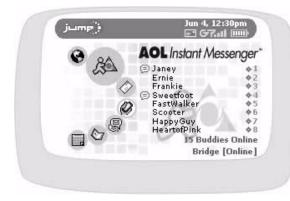
What could be more fun than sending instant messages while you're on the go? Not much! Read all about how to use the AOL Instant Messenger<sup>TM</sup> service in this chapter:

- Instant Messaging Splash Screen on page 74
- Keyboard Shortcuts on page 75
- Add a Screen Name on page 75
- Sign On on page 76
- Sign Off on page 77
- Switch Screen Names on page 77

- The Buddy List Screen on page 78
- Manage Groups on page 79
- Manage Buddies on page 80
- IM Conversations on page 82
- Set an Away Message on page 83
- Instant Messaging Settings on page 84

# Instant Messaging Splash Screen

To open the Instant Messaging application, first press Jump, then scroll to highlight the  $AIM^{(R)}$  icon in the lefthand "ring" of applications. You will see the AOL Instant Messenger<sup>TM</sup> "splash" screen on the right side of the screen when you've highlighted the  $AIM^{(R)}$  application icon:



The splash 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.

**Note!** You must press the wheel to open the AIM application before you can use the conversation shortcuts ( **•1** ) shown on the Jump screen.

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



### **Keyboard Shortcuts**

While using AIM, you can use the following keyboard shortcuts for menu items:

Send Message To	♦ + M
New Buddy	♦ + N
Add Buddy	♦ + N
Edit	♦ + E
Discard	63
End Conversation	♦ +.
Open a particular	♦ + <conversation number=""></conversation>
conversation	Note that the shortcut keys to conversations only work
	while in the AIM application, not while on the Jump screen.

# Add a Screen Name

Before you can use AIM on your device, you must have an AOL Instant Messenger account. **If you don't already have an AOL or AIM account**, no problem! Just follow the instructions below.

- 1 From the AOL Instant Messenger sign on screen, select New User from the Screen Name pop-up, then select the Sign On button.
- 2 The New User dialog box opens:



Select the **Create New Screen Name** button; 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:

Jun 4, 12:30pm 67.11
nstant Messenger™
New User bridge

# Sign On

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

### Signing On for the First Time

- 1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.
- 2 Type your Screen Name and Password in the fields. To save yourself the trouble of typing these again, select the **Save** check box.

🕅 Offline		Jun 4, 12:30pr G7.11
84. AO	L Instant	Messenger
Sa HO		
Screen Name		) ¢

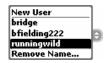
- 3 Scroll to highlight the Sign On button, then press the wheel to sign on.
- 4 This screen name will now appear in the Screen Name pop-up menu.

#### Signing On After the First Time

- 1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.
- 2 The last screen name you used to sign in appears pre-populated in the Screen Name field. If you've selected the Save check box, then your password is also pre-populated. If you want to use this screen name, select the Sign On button.
- **3** If you want to use a different screen name to sign on, either type a screen name and password directly in the fields, or use the **Screen Name** pop-up menu. This menu lists all the screen names that have been used to sign in to AIM on your device.

Note that if this is the first time you've signed in to AIM using your device, there will be no entries in the popup menu (except **New User** and **Remove Name...**).

**4** To open the pop-up menu, scroll to highlight **(G)**, then press the wheel. The pop-up appears:



Scroll to highlight the screen name you want to use to sign on, then press the wheel.

- 5 Type your password. Again, if you want the device to remember this screen name/password combination, select the **Save** check box.
- 6 Select the Sign On button.
- 7 If you want to add an existing AOL screen name to the list, or remove a screen name, read *Add a Screen Name* on page 75 and *Remove Existing Screen Name* on page 77.

# Sign Off

To sign off from AIM at any time, press Menu 🔷 and select Sign Off.

### Switch Screen Names

You can switch screen names at any time:

- 1 From any of the AIM screens, press Menu 💠 then select Sign Off. The Sign On screen appears.
- 2 From the Screen Name pop-up menu, scroll to highlight the screen name you want to use to sign on, then press the wheel.
- 3 Select the Sign On button.

### **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 removing the screen name from the list. You can always add the name back in later by typing it in Screen Name/Password fields and then signing in.

It's easy to remove a name:

1 From the Sign On screen, open the **Screen Name** pop-up menu and select **Remove Name**. The Remove Screen Name(s) dialog appears:



2 Scroll to highlight the pop-up menu and press the wheel to open it:



Scroll to highlight the name you wish to remove.

- **3** Scroll to highlight the **Remove** button, then press the wheel. The name you've removed will not appear on the Screen name pop-up menu.
- 4 To remove more names, select another name from the pop-up menu, then select **Remove**.
- 5 Continuing removing until finished, then select **Done**  $\mathbf{x}$ .

**Tip:** To put a removed screen name back on the **Screen Names** pop-up menu, simply sign in using that screen name by typing the Screen Name and Password manually on the Sign In screen.

# The Buddy List Screen

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

📌 bridge's buddies	Jun 4, 12:30pm	
Work Friends (3/29)  Matt Rupert  BusyMan	••••• \$4	କାତାକ
Running Pals (2/15)     Auron galaxies     Other Friends (5/10)     Jackson     E LoneCouch     GamesAlive     AcerGuy     SadSong     Song	····· \$9 ···· \$1	

At the very top of the screen in the title bar you'll see your screen name.

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

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

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:

- Buddy is away (start a conversation to view their away message).
- You've blocked this "buddy".
- The buddy is idle.
- You have a new message from this buddy.
- The buddy has signed on (icon displays only a few seconds).
- The buddy has signed off (icon displays only a few seconds).

Buddies who are "offline" are shown in the Offline folder in italic font face.

Running vertically down the right side of the screen, all the conversations with unread messages are symbolized by little balloons, with the conversation number in the balloon. Note also that if you have an unread message, you will see the AIM icon in the title bar:



### Manage Groups

You use "groups" to organize your buddies, much like you use folders to organize your email and SMS messages. You can create new groups, rename existing groups, and discard existing groups. Note, however, that you cannot discard the "system" group, **Offline**.

#### Add a Group

To add a new group to your Buddy List, do the following while in the IM application:

- 1 If your Buddy List isn't displayed, press Menu 🔷 then select Buddy List 🗙.
- 2 Scroll to highlight one of the existing groups, then press Menu ♦ and select New Group... The New Group dialog box opens:

New Group	Cancel
Name [	
	Done ×

- 3 Type the new group Name.
- 4 Select Done x. The group is added to your list.

#### **Rename a Group**

Once you've created a group, you can change the group's name:

- 1 If your Buddy List isn't displayed, press Menu ♦ then select Buddy List x.
- 2 Scroll to highlight one of the existing groups, then press Menu ♦ and select Rename... [♦ + E]. The Rename Group dialog box opens:

Renam	e Group	Cance
Name	Work Friends	
		Done ×

- 3 Edit the new group Name.
- 4 Select **Done x**. The group is displayed with its new name on your Buddy List.

#### **Discard a Group**

You can discard any of the groups you've created (along with the Buddies in that group). You cannot, however, discard the Offline group, which has a special status as a "system group".

- 1 If your Buddy List isn't displayed, press Menu ♦ then select Buddy List x.
- 2 Scroll to highlight the group you wish to discard.
- 3 Press Menu 💠 then select Discard [em]. A confirmation dialog opens.
- 4 If you're sure you want to remove this group and all its contents (buddies), select **Discard**. Note that if you discard the buddies, they will be removed from your Buddy List altogether.
  Otherwise, to cancel the action and keep the buddy on your list, proce **Cancel** at

Otherwise, to cancel the action and keep the buddy on your list, press Cancel  $\mathbf{x}$ .

### 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 If your Buddy List isn't displayed, press Menu 💠 then select Buddy List 🗙.
- 2 Press Menu  $\diamond$  then select New Buddy... [ $\diamond + N$ ]. The New Buddy dialog box appears:

New Buddy		Cance
Screen Name	[	
File in	Work Friends 🗘	
	ſ	Done ×

- 3 Type the Buddy Name, and in the File in pop-up menu, select the group in which you want to file the buddy.
- 4 Select **Done x**. The buddy is added to your list!

**Tip:** If you're having a conversation with a person not on your Buddy List, you can add them to your list quickly by pressing **Menu**  $\diamond$  then selecting **New Buddy...** [ $\diamond$  + **N**]. Their screen name is pre-populated in the New Buddy dialog box.

#### Edit a Buddy

Once you've added a buddy, you can 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 while in the IM application:

- If your Buddy List isn't displayed, press Menu ♦ then select Buddy List x.
- 2 Press Menu 🔷 then select Edit... [🔷 + E]. The Edit Buddy screen displays:

Buddy Lie Screen N		·	oot	G7.al E
F	ile in (	Runni	ng Pals ‡)	
			<b>ddy alerts.</b> fault alert s	ounds!
A	when b	uddies	sign on:	
A	when b	uddies	sign on: Door ope	n \$
CAIM		\$		n \$)

- **3** From this screen you can:
  - 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.
- 4 After making your edits, press Menu 💠 then:
  - Select **Cancel** [**•** + .] to cancel all changes.
  - Select Done x to save your changes.

#### **Discard a Buddy**

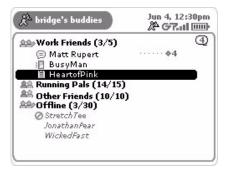
To remove a buddy from your list, do the following while in the IM application:

- 1 If your Buddy List isn't displayed, press Menu 🔷 then select Buddy List 🗙.
- 2 Scroll to highlight the screen name of the buddy you wish to discard.
- 3 Press Menu 💠 then select Discard [em]. A confirmation dialog opens.
- 4 If you're sure you want to remove this buddy, select **Discard**. Otherwise, to cancel the action and keep the buddy on your list, press **Cancel x**.

#### **Block/Unblock Buddies**

If you want to block messages from a particular buddy, you can easily do so while in the IM application:

- 1 If your Buddy List isn't displayed, press Menu ♦ then select Buddy List x.
- 2 Scroll to highlight the screen name of the buddy you want to block.
- 3 Press Menu 💠 then select Block.
- 4 The buddy's screen 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:



5 To unblock messages from this buddy, highlight their screen name in the Offline group and select **Unblock** from the menu. The screen name moves under the group you had previously assigned to them and you will start receiving messages from this buddy again.

You can also unblock one or more buddies from the Settings screen, as described in *Manage Blocked Users List* on page 86.

### IM 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 an IM Conversation

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

- 1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.
- 2 Sign on to AIM using the instructions in either:
  - Signing On for the First Time on page 76
  - Signing On After the First Time on page 76
- 3 If your Buddy List doesn't display, press Menu 🔷 then select Buddy List 🗙.
- 4 From the Buddy List screen, you can start a conversation screen in either of two ways:
  - **Method 1:** Scroll to highlight the screen name of the buddy with whom you want to message, then press the wheel. A conversation screen opens.

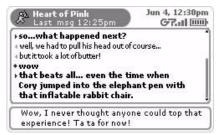
**Tip:** If you have a long Buddy List, to find a buddy's screen name quickly, start typing the first few characters of the buddy's screen name and the auto-find feature will highlight the closest matching screen name.

Method 2: Press Menu ♦ then select Send Message To... [♦ + M]. The New Instant Message dialog box opens:

New Instant Message		Cancel
Send to [		•
	Start Conv	ersation ×

In the **Send to** text box, type the **screen name** of the buddy you want to message. You can also open the pop-up menu and select a screen name (all your buddies are listed there). Select **Start Conversation x** (or press **Return**). A conversation screen with this buddy opens with your initial message showing.

5 You use the lower panel to type your messages. Here's an example of a conversation-in-progress:



**Note!** If you send a message and it appears in the top panel in *italics*, this indicates that you've been temporarily disconnected from the IM service. You will be reconnected automatically as soon as possible, at which time your message will appear in regular font, not italic.

6 To end a conversation, press Menu 🔷 then select End Conversation [🔷 + .].

**Tip:** If you want to Sign Off and end all your conversations at once, simply return to the Buddy List screen, press **Menu**  $\diamond$  then select **Sign Off**.

#### **IM Conversation Indicators**

Most every screen you view within Instant Messaging, including the splash screen, contains **balloon indicators** , one for each active conversation in which you have an unread message.

In addition, each open conversation is numbered and usually displays to the right of the buddy name in any of the lists  $\diamond$  1. If you're in the AIM application and you press **Menu**  $\diamond$  + <**conversation number**>, that conversation will display on the screen and become active.

#### Switch Between IM Conversations

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

# 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 76). Once you're signed on:

- 1 If your Buddy List isn't displayed, press Menu ♦ then select Buddy List 🗙.
- 2 Press Menu 💠 then select Away Messages...
- 3 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.)



- 4 Scroll to highlight the away message you want to select, then press the wheel.
- 5 If you select **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 woul service to send in reply when yo an Instant Message.	
Hi, I'm unavailable right now.	Î
h	Set X

After you type your I'm Away message and press **Set**, the I'm Away dialog box will stay open until you return and select the **I'm Back** button:

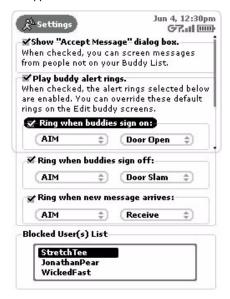
I'm Away
This message will be automatically sent to people when they send you an Instant Message, until you press I'm Back.
Hi, I'm unavailable.
I'm Back

- 6 If you select one of the other unavailable messages, The I'm Away dialog box opens with a standard (but appropriate) message. This dialog box will remain on your screen in Instant Messaging until you press the I'm Back button.
- 7 While you're away, other device users will see the Away icon 🚞 next to your name in their Buddy List.
- 8 To change your status from away to available, select the I'm Back button.

### Instant Messaging Settings

You can set many preferences from the Settings screen. To open this screen, do the following while in the IM application:

From either the IM Sign On screen or the Buddy List screen, press **Menu**  $\diamond$  then select **Settings**. The Settings screen appears:



From this screen you can:

- Set Up Accept Messages on page 85
- *Play Buddy Alert Rings* on page 85

• Manage Blocked Users List on page 85

#### Set Up Accept Messages

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 From the Buddy List screen, press Menu 🔷 then select Settings. The Settings screen appears.
- 2 The Show "Accept Message" Dialog Box section is at the top of the screen. If you want to see the dialog box when someone not on your Buddy List sends you a message, scroll to highlight the check box, then press the wheel to select it. If you want to turn off Accept Message, clear the check box by highlighting the check box, then press the wheel to clear it.
- **3** With Accept Message checked, when you receive a message from someone not on your Buddy List, you'll get an alert like the following:

Accept Message		Cancel ×
The user Figg	ie	
has sent you	an Tratant Ma	
has sendyou	an Instant Me	issaye.
Do you wish t		issaye,

- 4 Choose from the following courses of action:
  - Block User The sender of the message will be blocked from sending you any messages, including the one they're trying to send. You won't see any more Accept Message dialog boxes for this sender, until you "unblock" them. (Read more in *Block/Unblock Buddies* on page 81.)
  - **Decline** The sender of the message will be blocked from sending you any messages, including the one they're trying to send, for as long as you are signed in. The next time you sign in, if this person sends you another message, you'll receive the Accept Message dialog box again.
  - Yes You will see the message from the sender.

#### **Play Buddy Alert Rings**

In order for Buddy Alert Rings to work, you must enable these alerts from the Settings screen.

- 1 From the Buddy List screen, press Menu ♦ then select Settings. The Settings screen appears.
- 2 Look at the **Play Buddy Alert Rings** section of the screen:

	the ale u can o	rt rings selected below verride these default
😿 Ring when	buddies	sign on:
AIM	\$	(Door open 💠
🗹 Ring when	buddies	sign off:
AIM	\$	(Door slam 💠
🖌 Ring when	new me	ssage arrives:
AIM	\$	(Receive 🗘

To **enable** Buddy Alert Rings, scroll to highlight the **Play Buddy Alert Rings** check box, then press the wheel to select it. (To disable Buddy Alerts, select the check box again to clear it.)

- 3 Once you enable Buddy Alert Rings, you can select different alert rings for the following events:
  - Sign On Ring sounds when a buddy signs on.
  - Sign Off Ring sounds when a buddy signs off.
  - New Message Ring sounds when you receive a new instant message.

To pick an alert, first select a ringtone "category" from the pop-up menu on the left, then select a corresponding "sound" from the pop-up menu on the right.

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

You can override these settings for individual buddies on the Edit buddy screens. Read more in *Edit a Buddy* on page 80.

#### Manage Blocked Users List

If you do not want to receive messages from an individual on your Buddy List, you can "block" messages from them. The instructions for doing this, and unblocking a buddy's messages, are in *Block/Unblock Buddies* on page 81. You can also unblock buddies from the Settings screen, as described below.

- 1 From the Buddy List screen, press Menu ♦ then select Settings. The Settings screen appears.
- 2 Scroll down to the bottom of the screen to the Blocked User(s) List section:

JonathanPear	StretchTee	
	JonathanPear WickedFast	

**3** Scroll to highlight the screen name of the buddy you want to block, then press the wheel to select it. The Blocked User dialog box opens:



- 4 The **Unblock x** button is selected by default. Press the wheel to select it and unblock the buddy. (To cancel your action and keep your buddy on the blocked list, select the **Cancel** button.)
- 5 Once you unblock a buddy, their screen name appears again under the assigned group name on the Buddy List screen.

# 9. Email Messaging

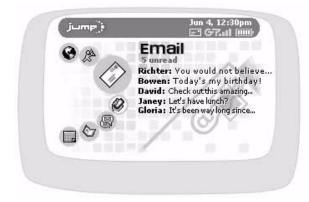
The Email application on your T-Mobile device is easy to use and rich in features. Not only do you get your own device email account, but you can also pull in other email from up to three of your POP3 accounts. Read the topics in this chapter to take full advantage of this flexible application.

- The Email Splash Screen on page 87
- Browse Email Screen on page 88
- Status Indicators on page 89
- Keyboard Shortcuts on page 89
- View Your Email on page 91
- Move Messages to Folders on page 93
- Send Messages on page 94

- Add Email Senders to the Address Book on page 95
- Add Email Recipients to the Address Book on page
  96
- Discard Email Messages on page 97
- Manage Your Email Accounts on page 98
- Manage Email Folders on page 102
- Email Settings on page 104
- Space Limitations on page 107

# The Email Splash Screen

To open the Email application, first press Jump, then scroll to highlight the Email icon in the left-hand "ring" of applications. You will see the Email "splash" screen on the right side of the screen when you've highlighted the Email application icon:



The splash screen is handy because it shows all your **unread** messages, sorted first by folder then order received (newest message first).

# **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 this list in *Sort Email Messages* on page 92.)

In the illustration above you'll see the five "system folders"--Inbox, Saved, Sent, Drafts, and Trash--plus all the

folders you have created to organize your emails, identified by a folder-type icon: 🏝 Inbox (1)

To the right of the folder name, if it has unread messages, the number of **unread** messages is shown in parentheses. In the example above, **Inbox (1)** contains one unread message. The **Inbox** is shown in "expanded" view (its list of emails is showing), with the first message in bold, indicating it is "unread". The Saved folder is shown collapsed. 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.

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

Tip: To scroll quickly between folders, press the ALT key while using the D-pad up and down arrows.

To open an individual email, scroll to highlight the email, then press the wheel. To learn more about reading your email, read *View Your Email* on page 91. To learn about adding folders, read *Manage Email Folders* on page 102.

To the left of items in the Browse Email screen, there could be an icon that indicates the status of a message. To interpret these icons, as well as understand the folder icons, read *Status Indicators* on page 89.

## **Status Indicators**

From the Browse Messages screen, in the title bar, you'll always see how full your mailbox is, by percentage and megabyte (MB).

Icons shown the to left of each folder name or email message tell you their status. Plus, **all unread messages are shown in bold**. Here's what the icons mean:

- You have **replied** to this message.
- You forwarded this message.
- This email has an attachment.
- \* There was an **error** when sending this email. A few errors include: the message was not sent at all, the message was sent but could not be saved to the Sent folder because you reached your mailbox quota, the message was sent but without the forwarded attachment because the original message no longer exists, and so on. You will only see this status indicator next to messages in the Sent folder.
- This email is waiting to be sent. You will see this status indicator next to messages in the Sent and Drafts folders.
- ( This email is **being sent**. You will see this status indicator next to messages in the Sent and Drafts folders.
- Icons identifying the **Inbox folder**, with contents collapsed/expanded.
- Icons identifying the **Sent folder**, with contents collapsed/expanded.
- Icons identifying the **Saved folder**, with contents collapsed/expanded.
- Icons identifying the **Drafts folder**, with contents collapsed/expanded.
- Icons identifying a **user-defined folder**, with contents collapsed/expanded.
- **a** Icons identifying the **Trash folder**, with contents collapsed/expanded.

### **Keyboard Shortcuts**

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

- Browse Email Menu Shortcuts (with message highlighted)
- Browse Email Menu Shortcuts (with folder highlighted)
- Compose Menu Shortcuts
- Settings Menu Shortcuts
- Accounts Menu Shortcuts

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

### Browse Email Menu Shortcuts (with message highlighted)

New Message	🔷 + N
Reply	🔷 + R
Reply All	🔷 + L
Forward	🔷 + J
Add Contact	<b>o</b> + @
Move	<b>\$</b> + 0
Discard	-93
Check for New Email	🔷 + U
Mark Read/Unread	🔷 + K
More options in Email:R	Read view:
Next	+
Previous	+

### Browse Email Menu Shortcuts (with folder highlighted)

New Message	🔷 + N
Rename (folder)	🔷 + E
Empty(folder)	622
Mark all msgs (in folder) as read	🔷 + K

#### **Compose Menu Shortcuts**

Send	🔷 + M
Save as Draft	×
Attach Photo	🔷 + P
Cancel	♦+.

### **Settings Menu Shortcuts**

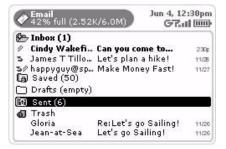
Done	×
Cancel	♦ + .

#### **Accounts Menu Shortcuts**

Done	×
New Account	🔷 + N
Discard	<b>♦</b> + €33
Cancel	♦+.

# 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, press **Back** 🗙 until the Browse Email screen appears:



Read more in Browse Email Screen on page 88.

#### Read an Email

To open an individual email for reading, do the following while in the Email application:

- 1 From the Browse Email screen, make sure the folder in which you've stored the email is shown in expanded view. (Scroll to highlight the folder name, then press the wheel to expand/collapse the emails contained in the folder.)
- 2 Scroll to highlight the message you want to read, then press the wheel to open it. Your email contents display in the Email:Read screen.
- 3 To dismiss the email and return to the Browse Email screen, press Back X.

### **Open an Attachment**

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

- .gif
- .jpg, .jpeg
- .png
- .bmp
- .doc (Word)
- .pdf (Adobe Acrobat)

To open a supported attachment, first open the email, then use the wheel to scroll to the bottom of the email message where the attachment will appear.

### **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 "selectable" button.

#### Change the Status of an Email to Unread

When you have an unread email message, it is listed on the Email splash screen, and it is shown in bold on the Browse Email screen. Once you've read the message, it disappears from the splash screen and appears in regular type on the Browse Email screen. There may be times when you want to mark a read message as unread, and vice versa. You can do this from either the Browse Email screen or the Email:Read screen:

- From the Browse Email screen, scroll to highlight the message you want to mark as read/unread, then
  press [\$\log + K\$]. The message changes status. (Unread messages appear in bold; read messages appear in
  regular font.)

To mark **all messages in a folder** as read/unread, highlight the folder name in the Browse Email screen, then press **•** + **K**.

#### Sort Email Messages

You can decide how you want messages to be sorted on the Browse Email screen. Note that the sort you select applies to all folders.

1 From the Browse Email screen, press Menu 🔷 then select Sort.... The Sort Messages dialog box opens:



By default, messages are sorted by Date Received, with newer messages appearing at the top.

- 2 If you want to change this default sort behavior, you can choose from:
  - Date Received 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: (Note that the sort is ordered by display name, if one is available, rather than email address.)
  - A..Z
  - Z.A
- Size further specify sort order:
  - Larger messages at top
  - Larger messages at bottom
- 3 When finished, press Done 🗙 to save changes, or select Cancel to dismiss the window with no changes.

# **Move Messages to Folders**

You can move messages to different folders by doing the following while in the Email application:

- 1 From the Browse Email screen, scroll to highlight the folder that holds the email you want to move, then press the wheel to expand its contents.
- 2 Scroll to highlight the email you want to move.
- 3 Press Menu 💠 then select Move... [💠 + O]. The Move Message to Folder dialog box appears.

Move	Message to Folder
Run	ning
Fam	ily
Wor	k-Related
Save	ed
Tras	h

All folders (*except* for the Drafts and Sent folders, and the folder in which the email currently is being stored) are shown in the list.

**4** Scroll to highlight the folder into which you want to move the message, then press the wheel. The message moves.

# Send Messages

#### Compose a New Message

To write a new email message, do the following while in the Email application:

1 From the Browse Email screen, press Menu ♦ then select New Message... [♦ + N]. The Compose screen opens:

0	ompose	Jun 4, 12:30pm G7.11
From	bridget@examplel.com	\$
То	1	
Subject		
:-) Bridge	rt	
		Send 🔶 M

- 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, scroll to highlight the **From** field, then press the wheel.
  - **To** field Start typing the first or last name of a contact in the To field, and 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 pop-up menu. Use the wheel to highlight, then press to select one of the address suggestions, or you can type a new one directly in the To field.

To create a new line so you can add more recipients, do one of the following:

- type a semicolon (;)
- type a comma (,)
- press + **RETURN**
- press the spacebar
- press Menu 💠 then select Add To
- CC and BCC fields Optional fields you can display by opening the Compose menu and selecting 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. You can also add a new CC or BCC line by pressing Menu 
   then selecting Add CC or Add BCC.
- Subject field Type your subject line; a subject line can be up to 256 characters in length.
- Message body Type your message body; the message body can be up to 256 K.
- **Signature** Edit or use the default message you set up in **Accounts** > **Signature**; keep your signature to four lines.
- 3 To **send** your message, scroll to highlight the **Send** button, then press the wheel. Or you can open the Compose screen menu then select **Send** [♦ + M].
- 4 To **discard** your message, open the Compose screen menu and press **Cancel** [ $\diamond$  + .].

**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 91 and *Email Photos* on page 145.

#### 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:

- 1 With the message you're composing on the screen, press Menu 🚸 then select Save as Draft 🗶.
- 2 The message moves to the Drafts folder.
- **3** To re-open a draft message, from the Browse Email screen scroll to highlight the draft message you want to open, then press the wheel. 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 **Save as Draft** again--don't discard the message or it will be **permanently** discarded; that is, **not** saved to your Trash folder from which you could retrieve it.

#### Reply to an Email Message

To reply to an email message, do the following while in the Email application:

- 1 From the Browse Email screen, scroll to highlight the email to which you want to reply. Open the email if you wish by pressing the wheel.
- 2 Press Menu 💠 then select one of:
  - **Reply...** [**•** + **R**] to address your reply only to the individual who sent you the message.
  - **Reply All** [**•** + **L**] 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.
- 4 Finish composing your email and then select **Send** [**•** + **M**] when ready.

#### Forward an Email Message

To forward an email message to one or more addresses, do the following while in the Email application:

- 1 From the Browse Email screen, scroll to highlight the message you want to forward. Open the email if you wish by pressing the wheel.
- 2 Press Menu  $\diamond$  then select Forward... [ $\diamond$  + J].
- **3** The Forward screen opens, with a new message ready for you to address. The forwarded message, including any attachments, is appended to the end of the new message.
- 4 Finish composing your message and then select **Send** [**•** + **M**] when ready.

# Add Email Senders to the Address Book

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

- 1 From the Browse Email screen, scroll to highlight the message whose sender you want to add as a contact. Open the message if you wish by pressing the wheel.
- 2 Oress Menu ♦ then select Add Contact [♦ + @].

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

Add Cont	act to Address Book Cancel
First	Jenny
Last	Dillon
Nickname	
Company	
Email	jenny@mail.example.com
	(Add ×

4 Complete the information, then select Add x.

Read more about editing contact information in the Address Book application in *11. Keeping Contacts in the Address Book* on page 116.

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

### Add Email Recipients to the Address Book

If you compose an email and want to add any of the recipients to your Address Book, do the following while in the Email application:

- 1 From the Browse Email screen, press Menu ♦ then select New Message [♦ + N].
- 2 Compose the new message at least to the point where you have listed the recipients.
- **3** Save the message as a draft by pressing **Add X**, or (if you've set up in Settings to save outgoing messages to the Sent folder) send it (assuming you're done composing).
- 4 Highlight the message (in either the Drafts or Sent folder). Don't open it if it's a draft.
- 5 Press Menu 🔷 then select Add Contacts [🔷 + @]. The Add Contact to Address Book dialog box opens.
- 6 If you have only one email recipient, the dialog box shown in *Add Email Senders to the Address Book* on page 95 appears. Complete the information you want to include in the contact information, then press Add x.
- 7 If you have more than one email recipient, this dialog box appears:

act to Address	Book	Cancel
de this contact	(1 of 2)	
jenny@mail.ex	ample.com	
Next	Ad	d All ×
	de this contact	act to Address Book de this contact (1 of 2) 

- If you want the first email recipient (jenny@mail.example.com in the illustration 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, then select **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 before selecting **Next**.
- When you've progressed through the screens for all recipients, select Add All × to add all the selected recipients to your Address Book.
- **8** 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 121.

**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 discard an email message:

- 1 From the Browse Email screen, scroll to highlight the message you want to discard. Open the message if you wish by pressing the wheel.
- 2 Press Menu 💠 then select Discard [em].
- **3** The message is moved to the Trash folder.

#### To restore a discarded message:

- 1 From the Browse Email screen, scroll to highlight the Trash folder, then press the wheel to expand its contents.
- 2 Scroll to highlight the message you want to restore.
- 3 Press Menu  $\diamond$  then select Move [ $\diamond + 0$ ]. The Move Message to Folder dialog box appears.
- 4 Scroll to highlight the folder to which you want to restore the message, then press the wheel.

#### To empty all messages from the Trash:

- 1 From the Browse Email screen, press **Menu**  $\diamond$  then select **Empty Trash**.
- 2 A confirmation dialog box appears. Select **Empty Trash** to discard the messages in the Trash (permanently); select **Cancel x** to keep your messages in the Trash.

# Manage Your Email Accounts

In addition to the email account that came with your device, you can receive email from (up to) three POP3 accounts you might have with external email providers. You set this up on the Email Accounts screen while in the Email application:

From the Browse Email screen, press Menu 🐟 then select Accounts. The Email Accounts screen appears:



Select the account from which you want to send email messages by default in the Primary Account pop-up menu. Note that if you discard the account you've specified as "primary", then your device email account will automatically become your primary account.

The account listed at the top of the page is your 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 an account, do the following while in the Email application:

- 1 From the Browse Email screen, press Menu 🗞 then select Accounts. The Email Accounts screen opens.
- 2 From the Accounts screen, press Menu ♦ then select New Accounts [♦ + N]. The New Accounts screen opens:

🛷 New Acc	ount Jun 4, 12:30pi G77.11
Account	
POP Server	Bample: pop.example.com
Port	
Username	Unsure? Leave it at 110.
Password	Your Login name.
Email Folder	· · · · ·
	The folder in which you'd like email from this account stored.
	More Options Create ×

3 Complete the POP Server field.

This is the name of your email POP server. If you don't know the name of your email POP server, your email provider will be able to tell you, or you can reference the table below for samples. If you have a POP email account through your ISP, contact them for more assistance.

Web Email Provider	POP Server
Yahoo <sup>®</sup> Mail	pop.mail.yahoo.com
Mail.com	pop1.mail.com
Softhome.net	mail.SoftHome.net

- 4 Complete the **Port** field. Unless your email provider has specified otherwise, leave the port at 110.
- 5 Complete the **Username** field. This is the name you use to log in to your POP3 account.
- 6 Complete the **Password** field. This is the password you use for your POP3 account.
- 7 Select **Save Folder**. Open the pop-up menu by pressing the wheel, then scroll to highlight the folder in which you would like all retrieved mail to be placed. Press the wheel to select it.

**Tip:** You can create a folder specifically for this purpose; read *Manage Email Folders* on page 102 for instructions on creating email folders. If you **do** create a new folder for this account later, you can edit this account and change the **Save Folder**. Read more in *Edit an Email Account* on page 100.

8 Select Create 🗙 to have the system set up the POP email account so you can view it on your device and the Email Desktop Interface.

Select the **More Options** button to open the Edit Account screen to set options such as:

- Collect/not collect email from the account.
- Remove retrieved email from POP server as it's fetched to the device or the Email Desktop Interface.
- From Name/Address
- Reply-To Name/Address

Read about setting these options in *Edit an Email Account* on page 100.

#### Edit an Email Account

To edit an existing account, do the following while in the Email application:

- 1 From the Browse Email screen, press **Menu** 🔷 then select **Accounts**. The Email Accounts screen opens.
- 2 From this screen you can change how the messages from each of your accounts are signed. Limit your signature to four lines:



3 Scroll to highlight the **Edit** button **Edit** opposite the name of the account you want to edit, then press the wheel to open that account's Edit Account screen. The account name is displayed in the title bar

bridget@ General Cellect.com		Jun 4, 12:30pm G7.11
		email from server.
Account		
POP Server	pop.exa	mple.com
	Example	e: pop.example.com
Port	110	
	Unsure?	Leave it at 110.
Username	bridget	
Password	*****	
Email Folder	Inbox	\$
From N	ame Brid	get Fielding
From Add	ress brid	get@pop.example.com
Reply-To N	ame Brid	lget Fielding
Reply-To Add	ress brid	get@tmail.com

Note! For your primary account, you'll only be able to edit the fields shown below:

From Name	Bridget Fielding
From Address	bridget@pop.example.com
Reply-To Name	Bridget Fielding
Reply-To Address	bridget@tmail.com

- 4 In the General section of the screen, you can turn certain functionality on or off:
  - The Collect email from this account check box is checked by default. If, at some point in the future, you
    want the Email application to stop collecting email messages from the POP3 account, select the check box
    to clear the check mark in the box. The account information is saved in case you want the application to
    start collecting email messages from that account later.

The Remove retrieved email from server is not checked by default. This means that as your POP
messages are fetched to your device and Email Desktop Interface, those messages are also kept on the
POP email server. If you want the messages on the POP server to be removed as they're downloaded to
your device, then check this box.

5 The **Account** section on the Edit Account screen contains the basic POP account information you entered when you first set up the account. You can edit any of the fields if you need to.

You can decide the folder in which you want messages from this POP account delivered. Select from all existing folders (including those you've created) from the **Save Folder** pop-up menu. Note that if you later rename the folder you selected, this setting will update automatically.

Also, this section contains fields where you can specify display names and to/from email addresses.

- From Name Your name as you'd like it to appear on message sent through this account.
- From Address The email address you'd like to appear in the From field on outgoing messages from this account.
- **Reply-To Name** The email name that will appear in the To field when people reply to a message you send from this account.
- **Reply-To Address** The email address that you want used when people reply to messages sent from this account.

#### **Discard an Email Account**

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

To discard any other email account, do the following while in the Email application:

- 1 From the Browse Email screen, press Menu 🔷 then select Accounts. The Email Accounts screen opens.
- 2 Scroll to highlight the **Edit** button opposite the account name you want to discard.
- 3 Open the menu and select **Discard** [**•** + **•••**].
- 4 A confirmation dialog box appears. Select **OK** to discard the account; select **Cancel** to cancel the deletion.

### Send a Photo

To send a photo you've taken with your device via an email message, do the following while in the Email application:

- 1 From the Browse Email screen, press Menu ♦ then select New Message [♦ + N]. The Compose screen appears.
- 2 Complete the To, Subject, and Message fields.
- 3 Press Menu ♦ then select Attach Photo... [♦ + P] to open your Photo Gallery. Scroll the wheel to highlight, then press the wheel to select a photo to send. You can select multiple photos. All selected photos have check marks.
- 4 When you've finished selecting photos, open the menu and select Attach Checked... .
- **5** Your message returns to the screen, including attached photos.
- 6 Select Send [ + M] when you're ready.

## Manage Email Folders

You can create up to 20 folders in which to store and organize your email messages, in addition to the 5 system folders (Inbox, Saved, Draft, Sent, and Trash). For more information about the system folders, read the next topic, *The Email System Folders* on page 102.

You cannot discard or edit the names of the system folders (Inbox, Saved, Sent, Drafts, Trash), but you can name the folders you create. To add new, edit, or discard existing user-defined email folders, read the following topics:

- Create an Email Folder on page 103
- Edit an Existing Email Folder Name on page 103
- Discard an Existing Email Folder and Message Contents on page 103

#### The Email System Folders

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

Email 42% full (2.5	i2K/6.0M) Jun 4, GT	12:30pm
🖾 Inbox (1/3)		12.2K
🖪 Saved (0/50	)	14.2K
🗋 Drafts (empt	y)	
🕭 Sent (0/3)		12.2K
((« Cindy	Can you come to a	230p 10K
③ James	Let's plan a hike!	5/28 4.3K
🗙 Steven	RE: Lunch on Friday	5/28 6.9K
🚮 Trash (0/2)		2.0K
3 Gloria	Re: Lets go Sailing!	5/26-0.9K
Jean-at-Sea	Lets go Sailing!	5/26 1.1K

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. Note that you can specify that messages from POP3 accounts be dropped into folders you create. (Read more in *Manage Email Folders* on page 102.)
- **Sent** As you send an email message, the message 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 message is being each (in ) and the third was not each due to a delivery.

is being sent ( (( ), the second is waiting to be sent (  $_{\odot}$ ), and the third was not sent due to a delivery problem (  $\chi$ ).

After a message has been sent, it disappears from the Sent folder, unless you specify in the Email Settings 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.

- **Saved** If you have specified (in Email Settings) to have the system automatically discard messages when your mailbox is full (oldest first), you can "save" messages from this auto-deletion process by moving them to this Saved folder. (Read more in *Auto-discard msgs when mailbox is full.* on page 106)
- **Drafts** If you start composing a message but want to pause in writing it or wait to send it, then you can save the message in the Drafts folder and later open it and continue. (Read more in *Save an Email Message as a Draft* on page 95.)

Note that the messages in the Drafts folder are protected from the auto-deletion process. (Read more in *Auto-discard msgs when mailbox is full.* on page 106)

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 Email Messages* on page 97.)

#### Create an Email Folder

To create a new folder, do the following while in the Email application:

- 1 On the Browse Email screen, scroll to highlight any folder.
- 2 Press Menu 💠 then select New Folder. The New Folder dialog box appears:

New Folder	Cancel
Name	
	Done ×

**3** Type the name of your new folder, then press **Done x**.

Your new folder will now appear on the Browse Email screen and is ready to hold messages.

#### Edit an Existing Email Folder Name

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

To edit any other folder name, do the following while in the Email application:

- 1 On the Browse Email screen, scroll to highlight the folder whose name you want to edit.
- 2 Press Menu ♦ then select Rename... [♦ + E]. The Edit Folder dialog box appears with the text cursor in the Name field, ready for editing:

Edit Folder		Cancel
Name	Running Friends	
		Done ×

**Note:** If you rename a folder that is used to save mail from a POP account, the **Save Folder** field on that Accounts screen will update automatically to the new folder name.

3 Make your edit to the name, then press Done x.

#### **Discard an Existing Email Folder and Message Contents**

**Note:** You cannot discard the Inbox, Sent, Drafts, or Trash folders as they are "system" folders. You can, however, delete all the contents of a system folder by highlighting the folder name, opening the menu and selecting **Empty...** [etc].

To discard any other folder (and its contents), do the following while in the Email application:

- 1 On the Browse Email screen, scroll to highlight the folder you want to discard.
- 2 Press Menu 💠 then select Discard....

**3** A confirmation dialog box appears, asking if you want to delete the folder and all of its contents. Select **Discard** to confirm the deletion, or press **Cancel x** to cancel the deletion.

### **Email Settings**

You can decide how Email behaves on your own device by specifying your preferences on the Email Settings screen. Here's how to open Email Settings screen while you're in the Email application:

From the Browse Email screen, press Menu 🔷 then select **Settings**. The Email Settings screen appears:

🛷 Settings	Jun 4, 12:30pr G7.11
General	nt/size in Email screen.
Snow message country Ring for receipt of	
(Beeps ‡)	BadaBing A 💠
Automatic Message M	anagement
Empty Trash every	ssages in Sent folder. night. when mailbox is full.—
Permanently discards full, oldest first, exce Drafts folders. If thes mailbox quota, new m	e folders fill the
Only discard mess	ages older than 7 days.
Attachment Limits	
Large attachments ca mailbox quickly. Use control which attachn (You will always be no tries to send you an a	these rules to nents are delivered. ntified if someone
Remove attachmer	its larger than:
(250KB \$	
Remove attachment	of these types:
□ Images - Can be vi (.jpg .gif .png)	iewed on device.
PDF - Can be view	
<ul> <li>Word - Can be view</li> <li>Excel</li> </ul>	ved on device.
PowerPoint	
Multimedia (.mp3 .aiff .way .swf .	
(.mp3 .aiπ .wav .swi .	
(.zip .stuff .exe,)	16

Read more about each setting in the topics below.

#### Show Message Size/Count

By default, for each message, the Browse Email screen displays message sender, title, and date. If you want to see more information (how many messages you have in each folder, and how large each message is) then do the following while in the Email application:

- 1 From the Browse Messages screen, press Menu 🔷 then select Settings. The Email Settings screen appears.
- 2 Look for the section that reads **General**:

General		
	message count/size in Email screen.	
M SHOW	message county size in Email screen.	

Check the box to turn on the feature. Clear the check box to turn off the feature.

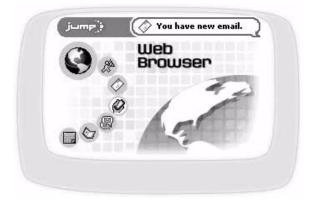
**3 Press Back x** to save your setting and return to the Browse Email screen. With this feature turned on, notice the additional information that displays in the the far right columns on the Browse Email screen:



When this check box is not turned on, the view will look similar to the illustration in *Browse Email Screen* on page 88.

### Set Up Email Ringtones

You can select if and how your device lets you know (or "notifies" you) when a new email has arrived. If you turn on notifications (explained below), you will receive a balloon notification in the title bar (shown below) and a ringtone will play when you receive a new message.



To turn on new message notification and to select a ringtone, do the following while in the Email application:

1 From the Browse Email screen, press Menu 🔷 then select Settings. The Email Settings screen appears.

2 Look for the section that reads Ring for receipt of new email.



Note that this option is checked by default, which means new message notifications are turned on and you'll hear the default ringtone when you receive a new email. You'll receive this and the balloon notification no matter what screen you're viewing or application you're in (except no balloon notifications will appear while you're playing games).

- **3** If you want to change the default ringtone, select a notification "category" from the first pop-up menu. In the example above, "Tunes" 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.
- 4 Press **Back**  $\times$  when you're finished with your settings. If you don't want to save the changes, press [ $\diamond + .$ ].

### Automatic Message Management

To help you manage your mailbox size, the Email Settings screen offers you some ways to keep the total size down automatically. Remember, your mailbox cannot store more than 6 MB of messages, including attachments. Once you've reached this limit (if you don't have any of the automatic message management options checked), new email will "bounce" (be returned to sender).

To set automatical message management, do the following while in the Email application:

- 1 From the Browse Email screen, press Menu ♦ then select Settings. The Email Settings screen appears.
- 2 Look for the section that reads Automatic Message Management. You'll see a number of options:



• Save outgoing messages in Sent folder.

If you want a copy of each email you send to be saved to your Sent folder, check this check box. If you change your mind at some point, select the check box to clear the check.

• Empty Trash every night.

If you want your Trash to be emptied automatically each night, then check this check box.

Auto-discard msgs when mailbox is full.

With this option selected, once your mailbox is full, the system will automatically make room for new messages by permanently discarding old messages, starting with the oldest message. The system looks for old messages to discard in all your Email folders, **except** for the **Saved** and **Drafts** folders. (Read more in *The Email System Folders* on page 102.)

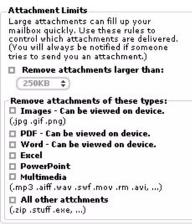
You can further specify that the system not delete messages less than 7 days old by checking the **Only discard messages 7 days or older** check box.

3 Press Back x when you're finished with your settings. If you don't want to save the changes, press [4 + .].

### Attachment Limits

Another way you can manage the size of your mailbox is to limit the size and types of attachments that the Email application will deliver to you. Make these settings by doing the following while in the Email application:

- 1 From the Browse Email screen, press Menu 🔷 then select Settings. Email Settings screen appears.
- 2 Look for the section that reads Attachment Limits. You'll see a number of options:



- **3** If you want to set a size limit for attachments, check the box that reads **Remove attachments larger than**, then open the pop-up menu and select the maximum size of attachments you want delivered. Select from 100 KB, 250 KB, 500 KB, or 1 MB.
- **4** If you want attachments removed from your incoming emails, you must check the boxes for the attachment types you want removed. Note that the attachments that are viewable on the device are grouped at the top of the list.
- 5 Press Back x when you're finished with your settings. If you don't want to save the changes, press [ $\diamond$  + .].

# **Space Limitations**

You can store up to **6 MB** of email messages (including attachments) using the Email application. Once you near your storage space limit, you will receive a warning and recommendation that you discard some messages and empty your Trash. If your mailbox is over 75% full, you'll be alerted to this fact on the Email splash screen.

A more efficient way to handle your space limitation is to have the system automatically remove messages from your mailbox by setting preferences. This is all described in *Automatic Message Management* on page 106.

If your mailbox is full, new incoming messages will "bounce", which means it will be returned to the sender. Note that you will **not** be notified when a message bounces.

# 10. Phone Messaging

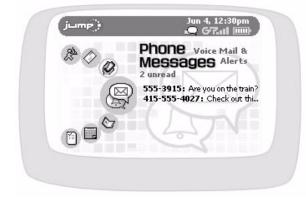
Phone Messages is a two-way text messaging application that lets you send, receive, and reply to short text messages directly from your phone. It's fun! Learn all about Phone Messages by reading the topics in this chapter:

- Phone Messages Splash Screen on page 108
- Browse Messages Screen on page 109
- Status Indicators on page 110
- Keyboard Shortcuts on page 110
- View Text Messages on page 110
- Sort Text Messages on page 111
- Send Text Messages on page 112

- Add Text Message Senders to the Address Book on page 113
- Call Back Sender of a Message on page 114
- Discard Messages on page 114
- Retrieve Messages from the Trash on page 115
- Setting Phone Messages Ringtones on page 115

# Phone Messages Splash Screen

To open the Phone Messages application, first press Jump, then scroll to highlight the Phone Messages icon in the left-hand "ring" of applications. You will see the Phone Messages "splash" screen on the right side of the screen when you've highlighted the Phone Messages application icon:



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

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

### Browse Messages Screen

The Browse Messages screen is your main view into the Phone Messages application. The Browse 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 111.)



**Title Bar** - The title bar of the Phone Messages screen shows you how many messages you're storing and the maximum number of messages that you can store on your device's SIM card:



Folders - In the illustration of the Browse Message screen above you'll see the three "system" folders--Inbox,

Outbox, and Trash--identified by a folder-type icon: Plate (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 messages is showing), with the first message in bold, indicating it is "unread".
- The **Outbox** is empty and is shown collapsed. The Outbox is used to hold your messages, only until they have been sent. Then they disappear from the Outbox and are not stored on your SIM.
- The Trash folder is empty and shown collapsed.

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 press. To collapse the list, press again. Press again to expand, etc.

**Message Sender** - If the sender of the text message is in your Address Book, then the phone number will resolve to a contact name, which displays in the left column. If the sender is not in your Address Book, then the sender's phone number will display.

**Message Lead-In and Preview** - The first few words of the text message will display to the left of the sender's name/phone number. The first few lines of the message highlighted will display in the "preview panel", which appears just below the list of messages.

**Open a Message** - To open an individual message, highlight the message and press the wheel. To learn more about reading your message, read *View Text Messages* on page 110.

**Status Indicators** - To the left of each item in the Browse Messages screen is an icon that indicates the status of the folder or message. To interpret these icons, read *Status Indicators* on page 110.

### **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**. Here's what the icons mean:

- S You have **replied** to this message.
- 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.
- E E Icons identifying the **Inbox folder**, with contents collapsed/expanded.
- Icons identifying the **Sent folder**, with contents collapsed/expanded.
- **a** Icons identifying the **Trash folder**, with contents collapsed/expanded.

### **Keyboard Shortcuts**

While in the Phone Messages application, you can use keyboard shortcuts to open options from the menus.

#### **Browse Messages Menu Shortcuts**

New Message	🔷 + N
Reply	🔷 + R
Forward	🔷 + J
Call Back	🔷 + P
Add Contact	o + @
Discard	673

#### **Compose Message Menu Shortcuts**

Send	🔷 + M
Add Contact	o + @
Cancel	♦ +.

### View Text Messages

To view a list of all your text messages, open the Phone Messages application from the Jump screen. The Browse 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. (Press 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 display in full-screen view, then press the wheel. Your message contents display in the Read screen.
- 3 To dismiss the message and return to the Browse Messages screen, press Back x.

#### About Text Message Folders

Phone 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 was not sent due to a delivery problem (x).

Note: After you send a message, a copy of it remains in the Sent folder until you explicitly delete it.

• **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 retrieve it. (Read more in *Retrieve Messages from the Trash* on page 115.)

### Sort Text Messages

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

1 From the Browse Messages screen, press Menu ♦ and select Sort.... The Sort Messages screen opens:



- 2 Select the sort option you prefer: newer messages at the top or the bottom of the list.
- **3** Press **Done** [**x**] to save your setting.

### Send Text Messages

You can send text messages by doing any of the following:

- Compose a New Text Message on page 112
- Reply to a Text Message on page 113
- Forward a Text Message on page 113
- *Resend a Text Message* on page 113

#### **Compose a New Text Message**

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

1 From the Browse Messages screen, press Menu ♦ then select New Message... [♦ + N]. The Compose screen opens:

🛞 Compose	Jun 4, 12:30pm G7.11
То	

- **2** Complete your message:
  - **To** field Start typing the first or last name of a contact in the To field, and the Phone 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 pop-up menu. Use the wheel to highlight, then press to select one of the address suggestions, or you can type a new one directly in the To field.
  - 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:

(Q) Compose	Jun 4, 12:30pm G7.11
To 206-555-1345	
Please meet me at the sta Don't be late!	tion at 2 pm sharp!
59/160 characters	Send OM

**3** To **send** your message, do one of the following:

- From the Compose screen, press Menu ♦ then select Send [♦ + M].
- Press Back x; a dialog box appears asking you to select Discard or Send. Select Send x.
- 4 To **discard** your message, either:
  - From the Compose screen, press Menu ♦ then select Discard.
  - Press Back x; a dialog box appears asking you to select Discard or Send. Select Discard.

#### **Reply to a Text Message**

To reply to a text message, do the following:

- 1 From the Browse Messages screen, scroll to highlight the message you want to reply to. Open the message if you wish by pressing the wheel.
- 2 From either the Read or Browse Messages screen, press Menu 🗞 then select Reply... [🔷 + R].
- 3 The Reply screen opens with the **To** field filled in.
- 4 Complete and send your message, as described in *Compose a New Text Message* on page 112.

#### Forward a Text Message

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

- 1 From the Browse Messages screen, scroll to highlight the message you want to forward. Open the message if you wish by pressing the wheel.
- 2 From either the Read or Browse Messages screen, press Menu ♦ then select Forward... [♦ + J].
- **3** The Forward screen opens ready for you to address. The message is appended to the end of the new message.
- 4 Complete and send your message, as described in *Compose a New Text Message* on page 112.

#### **Resend a Text Message**

You can only resend messages that are in the Sent folder. You can resend any of the messages in the Sent folder, whether or not they were successfully sent:

- 1 From the Browse Messages screen, scroll to highlight the Sent message you want to resend. Open the message if you wish by pressing the wheel.
- 2 Press Menu  $\diamond$  then select Resend. Your message opens in a Compose screen, which means you can edit any of the fields, if you wish.

# Add 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 Messages screen, scroll to highlight the message whose sender you want to add as a contact. Open the message if you wish by pressing the wheel.
- 2 From either the Read or Browse Messages screen, press Menu ♦ then select Add Contact... [♦ + @].

3 The Add Contact to Address Book dialog box opens with the new contact's phone number added:

Add Contact to Add	iress Book	Cancel
First		
Last		
Nickname		
Company		
Phone 1-650-5	55-2256	
	1	Add ×

- 4 At this point you can:
  - Add the new contact without any other information by pressing Back x.
  - Provide more contact information by filling in the fields in the dialog box.
  - Simply select Cancel to return to the Phone 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 116.

### Call Back Sender of a Message

To use the Phone application to call the sender of an SMS message, do the following:

- 1 From the Browse Messages screen, scroll to highlight the message from the person you wish to call back. Open the message if you wish by pressing the wheel.
- 2 Press Menu 💠 then select Call Back [🔷 + P]. You enter the Phone application; verify the number and press Send Call.

### **Discard Messages**

To discard a message:

- 1 From the Browse Messages screen, scroll to highlight the message you want to discard. Open the message if you wish by pressing the wheel.
- **3** The message is moved to the Trash folder.

**To empty all messages from the Trash**, from the Browse Messages screen, press **Menu**  $\diamond$  then select **Empty Trash**. The contents of your Trash folder are emptied after you confirm that you want to permanently discard them.

### **Retrieve Messages from the Trash**

As long as a message is in the Trash, you can retrieve it to another folder:

- 1 From the Browse Messages screen, scroll to highlight the Trash folder.
- 2 Press the whweel to expand the contents of the folder (if they are not already expanded).
- **3** Scroll to highlight the message you want to retrieve.
- 4 Press Menu 🐟 then select Retrieve Message. The message now is restored to the folder from which you discarded it.

### **Setting Phone Messages Ringtones**

You can select the way your device lets you know (or "notifies" you) when a new text message has arrived. If you have a ringtone selected, you will also receive a balloon notification in the title bar when a new message arrives. To select a notification method, do the following:

1 From the Browse Messages screen, press Menu 🔷 then select Settings. The Settings screen appears:

Settings	Jun 4, 12:30pm G7.11
🗹 Ring when new n	nessage arrives:
Beeps 💠	BadaBingA 💠

- 2 The **Ring when new message arrives** check box is selected by default. If you would rather **not** be notified by a ringtone when a new message arrives, remove the check mark by using the wheel to highlight the check box, then press. (Pressing again will cause the check mark to appear once again.)
- 3 Assuming you do want a ringtone to notify you of a new text message, select a ringtone "category" from the first pop-up menu. To open the category pop-up menu, use the wheel to highlight the first field (in the example above, "Beeps" is selected in the first field). Then press the wheel to open the pop-up menu. Rotate the wheel to select the category you want, then press. You can choose from Beeps, Silent, Tunes, and Voice.
- 4 Depending on what category you've selected, you will have additional sound selections ("songs") in the popup menu to the right. You will hear a preview of the sound when you highlight it in the pop-up menu. Press the wheel to select a song.
- 5 When finished setting up your ringtones, press **Back x** to save your changes.

# 11. Keeping Contacts in the Address Book

Organize all the information that helps you keep track contacts in the Address Book. Read all about the Address Book features in this chapter:

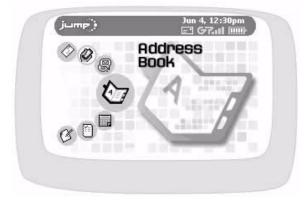
- Address Book Splash Screen on page 116
- How Much Information Can I Store? on page 117
- The Browse Contacts Screen on page 117
- T-Mobile Contact Information on page 117
- Keyboard Shortcuts on page 117
- Filter Contacts by Category on page 118
- Sort Contacts on page 119

- Create a Contact on page 119
- Edit a Contact on page 121
- Discard/Retrieve a Contact on page 121
- Contact a Contact on page 121
- Find a Contact on page 122
- How Much Information Can I Store? on page 117
- Empty the Address Book Trash on page 122
- Address Book Settings on page 123

**Note!** All the contacts you keep in the Address Book on the Web are kept in sync with the contacts on your device. Read about using the Address Book on the Web (including how to import your existing Contacts lists) in *20. Using Address Book on the Web* on page 182.

# Address Book Splash Screen

To open the Address Book application, first press Jump, then scroll to highlight the Address Book icon in the lefthand "ring" of applications. You will see the Address Book "splash" screen on the right side of the screen when you've highlighted the Address Book application icon:



# How Much Information Can I Store?

You can store **2000 contacts (on color devices) or 1000 contacts (on grayscale devices)** in your Address Book. For each contact you can keep these categories of information:

- Ten Phone numbers
- Five **Email** addresses
- Three Web addresses (URLs)
- Three Street addresses
- One Note

### The Browse Contacts Screen

The Browse Contacts screen is the 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:

Jun 4, 12:30pm G7.11	
1-223-555-3915 Home	
1-223-555-3915 Vacat	
1-415-555-2345 Boat	
art@tmail.com Device	
1-415-555-1345 Vacat	
1-415-555-2445 Work	
1-415-555-2785 Device	

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 118 and *Sort Contacts* on page 119.

### **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 while you are in the Address Book:

1 On the Browse Contacts screen, scroll to the **Customer Care** entry; press the wheel to open the contact details screen.

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

- **2** To phone T-Mobile Customer Care:
  - From the contact details screen, scroll to highlight the phone number.
  - Press Menu 💠 then select 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 Details Menu Shortcuts

- Trash Menu Shortcuts
- Settings Add Category and Add Label Menu Shortcuts

#### **Browse Contacts Menu Shortcuts**

New Contact	🔷 + N
Discard	632
All	<b>o</b> + 0
Trash	🔷 + T

#### **Contact Details Menu Shortcuts**

Done	×
Discard Contact	622
Cancel	♦ + .

#### **Trash Menu Shortcuts**

All	<b>\$</b> + 0
Trash	🔷 + T

#### Settings - Add Category and Add Label Menu Shortcuts

Done	×
New Category	🔷 + N
Discard	633

### 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 Menu 🚸.
- **2** Scroll through the menu items until you find the list of categories. Individual categories are listed after **AII**. The category of contacts currently displaying on the Browse Contacts screen is indicated by a bullet:



**3** Rotate the wheel to highlight the category you want to use to filter, then press. 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 Menu 🔷 then select Sort... The Sort Options dialog box opens:

Sort Options	Cancel
Sort Contacts By	Last Name 💠
Sort Order	A to Z ≑
Contacts will sort	me is not available, by Company or Email
Address.	Done ×

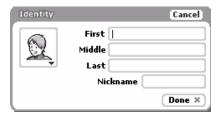
- 2 Highlight the **Sort Options By** field; press and hold the wheel to open the pop-up menu. Scroll to highlight either the **Last Name** or **First Name** option; press to select.
- 3 Highlight the **Sort order** field; again, hold the wheel down to open the pop-up menu. Then scroll to highlight either the **A to Z** or the **Z to A** order; press to select.
- 4 Select **Done** x when finished, or select **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 Menu ♦ then select New Contact... [♦ + N]. The New Contact Identity screen opens:



The Identity screen holds basic contact information, including a pop-up menu of icons you can assign to the contact. Complete at least one of the fields, then select **Done**  $\mathbf{x}$ .

2 The full contact screen appears:



From this screen you can:

- select the contact category ("Adventurers" in the example above)
- add phone numbers (up to ten)
- add email addresses (up to five)
- add Web addresses, or URLs (up to three)
- add a note

To add information, scroll the wheel to highlight the appropriate Add button, and press. A screen opens in which you can add the information. For example, the following illustration is of the Phone Number screen:

Phone Nu	mber	Cancel
Label	Unlabeled 🔷 🖨	
Number		
Custo	m Ring	
Chim	s 🌲 Aler	<b>t</b> \$
		Done ×

3 Add contact information to each screen, then select **Done** X. 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

4 To save all the pieces of information you've added to the contact screen, press Menu ♦ then select Done [x].

**Tip:** If you cannot select **Done** 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 Menu 🔷 then select 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 Menu 🔷 and select Done [x].

### Edit a Contact

#### To edit an existing contact:

- 1 From the Browse Contacts screen, highlight the contact's name then press the wheel. The contact's information appears for editing.
- 2 Edit information as you wish, then press Menu 💠 and select Done [x].

### **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 Menu 💠 then select Discard Contact [ett.].
- **3** The contact is moved to the Trash without a confirmation prompt.

#### To retrieve a discarded contact:

- 1 From the Browse Contacts screen, press Menu ♦ then select Trash [♦ + T]. The contacts in the Trash appear.
- 2 Highlight the contact you wish to retrieve from the Trash.
- 3 Press Menu ♦ then select 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, Phone Messages, Email, or Instant Messaging:

- 1 From the Browse Contacts screen, highlight the name of the contact with whom you wish to communicate.
- 2 Press the wheel to open the contact information.
- 3 Scroll to highlight the phone number, email address, or Web address you wish to use.

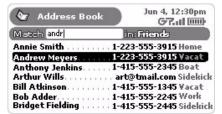
- **4** Press and hold the wheel to open the pop-up menu. Scroll to highlight one of the following, then press to initiate the highlighted action:
  - <Label><phone number> to switch to the Phone application and place a call to your contact
  - Email <address> to switch to Email and compose an email to that contact
  - Send Phone Message <phone number> to switch to the Phone Messages application and compose a text message to send to that contact
  - Go to <URL>- to switch to the Web Browser application and open the contact's Web page
  - Look up <address> to switch to the Web Browser application and open a map to the address
  - Edit to edit the highlighted contact information
  - Discard to discard the highlighted contact (and their information) to your Address Book Trash

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

# 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** dialog box. The Match 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 **Menu**  $\diamond$  then select **Match...** The Match dialog box 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 Press the wheel to open the contact details.

# **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 Menu 🐟 then select Trash. The contacts in the Trash appear.
- 2 Press Menu 🔷 then select Empty Trash. All contacts in the Trash are permanently removed.

# Address Book Settings

Use the Settings screen (shown below) to set up "categories" for organizing contacts, as well as "labels" for identifying types 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.

Settings Jun 4, 12: G77.11	
Address Book Settings	Categories Labels
Import Contacts from S	SIM

#### 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

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

#### To edit an existing category:

- 1 From the Browse Contacts screen, press Menu 💠 then select Settings. The Settings screen appears.
- 2 Scroll down and select Categories. The Categories screen appears:

Categories	Jun 4, 12:30pm G7.11 [111]	
Category	Contacts	
All	139	
Unfiled	0	
Trash	6	
Family	12 🕯	
Friends	36	
New	6	
Running	8	
Trekkies	5	
Work	10 🗸	

3 Scroll to highlight the category you wish to edit, then press the wheel. The Edit Category dialog box appears:

Edit G	ategory	Cancel
Name	Victoria Friends	
		Done ×

4 Edit the name as you wish, then select **Done x** to save the change. To cancel your edit, select **Cancel**.

#### To create a new category:

1 From the Browse Contacts screen, press Menu 💠 then select Settings. The Settings screen appears.

- 2 Scroll down and select Categories. The Categories screen appears.
- 3 Press Menu 💠 then select New Category [💠 + N]. The New Category dialog box appears:

New Category	Cancel
Name	
	Done ×

- **4** 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".
- 5 Select **Done x** to save the category. If you change your mind and don't want to create the new category after all, select **Cancel**.
- 6 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 118.

#### To discard a category:

- 1 From the Browse Contacts screen, press Menu 💠 then select Settings. The Settings screen appears.
- 2 Scroll down and select **Categories**. The Categories screen appears.
- **3** Scroll to highlight the category you wish to discard.
- 4 Press Menu 🔷 then select Discard... [ett.].
- 5 A confirmation dialog appears, asking if you want to discard the category permanently. Select **Discard** if you want to; otherwise, select **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.

🎸 Gloria Grant	Jun 4, 12:30pm G7.11
Gloria Grant "Glory"	t Edit Identity
	Edit Personal Info
Category Adver	nturers 🗘
Ø Phone	Add
Home 1-415-555-13 Vacation 1-415-555-23	
🔷 Email (none)	Add
🚱 Web	Add
work www.exampl	e.com
🥥 Address (none)	Add
1 Notes	
Gloria is my favorite tour guid She's especially good with b But don't call her on weekend She hates that!	ackpacking <del>tr</del> ips,

By default, the Address Book includes the following labels:

- Home
- Work
- Mobile
- Fax
- Personal

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

#### To edit an existing label:

- 1 From the Browse Contacts screen, press Menu 💠 then select Settings. The Settings screen appears.
- 2 Scroll down and select Labels. The Labels screen appears.
- 3 Scroll to highlight the label you wish to edit, then press. The Edit Label dialog box appears:

Edit L	abel	Cancel
Name	Social	)
		Done ×

4 Edit the name as you wish, then select **Done x** to save the change. To cancel your edit, select **Cancel**.

#### To add a label:

- 1 From the Browse Contacts screen, press Menu 💠 then select Settings. The Settings screen appears.
- 2 Scroll down and select Labels. The Labels screen appears, showing all existing labels:

& Labels	Jun 4, 12:30pm G7.11 [111]
Label	Cashing an
Home Work	
Mobile	
Vacation	
Personal	
Private	
Boat	

3 Press Menu 💠 then select New Label [🔷 + N]. The New Label dialog box appears:

New L	abel	Cancel
Name	1	)
		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".

- 4 Select **Done x** to save the label. If you change your mind and don't want to create the new label after all, select **Cancel**.
- 5 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 Browse Contacts screen, press **Menu** 💠 then select **Settings.** The Settings screen appears.
- 2 Scroll down and select Labels. The Labels screen appears.
- **3** Scroll to highlight the label you wish to discard.
- 4 Press Menu 💠 then select Discard... [ et al.
- 5 A confirmation dialog appears, asking if you're sure you want to discard the label. Select **Discard** if you want to; otherwise, select **Cancel** to keep the label.

#### Import Contacts from SIM

From the Settings screen you can import to your Address Book any contacts you may have stored on a SIM card from another T-Mobile GSM-enabled phone. Follow the instructions below to do this:

- 1 Follow the instructions provided in *How to Remove Your SIM* on page 28 to remove your T-Mobile-supplied SIM from your device.
- 2 Follow the instructions in *How to Insert Your SIM* on page 28 to insert the SIM containing the contacts you want to import.
- 3 From the Browse Contacts screen, press Menu ♦ then select Settings. The Settings screen appears.
- 4 Scroll to highlight the Import Contacts from SIM button then press the wheel:

🔄 Settings	Jun 4, 12:30pm G77.111	
Address Book Settings	Categories Labels	
Import Contacts from	SIM	

- 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 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.

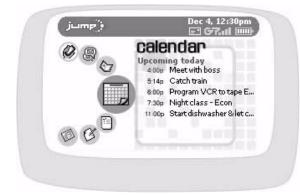
# 12. Scheduling Events with Calendar

We hope you enjoy using the Calendar application! For info on using the Calendar, read the topics in this chapter:

- Calendar Splash Screen on page 127
- Keyboard Shortcuts on page 128
- Create an Event on page 128
- Move an Event on page 131
- Edit an Event on page 132
- **Discard an Event** on page 132
- Ways to View Your Events on page 132
- Upcoming View on page 134
- Day View on page 135
- Week View on page 136
- Month View on page 137
- Year View on page 138
- Trash View on page 138
- Go To a Specific Day on page 139

### **Calendar Splash Screen**

To open the Calendar application, first press Jump, then scroll to highlight the Calendar icon in the left-hand "ring" of applications. You will see the Calendar "splash" screen on the right side of the screen when you've highlighted the Calendar application icon:



The splash 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 you of an event 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 128.

# **Keyboard Shortcuts**

write you're in the cale	inual applicat
New Event	🔷 + N
Discard Event	633
Show Today	🔷 + H
Go To	<b>◇</b> + 0
View	🔷 + D
Upcoming View	<b>o</b> + 0
Day View	<b>◇</b> + 1
Week View	<b>o</b> + 2
Month View	<b>o</b> + 3
Year View	<b>o</b> + 4
Trash	🔷 + T
Next/Previous Day Next/Previous Week Next/Previous Month Next/Previous Year	

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

### **Create an Event**

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

- Add an Event from Scratch on page 128, or
- Copy an Existing Event on page 131

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 From any Calendar view, press Menu 🔷 then select New Event [🔷 + N]. A blank New Event screen appears:

Icon	Date Dec 4, 2002 👔 🎹	
	Start & End 🔹	
	From 8:00pm to 9:00pm	
¢⊋rei	PETITION	Add
P REN	INDER	Add
Ø NO	TES	

**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 Select an icon for your event by rotating the wheel to highlight the Icon selector:

Press the wheel to open the icon pop-up menu. Rotate the wheel to highlight an icon, then press to select it. You can pick from the following icons:



4 Pick the **Date** on which the event starts from the date selector **Description 21**, **2003**. Highlight the month selector with the wheel, then press to open the month selector pop-up. Rotate the wheel until the month you want is highlighted, and press to select it. Rotate the wheel down one click to advance to the date selector, use the wheel to open the pop-up and select a date, and so on through the year selector.

You can also use the calendar date selector to select the event start date. Highlight the calendar icon IIII then press. The current month appears, with today's date highlighted:



If you want another day, month, or year, rotate the wheel (or press the D-pad arrows) until you highlight the day in the month and year you want. Then press the wheel to have this date appear in the Event Details screen.

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



Select Start & End to open the pop-up menu:

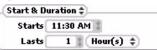


Scroll the wheel to highlight the duration type you want, then press.

• If you selected Start & End, you'll have to pick a date range:

Start & End From 8:00pm to 11:30pm

• If you selected Start & Duration, you'll pick a start time and duration in either hours or minutes:



• If you selected All Day, you'll need to pick how many days:

All Day		\$
Lasts	1	day(s)

6 To make the event repeat on a regular interval, in the **Repetition** section, rotate the wheel to highlight the **Add** button, then press. The Repetition dialog box opens:

Repetitio	n Discard	Ca	nce
Repeat	Daily		¢
🛛 Until	February 1, 2004		
		Do	ne

Select a repeat interval from these choices:

- Every Day
- Every Sunday
- 1st Day of Every Month
- 1st Sunday of Every Month
- Yearly on June 4th
- Other...

7 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 f	ixed interval	ŧ
Every	1	Day(s)	\$

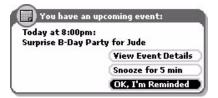
• Repeat on specific days - Select how often you want the event to repeat and then select the appropriate days:



8 To set a reminder for the event (and each time it repeats), in the **Reminder** section, highlight the **Add** button and press. The Reminder dialog box opens:

Reminder	Discard	Cancel
Remind 15	minute(s) ‡	before.
	(	Done ×

You can set your reminder to happen a number of minute(s), hour(s), or day(s) before the event. You are reminded by a device alert (sound and on-screen message). Depending on what you set for the remind time, you'll receive a reminder like the following before your event:



- 9 To can also add a note to your event. Simply highlight the Notes box and type. Your note can be any length.
- **10** Here's an example of a filled-in event:

ð	Event Surprise B-Day	y Party for Jude
Icon	Date Jun 9, 2003	1
	Start & End 🔹	
	From 8:00pm	to 11:30pm 💈
¢⊋rei	PETITION	Add
P REN	MINDER	Add
Ren	nind 5 days prior via de	vice alert.
1 NO	TES	

### Copy an Existing Event

- 1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to duplicate, then press the wheel to open its Events Details screen.
- 2 Press Menu  $\diamond$  then select 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, press Menu ♦ then select Done x.

### 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 Day or Week view, scroll to highlight the event you want to move.
- 2 Press Menu 💠 then select Move Event.
- **3** Scroll the wheel to position the event at the new time.
- 4 Press the wheel to save the move.

# Edit an Event

You can always edit an existing event by doing the following while in the Calendar application:

- 1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to edit, then press the wheel 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 press to open the appropriate dialog box for editing.
- **3** When you've finished editing the details, press **Back x**. If you've changed a repeating event, you'll be prompted to:
  - Change this date
  - Change this & future dates
  - Change all dates

Select the appropriate action and select Save.

# **Discard an Event**

You can always discard an existing event by doing the following while in the Calendar application:

- 1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to discard.
- 2 Press Menu 💠 then select Discard Event [et].
- 3 The event is moved to the Trash view. If you've discarded a repeating event, you'll be prompted to:
  - Discard this date
  - Discard this & future dates
  - Discard all dates

Select the appropriate action and press Save.

### 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, press **Menu** then select **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:

1	Upcoming	<b>o</b>
	Day	<b>\$</b> 1
	Week	<b>\$</b> 2
	Month	<b>\$</b> 3
	Year	<b>\$</b> 4
6	Trash	¢Τ

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  $\diamond + 3$ .

To read more about each view, follow the link in the first column of the table below.

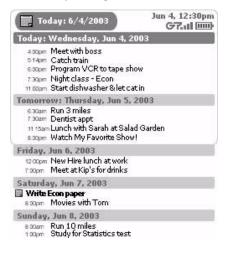
View	What you see in this view	What you can do from this view	
Upcoming View	A list of all scheduled events for the next five days.	Navigate up/down the list by rotating the wheel up or down, or by pressing the D-pad up/down arrows.	
		Edit an event's details by highlighting the event, then pressing the wheel.	
Day View	A list of all scheduled events (past and future), organized by	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows.	
	day. One-hour time slots are shown down the left side of the screen.	Use the menu to Go to Today, Next Day, or Previous Day.	
	Events are shown in shaded boxes, with their titles and time span (as space allows).	Edit an event's details by highlighting the event, then selecting the wheel.	
Week View	A table showing the current week. The days of the week,	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows.	
	starting with Sunday, are shown as column headings and one-hour time slots are shown down the left side of	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.	
	the screen. Events are grey boxes,	Use the menu to Go to Today, Next Week, or Previous Week.	
	sometimes containing a partial title (depending on space).	Edit an event's details by highlighting the event, then pressing 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 pressing the wheel. The Day view appears. Press 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 <b>Go to Today, Next Year</b> , or
		<b>Previous Year.</b> Navigate within a month by first highlighting the month, then pressing 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 pressing the wheel, then highlighting the day and pressing. 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 select **Calendar**, then press **Menu**  $\diamond$  then select **Views... > Upcoming** [ $\diamond + 0$ ].



#### **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 press. At this point you can edit the details if you want. To dismiss the screen and return to the view, press **Back x**.

• 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 select **Calendar**, then press **Menu**  $\diamond$  and select **Views...** > **Day** [ $\diamond$  + 1].

	, Wed 6/4//2003	Jun 4, 12:30pm G7.11
	Diet! 6/4 ALL DAY	
2		
3	Meet with boss. 400500	
5	Catch train. 58520	
6	Program VCR to tape sho	W ON 6 <del>(5</del> 62)
í.	Night class - Econ. 730-1000	
4		Write mom. *****
10		
韻	Start dishwasher & let in	cat. 11:00 - 11:15
13		

#### **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 press Menu ♦ then select 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 select **Calendar**, then press **Menu**  $\diamond$  and select **Views... > Week**  $[\diamond + 2]$ .

we	ek of 6/1,	/2003	Jun 4, 12:30pm
1 Su 10 Shop for dress	2 M 3	Tu 4 W	5 11h 6 F 7 Sa
11	Group status		Lunch with Sanah New Hire Lunch
2	meeting		
4			
5		Catch Inan	

#### Week View Features

- The current day's time slot lines are bold, like Jun 4 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 press. View or edit the event details. To dismiss/ save your edits to the Event Details screen, press Back x.

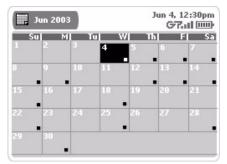
#### Week View Navigation Tips

- 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 weeks.
- 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 select Calendar, then press **Menu**  $\diamond$  and select **Views... > Month** [ $\diamond$  + **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 lowerright corner of the day block <sup>15</sup>.
- To drill down to an Event Details screen, highlight the day, then press to open the Day view. Make sure the event you want to open is highlighted, then press again. View or edit the event details. To dismiss the screen, press **Back x**.

#### **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 select Calendar, then press **Menu**  $\diamond$  and select **Views... > Year** [ $\diamond$  + 4].

2003		Jun 4, 12:30pm G7.11
APRIL	MAY	JUNE
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 0 5 6 7
8 3 10 11 12 13 14	8 3 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28
JULY 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	AUGUST 1 2 3 4 5 6 7 8 3 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	
OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28

#### **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 press. Now you can rotate the wheel to highlight a specific day. Once you've highlighted the day you want, press the wheel. 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, press Menu ♦ and select either Next Year [♦+] or Previous Year [♦+].

### **Trash View**

Whenever you discard an event by using the menu option or the DEL key [42], your event is "saved" in the Trash, in case you want to retrieve it.

#### To retrieve an event:

- 1 From your current view, press Menu ♦ then select View... > Trash [♦ + T]. The Trash view opens.
- 2 Scroll to highlight the event you want to retrieve.
- 3 Press Menu 🔷 then select Retrieve Event. The event returns to its original time slot.

#### To empty the Calendar Trash:

- 1 From your current view, press Menu ♦ then select and select View... > Trash [♦ + T]. The Trash view opens.
- 2 Press Menu  $\diamond$  then select Empty Trash. After confirming your intent to discard your events permanently, 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 the current day ("today") by pressing **Menu**  $\diamond$  then selecting **Go to Today** [ $\diamond$  + H]. Your view remains the same, but the current day is highlighted.

If you want to go to a particular day:

- 1 From your current view, press Menu ♦ then select Go To... [♦ + D]. The Go to Date dialog box opens, from which you can select a date to view.
- 2 Select **Done** and your current view jumps to highlight the day you specified.

# 13. Taking Photos

Smile! You're always ready to document a fun time with the Camera 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 in your Gallery for viewing either on your device or the Web.

Just put the camera into the headset/camera 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:

- Camera Splash Screen on page 140
- **Keyboard Shortcuts** on page 141
- **Insert the Camera** on page 141
- About Capture Modes on page 142
- View Your Photo Gallery on page 143
- Email Photos on page 145
- Change the Name of a Photo on page 145
- Sort Photos on page 146
- Take a Photo on page 142
- Discard Photos on page 146

### Camera Splash Screen

To open the Camera application, first press Jump, then scroll to highlight the Camera icon in the left-hand "ring" of applications. You will see the Camera "splash" screen on the right side of the screen when you've highlighted the Camera application icon:



Two photos from your Gallery will display on the splash screen! You can store up to **36 photos** in your Gallery.

# **Keyboard Shortcuts**

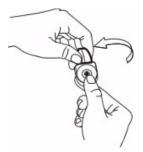
You can use the following keyboard shortcuts for performing actions from the Camera menu:

Capture New	🔷 + N
View Full Screen/Thumbnails	🔷 + D
Rename Photo	🔷 + E
Discard	627
Mail Checked To	🔷 + M

# Insert the Camera

Here's how to attach the camera to your device:

1 Before you can insert the camera into your device, you must expose the camera's "lead", which is protected by a plastic case. You can tell which end of the camera 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 twist the case 90 degrees, then pull to expose the lead:



2 Insert the lead firmly into the device headset/camera jack:



Be sure to push the camera in all the way! You'll know it's in far enough when the wheel lights up.

- **3** As soon as you insert the camera into the jack (assuming you're already in the Camera application), your device will display the Capture screen.
- 4 Before you take your first photo, be sure to read the next section, *About Capture Modes* on page 142.

### **About Capture Modes**

There are two "modes" you can be in when taking a picture:

- Preview
- After you capture an image, it is displayed on the screen. From this screen you can decide to keep it, retry the shot, or rename it. The capture mode is set to **Preview** by default.



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 in your Gallery.

# Take a Photo

To capture 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 From either the Capture or Gallery screen, press Menu 🔷 then select **Capture New**.
- 2 The Capture screen appears with the image currently in focus in the "viewfinder":



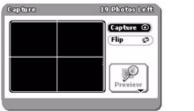
- 3 You must now select a capture mode. (Read more in *About Capture Modes* on page 142.)
  - By default, the Capture screen opens in **Preview mode**, indicated by this icon:



• If you'd rather capture in **AutoSave mode**, then rotate the wheel to highlight the Preview button, then press the wheel to open the pop-up menu. Scroll to highlight **AutoSave**, then press the wheel.



- 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, select the Flip button to turn it right-side up. You can also use the D-pad's up and down arrow keys to flip the picture. Note that you can rotate the camera 180 degrees, which means you can take a picture of yourself!
- 5 When you're ready to capture the image, select the "shutter" button
- 6 The screen lens "closes" first, then opens, displaying your captured photo:





- 7 If you want to give your photo a name (other than the default "Photo #"), scroll to highlight the name text field, then edit the name as you wish. If you keep the photo, you can always rename it later from the Gallery.
- 8 Select either Retry or Keep It x.
  - If you select Retry, the photo is permanently deleted.
  - If you select Keep It, you'll be able to view your photo from the Gallery.

### **View Your Photo Gallery**

You can save up to 36 photos on your device (called your "Gallery"). You can view your Gallery 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 Gallery opens in Thumbnail view. To switch between views, press 🔷 + D.

#### **Thumbnail View**

The Thumbnail view is illustrated below.



Use the wheel to scroll through your 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 title bar:

Gallery	00 mh - h h - fh
Gentery	19 Photos Left

#### **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 select **View Full Screen**. The selected image appears on the screen:

Full Screen	19 Photos Left
	0
My Wad	ky Friend, Kit 2:15pm

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.

#### 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 From the Gallery screen, scroll through the photos, highlighting the photo you wish to select.
- 2 Press the wheel to cause a check mark to appear in the lower-left corner of the image. The corners of the selected image will be outlined as well:



- **3** Continue to scroll through your Gallery, highlighting an image, then pressing the wheel to select it, until you've selected all the images you wish.
- **4 To select a series of contiguous photos**, rotate the wheel to highlight the first photo in the series, then press and hold the Shift key down while continuing to scroll through the Gallery. After the last image you want in the series is highlighted, press the wheel and release the Shift key. To deselect the photos, repeat.

- **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 press. Note that this method also works for selecting a subset of contiguous photos in the Gallery, as described above.
- 6 Your Gallery navigation bar shows you which images you've selected:



#### When Your Gallery Is Full

If your Gallery becomes full (36 pictures stored), the title bar will read "0 Photos Left" and you will receive a notice if you try to take a photo:

Photo	Limit Reached!
D.	To continue using the camera, please discard photos stored in your Gallery,
Ľ	OK

If you want to take new photos, first discard some existing photos, as described in *Discard Photos* on page 146.

### **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 Gallery if you want, up to 36.

- 1 From the Gallery screen, scroll through your photos. When you find a photo you want to email, highlight the photo then press 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 Press Menu ♦ then select Mail Checked To... [♦ + M]. A new email compose screen will appear, with your photos shown as attachments.
- 5 Complete the email, then select **Send** [**•** + **M**].

### 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 Scroll to highlight the photo you want to rename, the press the wheel to select it.
- 2 Press Menu 💠 then select Rename Photo... [💠 + E]. The Rename Photo dialog box opens:



- **3** 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.
- 4 Select **Done x** to save the change and dismiss the dialog box.

### Sort Photos

You can sort the order in which your photos appear in your Gallery by doing the following while in the Camera application:

1 From either the Thumbnail or Full Screen Gallery view, press Menu 💠 then select Sort... The Sort Photos dialog box opens:

Sort Photos	Cancel
Sort Photos By	1
🖲 Date & T	īme
O Name	
Sort Order	
	hotos at Start
O Older Ph	otos at Start
	Done ×

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
    - Newer photos at start
    - Older photos at start
  - Photo Name
    - A..Z
    - Z.A
- 3 When finished, select **Done x** to save changes, or select **Cancel** to dismiss the dialog box with no changes.

### **Discard Photos**

You can always delete photos you've stored in your Gallery, from either the Thumbnail or Full Screen view.

#### To discard one photo at a time:

- 1 Scroll to highlight the image you want to discard.
- 2 Press the wheel to select it.
- 3 Press Menu 🔷 then select Discard... 🖅. A confirmation dialog box appears.
- 4 Select **Discard** to delete the image from your Gallery. If you decide to keep the photo after all, then select **Cancel ★**.

#### To discard more than one photo at a time:

- 1 Use the multiple selection methods described in *How to Select Photos* on page 144.
- 2 Press Menu 💠 then select Discard Checked... A confirmation dialog box appears.
- 3 Select Discard to delete the image from your Gallery. If you decide to keep the photos after all, then select Cancel x.

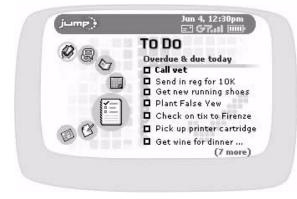
# 14. Keeping To Do Lists

Make sure you never forget another thing to do! Keep yourself organized with the T-Mobile To Do application. Get started now by reading the topics in this chapter:

- To Do Splash Screen on page 147
- Keyboard Shortcuts on page 148
- The Browse Tasks Screen on page 148
- Task Details Screen on page 149
- Create a New Task on page 149
- Edit a Task on page 150
- Mark a Task Completed on page 150
- Task Views on page 151
- **Discard a Task** on page 151
- Manage Your To Do Trash on page 151

### To Do Splash Screen

To open the To Do application, first press Jump, then scroll to highlight the To Do icon in the left-hand "ring" of applications. You will see the To Do "splash" screen on the right side of the screen when you've highlighted the To Do application icon:



The splash screen lists seven of your tasks that are either overdue or due today. 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:

New Task	🔷 + N
Mark Completed	🔷 + K
Mark Incomplete	🔷 + K
Discard	622
All Tasks by Date	<b>◇</b> + 0
Upcoming & Overdue	o + 9
Trash	🔷 + T

# 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, similar to the following:

To Do - All	Jun 4, 12:30pm G7.11 [IIII]
a 🗖 Call vet to make (overdu	e) 6/3/2003
o 🖬 File bills	Today
🛛 🗖 Send in reg for 10K	Today
🛛 🗖 Get new running shoes	Tomorrow
🛛 🗖 Plant False Yew	6/6/2003
🕽 🗖 Check on tix to Firenze	6/6/2003
🛛 🗖 Pick up printer cartridge	6/6/2003
🕽 🗖 Get wine for dinner party	6/11/2003
🛛 🗖 Edit photos from party	6/12/2003
📱 🗖 Check on dates for beach t	rip 6/21/2003
🕻 🗖 Update picture album	6/25/2003
🖌 📽 Sell some stock!	6/28/2003
🖥 🗖 Plan B-day party for Justin	e 6/29/2003
🖞 🗖 Decide about Book Club	7/1/2003
🖞 🗖 Pick up new train schedule	7/2/2003

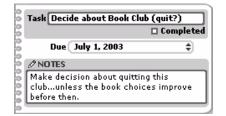
Each upcoming task is shown in regular font face. Overdue tasks are shown in **bold font** and include the (**overdue**) indicator. Opposite each task name is the due date, or Today, or Tomorrow (if applicable). Completed tasks are shown with a check mark  $\swarrow$  and the font is slightly dimmed.

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 *Task Views* on page 151.

### 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 editable, so when opened, you can change the information.

To open a task's details, on the Browse Tasks screen use the wheel to highlight a task, then press. The details screen opens. Here's an example:



### Create a New Task

Follow these steps to create a new To Do task while in the To Do application.

1 From the Browse Tasks screen, press Menu ♦ then select New Task [♦ + N]. A blank Task Details screen opens:

			_	Task	2
leted	🗆 Comple				2
\$	\$	Never	Due		~ ~ ~ ~ ~ ~ ~
			TES		1
				L	000

- 2 In the **Task** field, type a title for your To Do. Your title can be up to 40 characters long.
- 3 Scroll to highlight to the **Due** pop-up menu, then press the wheel. Select one of:
  - Never
  - Today
  - Tomorrow
  - Other...
- 4 If you select **Other...**, the Task Due Date dialog box opens:

Task Due Date	Cancel
Jun 21, 2003	1
	Done ×

Pick the **Date** on which the task is due by using either the date selector or the calendar:

- The month section of the date selector **Example 21, 2003** is highlighted by default. Press the wheel to open the selector pop-up, rotate the wheel until the month you want is highlighted (rotate up for months later in the year; rotate down for months earlier), then press. Rotate the wheel until the day you want is highlighted, then press again. Now pick the year by rotating the wheel until the year you want is highlighted, then press.
- You can also use the Calendar date selector to select a task due date. Use the wheel to highlight the calendar icon \_\_\_\_\_, then press. The current month appears with today's day highlighted by default:



Rotate the wheel to highlight the date you want, then press to select it. If you want to assign a date in a future month, rotate the wheel to scroll through the days and months until you get to the date you want. With the date highlighted, press the wheel to set this date in the Task Details screen.

When finished selecting a Task Due Date, press **Done x**. You are returned to the New Task screen.

- **5** You can also add a note to your task. Simply highlight the **Notes** box and type. Your note can be up to 250 characters (about the size of a medium-sized paragraph).
- 6 To save your new task, press Menu ♦ then select Done ★. 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 press. 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 using the wheel to select the **Completed** check box. You can also mark a completed task as incomplete by selecting the **Completed** check box again to clear the box of the check.
- 3 You can discard the task altogether by pressing Menu 💠 and selecting Discard 🖅.

**Tip:** Your task is not deleted permanently; it's discarded, which means it's been moved to the Trash, where you can retrieve it.

4 When finished with your edits, press **Menu** ♦ then select **Done** ★. If you decide you don't want to save the edits you've just made to the task details, press **Menu** ♦ then select **Cancel** [♦ +.].

### Mark a Task Completed

If you've completed a task, make sure to mark it completed. That way you can choose to hide these tasks from the Browse Tasks screen list of tasks (read more in *Task Views* on page 151).

To mark a task as completed, do this:

- 1 On the Browse Tasks screen, scroll to highlight the task you want to mark completed.
- 2 Press Menu ♦ then select 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 task, you can mark it as incomplete by highlighting the task, pressing **Menu** ◆ then selecting **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 150.

# **Task Views**

There are three task "views". You select the view you want by pressing Menu 🛇 and selecting one of:

- All Tasks by Date [ + 0]
- Upcoming & Overdue [
   + 9]

Your currently-selected view is indicated by a bullet on the menu. In the example below, All Tasks by Date is the current view on the screen--notice the bullet:

New Task	N
Mark Completed	фК
Discard	¢€ĭ
Discard Completed Task	5
<ul> <li>All Tasks by Date</li> </ul>	<b>0</b>
Upcoming & Overdue	\$9
🗊 Trash	¢т

### **Discard a Task**

You can discard a task from the Browse Tasks screens or the Task Details screen.

- From the Browse Tasks screen, scroll to highlight the task you want to discard, then press Menu 💠 and select Discard 🗠.
- From the Task Details screen, press Menu 💠 then select Discard 🖾.

Either way, the task is moved to the Trash, where you can retrieve it...until you empty the Trash.

# Manage Your To Do Trash

All the tasks you've discarded will appear in the Trash view.

#### **Retrieve a Task You've Previously Discarded**

All tasks that you have discarded are stored in the Trash, just in case you want to retrieve them later:

- 1 From the Browse Tasks screen, press Menu 🐟 then select Trash [ 💠 + T]. The Browse Trashed Tasks screen opens.
- 2 Scroll to highlight the task you want to retrieve.
- 3 Press Menu 💠 then select Retrieve Task [💠 + R].
- 4 The task disappears from the Browse Trashed Tasks screen and appears in the Browse Tasks screen.

### Empty the To Do Trash

Remember that you can store 50 tasks, including the tasks you've sent to the Trash. If you're running out of available To Do tasks, empty your Trash:

- 1 From the Browse Tasks screen, press Menu 🐟 then select Trash [ 💠 + T]. The Browse Trashed Tasks screen opens.
- 2 Press Menu 🔷 then select Empty Trash.
- 3 A confirmation dialog box opens, asking if you're sure you want to permanently discard the tasks. Select **Empty Trash**, or select **Cancel x** if you change your mind about permanently discarding your trashed tasks.
- 4 The Trash empties.

# 15. Keeping Notes

Save all kinds of important information with the Notes application. Check or update your notes on either your device or the Web. To learn about using the Notes application, read the topics in this chapter:

- Notes Splash Screen on page 153
- Keyboard Shortcuts on page 154
- View Your Notes on page 154
- Sort Your Notes on page 155

- Add a Note on page 156
- Edit a Note on page 156
- Discard a Note on page 156
- Manage Your Notes Trash on page 157

### Notes Splash Screen

To open the Notes application, first press Jump, then scroll to highlight the Notes icon in the left-hand "ring" of applications. You will see the Notes "splash" screen on the right side of the screen when you've highlighted the Notes application icon:

0.0	NOTES 12 written
	🖉 Belgian Malinois breeders:
	Best 25 K times
	Cat vet dates
03	Good movies to see

The splash screen lists the first four of your notes, as they appear in alphabetical order. The total number of notes you have is also shown (12 total in the example above). You can create and save up to **50 notes (on color devices) or 20 notes (on grayscale devices)**, which includes the notes that you've discarded to the Trash.

### **Keyboard Shortcuts**

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

New Note	🔷 + N
Discard Note	622
All (view)	<b>o</b> + 0
Trash (view)	🔷 + T

### **View Your Notes**

You can select from two different views of your notes:

- All notes
- Trashed notes

To select a view, open the menu and select either All  $[\diamond + 0]$  or Trash  $[\diamond + T]$ . The view of all your notes is further explained below. Read more about the Trash view in *Manage Your Notes Trash* on page 157.

#### The Browse All Notes Screen

The Browse All Notes screen lists **all** your notes in the order your specify in the Sort Options dialog box (read more in *Sort Your Notes* on page 155). By default, the notes are displayed **folded**. This means that only the first line of the note is shown:

Animal checkup dates	¢/21/03
Belgian Malinois breeders:	3/1/03
Best 25 K times	2/27/03
Good movies to see:	12/7/02

**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:

Animal checkup dates	5/14/03
----------------------	---------

### Unfolding/Folding a Single Note

To unfold a single note, do the following while in the Notes application:

1 From the Browse Notes screen, scroll to highlight the note then press the wheel. The note expands, showing the full text:

Good movies to see:	
1. Attachments 2. Fade Away 3. Green Envelope 4. Close Up	5/7/03

- **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, press the wheel. The note folds, showing only the first line:

Good movies to see:	5/7/03
---------------------	--------

#### **Unfolding/Folding All Your Notes**

To unfold all your notes, do this while in the Notes application:

- 1 From the Browse All Notes screen, press Menu 💠 then select Unfold All.
- 2 Scroll up/down through the list of notes.
- **3** At any time, if you want to fold a notes' contents, first highlight the note, then press the wheel. The contents of the note collapse, but the note is still highlighted.
- 4 To re-fold all your notes, press **Menu**  $\diamond$  and select **Fold All**. All the notes' contents collapse. The note that was highlighted when you folded all the notes remains highlighted.

# Sort Your Notes

In the Browse All Notes view, you can specify the order in which your notes are displayed. By default, notes are sorted alphabetically, A-Z, but you can change that by doing the following while in the Notes application:

1 From the Browse All Notes screen, press Menu ♦ then select Sort... The Sort Options dialog box opens:

Sort Options			Cancel
Sort Notes	Alphabetically		ŧ
Sort Order	A to Z	*	
		- 3	Done >

- 2 Use the wheel to highlight the **Sort Notes** pop-up menu, then press. The pop-up menu reveals three choices:
  - Alphabetically
  - By Modification Date
  - By Creation Date
- 3 Scroll to highlight your choice, then press the wheel to select it.

- 4 Use the wheel to highlight the **Sort Order** pop-up menu, then press. This pop-up menu options depend on what you've selected in the **Sort Notes** pop-up menu:
  - Alphabetically
    - A to Z
    - Z to A
  - By Modification Date and By Creation Date:
    - New to Old
    - Old to New
- 5 Scroll to highlight your choice, then press the wheel to select it.
- 6 Select **Done x** to save your sort options.

### Add a Note

Before you add a note, here's some note facts you need to know:

- How many notes can I have? You can store a total of 50 notes (on color devices) or 20 notes (on grayscale devices), 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 157).
- How long can each note be? Each note can be 8000 characters (on color devices) or 1000 characters (on grayscale devices) at most, and that includes spaces and line returns.

To create a new note, follow these steps while in the Notes application:

- 1 From the Browse All Notes screen, press Menu ♦ then select New Note [♦ + N].
- 2 A blank note opens. Type your note using the keyboard. (Read more in *Typing and Navigating in Text Fields* on page 26.) Anything you type over 8000 characters (on color devices) or 1000 characters (on grayscale devices) will not be saved with the note.
- **3** Your note is saved as you type it. When you're done, it is added (in the proper sort order) to your notes in the Browse All Notes screen.

# Edit a Note

You can always edit an existing, unfolded note by doing the following while in the Notes application:

- 1 On the Browse All Notes screen, make sure you are viewing the note **unfolded**. If it's folded, highlight the note with the wheel, then press 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 and Navigating in Text Fields* on page 26.)
- **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 Press Menu 🔷 then select Discard Note error.
- 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:

🦉 Notes - Trash	Jun 4, 12:30pm G7.11
Good car repair shops in area	5/15/2003
Online running trainers	3/28/2003

To switch from viewing all your notes to just the notes in your Trash, press **Menu**  $\diamond$  and select **Trash** [ $\diamond$  + **T**]. 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, press Menu ♦ then select Trash [♦ + T]. The Browse Trashed Notes screen opens.
- 2 Scroll to highlight the note you want to retrieve.
- 3 Press Menu 💠 then select Retrieve Note.
- 4 The note now appears in the Browse All Notes screen.

### **Empty Your Notes Trash**

Remember that you can store 50 notes (on color devices) or 20 notes (on grayscale devices), 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, press Menu ♦ then select Trash [♦ + T]. The Browse Trashed Notes screen opens.
- 2 Press Menu 💠 then select Empty Trash.
- 3 A confirmation dialog box opens, asking if you're sure you want to permanently discard the notes. Select **Empty Trash** (or select **Cancel x** if you change your mind about permanently discarding your trashed notes).
- 4 The Browse Trashed Notes screen appears with the message "The Trash is empty."

# 16. Playing Rock & Rocket

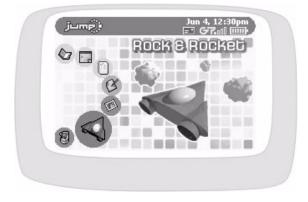
When you have a minute, try the exciting Rock & Rocket game! Dispatch those rocks before they smash your rocket to smithereens!

- Rock & Rocket Splash Screen on page 158
- The Object on page 158
- What Happens on page 159

- Scoring on page 159
- Hints on page 159
- Controls on page 159

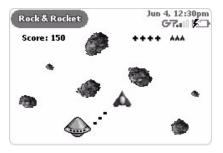
# **Rock & Rocket Splash Screen**

To open the Rock & Rocket game, first press Jump, then scroll to highlight the Rock & Rocket icon in the lefthand "ring" of applications. You will see the Rock & Rocket "splash" screen on the right side of the screen when you've highlighted the Rock & Rocket application icon:



# The Object

Destroy as many rocks as you can before running out of rocket ships.



# What Happens

You start each game with four rockets ( A + AAA) and four hits (++++). Each time you're hit by either a small, medium, or large-sized rock, you take a hit. After taking four hits, your rocket is destroyed and another rocket appears (assuming you have any left). If you get too close to a rock, your shield activates and it costs you a hit. The wheel will change color from clear to yellow to red as you take hits. The good news is you have **unlimited** ammunition!

You can also be hit by the Alien Antagonist . If you hit an Antagonist, cover your eyes or you'll be subject to an alien oath. Very bad! Also (minor detail), if you're hit by the Alien Antagonist, you die baby.

### Scoring

Each time you make a hit, you'll score:

Alien - 25 points Large rocks - 50 points Medium rocks - 100 points Small rocks - 150 points

For every 15,000 points (in any one game) you'll earn another rocket, up to six at any one time. As you get more points, the soundtrack tension builds!

Your high score is saved on the service and always displays on the Rock & Rocket preview and start screens.

### Hints

The Antagonist Alien likes to lure you into rock fields. Beware. Also, if you hit a big rock, it breaks into a smaller rocks. You can only completely eradicate the smallest rocks.

### Controls

To make this happen	Do this
Turn rocket	Rotate wheel
Fire	Press wheel (press and hold to fire at regular intervals)
Thrust rocket forward	Press Jump button
Pause game	Press Back button

# 17. Playing UI Evolution Arcade Games

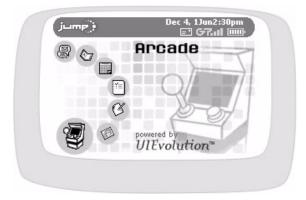
Take a break and play some games from UI Evolution! You'll find these games in the Arcade:

- Arcade Splash Screen on page 160
- Bubbles on page 161

- Code Monkey on page 162
- Shuffle on page 163
- Lab Ratz on page 164

# Arcade Splash Screen

To find the Arcade, scroll through the applications on the Jump screen until you see the Arcade splash screen:



# **Bubbles**

Burst those bubbles before they fill the tank!!



### The Object

The object of Bubbles is to pop all the bubbles before they fill the tank (the tank is full when at least one string of bubbles goes from the bottom to top of tank). Bubbles pop only when they completely fill a row (any row, not just the top row).

### What Happens

Bubbles rise from the bottom center of the tank in four-bubble formations, like this one: \$. As each formation rises, you can rotate the formation to fit the blanks in the row at the top of the tank. You can also shift the formation to the left or right. Once you fill a row with bubbles, the bubbles pop and disappear.

### Scoring

Each time you pop a row of bubbles, you get 100 points.

#### Hints

Watch the box on the right called **Next** to see what bubble formation will be rising next. By knowing the next formation, you can better strategize where to put the bubble currently rising.

### Controls

To make this happen	Do this
Move bubble formation left	Rotate the wheel up, or Press left D-pad arrow
Move bubble formation right	Rotate the wheel down, <i>or</i> Press right D-pad arrow
Rotate bubble formation	Press wheel or Return key
Send bubble formation straight up	Press spacebar
Pause game	Press Back button

# **Code Monkey**

Can you crack the Monkey Code?



### The Object

The Code Monkey has created a hidden Monkey Code. The object of Code Monkey is to guess the combination of monkey faces, bananas, and monkey wrenches in as few guesses as possible.

### What Happens

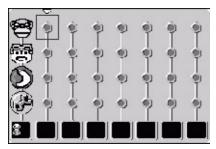
The Code Monkey has placed four random items in the Monkey Code, choosing from four monkey faces, a banana, and a monkey wrench:



Use the wheel or D-pad arrows to cycle through the options, then press the wheel or Return key to enter your guess.

The Code Monkey won't divulge the Monkey Code unless you guess it right. But the Code Monkey will give you feedback on your guesses: A smiley face means you've got the right face/banana/wrench in the right spot. A frowny face means you've got the right face/banana/wrench in the wrong spot. And no face means wrong face/banana/monkey entirely. The tricky part is figuring out which feedback face matches which monkey/banana/wrench. You win when you get four smiley faces.

For example, let's say the Monkey Code is banana/banana/wrench/wrench, and you guess monkey1/monkey2/ banana/wrench:



The Code Monkey feedback at the bottom is one smiley face and one frowny face. The smiley face refers to the wrench, which is the right item in the right place (fourth). The frowny face refers to the banana, which is the right item in the wrong place. (The Code Monkey has it in the first two spots, and you guessed third.)

### Scoring

If you're quick with a banana, you'll crack the Monkey Code in five moves or fewer. But sometimes even the most seasoned banana cryptologists can't outsmart the Code Monkey.

#### Hints

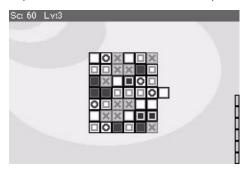
Use logic to solve the Monkey Code. Try starting your guesses with only one monkey face.

#### Controls

To make this happen	Do this
Choose a guess	Rotate the wheel up/down, or Press up/down D-pad arrow
Enter your guess	Press wheel or Return key
Move selector up/down	Press D-pad left/right arrow
Pause game	Press Back button

### Shuffle

Can you move that lone box around to line up a row or column of the same pattern?



### The Object

The object of Shuffle is to make the big box disappear before the timer runs out.

### What Happens

Move that lone square around the larger box, then push it in to shove out another lone box on the opposite side. Line up like colors or patterns in a row or column and that entire row or column will disappear. But hurry--the timer is ticking!

### Scoring

Gain bonus points by clearing a big box quickly, or by wiping away multiple rows with one push.

### Hints

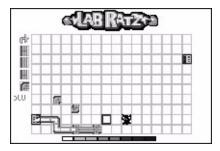
Sometimes it's better to push a different box out the other side then to circle all the way around with the current one.

### Controls

To make this happen	Do this
Move square clockwise	Rotate the wheel down, or Press down D-pad arrow
Move square counter-clockwise	Rotate the wheel up, <i>or</i> Press up D-pad arrow
Insert square	Press wheel or Return key
Add more blocks	Press spacebar
Pause game	Press Back button

### Lab Ratz

Don't let the Lab Ratz escape!



### The Object

The object of Lab Ratz is to guide the Lab Ratz through a tunnel from their cage on the left to their cage on the right, using only the tunnel pieces that fall into your hands.

### What Happens

Someone left the Ratz's cage door open, and they'll need a tunnel built to get them from the left cage to the right one. Tunnel pieces (up/down, left/right, 4-way, and 90-degree turns) fall in random order--you can see the next piece at the upper right. The Ratz will escape onto the floor if the finished tunnel doesn't connect them to the cage on the right.

Use the D-pad to position the next piece on the grid. The white Ratz will escape when the timer runs out. Don't let them hit the floor or the game is over.

### Scoring

For each tunnel piece that the Ratz move through, you'll receive 100 points. The longer the tunnel, the more points you earn!

### Hints

Keep an eye on the upper right--the next piece to drop is the one on top. And the one after that is just below it. And the one after that...

Don't be afraid to plan ahead! And watch out for hungry cats!

### Controls

To make this happen	Do this
Move pieces left, right, up, down	Press D-pad left, right, up, down arrows
Place a tunnel piece	Press the spacebar

# 18. The Desktop Interface

You probably spend a lot of time in front of a computer. Perfect! The data you store in the Email, To Do, Calendar, Address Book, Notes, and Camera applications are also available for viewing or editing on the Web from any computer connected to the Internet. Read more in this chapter:

- Signing In To the Desktop Interface on page 166
- Jump Page on page 167
- The T-Mobile Sidekick Owner's Manual on page 167
- More About the Applications on the Web on page 168
- Signing Out on page 168

# Signing In To the Desktop Interface

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? Follow these instructions to sign in.

- 1 On your desktop or laptop computer, point your Web browser to *www.t-mobile.com*.
- 2 Click the link to **My T-Mobile**. The My T-Mobile page opens.
- 3 Type your device's Phone Number and Password to sign in.

**Tip:** If you don't know your phone number, you can find it on your device: From the Jump screen, open the Phone application. Press the Menu button, then select **Settings**. Your phone number is shown at the top of the screen that appears.

- 4 On the Web page that opens, click the link to **Desktop Interface**.
- 5 Your Jump page opens, displaying a summary of your emails, upcoming Calendar events, To Do list, and Notes.
- 6 To make the Desktop Interface your default entry point to the T-Mobile Web site after signing in, click Set My T-Mobile Start Page (this link appears in the upper-right corner of your Jump page). On the window that opens, select Desktop Interface (Your Jump Page).
- 7 Use the navigation buttons at the top of the page to open the various applications, or to open the Help window, which displays the online "T-Mobile Sidekick Owner's Manual".

🔆 Jump Page ) 🔗 Email 🛛 🚱 Address Book ) 🔚 Calendar ) 🎦 To Do ) 🔇 Notes ) 🚳 Camera 🔵 » Settings » Help

Note that you can open the online Owner's Manual directly by pointing your Web browser (including the Web Browser on the device) to **http://help.sidekick.dngr.com**.

8 When you 're finished using the Web applications, always click the **Sign Out** link to exit the Web site securely.

The T-Mobile applications **not** available on the Web are Phone, 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 interface--you'll be able to open that information on both clients.

### Jump Page

After you sign in, the page that opens is called your "Jump page" and contains the most up-to-date information you have in the **Email**, **Notes**, **To Do**, and **Calendar** applications:

Jump Page	Email Address Book	Calendar To Do	Notes Camera »Settings » Help	
🔷 Email	15% Full (782K/5M)	» New Message	🔲 Calendar	» New Even
From	Subject	Date	Upcoming Events	Date and Time
Richter	You wouldn't believe this	Today, 4:12am	<ul> <li>Meet with boss</li> </ul>	Today, 4pm
Bowen	Today's my birthday!	Tues,10:57pm	Catch train	Today, 5:14pm
David	Check out this amazing	Tues, 8:25pm	Program VCR to tape show	Today, 6pm
Janey	Your Account Summary	Mon, 7:11pm	<ul> <li>Night class - E con</li> </ul>	Todey, 7:30pm
Gloria	It's been too long	Sun, 6:30am	Start diswasher & let cat in	Today, 11pm
			Dentist Appt.	Wednesday, 8:30am
🗍 To Do		» New Task	( Notes	» » New Not
To Do	verdue Tasks	>> New Task	C Notes	>> >> New Not Last Modified
Upcoming and O	verdue Tasks stration for 10K			Last Modified
Upcoming and O	stration for 10K	Due Date	Title	2. Fade 11/14/2002
Upcoming and O	stration for 10K ning shoes	Due Date TODAY	Title Good movies to see: 1. Attachments	Last Modified 2. Fade 11/14/2002
Upcoming and O Get new run	stration for 10K ning shoes pt. for Kleo	Due Date TODAY TODAY	Title Good movies to see: 1. Attachments Animal checkup dates: - Marble: Octo	Lest Modified 2. Fade 11/14/2002 iber 1/21/2003
Upcoming and O Send in regi Get new run Make vet ap Pick up dryc Get Wine fot	stration for 10K ning shoes pt. for Kleo :leaning t Dinner Party	Due Date TODAY TODAY 5/05/2003 5/06/2003 5/20/2003	Title Good movies to see: 1. Attachments Animal checkup dates: - Marble: Octo Recipe for "Dutch baby"	Last Modified 2. Fade 11/14/2002 iber 1/21/2003 3/28/2003
Upcoming and O Send in regi Get new run Make vet ap Pick up dryc Get Wine fot Get 1 lb Sun	stration for 10K ning shoes pt. for Kleo :leaning : Dinner Party natra decaf	Due Date TODAY TODAY 5/05/2003 5/06/2003 5/20/2003 7/01/2003	Title Good movies to see: 1. Attachments Animal checkup dates: - Marble: Octo Recipe for "Dutch baby" AIM Screen Name	Lost Modified 2. Fade 11/14/2002 ber 1/21/2003 3/28/2003 4/1/2003
Upcoming and O Send in regi Get new run Make vet ap Pick up dryc Get Wine fot Get 1 lb Sun Plant False 1	stration for 10K ning shoes pt. for Kleo Jeaning I: Dinner Party Antra decaf Yew	Due Date TODAY TODAY 5/05/2003 5/06/2003 5/20/2003 7/01/2003 7/12/2003	Title Good movies to see: 1. Attachments Animal checkup dates: - Marble: Octo Recipe for "Dutch baby" AIM Screen Name Yahoo! Mail Password	Last Modified 2. Fade 11/14/2002 (bber 12/1/2003 3/28/2003 4/1/2003 4/3/2003 4/5/2003
Upcoming and O Send in regi Get new run Make vet app Pick up dryc Get Wine fot Get 1 lb Sun Plant False 1 Clean Windo	stration for 10K ning shoes pt. for Kleo Jeaning I: Dinner Party Antra decaf Yew	Due Date TODAY TODAY 5/05/2003 5/06/2003 5/20/2003 7/01/2003	Title Good movies to see: 1. Attachments Animal checkup dates: - Marble: Octo Recipe for "Dutch baby" AIM Screen Name Yahoo! Mail Password Bank Account Summary	Last Modified 2. Fade 11/14/2002 https://www.selectropy.com/ 3/28/2003 4/1/2003 4/3/2003 4/5/2003

Like the "splash screens" on your device, the Jump 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 Sidekick Owner's Manual

This manual, the "T-Mobile Sidekick Owner's Manual", is available in two formats from the Help link on the Web interface: HTML and Adobe Acrobat (PDF). Use the PDF file for printing the manual. To open the PDF file, simply click the **PDF** link associated with the Owner's Manual. 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:

	۰	۲	₩ +	•	COR	60	<b>A</b> 8	
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.

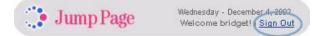
### More About the Applications on the Web

You can read details on using all the applications on the Web in these chapters:

- 19. Sending Email from the Web on page 169
- 20. Using Address Book on the Web on page 182
- 21. Using Calendar on the Web on page 194
- 22. Camera Gallery on the Web on page 205
- 23. Keeping a To Do List on the Web on page 208
- 24. Keeping Notes on the Web on page 212
- 25. Settings on the Web on page 215

### **Signing Out**

For security's sake, we recommend that you always click **Sign Out** when leaving the applications on the Web interface:



This ensures that no one else can read your information!

# 19. Sending Email from the Web

All the email you receive on your device is also viewable on the desktop Web interface. Read about how to use the Web Email application in this chapter:

- **Opening Email on the Web** on page 170
- Your Inbox on page 170
- View Your Email on page 170
- Send a New Message on page 172
- Attach Photos and Files to a Message on page 173
- Web Email Settings on page 174
- Accounts on page 178
- Discard Email Messages on page 181
- Collect Mail from POP3 Accounts on page
  180
- Move Messages to Folders on page 180

### **Opening Email on the Web**

Open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Then open the Email application by clicking **Email** on the Jump Page button bar, or by clicking the Email icon in the Email section of the Jump page. By default, your Inbox displays:

~	2	0	From	Subject	Date	Size
			Bob Adder	Hotel Booking at Oak Bay Beach	Today, 10:09 am	929 bytes
			Annie Smith	This week	Today, 10:07 am	910 byte:
	2		Bill Atkinson	Run on Sunday	Today, 10:05 am	925 bytes
		8	Gloria Grant	RE: hi there	Today, 10:04 am	55.17 KB
	ox:	4	Move			

On the left side of the page you see the sidebar, which contains links to views into your email and actions you can take on your email:

»	New Message
B	Inbox
	Running Friends
G	Saved
	Drafts
ß	Sent
Û	Trash
»	Empty Trash
»	Fetch POP Mail
»	Accounts
»	Settings and Folders

Each action and view is described in the sections that follow.

# **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 oldest. 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 ( $\mathfrak{s}$ ) or if the email has an attachment ( $\mathscr{P}$ ). Unread messages are listed in **bold**.

You can do the following from your Inbox:

- Sort your email by any of the column headings in either ascending or descending order.
- Open an individual message by clicking either the From or Subject of the message.
- Discard email by checking the box to the left of the email, then clicking Discard Checked.
- Move the email to a different folder by checking the box to the left of the email, then highlighting a folder in the **Move checked to** box at the top or bottom of the page and clicking **Go**.
- Empty all the messages in the folder by clicking Empty Folder.

### View Your Email

#### Sort Email

You can sort your email list by any of the column headings: From, Subject, Date, or Size. By default, emails are sorted by date, in descending order, indicated by the down arrow next to the column heading: **vDate**.

To change the sort arrangement, simply click the heading name on which you want to sort the email. To reverse the order to descending, simply click the heading name again. The arrow indicates whether the sort is ascending (new messages at bottom  $\sim$ ), or descending (new messages at top  $\sim$ ).

**Note:** If you change the sort order from the default (descending by date), after you leave the Email application and then return to it, the sort order will remain the way you last set it.

### Read an Email

- 1 From your Inbox (or another folder), click either the **From** or **Subject** of the message.
  - You can also open an email directly from the Jump 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 New 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. If the forwarded message contained any attachments, you can remove those you don't want to include in the forwarded message by first checking the attachment and then clicking the **Remove Checked** button.
  - Discard the message by clicking Discard.
  - Move the email to a different folder by highlighting a folder in the **Move to** box at the top or bottom of the page and clicking **Go**.
  - Add the sender to your address book by clicking Add Contacts after their email address in the From field.
  - Proceed to your next message by clicking Next Message at the top of the page; or go to the previous
    message by clicking Previous Message at the top 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 paper clip icon just to the left of the message ( $\mathscr{P}$ ). All attachments are listed as links and display below the message body. Click the link to open or save the attachment.

Graphic attachments of the following formats are displayed under the message body:

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

### Send a New Message

1 Click the New Message link in the sidebar. The New Message page opens:

To CC	
cc [	
00 1	
BCC	
Subject	
achments Attach Photos   File: Browse Attach	)
Message	
Signature :-> Bridget	

**Note**: If you are on the Jump page, you can open the New Message page directly by clicking **New Message** in the Email section of the page.

- 2 Compose 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.
  - Subject field Type your subject line; it can be up to 256 characters long.
  - Attach I Photos 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. Check the box(es) for the photo(s) you want to attach, then click Send Checked. You are returned to the Compose Message page, with the selected photos now attached.

- Browse and Attach File buttons if you want to attach a file from your local desktop or laptop computer's hard drive, click the **Browse** button to open your local file selection dialog box. You can select up to 36 files (including photos), for no more than 3 MB. Click **Attach** once you've selected a file.
- **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 256 characters and it is recommended that you limit yourself to four lines. Set your default signature on the Accounts page, as described in *Device Account* on page 178.
- 3 To send the message, click Send.
- 4 To save the message as a draft, click Save as Draft. 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. You'll be returned to your Inbox.

# Attach Photos and Files to a Message

You can attach up to 36 files (including photos) to each new email message, not to exceed 3 MB. (Note that these limits do not apply to messages with attachments that you forward.) If you have selected the Email setting to **Save copies of outgoing messages in Sent folder**, then your attachments will be saved with the copy of your message.

### Attach Gallery Photos to a Message

- 1 From the New Message page, just above the Message field, click Attach 🚳 Photos button.
- **2** Your Photo Gallery appears. Check each photo you want to attach. (**Note**: If you want to attach a digital photo you've taken with a stand-alone camera, then follow the instructions in *Attach Files to a Message* on page 174.)
- 3 When finished selecting, click Send Checked.
- 4 Your New Message page reappears, with the photo name(s) listed in the Attachments field.
- 5 If you want to select more Photos, click Attach I Photos to repeat the photo selection process. If you try to add more files than the space and number limits allow, you'll receive a message letting you know. Also, as you add attachments, you'll be able to see, just below the Attachments field, how much space they take up:

Subject	My Ski Trip	
Attachments	Squaw.jpg image/pjpep (1.13 MB) 🗹 Northstar.jpg image/pjpep (10	020 K)
	Size: 1.13 M/3 M	Remove Checked
	Attach Photos File:	Browse Attach

- 6 From the New Message page, if you want to remove any of the attached photos, check the photo name(s) and then click **Remove Checked**.
- 7 When you've finished composing your message, click **Send**. If you change your mind and do not want to send the message, click **Cancel**.

### Attach Files to a Message

- 1 From the New Message page, just above the Message field, click Browse button.
- 2 A standard dialog box appears, allowing you to navigate your local file system and select a file to send. With the file highlighted, select **Open**. The file name appears in the Browse box. Click **Attach**.
- **3** The filename(s) is now listed in the **Attachments** field in the New Message page and the total size of attachments.
- 4 If you want to select more files to send, click Browse to repeat the file selection process. If you try to add more files than the space and number limits allow, you'll receive a message letting you know. Also, as you add attachments, you'll be able to see, just below the Attachments field, how much space they take up (see illustration above).
- 5 From the New Message page, if you want to remove any of the attached files, check the filename(s) and then click **Remove Checked**.
- 6 When you've finished composing your message, click **Send**. If you change your mind and do not want to send the message, click **Cancel**.

### Web Email Settings

There are three categories of email settings that you can configure for your Web account:

- Message Management In this section you can specify whether or not you want a copy of sent mail saved in your Sent folder, and select an option for managing your mailbox to avoid having incoming mail bounced due to a full mailbox. Your mailbox limit is 6 MB.
- Attachments In this section you specify which attachments you want downloaded with your emails. This feature will help you manage your mailbox size.
- Folders By default, the following 5 email folders are created for your Web email: Inbox, Trash, Saved, Drafts, and Sent. These folders are not editable, but you can create up to 20 folders that you can then edit or discard.

#### **Message Management**

#### To control automatic saving of sent emails:

1 Click **Settings and Folders** in the Email sidebar. This opens the Settings page; the Message Management tab is selected by default:

Message Management	Attachments	Folders	
	this from happening by a lot of email, the follow	/ discarding old	a are bounced back to their messages to make room for in help you manage your
SENT MESSAGES			
Save copies of ou	tgoing messages in	Sent folder.	
TDASH MANAGEMENT			
TRASH MANAGEMENT			
TRASH MANAGEMENT	pty the Trash every	night.	
	pty the Trash every	night.	
		night.	
Automatically em     AUTOMATIC MESSAGE     Select one of the options	MANAGEMENT below to determine with the second secon	nat happens wh	ien your mailbox fills. Note th , and messages stored in yo
Automatically em     AUTOMATIC MESSAGE     Select one of the options     messages are not discar	MANAGEMENT below to determine wh sed if you have enough are never discarded.	nat happens wh n space already	, and messages stored in yo
Automatically em     AUTOMATIC MESSAGE     Select one of the options     messages are not discar     Saved and Drafts folders	MANAGEMENT below to determine wi ded if you have enough are never discarded. Ily discard message	nat happens wh n space already s, even when	, and messages stored in yo mailbox is full.

2 In the Sent Messages section, check the box if you want copies of your sent mail saved to your Sent folder (the box is **not** checked by default).

If you do not want copies of your sent mail saved, clear the check box.

**3** Click **Save** at the bottom of the page.

#### To manage your messages:

- 1 Click Settings and Folders in the Email sidebar.
- 2 Under the **Message Management** tab, in the **TRASH MANAGEMENT** section, check the **Automatically empty the Trash** box if you want your Trash to be emptied automatically every night no matter how full your mailbox is. This option is not checked by default.

- 3 Under the Message Management tab, in the AUTOMATIC MESSAGE MANAGEMENT section, select one of the following options:
  - Never automatically discard messages. Selecting this option means that you will manually manage your messages. This option is selected by default.
  - Automatically discard messages older than 7 days. Selecting this option means that if there is no room for an incoming message, messages older than seven days in all your folders (except Saved and Drafts folders) will be automatically deleted (*not* moved to Trash first).
  - Automatically discard messages of any age. Selecting this option means messages of any age will be discarded to make room for new messages. "Read" messages are discarded before "unread" messages.
- 4 Click **Save** at the bottom of the page.

#### Attachments

You control the size and type of attachments that are downloaded with emails from this page:

moon	age Management Attachments Folders
ATT	ACHMENT LIMITS
attac alvva	e attachments can fill up your email storage quickly. Use these rules to control which inments are saved and which attachments are removed. Attachments larger than 3 MB are ays removed. If an attachment is removed from a message, a note about the removal is added e message.
2	Remove attachments larger than 250 KB
Ren	nove attachments of these types:
	Images such as GIF, JPEC, and PNG files - Can be viewed on device.
	PDF files - Can be viewed on device.
	Word documents, usually , doc files - Can be viewed on device.
	Excel spreadsheets
	PowerPoint presentations
	Multimedia files such as .mp3, .mov, .wav, .swf, and .avi
	All other attachment types

#### Folders

You can create up to 20 folders, in addition to the 5 system folders (Inbox, Saved, Drafts, Sent, and Trash).

#### To add an email folder:

1 Click Settings and Folders in the Email sidebar to open the Settings page.

- 2 Select the Folders tab. This opens the Folders page, where all current folders are listed, along with the number of messages in each folder and the folder size.
- **3** To add a new folder, click **Add 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).
- 4 Click Add the 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 Click Settings and Folders in the Email sidebar to open the Settings page, then select the Folders tab.
- 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 Click Settings and Folders in the Email sidebar to open the Settings page, then select the Folders tab.
- 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**. You are returned to the Folders page; the discarded folder no longer appears.

If you decide to keep the folder and the messages, click **Cancel**.

# Accounts

Click Accounts from the sidebar to open the Accounts page. From this page you can set up preferences for your device email account, as well as add up to three POP email accounts:

⊡ bridget@tmo.danger.com	» Edit Device Account
From Bridget Fielding <bridget@tmo.danger.com></bridget@tmo.danger.com>	
Reply-to: Bridget Fielding <bridget@tmo.danger.com></bridget@tmo.danger.com>	
SIGNATURE: bridget	
Send mail from your device address by default.	
3 bfielding@mail.example.com	» Edit This Accoun
Mail from this account is stored in Imbox.	
From: Bridget Fielding  direiding@mail.example.com>	
SIGNATURE:	
Bridget Fielding Marketing Rep	
C Send mail from this address by default.	
	>> New POP Account

#### **Primary Account**

If you have one or more POP accounts set up (as in the illustration above), then you specify your "primary" account from this page. This will be the account that you send email from by default (you can always manually change the From field in a new email message).

In the example above, the device email is the primary account since the option **Send mail from your device** address by default is selected. To change your primary account to a your POP account, simply select the **Send** mail from this address by default option for that account, then click **Save**.

#### **Device Account**

For your device account, you can edit the following information by clicking Edit Device Account.

- From address the email address that want to appear in the From field on mail sent through this account
- From Name your name as you want it to appear on mail sent through this account

- Reply-to address the address to which replies will be sent
- Reply-to name the name displayed for the reply-to address
- Signature limit to 256 characters or less; four lines max recommended

### **POP Accounts**

The Accounts screen is where you set up POP3 email accounts from which email can be retrieved. You can specify up to three (3) POP3 accounts.

#### To add a POP3 account:

- 1 Click **Accounts** in the Email sidebar. This opens the Accounts page.
- 2 Click New POP Account in the lower-right corner of the page. The POP Account page opens:

New account	
Username	Your account name. If your email address is bridget@example.com, your login is bridget.
POP Server	
	The server from which your email is collected. For Yahoo! Mail accounts, the POP server is <i>pop.mail.yahoo.com</i> . For mac.com mail accounts, the POP server is <i>mail.mac.com</i> .
Port	If you're not sure about the port, leave it at 110.
Password	
	Remove email from server as it's collected.
Folder	Inbox
N	Collect email from this account.
	More Options

- **3** Type your Login name in the box provided.
- **4** Type your email POP server name. If you do not know the server name, you can obtain this information from the POP3 email service provider. Also, refer to *Add a POP3 Account* on page 99 for more information.
- 5 Fill in the email server Port; leave as 110 unless you know it is different.
- 6 Type your email password.
- 7 If you want the email to be removed from the POP3 server as it's collected and sent to your device, check the **Remove mail from server as it's collected** box. By default, email retrieved from a POP3 server will remain on the POP3 server.
- 8 Select the folder you want mail from this server to be delivered to; Inbox is selected by default.

- 9 If you want mail collected from this account, leave the **Collect mail from this account** box checked. If you don't want mail collected, click the check box to clear it.
- 10 When the form is complete, click More Options.
- **11** Complete the signature and name information:
  - · From address the email address that want to appear in the From field on mail sent through this account
  - From Name your name as you want it to appear on mail sent through this account
  - Reply-to address the address to which replies will be sent
  - Reply-to name the name displayed for the reply-to address
  - Signature limit to 256 characters or less; four lines max recommended
- 12 Click **Save** when the page is complete. You're returned to the Accounts page, with the new POP3 accounted listed.
- **13** Before your account is completely set up, the validity of the POP3 email account will be verified. If there is a problem with the account information you provided, an error message will appear at the top of the POP3 accounts page. Click **Edit this account** to try to fix the error or to delete the account.

#### To edit a POP3 email account:

- 1 Click POP Accounts in the Email sidebar. This opens the POP 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 POP3 mail account:

- 1 Click **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.

# **Collect Mail from POP3 Accounts**

To collect mail from any POP3 mail accounts you have set up:

- 1 Click Fetch 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 check the box opposite the email. You can check as many messages as you wish.
- 2 Open the **Move checked to** list box in the upper or 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 Go.

## **Discard Email Messages**

#### To discard an email message:

- 1 Open the folder where the email is located, then check the box opposite 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. Check the box opposite the email you want to retrieve, then highlight a folder from the **Move checked to** box and click **Go**. 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 top or bottom of the page.

To empty all messages from the Trash, click Empty Trash in the Email sidebar. You'll be asked to confirm your action since the messages will be permanently deleted. Click Empty Folder to proceed, or click Cancel to return to the Trash folder.

# 20. Using Address Book on the Web

You'll want to add all the people you know to your Address Book on the Web. From the Web you can not only add and edit contact information, you can import contacts from other desktop applications. Read about how to use Address Book on the Web in this chapter:

- Opening Address Book on the Web on page 182
- Browse Contacts on page 183
- How Many Contacts Can I Store? on page
  183
- Browse Contacts Page on page 183
- Address Book Settings on page 184
- Add a Contact on page 188

- Edit a Contact on page 190
  - Discard/Retrieve a Contact on page 191
- Import Contacts on page 192
- Communicate with a Contact on page 193
- Empty the Trash on page 193

# Opening Address Book on the Web

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open your Address Book by clicking Address Book on the Jump page button bar. By default, the Browse

Contacts view is displayed; all contacts are listed in alphabetical order, with their phone numbers and email addresses:

Browse All Move	checked to -Don't m	ove- 🔽 🙆 🗍	Discard Checked
View category All	Go A-Z		
✓ ∨First Last	Phone Numbers	Email Addr	resses
Andrew Meyers	Vacation 223-555-3	915 Home	ameyers@example.com
Annie Smith	Home 223-555-2	915 Personal	annie@tmail.com
Anthony Jenkins	Boat 415-555-2	345 Personal	tonyo@tmail.com
Arthur Wills	Home 415-555-4	413 Home	artie@example.com
Bill Atkinson	Vacation 415-555-1	345 Personal	bily@tmail.com
Bob Adder	Mobile 415-555-2	445 Personal	bob@tmail.com
Bridget Fielding	Mobile 415-555-2	445 Personal	bridget@tmail.com
Browse All Move	checked to -Don't m	ove- 💌 Go	Discard Checked

Your Web Address Book is always synchronized with the Address Book on your device.

### **Browse Contacts**

The Browse Contacts page lists a view of your contacts on the right side of the page, as shown in the illustration above.

On the left side of the page you see the sidebar, which includes links for **New Contact**, **Browse Contacts** (the current selection), **Trash**, **Empty Trash**, **Import**, and **Settings**:



### How Many Contacts Can I Store?

You can store **2000 contacts (on color devices) or 1000 contacts (on grayscale devices)** in your Address Book. For each contact you can keep these categories of information:

- Ten **Phone** numbers
- Five Email addresses
- Three Web addresses (URLs)
- Three **Street** addresses
- One Note

### **Browse Contacts Page**

The Browse Contacts page contains a summary view of your contacts. You can set how you view these contacts by specifying sort criteria and order, and you can also show subsets of your contacts by applying a filter based on category. Read this section for detailed information.

#### Sort Contacts

By default, contacts are sorted in alphabetical order by Last name. You can choose to sort your contacts in ascending (A to Z) or descending (Z to A) order by first or last name.

Note the arrow at the top of the First (name) column (  $\checkmark$  First ). This arrow acts as a toggle switch; if it is pointing down, it means the list is sorted in descending order, and clicking it will cause the list to be resorted in ascending order. The arrow will then be displayed pointing up. Clicking it again would resort the list in descending order.

If you decide to sort by last name, click the Last (name) column heading. The page will refresh, with the Last (name) column now in first position, the First (name) column in second position, and the contacts sorted alphabetically by last name. The arrow now appears at the top of the Last (name) column.

#### Filter Contacts

You can also specify to show "All" your contacts on this page or just one category of contacts. Read more about categories in *Create, Edit, and Delete Categories* on page 184.

1 Highlight a category from the View category list box:

View category	All 🔹
	Adventurers
	Family
	Friends
	Victoria Friends
	Work
	Unfiled
	All

2 Click **Go** to the right of the box. The page will refresh, and only contacts that are assigned to that category will be displayed.

### Address Book Settings

The Address Book Settings page allows you to customize your contact information by creating categories and labels. In addition, the Settings page gives you the option of easily removing all your contacts.

#### Create, Edit, and Delete Categories

All your Address Book contacts are stored in categories. By default, your Address Book contains these categories:

- Work
- Family
- Friends

You can edit the names of these categories as well as create new ones, up to ten total.

#### To create a new category:

1 In the Address Book sidebar, click **Settings**; the Settings page appears. The page has three tabs across the top: Categories, Labels, and Manage Contacts. Categories is selected by default:

Categories Labels	Manage Contacts	
CATEGORIES		
Categories—such as "Family	/", "Work", or "Friends"—are use	ful for organizing your contacts.
	v, you also choose a correspond the color you have chosen.	ing color, items that you place in the
Category	Color	# Contacts
All Contacts	N/A	16
Unfiled	Cobalt	5
Adventurers	grass 💌	10
Family	banana 💌	1
Friends	lavender 💌	0
Victoria Friends	slate 💌	0
Work	lavender 💌	·
	lavender 💌	0 »Add Another Category
lavender coball	prass brick cool sl	ate banana warm gray

- 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 If you have more categories to add, click New Category and another empty box will appear.
- **4** When finished adding categories, click **Save**. The page refreshes, and your new categories are included in the list in alphabetical order. A new blank box is added at the bottom in case you want to add another category.
- 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 Settings; the Settings 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** at the bottom of the page.

#### To delete a category:

- 1 In the Address Book sidebar, click Settings; the Settings 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.
- 3 Click Save.

#### 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:

- Home
- Work
- Mobile
- Fax
- Personal

You can edit the names of these labels and create new ones, up to ten total.

#### To add a label:

1 In the Address Book sidebar, click **Settings**; then click the **Labels** tab at the top of the page to open the Labels page:

Categories Labe	Is Manage Contacts
LABELS	
	rganizing the contact information in your Address Bool
"Home", or "Mobile".	want to give phone numbers labels such as "Work",
To create a new label.	enter a name for the label on a blank line below.
Boat	»Discard Label
Fax	»Discard Label
Home	»Discard Label
Mobile	»Discard Label
Imobile	
Personal	»Discard Label
	»Discard Label
Personal	
Personal Vacation	»Discard Label

- 2 In the blank box at the bottom of the list of labels, type the name of your new label.
- 3 If you have more labels to add, click New Label and another empty box will appear.
- 4 When finished adding labels, click **Save**. The page refreshes, and your new labels are included in the list in alphabetical order. A new blank box is added at the bottom in case you want to add another label.
- 5 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 **Settings**; then click the **Labels** tab at the top of the page to open the Labels page.
- 2 Edit the label as you wish, then click **Save**.

#### To delete a label:

- 1 In the Address Book sidebar, click **Settings**; then click the **Labels** tab at the top of the page to open the Labels page.
- 2 Click **Discard Label** to the right of the label you want to delete. The label's text box is cleared.
- 3 Click Save.

### **Manage Contacts**

If you want to clear your Address Book of all contacts in one action, do the following:

- 1 In the Address Book sidebar, click Settings; then click the Manage Contacts tab at the top of the page.
- 2 The page tells you how many contacts you've stored. To discard them all, click Discard All Contacts.
- **3** 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 **Discard All**. If you change your mind, click **Cancel**.

# 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 Summary page opens:

New Contact Save Cance	н		
BASIC INFO			
First Name	Job Title		
Middle Name	Company		
Last Name	Nickname		
File in Category Family	Birthday		
		Month	Day Year
PHONE NUMBERS			
New Phone	Home 💌		
add dd			
P ADDRESSES			
New Address Home			
		1	3
Street			
City	_	2	3
State	_		
Zip	-		
Country	-		
» Add			
O INTERNET			
New Email	Personal 💌		
New URL	Personal 💌		
>> Add			
/ NOTES			and the second sec
			*
			~
			22
Notes longer than 250 characters will be	e truncated.		
ICON			
	A 1	0	
	🖉 o 🏬 o	XX	
o 🖉 o 🧕 o 👰 o	0 0 0	1	
С No kon С 👰 С 🧕 С С 🔬 С 💂 С 💁 С С 👰 С 👰 С 👧 С	0 0	CALC: N	
New Contact Save Cance	н		

- 2 The New Contact Summary page is divided into the following sections:
  - Name includes the contact's name, employment information, and the category of the contact
  - Phone Numbers
  - Addresses
  - Internet includes email addresses and URLs

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**. 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 **Edit**, then click the tab that corresponds to the type of information you wish to add or edit.

#### Create a New Contact by Duplicating an Existing Contact

- 1 From the Browse Contacts page, select the contact whose information you want to edit. The contact's information displays.
- 2 Click **Copy** at the top or bottom of the page. An editable form of the contact's information will appear; the page is labeled "Copying <Contact Name>".
- 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 top or bottom of the page. The contact's Summary information page is displayed in an editable form.
- **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:
  - Name
  - 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 **Cancel** 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 top or 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 checking the box for the contact, then clicking **Discard Checked**.

#### To retrieve a discarded contact:

- 1 Click Trash in the sidebar. The list of discarded contacts displays.
- 2 Check the box to the left of the contact you wish to retrieve from the Trash.
- **3** From the **Move checked to** drop-down list, select the category you want to move the contact to, then click **Go**. The contact is restored, and assigned to the selected category.

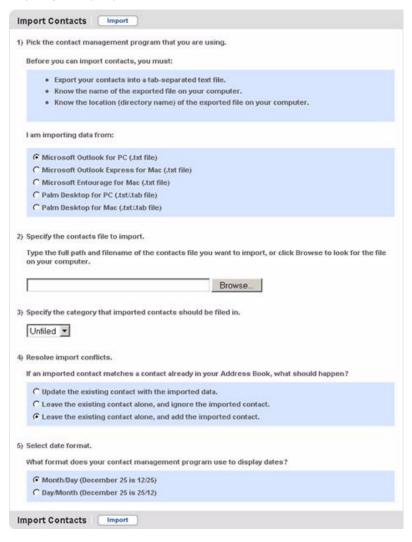
#### To remove all contacts:

For instructions, read Manage Contacts on page 188.

### **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.

# **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**. You can also choose to **Save as Draft**, or to discard the message by clicking **Cancel**.
- 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 top or 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.

# 21. Using Calendar on the Web

You can view the schedule you created on your device while you're at your desktop computer! Not only can you create, edit, and discard events from the Web interface, you can import Calendar events from popular desktop applications. Learn all about Calendar on the Web by reading the topics in this chapter:

- Opening Calendar on the Web on page 194
- Settings on page 196
- View Events on page 197
- Add an Event on page 199
- Edit an Event on page 202

- Discard an Event on page 202
- Manage Your Trash on page 203
- Import Contacts on page 204
- Manage Events on page 197

## **Opening Calendar on the Web**

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open the Calendar application by clicking **Calendar** on your Jump page button bar, or by clicking the Calendar icon in the Calendar section of the Jump page. The Day View opens by default, with the current day displayed:

Wedne	esday June 4, 2003
Month	View Week View Day View
< Previou	us   Wednesday June 4, 2003   Next 🕻
7:00	<b>90</b> Run 3.5 miles
8:00	
9:00	
10:00	Coffee with Dave
11:00	Meeting with Charlene
12 PM	
1:00	
2:00	
3:00	
4:00	Meet with boss
5:00	Catch train
6:00	Program VCR to tape show
7:00	Night class - Econ
8:00	
9:00	
10:00	
11:00	🕼 Start dishvasher and let cat in
Tasks	Buy books
Wedne	esday June 4, 2003

On the left side of the page you see the sidebar:

»	Toda This	Weel					
>>	This	Mont	h				
<b>&gt;&gt;</b>		J	un	e 2	003	3	
	S	М	Т	W	Т	F	S
<b>&gt;&gt;</b>	1	2	3	4	5	6	7
**	8	9					
>>	15	16	17	18	19	20	21
>>	22	23	24	25	26	27	28
»	29	30					
»		J	ul	<b>y</b> 2	003	3	
	S	М	Т	W	Т	F	S
»			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	29	30	31		
Ju	n 🛓	0	4	20	03		Go
/lor	nth	Da	У	Yes	ar		
ð	Trasi	h					

In addition to links to the various Calendar pages, you'll see the current and next month displayed. To go to the Day view for any day in these two months, click the day.

Your Web Calendar is always synchronized with the Calendar on your device.

# Settings

The Settings page contains two sections:

- Calendar Settings Define default settings for how you view and set up new events.
- Manage Events Discard multiple events easily.

To open the Settings page, click **Settings** in the Calendar sidebar:

CALENDAR	SETTINGS
O Use dur	ation when creating and editing events.
C Use end	time when creating and editing events.
1 • :00	Default Event Duration
60 minute	Day View Grid Size
Today	Starting View
9:00 am	Day view starts at this time, unless the day has earlier events.
6:00 pm	Day view ends at this time, unless the day has later events.
MANAGE EV	ENTS
our calendar o	contains one event that occurred more than 30 days ago. »Discard Past Events.
our calendar o	contains 16 events total. »Discard All Events.
ettings	Save

#### **Calendar Settings**

- 1 When creating events, decide between the following two options when setting the event schedule:
  - **Use duration** If selected, the New Event page will ask you to specify an event start time and duration rather than a start time and end time.
  - Use end time If selected, the New Event page will ask you to specify an event start and end time rather than a start time and duration.
- 2 Default Event Duration Set the default event duration by selecting hours and minutes from the drop-down boxes.
- **3** 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.

- 4 Starting View Determine the view in which your Calendar will open when selected from the Jump page.
- 5 Day view start time... Set the time at which the day view will start unless there are earlier events scheduled.
- 6 Day view end time... Set the time at which the day view will end unless there are later events scheduled.
- 7 To save any change you make to your settings, click **Save**.

#### Manage Events

If you want to clean up your Calendar, but don't want to have to discard events one by one, you can do so from the Manage Events section of the Settings page. You may want to use this feature if you are preparing to import events from another program and want to remove all events first. Or, you might have a large number of events that are more than a month in the past that you would like to remove. Using the options under Manage Events, you can easily accomplish this.

- 1 To discard all events older than 30 days, click the Discard Past Events link. You will be asked to confirm the discard because the events will be permanently discarded, not moved to Trash. Click Discard to continue, or click Cancel to return to the Manage Events page.
- 2 To discard all your events, regardless of how old they are, click the Discard All Events link. You will be asked to confirm the discard because the events will be permanently discarded, not moved to Trash. Click Discard to continue, or click Cancel to return to Managing Events.
- **3** To save any change you make to your settings, click **Save**.

### View Events

You can view your events in Day, Week, or Month view. Each view is described below.

#### Week View

In the Week view, you see all events for a single selected week. For each event, you see the start and end time, and the title of the event in the hour time block in which the event begins. If events overlap, they are shown consecutively.

From within the Week view, you can move around your Calendar as follows:

- back one week by clicking Previous at the top of the page
- forward one week by clicking Next 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 **Go** opposite the Month/Day/Year box at the bottom of the sidebar.

At the bottom of the Week 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 mark a task as completed by clicking the check box. Also, you can open the Task Information page by clicking the task name. On that page, you can mark a task as completed by clicking **Mark Completed**.

### 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 (if you assigned an icon)

From within the Day view, you can move around your calendar as follows:

- back one day by clicking **Previous** at the top of the view
- forward one day by clicking Next at the top of the view
- to the current day either by clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking **Go** 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 that day (but not yet completed) will be listed. You can mark a task as completed by clicking the check box Z File bills. Also, you can open the Task Information page by clicking the task name. On that page, you can mark a task as completed by clicking **Mark Completed**.

#### 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
- start time of the event

From within the Month view, you can move around your Calendar as follows:

- back one month by clicking Previous at the top of the view
- forward one month by clicking **Next** 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 **Go** 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 identifiable.

## 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:

Month View	Week View	Day View	Event Details	
Meeting	with Charlene	Wednesday, Jun	e 4, 2003	
DETAILS				
Begins: 11:	30 am			
Duration: 0:3				
NOTES				

If you want to edit the event, click Edit to open the event in an editable form.

# Add an Event

From the Calendar sidebar, click **New Event**. This opens the New Event page.

**Tip**: From the Daily and Week views, you can quickly open the New Event page by clicking the time slot in which you want to add the event.

Event information is divided into two categories: Basics and Reminder & Repetition. The Basics tab is selected by default.

### **Complete Basic Information**

Adding an event on June 4, 2003	Convert to All Day Save Cancel
Basics Reminder & Repetition	
TITLE	
(untitled)	
] DATE	
Jun 🗾 04 2003 Month Day Year	
3) TIME	
This event begins at 12 pm 💌 :30 💌 and lasts for 1 💌 hours 00 💌 min	utes.
/ NOTES	
	*
ICON	
е но кол с (Др с 📥 с 💼 с 🚱 с 🍄 с 🤮 с 🍸 с 💱 с 🖉 с 🍏 с 🤽	c 🔽 c 🖏 🖉
Adding an event on June 4, 2003	Convert to All Day Save Cancel

- 1 In the **TITLE** box, type in a short, descriptive name for the event. If you don't, you'll be prompted to add a title.
- 2 In the **DATE** box, select the date for the event. By default, the current day is selected.
- **3** In the **TIME** section, set the start time and duration of the event, or the start and end time of the event (which option is presented depends on your Settings; by default, it is start time and duration).
- 4 In the **NOTES** box, type any comments you want to make about the event. This is optional.
- 5 In the **ICON** section, select an icon to represent the event.

### **Complete Reminder & Repetition Information**

If you wish to set up reminders or if the event is a repeating event, click the **Reminder & Repetition** tab:

Editing Dentist Appointment	Convert to All Day Discard Save Cancel
Basics Ren	inder & Repetition
Reminder	
C Don't remine	d me.
C Remind me	by device alert 5 minutes 💌 before the event.
PREPETITION	
• Just this on	ce
C Every day	
C Every Wedn	esday
C Every month	on the 4lh
C Every month	on the first Wednesday
C Every year o	n June 4
C Repeat fore	ver
C Stop repeati	ng after
Jun 💌	11 2003
	ay Year
More Options	)
Editing Dentist	Convert to All Day Discard Save Cancel

- 1 In the **REMINDER** section, specify whether or not (and when) you want to be reminded when the event is going to occur: don't remind, or by device alert.
- 2 To make the event repeat on a regular interval, in the **REPETITION** section, select a repeat interval from these choices:
  - Just this once (that is, 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; for example, 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 third Tuesday).
  - 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 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).
- **3** Specify a date on which the event will stop repeating.
- 4 Click Save.

#### 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 If you wish to set up reminders or if the event is a repeating event, click the Reminder & Repetition tab.
- 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. The choices are the same as for events that do not last all day.
- **9** Specify a date on which the event will stop repeating.
- 10 Click Save.

Tip: You can convert a timed event to an all-day event by editing the task details and selecting Convert to All Day.

### 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; the event Basics tab is selected by default.
- **3** Make your changes to the basic event information. Note that if you are editing a timed event, you can convert it to an all-day event by clicking **Convert to All Day**. If the event is an all-day event, you can change it to a timed event by clicking **Convert to Timed**.
- 4 Click the **Reminder & Repetition** tab if you wish to edit reminder or repetition information.
- 5 When you done with your edits, click Save.

### **Discard an Event**

1 Highlight the event from any of your Calendar views, then click Edit.

2 Click **Discard** at the top or bottom of the page. The event is moved to the Trash.

## **Manage Your Trash**

Once an event is 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. 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, check the box on the left side of the event, then click **Retrieve Checked**. The event will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.

## **Import Contacts**

You can import event information from other programs into your Calendar. Note that you must first save that information in the form of a flat, tab-delimited file.

1 Click **Import** in the sidebar. The Import page opens:

Pick th	e calendar program you are using.
You ca	n import from Microsoft Outlook or Meeting Maker. Before you can import
calend	ar events, you must:
•	Export calendar events from Outlook or Meeting Maker using tab-delimited format.
	Know the name of the exported file on your computer.
•	Know the location (directory name) of the exported file on your computer.
l em	importing date from Microsoft Outlook (.bt file) 💌
Specify	y the events file to import.
1.2.2.1.1.2.	
	n the full path and filename of the events file you want to import, or click e to look for the file on your computer.
Brows	e to look for the file on your computer.
Brows	e to look for the file on your computer.  Browse  e import conflicts.  sported event matches an event already in your Calendar, what should
Brows Resolu If an im	e to look for the file on your computer.  Browse  e import conflicts.  sported event matches an event already in your Calendar, what should
Brows Resolu If an im happen	e to look for the file on your computer. Browse e import conflicts. nported event matches an event already in your Calendar, what should n?
Resolv If an im happen	e to look for the file on your computer.  Browse  e import conflicts.  nported event matches an event already in your Calendar, what should n?  date the existing event with the imported data.
Resolv If an im happed C Le C Le	e to look for the file on your computer.  Browse  e import conflicts.  sported event matches an event already in your Calendar, what should n?  bdate the existing event with the imported data.  save the existing event alone, and ignore the imported event.
Resolv If an im happer C Le Select	e to look for the file on your computer.  Browse  e import conflicts.  ported event matches an event already in your Calendar, what should n?  date the existing event with the imported data.  save the existing event alone, and ignore the imported event.  save the existing event alone, and add the imported event.
Resolv If an im happed C Le Select What fr	e to look for the file on your computer.  Browse  e import conflicts.  sported event matches an event already in your Calendar, what should n?  date the existing event with the imported data.  save the existing event alone, and ignore the imported event.  date format.

2 This page includes step-by-step instructions for completing the import process. Complete the form as instructed, then click **Import**.

# 22. Camera Gallery on the Web

View all your device photos full-size and in color! Just sign in to the desktop Web interface of the Camera application and click the link to Camera to open your gallery. Learn more by reading the topics in this chapter:

- Opening Camera Gallery on the Web on page 205
- Discard a Photo on page 206
- Attach Photo(s) to an Email on page 207
- Sort Your Photos on page 206
- Rename Your Photos on page 206

# **Opening Camera Gallery on the Web**

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open the Camera application by clicking **Camera** in your Jump page button bar. Your Camera Gallery opens:

amera Gallery Sort N	ewest First 💌 Go Sav	e Name Changes Send (	Checked Discard Checked
Check All			
The Scale	Southbound 9:15 am	□ Hayley's TT	Lake Tahoe
8:42am Jun 2, '03	9:15am May 30, '03	4:15pm Mar. 19, '03	10:19am Feb. 1, '03
10:00pm Aug. 10, '02	3:15pm Jul 30, '02	11:00am Jun 4, '02	2:20pm Jun 4, '02

All photos are shown on the page in chronological order. The default order is the newest (most recent) photos first (upper left corner).

## 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 (default selection)
  - Oldest First
  - Alphabetical
- 3 Click Go.
- 4 This sort order will stay in effect until you sign out. The next time you open your Camera Gallery, the order will revert to the default order (Newest First). Note that the order your photos are displayed will not necessarily match the order you set on the device.

### **Rename Your Photos**

When you take a photo, it is saved as a color .jpg with a default name. Since the default names are nonintelligent (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 Name Changes.

### **Discard 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 Camera Gallery, then later retrieving it.

To discard one or more photos:

- 1 Select the check box to the left of the photo(s) you want to discard. Click **Check All** if you want to discard all your photos.
- 2 Click Discard Checked. You will be asked to confirm your deletion.
- 3 Click OK to permanently discard the photo(s), or click Cancel to keep your photos.

# Attach Photo(s) to an Email

You can easily attach photos to your emails. There are two ways to do this.

#### From the Camera Gallery page:

- 1 Select the check box to the left of the photo(s) you want to attach to your email.
- 2 Click Send Checked. This opens the Compose Email page, with the selected photo(s) already attached.
- **3** Write your email, then send it.

#### From the Email Compose page:

- 1 Click Attach 🚳 Photos; this opens the Camera Gallery page.
- 2 Check the photo(s) you want to attach, then click **Send Checked**. Your Camera Gallery is dismissed and your email is displayed, with the images shown as attachments.
- 3 If you decide to attach additional photos, click **Attach** (1) **Photos** and repeat the process.

# 23. Keeping a To Do List on the Web

Keep up-to-date with all your tasks using the desktop Web interface of the To Do application. All the tasks you create, edit, or discard from the Web are syncronized with your tasks on the device. Read these topics to learn how to manage all your tasks from the Web:

- Opening To Do on the Web on page 208
- About To Do Items on page 209
- Browse Tasks on page 209
- Add a New Task on page 210
- Edit a Task on page 210

- Mark a Task as Complete on page 210
- Discard a Task on page 210
- Discard Completed Tasks on page 210
- Manage Trash on page 211

### **Opening To Do on the Web**

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open the To Do application by clicking **To Do** in your Jump page button bar, or by clicking the To Do icon in the To Do section of the Jump page. This opens the Browse Tasks page:

1	Tasks Status	Due By
3	Call vet to set up appointment for cats overdue	6/3/2003
F.	Send in reg for 10K	TODAY
-	File bills	TODAY
3	Get new running shoes	6/5/2003
7	Plant False Yew	6/5/2003
7	Check on tix to Firenze	6/6/2003
3	Pick up printer cartridge	6/6/2003
	Get wine for dinner party	6/11/2003
7	Edit photos from party	6/12/2003
1	Check on dates for beach trip	6/21/2003
-	Update picture album	6/28/2003

Your Jump page shows all your tasks that are both "upcoming" and "not completed".

On the left side of the page you see the sidebar, which includes links for **New Task**, **Browse Tasks** (the current selection), **Trash**, and **Empty Trash**:

»	New Task
>>	Browse Tasks
Û	Trash
»	Empty Trash

## 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 250 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** button at the bottom of any of the To Do Browse pages, you can choose to discard all completed tasks.

## **Browse Tasks**

When you open the Browse Tasks page, by default, all incomplete tasks are displayed, sorted as follows:

- Overdue tasks appear at the top of the list, with a status of Overdue in red.
- Due Today tasks are listed in the order you entered them.
- **Upcoming** tasks are listed in chronological order in bold.

For each task, the title, status (if overdue or completed), and due date (if applicable) are displayed.

To view all tasks, including completed tasks, select **All** from the View drop-down list, then click **Go**. All tasks – overdue, finished, and incomplete – are listed together in chronological order.

### Add a New Task

- 1 In the To Do sidebar, click **New Task**, or click **New Task** in the To Do section of the Jump page. This opens the New Task page:
- 2 Fill in the form with the information describing the task.
  - Task Name: Can be up to 40 characters long.
  - **Due by**: Select one of the options (Never, Today, Tomorrow, or Other). If you select Other, 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 250 characters long.
- 3 Click Save. If you don't want to save the note after all, click Cancel.

### Edit a Task

- 1 On the Browse Tasks page, select the task you want to edit by clicking the title of the task. The Task Details page opens. Click **Edit** to open the Task Details in an editable form.
- 2 Make your changes to the task's Basic Information or Notes sections. When finished, click **Save**. If you decide to discard your changes, click **Cancel**. If you want to discard the task, click **Discard**.

### Mark a Task as Complete

To change the status of a task to complete:

- 1 On the Browse Tasks page, check the box to the left of the task you want to mark as completed.
- 2 Click Marked Checked as Completed.
- 3 Click **Save** at the bottom of the page.

**Note:** You can also mark a task as completed by opening the Task Details page and then clicking **Mark Completed**.

To mark a completed task as incomplete, open the Task Details page and click Mark Incomplete.

### **Discard a Task**

- 1 On the Browse Tasks page, check the box to the left of the task you want to discard. You can select as many tasks as you wish.
- 2 Click **Discard Checked** 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 Checked** on the Browse 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 items in the 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 **Empty Trash**. 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 Checked**. The task will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.

# 24. Keeping Notes on the Web

You can read your notes, type new notes, edit existing notes, and discard notes...all while you're working at your computer! Any changes you make on the Web interface will be synchronized with the Notes application on the device. In this chapter, you can read about how to use Notes on the Web:

- Opening Notes on the Web on page 212
- Edit a Note on page 213
- Discard a Note on page 213
- Manage Your Trash on page 214

### **Opening Notes on the Web**

• Browse Notes on page 212

• Add a Note on page 213

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open the Notes application by clicking **Notes** on your Jump page button bar, or by clicking the Notes icon in the Notes section of the Jump page. By default, the Browse Notes view is displayed:



### **Browse Notes**

The Browse Notes page lists all your current notes on the right side of the page in alphabetical order, as shown in the illustration above.

On the left side of the page you see the sidebar, which includes links for **New Note**, **Browse Notes** (the current selection), and **Trash**:

»	New Note
>>	Browse Notes
-	
Ū	Trash
~>>	Empty Trash

### Add a Note

1 In the Notes sidebar, click **New Note**. This opens the New Note page.

**Tip:** If you are on the Jump 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 opens, your cursor is automatically placed in a text box; type your note. It can be up to 8000 characters (on color devices) or 1000 characters (on grayscale devices), including returns and spaces. Any email addresses in the note will be linked 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 Browse Notes page.
- 4 After clicking **Save**, you are returned to the Browse Notes page, with the note you just created added to the list on the right.

### Edit a Note

- 1 On the Browse Notes page, click **Edit** in the far right column for the note you want to edit. The note opens in an editable text box.
- 2 Make your changes to the note, then click Save. If you decide to discard your changes, click Cancel.
- **3** After clicking **Save**, you are returned to the Browse 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**

- 1 On the Browse Notes page, check the box to the left of the note you want to remove. You can select as many notes as you want.
- 2 Click Discard Checked at the top or 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 50 notes (on color devices) or 20 notes (on grayscale devices) 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. 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, check the box on the left side of the note, then click **Retrieve Checked** 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.

# 25. Settings on the Web

Go to Settings on the Web to set your time zone, view system information, change your name as it appears on outgoing emails, or change your password. Read the topics in this chapter to learn more:

- Opening Settings on the Web on page 215 System Information on page 216
- Account Information on page 216

## **Opening Settings on the Web**

First, open your Jump page by following the instructions in *Signing In To the Desktop Interface* on page 166. Open your Settings on the Web by clicking **Settings** on the Jump page's top menu bar. You will see three tabs on this page: **Account Information** and **System Information**. Account Information is selected by default:

Account Information	System Informati	on
CHANGE REAL NAME		
Email sent with your dev	ice account uses th	is name.
	First name	Bridget
	Last name	Fielding
Your home time zone is	currently US - Paci	fic.
	12 12 12 12 13 13 13 13 13 13 13 13 13 13 13 13 13	
The time there now is 1		1047
You are currently obser	ving Daylight Savin	gs Time.
Choose a time zo	one in the United !	States
US - Pacific 12:	30 pm Dec 4, 200	
and the second se	ne by offset from	n Greenwich Mean Time
C Choose a time zo		

Each tab section is described in more detail below.

# Account Information

### **Change Real Name**

Go to this section if you want to change the name that appears at the close of your email messages. Simply type the name that you want to appear in the text boxes, then click **Save**.

### Time Zone

To view your current time zone settings, look in this section of the Account Information page. Your current home time zone, the time and date, and the Daylight Saving Time status is displayed.

To change your home time zone, do the following:

- 1 Select the option button opposite one of the time zone options:
  - time zone in the United States
  - time zone by offset from GMT
- 2 Make a selection from the drop-down list box for that option.
- 3 Click Save.

## **System Information**

The System Information tab displays the following in a non-editable format:

- Username The ID you use to sign in to the T-Mobile service.
- Device phone number In case you forget it.
- SIM ID You may need this number if you need to contact Customer Care
- Device ID You may need this number if you need to contact Customer Care.

# T-Mobile Sidekick Owner's Manual Index

#### Symbols

# (pound) tone entering while on a call, 65 \* (star) tone entering while on a call, 65 .bmp files attached to email, 91 .doc files attached to email, 91 .gif files attached to email, 91 .jpg files attached to email, 91 .pdf files attached to email, 91 .png files attached to email, 91 @ key using, 19

## A

accessories (included with purchase), 9 account setting up, 10 add new To field line in email message, 94 Add to Address Book dialog box, 96 adding Address Book category, 123 Address Book label, 125 Address Book label on Web, 187 AIM buddy, 80 AIM group, 79 AIM screen names, 75 bookmark, 54 bookmark folder, 55 Calendar event, 128 email recipients to Address Book, 96 email sender to Address Book, 95 note, 156 note on the Web, 213 text message sender to Address Book, 113 Address Book application adding a category, 123 adding a label, 125 default categories, 123

default labels, 125 discarding a category, 124 discarding a label, 126 editing a category, 123 editing a label, 125 editing existing category, 123 filtering contacts, 118 importing contacts from SIM, 126 labels, 124 mapping a contact's address, 122 Settings screen, 123 sorting contacts, 119 storage maximums, 117 Address Book Web application accessing, 182 adding a contact, 188 communicating with contacts, 193 creating categories, 185 creating labels, 187 default categories, 184 discard all contacts, 188 discarding a label, 187 discarding categories, 186 discarding contacts, 191 editing a label, 187 editing categories, 186 editing contacts, 190 editing labels, 187 filtering contacts, 184 importing contacts, 192 opening, 182 sorting contacts, 183 adjusting volume for system sounds, 46 when on the phone, 62 AIM adding a friend to your Buddy List, 80 adding a group to your Buddy List, 79 adding screen names, 75 blocking a buddy, 81 buddy availability icons, 78 Buddy List screen, 78 custom buddy alerts, 81 discarding a buddy, 81 discarding a group, 79 editing a buddy, 80

enabling sound for alerts, 85 ending a conversation, 82 keyboard shortcuts, 75 limit to number of open conversations, 82 new message alert, 78 preview screen, 74 removing screen names, 77 renaming a group, 79 setting away messages, 83 settinas. 84 signing off, 77 signing on, 76 starting a conversation, 82 switching screen names, 77 switching to a conversation, 83 unblocking a buddy, 81 alerts customizing for individual buddies, 81 setting for email, 105 setting up for AIM, 85 when receiving new AIM message, 78 Alt key locking, 18 unlocking, 18 answering the phone, 67 application selecting, 49 version numbers, 46 application splash screens about, 49 ascending order sorting contacts in, 119 assigning keys for application shortcuts, 39 Speed Dial numbers, 73 attachments to email opening on the Web, 171 photos, 145 status indicator, 89 attachments to email (incoming) opening, 91 supported, 91 attachments to email (outgoing) attaching files from your computer, 174 attaching photos, 173 limits, 173 AutoSave capture mode, 142 AutoText creating rules, 34

discarding rules, 34 availability icons, AIM, 78 away messages, 83

#### В

Back button, using, 21 backlighting turning on/off, 18 balloon indicators in AIM, 83 battery charge indicator, 16 charging, 11 charging time, 12 conserving power, 12 use & standby times, 12 when completely discharged, 12 battery charger attaching to device, 11 connection indicator, 16 BCC field, Compose screen, 94 blocking an AIM buddy, 81 bookmarks adding, 54 definition, 54 discarding, 55 editing, 55 viewing existing, 54 brightness, screen adjusting, 33 Browse All Notes screen, 154 Browse Contacts screen about, 117 menu shortcuts, 118 Browse Email screen about, 88 menu shortcuts, 90 Browse Messages screen menu shortcuts, 110 Browse Tasks screen, To Do application, 148 Browse Trashed Notes screen, Notes application, 157 Bubbles, how to play, 161 buddies adding, 80 blocking, 81 discarding, 81

editing, 80 unblocking, 81 buddy availability icons, 78 Buddy List screen, 78

### С

cache, size in Web Browser, 58 Calendar application copying an existing event, 131 creating an event, 128 discarding an event, 132 editing an event, 132 emptying Trash, 139 event definition, 127 going to a specific day, 139 going to the current day, 139 keyboard shortcuts, 128 moving an event, 131 retrieving an event from Trash, 138 selecting an event icon, 129 setting an event reminder, 130 setting an event to repeat, 130 splash screen, 127 using the date picker, 129 view shortcuts, 132 views, about, 132 Calendar Web application accessing, 194 adding an all-day event, 202 creating an event, 199 discarding all events, 197 discarding an event, 202 discarding events older than 30 days, 197 editing an event, 202 emptying Trash, 203 importing events, 204 retrieving an event from Trash, 203 setting an event reminder, 201 setting day view grid size, 196 setting day view start and end times, 196 setting default event duration, 196 setting default view, 196 viewing an event, 199 views, about, 197 call forwarding setting up, 71 turning off, 72 Call Log about, 68

clearing, 70 views, 68 call timer, Phone application viewing and resetting, 71 call waiting, how to respond, 67 Caller ID, about, 67 calling a phone number, 63 a second phone number, 66 calling back sender of text message, 114 Camera application attaching to email, 145 capturing a photo, 142 changing an image name, 145 discarding an image, 146 flipping an image, 143 Gallery, 143 maximum images device can store, 143 menu shortcuts, 141 selecting images, 144 shutter button, 143 sorting photos, 146 what to do when Gallery is full, 145 camera jack, illustration, 25 Camera Web application accessing, 205 attaching to email, 207 discarding photos, 206 renaming photos, 206 sorting photos, 206 camera, inserting in device, 141 capitalize new sentences, AutoText feature, 34 capture modes, about, 142 carrying case, how to use, 12 categories (Address Book) creating, 123 creating on the Web, 185 discarding, 124 discarding on the Web, 186 editing existing, 123 editing on the Web, 186 filtering by, 118 CC field, Compose screen, 94 charging your device, 11 clearing your Call Log, 70 code

default SIM PIN, 28 setting privacy code for device, 41 Code Monkey, how to play, 162 completing a task, 150 Compose Message screen menu shortcuts, 110 Compose screen menu shortcuts, 90 composing new email message, 94 new text message, 112 conference calling, with Phone application, 66 connectivity status indicators, 16 Contact Info screen menu shortcuts, 118 contact information dialing from information, 65 minimum required to create a contact, 120 contacting an Address Book contact, 121 contacting Customer Care, 117 contacts communicating with using Web application, 193 discarding on Web, 191 contacts (Address Book) adding email recipient, 96 adding email sender, 95 adding on the Web, 188 adding text message sender, 113 browsing a list, 117 communicating with, 121 creating, 119 discarding, 121 editing, 121 editing on Web, 190 finding, 122 number you can store, 117 retrieve, 121 searching for, 122 sorting, 119 context menus, about, 20 contrast, screen adjusting, 33 control buttons about. 19 Back button, 21 illustration, 19

Jump button, 21 Menu button, 19 wheel, 22 Controls illustration, 33 image contrast slider bar, 33 mute button, 33 opening, 33 sound volume slider bar, 33 conversations ending an AIM, 82 how many you can have open, 82 indicators, 83 starting an AIM, 82 switching to a particular AIM session, 83 counter, number of photos remaining, 144 creating Address Book category, 123 Address Book contact, 119 Address Book label, 125 Address Book label on Web, 187 an event, 128 email folders, 103 new note, 156 new To Do task, 149 cursor, text meaning of shape, 26 custom buddy alerts, 81 custom email folders, number you can create, 102 Customer Care contacting, 117 Customer Care number & Web site, 13

### D

date & time indicator, 16 setting, 37 date picker, using, 129 Day Calendar view details, 135 summary, 133 default Address Book categories, 123 Address Book labels, 125 SIM PIN number, 28 deleting entries in Call Log, 70 POP3 account, 101

text, 26 descending order sorting contacts in, 119 Desktop Interface, 166 device applications on the Web, 166 device ID viewing through the Web interface, 216 where to view number, 46 device phone number listed in Phone Settings, 70 listed in System Info, 46 diagram of parts of device, 14 dialing from contact information, 65 recent numbers, 64 using letters, 64 with keyboard, 63 with keypad, 63 dialog boxes Add to Address Book, 96 directional pad about, 18 using, 18 Discard Category, Address Book menu option, 124 Discard Label, Address Book menu option, 126 Discard Note keyboard shortcut, 154 discarding a Calendar event, 132 a note, 156 a note on the Web, 213 Address Book category, 124 Address Book contact, 121 Address Book contact on Web, 191 Address Book label, 126 Address Book label on the Web, 187 AIM buddy, 81 AIM group, 79 all Address Book contacts on the Web, 188 bookmark folder, 55 email folder, 103 email message, 97 photo, 146 text message, 113114 To Do task, 151 Web Browser bookmark, 55 display icons, 15 display, opening and closing, 15

displaying, 42 dots in title bar, meaning, 16 D-pad about, 18 using, 18 draft, saving email as, 95 Drafts folder about, 102 icon, 89 due date, setting for a To Do task, 149

## Е

Edit Category dialog box, 123 Edit Folder dialog box, 103 editing Address Book category, 123 Address Book contact, 121 Address Book contact on Web, 190 Address Book label, 125 Address Book label on the Web, 187 Address Book label on Web, 187 AIM buddy, 80 bookmark, 55 bookmark folder, 55 Calendar event, 132 current page's URL, 53 email folder, 103 existing Speed Dial number, 61 Identity information, 120 note, 156 note on the Web, 213 POP3 accounts, 100 To Do task details, 150 ellipsis meaning in a folded note, 154 Email application, 95 adding email recipients to contacts, 96 adding email sender to contacts, 95 discarding a draft message, 94 discarding an in-progress message, 97 Drafts folder icon, 89 emptying Trash, 97 forwarding email message, 95 Inbox folder icon, 89 number of custom folders you can create, 102 opening hypertext links, 92 reading an email message, 91

Saved folder icon, 89 saving an email as draft, 95 saving outgoing messages, 106 sending a message, 94 Sent folder, 106 Sent folder icon, 89 setting alerts, 105 setting ringtones, 105 setting up POP3 accounts, 98 Settings screen, 104 sorting messages, 92 space limitations, 107 specifying primary email account, 98 splash screen, 87 status indicators, 89 Trash folder icon, 89 user-defined folder icon, 89 email folders about, 102 creating, 103 discarding, 103 editing, 103 setting preferences, 102 system folders, 88 email messages attaching a photo on the Web, 207 composing, 94 discarding, 97 discarding on the Web, 181 forwarding, 95 moving to another folder, 93 replying, 95 sending message, 94 sorting, 92 Email Settings screen menu shortcuts, 90 email signature, creating or editing, 100 email status, changing to unread, 92 Email Web application about your Inbox, 170 accessing, 169 automatically saving copies of sent mail, 175 collecting mail from POP3 accounts, 180 discarding an email, 181 editing folders, 176 editing POP3 accounts, 178 managing your mailbox size, 175 moving messages to folders, 180 opening an attachment, 171

reading an email, 171 sending an email, 172 settings, 174 specifying primary email account, 178 emailing photos, 145 emptying Address Book Trash, 122 Calendar Trash, 139 Email Trash, 97 Notes Trash, 157 Phone Messages Trash, 114 To Do Trash, 152 enabling mute, 33 ending AIM conversation, 82 phone call, 67 error sending email status indicator, 89 event copying to create new, 131 creating, 128 creating on the Web, 199 definition, 127 discarding, 132 discarding on the Web, 202 editing, 132 editing on the Web, 202 moving from one time to another, 131 retrieving a discarded event on the Web, 203 selecting an icon on device, 129 setting an event reminder on the Web, 201 viewing on the Web, 199

### F

favorite Web page, saving, 54 files attaching to Web Email messages, 174 filtering contacts in the Address Book, 118 finding an Address Book contact, 122 Flip menu option, Camera application, 143 flipping a captured image, 143 folder, 93 moving messages on the Web, 180 folders, bookmarks adding, 55 discard, 55

editing, 55 folding notes, 154 Forward..., Email menu item, 95 forwarded email status indicator, 89 forwarding email message, 95 phone message, 113 forwarding calls, setup, 71 From Address field, Edit Accounts screen, 101 From field, Compose screen, 94 From Name field, Edit Accounts screen, 101 full photo Gallery, what to do!, 145 full screen view toggling in browser, 52 Full Screen view, photo Gallery, 144

## G

Gallery photo views, 143 selecting all photos, 145 sorting photos, 146 what to do when photo Gallery is full, 145 games Bubbles, 161 Code Monkey, 162 Lab Ratz, 164 Rock & Rocket, 158 Shuffle, 163 graphic files .bmp attachments, 91 .gif attachments, 91 .jpg attachments, 91 .png attachments, 91 groups adding to IM, 79 discarding, 79 renaming, 79

## Н

handling a SIM, 29 handset using as phone, 62 headset jack, 25 using with phone, 62 highlighting a note, 154 home page opening in browser, 53 set for Browser, 57 hypertext links open in email, 92

# I

icons buddy availability in AIM, 78 Drafts folder, 89 Inbox folder, 89 incoming call, 69 meaning of icons in title bar, 15 missed call, 69 outgoing call, 69 Saved folder, 89 selecting for an event on device, 129 Sent folder, 89 Trash folder, 89 user-defined folder, 89 Identification Tag filling in, 42 removing, 42 Identity screen editing, 120 illegal characters, in text messages, 112 IM buddies adding, 80 blocking, 81 discarding, 81 editing, 80 unblocking, 81 IM groups adding, 79 discarding, 79 renaming, 79 image contrast slider bar, 33 images maximum device can store, 143 importing contacts from SIM card, 126 IMSI number, 27 Inbox on the Web, 170 Inbox folder about, 102 icon, 89

included accessories, in box with device, 9 incoming call icon, 69 indicators AIM conversations, 83 battery charge, 16 battery charger connection, 16 current date & time, 16 network connection lost, 16 out-of-network, 74 Phone application status, 60 radio signal strength, 16 screen identifier in title bar, 16 standard display, 15 infrared port, about, 25 inserting a SIM, 28 inserting the camera in your device, 141 Instant Messaging application adding a friend to Buddy List, 80 adding a group to Buddy List, 79 adding screen names, 75 away messages, 83 blocking a buddy, 81 buddy availability icons, 78 Buddy List screen, 78 custom buddy alerts, 81 discarding a buddy, 81 discarding a group, 79 editing a buddy, 80 enabling sound, 85 ending an AIM conversation, 82 Offline group, 81 preview screen, 74 removing screen names, 77 renaming a group, 79 settings, 84 signing off, 77 signing on, 76 starting an AIM conversation, 82 switching AIM conversations, 83 switching screen names, 77 unblocking a buddy, 81 Instant Messaging Service keyboard shortcuts, 75

### J

jacks camera, 25 headset, 25 Jump button location, 49 use, 21 Jump page (Web), about, 167 Jump screen about, 48 about splash screens, 49 opening, 49 selecting an application, 49 Jump screen menu, 50 Jump shortcuts, setting, 38

### Κ

Kev Assignment dialog box. 39 key guard activating automatically, 39 activating manually, 39 unlocking device, 40 key guard display message how to set up, 40 message length limit, 40 keyboard @ key, 19 dialing, 63 repeat delay, 43 repeat rate, 43 setting preferences, 43 symbols defined, 18 keyboard shortcuts Add Bookmark, 52 AIM, 75 back in browser, 52 Calendar application, 128 Go To dialog box, 52 History, 52 Home Page, 52 in Phone application, 60 in Web Browser application, 52 Instant Messaging application, 75 Notes menu items, 154 Refresh, 52 scrolling in Web pages, 52 Stop Loading, 52 To Do application, 148 View Bookmarks, 52 Web Browser, 52 keypad dialing, 63

#### L

Lab Ratz, how to play, 164 labels creating in Address Book, 125 discarding Address Book labels, 126 discarding Address Book labels on Web, 187 editing Address Book, 125 editing Address Book label on Web, 187 labels (Address Book) about, 124 creating on the Web, 187 default, 125 edit on the Web, 187 light flasher notification, setting, 45 limits Email mailbox, 107 length of a note, 156 length of photo name, 145 number of Address Book contacts, 117 number of calls held in Phone Log, 68 number of custom email folders, 102 number of image attachments to email, 145 number of notes you can store, 156 number of To Do tasks you can store, 147 open conversations in AIM, 82 To Do task notes, 150 To Do task title, 149 limits on attachments in outgoing email messages, 173 links in email, 92 list of tasks in To Do application, 148 locking Alt key, 18 device, 41 shift key, 18 SIM card, 42 Log, number of calls held in Phone Log, 68 Look Up screen, in Phone application, 65 lost SIM what to do, 29

## М

managing Calendar events on the Web, 197 managing your Speed Dial list, 60 map a contact's address, 122 mark message as read

all in a folder, 92 individual message, 92 mark message as read/unread individual message, 92 Mark Unread, Email Read menu item, 92 Match dialog box, 122 menu Jump screen, 50 Menu button about, 19 using to scroll in a menu, 20 using to scroll screen-by-screen, 20 menu shortcuts Browse Contacts screen, 118 Browse Email screen, 90 Browse Messages screen, 110 Camera application, 141 Compose Message screen, 110 Compose screen, 90 Contact Info screen, 118 Email Settings screen, 90 POP3 accounts screen, 90 message move to another folder, 93 message body Compose Message screen, 112 Compose screen, 94 message on sleep screen how to set up, 40 messages, sorting, 92 minimum info required to create a contact, 120 missed call icon, 69 modes capturing images, 142 Month Calendar view details, 137 summary, 133 moving email messages, 93 MSISDN number, 27 mute button, 33 enabling, 45 schedule for regular times, 46 muting a phone call, 66

#### Ν

network connection lost indicator, 16 network status, checking, 50 networks, selecting manually, 44 new AIM message alert, 78 New Category dialog box, 124 New Category, Address Book menu option, 124 New Note keyboard shortcut, 154 Notes application adding a new note, 156 Browse All Notes screen, 154 discarding a note, 156 editing an existing note, 156 emptying the Trash, 157 folding notes, 154 folding/unfolding notes, 155 highlighting a note, 154 keyboard shortcuts to menu items, 154 length limit, 156 managing the Trash, 157 number limit, 156 retrieving a note from Trash, 157 sorting, 155 views, 154 Notes Web application accessing, 212 adding a new note, 213 discarding a note, 213 editing a note, 213 emptying the trash, 214 retrieving a note, 214 notifications setting for email, 105 number of Address Book contacts you can store, 117 numbers IMSI, 27 MSISDN, 27

## 0

off, turning device off, 13 Offline group, AIM, 81 on/off button, 19 one dot in title bar, meaning, 16 opening a Web page, 53 an email attachment on the Web, 171 Email message, 91 Jump screen menu, 50 phone message, 111 sound & display Controls, 33 the Jump screen, 49 opening/closing display, 15 outgoing call icon, 69 out-of-network indicator, 74

## Ρ

password changing for Web access, 216 selecting, 10 Password field, Accounts screen, 99 PDF file of user documentation, 167 PDF files, reading as attachments, 91 Phone application adjusting volume in active call, 62 alpha key mapping, 64 answering calls, 67 Call Log, 68 call waiting behavior, 67 Caller ID, 67 clearing Call Log, 70 conference calling, 66 dialing from Phone Look Up screen, 65 editing an existing Speed Dial number, 61 ending a call, 67 keyboard shortcuts, 60 muting a call, 66 number of calls held in Log, 68 placing a call, 63 recent numbers, 64 removing a Speed Dial number, 62 resetting your call timer, 71 setting up ringtones, 72 settings, 70 Speed Dial setup, 73 splash screen, 59 title bar indicators, 60 turning off call forwarding, 72 using device as handset, 62 using headset, 62 voice mail, 70 phone call

adjusting volume, 62 ending, 67 phone message forwarding, 113 phone message (Phone Messages) folders, system, 109 Phone Message Inbox folder, about, 111 Phone Message Sent folder, about, 111 Phone Message Trash folder, about, 111 Phone Messages application add text message sender to contacts, 113 calling a sender back on the phone, 114 discarding messages, 114 emptying Trash, 114 forwarding a message, 113 illegal characters in messages, 112 message folders, 111 reading a phone message, 111 replying to a message, 113 retrieving a message from the Trash, 115 sending a message, 112 Settings screen, 115 status indicators, 110 phone number of your device, 70 phone number, where to look up, 46 phoning, placing a call, 63 photo name length limit, 145 photos attaching to Web Email messages, 173 capturing, 142 counter, 144 discarding, 146 discarding on the Web, 206 maximum device can store, 143 remaining, 144 renaming, 145 renaming on the Web, 206 selecting, 144 selecting all, 145 sorting, 146 sorting on the Web, 206 PIN for SIM card, 42 placing phone calls placing a second call, 66 placing telephone calls placing a call, 63

POP server field, Accounts screen, 99 POP3 accounts adding to Email Web application, 178 collecting mail from, 180 deleting, 101 editing, 100 setting up, 98 POP3 accounts screen menu shortcuts, 90 Port field, Accounts screen, 99 port, USB Mini-B, 26 pound (#) tone, entering while on a call, 65 power jack illustration, 25 using, 11 powering the device on/off, 19 power-saving mode enabling, 36 waking, 12 Preview capture mode, 142 preview screens AIM, 74 primary email account specifying on the device, 98 specifying on the Web, 178 privacy, 41 turn on/off for device, 41 privacy code, device, 41 privacy lock, setting, 41

#### R

radio signal strength indicator, 16 reading a phone message, 111 an email message, 91 an email message on the Web, 171 recipient (of email) add to Address Book, 96 Recovery ROM version number, where to view on device, 46 redialing a number Phone application, 64 Reference Guide, PDF file for printing, 9 refreshing a Web page, 52

Registration screen, 10 Reminder dialog box, 130 reminder for an event, setting, 130 removina AIM screen names, 77 Speed Dial number, 62 removing a SIM, 28 renaming AIM aroup, 79 renaming a photo, 145 repeat rate, keyboard, 43 repeating events, setting, 130 Repetition dialog box, 130 replied to email status indicator, 89 Reply All..., Email menu item, 95 Reply..., Email menu item, 95 replying to a message, 95 replying to a text message, 113 replying to an email, 95 Reply-To Address field, Edit Accounts screen, 101 Reply-To Name field, Edit Accounts screen, 101 reporting a Web page that doesn't display, 53 resetting your telephone call timer, 71 retrieve a text message from the Trash, 115 Retrieve Contact, Address Book menu option, 121 retrieving a Calendar event from Trash, 138 a trashed note, 157 a trashed note on the Web, 214 a trashed task, 151 an Address Book contact, 121 ringtones setting for email, 105 setting up for Phone, 72 roaming charges, about, 47 Rock & Rocket, how to play, 158

### S

safety, while using device, 13

Save Folder field, Accounts screen, 99 Saved folder about, 102 icon, 89 saving an email as draft, 95 saving outgoing email messages, 106 scan for networks, 44 scheduling mute times, 46 screen backlighting, 18 protecting from damage, 12 screen identifier in title bar, 16 screen image control, 33 screen names adding, 75 removing, 77 switching, 77 scrolling quickly in a menu, 20 screen-by-screen, 20 Web page, 52 search engine set for Browser, 57 searching the Web, 53 second phone call, placing, 66 securing your device with a code, 41 selecting all photos in Gallery, 145 an application from the Jump screen, 49 photos, 144 series of contiguous photos, 144 username and password during registration, 10 sender (of email) add to Address Book, 95 sender (of text message) add to Address Book, 113 sending email message, 94 email messages on the Web, 172 text message, 112 sending email status indicator, 89 Sent folder, 106 about, 102 icon, 89

setting up call forwarding, 71 date & time on your device, 37 Jump shortcuts to applications, 38 keyboard repeat delay, 43 ringtones for Phone, 72 speed dialing, 73 time zones, 37 voice mail, 71 settings, 30 Address Book application, 123 device-wide, 30 Email application, 104 for Web applications, 215 Instant Messaging application, 84 Phone application, 70 Phone Messages application, 115 Web Browser application, 57 Settings on the Web accessing, 215 shift kev lock, 18 unlock, 18 shortcuts for changing views in Calendar, 132 in Phone application, 60 key mapping to open the applications, 39 to applications, 38 Show Pictures check box, 58 Shuffle, how to play, 163 shutter button, 143 signal strength indicator, 16 signature, email, 100 signing off from AIM, 77 signing on to AIM, 76 SIM about swapping, 29 general information, 27 handling, 29 information saved on, 27 inserting, 28 lost! what to do, 29 removing, 28 what you can do on device without a SIM, 28 SIM card about, 27

importing contacts from, 126 lock/unlock, 42 SIM ID, where to view number, 46 SIM Lock Code where stored, 27 SIM PIN, default number, 28 size of Web Browser cache, 58 sleep mode about, 12 Sort By..., Address Book menu option, 119 Sort Messages dialog box, 92 sorting contacts in the Address Book, 119 email messages, 92 notes, 155 sound enabling for AIM alerts, 85 setting up ringtones in Phone application, 72 turning off for device, 33 volume adjustment slider bar, 33 space limitations Address Book contacts, 117 email messages, 107 length of a note, 156 length of photo name, 145 number of To Do tasks, 147 specific day, opening in Calendar, 139 specify application-specific settings, 30 Speed Dial list about, 60 assigning numbers, 73 managing, 60 Speed Dial number editing, 61 speed dialing, using to call, 64 splash screens about, 49 Calendar application, 127 Email application, 87 Notes application, 153 Phone application, 59 To Do, 147 standby battery time, 12 star (\*) tone, entering while on call, 65 Start Guide, PDF file for printing, 9

starting an AIM conversation, 82 status changing email to unread, 92 changing To Do task to completed/incomplete, 150 status indicators attachment to email, 89 email, 89 error sending email, 89 forwarded email, 89 on Web pages, 51 Phone Messages, 110 replied to email, 89 sending email, 89 waiting to send email, 89 status, checking network, 50 Subject field, Compose screen, 94 swapping SIMs, 29 switching conversations in AIM, 83 screen names in AIM, 77 system email folders, 88 system information, where located on your device, 46 system phone (Phone Messages) folders, 109 system sounds adjusting volume, 46 definition, 46

#### T task

creating a new task on the Web, 210 creating new, 149 discarding, 151 discarding completed tasks on the Web, 210 discarding on the Web, 210 editing on the Web, 210 emptying Trash on the Web, 211 incomplete, viewing on the Web, 209 marking as complete/incomplete on the Web. 210 marking as completed/incomplete, 150 notes (To Do) size limit, 150 retrieving a discarded task on the Web, 211 title (To Do) size limit, 149 viewing all on the Web, 209 viewing details, 149

views in To Do application, 151 Task Details screen, To Do application about, 149 adding a note, 150 editing, 150 text cursors, meaning of shape, 26 text message composing, 112 discarding, 113114 replying, 113 sending message, 112 text messages, where stored, 27 text, tips when typing, 26 three dots in title bar, meaning, 16 Thumbnail view, photo Gallery, 143 Time Zone setting on the Web, 216 title bar meaning of icons, 15 To Do application adding a note to task details, 150 Browse Tasks screen, 148 creating a new task, 149 discarding a task, 151 editing a task, 150 emptying the Trash, 152 keyboard shortcuts, 148 limit on number of tasks, 147 limit to task notes, 150 limit to task title, 149 managing the Trash, 151 marking a task as completed/incomplete, 150 retrieving a task from Trash, 151 setting a due date, 149 splash screen, 147 Task Details screen, 149 task views, 151 using the date picker, 149 To Do Web application accessing, 208209 adding a new task, 210 all tasks, viewing, 209 Browse Tasks page, 209 description of To Do items, 209 discarding a task, 210 discarding completed tasks, 210 editing a task, 210 emptying Trash, 211

marking a task as complete/incomplete, 210 retrieving a discarded task, 211 viewing incomplete tasks, 209 To field add new line, 94 Compose Message screen, 112 Email Compose screen, 94 today, opening in Calendar, 139 Trash Address Book application, 122 emptying Calendar Web Trash, 203 emptying contents, Notes Web application, 214 emptying Notes Trash on the Web, 211 Notes application, 157 To Do application, 151 Trash (Email) folder empty all contents, 97 Trash (Phone Messages) folder empty all contents, 114 Trash (To Do), emptying, 152 Trash Calendar view details, 138 Trash folder about, 103 icon. 89 turning the device on/off, 19 turning wireless on/off, 47 two dots in title bar, meaning, 16 typing text tips, 26

### U

unavailable setting an AIM away message, 83 unblocking an AIM buddy, 81 unfolding/folding all notes, 155 single note, 155 unlocking Alt key, 18 device, 40 shift key, 18 SIM card, 28 your SIM card, 42 un-mute button, 33 unread emails listed on splash screen, 87 unread text messages listed on splash screen, 108 Upcoming Calendar view details, 134 summary, 133 USB Mini-B port, 26 Use Current Page button, 57 user documentation about, 167 printing, 167 user information settings for Web applications, 216 user-defined folder icon, 89 Username field, Accounts screen, 99 username, selecting, 10

### ۷

vibration setting as device notification, 45 viewing all your Notes, 154 views Call Log, 68 Day, details, 135 Day, summary, 133 Month, details, 137 Month, summary, 133 setting in To Do application, 151 Trash, details, 138 Upcoming, details, 134 Upcoming, summary, 133 Week, details, 136 Week, summary, 133 Year, details, 138 Year, summary, 134 views in Calendar application about, 132 views in Calendar Web application about, 197 Day view, 198 Month view, 198 Week view, 197 views of photo Gallery, 143 voice mail calling, 70 setting up, 71 Speed Dial number, 60 volume

adjusting system sounds, 33 adjusting when on the phone, 62

#### W

waiting to send email status indicator, 89 waking device from power-saving mode, 12 Web accessing device applications, 166 searching, 53 setting your home page, 57 setting your search engine, 57 showing pictures, 58 Web Browser application reporting a bad URL, 53 Web Browser settings, 57 Web pages opening, 53 refreshing, 52 reporting a problem with displaying a page, 53 scrolling, 52 status indicators, 51 Web settings changing name display on emails, 216 device ID, 216 Time Zone, 216 user information, 216 Week Calendar view details, 136 summary, 133 wheel, using, 22 Wireless Options roaming charges, 47 turning roaming on/off, 47 wireless, turning on and off, 47 Word files, reading as attachment, 91

#### Υ

Year Calendar view details, 138 summary, 134