

Getac

Z710

USER MANUAL

2012

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Notes

Depending on the specific model purchased, the color and look of your device and accessories may not exactly match the graphics shown in this document.

The screenshots and other presentations shown in this document are for reference only. They may differ from the actual screens and presentations generated by the actual product.

Your device is based on Google's open-source Android 2.3 operating system, with additions by Getac. It does not include Google's closed-source applications such as Gmail, Google Maps, Android Market, etc.

For the latest version of the manual, please visit the Getac website at www.getac.com.

Detailed instructions on using Android 2.3 are also provided in the User's Guide

available from Google's website. Note that not all applications and features described in Google's document are supported by your device.

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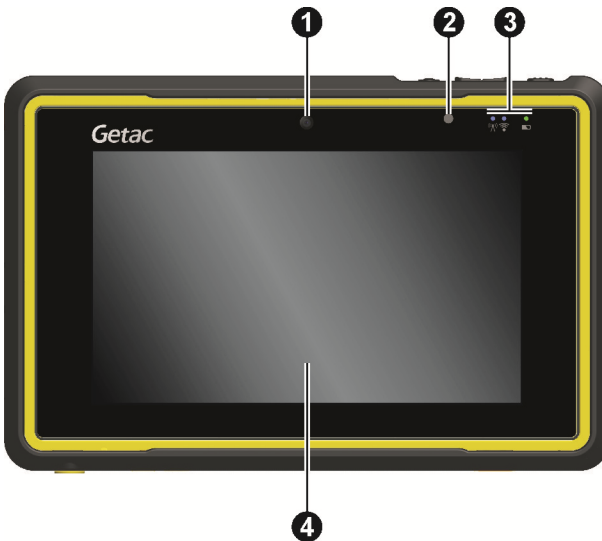
Chapter 1




Getting Started

This chapter introduces you to the external components of your device and guides you through the process of setting up your device for use.

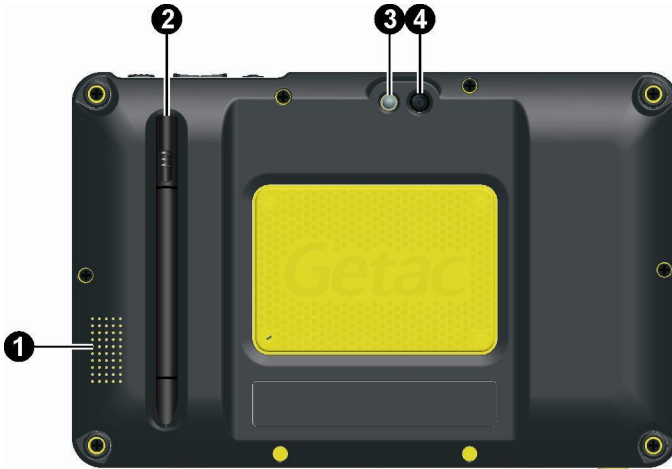
Identifying Hardware Components

Front Components



Ref	Component	Description
①	Camera Lens	Takes still pictures or records video clips. The front lens supports 1 MP (mega pixel).
②	Light Sensor	Senses the ambient light for automatic adjustments of the display and keypad backlight. The features can be enabled through OSD Control Panel and G-Manager. NOTE: Do not cover the sensor when in use.
③	Indicators  Mobile Phone Indicator  RF (Radio Frequency) Indicator  Charge/Notification Indicator	<p>Flashes in blue to indicate that the phone function is switched on.</p> <p>Flashes in blue to indicate that the Bluetooth radio is on.</p> <p>Flashes in amber to indicate that the Wi-Fi (wireless network) radio is on.</p> <p>Flashes in purple to indicate that the GPS receiver is on.</p> <p>If more than one module is switched on, the indicator changes color in a cyclic way.</p> <p>Glows in amber to indicate that battery charging is in progress.</p> <p>Glows in green to indicate that the battery is fully charged.</p> <p>Glows in red to indicate that the battery power is critically low (less than 10%).</p> <p>Flashes in red to inform you of scheduled appointments, alarms and reminders.</p>
④	Touch Screen	Displays the output of your device and responds to your tapping.

Back Components



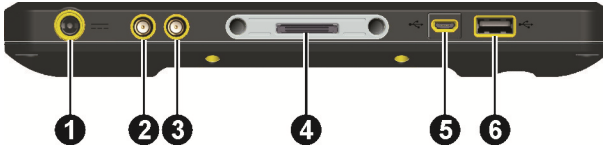
Ref	Component	Description
❶	Speaker	Plays music, sounds and voices.
❷	Stylus	Serves as the input device by tapping on the touchscreen to make selections and enter information. Store it in the slot when not in use.
❸	Flash	Provides extra light when taking pictures.
❹	Camera Lens	Takes still pictures or records video clips. The rear lens supports 5 MP (mega pixel).

Top Components



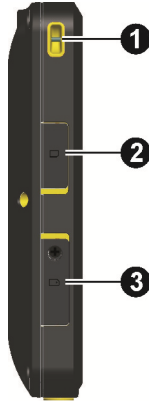
Ref	Component	Description
❶	Power Button	Starts up your device.
		Turns off or restores the screen.
		When pressed longer: Opens a menu with options for Silent mode , Airplane mode , and Power off .
❷	Volume Control Buttons	🔊) decrease the sound volume.
		🔊) increase the sound volume.
❸	Trigger Button	Provides the “trigger” function for specific applications.

Bottom Components



Ref	Component	Description
①	Power Connector	Connects to the AC adapter.
②	WWAN Pass-through Connector	Connects the external antenna for WWAN (wireless wide area network) 3G connectivity. NOTE: Must be connected via docking.
③	GPS Pass-through Connector	Connects the external antenna for GPS signal reception. NOTE: Must be connected via docking.
④	Docking Connector	Connects to the office dock (an option).
⑤	Micro USB Host Connector	Connects to a USB device via Micro USB cable.
⑥	USB Client Connector	Connects to a computer via USB cable for data transfer.

Left-Side Components



Ref	Component	Description
①	Tether Holder	For holding a tether (such as the stylus tether). There is one holder on the left side and another on the right side.
②	MicroSD Card Cover	Inside is the microSD card slot.
③	SIM Card Cover	Inside is the 3G SIM card slot.

Getting Your Device Ready for Use

Installing the SIM Card

1. Open the SIM card slot by removing one screw.
2. Insert the SIM card into the slot.

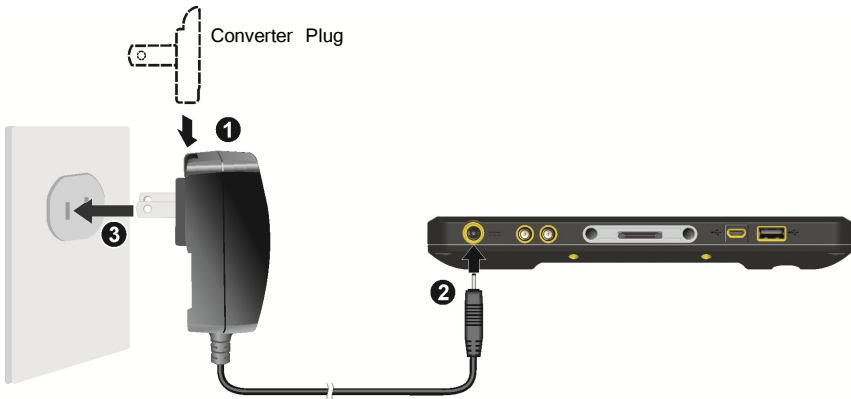
NOTE: To remove the SIM card, slightly push in the card to release it and then pull the card out of the slot.

3. Replace the cover and tighten the screw.

Connecting to AC Power and Charging the Battery

Be sure to fully charge the battery before using your device for the first time.

1. Fit the converter plug to the AC adapter (**1**).
2. Connect the DC jack end of the AC adapter to your device (**2**) and the other end to a wall outlet (**3**).



3. The charge indicator glows in amber when charging is in progress. Do not disconnect your device from AC power until the battery is fully charged, as indicated by the amber indicator turning into green. This will take a couple of hours.

CAUTION: For optimal performance of the lithium battery, take note of the following:

- Use the included AC adapter only.
- There is no need to fully discharge the battery before charging. You can charge the battery before it is discharged.
- Do not charge the battery where the temperature is high (e.g. in direct sunlight).
- As a protection against damage, your device stops charging when the battery's temperature is extremely high or low. In high temperature conditions, the charging stops when the battery's temperature gets above 70°C (158°F) and continues when the temperature lowers to 60°C (140°F). In low temperature conditions, the charging stops when the temperature gets below -5°C (23°F) and continues when the temperature rises to 0°C (32°F).
- If you will not use the product for a long period of time, be sure to fully charge the battery at least once every two weeks. Over discharge of the battery can affect the charging performance.

Performing the Initial Startup

When turning on your device for the very first time, you will be guided through a setup process.

1. Make sure that your device is either connected to AC power or the battery has power.
2. Press the power button.

The device powers up and displays the initial screen.

3. If a SIM card has been inserted and the mobile phone network operator (or you) has set the PIN, you will be prompted to enter the PIN.

4. Follow the on-screen instructions to complete the setup process for touchscreen calibration, language, and others.
5. After the setup is completed, the Home screen appears. You can now use your device.

Using Options

Using a microSD Card

Your device has a microSD card slot where you can insert a microSD memory card.

Inserting a microSD Card

1. Open the microSD card cover.
2. Insert the card into the slot, with the connector pointing to the slot and its label facing the front of the device.
3. Close the cover.

Preparing an SD Card for Use

To use a new SD card with your device, format the card on your device. You also need to do so if you have problems reading data on an old SD card.

1. If needed, backup the data on your old SD card to your computer.
2. Insert the SD card to your device.
3. Go to the Home screen and press the **menu** key on your device.
4. Tap **Settings** → **SD card & phone storage** → **Unmount SD card**.
5. Tap **Format SD card**.

Removing an SD card

You can safely remove the SD card from your device any time the device is shut down. If you need to remove the card while the device is on, unmount the card first to prevent corrupting or damaging the card.

To unmount:

1. Go to the Home screen and press the **menu** key on your device.
2. Tap **Settings** → **SD card & phone storage** → **Unmount SD card**.
3. Open the protection cover. Press the edge of the card to release it and then pull the card out of the slot.

Using the Tether

A tether is provided for attaching the stylus to your device.

1. Insert one of the tether's loop ends through the hole of the stylus. Then, insert the other end through the first loop and pull it tight.
2. Insert the other loop end to the right-side or left-side holder on the device. Then, insert the stylus end through the loop and pull it tight.

Chapter 2

Basic Skills

This chapter familiarizes you with the basic operations of your device.

CAUTION: The device can get uncomfortably warm when you use it in high temperatures. In such a circumstance, please take safety measures (such as wearing gloves) to protect yourself. Prolonged body contact can cause discomfort and potentially a burn.

Waking Up and Shutting Down

Waking Up

Your device sleeps after a period of inactivity (1 minute by default). You can also manually put your device to sleep by briefly pressing the power button.

To wake up, press the power button and, at the lock screen, drag the lock icon all the way to the right.

Shutting Down

Press and hold the power button until a menu pops up. Tap **Power off** and then **OK**.

Navigating on the Screen

CAUTION: Do not use a sharp object such as a ballpoint pen or pencil on the touchscreen. Doing so may damage the touchscreen surface. Use your finger or the included stylus.

NOTE: The stylus can be tethered to your device. Store it in the slot (on the back of your device) when not in use.

Use the stylus (or your finger) to navigate and select objects on the screen.

Here are some common terms that you should know when using the touchscreen:

- **Tap**
Touch the screen once with the stylus to open an item or select an object.
- **Tap and hold**
Tap and hold the stylus on an item to see a list of actions available for that item.
- **Drag**
Hold the stylus on an item and, without lifting the stylus, move across the screen until you reach the target position.
- **Swipe or slide**
Move the stylus across the screen, without pausing when you first touch it (so you don't "drag" instead). For example, you slide the screen up or down to scroll a list.
- **Pinch**
In some applications (such as Browser and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

Home Screen

The Home screen is your starting point to access all the features on your device. You can have it display application icons, widgets, shortcuts, and other features that you want.

At the top of the screen, the Status bar displays the time, information about the status of your device, and icons for notifications that you've received.

To return to the Home screen at any time, press the **Home** key.

Extensions to the Home Screen

You can slide left or right across the Home screen to see other parts of the Home screen. The extensions to the Home screen provide more space for widgets, shortcuts, and other items.

Small dots at the lower left and right indicate which screen you're viewing. Tap and hold the small dots on the lower left or right of the screen to view thumbnails of the Home screen and its extensions, which you can tap to open.

Items on the Home Screen

There are three types of items you can add to the Home screen. They are:

- **Shortcuts**
Add shortcuts to applications, a bookmarked webpage, a favorite contact, a music playlist, and many other items. The shortcuts available depend on the applications you have installed.
- **Widgets**
Add any of a variety of miniature applications (widgets) to your Home screen, including a clock, a music player, a picture frame, a calendar that shows upcoming appointments, etc.

- **Folders**

Add a folder where you can organize Home screen items, or folders that contain your contacts. Your folders' contents are kept up to date automatically.

Customizing Your Home Screen

You can add application icons, shortcuts, widgets, and other items to any part of the Home screen. You can also change the wallpaper.

Adding an Item to the Home Screen

1. Open the Home screen where you want to add the item.
2. Press the **menu** key on your device and tap **Add**.

- or -

Tap and hold an empty location on the Home screen.

3. In the menu that opens, tap the type of item to add.
4. Tap the item to add.

Moving an Item on the Home Screen

1. Tap and hold the item you want to move, until it is enlarged. Don't lift the stylus.
2. Drag the item to a new location on the screen.

Pause at the edge of the screen to drag the item onto another Home screen pane.
3. When the item is where you want it, lift the stylus.

Removing an Item from the Home Screen

1. Tap and hold the item you want to remove, until it is enlarged. Don't lift the stylus.

The Launcher icon changes to a Trash Can icon.

2. Drag the item to the Trash Can icon.

Changing the Wallpaper

1. While on the Home screen, press the **menu** key on your device and tap **Wallpaper**.

- or -

Tap and hold an empty area of the Home screen and in the menu that opens, tap **Wallpapers**.

2. Tap **Pictures** or **Wallpapers**.


Tap **Pictures** to use a picture that you have in your device. You can crop the picture before setting it as a wallpaper.

Tap **Wallpaper** to open a screen where you can sample the wallpaper images that come with the device. Slide the miniature images left and right to view the samples.

3. Tap **Save** or **Set wallpaper**.

Using the Launcher

The Launcher holds icons for all of the applications on your device.

To open the Launcher, tap  at the bottom of the Home screen. If you have more applications than can fit on the Launcher in one view, you can slide the Launcher up or down to view more.

Tap an icon in the Launcher to open the application. When you open an application, the other applications you've been using keep on running. You can quickly switch among your applications, to work with several at once.

To switch to a recently used application, press and hold the **Home** key to open a small window with icons of applications that you've used recently.

Working with Menus

There are two kinds of Android menus: options menus and context menus.

Options Menu

Options menus contain tools that apply to the activities of the current screen or application, not to any specific item on the screen.

You open an options menu by pressing the **menu** key on your device.

NOTE: Not all screens have options menus.

Context Menu

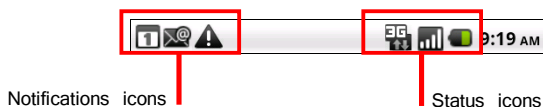
Context menus contain tools that apply to a specific item on the screen.

You open a context menu by tapping and holding an item on the screen.

NOTE: Not all items have context menus.

Status Bar

The Status bar appears at the top of almost every screen. It displays icons indicating that you've received notifications (on the left) and icons indicating the phone's status (on the right), along with the current time.



Notification icons report the arrival of new messages, events, and alarms. When you receive a notification, its icon appears in the Status bar, along with a summary that appears only briefly.

You can open the Notifications panel to view a list of all your notifications. Use one of the two methods to open the panel:

- Drag the Status bar down from the top of the screen.
- While on the Home screen, press the **menu** key on your device and tap **Notifications**.

To respond to a notification, tap it in the panel.

To clear all event-based notifications, tap **Clear** at the top right of the panel.

To close the Notifications panel, drag the tab at the bottom of the Notifications panel to the top of the screen or press the **Back** key on your device.

Quick Contact

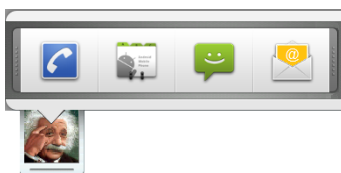
As you build up your list of contacts on your device, you can use Quick Contact for Android in many applications to quickly start a chat, email, or text message, to place a call, or to locate your contacts. Quick Contact for Android is a special

icon that you can tap to open a bubble with options for quickly initiating a connection to that contact.

Contacts that you can access with Quick Contact are displayed differently in different applications, but usually with a picture frame that looks like this:



Tap a Quick Contact icon to open a bubble with icons for all the ways you can communicate with the contact. Tap an icon to start communicating with the contact in that application.

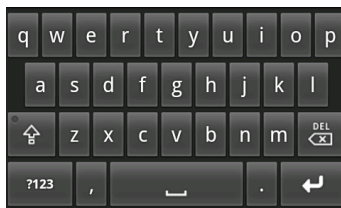


You can add a shortcut for a contact to your Home screen, which you can then tap to open Quick Contact for Android for that contact. (For more information about adding shortcuts to the Home screen, see “Adding an Item to the Home Screen” earlier in this chapter.)

Entering Information

Using the Onscreen Keyboard


You enter text, numbers, and symbols using the onscreen keyboard. Some applications open the keyboard automatically. In others, you tap an input field where you want to enter text to open the keyboard.

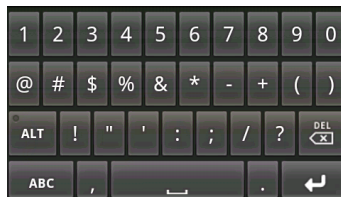


To enter text, tap the keys on the keyboard to type.

NOTE:

- Tap and hold a vowel or the C, N, or S key to open a small window where you can tap an accented vowel or other alternate letter.
- If you've used the Android Keyboard settings to make more than one language available, you can slide left or right on the Space key to cycle to the previous or next language. (For settings information, see "Language and Keyboard Settings" in Chapter 8.)

To enter numbers or symbols, tap the Symbols key  to switch to the numbers and symbols keyboard. Tap the Alt key on the symbols keyboard to view additional symbols; press it again to switch back. Tap and hold a key to open a window of additional symbols.



NOTE: If your model supports other input methods, you can switch to another input method by tapping and holding an input field while the onscreen keyboard is open. Tap **Input method** in the menu that opens and then tap the method you want.

Editing Text

You can edit the text you enter in text fields and use menu commands to cut, copy, and paste text, within or across applications. Some applications don't support editing some or all of the text they display; others may offer their own way to select text you want to work with.

Searching Information

NOTE: If you're searching the web, make sure your device is connected to the Internet.

You can search for information on your device and on the web using Google search.

1. Access the Search box by one of the three ways.

- Go to the Home screen for the Search widget (which is on the Home screen by default).
 - Tap the **Search** icon in the Launcher.
 - Press the **Search** key. In applications such as Contacts, the application's own search box opens when you press the key.
2. If you want to target where to search, tap the icon at the left of the search box.

A panel opens with icons for All, for Web, and for the applications you've checked in the Searchable items settings. (See "Search Settings" in Chapter 8.) Tap the icon that represents where you want to search.

3. Type in the input field.

If you're searching the web, suggestions from Google web search are added to the list of previously chosen search results. If you're searching the device, matching items on your device appear in the list.

4. If what you're searching for is in the list of suggestions or previously chosen search results, tap it in the list.

If what you're searching for is not in the list, tap the icon at the right of the search box or tap the **Go** key on the onscreen keyboard to search.

5. The search result displays in the appropriate application, such as Contacts or the Browser.

Locking the Screen

The lock screen displays whenever you turn on your device or wake up the screen. By default, you unlock the screen by dragging the lock icon all the way to the right.

You can configure screen lock security so that only a pattern, PIN, or password can unlock the screen. (See “Location and Security Settings” in Chapter 8 for information on configuring screen lock security.)

Chapter 3

Getting Connected

This chapter tells you how you can get your device connected through a variety of ways.


Overview

Types of Connections

Your device can connect to a variety of networks and devices, including mobile networks for voice and data transmission, Wi-Fi data networks, and Bluetooth devices, such as headsets. You can also connect your device to a computer to transfer files.

Entering Airplane Mode

Some locations may require you to switch off all wireless radios. You can do so by placing your device in Airplane mode.

To quickly enter Airplane mode, press and hold the power button until a menu pops up. Tap **Airplane mode**. The  icon displays in the Status bar.

Connecting to Mobile Networks







Your device supports HSDPA (High-Speed Downlink Packet Access). HSDPA is an enhanced 3G (third generation) mobile telephony communications protocol. It can operate on 850/900/1800/1900/2100MHz.

To use the phone, you need to first set up an account with a mobile phone network service provider. The functions available to you depend on the services offered by your service provider and your type of subscription.

Your service provider will provide you with a SIM card. This card contains your mobile phone account details and rights, contacts that can be stored and any additional services to which you have subscribed. You must install a SIM card before you can make or receive phone calls or use wireless data services. (See “Installing the SIM Card” in Chapter 1 for installation instructions.)

Mobile Network Status Icons

The icons in the Status bar indicate which kind of data network you’re connected to and the voice and data network signal strength.

Icon	Meaning	Icon	Meaning
	Signal strength		Connected to EDGE
	No signal		Connected to 2G (GPRS)
	Roaming		Connected to 3G (UMTS or HSDPA)

Checking or Modifying Mobile Network Settings

Initially, your device is configured to use the fastest mobile network available for data. But you can configure your device to use only a slower 2G network for data, to extend the life of your battery between charges. You can also configure your

device to access a different set of networks entirely, or to behave in special ways when roaming.

While on the Home screen, press the **menu** key on your device. Tap **Settings** → **Wireless & networks** → **Mobile networks**. From here you can check what network you're using, enable or disable data roaming, and limit your data connections to 2G networks. (See “Wireless and Networks Settings” in Chapter 8 for information.)

Using Wi-Fi Networks

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters.

Turning Wi-Fi On or Off

1. While on the Home screen, press the **menu** key on your device.
2. Tap **Settings** → **Wireless & networks**.
3. Tap **Wi-Fi** to change the Wi-Fi radio status.
4. When turned on, the Status bar displays icons that indicate Wi-Fi status.



Notification that an open Wi-Fi network is in range.



Connected to a Wi-Fi network (waves indicate connection strength)

If your device finds a network that you connected to previously, it connects to it.

NOTE:

- When not using Wi-Fi, turn off the radio. Leaving the radio on will consume more power.
- You can quickly turn off all wireless radios by pressing and holding the power button and tap **Airplane mode** in the popup menu.

Connecting to a Wi-Fi Network

1. Make sure the Wi-Fi radio is on. (See “Turning Wi-Fi On or Off” previously.)
2. While on the Home screen, press the **menu** key on your device.
3. Tap **Settings** → **Wireless & networks** → **Wi-Fi settings**.
4. Your device scans for available Wi-Fi networks and displays the names in the **Wi-Fi settings** screen.

If there is a need to re-scan, open the options menu and tap **Scan**.

5. On the list of discovered networks, tap the one you want to connect to.
6. If the network is secured, you're prompted to enter a password or other credentials.

If the network is open, you are prompted to confirm that you want to connect to it.

Managing Wi-Fi Settings

Modifying or Removing Settings

When connected to a network, you can tap its name in the **Wi-Fi settings** screen for details about the speed, security, address, and related settings.

If you need to modify the settings, tap and hold the name of the network and tap **Modify network**.

If you don't want your device to connect to a remembered network anymore, tap and hold the name of the network and tap **Forget network**.

Manually Adding a Wi-Fi Network

You can manually add Wi-Fi settings for a network that does not broadcast its name (SSID) or is currently out of range. In the **Wi-Fi settings** screen, tap **Add Wi-Fi network** (at the bottom of the list of discovered networks).


Using the Bluetooth Function

NOTE: Getac does not guarantee the product's compatibilities with the Bluetooth headsets/devices from all manufacturers.

Bluetooth technology is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.

Turning Bluetooth On or Off

1. While on the Home screen, press the **menu** key on your device.
2. Tap **Settings** → **Wireless & networks**.
3. Tap **Bluetooth** to change the Bluetooth radio status.

When turned on, the Status bar displays the  icon.

NOTE:

- When not using the Bluetooth function, turn off the Bluetooth radio. Leaving the radio on will consume more power.
- You can quickly turn off all wireless radios by pressing and holding the power button and tap **Airplane mode** in the popup menu.

Pairing with a Bluetooth Device

The first time you use a new Bluetooth device with your device, you must “pair” them, so that they know how to connect securely to each other. After that, you can simply connect to a paired device.

1. Make sure that the other Bluetooth device is set as “discoverable” and within range.
2. Make sure the Bluetooth radio is on. (See “Turning Bluetooth On or Off” previously.)
3. While on the Home screen, press the **menu** key on your device.
4. Tap **Settings** → **Wireless & networks** → **Bluetooth settings**.

Your device scans for and displays the IDs of all available Bluetooth devices in range.


5. Some Bluetooth devices have multiple profiles. To select which profiles you want to use with your device, tap and hold the device, tap **Options** in the menu that opens. Check or uncheck a profile to use it or not.
6. On the list of discovered devices, tap the ID of the device you want to pair with.
7. The devices pair with each other. If you’re prompted to enter a passcode, try entering 0000 or 1234 (the most common passcodes), or consult the documentation that came with the device to learn its passcode.

If the pairing is successful, your device connects to the device.

Connecting to a Paired Bluetooth Device

Once paired, you can connect to a Bluetooth device.

1. While on the Home screen, press the **menu** key on your device.

2. Tap **Settings** → **Wireless & networks** → **Bluetooth settings**.
3. In the list of devices, tap a paired but unconnected device in the list.
If the device you expected isn't displayed, tap **Scan for devices**.
4. When connected, the Status bar displays the  icon.

Managing Bluetooth Settings

While in the Bluetooth settings screen, you can change settings such as your device's Bluetooth name and discoverable mode.

To disconnect from a Bluetooth device, tap the device in the list and tap **OK** to confirm that you want to disconnect.

To unpair a Bluetooth device, tap and hold the device in the list and tap **Unpair** or **Disconnect & unpair** in the menu that opens.

Connecting to VPNs

VPNs (Virtual private networks) allow you to connect to the resources inside a secured local network, from outside that network.

Adding a VPN

NOTE: To configure VPN access from your device, you must obtain the details from your network administrator.

1. While on the Home screen, press the **menu** key on your device.
2. Tap **Settings** → **Wireless & networks** → **VPN settings**.
3. Tap **Add VPN**.
4. Tap the type of VPN to add.

5. Configure each component of the VPN settings following the instructions from your network administrator.
6. Press the **menu** key on your device and tap **Save**.

The VPN is added to the list on the VPN settings screen.

Connecting to a VPN

1. While on the Home screen, press the **menu** key on your device.
2. Tap **Settings** → **Wireless & networks** → **VPN settings**.

The VPNs you've added are listed on the VPN settings screen.

3. Tap the VPN to which you want to connect.
4. In the dialog that opens, enter any requested credentials and tap **Connect**.

When you're connected to a VPN, you receive an ongoing notification in the Status bar.

Disconnecting from a VPN

To disconnect from a VPN, open the Notifications panel and tap the ongoing notification for the VPN connection.

Connecting to a Computer via USB

You can connect your device to a computer with the USB cable, to transfer files between your device and the computer.

1. Use the USB cable that came with your device to connect the device to a USB port on your computer.



You receive a notification that the USB is connected.

2. Open the Notifications panel and tap **USB connected**.
3. Tap **Turn on USB** storage in the screen that opens to confirm that you want to transfer files.

You can now access the internal SD card of your device and the external SD card (if inserted) from your computer.

4. To disconnect your device from the computer, open the Notifications panel and tap **Turn off USB storage**. Tap **Turn off USB storage** in the screen that opens.

Adding an Account

If you have a Microsoft Exchange ActiveSync account (Exchange 2003 and 2007) at work or a Google account on the web, you can add the account in your device so you can sync contacts, email, and calendar events with your device from that account.

NOTE: To add some accounts, you may need to obtain details from an IT support representative about the service to which the account connects.

1. Make sure your device is connected to the Internet either through Wi-Fi or 3G.

2. While on the Home screen, press the **menu** key on your device.
3. Tap **Settings → Accounts & sync Settings → Add account**.
4. Enter your email address and password.
5. Tap **Next**.

Your device attempts to communicate with your account service provider to validate your account. If the process does not work, you can enter the information manually. (Contact your IT administrator for account details.)

6. Configure the sync options.

When you're finished, the account is added to the list. Depending on how you configured the account, email, contacts, and other information start syncing to your device.

NOTE: To change sync settings, open the Accounts & sync screen and tap the account.



Chapter 4

Placing and Receiving Calls

This chapter tells you how to use the Phone application.

Opening the Phone Application




You can open the Phone application by several ways:

- Tap the **Phone** application icon in the Launcher (). The application opens to the **Phone** tab.
- Press the **Send** key. The application opens to the **Call log** tab.
- Tap the Phone icon  at the bottom of the Home screen. The application opens to the last tab you were in.
- Tap a phone number item in an application.


Placing a Call

There are several ways you can place a call.

Dialing a Call

1. Tap the **Phone** application icon in the Launcher (). Or, if you are currently using Phone or Contacts, tap the **Phone** tab.
2. Tap the keys on the phone keypad to enter phone number.
If you enter a wrong number, tap  to erase digits one by one. To erase the entire number, tap and hold .
3. tap the green phone icon on the screen to place the call.

Placing a Call from Contacts

1. To open Contacts, you can tap the **Contacts** icon in the Launcher (); or, if you are currently using Phone, tap the **Contacts** tab.
If calling a contact in the favorite contacts list that you have created, you can tap the **Favorites** tab.
2. Tap the contact to call.
3. Tap the phone number to use to call the contact.

NOTE:

- You can also quickly call a contact by using Quick Contact. (See “Quick Contact” in Chapter 2 for information.)
- For detailed information on Contacts, see “Contacts” in Chapter 5.

Placing a Call from the Call Log

The Call log is a list of all the calls you've made, received or missed.

1. Tap the **Call log** tab.
2. Tap the green phone icon at the right of the entry.

NOTE: See “Using Call Log” later for detailed information on Call log.

Responding to a Call

When you receive a phone call, the Incoming Call screen opens with the caller ID and any additional information about the caller that you have entered in Contacts.

Answering a Call

To answer an incoming call, drag the green phone icon to the right.

Declining a Call



To decline an incoming call, drag the red phone button to the left.

Ending a Call

To end a call, tap **End call** on the screen.

During a Call

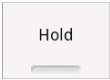
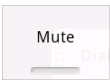
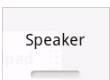
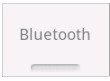
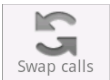
Adjusting the Phone Volume

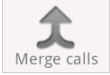

To adjust the call volume, use the volume control button on your device ( to increase or  to decrease).

CAUTION: Never raise the sound volume level too high when using earphones. An excessive sound volume level could cause damage to your hearing.

Using Additional Functions

When a call is in progress, you can put a call on hold, create a phone conference, mute your microphone, and more. Use the icons on the screen for various operations. (If the icons are hidden, press the **menu** key on your device to show the icons.)

Icons	Functions
	Places the call on hold. To take the call off hold, tap Unhold .
	Mutes the microphone during the call. To unmute, tap the icon again.
	Turns the speakerphone on or off.
	Switches between a Bluetooth headset and the phone. When a Bluetooth headset is paired and connected to your phone, you can conduct all calls on the headset for hands-free conversation.
	Switches between current calls. If you accept a new call when you're already on a call, you can switch between the two callers.

Icons	Functions
 <p>Merge calls</p>	<p>Merges the current calls into a conference call. (See “Setting up a Conference Call” later for more information.)</p>
 <p>Add call</p>	<p>Allows you to place another call while putting the current call on hold. (See “Setting up a Conference Call” later for more information.)</p>

Setting up a Conference Call

NOTE: You may need to consult your mobile phone network service for the availability and subscription of the conference call function.

1. Place a call to the first participant.
2. When you're connected, tap **Add call**.

The first participant is put on hold and you're prompted to place the second call.

3. Place the next call.
4. When you're connected, tap **Merge calls**.

The participant is added to the conference call. You can add as many calls as your mobile phone network service supports.

5. During a conference call, tap **Manage** to drop a conference call participant or to talk privately with one of the participants.

More Phone Operations

Using Call Log

The Call log is a list of all the calls you've placed, received, or missed. It offers a convenient way to redial a number, return a call, or add a number to your Contacts.

To open Call log, tap the **Call log** tab.

Calls are listed with the most recent at the top. Scroll to view earlier entries in the log.

Tap a Call log entry to open a screen where you can call the contact again, send the contact a message, add the number to your Contacts, and learn more about the original call.



Tap and hold a Call log entry to open a menu where you can call the contact, view contact information, edit the number before you redial, and more.

To clear the call log list, press the **menu** button on your device and tap **Clear call log**.

Reading or Sending Messages

To read or send text messages (SMS) and multimedia messages (MMS), use the Messaging application. See “Messaging” in Chapter 6 for information.

Checking Your Voicemail

When you have a new voicemail message, the voicemail icon  appears in the Status bar. To listen to your voicemail, open the Notification panel and tap **New Voicemail**. Or you can check your voicemail by tapping the Voicemail icon  in the Phone keypad.

If you have not set up your voicemail number, or if you need to change it, you can do that with the Call settings. (See “Call Settings” in Chapter 8.)

Making an Emergency Call

You can use your device to dial the international emergency number 112. This number can normally be used to make an emergency call in any country with or without a SIM card inserted, as long as you are within a mobile phone network.

Some mobile phone network services may require that a SIM card be inserted, and in some cases that the PIN be entered.

There may be other emergency numbers available. Your mobile phone network service may save additional local emergency numbers in the SIM card.

Dialing an International Call

When you are manually dialing a number, tap and hold on the number key 0 until the + sign appears. The + sign replaces the international prefix of the country from where you are calling.

Enter the full phone number you want to dial including country code, area code (without the leading area code zero) and local phone number.

Configuring Phone Call Settings

You can configure phone call settings, such as call forwarding, call waiting, and other special features offered by your carrier. See “Call Settings” in Chapter 8 for information.

Chapter 5

Contacts and Calendar

This chapter tells you how to use the Contacts and Calendar applications.

Contacts

The Contacts application gives you quick and easy access to the people you want to reach.

To open Contacts, tap the **Contacts** icon in the Launcher ().

You can also open Contacts by using Quick Contact. (See “Quick Contact” in Chapter 2 for information.)

NOTE: When you have added an account in your device, you may synchronize contacts information (if such service is available with your account on the web).

Importing Contacts from Your SIM Card

You may have stored contacts on the SIM card if you’re moving it from another phone. You can add some or all of these contacts to the Contacts application.

1. After opening Contacts, press the **menu** key on your device and tap **Import/Export**.
2. Tap **Import from SIM**.
3. To import all, press the **menu** key on your device and tap **Import all**.

To select individual contacts to import, tap and hold the contact you want and tap **Import** in the menu that opens.

Adding a Contact

1. After opening Contacts, press the **menu** key on your device and tap **New contact**.
2. Enter the contact's name.
3. Tap a category of contact information, such as phone numbers and email addresses, to enter that kind of information about your contact.

Scroll the page to view all categories.

4. Tap a category's plus button to add more than one entry for that category—for example, to add both work and home numbers.

Tap the button to the left of the item of contact information to open a menu with preset labels, such as **Mobile** and **Work** for a phone number, or tap **Custom** in the menu to create your own label.

5. Tap the Picture Frame icon to select a picture to display next to the name in your lists of contacts and in other applications.
6. When you're finished, tap **Done**.

Using Contacts List and Details

When you open Contacts, all of your contacts are displayed alphabetically in a scrolling list. You can drag the list up or down to scroll it.

To change which contacts are displayed when viewing the list, press the **menu** key on your device and tap **Display options**. Check **Only contacts with phones** to hide contacts that don't have phone numbers.

To search for a contact, press the **Search** key. As you start entering the name, contacts with matching names appear below the search box.

To view the details of a contact, tap the contact in the contact list. From the details screen, you can tap a communication method to start dialing, texting, or emailing the contact by using the listed number, address, and so on.

Editing Contacts Details

Editing Information

1. Open the contact list.
2. Tap and hold the contact whose details you want to edit; in the menu that opens, tap **Edit contact**.

You can also press the **menu** key on your device and tap **Edit contact** while viewing a contact's details.

3. Edit the contact information.
4. Tap **Done**.

Changing a Contact's Default Phone Number

1. Select the contact entry in the contacts list.
2. Tap and hold the phone number to use as the contact's default phone number.
3. Tap **Make default number** in the menu that opens.

The default phone number is marked with a checkmark.

Setting a Ringtone for a Contact

NOTE: To use custom audio files as ringtones for incoming calls, set up the file as a ringtone in the Music application. (See "Add a Song to the Ringtone List" in Chapter 7 for information.)

You can specify a unique ringtone for a contact.

1. Select the contact entry in the contacts list.
2. Press the **menu** key on your device and tap **Options**.
3. Tap the down arrow button to open the ringtone list. Tap the one to play when the contact calls.
4. Tap **OK**.

Joining or Separating Contacts

When you add contacts in other ways, such as by exchanging emails, Contacts attempts to avoid duplication by joining any new contact information with existing contacts under a single entry. You can also join contacts manually.

If contact information from different sources was joined in error, you can separate the information back into individual contacts on your phone.

To join or separate contacts:

1. Select the contact entry in the contacts list.
2. Press the **menu** key on your device and tap **Edit contact**.
3. Press the **menu** key and tap **Join** or **Separate contact**.

Calendar

The Calendar application works with the web-based Google Calendar calendaring service for creating and managing events, meetings, and appointments. It also works with the Microsoft Exchange ActiveSync calendaring service.

To open Calendar, tap the **Calendar** icon in the Launcher ().

The first time you open Calendar, you are asked to add an account first or, if an account has been set up, you will see the existing calendar events from your account on the web.

NOTE: For information on adding an account in your device, see “Adding an Account” in Chapter 3.

When you first set up Calendar to synchronize events on your device, it includes events from the previous month through one year in the future. Subsequently, Calendar keeps a year’s worth of future events synchronized between your device and the web, plus any later events that you add to your calendar using Calendar on your device.

Working with Different Views

To change your calendar view, press the **menu** key on your device and tap **Agenda**, **Day**, **Week**, or **Month**.

Month View

Month view displays a chart of the events of the month. Segments of each day with scheduled events are blue in the day’s vertical bar.

Week View

Week view displays a chart of the events of one week.

Day View

Day view displays a chart of the events of one day, in a table of one-hour rows. A red line indicates the current time.

Agenda View

Agenda view is a list of your events in chronological order.

Viewing Event Details

Tap an event to view its details.

Creating an Event

You can use Calendar on your device to create events that appear on your device and in your Calendar on the web.

1. In any Calendar view, press the **menu** key on your device and tap **New event**.

You can also tap and hold a spot in Day, Week, or Month view. In the menu that opens, tap **New event**.

2. Enter details about the event.

Tap the plus button to add more reminders.

3. Enter other desired information. You can press the **menu** key on your device and tap **Show extra options** to add more details.
4. Scroll to the bottom of the Event details screen and tap **Done**.

Editing or Delete an Event

To edit an event, tap and hold the event and tap **Edit event** in the menu that opens. Or, if you are viewing the event details, press the **menu** key on your device and tap **Edit event**.

To delete an event, tap and hold the event and tap **Delete** in the menu that opens. Or, if you are viewing the event details, press the **menu** key on your device and tap **Delete**.

Changing Calendar Settings

You can set up how Calendar displays event and how it notifies you of upcoming events.

To change Calendar settings, open a Calendar view, press the **menu** key on your device and tap **More** → **Settings**.

Chapter 6



Web and Communications

This chapter tells you how to use the Browser, Email, and Messaging applications.

Browser


Use the Browser application to view webpages and to search for information on the web when your device is connected to the Internet.

Surfing the Web

1. Tap the Browser icon  on the Home screen or the **Browser** application icon in the Launcher ().

The last webpage you were viewing is displayed. If you have not used Browser recently, your home page opens.

Browser also opens when you tap a web link—for example, in an email or text message.

2. To go to a webpage, tap the URL box at the top of the Browser screen. (If the URL box isn't visible, drag the page down until the URL box comes into view.)
3. Enter the address (URL) of the webpage. Tap a suggestion or enter an address and tap the arrow icon .

Webpages that are optimized for mobile devices typically open at a size appropriate for your screen.

Webpages that aren't designed specifically for mobile devices typically open in overview mode—the page is zoomed out so you can get the big picture. To zoom in, slide slightly on the screen to reveal the Zoom control and tap the plus icon to zoom in.

4. To refresh the current page, press the **menu** key on your device and tap **Refresh**.
5. To find text on a page, press the **menu** key on your device and tap **More** → **Find on page**.
6. You can open links on a webpage.

To go back among the pages you've opened, press the **Back** key on your device. To go forward, press the **menu** key on your device and tap **Forward**.


7. You can open up to eight Browser windows at once and switch among them. To open a new Browser window, press the **menu** key on your device and tap **New Window**.

To switch windows, press the **menu** key on your device and tap **Windows**. Tap a window to open it.

Working with Bookmarks

You can bookmark webpages so that you can quickly return to them.

Adding a Bookmark

1. Open the webpage you want to bookmark.
2. Tap the bookmark icon  at the top of the screen. Or, press the **menu** key on your device and tap **Bookmarks** → **Add**.
3. Edit the name and the address if necessary and tap **OK**.

Opening a Bookmark

1. Tap the bookmark icon  at the top of the screen. Or, press the **menu** key on your device and tap **Bookmarks**.

A window opens with a list of your bookmarks, sorted by how often you visit them.

2. Tap a bookmark to open it.

The bookmark opens in the current window. If you prefer to open it in a new window, tap and hold the bookmark and tap **Open in new window**.

Changing Browser Settings

You can configure a number of Browser settings, including several that you can use to manage your privacy.


To open the Browser settings screen, press the **menu** key on your device, and tap **More** → **Settings**.

Email

Use the Email application to read and send email from the email service account(s) that you have.

Opening Email and the Account Screen

Opening Email

Tap the **Email** application icon in the Launcher ().

The first time you open Email, a setup wizard opens to help you add an email account; or, if an account has been set up, you will see the Accounts screen. After the initial setup, Email opens to the last screen you were viewing or, if you have not used Email recently, it displays the contents of your Inbox (if you have only one account) or the Accounts screen (if you have multiple accounts).

Opening the Account Screen

The Accounts screen lists your Combined Inbox and each of your email accounts. If you have starred, draft, or unsent messages in any of your accounts, the folders for those items from all accounts are displayed as well.

If you have configured Email to send and receive email from more than one account, you can view all messages sent to all accounts in your Combined Inbox.

NOTE:


- You can add email accounts by pressing the **menu** key on your device while in the Accounts screen and tapping **Add account**.
- To delete an existing account, tap and hold the account. In the menu that opens, tap **Remove account**.

Reading and Responding to E-mail Messages

You can read messages in your Combined Inbox or in the Inbox or other folders for individual accounts.

1. Open Email. Tap the Combined Inbox, an account's Inbox, or another folder of messages.

– or –

When you receive a new email, you will see a new email notification icon  (unless you have disabled the feature). Tap the notification to open the email message window.

NOTE: Only some of your account's recent email is downloaded to your device. To download earlier messages in batches for IMAP or POP3 accounts, tap **Load more messages** at the bottom of the list of email. For Exchange ActiveSync accounts, you can change how many days or weeks of email to store on your device.

2. Tap the message to read.
3. While in a message screen, you can:
 - Reply to or delete the message using the buttons at the bottom of the screen.
 - Reply to, forward, or delete the message or mark the message as unread using the options menu.
 - Star the message by tapping the star in its header. Once you star a message, a Starred folder is added to the Accounts screen.

- Tap the right or left arrow icon to read the next or previous message.

NOTE: You can delete, star, or mark unread a batch of messages at once. In the Inbox or mailbox, check the messages that you want to work with as a batch.

Composing and Sending an E-mail

1. After opening Email, press the **menu** key on your device and tap **Compose**.

You can also open Email by using Quick Contact. (See “Quick Contact” in Chapter 2 for information.)

2. Address the message.

As you enter text in the **To** field, matching addresses are offered from your Contacts. You can tap a suggested address or enter a new one. Separate multiple addresses with commas.


3. To address a copy or blind copy of the message, press the **menu** key on your device and tap **Add Cc/Bcc**.
4. Enter a subject for the message.
5. Enter the text of the message.
6. To send a photo with the message, press the **menu** key on your device and tap **Attach**.
7. Tap **Send**.

Or, if you’re not ready to send the message, tap **Save as draft** to save it in a Drafts folder.

If you aren’t connected to a network, for example, if you’re working in Airplane mode, the messages that you send are stored in your Outbox folder until you’re connected to a network again.

Working with Account Folders

Each account has Inbox, Outbox, Sent, and Drafts folders. Depending on the features supported by your account's service provider, you may have additional folders.

To open the folders screen, tap the folder icon  while in the Accounts screen. You can also open an account's folders while viewing its Inbox or other folder, by pressing the **menu** key on your device and tapping **Folders**.

Tap the folder you want to open.

Changing Email Account Settings


You can change a number of settings for an account, including how often you check for email, how you're notified of new mail, and details about the servers the account uses to send and receive mail.

To change settings of an account, open the inbox of the account, press the **menu** key on your device, and tap **Account settings**.


Messaging

Use the Messaging application to exchange text messages (SMS) and multimedia messages (MMS) with your friends on their mobile phones.

Reading and Responding to Messages

1. Tap the **Messaging** icon in the Launcher () to open the message list screen.

– or –

When you receive a new message, you will see a new message notification icon  in the Status bar (unless you have disabled the feature). Tap the notification to open the message list screen.

2. Tap a message thread to open it.

If you have disabled the auto-retrieve feature of MMS, you have to tap **Download** to view a MMS message.

3. If the message contains a media file, tap **Play** to view, watch, or listen to it.
4. While in the message list, you can tap and hold a message to open a menu with number of options for working with the message and its sender's information.

Composing and Sending Messages

You can send text (SMS) messages of up to 160 characters to another mobile phone.

You can send multimedia (MMS) messages that contain text and a picture, a recorded voice, an audio file, a video, or a picture slideshow.

1. In the message list screen, tap **New message**.
2. Enter a mobile phone number in the **To** field. As you type, matching contacts appear. You can tap a suggested contact or continue typing.

You can also enter the name of a contact.

3. Tap the composition text box to start entering your message.

4. If sending an MMS message:

Press the **menu** key on your device and tap **Add subject** to add a message subject.

Press the **menu** key on your device and tap **Attach** to open the options menu for adding multimedia item(s).

After adding an item, you can use the buttons in the screen to preview, change, or remove the media attachment.

5. Tap **Send** or **Send MMS**.

Changing Messaging Settings

You can change a number of Messaging settings. For example, you can have older messages deleted, receive delivery reports for the messages you send, and select the ringtone to sound when you receive new message notifications.

To change Messaging settings, open Messaging, press the **menu** key on your device, and tap **Settings**.

Chapter 7

Multimedia


This chapter tells you how to use the Camera, Camcorder, Gallery, and Music applications.

Camera and Camcorder

Use the Camera or Camcorder application to take pictures and shoot videos.

NOTE: Camera and Camcorder belong to the same application.

Taking Pictures

1. To open Camera, tap the **Camera** icon in the Launcher (). You will be in Camera mode.
2. If you want to adjust settings, tap the appropriate status icon. (See “Camera Settings” later for more information.)
3. Aim the camera lens at the subject.

You can zoom in or out by tapping the Zoom icon **1x** and then drag the knob to select a zoom level.

4. To take the picture, press the **Camera**  key on your device or tap the Shutter  icon on the screen.

Green focus indicators appear at four corners. A shutter sound is played when the picture is taken.




- The picture you just took is displayed as a thumbnail at the corner. You can tap the thumbnail to view the picture. (See “Gallery” in this chapter for more information.)

The file is saved to the internal SD card of your device.

Camera Settings




While in Camera, tap the status icon for the settings you want to change. Then tap a setting in the popup menu that opens. The popup menu closes after a short period; you can also press the **Back** key on your device to close the menu.

All changes remain effective until you change them again.



Icons and Items		Descriptions
 Settings	Focus mode	Sets the focus to Auto , Infinity (for sharpness of distant scenery), or Macro (for a close-up shot).
	Picture size	Sets the size of the picture. Choices are 3M Pixels , 2M Pixels , MP , VGA , QVGA , and QQVGA .
	Flicker mode	Sets the frequency to match the local electrical system (50Hz or 60Hz) for flicker free shooting under electric light.
	Restore to defaults	Restores all Camera settings to their default values.
 White Balance		Five choices (Automatic , Incandescence , Daylight , Fluorescence , and Cloudy) from which you can select one that matches the current light source.
 Flash mode		Set to On to add extra light for shooting in a dark place or set to Off .

Zoom	Available choices depend on the current resolution setting.
Contrast	Adjust the contrast in the range of +4 to -4 .

Shooting Videos

1. To open Camcorder, tap the **Camcorder** icon in the Launcher (). You will be in Video mode.
2. If you want to adjust settings, tap the appropriate status icon. (See “Camcorder Settings” later for more information.)
3. Aim the camera lens at the subject.
4. To start shooting the video, press the **Camera**  key on your device or tap the Shutter  icon on the screen.

The elapsed time shows at the corner.



5. To stop, press the **Camera**  key or tap the Stop Video  icon.
6. An image from your most recent video is displayed as a thumbnail at the corner. You can tap the thumbnail to view the video. (See “Gallery” in this chapter for more information.)

The file is saved to the internal SD card of your device.

Camcorder Settings

While in Camcorder, tap the status icon for the settings you want to change. Then tap a setting in the popup menu that opens. The popup menu closes after a short period; you can also press the Back key on your device to close the menu.


All changes remain effective until you change them again.

Icons and Items		Descriptions
 Settings	Flicker mode	Sets the frequency to match the local electrical system (50Hz or 60Hz) for flicker free shooting under electric light.
	Restore to defaults	Restores all Camera settings to their default values.
Icons and Items		Descriptions
 White Balance		Five choices (Automatic , Incandescence , Daylight , Fluorescence , and Cloudy) from which you can select one that matches the current light source.
 Flash mode		Off only.
Video quality		The video quality (together with maximum length) is High (30m) .

Gallery

Use the Gallery application to view pictures and play videos that you've taken with your device, downloaded, or copied onto your SD card (the internal one of your device and/or an external SD card).

Viewing Pictures and Videos

1. Tap the **Gallery** icon in the Launcher ().
2. Pictures and videos are grouped in albums. Tap an album to open it and view its contents in thumbnail view.
3. The thumbnails are displayed in chronological order. Tap a thumbnail to view or play it in full screen. (Actual size depends on the picture/video quality.)

- When you open a picture, control icons appear around the picture. These icons allow you to send the picture to others, set the picture as your wallpaper or contact picture, delete the picture, and zoom in/out. To access more functions such as editing the picture, press the **menu** key on your device.

When you open a video, playback control icons appear at the bottom of the screen for pausing, resuming, and skipping backward and forward.

NOTE: Control icons appear only briefly. To recall them, tap the picture or video.

Working with Thumbnails

While in thumbnail view, you can perform functions using the options menu. Press the **menu** key on your device to open the options menu.

Items	Descriptions
Capture picture	Opens the Camera application.
Capture video	Opens the Camcorder application.
Multiselect	Enables/disables multiple selections. This is useful when you want to work with batches of pictures or videos.
Slideshow	Starts the slideshow (not available for videos).
Settings	Provides general settings and slideshow settings.

You can act on selected item(s) using the context menu. Tap and hold an item to open the context menu.

Items	Descriptions	
Picture Options	View	Opens the picture in full screen.
	Share	Sends the picture to others.
	Rotate	Rotates the picture to the left or right by 90 degrees.

	Delete	Deletes the picture.
	Crop	Crops the picture with a sizable and movable frame.
	Set as	Sets the picture as your wallpaper or contact picture.
Video Options	Play	Plays the video in full screen.
	Share	Sends the video to others.
	Delete	Deletes the video.
	Details	Displays the details of the video.

Music

Use the Music application to organize and listen to music and other audio files stored on your SD card (the internal one of your device and/or an external microSD card).

Music supports audio files in MP3, M4A (iTunes application AAC, DRM-free), AMR, MIDI, and OGG Vorbis formats and playlists in M3U, WPL, and PLS file formats.


Copying Music Files onto the SD Card

You can use folders and subfolders on the SD card to organize your music files. Or you can simply copy the audio files to the top level of the SD card.

If the music files have accompanying artwork in JPEG format, rename the art file albumart.jpg and include it in the same folder as the music files.

If you have created any playlists, create a subfolder for them in your music folder on the SD card and copy the playlists into it.

Playing Music

1. To open Music, tap the Music widget on the Home screen or tap the **Music** icon in the Launcher ().

Music searches the SD card(s) for music files and builds a catalog of your music, based on information about each file that is stored in the file itself.

2. When the catalog is complete, the Music Library screen opens, with tabs that you can tap to view your music library organized by Artists, Albums, Songs, or Playlists.
3. Tap a song in your library to listen to it.





– or –



While viewing a list of tracks in an album, press the **menu** key on your device and tap **Play all**.

4. The Playback screen opens and the song you selected or the first song in the album or other playlist starts to play.

Playback Controls

The Playback screen contains several icons that you can tap to control the playback of songs, albums, and playlists:

Icons	Functions
	Pauses playback.
	Resumes playback.
	Skips to the previous/next track in the album, playlist, or shuffle.
	Opens the current playlist.

	Switches on or off shuffle mode (tracks are played in random order).
	Switches to the next repeat mode: Don't repeat, Repeat the playlist, or Repeat the current track.

Add a Song to the Ringtone List

You can use a song as your phone ringtone, in place of one of the ringtones that come with the device.

Tap and hold the song in a library list and tap **Use as phone ringtone**. Or, on the Playback screen, press the **menu** key on your device and tap **Use as phone ringtone**. The song is added to the ringtone list and set as the default phone ringtone for your device.

Working with Playlists

You can create playlists to organize your music files into sets of songs, which you can play in the order you set or in a shuffle.

Creating a Playlist

1. When viewing a list of songs in the library, tap and hold the first song you want to add to the new playlist.
2. Tap **Add to playlist**.
3. Tap **New**.
4. Enter a name and tap **Save**.

The new playlist is added to the Playlist library.

You can also add the song that is playing in the Playback screen as the first song in a playlist by pressing the **menu** key on your device and tapping **Add to playlist**. Or tap **Save as playlist** to save all the songs in an album that you're playing as a playlist.

Adding a Song to a Playlist

1. While viewing a list of tracks in the Library, tap and hold a song to add it to a playlist.
2. Tap **Add to playlist**.
3. Tap the name of the playlist to add the song to.

The song is added to the playlist.

You can also add the song that is playing in the Playback screen to a playlist by pressing the **menu** key on your device and tapping **Add to playlist**.

Moving songs in a Playlist

While in a playlist, you can drag a song up or down to change its order in the playlist.

Removing a Song from a Playlist

While in a playlist, tap and hold the song to remove from the playlist and tap **Remove from playlist**.

NOTE: The song isn't deleted from the SD card or other playlists; it's removed only from the playlist you're working with.

Chapter 8

Managing Your Device

This chapter tells you how to manage power and configure your device.

Managing Power

The operating time of a fully charged battery depends on how you are using the device. Some functions, such as using multimedia or operating an SD card, may consume the battery power considerably.

Low Battery Signals and Actions

CAUTION: When you recharge the battery upon a warning of low power, you should charge for at least 30 minutes. If you unplug the AC charger soon, you may not have sufficient battery power for your operation.

To check the battery level, go to the Home screen, press the **menu** key on your device, and tap **Settings → About phone → Status**. The battery status (charging or discharging) and level (as a percentage of fully charged) are displayed at the top of the screen.

You should save your data and recharge the battery immediately upon a warning of low power; otherwise your device will turn off automatically. You need to connect the device to external AC power for charging before you can use it again.

Power-Saving Tips

Follow these suggestions to maximize the battery's operating time, particularly when you are relying solely on the battery power for extended time periods.


- Turn off radios that you aren't using.
- Lower the screen brightness and set a shorter screen timeout.
- Lower the volume.
- Avoid power-consuming applications. To check which applications consume the most battery power, go to the Home screen, press the **menu** key on your device, and tap **Settings** → **About phone** → **Battery use**.

Settings

NOTE:

- Incorrect settings may cause your system to malfunction. Make sure that you fully understand the function of a certain item before any adjustment.
- Some setting items are available only for specific subscriptions you have with your carrier or applications you have in your device.

The Settings application contains most of the tools for customizing and configuring your device. To open Settings, use any of the two methods:

- Go to the Home screen, press the **menu** key on your device, and tap **Settings**.
- Open the Launcher () and tap the **Settings** icon.

Wireless and Networks Settings

Item	Description
Airplane mode	Check to turns off all wireless radios.
Wi-Fi	Check to turn on Wi-Fi radio.
Wi-Fi settings	To set whether to receive a notification when an open Wi-Fi network becomes available.
	To display the list of Wi-Fi networks previously configured and those detected. (See “Connecting to a Wi-Fi Network” in Chapter 3 for more information.)
	To add a Wi-Fi network by entering its SSID and security type. If needed you can press the menu key on your device on your device and tap Advanced to configure advanced settings.

Item	Description
Bluetooth	Check to turn on Bluetooth radio.
Bluetooth settings	To set the device name and discoverability.
	To scan for Bluetooth devices and view the result. (See “Pairing with a Bluetooth Device” in Chapter 3 for more information.)
VPN settings	To set the type of VPN to add and view the list of VPNs that you’ve previously configured. (See “Connecting to VPNs” in Chapter 3 for more information.)
Mobile networks	See below.
Data enabled	Check to enable data transmit through any mobile networks. Uncheck this item if you are traveling in an area where you do not have a mobile data plan and want to avoid charges for data use on local carriers’ mobile networks.
Data roaming	Check to enable data roaming. Uncheck this item to prevent your device from transmitting data over other carriers’ mobile networks when you leave an area that is covered by your carrier’s networks.
Access Point Names	To select mobile access point configurations; or press the menu key on your device to add a new APN. Consult your carrier about how to use the tools on this screen.
Use only 2G networks	Check to obtain slightly better battery life, by preventing your device from connecting to higher-speed networks
Network operators	To search for and display mobile networks that are compatible with your device. Consult your carrier to understand the billing implications of selecting another carrier.

Call Settings

Item	Description
Call settings	See below.
Fixed Dialing Numbers	To limit use to outgoing calls only to the fixed dialing numbers (FDN) that you save on the SIM card. (GSM phones only)
Voicemail service	To select your carrier's voicemail service or another service, if possible.
Voicemail settings	To enter the phone number to use for listening to and managing your voicemail. You can enter a comma (,) to insert a pause into the number—for example, to add a password after the phone number.
Other call settings	See below.
Call forwarding	To configure how your calls are forwarded when you're on the phone, when you don't answer, and so on.
Additional settings	To set whether your phone number is displayed to the people you call.
	To see and respond to new calls when you're already on a call.

Sound Settings

Item	Description
Silent mode	Check to silence all sounds (including call and notification ringtones) except the audio from music, videos, and other media and any alarms you have set.

Item	Description
Volume	To set the volume of ringtones that sound when you receive a phone call or notification, media (music, videos, etc.), and alarms. If you uncheck the option to use the same volume for both calls and notifications, you can set the notification ringtone volume independently.
Phone ringtone	To set the ringtone to sound when you receive a phone call.
Notification ringtone	To set the ringtone to sound when you receive a notification.
Audible touch tones	Check to hear tones when you use Phone to dial a number.
Audible selection	Check to play a sound when you tap buttons, icons, and other onscreen items that react to your tap.
Screen lock sounds	Check to play a sound when the screen is locked or unlocked.

Display Settings

Item	Description
Brightness	To adjust the brightness of the screen.
Auto-rotate screen	To set whether the screen orientation changes accordingly as you turn the device sideways or upright.
Animation	To set whether you want to enjoy animated transitions for specific occasions.
Screen timeout	To set how long of idle time to wait before the screen darkens.
G-sensor calibration	To calibrate the built-in G-sensor for accurate measurement.

Location and Security Settings

Item	Description
Use wireless networks	To set whether to use information from Wi-Fi and mobile networks for location-aware applications.
Use GPS satellites	To set whether to use the built-in GPS (Global Positioning System) satellite receiver to pinpoint your location.
Set up screen lock	To specify the unlock security. Could be none, a pattern, a numeric PIN, or a password.
Set up SIM card lock	To configure the device to require entering the SIM card PIN to use it.
	To change the SIM card PIN.
Visible passwords	Check to briefly show each character of passwords as you enter them, so that you can see what you enter.
Select device administrators	Opens list of the applications you have authorized to be device administrators for your device. This is typically an enterprise application that you granted this authority to, when you added an account hosted by an enterprise service that requires the ability to implement security policies on the devices that connect to it.
Use secure credentials	Check to allow applications to access your encrypted store of secure certificates and related passwords and other credentials. If you have not set a password for the credential storage, this setting is dimmed.
Install from SD card	To install a secure certificate from an SD card
Set password	To set or change the password (at least 8 characters) for your secure credential storage.

Clear storage	To delete all secure certificates and related credentials and erase the secure storage's own password.
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Applications Settings

Item	Description
Unknown sources	Check to permit installation of applications that you obtain from web sites, email, or other locations other than Android Market.
Manage applications	To open a list of applications on your device. The default view lists downloaded applications. You can tap another tab to change the view. Tap an application to view details about the application and perform related actions (if buttons are available).
Running services	To open a list of services—applications or parts of applications that provide services to other applications or that run even when their main application isn't running.
Development	To set up functions that are useful for developing Android applications.

Accounts and Sync Settings

Item	Description
Background data	Check to permit applications to synchronize data in the background, whether or not you are actively working in them.
Auto-sync	Check to permit applications to synchronize data on their own schedule.

Manage accounts	<p>The rest of this screen lists the account(s) you've added to the device. (For information on adding an account, see "Adding an Account" in Chapter 3.)</p> <p>To change an account's sync settings, tap the account to open a screen where you can select the items to sync. (The available items depend on the account.)</p>
Item	Description
	<p>While in an account's settings screen, you can sync information manually by pressing the menu key on your device and tap Sync now. To remove the account along with all its data (contacts, mail, settings, and so on), tap Remove account.</p>

Privacy Settings

Item	Description
Factory data reset	<p>To erase all of your personal data from the internal storage, including information about your account(s), your system and application settings, and any downloaded applications. Resetting does not erase any system software updates you've downloaded or any files on your SD card.</p>

SD Card and Phone Storage Settings

Item	Description
External SD card, Total/ Available space	<p>Lists the amount of space on any SD card inserted in your device and the amount you have used.</p>

SD card, Total/ Available space	Lists the amount of space on the internal SD card the amount you have used.
Unmount SD card	Tap to safely remove the SD card from your device when the device power is on. (This item appears only when an SD card is inserted in your device.)
Format SD card	Tap to format the SD card inserted in your device. (This item appears only when an SD card is inserted in your device and is unmounted.)
Item	Description
Internal phone storage, Available space	Lists the amount of internal phone storage used by the operating system, its components, applications, and their permanent and temporary data.

Search Settings

Item	Description
Google search	Check Show web suggestions to display suggestions for Google web searches below the Google search box as you type.
Searchable items	To specify the kinds of data you can search for on your device.
Clear shortcuts	To erase the list of previously chosen search results that appear as suggestions below the Google search box.

Language and Keyboard Settings

Item	Description
Select language	<p>To select the language of the operating system. (Languages supported depend on your model.)</p> <p>Note that this does not change the keyboard language.</p>
Android keyboard...	<p>To set up options related to the onscreen keyboard.</p> <p>If you want to switch the keyboard layout among the different languages written in Latin script, you can do so by setting up the Input Languages item. Check the languages you want to have available when using the onscreen keyboard.</p>
–	<p>Depending on your model, there might be other input methods in addition to Android keyboard.</p>

Item	Description
User dictionary	<p>To view, add, edit, or delete words in the dictionary. With a database of pre-entered words, possible matching words appear in a strip above the keyboard when you begin to type; so you can choose the correct word without typing all the characters.</p> <p>Tap to open the dictionary. To add a word, press the menu key on your device and tap Add. Another way of adding a word is tapping a completed word in the strip above the keyboard when you are typing in an application.</p>

Voice Input and Output Settings

Item	Description
Text-to-speech settings	To set the text-to-speech application to use, if you have more than one installed.

Accessibility Settings

Item	Description
Accessibility	Check to enable all installed accessibility plug-ins.
Power button ends call	Check to allow the power button to end a phone call instead of turning off the screen.

Date and Time Settings

Item	Description
Automatic	Uncheck to set the date, time, and time zone on the device manually, rather than obtaining the current time from the mobile network.
Use 24-hour format	Check to display the time using 24-hour time format.
Select date format	To set the format for displaying dates.

About Phone

Item	Description
Status	Displays a long list of information about your battery, mobile network connection, and other details.
Sensors	Displays current measured values of sensors.
Battery use	Displays a list of the applications and operating system components you have used since you last connected the device to a power source, sorted by the amount of power they have used.
–	The rest of the screen lists legal, hardware, and software information of your device.

Chapter 9

Caring and Maintenance

This chapter gives solutions to common device problems you may encounter. It also provides guidelines on taking care of your device.

Caring for Your Device

Taking good care of your device will ensure trouble-free operation and reduce the risk of damage to your device.

- For optimal performance, use your device where the temperature is appropriate. The operating temperature of your device is between 0°C (32°F) and 35°C (95°F).
- Keep your device away from excessive moisture and extreme temperatures.
- Avoid exposing your device to direct sunlight or strong ultraviolet light for extended periods of time.
- Do not place anything on top of your device or drop objects on your device.
- Do not drop your device or subject it to severe shock.
- Do not subject your device to sudden and severe temperature changes. This could cause moisture condensation inside the unit, which could damage your device. In the event of moisture condensation, allow your device to dry out completely before use.

- The screen surface can easily be scratched. Avoid touching it with sharp objects. Non-adhesive generic screen protectors designed specifically for use on portable devices with LCD panels may be used to help protect the screen from minor scratches.
- Never clean your device with it powered on. Use a soft, lint-free cloth to wipe the screen and the exterior of your device.
- Do not use paper towels to clean the screen.
- Never attempt to disassemble, repair or make any modifications to your device. Disassembly, modification or any attempt at repair could cause damage to your device and even bodily injury or property damage and will void the warranty.
- Do not store or carry flammable liquids, gases or explosive materials in the same compartment as your device, its parts or accessories.

Chapter 10

Regulatory Information

NOTE: Marking labels located on the exterior of your device indicate the regulations that your model complies with. Please check the marking labels on your device and refer to the corresponding statements in this chapter. Some notices apply to specific models only.

Regulations Statements

European Notice

Products with the CE marking comply with Radio & Telecommunication Terminal Equipment Directive (R&TTE) (1999/5/EEC), the Electromagnetic Compatibility Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) – as amended by Directive 93/68/ECC – issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Standards:

EN301489-1: Electronic compatibility and Radio spectrum Matters (ERM), ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements

EN301489-17: Electronic compatibility and Radio spectrum Matters (ERM), ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems and 5 GHz high performance RLAN equipment

EN55022: Radio disturbance characteristics

EN55024: Immunity characteristics

EN6100-3-2: Limits for harmonic current emissions

EN6100-3-3: Limitation of voltage fluctuation and flicker in low-voltage supply system

EN60950 / IEC 60950: Product Safety

The manufacturer cannot be held responsible for modifications made by the User and the consequences thereof, which may alter the conformity of the product with the CE Marking.

FCC Regulations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiated radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Safety Precautions

- Prolonged listening of music in maximum volume can damage the ears.
- The use of headphones other than those recommended/supplied can cause hearing impairment due to excessive sound pressure.

About Charging

- Use only the AC adapter supplied with your device. Use of another type of AC adapter will result in malfunction and/or danger.
- Use only the car charger supplied by the manufacturer. Use of another type of car charger will result in malfunction and/or danger.
- This product is intended to be supplied by a LISTED Power Unit marked with "LPS," "Limited Power Source," and output rated + 12 V dc / 2.0 A.
- Use a specified cradle approved by the manufacturer.
- Use a specified battery in the equipment.

About the Charger

- Do not use the charger in a high moisture environment. Never touch the charger when your hands or feet are wet.
- Allow adequate ventilation around the charger when using it to operate the device or charge the battery. Do not cover the charger with paper or other objects that will reduce cooling. Do not use the charger while it is inside a carrying case.

- Connect the charger to a proper power source. The voltage and grounding requirements are found on the product case and/or packaging.
- Do not use the charger if the cord becomes damaged.
- Do not attempt to service the unit. There are no serviceable parts inside. Replace the unit if it is damaged or exposed to excess moisture.

About the Radio Frequency Exposure

This device meets the government's requirements for exposure to radio waves. This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government.

This device complies with FCC radiation exposure limits set forth for an uncontrolled environment.