

Chapter 6

Exchanging Messages and Using Outlook

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6.4 Using Calendar

6.5 Using Contacts

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6.1 Using E-mail and Text Messages

Messaging is where all of your e-mail accounts and your text message account are located. You can send and receive Outlook e-mail, Internet e-mail through an Internet service provider (ISP), and text messages. You can also access e-mail from work using a virtual private network (VPN) connection.

Set up Outlook E-mail

When starting ActiveSync on your computer for the first time, the Synchronization Setup Wizard prompts you to set up a synchronization relationship. This allows you to synchronize Outlook e-mail and other information between your phone and your computer or the Exchange Server. If you have already set up synchronization through the wizard, then your phone is ready to send and receive Outlook e-mail. For information about the Synchronization Setup Wizard, see “To install and set up ActiveSync on the computer” in Chapter 3.

If you have not set up a synchronization relationship yet, do the following to set up your phone to synchronize Outlook e-mail:

1. To set up and connect to an over-the-air connection (GPRS or ISP dial-up) to synchronize remotely, follow the procedures in “Connecting to the Internet” in Chapter 5.
2. Disconnect your phone from your computer or LAN. (If you have an over-the-air connection, there is no need to disconnect.)
3. Click **Start > ActiveSync**.
4. If you want to synchronize e-mails directly with the Exchange Server on a private network such as your corporate network, follow the steps in “Synchronize Outlook information with Exchange Server” in Chapter 3.
5. Choose which information types to synchronize. Make sure **E-mail** is selected. For details, follow the steps in “To change which information is synchronized” in Chapter 3.

Every time you want to manually send or receive Outlook e-mail on your phone, just connect your phone to your computer, LAN, or over-the-air connection, then click **Sync** on the ActiveSync screen or click **Menu > Send/Receive** in Outlook on your phone.

For details about scheduling automatic synchronization or setting a synchronization time with the Exchange Server, see “Schedule synchronization with Exchange Server” in Chapter 3.

Set up a POP3/IMAP4 e-mail account

You need to set up an e-mail account that you have with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account) before you can send and receive e-mail.

1. On the Home screen, click **Start > Messaging > New Account**.
2. In **Your e-mail provider**, select **Other (POP3/IMAP)** and click **Next**.
3. In **Your name**, enter your display name for e-mail messages.
4. In **E-mail address**, enter the e-mail address for this account.
5. Select **Attempt to obtain e-mail settings from the Internet** and click **Next**.

Auto configuration attempts to download necessary e-mail server settings so that you do not need to enter them manually. If the account is set up successfully, you will be prompted to send and receive e-mail.

If **Auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually:

Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password so you do not need to enter it each time you connect to your e-mail server.
Domain	Not required for an account with an ISP. May be required for a work account.
Server type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account, such as "Work" or "Home." This name cannot be changed later.
Network	Enter the type of network your e-mail server connects to.
Incoming server	Enter the name of your e-mail server (POP3 or IMAP4).
Require SSL connection	Select this to ensure you always receive e-mail for this account using an SSL connection. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing server	Enter the name of your outgoing e-mail server (SMTP).
Outgoing server requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above will be used.
Outgoing server settings	Your outgoing e-mail server may require different authentication settings than your incoming e-mail server.
Use different user name for outgoing server	Select this if your outgoing e-mail server requires a different user name and password than the ones you entered before.
User name	Enter your user name for the outgoing e-mail server.
Password	Enter your password for the outgoing e-mail server.
Domain	Enter the domain of the outgoing e-mail server.
Require SSL connection (Outgoing mail server only)	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

Send and receive messages

To compose and send an e-mail or text message

1. On the Home screen, click **Start > Messaging**.
2. Select an e-mail account, or select **Text Messages** and click **Select**.
3. Click **New**.
4. Enter the e-mail address or phone number of one or more recipients, separating them with a semicolon (;). To access addresses and phone numbers from Contacts, in **To**, press the CENTER OK button and select a recipient from the list.
5. Enter a message.
6. Click **Send**.

Note If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect. Text messages are sent immediately.

Tips

- To set the priority of an e-mail message, click **Menu > Message Options**.
- To cancel any message, click **Menu > Cancel Message**.
- If you are sending a text message and want to know if it was received, before sending the message, click **Menu > Message Options**. Select **Request message delivery notification**.

To reply to or forward a message

1. From an open message, click **Reply**, or click **Menu > Reply All or Forward**.
2. Enter a message in the message area.
3. Click **Send**.

Notes

- If you are replying to or forwarding e-mail from Outlook E-mail, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

- Save your SMS messages to your USIM/SIM card by clicking **Menu > Copy to SIM**.
- Copy SMS messages saved on your USIM/SIM card to the Inbox by clicking **Menu > Copy to Inbox**. Copying them to your phone results in duplicate messages in the Inbox folder when the USIM/SIM card is in use.

This icon  next to a message indicates that it is saved on the USIM/SIM card.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an e-mail, your own e-mail address will also be added to the recipient list. You can customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. On the Home screen, click **Start > ActiveSync**.
2. Click **Menu > Options**.
3. Select **E-mail**, and click **Settings**.
4. Click **Menu > Advanced**.
5. In the **Primary e-mail address** text box, enter your e-mail address.



6. Click **Done**.

To add an attachment to an e-mail message

1. In a new message, click **Menu > Insert** and then click **Picture or Voice Note**.
2. Select the picture you want to attach, or record a voice note.

To download attachments

- In an open message with an attachment, select the attachment. The attachment is downloaded the next time you synchronize or connect to your e-mail server and send and receive e-mail.

Download messages

The manner in which you download messages depends on the type of account you have:

- To send and receive e-mail for an Outlook E-mail account, begin synchronization using ActiveSync. For more information, see "Set up Outlook e-mail" in this chapter.
- To send and receive e-mail messages for an e-mail account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), download messages through a remote e-mail server. For more information, see "To download messages from the server" below.
- Text messages are automatically received when your phone is turned on. When your phone is turned off, messages are held by your service provider until you turn on your phone again.

To download messages from the server

To send and receive e-mail messages for an e-mail account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), you first need to connect to the Internet or your corporate network, depending on the account.

1. On the Home screen, click **Start > Messaging**.
2. Select the e-mail account.
3. Click **Menu > Send/Receive**. The messages on your phone and e-mail server are synchronized as follows: new messages are downloaded to the phone Inbox folder, messages in the phone Outbox folder are sent, and messages that have been deleted from the server are removed from the phone Inbox folder.

Tip If you want to download the entire message, select the message and click **Menu > Download Message**. The remainder of the message will be downloaded the next time you send and receive e-mail.

Individually sign and encrypt a message

Encrypting an Outlook e-mail message protects the privacy of the message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

To digitally sign and encrypt a new message

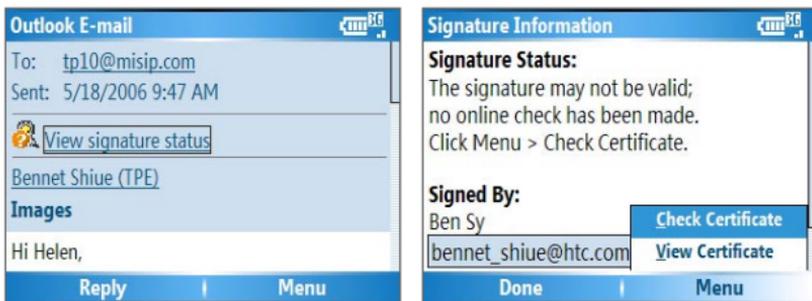
1. In the message list, select **Outlook E-mail**.
2. Click **New**.
3. Click **Menu > Message Options**.
4. In the **Security** field, select the **Encrypt message** and **Sign message** check boxes and click **Done**.



Verify the digital signature on a signed message you receive

To verify a digital signature in the message that you receive, do the following:

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, click **View Signature Status**.
3. Click **Menu > Check Certificate**.



4. To view the details of the certificate in the message, click **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

Manage folders

Each Messaging account has its own folder hierarchy with five default Messaging folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the account are stored in these folders. You can also create additional folders within each hierarchy. Folders for e-mail accounts behave differently depending on the type of e-mail account you have.

If you set up an Outlook E-mail account to sync with Exchange Server or a desktop PC, e-mail messages in the Inbox folder in Outlook will be synchronized automatically with your phone. You can select to synchronize additional folders by designating them for synchronization. The folders you create and the messages you move will then be mirrored on the e-mail server.

For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages to that folder. You can then read the messages while you are away from your PC. You can only create and delete folders on devices when you are connected to an Exchange e-mail server.

Similar to the Outlook account, if you set up an account to send and receive mail using an IMAP4 e-mail server, all messages on the phone are copies of the messages on the server. The folders you create locally on the phone and the e-mail messages you move to these folders are mirrored on the e-mail server. Moving a message on the phone moves the copy on the server the next time you send and receive e-mail for that account. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your phone or PC. This synchronization of folders occurs whenever you connect to your e-mail server, create new folders, or rename/delete folders when connected. You can also set different download options for each folder.

If you set up an account to send/receive mail using a POP3 e-mail server, e-mail messages you move to the Deleted Items folder on the phone will break the link between the messages on the phone and their copies on the e-mail server. The next time you connect to send and receive mail, the e-mail server will detect the messages that are in the Deleted Items folder on the phone and will delete those messages from the e-mail server. All other messages in other folders remain on both the phone and the e-mail server.

6.2 Using MMS Messages

Creating and sending Multimedia Message Service (**MMS**) messages to your friends and family is fun and easy. You can include or capture photos or video clips, include or record audio, add text, then send them along with your MMS message.

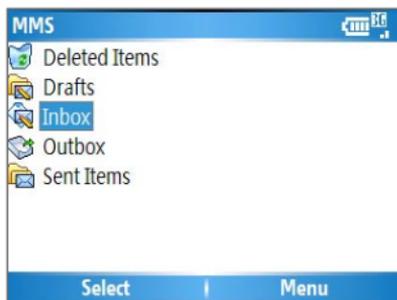
To access MMS

Do any of the following:

- On the Home screen, click **Start > Messaging > MMS**.
- From the Pictures & Videos program, select a picture in My Pictures, and click **Menu > Send**. Select **MMS** as the messaging account to send the picture along with the message.
- From the Camera program, capture a photo or an MMS video clip and click (). In the menu, select **Send via MMS** and click **Send**.

To access MMS message folders

- Click **Start > Messaging > MMS**, then click **Menu > Folders**.



MMS Message Folders

Edit MMS settings

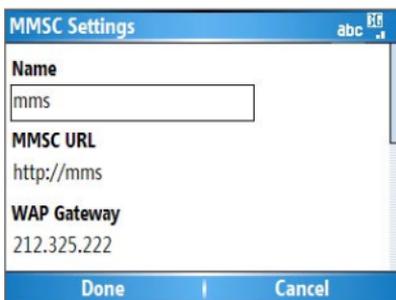
When you send an MMS message, an SMS notification message will first be sent to the recipient, while your MMS message will be temporarily stored on an MMS server of your wireless service provider. When others send you an MMS message, similarly, the MMS message will be stored on the MMS server, waiting for you to retrieve it. Hence, your phone must be configured with the location of the MMS server for you to be able to send and receive MMS messages on your phone.

When you purchase your phone, it is already preset with your wireless service provider's MMS server settings. If you accidentally lost the preset settings or you changed to another wireless service provider, follow the steps below to configure MMS settings.

To configure MMS settings

1. On the MMS main screen, click **Menu > Options > Account Settings** to open the Preferences screen.
2. Select or clear the provided check boxes according to your needs. You can choose to keep track of your MMS messages, retrieve messages immediately, accept or reject messages, request a delivery or read receipt. You can also specify a resolution for images you send and message delivery attempts.
3. On the Preferences screen, click **Menu > MMSC Settings > Edit** to access Multimedia Messaging Service Center (MMSC) settings.
4. Check if your phone is preset with MMS server settings.

If there are no preset settings, click **Menu > New** on the MMSC Settings screen and enter the following information, which you can get from your wireless service provider:



- **Name.** A descriptive name, such as your wireless service provider name.
- **MMSC URL.** URL address of the MMS server.
- **WAP Gateway.** Location of the MMS server, which is usually in the form of an IP address.

- **Port.** HTTP port number used for connecting to the MMS server and for file transfer.
- **Connect Via.** Select the connection your phone uses for MMS.
- **Max. Sending Size.** Select the maximum MMS message size allowed by your wireless service provider.
- **WAP Version.** Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your wireless service provider.

5. Click **Done**.

The MMS server settings will then be added as an entry on the MMS Configuration screen.

Note If you add several MMS service providers to the MMSC Settings screen, you can choose one as your default MMS provider. Select the MMS provider's name in the list and click **Menu > Set as Default**.

Create and send MMS messages

You can compose MMS messages in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

Notes

- Please note that MMS is a charged service. In order to use MMS successfully, this has to be provisioned on your mobile account. Please contact the wireless service provider to have this provisioned as part of your calling plan.
- Please ensure the size of the MMS is within the limits of the wireless service provider if sending to another mobile phone user or sending to an e-mail address.

To start composing an MMS message

1. On the Home screen, click **Start > Messaging > MMS > New**.
2. In **To**, enter the recipient's phone number or e-mail address directly, or press the CENTER OK button to choose

a phone number or an e-mail address from Contacts. You can also click **Menu > Recipients > Add** to add a new contact entry.

3. In **Subject**, enter a subject for your message.
4. Click **Insert Picture/Video** to select a photo or video clip from the Select Media screen and insert it.
5. Enter text and insert audio clips by clicking the respective fields.
6. Click **Send** to send the message.

Note To send a copy of this message to others, access **Cc** and **Bcc** by clicking **Menu > Send Options**. In these fields, enter the recipient's phone number or e-mail address or click **Menu > Recipients > Add** to add from Contacts.

The following symbols act as shortcuts to some of the options on the MMS Message screen.

- Click  to go to the previous slide.
- Click  to go to the next slide.



Composing an MMS Message

To create an MMS message from a template

- On the blank MMS message screen, click **Menu > Template > New from Template** to compose a message using a predefined template.

Note To save a message as a template, create a message or open an existing message, and click **Menu > Template > Save as Template**.

To insert a photo or video clip into an MMS message

You can add either a still image or a video clip to each individual slide on the MMS message screen.

1. Click **Insert Picture/Video** to insert a photo or video clip.
2. Select a picture or video clip on the Select Media screen. This is the My Pictures folder where images and video clips are displayed in thumbnail view. To navigate to any other folder containing pictures or videos, click **Menu > Change Folder**.
3. Select a photo or video clip using the NAVIGATION CONTROL, and click **Select** or **Menu > Select** to insert it.

On the Select Media screen, you can view the thumbnails in list view, open an item to view it, or delete an item by clicking **Menu** and choosing the appropriate option. You can even discard this photo or video clip by pressing ←. To capture a new photo or video clip and send it immediately with the message, click **Menu > Capture > Picture or Video**. The newly captured photo or video clip is automatically inserted into your message.

To add predefined text to an MMS message

You can instantly add text to any slide from a list of predefined words or phrases, called My Text.

- On the MMS message screen, click **Insert Text > Menu > My Text** and then click **Select** to add a text string from the My Text list.

Note To edit or delete a phrase on the My Text list, select a text string and click **Menu > Delete**. To create and add a new phrase to the list, click **Menu > New**.

To add emoticons or Favorites URLs to an MMS message

Add emoticons or Favorites URLs to your messages.

- On the MMS message screen, click **Insert Text > Menu > Insert Emoticon or Add Favorite**. In the screen that opens, select the emoticon or URL you want to add and click **Select**.

Note The MMS Favorites list is based on the Internet Explorer Mobile Favorites list.

To add an audio clip to an MMS message

You can add audio clips to your MMS messages. However, you can add only one audio clip per slide.

1. Click **Insert Audio** to insert an audio clip. Select an audio clip on the Select Audio screen.

Note By default, the audio clips listed on the Select Audio screen are from the My Sounds folder. To navigate to any other folder containing audio clips, click **Menu > Change Folder**.

2. Select an audio clip using NAVIGATION, and click **Select or Menu > Select** to insert it.

Note You can play and listen to the audio clip by clicking **Menu > Play** before you insert it.

Otherwise, to record a new audio clip, click **Menu > Capture Audio**. Then click **Record** to start recording and **Stop** to stop recording. Click **Play** to listen to the new audio clip you captured, then click **Done**.

Click **Select** to add the audio file to the MMS message.

To set options for an MMS message

While composing an MMS message, you can set the following options for the message by clicking **Menu**.

Option	Allows you to
Recipients	Specify the phone number or e-mail address of the recipient(s).
Insert Media	Choose the type of media you want to insert to your MMS message.

Option	Allows you to
Remove Media	Choose the type of media you want to delete from the MMS message.
Slides	Add and remove slides, view the next or previous slides, and specify the duration of slides.
Template	Compose a message using a predefined template, and save a composed or existing message as a template.
Capture	Capture a photo, audio or video clip to be inserted into the message.
Cancel Message	Cancel the message and go back to the MMS Messaging folders screen.
Attachments	Choose to attach a vCard, vCalendar, or other file.
Send via SMS	Only the text portion of your message will be sent. All other media will be discarded.
Preview Message	Play back the contents of the MMS message before sending it.
Options	
Background	Choose a background color from the list.
Text Layout	Change the position of the text. Click Menu to select a text layout.
Send Options	Specify the message delivery time, validity, priority, class, and other settings for a message.

View and reply MMS messages

To receive MMS messages

- On any MMS message folder screen, click **Menu** > **Send/Receive**.
By default, messages are automatically downloaded to your phone.

To view an MMS message

You can view MMS messages in several ways.

- Press the CENTER OK button to view and play the message on your phone. Click **Pause** or **Menu** > **Stop** to pause or stop the playback of the message.

- Click **Menu > Object View** to see a list of files included in the message. To open a file, select it and click **Open**. To save a file, select it, and click **Save, Menu > Save Audio**, or **Menu > Save Photo**.
- View each slide included in the message by clicking **Menu > Next**.

To reply to an MMS message

- Click **Menu > Reply > Reply** to reply to the sender of the message, or click **Menu > Reply > Reply All** to reply to all persons listed in the To and CC boxes of the message. Click **Menu > Reply > Forward** to forward the message to someone else.

6.3 Using Pocket MSN

Pocket MSN delivers the features of Hotmail and MSN Messenger to your phone. With MSN Messenger, you can do the following:

- Send and receive instant messages.
- See which contacts are online or offline.
- Subscribe to status updates for selected contacts so you know when they come online.
- Block contacts from seeing your status or sending you messages.

Before you can use MSN Messenger, your phone must be connected to the Internet. For information about setting up an Internet connection, see “Connecting to the Internet” in Chapter 5.

Important Note You must have either a Microsoft .NET Passport or a Hotmail account to use MSN Messenger. If you have a Hotmail.com or MSN.com e-mail address, you already have a Passport. To get a Passport account, go to <http://www.passport.com>. To get a Hotmail account, go to <http://www.hotmail.com>.

To start MSN Messenger

On the Home screen, click **Start > Pocket MSN > MSN Messenger**.

To sign in or out

- On the main MSN Messenger screen, click **Sign In**. Enter the e-mail address and password for your Passport or Hotmail account, and click **Sign In**. Signing in may take several minutes, depending on the connection speed.
- To sign out, click **Menu > Sign Out**.

To add or delete contacts

- To add a contact, click **Menu > Add Contact**, and follow the instructions on the screen.
- To delete a contact, select the contact and click **Menu > Delete Contact**.

To send an instant message

1. Click the contact to whom you will send a message.
2. Enter your message in the text entry area at the bottom of the screen, and click **Send**.

Note To quickly add common phrases, click **Menu > My Text** and select a phrase in the list.

To block or unblock contacts

- To block a contact from seeing your status and sending you messages, select the contact and click **Menu > Block**.
- To unblock a contact, select the contact, and click **Menu > Unblock**.

To change your own Messenger status

1. Click your own name at the top of the screen. Your current status is indicated by a bullet point in the displayed list.
2. Select a status (such as Out To Lunch) from the list.

To change your display name

1. Click **Menu > Options**.
2. In **My display name**, enter the name you want to display to others in MSN Messenger and click **Done**.

6.4 Using Calendar

Use Calendar to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Home screen. If you use Outlook on your PC, you can synchronize appointments between your phone and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

To schedule an appointment

1. On the Home screen, click **Start > Calendar**.
2. Click **Menu > New Appointment**.
3. Enter information about the appointment.
4. To schedule an all-day event, in **End time**, select **All day event**.
5. Click **Done**.

Note All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

To make an appointment recurring

1. On the Home screen, click **Start > Calendar**.
2. Click the appointment and click **Edit**.
3. Scroll to **Occurs** and click one of the recurrence options.
4. Click **Done**.

To view your schedule

You can view your schedule in three different views: Month, Week, and Agenda.

1. On the Home screen, click **Start > Calendar**.
2. Do one of the following:

- Click **Menu** > **Month View**.
- Click **Menu** > **Week View**.
- Click **Menu** > **Go to Today**, or from **Week** or **Month** view, click **Menu** > **Agenda View**.

To send a calendar appointment

You can send a calendar appointment to another phone over MMS.

1. On the Home screen, click **Start** > **Calendar**.
2. Select an appointment, then click **Menu** > **Send as vCalendar**.
3. Enter the recipient in the **To** line of the MMS message, then click **Send**.

Tip You can also beam an appointment or a calendar item.

6.5 Using Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Click a contact in the list for a summary of contact information. From there, you can call or send a message.

If you use Outlook on your PC, you can synchronize contacts between your phone and PC.

To create a new contact on your phone

1. On the Home screen, click **Start** > **Contacts** > **New**.
2. Enter information for the new contact.
3. Click **Done**.

Tips

- If someone who is not in your list of contacts calls you or sends you a message, you can quickly create a contact from Call History or from the message by clicking **Menu > Save to Contacts**.
- In the list of contact information, you will see where you can add a picture or assign a ring tone to a contact.

To create a new contact on your USIM/SIM card

1. On the Home screen, click **Start > Contacts > Menu > New SIM Contact**.
2. Enter information for the new contact and click **Done**.

Tip To manage your USIM/SIM card contacts, use SIM Manager. To access SIM Manager, click **Start > SIM Manager**. SIM Manager lets you copy contacts from **Contacts** to the USIM/SIM card, add USIM/SIM card contents to Contacts, show USIM/SIM card storage information, edit and delete USIM/SIM card contacts and more.

To view and edit a contact information

1. On the Home screen, click **Start > Contacts**.
2. Click the contact whose information you want to view.
3. To edit the information, click **Menu > Edit**.
4. When finished making changes, click **Done**.

To call a contact from the contact list

1. On the Home screen, click **Start > Contacts**.
2. Click the contact to call.
3. Press TALK (). The contact's default phone number is dialed.

Tip To call a phone number other than the default, click the contact, scroll to the number you want to dial, and press TALK (.

To send an e-mail to a contact

1. On the Home screen, click **Start > Contacts**.
2. Click the contact.

3. Click the e-mail address.
4. Select the e-mail account to use.
5. Enter a subject, compose your message, and click **Send**.

To send a text message to a contact

1. On the Home screen, click **Start > Contacts**.
2. Click the contact, and click **Menu > Send Text Message**.
3. Compose your message, and click **Send**.

To find a contact

1. On the Home screen, click **Start > Contacts**.
2. If you are not in Name view, click **Menu > View By > Name**.
3. Do one of the following:
 - Begin entering a name or phone number of the contact until the contact is displayed. When you press a key, such as 4, you find names that begin with D, as well as phone numbers that start with 4. The next key you press continues to narrow the search.
 - Filter the list by categories. In the contact list, click **Menu > Filter**. Then click a category you've assigned to a contact. To show all contacts again, select **All Contacts**.
 - Locate the contact by company. In the contact list, click **Menu > View By**, and click **Company**. Click the company to see the contacts who work there.

To send contact information of someone to another person through text message

1. On the Home screen, click **Start > Contacts** and select the contact whose information you want to send.
2. Click **Menu > Send Contact > Text Message**. Select the contact information that you want to send and click **Done**.
3. In the new text message, enter the address of the person to whom you are sending the contact information and click **Send**.

To find a contact online

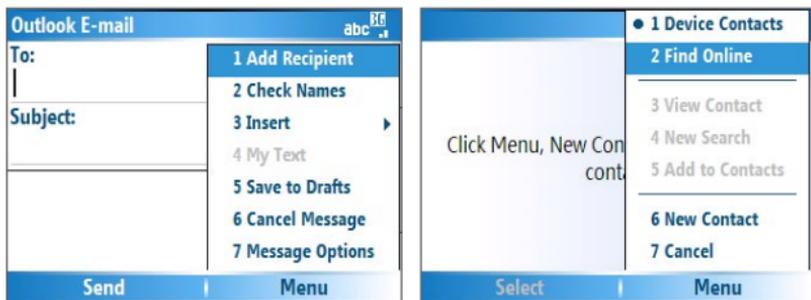
In addition to having contacts on your phone, you can also access contact information from your organization's Global Address List (GAL). GAL is the address book that contains all user, group, and distribution list e-mail addresses of your organization, and it is stored on the Exchange Server. By having direct online access to it from your phone, it is quick and easy for you to plan a meeting and e-mail a meeting request immediately to anyone in your organization.

Access to the GAL is available if your organization is running Microsoft Exchange Server 2003 SP2 and you have completed your first synchronization with the Exchange Server.

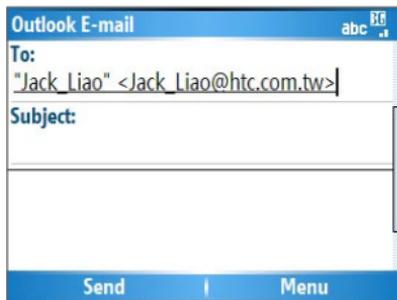
1. Synchronize with Exchange Server if you have never done so.
2. Click **Start > Contacts > Menu > View By > Name**.
3. Do either of the following:
 - In Contacts, click **Menu > Find Online**.



- In a new message, in the **To** box, click **Menu > Add Recipient > Menu > Find Online**.



4. Enter the contact name and click **Find**. Select one contact in the result list and click **Select**.



Notes

- Your phone must be set up with a data connection.
- You can search on the following information as long as that information is included in your organization's GAL: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

To filter the contact list

Contacts that have categories assigned are displayed in the list when you filter by category.

1. On the Home screen, click **Start > Contacts**.
2. Click **Menu > Filter**.
3. Click a category to filter.

To assign a ring tone to a contact

To easily identify who is calling you, you can assign a custom ring tone to each contact.

1. On the Home screen, click **Start > Contacts**.
2. Click the contact you want to assign a ring tone to.
3. Click **Menu > Edit**.
4. Click **Custom ring tone** and select the ring tone you want.
5. Click **Done**.

To assign a picture to a contact

1. On the Home screen, click **Start > Contacts**.
2. Click the contact.
3. Click **Menu > Edit**.
4. Click **Picture**.
5. Click the picture you want to add.

To send a contact's details

You can send a contact card to another phone over MMS.

1. On the Home screen, click **Start > Contacts**.
2. Select a contact, then click **Menu > Send as vCard**.
3. Enter the recipient in **To** of the MMS message, then click **Send**.

6.6 Using Tasks

Use Tasks to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories. Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. On the Home screen, click **Start > Tasks**.
2. In the **Enter new task here** box, enter the task name and press the CENTER OK button.

Notes

- You can synchronize information on your phone with your PC to keep your task list up to date in both locations.
- If you create a new task with a reminder on your PC and then synchronize tasks with your phone, the reminder will play at the time that was set on your PC.

To delete a task

1. On the Home screen, click **Start > Tasks**.
2. Select the task, and click **Menu > Delete Task**.

To locate a task

1. On the Home screen, click **Start > Tasks**.
2. In the task list, do one of the following:
 - To sort the list, click **Menu > Sort by**, and click a sort option.
 - To filter the list by category, click **Menu > Filter**, and click the category you want displayed.

Note Categories appear only in tasks that are synchronized with your PC.

Tip To filter your tasks further, click **Active Tasks** or **Completed Tasks**.

To mark a task as completed

1. On the Home screen, click **Start > Tasks**.
2. Select the task, and click **Complete**.

6.7 Using Voice Notes

Use Voice Notes to create short voice recordings. Voice notes are included in the All Notes list and are named consecutively (Recording1, Recording2, and so on).

To create a voice note

1. On the Home screen, click **Start > Voice Notes**.
2. Hold the phone's microphone near your mouth.
3. Click **Record** and say your voice note.
4. Click **Stop** to stop recording a voice note.

To delete a voice note

1. On the Home screen, click **Start > Voice Notes**.
2. Select the voice note to delete.
3. Click **Menu > Delete**.
4. Click **Yes**.

Tip If you delete a voice note that has a default name, such as Recording1, this name becomes available for a new voice note.

To listen to a voice note

1. On the Home screen, click **Start > Voice Notes**.
2. Select the voice note to play, and press the CENTER OK button.

Tip To stop listening to the voice note, click **Stop** while the voice note is playing.

To use a voice note as a ring tone

1. On the Home screen, click **Start > Voice Notes**.
2. Select the voice note, and click **Menu > Set As Ringtone**.

Chapter 7

Experiencing Multimedia

7.1 Using Camera and Video Recorder

7.2 Using Pictures & Videos

7.3 Using Windows Media Player

7.4 Using MIDlet Manager

7.5 Using Streaming Media

7.6 Using Audio Manager

7.1 Using Camera and Video Recorder

Taking photos and shooting video clips with audio are easy with your phone's built-in camera.

To open Camera or Video Recorder

Do any of the following:

- On the Home screen, click **Start > Camera**.
- On the Home screen, click **Start > Video Recorder**.
- Press the CAMERA button.

To exit Camera or Video Recorder

- Press END ()

To capture photos and video clips

You can do one of the following to capture photos and video clips:

- Press the CAMERA button to take a photo. Also, press CAMERA button to start recording video; Press the CAMERA button again to end the recording.
- Alternatively, you can press the CENTER OK button on the NAVIGATION CONTROL to take a picture when you are capturing a still image. Press this button to start recording video; press it again to stop recording.

Capture modes

The Camera program lets you capture pictures and video clips by using various built-in modes. The icon on the top-left corner of the camera screen displays the active capture mode.

To change the capture mode

- On the Camera screen, press the Left SOFT KEY  and use the NAVIGATION CONTROL to select  > **Mode** then select a capture mode from the list.

The available capture modes are as follows:

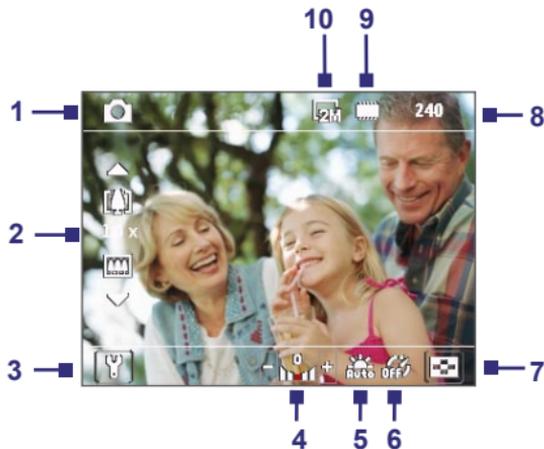
Capture mode	Function
Photo ()	Captures standard still images.
Video ()	Captures video clips, with or without audio.
MMS Video ()	Captures video clips suitable for sending via MMS.
Contacts Picture ()	Captures a still image suitable for assigning as an identification photo to a contact.
Picture Theme ()	Captures still images and places them within frames.
Panorama ()	Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery.
Sports ()	Captures a sequence of still images (3 or 5 frames) automatically for a short duration at a defined frequency.

Using the above capture modes, the camera captures files in the following formats:

Capture type	Format
Still Image	JPEG
Video	Motion-JPEG AVI (.avi) MPEG-4 (.mp4) H.263 baseline (.3gp)
MMS Video	MPEG-4 (.mp4) H.263 baseline (.3gp)

Camera mode icons and indicators

The Camera [Photo] screen



- 1 Capture mode.** Indicates the current capture mode.
- 2 Zoom-ratio.** Indicates the current zoom ratio. Press NAVIGATION up or down to increase or decrease the zoom level.
- 3 Camera Settings.** Click the left SOFT KEY to open the Camera Settings screen.
- 4 Exposure Value (EV).** Allows you to adjust the exposure value from -2 EV to +2 EV (increments of 0.5) by pressing NAVIGATION left or right.
- 5 White Balance.** Indicates the current white balance setting.
 ☀️ : Auto; ☀️ : Daylight; 🌙 : Night; 🔥 : Incandescent; 💡 : Fluorescent.
- 6 Self-timer.** Indicates the current self-timer setting while capturing images. Click the left SOFT KEY  >  > **Self-timer** to select the self-timer setting (**Off**, **2 seconds**, or **10 seconds**).

- 7 **Picture Viewer.** Click the right SOFT KEY to view the picture or video in Pictures & Videos.
- 8 **Remaining Information Indicator.** In Photo, Contacts Picture, Picture Theme, Panorama and Sports, this shows the remaining, available shots of pictures that you can take based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.
- 9 **Storage.** Indicates where the captured images and video clips will be saved. The  icon indicates the phone's main memory; the  icon indicates the storage card.
- 10 **Resolution.** Indicates the current image or video size based on the resolution you chose. For the list of available resolutions, see "Use zooming."

The Camera [Video] screen



Recording Status

The Recording Status indicator shows a red, blinking indicator while video recording is in progress.

The Camera [Picture Theme] screen



Progress Indicator

In Picture Theme, Panorama, and Sports modes, this shows the total number of consecutive shots.

The Review screen

After capturing image or recording video, the Review screen appears allowing you to decide the action for the image/video.



Photo, Video, MMS Video, Panorama and Picture Theme modes



Contacts Picture mode



Sports mode

Icon	Function
	Back. Click to go back to Camera screen.
	Delete. Click to remove the captured image or video clip.
	Send. Click to send the captured image or video clip to someone via e-mail or MMS.

Icon	Function
	View. Click to switch to Pictures & Videos to show the still image, or switch to Windows Media Player to play back the video clip.
	Assign to Contacts. Click to associate the photo to a selected contact.

Note After you have taken photos in **Sports** mode, the total number of consecutive shots is shown at the lower right corner of the Review screen. Press NAVIGATION up or down to browse through the sequence of photos.

Use Still Image capture modes

While using Still Image capture modes such as Photo, Contacts Picture, and Picture Theme, you can capture a single still image by pressing the CENTER OK button on the NAVIGATION CONTROL to capture the image. In Sports mode, press the CENTER OK button once, then pan your phone to take the shots. In Panorama mode, press the CENTER OK button each time to take photos. The number of shots taken for Sports and Panorama mode depends on the option you set. Still images are captured and saved in the JPEG format.

While capturing an image in the Picture Theme mode, you can select a preset template. To browse and choose from different templates, click the left SOFT KEY  on the Camera screen and use the NAVIGATION CONTROL to select . Depending on the chosen template, one or more photos may need to be taken for the template.

Use Video capture mode

While using the Video capture mode, press the CENTER OK button to start recording a video clip (with audio if desired). To stop recording, press the CENTER OK button again. Your phone displays the first frame of the captured video clip by default on the Review screen.

Before you capture a video clip, click the left SOFT KEY  and select  > **Capture Format** to specify the file format. You can set the encoding format to Motion-JPEG AVI, MPEG-4, or H.263. You can also specify the recording limit in terms of time or file size by pressing the left SOFT KEY  and selecting  > **Recording Limit**. To change the video resolution, click the left SOFT KEY  and select .

Use MMS Video capture mode

While using the MMS Video capture mode, press the CENTER OK button to start recording a video clip (with audio if desired). To stop recording, press the CENTER OK button again.

The recording length of MMS video is fixed. The recording automatically stops when the preset length is reached. However, you can manually stop recording the video anytime. The time indicator at the top-right side of the screen indicates the time limit.

You can specify the encoding format to be either H.263 or MPEG-4 by clicking the left SOFT KEY  and selecting  > **Capture Format**; however, the ideal format for MMS is H.263 (3GP).

After you capture the video file, click the Send icon () to send the file through MMS.



Use zooming

Before capturing a still image or a video clip, you can first zoom in to make the object in focus move closer, and you can zoom out to make the object move farther away. In all capture modes, press NAVIGATION up on your phone to zoom in, NAVIGATION down to zoom out.

The camera zoom range for a picture or video depends on the capture mode and capture size. The following table is a summary.

Please note the capture sizes available for certain capture formats also vary from one capture mode to another. The zoom range has been calculated based on the following ratio:

- 1.0x = normal size (no zooming)
- 2.0x = double enlargement
- 4.0x = four times enlargement
- 10.0x = ten times enlargement

Capture mode	Resolution	Zoom range
Video and MMS Video	Small (128 x 96) (4:3)	1.0x to 2.0x
	Medium (176 x 144) (11:9) (default)	1.0x to 2.0x
Photo	Small (160 x 120)	1.0x to 10.0x
	Medium (320 x 240)	1.0x to 4.0x
	Large (640 x 480)	1.0x to 2.0x
	1M (1280 x 960)	1.0x to 2.0x
	2M (1600 x 1200) (default)	No zooming
Contacts Picture	Small (120 x 160)	1.0x to 4.0x
	Medium (240 x 320) (default)	1.0x to 4.0x
	Large (480 x 640)	1.0x to 2.0x
Picture Theme	Determined by the current template	Depends on the size of the currently loaded template
Panorama	Small (160 x 120)	1.0x to 10.0x
	Medium (320 x 240)	1.0x to 4.0x
	Large (640 x 480) (default)	1.0x to 2.0x
Sports	Small (160 x 120)	1.0x to 10.0x
	Medium (320 x 240)	1.0x to 4.0x
	Large (640 x 480) (default)	1.0x to 2.0x

Use the Camera Menu

Clicking the left SOFT KEY  on the Camera screen allows you to select various capture modes and customize various settings for each mode. Use the NAVIGATION CONTROL or the left SOFT KEY  to go through the available settings. The following table provides a list of the general options in the menu.

Option	Allows you to
	Select the Self-timer option for capturing images: Off , 2 seconds , or 10 seconds . Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CENTER OK button.
	Select whether to save the file in the device memory or on the memory card.
 (Panorama Settings)	Only available in Panorama mode. Direction determines how the photos will be stitched. Stitch Count determines how many snapshots will be taken for the panoramic photo. When Auto Stitch is On , the camera automatically stitches the snapshots into one single file. When Off , the snapshots are saved as separate files.
	Only available in Picture Theme mode. Allows you to select a template to use for Picture Theme mode.
 (Sports Settings)	Only available in Sports mode. The Capture Speed option determines the interval between shots. The Snapshots option determines how many shots to take with a single press of the CENTER OK button.
	Specify the white balance setting such as Auto , Daylight , Night , Incandescent , and Fluorescent to suit the lighting environment. You can also choose a special effect such as Grayscale , Sepia , or Cool to apply to your photos or video clips.
	Choose the resolution to use. When capturing images, you can also set the Quality and enable Time Stamp.
	Switch between different capture modes, such as Photo, Video, Contacts Picture, and more. For details, see "Capture modes" earlier in this chapter.

Option	Allows you to
	Access more settings that lets you customize the Camera or Video Recorder functions. For details, see the following section "Advanced settings of the Camera Menu."

Advanced settings of the Camera Menu

- **Capture Format.** Specify the file format for the image/video.
- **Shutter Sound.** Choose whether or not you want the camera to make a shutter sound when you press the CENTER OK button to take photos or record video clips.
- **Keep Backlight.** Choose whether to turn the backlight on or off while using the camera. This overrides your device backlight settings while you are using the camera.
- **Review Duration.** Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit.
- **Show control.** Select **On** or **Off** to display or hide the indicators on the Camera screen.
- **Flicker Adjustment.** When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio** (Video and MMS Video only). Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.
- **Prefix.** Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a

sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

- **Counter.** By default, the newly captured image or video files are named with a prefix and some sequential numbers such as 001, 002, and so on. To reset the numbering to 001 for your captured files, select **Reset**.
- **Recording Limit** (Video and MMS Video only). Specify the maximum time or file size for recording.
- **Template Folder** (Picture Theme only). By default, templates are stored in the **\My Documents\Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust.** This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**. Press NAVIGATION up or down to select the property, and press NAVIGATION left or right to change the value.
- **About.** Displays information about the Camera program.

7.2 Using Pictures & Videos

The Pictures & Videos program allows you to view pictures and play GIF animation files and video clips on your phone. You can also view the pictures as a slide show, beam them, send them via a messaging program, edit them, or set them as the background on the Home Screen.

To copy a picture or video clip to your phone

You can copy pictures from your PC and view them on your phone.

- Copy the pictures and video files from your PC or a storage card to the My Pictures folder on your phone.

For more information about copying files from your PC to your phone, see ActiveSync Help on your PC.

- Note** You can also copy pictures and video files from your PC to your phone using a memory card. Insert the memory card into the memory card slot on your phone, and then copy them from your PC to the folder you created on the memory card.



Pictures & Videos

To view pictures

1. On the Home screen, click **Start > Pictures & Videos**.
The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and click **View**.
If you cannot find a picture in the default My Pictures folder, click **Menu > Folders > My Device** to go to other folders.

To play GIF animation files

1. On the Home screen, click **Start > Pictures & Videos**.
2. Select the GIF animation file and click **View**.

To play videos

1. On the Home screen, click **Start > Pictures & Videos**.
Video files appear as thumbnails with a  icon.
2. Select a video and click **Play** to play it with the built-in Windows Media Player.

To view slide shows

You can view your pictures as a slide show on your phone. Pictures are shown in full-screen view with 5-second intervals between slides.

1. On the Home screen, click **Start > Pictures & Videos**.
2. Click **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimize their display in a slide show. Click **Menu > Options**, select **Slide Show**, and choose either **Portrait pictures** or **Landscape pictures**. You can even set your phone to play a screensaver on its monitor while your phone is connected to the PC and idle for 2 minutes.

To start the camera from Pictures & Videos

- On the My Pictures folder, click **Camera**.

To delete a picture or video clip

- Select a picture or video clip on the Pictures & Videos screen, and click **Menu > Delete**. Click **Yes** to confirm the deletion.

To edit a picture

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. On the Home screen, click **Start > Pictures & Videos**.
2. Select the picture you want to edit, click **View**.
3. Click **Menu > Edit**, and do any of the following:
 - To rotate a picture 90 degrees, click **Menu > Rotate**.
 - To crop a picture, click **Menu > Crop**. Then, drag the cursor to position it on the first corner of the cropping area, and click **Next**. Select the second corner with the area to crop and click **Finish**, or click **Previous** to go back to the previous screen and select again.
 - To auto-adjust the brightness and contrast levels of a picture, click **Menu > Auto Correct**.

4. Click **Menu** > **Save As** to save the edited picture with a new name or at a new location.

Note To undo an edit, click **Menu** > **Undo**. To cancel all unsaved edits you made to the picture, click **Menu** > **Cancel**.

To set a picture as the Home screen background

1. On the Home screen, click **Start** > **Pictures & Videos**.
2. Select the picture you want to set as the background.
3. Click **View**.
4. Click **Menu** > **Use as Home Screen**.
5. Select the display area and click **Next**.
6. Adjust the transparency. Select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
7. Click **Finish**.

To send pictures and video clips via e-mail

You can send pictures and video clips to other phones via e-mail.

1. First, set up Messaging to send and receive messages.
2. On the Pictures & Videos screen, select the item you want to send.
3. Click **Menu** > **Send**.
4. On the Messaging screen, select **Outlook E-mail** and click **Select**.
A new message is created with the item attached.
5. Enter the recipient name and subject, and click **Send**.
The message will be sent the next time you synchronize your phone.

Note Pictures and video clips are saved automatically before they are sent.

To beam pictures

You can beam a picture to your friends or family using Bluetooth technology.

1. On the Home screen, click **Start > Pictures & Videos**.
2. Select the picture you want to beam.
3. Click **Menu > Beam**.
4. Select the device to which you want to send the picture.
5. Click **Beam**.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any time.

1. On the Home screen, click **Start > Pictures & Videos**.
2. Select the picture you want to assign to a contact.
3. Click **Menu > Save to Contact**.
4. Select the contact, and click **Select**.

To customize picture options

1. On the Home screen, click **Start > Pictures & Videos**.
2. Select the picture for which you want to configure advanced options.
3. Click **Menu > Options**.
4. Select **General** or **Slide Show** on the Options screen and press the CENTER OK button.
Selecting **General** on the Options screen allows you to do the following:
 - Decrease the picture size so that photos can be sent faster via e-mail.
 - Set the direction to rotate a picture.
Selecting **Slide Show** on the Options screen allows you to do the following:
 - Configure the view settings during slide shows.
 - Activate screensaver.



Pictures & Videos Menu

7.3 Using Windows Media Player

You can use Microsoft® Windows Media® Player Mobile for Smartphone to play digital audio and video files that are stored on your phone or on a network, such as on a Web site.

In this documentation, the version of Windows Media Player for Windows-based PCs is called the “desktop Player” and the version for Smartphone is called the “device Player.”

To open Windows Media Player, click **Start** > **Windows Media**.

These are the following file formats that are supported by this version of Windows Media Player Mobile.



Formats Supported	File Extensions
Video	
• Windows Media Video	.wmv, .asf
• MPEG4 Simple Profile	.mp4
• H.263	.3gp
• Motion JPEG	.avi
Audio	
• Windows Media Audio	.wma
• MP3	.mp3
• MIDI	.mid, .midi, .rmi
• AMR Narrow Band	.amr
• AMR Wide Band	.awb
• AAC	.m4a

About the controls

By default, these hardware buttons are assigned to Windows Media Player Mobile functions.

To	Press
Play or pause	CENTER OK
Skip to a previous file	NAVIGATION left
Skip to the next file	NAVIGATION right
Increase the volume	NAVIGATION up
Decrease the volume	NAVIGATION down
Turn the sound on or off quickly (mute)	#
Switch to full screen during video playback	0
Change rating	*
Fast-forward a file	NAVIGATION right (hold)
Rewind a file	NAVIGATION left (hold)

About the screens and menus

Windows Media Player has three primary screens:

Playback screen. The default screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.

Now Playing screen. The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and files that are queued up to play next.

Library screen. The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen is a **Menu**. The commands on this menu vary, depending upon which screen you are viewing.

Playback screen menu

When you are viewing the Playback screen, these options appear on the **Menu**.

Option	Allows you to
Library	Display the Library screen so you can choose a file to play.
Play/Pause	Start or pause playback.
Stop	Stop playback.
Shuffle/ Repeat > Shuffle	Play the items in the Now Playing playlist in random order.
Shuffle/ Repeat > Repeat	Play the items in the Now Playing playlist repeatedly.
Full Screen	When a video is playing, display it by using the entire screen.
Options	Adjust various Windows Media Player Mobile options, including network, skin, and hardware button options.
Properties	Display information about the currently playing file.
About	Display information about Windows Media Player Mobile, such as the version number.

Now Playing screen menu

When you are viewing the Now Playing screen, these options appear on the **Menu**.

Option	Allows you to
Library	Display the Library screen so you can choose a file to play.
Move Up	Move the selected item up in the playlist order.
Move Down	Move the selected item down in the playlist order.
Remove from Playlist	Remove the selected item from the playlist.
Shuffle/Repeat > Shuffle	Play the items in the Now Playing playlist in a random order.
Shuffle/Repeat > Repeat	Play the items in the Now Playing playlist repeatedly.
Save Playlist	Save the Now Playing list as a personal playlist after you queue up the media files you want for your playlist. Your playlist will be saved inside the My Playlists folder in the Library.
Clear Now Playing	Remove all items from the Now Playing playlist.
Error Details	View error information about the selected item (an exclamation mark appears before the item name if error details are available).
Properties	View information about the selected file.

Library screen menu

When you are viewing the Library screen, these options appear on the **Menu**.

Option	Allows you to
Queue Up	Add the selected item to the end of the current (Now Playing) playlist.
Delete from Library	Delete the selected item from the library.
Now Playing	Display the Now Playing playlist.
Library > library name	Switch between libraries, such as between My Device and Storage Card .
Update Library	Add new items to the library by searching your phone or storage card.
Open File	Find and play files that are stored on your phone or storage card but in the library.
Open URL	Play a file on a network, such as the Internet.
Properties	View information about the selected file.

About licenses and protected files

Some content (such as digital media files downloaded from the Internet, CD tracks, and videos) have associated licenses that protect them from being unlawfully distributed or shared. Licenses are created and managed by using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that have been copied to your phone. Files that have licenses associated with them are called “protected files.”

If you want to copy a protected file from your PC to your phone, use the desktop Player to synchronize the file to your phone (instead of dragging the file from a folder on your PC to a folder on your phone, for example). This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your phone and other mobile devices, see the desktop Player Help.

Note You can view the protection status for a file by checking its file properties (**Menu > Properties**).

Copy files to your phone

Use the **Sync** feature in the desktop version of Windows Media Player to synchronize (copy) digital media files from your PC to your phone. Using **Sync** ensures that protected files and album art (for skins) are copied to your phone correctly.

To synchronize content to your phone automatically

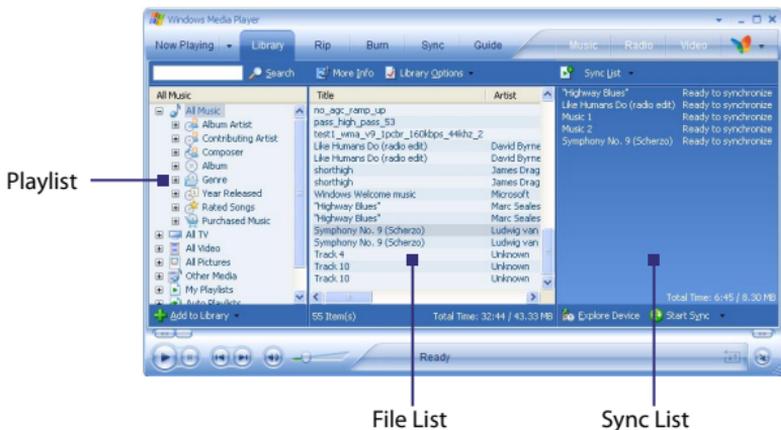
1. On your PC, start Windows Media Player.
2. Insert a 32MB or larger storage card into your phone, and then connect your phone to your PC.
3. If you have not set up synchronization between your phone and PC, the Device Setup Wizard opens on your PC.
4. In the wizard, click **Automatic**, select the **Customize the playlists that will be synchronized** check box, and then select the playlists that you want to synchronize.

5. Click **Finish**.

6. The files begin synchronizing to your phone. The next time you connect your phone to your PC while the desktop version of Windows Media Player is running, synchronization will start automatically.

To synchronize and copy content manually to your phone

1. If you have not set up synchronization between your phone and PC, follow steps 1 to 5 in “To synchronize content to your phone automatically”, except that you should click **Manual** synchronization.
2. To choose files to synchronize and copy to your phone, do the following:
 - Click the **Library** tab.
 - In the rightmost pane, click the drop-down list and select **Sync List**.
 - In the Playlist which is the leftmost pane, select a desired playlist.



- In the File List which is the middle pane, multi-select desired files and drag them to the Sync List.

- Click the **Start Sync** button found at the bottom of the Sync List.

Notes

- Always use the desktop version of Windows Media Player 10 to synchronize (copy) files to your phone. For example, do not use Windows Explorer to drag and drop files from your computer to your phone.
- Always synchronize files to a storage card that is inserted into your phone. Do not synchronize to a storage card that is inserted into a storage card reader.
- Audio files copy faster if the desktop Player is configured to automatically set the quality level for audio files copied to your phone. For more information, see the desktop Player Help.
- The desktop version of Windows Media Player 10 is only available for computers running Windows XP. If you are not running Windows XP on your PC, use the **Copy to CD or Device** feature of Windows Media Player 9 Series to copy your audio files and video files to your phone.
- The desktop version of Windows Media Player 9 Series is not as full-featured as the desktop version of Windows Media Player 10. For example, the desktop version of Windows Media Player 9 Series does not support automatic synchronization, synchronization of playlists, synchronization of album art, or synchronization of TV shows recorded by computers running Windows XP Media Center Edition.
- For more information about the **Copy to CD or Device** feature, start the desktop version of Windows Media Player 9 Series, and then press F1.

Play media

To play media on your phone

Use the library to find and play songs, videos, and playlists that are stored on your phone or removable storage card.

1. If you are not on the Library screen, click **Menu > Library**.
2. If necessary, on the Library screen, click **Menu > Library**, and then select the library that you want to use (for example, **Storage Card**).

3. In most cases, Windows Media Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your phone or storage card. Click **Menu** > **Update Library** to manually update the library list.
4. Select a category (for example, **My Music** or **My Playlists**), select the item that you want to play (such as a song, album, or artist name), and then click **Play**.

Note To play a file that is stored on your phone but is not in a library, on the Library screen, click **Menu** > **Open File**. Select the item that you want to play (such as a file or a folder), and click **Play**.

To play media on a network

Use the **Open URL** command to play a song or video that is stored on the Internet or on a network server.

1. If you are not on the Library screen, click **Menu** > **Library**.
2. Click **Menu** > **Open URL**.
3. Do one of the following:
 - In **URL**, enter a network address.
 - In **History**, select a URL that you have previously used.

Note To play media on a network, your phone must be connected to a network.

Change Player appearance

You can change the appearance of the Playback screen by choosing a new skin.

1. If you are not on the Playback screen, press ← to display the Playback screen.
2. Click **Menu** > **Options** > **Skins**.
3. To select a skin, press NAVIGATION left or right until you find the skin that you want to use.
4. Click **Done**.

Notes

- To download new skins, see the WMplugins.com site (<http://www.wmplugins.com>).
- After downloading a skin to your computer and unzipping it if necessary, use ActiveSync to copy the .skn and .bmp files to your phone (such as to the location, **Smartphone\Program Files\Windows Media Player**, on the phone). To ensure that skins appear on the **Skins** tab, do not store skin files in the **Windows** folder on your phone.

Troubleshooting

If you encounter any difficulty while using Windows Media Player Mobile, a number of resources are available on the Web to help you troubleshoot the issue, including a list of frequently asked questions (FAQ).

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft Web site (<http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx>).

7.4 Using MIDlet Manager

MIDlets are Java-based applications that can run on mobile devices. Your phone supports Java 2 Edition, J2ME. The MIDlet Manager allows you to download Java-based applications, such as games and tools that are specifically designed for mobile devices. The Java MIDlet Manager gives you the flexibility of installing and managing additional J2ME applications from the Internet.

To install MIDlets from the Internet

1. On the Home screen, click **Start > MIDlet Manager**.
The Java Apps screen appears.
2. Click **Menu > Install > Browse** to open Internet Explorer Mobile.

3. Locate the MIDlet/MIDlet suite while connected to the Internet.
4. Select the MIDlet/MIDlet suite to download.
5. To start installing the MIDlet/MIDlet suite, click **Yes**.
6. Click **Done** to confirm the installation.

Notes

- You can cancel the installation at any time.
- Downloaded MIDlets will be automatically saved in the My Documents folder.

To install MIDlets from a PC

You can install the MIDlets/MIDlet suites on your phone from a PC using the USB sync cable or Bluetooth. MIDlets copied to your phone using Bluetooth or e-mail attachments are automatically saved in the My Documents folder. However, you can copy the MIDlet file(s) from a PC to any of the following temporary folders on your phone from where MIDlet Manager can install them.

- Device memory: ../Smartphone/My Documents/My MIDlets
- Storage card: ../Smartphone/Storage Card

Note If the My MIDlets folder does not exist in My Documents, you can create one with the same folder name. However, a folder named Storage Card automatically appears after you insert a storage card into your phone.

To install MIDlets from a local folder

1. On the Home screen, click **Start > MIDlet Manager**. The Java Apps screen appears.
2. Click **Menu > Install > Local** to install the MIDlets currently saved in the My MIDlets folder. Click **Recent** to view the MIDlets or a MIDlet suite used recently on your phone.
3. Select the MIDlet/MIDlet suite from the list using the NAVIGATION CONTROL.

4. Click **Menu > Install**.
5. Click **Yes** to install.
6. Click **Done** to confirm the installation.

Note To remove the MIDlet files from the default folder, click **Menu > Delete**.



MIDlet Manager

To run MIDlets on your phone

1. On the Home screen, click **Start > MIDlet Manager**. The Java Apps screen appears.
2. Select a MIDlet from the list using the NAVIGATION CONTROL.
3. Press the CENTER OK button to run the MIDlet.

To view the MIDlets currently running

- On the MIDlet Manager Java Apps screen, click **Menu > Running**.

Note To view the most recently used MIDlets, click **Menu > Recent**.

To stop running a MIDlet

1. On the Home screen, click **Start > MIDlet Manager**. The Java Apps screen appears.
2. Click **Menu > Running**.
3. Select a MIDlet on the Running MIDlets screen, and click **Menu > Stop**.

Note To stop all MIDlets currently running on your phone, click **Menu > Stop All**.

Manage MIDlets

You can organize the MIDlets into groups and define custom groups. You can also change the default display settings for a MIDlet.

To customize the display settings

1. On the Home screen, click **Start > MIDlet Manager**. The Java Apps screen appears.
2. Click **Menu > Settings**.
3. On the Settings screen, select Display Options using the NAVIGATION CONTROL.
4. Press the CENTER OK button.
5. In **View Options**, choose to display the MIDlets either in groups or all at once.
6. In **Sort Options**, choose to sort by Name or by Size.
7. Click **Done**.

To change the display name of a MIDlet

1. On the Home screen, click **Start > MIDlet Manager**. The Java Apps screen appears.
2. Select a MIDlet using the NAVIGATION CONTROL.
3. Click **Menu > Rename**.
4. Enter a new name for the MIDlet.
5. Click **Done**.

Note You cannot change the name of a MIDlet suite.

To uninstall a MIDlet

Before you uninstall a MIDlet/MIDlet suite, make sure that it is not running.

1. On the Java Apps screen, select the MIDlet/MIDlet suite using the NAVIGATION CONTROL.

2. Click **Menu > Manage > Uninstall**.
3. Click **OK** to confirm.

Note You cannot uninstall a single MIDlet from a MIDlet suite; you must uninstall the complete MIDlet suite.

To check storage space

1. On the Home screen, click **Start > MIDlet Manager**.
2. Select a MIDlet using the NAVIGATION CONTROL.
3. On the Java Apps screen, click **Menu > Settings**.
4. On the Settings screen, select **System Info** using the NAVIGATION CONTROL.
5. Press the CENTER OK button to see how much phone storage space is used by the MIDlet.
6. Click **OK**.

To select a network type

1. On the Java Apps screen, click **Menu > Settings**.
2. Select **Choose Network Type** using the NAVIGATION CONTROL.
3. Choose a network type from the list.
4. Click **Select**.

To configure MIDlet security

You can adjust security settings for each MIDlet/MIDlet suite.

1. On the Java Apps screen, select a MIDlet using the NAVIGATION CONTROL.
2. Click **Menu > Manage > Security**.
3. Configure the security options, such as **Local Connectivity, App Auto Run, Messaging**, and so on.

Please note that some features may not be available for all MIDlets/MIDlet suites. Following are the security options that you can set for a running MIDlet/MIDlet suite.

Security Option	Description
Net Access	Determines whether a MIDlet/MIDlet suite can access the Internet.
Local Connectivity	Enables a MIDlet/MIDlet suite to access services, such as Bluetooth.
App Auto Run	Enables a MIDlet/MIDlet suite to run at specified times, or any time.
Messaging	Determines whether a MIDlet/MIDlet suite can send and/or receive text (SMS, Short Message Service) messages.
Multimedia Recording	Enables a MIDlet/MIDlet suite to record sounds and images.

Error messages

The following is a list of error messages that you may receive while managing and using MIDlets/MIDlet suites on your phone.

Error Message	Description
Either RAM shortage, or insufficient space on the file system.	There is insufficient memory on your phone.
Network out.	There is no network connection available.
The jar size does not match that specified in the jad.	The installation information provided by the MIDlet manufacturer is inaccurate.
The jar manifest does not match the jad.	The installation information provided by the MIDlet manufacturer is inaccurate.
Invalid Java application descriptor (jad).	There is a problem with the installation file provided by the MIDlet manufacturer.
Invalid Java archive (jar).	There is a problem with the installation file provided by the MIDlet manufacturer.
This Java application is not compatible with this device.	One or more features required by this MIDlet is not available on your phone.

7.5 Using Streaming Media

The Streaming Media program allows you to stream live broadcasts or on-demand media content from the Web. You do not have to wait until the entire media content is completely downloaded before watching the video or hearing the sound. The media is sent in a continuous stream to your phone and is played as it arrives, along with the audio.

Note You need a 3G phone, a 3G-enabled SIM card and you must be in a 3G network coverage area to watch streaming video.



Button control	Function
1 Play/Pause	Press the CENTER OK button to play/pause playback.
2 Stop	Press NAVIGATION left to stop playback.
3 Volume	Press NAVIGATION up/down to increase/decrease volume. Press NAVIGATION right to mute/unmute the audio.

The Streaming Media program allows you to play **3GP** and **MPEG-4** files. It also supports playback of **SDP** (Session Description Protocol) files. An SDP file is a text file that contains the format, broadcast times, media content, and other information about a live broadcast, or it may contain a playlist and links to prerecorded media files if you are viewing on-demand streaming media.

To access streaming content via Internet Explorer

In Internet Explorer, you can open a Web page containing http links to streaming media content and play the content in the Streaming Media program.

1. Click **Start > Internet Explorer**.
2. Click **Menu > Address Bar**. In the address bar, enter the URL address of the Web page that contains the http link to the desired *.3gp, *.mp4, or *.sdp file.
3. On the Web page, select the RTSP link and press the CENTER OK button.
4. Streaming Media then automatically opens and starts playing the file. During playback, use the button controls to play/pause the video and adjust the sound volume.

Tip Click **Menu > Zoom > Zoom In** to zoom in on the video.

To stream media files directly on the Streaming Media Player

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

Note Before you launch the Streaming Media program, make sure that you are connected to the Internet.

1. Click **Start > Streaming Media**.
2. From the program, click **Connect**.
3. Enter the URL for the Web site (rtsp://) and the file name.
4. Click **Go**.
5. Streaming Media then starts playing the file. During playback, use the button controls to play/pause and adjust the sound volume.

To view streaming video file information

You can view the properties and general information of a streaming video clip, such as file format, audio codec, dimension, frames, and duration of the video.

- Click **Menu > Properties** from the program.

To configure streaming video connection settings

Click **Menu > Options** to configure the following settings:

- **Connect via.** Choose whether you want to connect to the Internet or corporate network (intranet) to locate a streaming video clip.
- **UDP port range.** Specify a range of port numbers to use for streaming.
- **Media buffer.** Specify the memory space (in terms of duration) to allot for storing video and audio data while streaming media.

7.6 Using Audio Manager

Audio Manager is a music browser and player in one. It gives you access to all the music files on your device, and allows you to easily browse for the music that you want to play by organizing music into categories, such as title, artist, album, etc. You can also create playlists of your favorite songs and use the integrated **Music Player** to play them back.

To open Audio Manager

- Click **Start > Audio Manager**.

- Notes**
- Audio Manager searches for all music files stored on your phone memory and storage card that have the following audio formats: MP3, WMA, AAC, and AAC+. It will search in the following locations:
 - Phone:** \Music (including all subfolders; when there are music files synchronized between the device and PC)
 \My Documents (including all subfolders)
 - Storage card:** \Storage Card (including all subfolders)
 - Music files are categorized under **Artists, Album, Genre**, etc. if such metadata are found in the files.

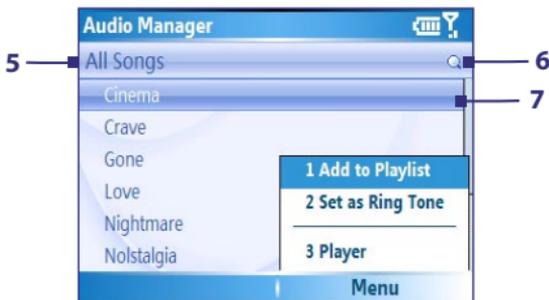
Library

On the Audio Manager's **Library** screen, an arrow that appears in an item indicates that there is a submenu available. Use the NAVIGATION CONTROL or JOGGR to go through the items and press the CENTER OK button or double-click the middle

part of the JOGGR to open the submenu. You can also press NAVIGATION right to enter the submenu.



Library: Main screen



Library: All Songs screen

No. Description

- 1 Open the **All Songs** submenu where you can browse music files by file name or song title.
- 2 Open the **Playlists** submenu where you can create playlists and play them back.
- 3 Open a submenu where you can browse music files by the selected category.
- 4 Switch to the Music Player screen. (Music Player does not automatically start playback. Press CENTER OK to start playback.)
- 5 Shows the current submenu name.
- 6 Shows a **Search** icon when the music database in Audio Manager is being updated. This occurs when music files have been added, renamed, or removed on the phone memory or storage card.

No.	Description
7	Shows the song titles or file names of music files when you are in the All Songs submenu. Use the NAVIGATION CONTROL to select a music file and play it in the Music Player. Shows more submenus when you are in one of the category screens, such as Artists , Album , etc. Press the CENTER OK button or NAVIGATION right to open a submenu.

Tip Press NAVIGATION left or ← go back to the upper-level menu.

When you press CENTER OK on a category on the Library's Main screen, you will see more submenus which may have deeper levels of menus. For example, when you select **Artists**, another level of submenus will be listed showing artist names. When you select an artist name, more submenus showing album names will be displayed. Just keep opening the submenus until you reach the level where song titles can be selected for playback.

Music files that are protected by Digital Rights Management (DRM) will be listed under the **Protected** category. A lock icon shown before song titles indicates that the music files are protected. Select a file and click **Info** if you want to view file information. A cross-marked lock icon shown before song titles indicates that the rights for the music files have expired, and you will not be able to play them. Click **Delete** if you want to delete these files.

Note Audio Manager keeps track of the last submenu that you accessed. When you exit Audio Manager and open it again, it will display the last submenu that you were in. Press NAVIGATION left until you reach the Library's Main screen.

Music Player

Music Player is integrated within Audio Manager, and it lets you play back music files. After selecting a song in the Library, Music Player opens and automatically plays it.

Note If the last screen you were in was the Music Player when you closed Audio Manager, next time you launch Audio Manager, it will open Music Player directly. To switch back to the Library, click **Library**.

**Control****Does this**

Press CENTER OK or 

Play/Pause the song.



Shows the playback time. Click **Menu > Time Display** to choose the display format for the playback time (**Elapsed** time or **Remaining** time).

Press and hold 

Move backward in a song.

Press and hold 

Move forward in a song.

Press NAVIGATION left/right

Go to the previous/next song.

Press 

 Mute/Unmute.

Press NAVIGATION up/down or  / 

 Increase/Decrease the volume.

Press 

 Shuffle songs during playback.

Press 

 Loop songs during playback.

Library

Return to the Library screen.

Menu

Open a menu where you can choose to add the current song to a playlist, set the playback mode, set the song as ring tone, and more.

Playlists

A playlist is a list of music files that play in a sequential order. The Playlists screen shows the current playlists that are found on the device memory and storage card.

There are two types of playlists that will be shown on the Playlist screen:

- **Windows Media Player playlists.** These are playlists that are in Windows Media Player Mobile's Library (which is synchronized with Windows Media Player on your computer), and they are indicated by the Windows Media Player icon (). They can be played in Audio Manager's Music Player but cannot be edited.
- **Custom playlists.** These are playlists that are created in Audio Manager and can be edited.

- Notes**
- Audio Manager searches for playlists in the following locations:
Phone: \Playlists
 \Application Data\HTC\AudioManager\playlists
Storage card: \Storage Card\Playlist
 - If a Windows Media Player playlist contains a combination of music, video and image files, Audio Manager accesses the music files only and filters out the other media types.

To create a playlist

1. On the Library's Main screen, select **Playlists** and press the CENTER OK button.
2. On the Playlists screen, click **Menu > New**.
3. Enter a **Playlist name** then click **OK**.
4. On the Playlists screen, select the playlist you have just created and then click **Edit**.
5. Click **Menu > Add**.
6. Select the songs you want to add to the playlist by pressing the CENTER OK button, or click **Menu > Select All** to choose all the songs.
7. Click **OK** thrice to return to the Playlists screen.

To play back a playlist

1. On the Playlists screen, select a playlist by using the NAVIGATION CONTROL.
2. Select the first song in the selected playlist and press the CENTER OK button. Music Player automatically opens and starts playing the first song. After each song, the next one in the playlist will be played.

Note The content of playlists is not automatically updated when music files have been deleted from the phone memory or storage card. Music Player will display a notification message when you play back a playlist and music files in that playlist cannot be found.

To edit a playlist

1. On the Playlists screen, select a playlist you want to edit.
2. Click **Edit**.
3. Click **Menu** to open a list of editing options. You can choose to add more songs, copy or delete songs, and more.
4. After you have finished editing the playlist, click **OK** twice.
5. To return to the Playlists screen, press NAVIGATION left.

To add a playlist to another playlist

1. On the Playlists screen, select the playlist that you want to add to another playlist.
2. Click **Menu > Copy to Playlist**.
3. Select the playlist where to copy it to then click **OK**. Select **New Playlist** and press the CENTER OK button if you want to add the playlist to a new playlist.

Set music as ring tone

Audio Manager allows you to select your favorite music and set it as a ring tone for your device.

1. Use the NAVIGATION CONTROL to select a song in the Library, or select a song to play it in Music Player.
2. Click **Menu > Set as Ring Tone**.

Note If the selected song is in MP3 format, you can trim it first to make it shorter. Click **Trim** to open the MP3 Trimmer and trim the song. For more information about trimming, see “MP3 Trimmer”.

4. Select **Set as Default Ring Tone** and press the CENTER OK button.
5. A confirmation message is then displayed. Click **OK**.

Tip If you only want to save the song to the ring tone folder for future use, select **Save to Ring Tone Folder**. Later on, you can click **Start > Settings > Sounds** to set it as your ring tone.

MP3 Trimmer

Before setting an MP3 file as a ring tone for your device, you can edit the song first to shorten the duration and make the file size smaller.



This control	Does this
1 Title	Shows the ring tone name for the song.
2 Duration	Shows the length of the song after trimming.
3 Time	Shows the playback time when the song is played.
4 Play/Stop	Press the CENTER OK button to toggle between playing and stopping playback.

This control	Does this
5 Mark in/ Mark out	Allows precise marking of the start and end times of the song that will be used for the ring tone.
6 Mark in/Mark out points	Shows the current mark in (start) and mark out (end) points of the song. The song will be trimmed based on these points.
7 OK	Click to confirm trimming the ring tone.
8 Cancel	Click to exit MP3 Trimmer without trimming the ring tone.

To trim the MP3 file

1. In the Trim screen, use the NAVIGATION CONTROL to select **Mark in**.
2. Use NAVIGATION left/right to set the Mark in point. After you set the Mark in point, the song will play back starting from the Mark in point. Use NAVIGATION left/right to adjust the Mark in point if needed.



3. Use the NAVIGATION CONTROL to select **Mark out** and then use NAVIGATION left/right to set the Mark out point. After you set the Mark out point, the song will play back starting from 5 seconds before the Mark out point. Use NAVIGATION left/right to adjust the Mark out point if needed.



4. Use the NAVIGATION CONTROL to select **Play**. Press the CENTER OK button to play back the trimmed song. While playing, you can use NAVIGATION left/right to go backward or forward through a song.
5. Click **OK** to confirm trimming the ring tone.

Chapter 8

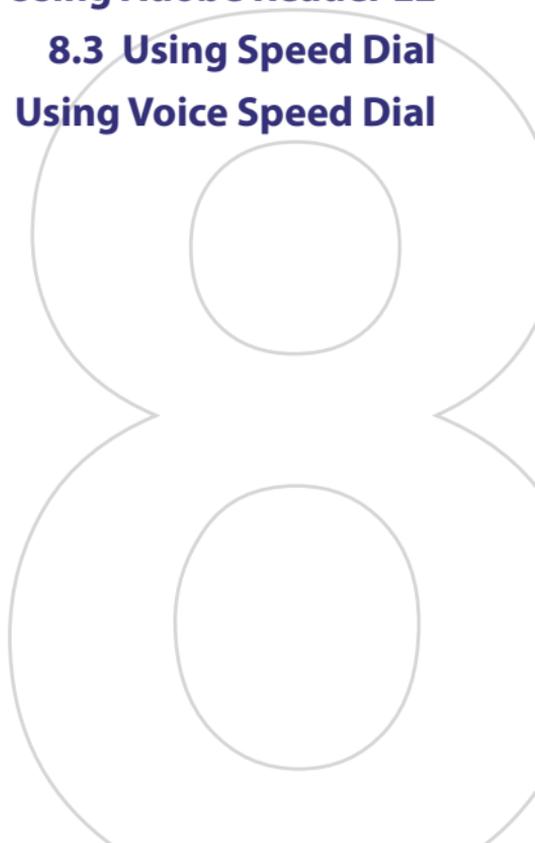
Using Other Applications

8.1 Using ClearVue Office

8.2 Using Adobe Reader LE

8.3 Using Speed Dial

8.4 Using Voice Speed Dial



8.1 Using ClearVue Office

ClearVue™ Office consists of three applications that let you view various types of documents, such as Word documents, Powerpoint presentation files, and Excel worksheets. The ClearVue Office consists of the following:

- ClearVue Presentation (displays PowerPoint files)
- ClearVue Worksheet (displays Excel files)
- ClearVue Document (displays Word files)

To access the ClearVue Office, click **Start** and locate the program you want to open.

Note Not all fonts, colors, features, and versions of the desktop versions of PowerPoint, Word and Excel, are supported, but these programs will show a close approximation.

ClearVue Presentation

ClearVue Presentation is a complete PowerPoint viewer solution with the ability to view native PowerPoint presentations. With ClearVue Presentation, you will see the original presentation complete with animations and transitions.

Note ClearVue Presentation only supports Powerpoint files created in Office 97 or later versions.

To open a presentation file

1. Click **File** > **Open** and locate the **.ppt** or **.pps** file.
2. Click **Open**.

To change the view

ClearVue Presentation lets you view your presentation file in 3 modes Click **View** and select either **Normal**, **Slide Sorter** or **Notes**.

- **Normal**. Displays a large single image of the current slide and below it, small thumbnail images of other slides in the presentation.
- **Slide Sorter**. Slides will be displayed as small thumbnails.

- **Notes.** Lets you to view any slide notes that might have been stored in the original presentation.

To change the zoom ratio of the view mode

- Click **View > Scale.**

Note This only applies to **Normal** and **Notes** view modes.

To set up your presentation show

1. Click **View > Set Up Show.**
2. In **Advance Slides**, select how you want to advance to the next slide.
 - **Manually.** Press NAVIGATION right to advance through the slides.
 - **Use timings.** Uses the timing information stored in the PowerPoint file to determine when to display the next slide.
 - **Automatically.** Automatically advances to the next slide based on the time set in **after __ secs.**

Tip Click **Loop continuously** to loop the presentation. You need to manually stop the presentation. To learn how to stop the presentation, see "To view your presentation."

3. Select the **Orientation** when viewing the presentation.
4. Click **Black slide at end** to add a blank slide after the last slide in the presentation.

To set up a custom show

1. Click **View > Custom Show.**
2. In **Show List**, select the slide you want to edit and click **Menu.** In the Menu options, you can choose to either add, delete, hide, move up or move down the slide.

Tip Click **Reset** to revert the presentation back to its original state.

To view your presentation

- Click **View > View Show.**

Tip While viewing the presentation, press the # key to open a menu which allows you to go to the next slide or previous slide of your presentation, go to a specific slide or end the presentation.

ClearVue Worksheet

ClearVue Worksheet gives you the ability to view native Excel worksheets. It also lets you view embedded charts and chart sheets as well.

Notes

- ClearVue Worksheet only supports Excel files created in Office 97 or later versions.
- Excel macros that might be in the original file will not run when loaded.
- Three-dimensional charts will be mapped into a two-dimensional space.
- Worksheet does not display images selected as a background in an AutoShape.
- Worksheet cannot open files that have been password protected using the “Save Options” password setting in Microsoft Excel.

To open a worksheet file

1. Click **File** > **Open** and locate the **.xls** file.
2. Click **Open**.

To change the zoom ratio

- Click **View** and select a magnification.

To view another sheet in your worksheet file

- Click **View** > **Sheet** and select the sheet you want to view.

ClearVue Document

ClearVue Document lets you view Word documents, complete with tables, images, columns, bulleted lists, and more.

Note ClearVue Document only supports Word files created in Office 97 or later versions.

To open a document file

1. Click **File > Open** and locate the **.doc** or **.rtf** file.
2. Click **Open**.

After you open a file in ClearVue Document, it initially displays using the default **Page Width** setting. This means that the page is sized to fit within the available area of your phone's screen.

Click **Zoom** to change the magnification as desired, then scroll through and view the document using the NAVIGATION buttons on your phone.

8.2 Using Adobe Reader LE

Adobe Reader LE allows you to open and view Portable Document Format (PDF) files. These files usually have a ***.pdf** file extension.

Adobe Reader LE supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

To open a PDF file on your device

1. Click **Start > Adobe Reader LE**.
2. Click **Open**.
3. Browse to a folder and click the PDF file you want to open.

Note To open another PDF file, click **Open > Menu > Browse For File**. You can also open a PDF file from File Explorer by clicking it.

To navigate through a PDF file

You can do any of the following:

- Press NAVIGATION up, down, right, and left to move up or down a page or scroll through the pages.
- Click **Menu > Go To** and select an option to go to a specific page in the PDF file.

To enlarge or reduce the display size

1. Open the PDF file you want to view.
2. Click **Menu > Zoom**.
3. Select **In**, **Out** or **To%** to enlarge or reduce the display size. Otherwise, select **Fit Screen** or **Fit Width**.

To customize page view and orientation

1. Open the PDF file you want to view.
2. Click **Menu > View**.
3. Select an option to suit your view.

To find text in a PDF file

1. Open the PDF file you want to view.
2. Click **Menu > Find > Text**.
3. Enter the text to be searched.
4. Choose search parameters, such as **Match case**, **Whole word**, **Backwards**, and click **Find**.

To go to a bookmark in a PDF file

This is only available if the PDF file contains bookmarks.

1. Open the PDF file you want to view.
2. Click **Menu > Bookmarks**.
3. Use the NAVIGATION CONTROL to select the bookmark you want to go to and click **Select**.

8.3 Using Speed Dial

You can create speed dial entries for frequently-called numbers or frequently-accessed items so you can dial a number or access an item by pressing a single key.

To create a speed dial entry for a contact

1. On the Home screen, click **Start > Contacts**.
2. Select a contact.
3. Press the CENTER OK button to view the contact details.

4. Select the desired phone number and click **Menu > Add to Speed Dial**.
5. Enter appropriate details in Name, Value, and Keyboard assignment.
6. Click **Done**. To quit at any time during this process, click **Menu > Cancel**.

Note Speed dial entries can be created only for numbers that are stored in Contacts.

To create a speed dial entry for an item

1. On the Home screen, click **Start** and choose (just highlight) the item you want.
2. Click **Menu > Add Speed Dial**.
3. Enter details in Name, Value, and Keyboard assignment.
4. Click **Done**. To quit at any time during this process, click **Menu > Cancel**.

Note The first speed dial location is generally reserved for your voice mail. Speed Dial uses the next available location by default. If you want to place a number in a location that is already used, the new number replaces the existing number.

To retrieve a voice mail message

- On the Home screen, press and hold 1 to access your voice mailbox, and follow the prompts to retrieve your messages.

To make a call or launch a program using Speed Dial

- If you have assigned a speed dial (for example, the second location) to a contact or a program in Speed Dial, you can simply press and hold the 2 key on the phone keyboard to dial the contact's number or open the program.

To delete a speed dial entry

1. On the Home screen, click **Start > Speed Dial**.
2. Select the desired entry and click **Menu > Delete**.

8.4 Using Voice Speed Dial

You can record a voice tag for a phone number, e-mail address, or Web page address that is stored in Contacts. Then, when you say the voice tag using Voice Speed Dial, your phone automatically dials the associated phone number, opens an e-mail message using the associated address, or goes to the associated Web page.

To create a voice tag for a phone number, e-mail address, or URL in Contacts

1. On the Home screen, click **Start** > **Contacts**.
2. Select the desired contact, and press the CENTER OK button to open the contact card.

Note The contact must be saved in Contacts and not on the USIM/SIM card.

3. Select the item to which you want to assign a voice tag.
4. Click **Menu** > **Add Voice Tag**.
5. After a “beep” sound, begin recording the voice tag (preferably one easy-to-recognize word).
6. When the voice tag is successfully trained, the phone will play back the voice tag. Click **OK**.
7. Enter appropriate details in Name, Value, and Keyboard assignment.
8. Click **Done** to save the new voice tag.
To quit at any time during this process, click **Menu** > **Cancel**.

To create a voice tag for a program

To create a voice tag for a program, for example, Calendar, do the following:

1. On the Home screen, click **Start** > **Calendar**. (Do not press the CENTER OK button when Calendar is selected.)
2. Click **Menu** > **Add Voice Tag**.

3. After the message/beep, say “Calendar.”
4. When the voice tag is successfully trained, the phone will play back the voice tag. Click **OK**.
5. Enter appropriate details in Name, Value, and Keyboard assignment. Click **Done** to save the new voice tag. To quit at any time during this process, click **Menu > Cancel**.

To make a call or launch a program using the voice tag

1. Press the VOICE RECOGNITION button on the left side of the phone.
2. After a “beep” sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The phone plays back the voice tag and then dials the number or launches the associated program.

Tip If the phone cannot recognize your voice tag, please try again and speak clearly and reduce the surrounding noise.

To edit, delete, and play voice tags

- On the Home screen, click **Start > Speed Dial**.
- Select the desired voice tag from the list.
- Do any of the following:
 - To change the voice tag, click **Edit**, make changes, and click **Done**.
 - To delete the voice tag, click **Menu > Delete**.

To play back an existing voice tag at any time, click **Menu > Play Voice Tag**.

Appendix

A.1 Regulatory Notices

A.2 PC Requirement to Run ActiveSync 4.x

A.3 Specifications

A.1 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of **CAVA100**.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your **CAVA100**.

The Battery Pack has been assigned a model number of **LIBR160**.

This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

- EN 60950-1 (IEC 60950-1) – Safety of Information Technology Equipment.
- ETSI EN 300 328 Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques.
- ETSI EN 301 511 – Global system for mobile communications (GSM); Harmonized EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2 of the R&TTE directive (1995/5/EC).

- ETSI EN 301 489-1 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.
- ETSI EN 301 489-7 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).
- ETSI EN 301 489-17 Electromagnetic 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.
- ETSI EN 301 489-24 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 24: Specific conditions for IMT-2000 CDMA direct spread (UTRA) for mobile and portable (UE) radio and ancillary equipment.
- ETSI EN 301 908-1 & -2 Electromagnetic compatibility and Radio spectrum Matters (ERM); Base Stations (BS), Repeaters and User Equipment (UE) for IMT-2000 Third Generation cellular networks; Part 1: Harmonized EN for IMT-2000, introduction and common requirements, covering essential requirements of article 3.2 of the R&TTE Directive.
- EN 50360:2001 Product standard to demonstrate the compliance of mobile phones with the basic restrictions related to human exposure to electromagnetic fields (300 MHz ~ 3 GHz).
- EN 50392:2002 Generic standard to demonstrate the compliance of low power electronic and electrical apparatus with the basic restrictions related to human

exposure to electromagnetic fields (10 MHz - 300 GHz)
- General public.

CE 1177 ⚠

This equipment may be operated in:

AT	BE	BG	CH	CY	CZ	DE	DK
EE	ES	FI	FR	GB	GR	HU	IE
IT	IS	LI	LT	LU	LV	MT	NL
NO	PL	PT	RO	SE	SI	SK	TR

Federal Communications Commission Notice

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corp. may void the user's authority to operate the equipment.

Safety Precautions for RF Exposure

- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Exposure to Radio Frequency (RF) Signals

Your device contains a radio transmitter and receiver.

The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to

give additional protection for the public and to account for any variations in usage.

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

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

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (for example, at the ear and worn on the body) as required by

the FCC for each model. Body-worn measurements were tested for typical body-worn operations with the back of the device kept 1.5 cm from the body.

SAR Information

- 0.924 W/kg @ 10g (CE)
- 1.300 W/kg @ 1g (FCC)

Telecommunications & Internet Association (TIA) safety information

Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn your phone OFF immediately.

Hearing Aids

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

Other Medical Devices

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

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

Other tips and cautions

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Avoid using your phone after a dramatic change in temperature.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.

The WEEE logo on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city centre, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.



RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

A.2 PC Requirement to Run ActiveSync 4.x

To connect your device to the PC, you have to install Microsoft® ActiveSync® program on your PC. ActiveSync 4.x is included in the Getting Started disc, which is compatible with the following operating systems and applications:

- Microsoft® Windows® 2000 Service Pack 4
- Microsoft® Windows Server® 2003 Service Pack 1
- Microsoft® Windows Server® 2003 IA64 Edition Service Pack 1
- Microsoft® Windows Server® 2003 x64 Edition Service Pack 1
- Microsoft® Windows® XP Professional Service Packs 1 and 2
- Microsoft® Windows® XP Home Service Packs 1 and 2
- Microsoft® Windows® XP Tablet PC Edition 2005
- Microsoft® Windows® XP Media Center Edition 2005
- Microsoft® Windows® XP Professional x64 Edition
- Microsoft® Outlook® 98, Microsoft® Outlook® 2000 and Microsoft® Outlook® XP, and Microsoft® Outlook® 2003 messaging and collaboration clients
- Microsoft® Office 97, excluding Outlook
- Microsoft® Office 2000
- Microsoft® Office XP
- Microsoft® Office 2003
- Microsoft® Internet Explorer® 4.01 or later (required)
- Microsoft® Systems Management Server 2.0

A.3 Specifications

System information	
Chipset/Processor Speed	Chipset: Qualcomm® MSM 6275 Processor: Samsung® 2442 400 MHz
Memory	<ul style="list-style-type: none">• ROM-Nand Flash: 128 MB (Standard)• RAM: 64 MB DDR <p>Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written.</p>
Operating system	Microsoft® Windows Mobile® Version 5.0 for Smartphone
Display	
Type	2.4" Transmissive LCD with white LED backlight
Resolution	320 x 240 dots resolution at 65K Colors (Landscape view)
Cellular Radio module	
Functionality	HSDPA/UMTS (2100 for Europe/Asia, 850/1900 for USA) GSM/GPRS/EDGE (850, 900, 1800, and 1900) (The device will operate on frequencies available from the cellular network.)
Internal Antenna	Yes
Camera module	
Type	2 Megapixels CMOS

Resolution	<ul style="list-style-type: none">• UXGA: 1600 x 1200• SXGA: 1280 x 960• VGA: 640 x 480• QVGA: 320 x 240• QQVGA: 160 x 120
Connection	
I/O port	HTC ExtUSB™ : an 11-pin mini-USB and audio jack in one (ExtUSB is a proprietary connection interface that is trademarked by HTC)
Bluetooth	V 2.0 without EDR, Class 2 transmit power
Wi-Fi	IEEE 802.11b/g compliant, Internal WLAN antenna
Audio	
Microphone/speaker	Built-in microphone and 3-in-1 speaker
Headphone	AAC/AMR/WMA/WAV/MP3 codec
Physical	
Dimension	112.5 mm(L) x 62.5 mm(W) x 13.5 mm(T)
Weight	120g with battery pack
Expansion slot	
microSD slot	microSD™ memory card

Controls and LED indicators**Navigation** 5-way navigation pad/Center OK button**Buttons**

- Power on/off (left)
- JOGGR
- Left and Right Soft keys
- Home screen
- Back to previous screen
- Talk (start call/answer call)
- End call/Lock keypad
- 10 Column QWERTY keyboard
- Internet Explorer Mobile button
- Function button
- Camera
- Voice Recorder/Voice Recognition

LED indicators

- Event notification
- Charge status
- GSM/GPRS signals
- Bluetooth/Wi-Fi connection

Power supply**Battery** Li-Ion Polymer 1050 mAh**Talk time** GSM: Up to 6 hours
UMTS: Up to 4 hours**Standby** GSM: Up to 200 hours
UMTS: Up to 209 hours**AC adapter**

- Voltage range/Frequency: 100 ~ 240 AC, 50/60Hz
- DC output: 5V and 1A

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