User Manual

Congratulations on the purchase of your new T-Mobile (NAME).

Please Read Before Proceeding.

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

DO NOT REMOVE THE BATTERY PACK WHEN THE PHONE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE PHONE'S OUTER CASING.

PRIVACY RESTRICTIONS

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

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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages. Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

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

ELECTRICAL SAFETY

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to improperly grounded equipment can result in an electric shock to your device.

This product equipped with a USB Cable for connecting with a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting this product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorised service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
- **Handle battery packs carefully**
  This product contains a Li-ion battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than **140˚F**.

WARNING: DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. TO REDUCE RISK OF FIRE OR BURNS, DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, EXPOSE TO TEMPERATURE ABOVE 140˚F, OR DISPOSE OF IN FIRE OR WATER. REPLACE ONLY WITH SPECIFIED BATTERIES. RECYCLE OR DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT.

- **Take extra precautions**
  - Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
  - Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
  - Do not use a battery that appears damaged, deformed, or discolored, or one that has any rust on its casing, overheats, or emits a foul odor.
  - Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.
  - If the battery leaks:
    - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
    - Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
    - Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.
  - Communicate the appropriate steps immediately in case a hazard occurs.

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

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

PREVENTION OF HEARING LOSS

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

SAFETY IN AIRCRAFT

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

ENVIRONMENTAL RESTRICTIONS

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

EXPLOSIVE ATMOSPHERES

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

ROAD SAFETY

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

SAFETY PRECAUTIONS FOR RF EXPOSURE

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

INTERFERENCE WITH MEDICAL EQUIPMENT

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

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

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

HEARING AIDS

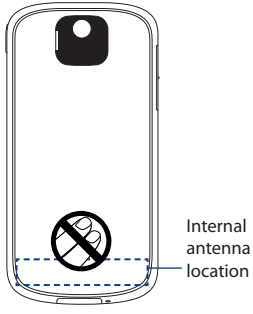
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

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

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

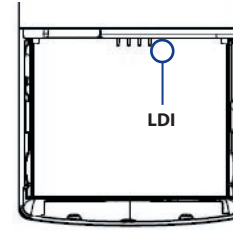
To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the 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.



General Precautions

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Any necessary services on components inside these compartments should be done by an authorized service technician or provider.
- **Damage requiring service**
  Unplug the product from any electrical power source and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.

The LDI (Liquid Damage Indicator) is a circular label that changes color, from white to red, when the phone's sensitive area (e.g. battery contacts) is exposed to water.



- The product has been dropped or damaged.
- There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions.

- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including, but limited to, amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid using your device after a dramatic change in temperature**
  When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

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

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

- **Mounting Accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
  Do not mount or place the product on an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and/or options identified as suitable for use with your equipment.
- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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Welcome to T-Mobile

Introduction

T-Mobile Services and Applications

Activating Service

Introduction

This User Manual provides you with detailed instructions on using your T-Mobile Shadow™ and services.

You will also find information from the following sources:

Windows Mobile® Web site
(**http://www.microsoft.com/windowsmobile**)

T-Mobile Customer Care
The T-Mobile Customer Care team offers responsive, knowledgeable customer support 24 hours a day, seven days a week. In addition, you can always access free online help for your device at **www.support.t-mobile.com**, and for your account at **www.my.t-mobile.com**.

- General Questions

  Our Customer Care team can assist in many things including service activation, billing, GSM/GPRS coverage information, voicemail, and feature additions. Just dial 1-800-937-8997 or 611 on your device.

T-Mobile Services and Applications

With your new T-Mobile (NAME) and T-Mobile's service package, you get the freedom of excellent voice and broadband connectivity in many locations nationwide.

Important By using T-Mobile services, you acknowledge that you have read, understood and agreed to be bound by each of the terms and conditions of the Service Agreement.

When you activate service with T-Mobile, the following features and services are available to you:

Voice/Phone

- Local calling and nationwide long distance calling
- International calling *
- Caller ID
- Call waiting and call hold **
- Conference calling **
- Call forwarding **

*** Note** Log on to **www.my.t-mobile.com** to set up international calling.
See **www.tmobile.com/international/** for rate and other information on international services.

**** Notes**

- Airtime rates apply for all completed calls. Calls that are forwarded to numbers outside the local calling area are charged long distance rates. These features may include charges for multiple calls.
- Calls made in any T-Mobile coverage area, including 911 calls, may not always be completed due to factors such as weather conditions, terrain, foliage, building structures, and equipment limitations.
- You can use your device to access 911 Emergency Service while you are on a call. You can access 911 even if you DO NOT have a SIM card in the device. All 911 calls are FREE.

Voicemail

Your T-Mobile (NAME) has been programmed to forward calls when your line is busy or when you are not available. T-Mobile's voicemail system offers your caller the option to record a voice message that you can play back at your convenience or to send a numeric page to your device.

Note Airtime charges apply to receipt and retrieval of voicemail messages.

E-mail

Set Up E-mail ( ) provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!® , EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

For more information about setting up and using e-mail, see Chapter 6 and 7.

Messaging services

Text Messaging (SMS)

Text messaging allows you to send, receive, and reply to short text messages using your device. Messages may be sent to and from mobile devices that support text messaging. You may be charged for using text messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international text messaging rates.

For more information about sending text messages, see Chapter 6.

Multimedia Messaging (MMS)

Picture Messaging allows you to send and receive picture messages. You can take pictures and videos using the device's integrated camera and send them to family and friends. You may be charged for using Picture Messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international Picture Messaging rates, and information on phones and participating services capable of receiving Picture Messages.

For more information about sending Picture Messages, see Chapter 6.

Instant Messaging (IM)

Your device comes with instant messaging (IM) applications pre-installed for your convenience. Your normal screen name and password work just as they would on any computer connected to the Internet. You may be charged for using instant messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international instant messaging rates.

For more information about using Instant Messaging, see Chapter 6.

T-Mobile® myFaves℠

T-Mobile® myFaves℠ helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen. To subscribe, go to **www.t-mobile.com**.

When you subscribe to the service, you can take advantage of the following:

- Unlimited nationwide calling to any five numbers, on any network (even landlines)
- One-touch calling, text messaging**, and photo sharing**
- No domestic roaming or domestic long-distance charges
- Personalize contacts with favorite pictures** or downloadable icons**

* Excluding 411, voicemail, toll-free, 900, calling card, customers' own numbers, numbers accessing 500 or more lines - other restrictions may apply.

** Separate purchase/download charges may apply. Separate charges apply to send/receive domestic/international text and picture messages.

For more information, see "T-Mobile® myFaves℠" in Chapter 5.
You can also visit **www.t-mobile.com** for the latest information.

T-Mobile HotSpot

T-Mobile HotSpot gives you wireless access to the Internet over the T-Mobile Wi-Fi network in locations across the U.S., such as airports, coffeehouses, bookstores, universities, and more. To access T-Mobile HotSpot, you must add a data plan to your account. Inform your T-Mobile Activations representative that you want to add a data plan when activating your T-Mobile service. Visit **www.t-mobile.com** or a T-Mobile store for plan information.

For more information about T-Mobile HotSpot, see "Connect to T-Mobile HotSpot" in Chapter 8.

T-Mobile Address Book

This is a free service that lets you view, back up, and manage your contact, tasks, and calendar items on **www.t-mobile.com**. See Chapter 5 for details.

International Service

You can access the Internet and make calls using your device while abroad. To take advantage of this service, visit **www.my.t-mobile.com** or contact Customer Care at **1-800-937-8997** to activate international calling features. Inform the representative that you want to use T-Mobile service (voice and data) internationally. The representative will add the service to your account at no charge. For more information on international service, visit **www.t-mobile.com/international/**.

Note Additional fees may apply. Countries that support international wireless Internet roaming may not be the same as countries that support international voice roaming.

Please refer to **www.t-mobile.com/international/** for information on world-class Internet service.

Activating Service

If your service has not been activated, then follow the steps in this section to activate. The T-Mobile Activations representative will set up your service and assign your mobile number. It takes about 20 minutes to activate voice service and may take up to 24 hours to activate data service. Business and government accounts may take additional time to activate voice and data service. By activating service, you acknowledge that you have read and agreed to the Terms and Conditions of the Service Agreement.

1. Have your service agreement and the following information ready for your Activations representative:
   - Name, home address, home phone, preferred billing address

     Note For business and government accounts, your Activations representative will also require your physical address, company name or government agency name, and the tax ID.
   - Social Security number, current driver's license number, and date of birth for credit-check purposes
   - Model number of your device (T-Mobile (NAME))
   - SIM serial number (on the back of the SIM card)
   - IMEI number (on the label under the battery)
   - Agent code (on your service agreement)
   - Your choice of T-Mobile rate plans and services
2. Call Customer Care at 1-800-937-8997 from a landline phone.

Chapter 1

Getting Started

1.1 Getting to Know Your Phone and Its Accessories

1.2 Inserting the SIM Card

1.3 Installing a microSD Card

1.4 Charging the Battery

1.5 Turning On the Phone

1.6 The Home Screen

1.7 Programs On Your Phone

1.8 Using the Start Menu

1.9 Using the Quick List

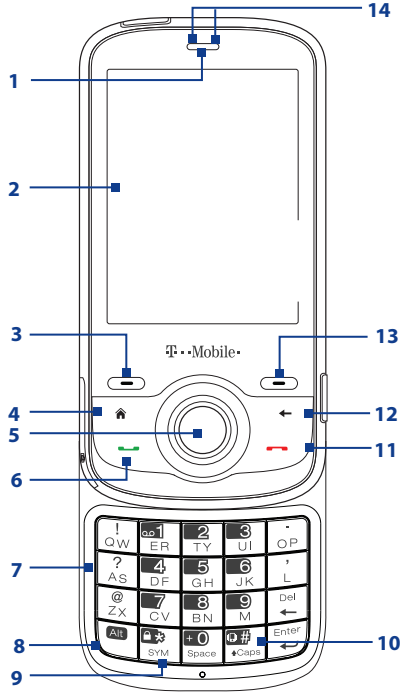
1.10 Entering Information

1.11 Battery Information

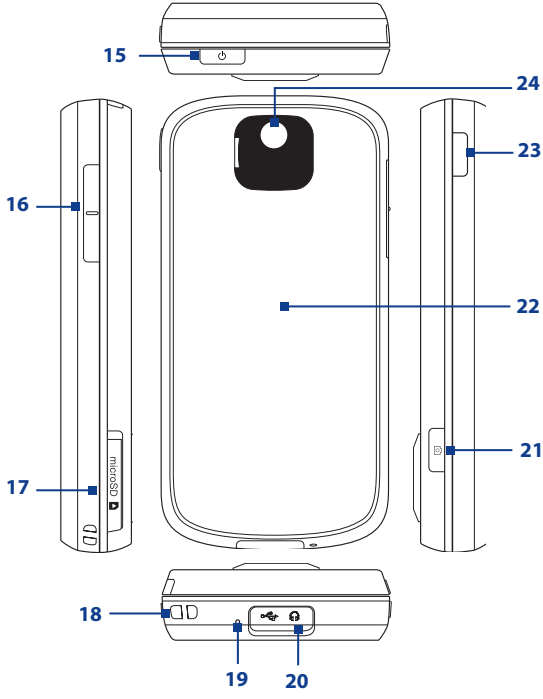
1.12 Shortcut Key

1.13 Status Indicators

1.1 Getting to Know Your Phone and Its Accessories



Item	Function
1. Receiver	Listen to a phone call.
2. Display Screen	
3. Left SOFT KEY	Press to perform the command shown in the label above the button.
4. HOME	Press to go to the Home Screen.
5. NAVIGATION WHEEL/CENTER SELECT Key	Use to scroll left, right, up, or down. You can either turn the wheel or press the wheel to scroll through items or screens. Press the center to use as the **CENTER SELECT** Key. The **NAVIGATION WHEEL** also features an LED indicator for certain phone alerts. For more information, see "Navigation Wheel Alerts" in this chapter.
6. SEND	Press to dial a phone number, answer a call, switch to another call, or put a call on hold. Press and hold to activate/deactivate speakerphone mode.
7. 20-key QWERTY Keyboard	Slide up the front panel of the phone to reveal the keyboard. Use to dial phone numbers, enter information, and write messages.
8. Alt Key	Press once to type symbols and enter numbers in text fields. Press twice for continuous symbol or number entries.
9. Symbol Key	Press to open the Symbol pad.
10. Caps Key	Press to type a single capital letter; press twice to type in all caps.
11. END	Press to end a call.
12. BACK	Press to go to the previous screen, or backspace over characters.
13. Right SOFT KEY	Press to perform the command shown in the label above the button.
14. LED Indicators	The left LED indicators (green/red/amber) notify you of the battery and network status of your phone, while the right indicators (blue/green) notify you of Bluetooth and Wi-Fi connectivity status. For more information, see "LED indicator lights" in this chapter.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microSD

Item	Function
15. POWER	Press and hold for about 3 seconds to turn the phone on or off.
16. VOLUME CONTROL	Adjust the volume of your phone. Press the Up-arrow button to increase the volume; press the Down-arrow button to decrease the volume.
17. microSD™ card slot	Remove the cover to insert a microSD™ card.
18. Lanyard/Strap Holder	Attach a strap to carry the device.
19. Microphone	Speak into the microphone when receiving or making a phone call or during voice recording.
20. Sync Connector/ Earphone Jack	Use for synchronizing data or recharging the battery. Remove the cover to connect the earphone to listen to audio media or use the phone's hands-free kit.
21. CAMERA	Press to open the Camera program.
22. Back Cover	Remove to insert the battery and SIM card.
23. SHORTCUT KEY	Press or press and hold to open phone applications. By default, briefly pressing this button calls up the Messaging screen; pressing and holding this button activates Voice Command. See "Shortcut Key" in this chapter for more details.
24. Camera Lens	

Navigation Wheel Light Alerts

Phone Alert	Light Behavior
Phone ringing	The light flashes on with 3 quick pulses and then fades off.
New E-mail	Breathing (the light cycles between fading on and fading off).
New Text Message	Long Flashing (the light flashes on every three seconds, repeating three times).
New Voice Message	Short Flashing (the light flashes on every second, repeating three times).
Power On	The light slowly fades on and then slowly fades off.

LED indicator lights

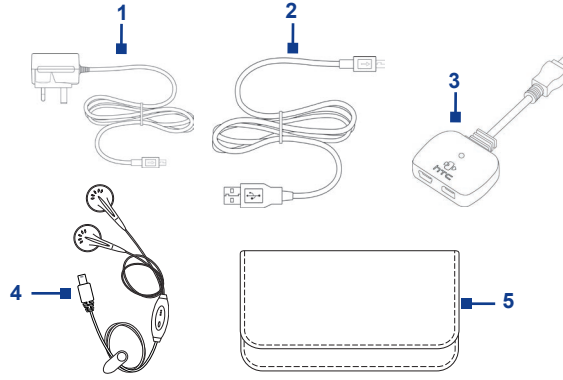
Various colors that might display in the two LED Indicators are summarized here.

Left LED	Status
Solid green	Battery is fully charged.
Blank	Battery case is empty, no SIM card inserted or phone is off.
Solid amber	Battery is charging or the phone is using ActiveSync to synchronize with a PC.
Solid red	Battery is not installed or battery is over-discharged.
Flashing green	Connected to the network.
Flashing red	Battery very low (less than 10%).
Flashing amber	Battery temperature is hotter or colder than the functional limits of 32 to 118 degrees Fahrenheit, and has stopped charging.
Amber/Green LED off	Battery fault. The "Battery Fault" indicator ( ) is displayed. In this case, the flashing green LED can be recovered by unplugging the AC adapter.

Right LED	Status
Flashing blue	Bluetooth mode set to "On" or "Visible" mode.
Flashing green	Wi-Fi is turned on.

Accessories

The following accessories are provided with the T-Mobile (NAME):



Accessory	Function
1. AC adapter	Recharges the phone battery.
2. USB cable	Connects your phone to a PC to synchronize data and/or to charge the phone.
3. Audio / Charging cable	Allows the use of a travel charger / AC adapter while you're using a stereo headset with your phone.
4. Stereo headset	You can press the button to pick up a call or put a call on hold or press and hold the button to end the call. Plug into the Earphone Jack to listen to audio files.
5. Pouch	Acts as a protective carrying case for your phone.

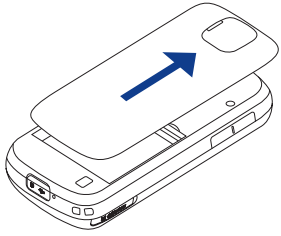
1.2 Inserting the SIM Card

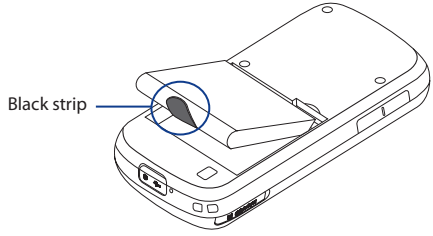
Your SIM (Subscriber Identity Module) card is given to you by T-Mobile and contains your basic subscriber information, such as your phone number and your address book.

Before you begin, ensure that the phone is turned off.

Open the cover and remove the battery

1. Hold the phone in one hand facing down in the palm of your hand, and then with your other hand, slide the back cover upward to remove it.
2. Remove the battery by lifting the black strip from the bottom end.

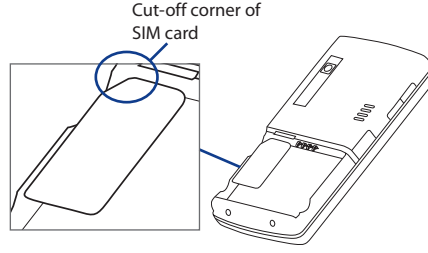




Insert the SIM card

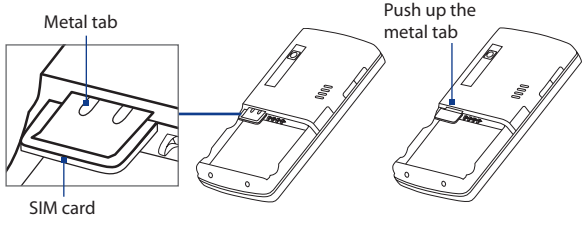
Insert the SIM card into the slot at the top-right corner (underneath the metal tab) with its gold-plated contacts facing down. Push the SIM card all the way in until the SIM card locks into place.

After inserting the SIM card, push the metal tab upwards. Make sure that it is fully pushed in.



Remove the SIM card

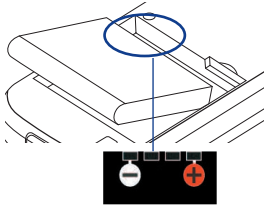
1. Pull down the metal tab (the SIM card will slide down along with metal tab).
2. Push up the metal tab and then slide out the SIM card.



Replace the battery

Make sure the metal tab is pushed in all the way before inserting the battery.

1. Align the exposed metal contacts on the edge of the battery with the prongs in the body of the phone then gently push the top of the battery into place.
2. Press the bottom part of the battery into place.



1.3 Installing a microSD Card

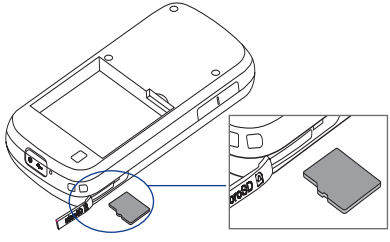
You can install a microSD™ (Secure Digital) card on your phone to have an alternative storage place for your images, video, music, and other phone data.

Note microSD card is not shipped with the phone.

To install the microSD card

1. Remove the cover on the right side of the phone.
2. Insert the microSD card into the slot with its gold contacts facing up.

   To remove, press the microSD card to pop it out of the slot.



1.4 Charging the Battery

You can charge the battery by using either the AC adapter or the USB cable that came in the box.

Note You should only use the AC adapter and USB cable that came in the box to charge the battery of the phone.

Use the AC adapter

1. Plug the AC adapter plug in to an electrical outlet.
2. Insert the USB end of the AC adapter to the sync connector port at the bottom of the phone. The battery is fully charged after about 3 hours.

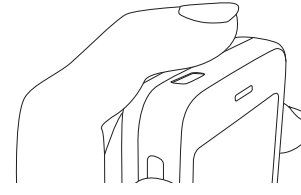
Use the USB cable

1. Insert the big USB plug end to a USB port on your computer.
2. Insert the small USB plug end to the sync connector port at the bottom of the phone.

Tip When connecting the AC adapter or the USB cable to the phone, make sure that you push the end of the cable that connects to the phone all the way in.

1.5 Turning On the Phone

Turn on the phone by pressing the POWER button on top of the phone for about 3 seconds.

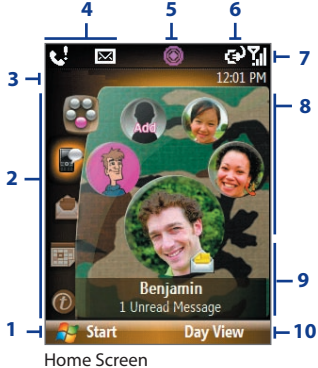


1.6 The Home Screen

The Home screen displays important information, such as upcoming appointments, status indicators, current date and time, battery level, and profile.

The Home screen also gives you quick access to various applications and settings that you frequently use on your phone. Press **NAVIGATION WHEEL** up/down to go through the icons on the Shortcut Bar (left panel) of the screen. When an icon is selected, you can then scroll the **NAVIGATION WHEEL** clockwise/counterclockwise or press **NAVIGATION WHEEL** left/right to go through the available items of that particular Shortcut Bar icon. Open the item or application by pressing **CENTER SELECT**.

Tip To access the Home screen from anywhere, press the **HOME** key on the phone.



Home Screen

1. Select to display all program icons.
2. Shortcut Bar. See "Shortcut Bar" in this chapter for details.
3. Displays the network carrier name the phone is using and the time.
4. Displays notifications, such as missed calls or new messages.
5. Displays the T-Mobile HotSpot status. See Chapter 8 for details.
6. Displays the power status.
7. Displays the network signal strength.
8. Depending on the Shortcut Bar icon selected, this displays the wallpaper image, an image of an item associated with the Shortcut Bar icon, T-Mobile® myFaves℠ contacts, or photos in your phone.

9. Depending on the Shortcut Bar icon selected, this displays the myFaves contact name, names of the item associated with the Shortcut Bar icon, messages, notifications, appointments, or music track name.
10. Select to open the program, setting, or shortcut associated with the selected Shortcut Bar item.

Shortcut Bar

The Shortcut Bar lets you quickly access various information and applications on your phone.

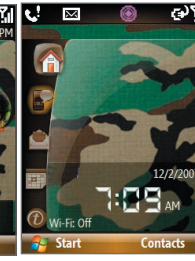
myFaves[SM]

Access your myFaves[SM] contacts right on the Home screen. See Chapter 5 for details.

Pressing the **HOME** key while anywhere on the Home screen will bring you to your myFaves.

If you do not subscribe to the myFaves service, a different screen appears.

with myFaves



without myFaves

Notifications

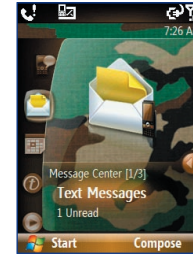
Gives you quick access to view missed calls and new messages. This icon glows when there is a new notification.

Scroll the **NAVIGATION WHEEL** clockwise or counterclockwise to go through items and then press **CENTER SELECT** to open a specific notification.

Message Center

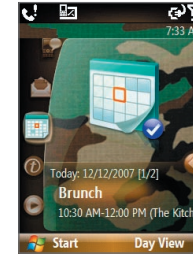
Gives you quick access to all of your configured messaging account inboxes. You can also create and send an audio postcard and create a new e-mail account here.

To quickly create a new message or audio postcard, scroll to the messaging account or **Audio Postcards** and then select **Compose**.



Appointments

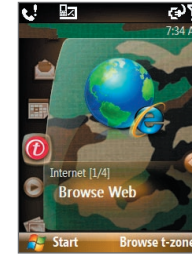
Lets you see your upcoming appointments for the day or set a new appointment. If you have more than one appointment for the day, use the **NAVIGATION WHEEL** to scroll through the appointments.



Internet

Quickly open your browser to surf the Internet or access t-zones to purchase ring tones and wallpapers. You can also access your T-Mobile account here.

You can quickly go to the t-zones page to purchase wallpapers or ringtones by selecting **Browse Wallpaper** or **Browse Hi-Fi Ringers**.



Media

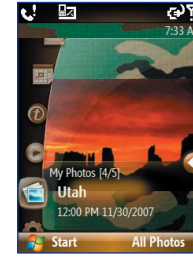
Start your music player straight from the Home screen. Use the **NAVIGATION WHEEL** to scroll through the music in your phone and then press **CENTER SELECT** to play and pause music.

While playing back a song, select **Full Screen** to open Windows Media Player to display more playback controls.

Photos

Browse the photos in your phone by using the **NAVIGATION WHEEL**. Press **CENTER SELECT** to view a photo using the picture viewer.

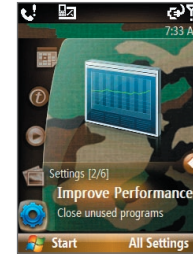
While viewing the photo, you can quickly send the image using any one of your messaging accounts.



Settings

Lets you quickly access the Comm Manager and Task Manager, change your profile, wallpaper, or ring tone, and check the phone's battery power.

Select **All Settings** to show all available settings.



1.7 Programs On Your Phone

The following table lists icons of the programs that are already installed on your phone or are available on the Getting Started Disc that came with your phone.

Icon	Program	Description
	Accessories	**Calculator** Do basic arithmetic and calculations.
		Clear Storage Clear the memory and restore the phone back to factory default settings.
		Internet Sharing Turn your phone into an external modem for your computer.
		SIM Manager Manage the contacts that are stored on your SIM card.
		Voice Recorder Create short voice recordings.
		Task Manager Close running programs and check available memory on your phone.

Icon	Program	Description
	ActiveSync	Synchronize information between your phone and PC.
	Applications	**Adobe Reader LE** View PDF files. **Camera** Capture photos in various modes. **Java Applications** Download and install Java-based applications, such as games and tools. **Video Recorder** Capture video clips in various modes and duration.
	Audio Postcards	Quickly add a voice recording to captured photos and then send them to family and friends.
	Calendar	Keep track of your appointments, and create meeting requests.
	Call History	Keep track of all phone calls made, received, and missed.
	Camera Album	View photos that you captured using the phone's camera.
	Clock & Alarm	Set the date and time and alarms.
	Comm Manager	Manage your phone's connections (including Wi-Fi, GPRS/EDGE, Bluetooth, and ActiveSync), turn the phone on or off, enable or disable the Direct Push function, and more.
	Contacts	Keep track of contact information.

Icon	Program	Description
	File Explorer	Organize and manage files and folders.
	Games	Play two games, Bubble Breaker and Solitaire, that come with your phone.
	Getting Started	Learn how to use some of the features of Windows Mobile such as setting the date and time, setting up e-mail, setting up a Bluetooth headset, and more.
	Handango InHand	Browse, purchase, and install applications for your phone.
	Internet Explorer	Browse Web and WAP sites as well as download new programs and files from the Internet.
	Instant Messaging	Access various instant messaging programs such as AOL®, ICQ® and Yahoo®.
	Live Search	Search for locations that suit your interests, plan a driving route, check map, and see traffic conditions.
	Office Mobile	Use the complete suite of Microsoft® Office applications for your phone. **Excel Mobile** View and edit Microsoft® Excel® worksheets. **PowerPoint Mobile** View Microsoft® PowerPoint® presentation files. **Word Mobile** View and edit Microsoft® Word documents and text files. **OneNote Mobile** Create OneNote files on your phone and then synchronize them with your PC.

Icon	Program	Description
	Message Options	Set Picture Message preferences and settings.
	Messaging	Send and receive e-mails, text messages, and picture messages.
	Messenger	Use this mobile version of Windows Live Messenger.
	myFaves	Use T-Mobile® myFaves℠ to stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers you call most often, on any network, and have them displayed on your phone's Home screen.
	Opera Browser	Browse the Web using Opera's Internet browser.
	Pictures & Videos	View and manage pictures, animated GIFs, and video files on your phone or a storage card.
	RSS Hub	RSS reader that lets you download the latest news headlines from the Internet.
	Settings	Personalize your phone to suit the way you use it.
	Set Up E-Mail	Enjoy unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!® , EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.
	Speed Dial	Create speed dial entries for dialing frequently called phone numbers or for opening frequently accessed programs.
	T-Mobile Address Book	Synchronize and back up contacts with the T-Mobile Web site.

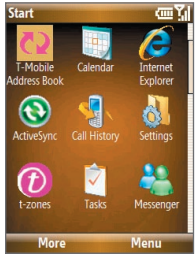
Icon	Program	Description	
	T-Mobile HotSpot	**HotSpot Settings**	Enter your HotSpot username and password to automatically connect when you are in a T-Mobile HotSpot. You need to have a T-Mobile HotSpot account to access the T-Mobile HotSpot wireless network.
		HotSpot Status	See if you are in the T-Mobile HotSpot coverage area. Use this program to log off from T-Mobile HotSpot.
	t-zones	Visit T-Mobile's t-zones Web site to purchase ring tones, wallpaper, or games to personalize your phone. You can also manage your accounts and access other helpful information. You can quickly go to the t-zones page to purchase wallpapers or ringtones by scrolling down to on the Shortcuts bar and selecting **Browse Wallpaper** or **Browse Hi-Fi Ringers**.	
	Tasks	Keep track of your tasks.	
	Voice Command	Call contacts, open applications, play back music, and get calendar information just by using your voice.	
	Windows Live	Use this mobile version of Windows Live™ to find information on the Web. It lets you sign in to your Windows Live account so that you can access your Live Mail messages and send/receive instant messages in Live Messenger.	
	Windows Media Player	Play back video and audio files.	

1.8 Using the Start Menu

The Start menu is located at the bottom-left corner of the Home screen and displays various program icons that are spread across one or more screens.

To see the available programs in the Start menu

On the Home screen, select Start. To see more programs, select More or use the **NAVIGATION WHEEL**.



Start menu

1.9 Using the Quick List

The Quick List offers convenient access to a list of functions, such as locking your phone, opening Comm Manager, and choosing a different profile. For more information about profiles, see Chapter 4.

To access the Quick List

1. Press and hold the **HOME** button.
2. Scroll through the list and select the desired option. Then, do any of the following:
   - Select **Select**.
   - Press the corresponding number on the 20-key QWERTY keyboard.
   - Press **CENTER SELECT**.
3. To exit the Quick List at any time, select **Cancel**.

1.10 Entering Information

You can enter text, numbers, and symbols by using the 20-key QWERTY keyboard. When you select a field that requires entering text or numbers, the phone automatically selects the appropriate input mode. The status indicator on the top-right side of the display screen shows the input mode that you are currently using.

Input modes

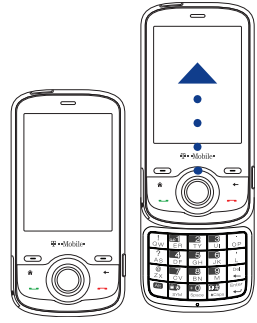
abc	Lowercase text input	12#	Numeric or symbol (labeled in brown color) input	T9	T9 text input mode, uppercase
ABC	Uppercase text input, caps lock	12#	Numeric or symbol (labeled in blue color) input, locked	T9	T9 text input mode, caps lock
ABC	Uppercase text input			t9	T9 text input mode, lowercase

To change the input method, press and hold SYM and select the input method you want to use on the menu.

Note The menu only opens when text input is possible. Pressing and holding the SYM key any other time will lock the phone.

The 20-key QWERTY keyboard

To reveal the 20-key QWERTY keyboard, slide up the front panel of the phone.



You can do the following with the 20-key QWERTY keyboard:

- To use all uppercase letters, press CAPS twice. To change back to all lowercase letters, press CAPS again.
- To use a single uppercase letter, press CAPS and then press the corresponding key.
- To enter a number or symbol (labeled in brown color), press ALT and then press the corresponding key.
- Press SYM to open the Symbol pad. Press and hold SYM to open the input menu.
- Press and hold SYM to lock the phone (when text input is not possible).
- While on the Home screen, press and hold CAPS to toggle between Ringer and Vibrate modes.

- Press and hold 1 ER to access your voicemail. Your voicemail number must be set up for this to work. To check, select **Start** > **Settings** > **Phone** > **Call Options** and then check **Voice mail number**.

Multipress mode

In Multipress mode, you enter a character by pressing the key on which the character appears.

To switch to Multipress mode

1. While on a text field, press and hold the SYM key.
2. On the menu, select **ABC**.

To enter text in Multipress mode

- To enter the first character on the numeric key, press once. To enter the second character on the numeric key, press twice, and so on.
- To enter characters that are on the same key, wait for the line under the character to disappear before you press the key again.

To change the Multipress time out

You can change the length of time to pause between keypresses on the same numeric key.

1. On the Home screen, select **Start > Settings** > **More** > **Accessibility**.
2. In **Multipress time out**, choose the length of the pause between keypresses and select **Done**.

T9 mode

To form a word in T9 mode, press the keys that contain the letters you want. As you enter letters, T9 analyzes your keypresses and attempts to complete the word. T9 also tries to predict your next word based on previous sentences you have typed.

To switch to T9 mode

1. While on a text field, press and hold the

key.
2. On the menu, select **T9 English**.

To add custom words to the T9 My Words list

Save words that you often use but are not in the English dictionary into the T9 My Words list. Words that you add into the T9 My Words list will appear in the predicted word list.

1. While on a text field, press and hold the

key.
2. On the menu, select **T9 My Words > Add**.
3. In the Add/Edit Word box, enter the word and select **Done**.

To edit or delete words in the T9 My Words list, select **Menu** and then select the appropriate command in the menu.

To set T9 settings

Press and hold

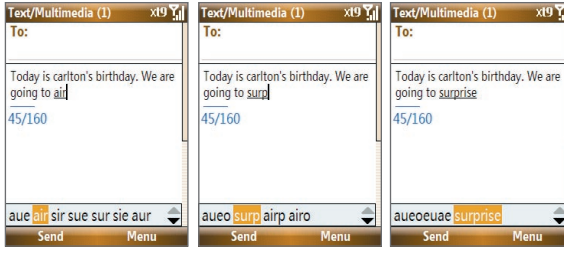
and on the menu, choose **T9 Settings**. In the screen, choose the options you want and select **Done**.

- Select **Spell Correction** to correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have pressed as well as characters of nearby keys.
- Select **Next Word Prediction** to predict the next word in your text based on previous phrases you have constructed. As you type more messages, the software learns your typing behavior enabling it to predict the word that you will likely type next.

- Select **Auto-Append** to automatically add your constructed words that are not in the dictionary to the beginning of the predicted word list.
- Select **Auto-Substitution** to automatically add an apostrophe when you type common contracted words (e.g. dont automatically becomes don't).
- Select **Word Completion** to let you select from a list of possible words based on the keys that you pressed and on the words available in the dictionary.
- Select **Multitap Word Completion** to let you select from a list of possible combinations based on the characters that appear on the keys that you pressed.

To type using T9 mode

While typing, words will appear at the bottom of the screen. Use the **NAVIGATION WHEEL** to choose the word you want to insert and press **CENTER SELECT**.



For example, to type "surprise", just spell out the word "surprise" using the keyboard. You will notice that pressing the keys for the first 3 characters will spell out "air" but after you press the key for the fourth character, the word changes to "surp." Continue typing until you see the word "surprise" at the bottom.

Tip To type in all uppercase letters, press the key twice.

Numeric mode

If a text box permits a numeric entry only, such as a phone number, the input mode automatically defaults to Numeric mode. However, if you need to enter numbers within a line of text, change to Numeric mode (**123** on the menu).

To enter numbers in text boxes

Press

and then press the numeric key.

Tip To lock the input mode to Numeric mode in a text box, press

twice.

1.11 Battery Information

Battery performance depends on many factors, including T-Mobile's network configuration, signal strength, the temperature of the environment in which you operate your phone, the features and/or settings you select and use, items attached to your phone's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

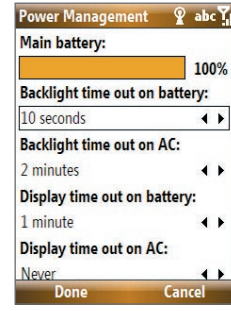
- Talk time: GSM/UMA: Up to **8** hours
- Standby time: GSM: Up to **340** hours
  UMA: Up to **120** hours
- Playing WMV: Up to **8** hours
- Playing WMA: Up to **12** hours

WARNING! To reduce risk of fire or burns:

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

To check and optimize battery power

On the Home screen, scroll down to on the Shortcut Bar, then select **Manage Battery**. On the **Power Management** screen, adjust the backlight, display, and light sensor settings.



To manage low battery

When the low-battery warning appears, do the following:

1. Immediately save your current data.
2. Synchronize with your PC or use the AC adapter to charge the battery.
3. Turn off your phone. Turn it back on only when you need to use it.

1.12 Shortcut Key

The **SHORTCUT KEY** on the right side of the phone can be configured to open 2 applications that you set. By default, briefly pressing the **SHORTCUT KEY** calls up a message screen (afterwards, it opens the Messaging program); pressing and holding the **SHORTCUT KEY** opens Voice Command.

To customize Shortcut Key settings

1. Select **Start** > **Settings** > **Shortcut Key**.
2. In **Short press**, select the application to open when you briefly press the **SHORTCUT KEY.**
3. In **Press and hold,** select the application to open when you press and hold the **SHORTCUT KEY**.
4. Select **Done**.

1.13 Status Indicators

The following table lists common status indicators and their meanings.

Icon	Description
	T-Mobile HotSpot in use
	T-Mobile HotSpot detected, user is not logged in
	Wi-Fi is on, but phone not connected to a wireless network
	Wi-Fi connected
	Connecting to wireless network
	Synchronizing via Wi-Fi

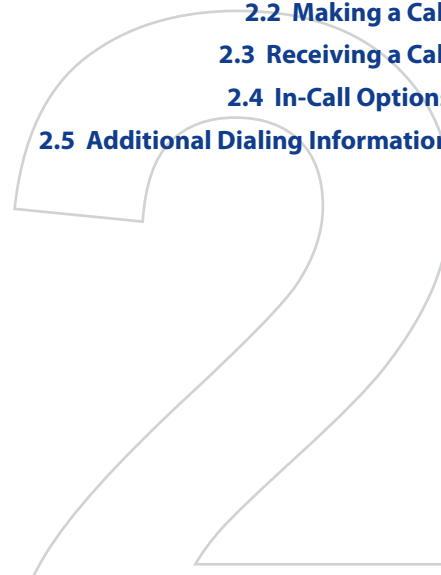
Icon	Description
	Battery level
	Low battery
	Very low battery
	Battery charging
	No battery or battery fault
	Lowercase text input
	Uppercase text input, caps lock
	Uppercase text input
	Numeric or symbol input (labeled in blue color), locked
	Numeric or symbol input (labeled in brown color)
	T9 text input mode, lowercase
	T9 text input mode, uppercase
	T9 text input mode, caps lock
	EDGE in use
	GPRS in use
	New e-mail or text message (SMS, Short Message Service)
	New instant message from Live Messenger
	Signal strength
	Radio connected or no signal
	Radio off
	Vibrate call alert

Icon	Description
	Ringer off
	Speakerphone on
	Voice call in progress
	Data call in progress
	Calls forwarded
	Call on hold
	Missed call
	Dialing while no SIM card is inserted
	No SIM card installed
	SIM card with fault
	Microphone muted
	Bluetooth
	Bluetooth headset connected
	Sync error

Chapter 2

Using Phone Features

2.1 Using the Phone
2.2 Making a Call
2.3 Receiving a Call
2.4 In-Call Options
2.5 Additional Dialing Information



2.1 Using the Phone

You can use your phone to make, receive, and keep track of voice calls, and send text messages (SMS, Short Message Service) and Multimedia Messages (MMS, Multimedia Messaging Service). You can also dial a phone number directly from Contacts, and easily copy SIM contacts to Contacts on the phone.

When connected to a Wi-Fi network, you can use Unlicensed Mobile Access (UMA) technology to make and receive calls. UMA technology also lets you switch between the T-Mobile cellular network and Wi-Fi network seamlessly when you are using your phone. To learn how to connect to a Wi-Fi network, see Chapter 8. For more information about the UMA features of the phone, please contact T-Mobile.

The Phone screen

From the Phone screen, you can open, call, or find a contact, and even save a new number in Contacts. To access the Phone screen, do any of the following:

- Open the keyboard and directly enter the phone number by pressing numeric keys on the keyboard.
- Press (only when myFaves is minimized or turned off).

Set ring tones

You can choose how to be notified for incoming calls, reminders, new messages, alarms, and more.

To set a ring tone for incoming calls

1. On the Home screen, scroll down to on the Shortcut Bar, then select **Change Ringtone**.
2. In the **Ring tone** list, select a ring tone.
3. Select **Done**.

If you select Vibrate, the sound is muted and the phone will vibrate when you receive a call. The Vibrate icon ( ) appears in the title bar. Selecting **None** in the Ring tone list mutes the phone. For more information about sounds, see "Choose how to be notified about events or actions" in Chapter 4.

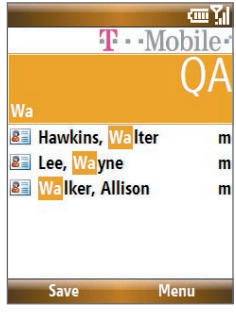
Note To adjust the earpiece volume during a call, use the **VOLUME BUTTONS** on the side of the phone.

2.2 Making a Call

With your phone, you can make calls from the Home screen, the Phone screen, from Contacts, Speed Dial, Call History, or SIM Contacts (contacts stored on your SIM card). You can choose to dial by name or number.

Make a call from the Home screen

- Enter the phone number or name of the contact on the keyboard and then press .
- Press the **BACK** button or **DEL** key if you need to backspace.



Phone Screen

Tip You will notice that when you press a key on the keyboard, a list of names and numbers is displayed as your phone searches Contacts, Call History, Speed Dial, and your SIM card to find a matching name or number. For example, when you press a key such as 5, names that begin with **G** and **H** will be displayed as well as phone numbers that start with **5**. The next key you press continues to narrow the search. When you see the name of the person you want to call, select it, and press .

Make a call from Contacts

1. On the Home screen, select **Contacts**.
2. Select the desired contact and then press .

You can also select the desired contact in the contact list, and press **CENTER SELECT** twice (once to view the contact details, and once to dial the associated number).

To specify the number to dial

1. On the Home screen, select **Start** > **Contacts**.
2. Select the contact.
3. Press **NAVIGATION WHEEL** left or right. The letter representing the number changes to m (mobile), w (work), or h (home).

You can also select a contact in the contact list and press **CENTER SELECT** to view details and different numbers associated with the contact. Select a number and press or press **CENTER SELECT** to dial the number.

- You may also access the contact list by selecting **Contacts** on the Home Screen.
- To view or edit information associated with the selected contact, select **Menu** > **Edit**.
- To save a contact on your SIM card, select **Menu** > **Save to SIM**.

Make a call from Call History

1. On the Home screen, select **Start** > **Call History**.
2. Select a name or number and then press .

In the Call History screen, you can view the call history details of a contact such as date, time of call, and the length of the call by pressing **CENTER SELECT**. Pressing **CENTER SELECT** again dials the associated number.

To customize calls

You can select various options on the Call History screen to customize and filter the calls made, received, or missed.

- To find a name or number in Contacts, select **Menu** > **Find Contact**.
- To send a text message, select **Menu** > **Send Text Message**.
- To send an e-mail, select **Menu** > **E-mail**.
- To find the duration of a call, select **Menu** > **View Timers**.
- To remove a call or number from Call History, select **Menu** > **Delete**.
- To remove the list of calls or numbers from **Call History**, select **Menu** > **Delete List**.
- To save a name or number in Contacts, select **Menu** > **Save to Contacts**.
- To categorize the call or number into various call types, select **Menu** > **Filter**.

Note You can also save a number in Contacts by selecting Save on the Call History screen.

Make a call from Speed Dial

You can make calls using Speed Dial. To learn how to use Speed Dial, see Chapter 10.

Make a call from SIM Manager

1. Select **Start** > **Accessories** > **SIM Manager**. Wait for the contents of your SIM card to load.
2. Choose the contact you want to call and select **Menu** > **Dial**.

2.3 Receiving a Call

When you receive a phone call, you have the option to answer, ignore, or reject it. You can also use the **VOLUME BUTTONS** to lower the ringer volume.

To answer, ignore or reject an incoming call

- To answer the call, open the keyboard.
- To answer the call, select **Answer** or press .
- To ignore or reject the call, select **Ignore** or press .

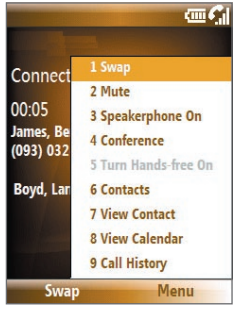
To end a call

- If the keyboard is opened, close the keyboard.
- Press .

You can set answering and ending call options by selecting **Start > Settings > Slide and Key Lock**. Choose the options you want in **Answer mode** and **Hang up mode**.

2.4 In-Call Options

Your phone provides various options for managing multiple calls at the same time. You are notified when you have another incoming call, and you have the choice of ignoring or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.



In-Call Options

To answer another call

1. Select **Answer** to take the second call and put the first call on hold.
2. To end the second call and return to the first call, press .

To switch between calls

To switch between two calls, select **Swap**.

To set up a conference call

1. Either put a call on hold and dial a second number, or, answer a second incoming call during a call.
2. Select **Menu** > **Conference**.

Notes

- If the conference connection is successful, the word "Conference" appears at the top of the screen.
- To add additional persons to your conference call, select **Menu** > **Hold**, enter the phone number, and then select **Resume** to return to the call.

To turn on and off the Speakerphone

The built-in Speakerphone lets you talk hands-free or lets other people listen to the conversation.

- During a call, select **Menu** > **Speakerphone On**. The icon appears at the top of the screen.
- To turn off the Speakerphone during the call, select **Menu** > **Speakerphone Off**. Alternatively, the Speakerphone can be toggled on and off by pressing and holding during the call.

Note It is not recommended to hold your phone against your ear when the Speakerphone is turned on as this might damage your hearing.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

Press the left **SOFT KEY** to select **Mute**. When the microphone is turned off, the icon appears on the screen. Press the left **SOFT KEY** to select **Unmute** to turn on the microphone again.

2.5 Additional Dialing Information

Make an emergency call

Dial the emergency number (911) and then press .

Make an international call

1. Press and hold the SPACE key on the keyboard until appears.
2. Enter the full phone number and then press .

   For example: +(1)(909)(22222222) (country code) + (area code) + (phone number).

Insert a pause or long pause in a dialing sequence

Some international calls or phone numbers require a pause or long pause in the dialing sequence for the call to process successfully.

1. On the Home screen, select **Start** > **Contacts**.
2. Select the contact and press **CENTER SELECT** to open the contact card.
3. Select **Menu** > **Edit**.
4. Position the cursor on the phone number where you want to insert a pause.
5. Select **Menu** > **Insert Pause** or **Insert Wait**.
   The letter "p" (Insert Pause) or "w" (Insert Wait) will appear in the number sequence to indicate where the pause or long pause will occur.

   Note Long pause is not available for contacts stored on the SIM card.
6. Select **Done**.

Note When you call a number that contains a long pause, you must press again to continue dialing.

Chapter 3

Synchronizing Information with Your Computer

3.1 About Synchronization

3.2 Setting Up Windows Mobile® Device Center on Windows Vista

3.3 Setting Up ActiveSync® on Windows XP

3.4 Synchronizing With Your Computer

3.5 Synchronizing via Bluetooth

3.6 Synchronizing Music and Video

3.1 About Synchronization

You can take information from your computer wherever you go by synchronizing them to your phone. The following types of information can be synchronized:

- **Microsoft® Outlook® information**, which includes Outlook e-mail, contacts, calendar, and tasks
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite Web sites
- **Files**, such as documents and other files

Note You need to use Windows Media Player to synchronize songs that are DRM-protected.

Before you can synchronize, you need to first install the synchronization software to your computer. For information on installing and using the synchronization software on your computer, see "Setting Up Windows Mobile® Device Center on Windows Vista" and "Setting Up ActiveSync® on Windows XP" in this chapter.

Ways to synchronize

After you have installed the synchronization software to your computer, synchronize your phone with your computer by using one of the following:

- Connect and synchronize using the supplied USB sync cable.
  Upon connecting the sync cable to your phone and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth.
  You must first set up a Bluetooth partnership between your phone and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 8. For information about synchronizing through Bluetooth, see "Synchronizing via Bluetooth" later in this chapter.

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your phone with the Exchange Server at your work. For more information about setting up your phone to synchronize with the Exchange Server, see Chapter 7.

3.2 Setting Up Windows Mobile® Device Center on Windows Vista

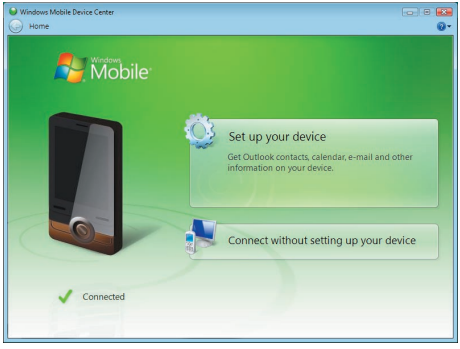
Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista®.

Note Some versions of Windows Vista come with Windows Mobile® Device Center already installed. If Windows Mobile® Device Center is not available on your Windows Vista, you can install it from the Getting Started Disc that came with your phone.

Set up synchronization in Windows Mobile® Device Center

1. Connect your phone to your PC. Windows Mobile® Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.

3. On the Windows Mobile® Device Center's Home screen, click **Set up your device**.



Note Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your phone but not sync Outlook information.

4. Select the items that you want to synchronize and then click **Next**.
5. Enter a device name for your phone and then click **Set Up**.

When you finish the wizard, Windows Mobile® Device Center synchronizes your phone automatically. Notice that Outlook e-mails and other information will appear on your phone after synchronization.

3.3 Setting Up ActiveSync® on Windows XP

The Getting Started Disc that comes with your phone contains Microsoft® ActiveSync® 4.5 or later. Follow the steps below to install and set up ActiveSync® on Windows XP or other compatible Windows systems.

Notes

- You can also download ActiveSync 4.5 from the Microsoft ActiveSync® Web site: http://www.microsoft.com/windowsmobile/activesync/default.mspx
- From the above Web site, you will find the system requirements for ActiveSync 4.5.

Install ActiveSync®

1. Insert the Getting Started Disc into the disc drive on your PC.
2. Click **Setup and Installation**.
3. Select the **ActiveSync** check box and click **Install**.
4. Read the license terms and click **Accept**.
5. When installation is complete, click **Done**.
6. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization in ActiveSync®

Follow the steps below to set up a synchronization partnership.

1. Connect your phone to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization relationship. Click **Next** to proceed.
2. To synchronize your phone with your computer, clear the **Synchronize directly with a server running Microsoft Exchange Server** check box and then click **Next**.
3. Select the items that you want to synchronize and then click **Next**.

4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your phone automatically. Notice that Outlook e-mails and other information will appear on your phone after synchronization.

3.4 Synchronizing With Your Computer

Connect your phone to your PC to synchronize the information between your phone and PC. While your phone is connected, Windows Mobile® Device Center or ActiveSync® on your PC automatically synchronizes when you make a change on either the PC or your phone.

Start and stop synchronization

You can also manually start and stop synchronization either from your phone or PC.

From your phone

1. After connecting your phone to your PC, select **Start > ActiveSync** on your phone.
2. Select **Sync** to start synchronization.

   To end synchronization before it completes, select **Stop**.

Note To delete a partnership with one PC completely, select **Menu > Options**, select the computer name, then select **Menu > Delete**.

From Windows Mobile® Device Center

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

From ActiveSync on your PC

- To manually start synchronization, open ActiveSync on your PC and click .
- To end synchronization before it completes, click .

Change which information is synchronized

You can add or reduce the types of information to synchronize between your phone and PC.

1. Before changing synchronization settings on your phone, disconnect your phone from your PC.
2. On your phone, select **Start** > **ActiveSync**.
3. Select **Menu** > **Options**.
4. Select or clear the items you want to synchronize or not synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
5. To customize settings for an item, select that item and select **Settings**. Settings are not available for all items.

Notes

- The check boxes of the Favorites, Files, Media, and OneNote items are always grayed out in ActiveSync Options on your phone. You can only select or clear these items from Windows Mobile Device Center or ActiveSync on your computer.
- A PC can have sync partnerships with many different Windows Mobile® powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your phone will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.
- Outlook e-mail can be synchronized with only one computer.

Troubleshoot sync connection problems

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the ActiveSync® connection with your phone in favor of the Internet or network connection. If this happens, select **Start > Settings > Connections > More > USB to PC**, then clear the **Enable advanced network functionality** check box. This makes ActiveSync use a serial USB connection with your phone.

3.5 Synchronizing via Bluetooth

You can connect and synchronize your phone with the PC using Bluetooth.

To synchronize with a computer via Bluetooth

1. Set up the synchronization software (Windows Mobile® Device Center or ActiveSync) on your computer to use a Bluetooth connection. For more information, see the software Help on your computer.
2. On your phone, select **Start > ActiveSync**.
3. Make sure that Bluetooth on both your phone and the computer are turned on and set to **Visible** mode. For more information, see "Bluetooth" in Chapter 8.
4. Select **Menu > Connect via Bluetooth**.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your phone and set up a Bluetooth partnership between your phone and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 8.

Notes

- To preserve battery power, turn off Bluetooth when not in use.
- To connect and synchronize your phone with a computer via Bluetooth, your computer must have built-in Bluetooth or be installed with a Bluetooth adapter or dongle.

3.6 Synchronizing Music and Video

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

Other than selecting the **Media** information type in ActiveSync® for synchronization, all media synchronization settings must be set in Windows Media® Player. Before you can synchronize media, you must do the following:

- Install Windows Media® Player 11 on the PC. (Windows Media® Player 11 works only in Windows XP or later versions.)
- Connect your phone to the PC with a USB cable.
- Set up a sync partnership between the phone and your PC's Windows Media® Player.

Note Use Windows Media® Player 11 to properly transfer digitally protected music files from your computer to your phone. If you do not use Windows Media® Player 11 to synchronize the files, you will not be able to play them on your phone.

For more information about using Windows Media® Player on your phone, see "Windows Media® Player Mobile" in Chapter 9.

Chapter 4

Managing your Phone

4.1 Personalizing Your Phone

4.2 Adding and Removing Programs

4.3 Using Task Manager and Managing Memory

4.4 Managing and Backing Up Files

4.5 Protecting Your Phone

4.6 Restarting Your Phone

4.7 Resetting Your Phone

4.1 Personalizing Your Phone

Set up the Home screen

The Home screen is your starting place for most tasks. You can gain access to all features and programs from the Home screen.

To customize the Home screen

1. On the Home screen, select **Start** > **Settings** > **Home Screen**.
2. In **Home screen layout**, **Color scheme**, **Background image**, and **Time out**, choose the options you want, and select **Done**.

Tip If you only want to change the background image, you can do it from the Shortcut Bar. On the Home screen, scroll down to on the Shortcut Bar, and then select **Change Wallpaper**.

To set a picture as the background

1. On the Home screen, select **Start** > **Pictures & Videos**.
2. Select the picture you want to set as the background. Select **View** or press **CENTER SELECT** for a larger view of the image.
3. Select **Menu** > **Use as Home Screen**.
4. Use the **NAVIGATION WHEEL** to select the portion of the picture you want to use, and select **Next**. If the picture fits the screen, this step is skipped.
5. In **Adjust the transparency**, select a higher percentage for a more transparent picture and then select **Finish**.

Set date, time, language, and other regional options

Your phone should already be set up with the regional settings that are appropriate for your locale.

To change regional settings

You can specify the language, locale, date and time style, as well as number and currency formatting options.

1. On the Home screen, select **Start** > **Settings > More > Regional Settings**.
2. In **Language**, select your preferred language.
3. In **Locale**, select the locale for the language you selected. The Locale option automatically changes the format of the remaining options (such as date, time, and currency) according to the locale you specify.
4. Select **Done**.

To set the date and time

1. On the Home screen, select **Start** > **Settings** > **Clock & Alarm** > **Date and Time**.
2. Set the **Time zone**, **Date**, and **Time**, and then select **Done**.

Choose how to be notified about events or actions

A profile is a group of settings that determine how your phone will alert you to phone events such as incoming calls and notifications.

To change the current profile

Profiles are preset phone sound settings to suit different environments or scenarios. For example, you may want to set the phone to Vibrate or Silent profile when you are in a meeting.

1. On the Home screen, scroll down to on the Shortcut Bar and then select **Change Profile**.
2. Choose a new profile, and select **Done**.

Tip To quickly change the profile, press and hold the **HOME** key to display the Quick List, and choose a profile.

To edit a profile

1. On the Home screen, scroll down to on the Shortcut Bar and then select **Change Profile**.
2. Select the profile to edit.
3. Select **Menu** > **Edit**.
4. Modify the settings, and select **Done**. To cancel without saving changes, select **Cancel**.

Tip To revert to the default profile settings, select **Menu** > **Reset to default**.

To change the ringtone

1. On the Home screen, scroll down to on the Shortcut Bar and then select **Change Ringtone**.
2. For the desired event, select a sound. Select **None** if you do not want to hear a sound.
3. Select **Done**.

Notes

- For ring tones, you can use sound files in either the .wav, .mid, .wma, or .mp3 file format. For notifications or reminders, you can use .wav or .mid files.
- Music files in the **My Music** folder cannot be used as ringtones.

Tip When you select a sound, the sound plays. To hear it again, select **Menu** > **Play**.

To copy a sound to your phone

After a sound file is located on your phone, you can use it for a ring tone, notification, or reminder. Sound files in either .wav, .mid, .wma, or .mp3 formats can be used.

1. Connect the phone to your PC using a USB connection.
2. On your PC, copy the sound file you want.

3. In Windows Mobile® Device Center, click **File Management > Browse the contents of your device**.
   Or
   In ActiveSync® on your PC, click **Explore** and double-click **My Windows Mobile-Based Device**.
4. Save the sound file on your phone by going to **Application Data** > **Sounds**, and pasting the file into that folder.

To set an alarm

1. On the Home screen, select **Start** > **Settings** > **Clock & Alarm** > **Alarm**.
2. In **Alarm time**, enter the time for the alarm to go off.
3. In **Alarm**, choose when you want the alarm to go off.
4. Select **Done**.

Set personal information

Entering and displaying owner information are best practices; they allow someone to return the phone to you in case it is lost.

To enter owner information

1. On the Home screen, select **Start** > **Settings > More > Owner Information**.
2. Enter the necessary information and then select **Done**.

Set performance and maintenance options

To change accessibility settings

1. On the Home screen, select **Start** > **Settings > More > Accessibility**.
2. Select your preference for the following:
   - In **System font size**, set the size of the font that is displayed on the screen.
   - In **Multipress time out**, set the length of time between keypresses when entering text in Multipress mode.
   - In **Confirmation time out**, set the delay before an unconfirmed action times out.
   - In **In-call alert volume**, set the volume for incoming call or receiving new message alerts while you are in a call.
3. Select **Done**.

To change power management settings

You can use Power Management to check the battery and configure settings that prolong battery life.

1. On the Home screen, scroll down to on the Shortcut Bar, then select **Manage Battery**.
2. Adjust the following settings:
   - In **Backlight time out on battery / AC**, select the amount of time for the phone to be idle before the backlight turns off when using the battery or AC power.
   - In **Display time out on battery / AC**, select the time limit for the phone to be idle before the screen turns off when using the battery or AC power.
   - In **When device is turned on, do not charge the battery when connected to PC**, select **On** if you do not want to charge the battery when the device is connected to the computer.
3. Select **Done**.

Tip **Main battery** indicates the amount of battery life remaining.

To find the operating system version number

On the Home screen, select **Start** > **Settings** > **About**.

To find the phone specification

On the Home screen, select **Start** > **Settings** > **System Information**.

4.2 Adding and Removing Programs

Before you purchase additional programs for your phone, make sure that they are compatible with your phone.

To add programs

1. Download the program to your PC (or insert the disc that contains the program into your PC). You may see a single *.exe file, a *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your phone and processor type.
2. Read the installation instructions that come with the program.
3. Connect your phone to the PC and then double-click the *.exe file.

To remove a program

1. On the Home screen, select **Start** > **Settings > More > Remove Programs**.
2. Scroll to the program to remove and then select **Menu** > **Remove**.

4.3 Using Task Manager and Managing Memory

To check how much memory is available

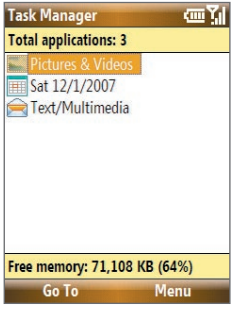
1. On the Home screen, select **Start** > **Settings** > **More** > **About**.
2. Scroll down to **Available Memory**.

To close running programs in Task Manager

Task Manager lets you close programs currently running on your phone to free up storage space.

1. On the Home screen, scroll down to on the Shortcut Bar, then select **Improve Performance**.
2. Choose a program on the list and select **Menu** > **Stop**.

On the Task Manager screen, select **Menu** to open a list that lets you go to a specific program, stop running programs, and view system information.



4.4 Managing and Backing Up Files

You can back up files to your PC using Windows Mobile® Device Center or ActiveSync® or copy files to a storage card that is installed on your phone. You can also efficiently manage your files and folders using File Explorer installed on your phone.

Copy files using Windows Mobile® Device Center/ActiveSync® to the PC

1. Connect your phone to your PC.
2. In Windows Mobile Device Center, click **File Management > Browse the contents of your device**.
   Or
   In ActiveSync on your PC, click **Explore**. This opens the Mobile Device folder for your phone.
3. Browse your phone for files that you want to copy to your PC.
4. Select and copy the files **[Ctrl + C]** and then paste them **[Ctrl+V]** to the destination folder in the PC.

Copying a file results in separate versions of a file on your phone and PC. Changes made to one file will not affect the other since the files are not synchronized.

Use File Explorer

File Explorer provides many easy-to-use features for file and folder management.

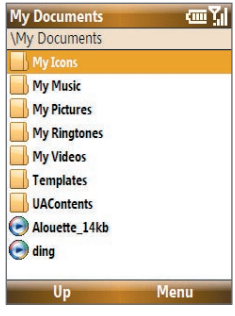
To start File Explorer

On the Home screen, select **Start > File Explorer**.

File Explorer operates in the following two views:

- List View
- Icons View

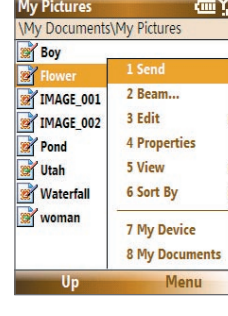
File Explorer displays the entire file structure in your phone's memory. The functions focus primarily on folder management. When initially started, File Explorer is in List View by default. To switch between views, select **Menu** > **View** > **Icons** or **List**.



File Explorer - List View

File Explorer - Icons View

In File Explorer, select **Menu** to open a list that lets you send or beam the file, view the file's properties, sort the files, and more.



To send a file as an e-mail attachment

1. In File Explorer, select a file and select **Menu > Send**.
2. On the Messaging screen, select an e-mail account. The file will automatically be attached to the new message.
3. Specify the recipient and subject, and type your message.
4. Select **Send**.

Note You can also send the file using Picture Message.

4.5 Protecting Your Phone

You can protect your phone from unauthorized use by requiring a PIN (personal identification number) to make calls. Your default PIN is **1234**. Additionally, you can also lock the entire phone.

To enable the SIM PIN

1. On the Home screen, select **Start** > **Settings** > **Security** > **Enable SIM PIN**.
2. Enter the PIN and then select **Done**.

Note To cancel without enabling the SIM PIN, press **HOME**.

To disable the SIM PIN

1. On the Home screen, select **Start** > **Settings** > **Security** > **Disable SIM PIN**.
2. Enter the PIN and then select **Done**.

To change the SIM PIN

Be sure to write down your PIN. When the SIM PIN is enabled, you must provide this PIN to unlock the phone.

1. Select **Start** > **Settings** > **Security** > **Change SIM PIN**.
2. In **Old PIN**, enter the current PIN.
3. Enter and confirm the new PIN, and then select **Done**.

To lock the phone

Locking the phone turns off its functionality. This is a helpful feature if, for example, the phone is turned on and in your pocket, and you want to prevent accidental keypresses. Once the phone is locked, the left **SOFT KEY** label changes to **Unlock**.

You can lock the phone by:

- Pressing and holding

for about 2 seconds (must not be in a text box).
- Pressing and holding the **HOME** key to open the Quick list and then selecting **Lock**.
- If the **Manual Lock** option is enabled in Settings, you will be prompted to lock the phone when you close the keyboard.

Note You can still receive calls and make emergency calls when the phone is locked.

To automatically enable password protected phone lock

1. On the Home screen, select **Start** > **Settings** > **Security** > **Device lock**.
2. Select **Prompt if device unused for** and then select the amount of time for the phone to be inactive before automatically locking.
3. Select the **Password type**, then enter and confirm your password.
4. Select **Done**.

To unlock the phone

Depending on whether the keyboard is opened or closed, you can unlock the phone by:

- Selecting **Unlock** and pressing the **HOME** key.
- Opening the keyboard if it is closed.

Note If a password has been enabled, you will be prompted for the password when you unlock the phone.

To disable the phone lock

Select **Unlock** and then enter the password you have set to unlock your phone.

To set keyboard lock options

1. Select **Start > Settings > Slide and Key Lock**.
2. Choose to enable or disable **Auto lock timeout** and/or **Manual lock**.
   - Enabling **Auto lock timeout** locks the phone the same time the backlight goes off, if set in Power Management, when the keyboard is closed.
   - Enabling **Manual lock** prompts a message if you want to lock the phone or not when you close the keyboard.

To encrypt files on the microSD card

Select **Start > Settings > Security > Encryption** and choose **Encrypt files placed on storage cards**.

4.6 Restarting Your Phone

Restart your phone when a program is not performing properly or the phone is not responding to any keypresses.

To restart the phone

1. Remove the battery.
2. Wait 3 seconds, then reinsert the battery and turn on your phone.

WARNING! Any unsaved work will be lost if you restart the phone while a program is running.

4.7 Resetting Your Phone

Resetting your phone will remove all the data from its memory and restore the phone back to the factory default settings.

WARNING! All your data will be deleted, it is recommended that you back up your data first before resetting your phone.

To reset your phone

1. Select **Start > Accessories > Clear Storage**.
2. Follow the on-screen instructions to reset the phone.

The phone will restart after it has been reset.

Note If **Encrypt files placed on storage cards** is or was enabled before, then back up all files from the storage card before using Clear Storage, hard reset, or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync® or Windows Mobile® Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

Chapter 5

Organizing Phone Information

5.1 Contacts

5.2 SIM Manager

5.3 T-Mobile® myFaves℠

5.4 Calendar

5.5 Tasks

5.6 T-Mobile Address Book

5.7 Voice Recorder

5.1 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with.

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

Create a contact on your phone

To create a new contact on your phone

1. On the Home screen, **Start > Contacts** > **New > Outlook Contact**.

   To create a new contact on your SIM card, select **SIM Contact**. You can also use SIM Manager to add contacts to your SIM card. For more information about SIM Manager, see "SIM Manager" in this chapter.

2. Enter information for the new contact.

   - To easily identify who is calling you, you can assign a custom ring tone to each Outlook contact. To assign a custom ring tone, scroll down to and select **Custom ring tone**, and then select the ring tone.
   - To assign a picture to a contact, scroll down to **Picture**, select **Select a picture**, and then choose the desired picture. To remove the picture, select **Menu > Remove Picture**.

3. Select **Done**.

Tip 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 selecting **Menu** > **Save to Contacts**.

Edit and call a contact

To view and edit a contact information

1. On the Home screen, select **Start > Contacts**.
2. Select the contact whose information you want to view or edit and select **Menu** > **Edit**.
3. When finished making changes, select **Done**.

To call a contact from the contact list

1. On the Home screen, select **Start > Contacts**.
2. Select the contact to call and then press . The contact's default phone number is dialed.

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

Find a contact

To find a contact

1. On the Home screen, select **Start > Contacts**.

   Note If you are not in Name view, select **Menu > View By > Name**.

2. 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 **5**, you find names that begin with **G** and **H**, as well as phone numbers that start with **5**. The next key you press continues to narrow the search.
   - If you have assigned categories (e.g. Business) to your Outlook contacts, you can filter the contact list by categories. In the contact list, select **Menu** > **Filter** and then select a category. To show all contacts again, select **All Contacts**.
   - If you have entered information under **Company** for your Outlook contacts, you can quickly locate the contacts that work for a specific company on your phone. In the contact list, select **Menu > View By > Company**. Select the company to see the contacts who work there.

Share contact information

To beam contact information to another device via Bluetooth

1. On the Home screen, select **Start > Contacts** and then select the contact whose information you want to beam.
2. Select **Menu** > **Send Contact** > **Beam**.
3. Select the device where you want to beam the contact details to and select **Beam**.

Note Before you can beam, make sure Bluetooth is turned on and set to **Visible** mode on your phone and the target mobile device. For more information, see "Bluetooth" in Chapter 8.

To send contact information via a text message

1. On the Home screen, select **Start > Contacts** and then select the contact whose information you want to send.
2. Select **Menu** > **Send Contact** > **Text/Multimedia**.
3. Select the contact information that you want to send and select **Done**.
4. In the new text message, enter the mobile phone number of the person to whom you are sending the contact information to and then select **Send**.

To send contact information via Picture Message

1. On the Home screen, select **Start > Contacts**.
2. Select a contact and then select **Menu > Send as vCard**.
3. Enter the recipient in **To** of the Picture Message and then select **Send**.

5.2 SIM Manager

SIM Manager lets you view the contents of your SIM card and transfer contacts from your SIM card to your phone and vice versa.

To create a contact on your SIM card

1. Select **Start > Accessories > SIM Manager**.
2. Select **New** and enter the contact name and phone number.
3. Select **Save**.

Tip To change contact information on your SIM card, select a contact and edit it. After modifying, select **Save**.

To copy SIM contacts to your phone

1. Select **Start > Accessories > SIM Manager**.
2. Select a SIM contact or select all SIM contacts by selecting **Menu > Select All**.
3. Select **Menu > Save to Contacts**.

To copy phone contacts to the SIM card

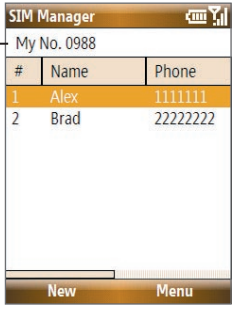
You can only store one phone number on a SIM card for each contact. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. You can edit this indicator first before you start copying contacts to your SIM card.

1. Select **Start > Accessories > SIM Manager > Menu > Tools > Options**.
2. On the Options screen, select the check boxes of the types of phone numbers that you want to be added to the SIM card.

3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, select **Edit**, enter your desired indicator and then select **Save**.
4. After modifying, select **OK**.
5. Select **Menu > Contacts to SIM**.
6. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card and then select **Save**.

To display your phone number in SIM Manager

1. On the SIM Manager screen, select **Menu > Tools > List of Own Numbers**.
2. Select **Edit**.
3. Change the name, if desired, then enter your mobile phone number.
4. Select **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.