User Manual

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

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

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'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 PDA Phone.

INTELLECTUAL PROPERTY RIGHT INFORMATION

Copyright © 2008 HTC Corporation. All Rights Reserved.

, , , ExtUSB, and HTC Care are trademarks and/or service marks of HTC Corporation.

Microsoft, MS-DOS, Windows, Windows NT, Windows Server, Windows Mobile, Windows XP, Windows Vista, ActiveSync, Windows Mobile Device Center, Internet Explorer, MSN, Hotmail, Windows Live, Outlook, Excel, PowerPoint, Word, OneNote and Windows Media are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Bluetooth and the Bluetooth logo are trademarks owned by Bluetooth SIG, Inc.

Java, J2ME and all other Java-based marks are trademarks or registered trademarks of Sun Microsystems, Inc. in the United States and other countries.

Copyright © 2008, Adobe Systems Incorporated. All Rights Reserved.

Opera® Mobile from Opera Software ASA. Copyright 1995-2008 Opera Software ASA. All Rights Reserved.

Google is a registered trademark of Google, Inc. in the United States and other countries.

YouTube is a trademark of Google, Inc.

Sprite Backup is a trademark or service mark of Sprite Software.

Copyright © 2001-2008, Spb Software House. All Rights Reserved.

Copyright © 2008, Esmertec AG. All Rights Reserved.

Copyright © 2003-2008, ArcSoft, Inc. and its licensors. All Rights Reserved. ArcSoft and the ArcSoft logo are registered trademarks of ArcSoft, Inc. in the United States and/or other countries.

Copyright © 2004-2008, Ilium Software, Inc. All Rights Reserved.

All other company, product and service names mentioned herein are trademarks, registered trademarks or service marks of their respective owners.

HTC shall not be liable for technical or editorial errors or omissions contained herein, nor for incidental or consequential damages resulting from furnishing this material. The information is provided "as is" without warranty of any kind and is subject to change without notice. HTC also reserves the right to revise the content of this document at any time without prior notice.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or storing in a retrieval system, or translated into any language in any form without prior written permission of HTC.

Disclaimers

THE WEATHER INFORMATION, DATA AND DOCUMENTATION ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OR TECHNICAL SUPPORT OF ANY KIND FROM HTC. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, HTC AND ITS AFFILIATES expressly disclaim any and all representations and warranties, express or implied, arising by law or otherwise, regarding the Weather Information, Data, Documentation, or any other Products and services, including without limitation any express or implied warranty of merchantability, express or implied warranty of fitness for a particular purpose, non-infringement, quality, accuracy, completeness, effectiveness, reliability, usefulness, that the Weather Information, Data and/or Documentation will be error-free, or implied warranties arising from course of dealing or course of performance.

Without limiting the foregoing, it is further understood that HTC and its Providers are not responsible for Your use or misuse of the Weather Information, Data and/or Documentation or the results from such use. HTC and its Providers make no express or implied warranties, guarantees or affirmations that weather information will occur or has occurred as the reports, forecasts, data, or information state, represent or depict and it shall have no responsibility or liability whatsoever to any person or entity, parties and non-parties alike, for any inconsistency, inaccuracy, or omission for weather or events predicted or depicted, reported, occurring or occurred. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, YOU ACKNOWLEDGE THAT THE WEATHER INFORMATION, DATA AND/OR DOCUMENTATION MAY INCLUDE INACCURACIES AND YOU WILL USE COMMON SENSE AND FOLLOW STANDARD SAFETY PRECAUTIONS IN CONNECTION WITH THE USE OF THE WEATHER INFORMATION, DATA OR DOCUMENTATION.

Limitation of Damages

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL HTC OR ITS PROVIDERS BE LIABLE TO USER OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES OF ANY KIND, IN CONTRACT OR TORT, INCLUDING, BUT NOT LIMITED TO, INJURY, LOSS OF REVENUE, LOSS OF GOODWILL, LOSS OF BUSINESS OPPORTUNITY, LOSS OF DATA, AND/OR LOSS OF PROFITS ARISING OUT OF, OR RELATED TO, IN ANY MANNER, OR THE DELIVERY, PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS, OR USE OF THE WEATHER INFORMATION, DATA OR DOCUMENTATION HEREUNDER REGARDLESS OF THE FORESEEABILITY THEREOF.

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

This product equipped with a USB Cable for connecting with 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 authorized 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 60˚C (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 60° C (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 the 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.

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 60°C (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 your phone by switching to Airplane Mode.

ENVIRONMENT 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, chemical plants, 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

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

SAFETY PRECAUTIONS FOR RF EXPOSURE

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

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 they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

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

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. 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.

Antenna location
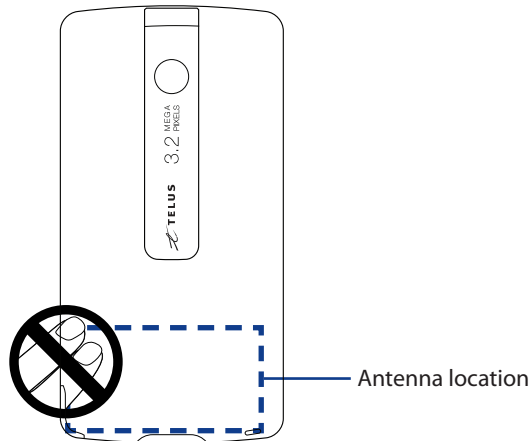
General Precautions

- **Avoid applying excessive pressure to the device**
  Do not apply excessive pressure on the screen and the device to prevent damaging them and remove the device from your pants' pocket before sitting down. It is also recommended that you store the device in a protective case and only use the device stylus or your finger when interacting with the touch screen. Cracked display screens due to improper handling are not covered by the warranty.

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside the device should be done by an authorized service technician or provider.

- **Damage requiring service**
  Unplug the product from the electrical outlet 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 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 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.

  NOTICE: 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 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 place the product with an unstable base.

- **Use product with approved equipment**
  This product should be used only with personal computers and 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.

- **For magnetic devices**

  Please avoid putting any media that contains magnets, e.g. magnetic card, credit cards, bank cards, audio/video tape or magnetic memory devices, directly on the device or stylus without any distance.

  It is highly recommended to put the media containing magnets in a security distance of at least 5 cm. If you carry your wallet or billfold which contains magnetic cards next to the device or its stylus, information stored on these cards could be destroyed.

  Please make sure that there is an adequate distance between the device or its stylus and other magnetic sensitive devices, e.g., a mechanical watch or measure instruments.

- **For pacemakers**

  The functionality of pacemakers can be interfered by the device and its stylus. Always keep the device and its stylus in a fair distance to your pacemaker, which at least will be 5 cm. In any case, please do not carry the device and/or its stylus in the front pockets of your shirt or coat.

  For information about other medical active implants, please contact the producer or a doctor to ensure such active implants will not be interfered by magnetic field.

Contents

Chapter 1
Getting Started

1.1 Getting to Know Your Touch Phone and Accessories

Top panel

POWER
Press to turn off the display temporarily. To turn off
the power, press and hold for about 5 seconds.
For more information, see "Starting Up" in this chapter.

Speaker

Front panel

Earpiece
Listen to a phone call
from here.

Touch Screen

HOME
Press to return to the
Home screen.
See Chapter 3 for details.

BACK
Press to return to
the previous screen.

END
• Press to end a call or return to
  the Home screen.
• Press and hold to lock the
  device. (See "Long Press End Key"
  under "Settings on your Device"
  in Chapter 13 for details.)

TALK/SEND
• Press to answer an incoming
  call or dial a number.
• During a call, press and hold
  to toggle the speakerphone
  on and off.

Navigation Control
See "Touch-sensitive navigation control"
later in this chapter for details.

Bottom panel

Strap Holder
See "Using the Strap Holder"
in this chapter for details.

Microphone

Sync Connector/Earphone Jack
Connect the supplied USB cable to synchronize information or plug in the
AC adapter to recharge the battery. You can also connect the supplied USB
stereo headset for hands-free conversation or for listening to audio media.

Note When using the four buttons — HOME, BACK, TALK/SEND, and END — and the Navigation Control, please observe
the following precautions:
• Make sure to press on the icons of the four buttons for the best accuracy. When pressing on the Navigation
  Control, make sure to press the outer areas near the ENTER button for directional control.
• For best results, press with your fingertip. Do not wear gloves.

Left panel

VOLUME UP
During a call or when playing music, press this button to increase the volume.

VOLUME DOWN
During a call or when playing music, press this button to lower the volume.
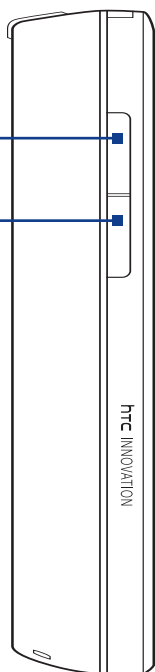
Back panel

3.2 Megapixel Camera
See "Taking Photos and Videos" in Chapter 11 for details.
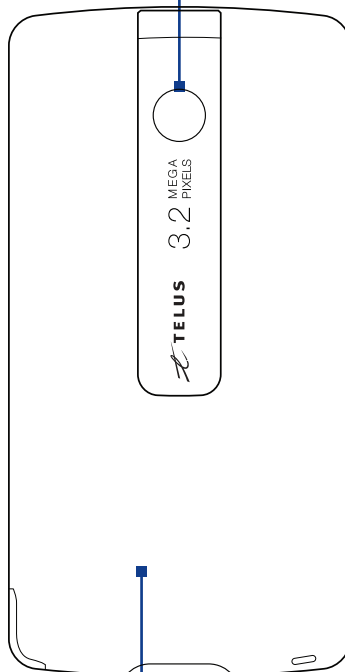
Back Cover
Push the back cover upward to remove it.

Right panel

Stylus
(See "Stylus" in this chapter for details.)
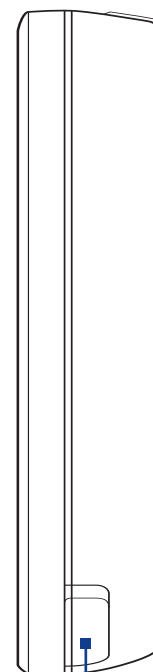
Accessories

The product package includes the following items and accessories:

- Battery
- AC adapter
- Screen protector
- Stereo headset
- USB sync cable
- Multifunction audio cable
- Quick Start Guide
- Getting Started CD
- Pouch
- Extra stylus

1.2 Installing the Battery

Always turn off your device before installing or replacing the battery. You also need to remove the back cover before you can install these components.

To remove the back cover

1. Make sure your device is turned off.
2. Hold the device with both hands and the front panel facing down.
3. Push the back cover up with your thumb until it disengages from the device and then slide it up to remove.
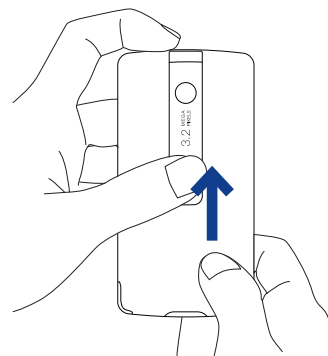
Battery

Your device comes with a rechargeable Lithium-ion or Lithium-ion polymer battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: Up to **350** hours
- Talk time: Up to **210** minutes

Note   Battery life is subject to network and phone usage.

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 60ºC (140ºF).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

To install the battery

1. Align the battery's exposed copper contacts with the battery connectors inside the battery compartment.
2. Insert the contact's side of the battery first and then gently push the battery into place.
3. Replace the back cover.
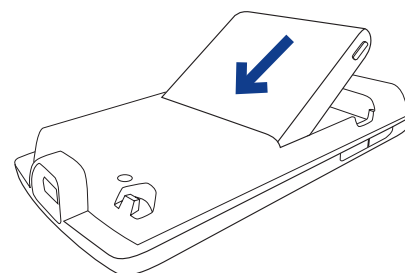
To remove the battery

1. Make sure your device is turned off.
2. Remove the back cover.
3. The top right side of the battery has a protruding grip. Lift the protruding grip to remove the battery.

Battery grip
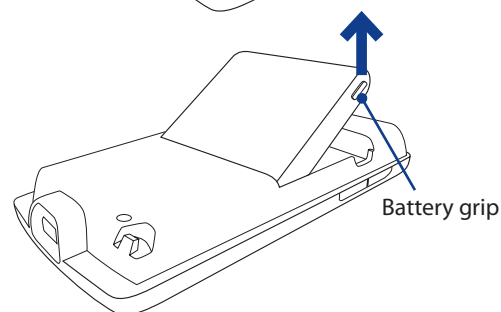
1.3 Charging the Battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles.

To charge the battery

1. Connect the USB connector of the AC adapter to the sync connector on your device.
2. Plug in the AC adapter to an electrical outlet to start charging the battery.

Note Only the AC adapter and USB sync cable provided with your device must be used to charge the device.
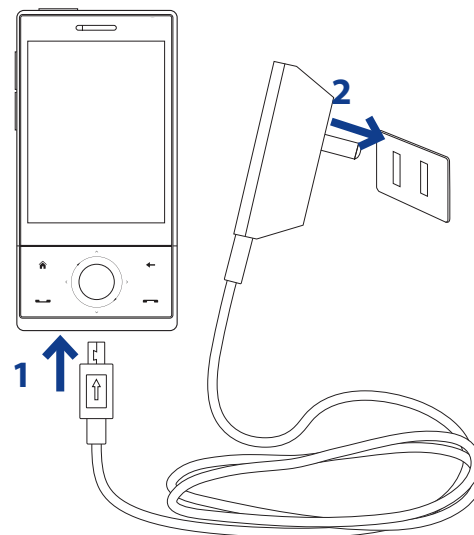
Charging is indicated by a "breathing" white light around the Navigation Control. As the battery is being charged while the power is on, a charging icon (🔌) also appears in the title bar of the Home screen. After the battery has been fully charged, the Navigation Control LED shows a solid white light and a full battery icon (🔋) appears in the title bar of the Home screen.

For more information about the Navigation Control LED, see "LED Alerts" in this chapter.

Warning!
- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

1.4 Using the Strap Holder

The strap holder at the bottom panel of your device allows you to attach a wrist strap, neck lanyard, or string accessory.

To attach a strap, lanyard or string accessory to the strap holder

1. Remove the back cover.
2. Insert the loop of the strap, lanyard or string accessory through the strap holder hole on the back cover.

   Tip To pass through the strap holder easier, push the loop into the strap holder hole using a pointed object such as a needle or toothpick.

3. Use the stylus to pry the rubber cap on the small hook at the bottom of the back side of the device, then attach the loop over the small hook.
4. Slightly pull the strap, lanyard or string accessory to fix it securely in place, then replace the rubber cap.
5. Replace the back cover.
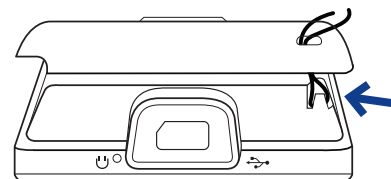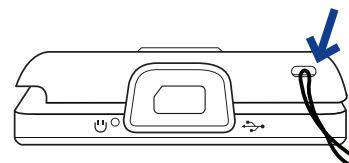
1.5 Starting Up

After installing and charging the battery, you can now power on and start using your device.

Turn your device on and off

To turn on the power

1. Press and hold the POWER button for a few seconds.
2. When you turn on your device for the first time, a Quick Start Wizard guides you to set up regional settings, date and time, and password. For more information about these settings, see Chapter 13. After the Quick Start Wizard finishes, the device installs customization settings, then restarts.

Note After the device restarts, you may be prompted to set up an e-mail account. For instructions on how to set up an e-mail account, see Chapter 6.

To turn off the power

1. Press and hold the POWER button for a few seconds.
2. Tap **Yes** when a message prompts you to choose whether or not to turn off the device completely.

Switch to Sleep mode when not in use

Press and immediately release the POWER button to turn off the display temporarily and switch your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device automatically goes into Sleep mode when you leave the device idle after a certain period of time. You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or incoming calls/messages will wake up your device.

1.6 Navigating Your Device

There are different ways you can navigate and interact with the interface of your device.

Finger-touch control

A quick and easy way to interact with the home screen and the whole interface of your device is by touch. Basically, the following are the types of actions, called finger gestures, you would do when interacting with your device:

Touch or tap

When selecting items on the screen, such as the Home screen tabs, Start menu, programs and settings icons, and large on-screen buttons, simply touch them with your finger. Apply some pressure with your finger pad when touching an item on the screen.

Tapping means to touch lightly and quickly with your finger pad or fingertip. On screens that display smaller-size items, you can more accurately select an item by tapping it with your fingertip.

Swipe

To swipe means to drag your finger vertically or horizontally across the screen. The following are some instances when you would use swiping:

*   **Flipping on the Home screen**

    Swipe your finger vertically to flip through favorite contacts, messages, music albums, photos, and more. For more information, see "Using the TouchFLO 3D Home Screen" in Chapter 3.
*   **Scrolling**

    When browsing the contacts list, web pages, documents, and certain selection lists on the Home screen (such as the **All Programs** list), slowly swipe your finger vertically across the screen to scroll. This allows you to scroll by page and to view the content or available selections as you scroll.

    The direction of swiping resembles the way you move a printed document as you are reading it. For detailed instructions, see "Finger scrolling" in Chapter 3.

Slide

Sliding on the touch screen also involves dragging with your finger, but you need to press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.

The following are some instances when you would use sliding:

- **Switching between Home screen tabs**

  Slide your finger left and right to switch between the Home screen tabs. For more information, see "Using the TouchFLO 3D Home screen" in Chapter 3.

- **Advancing playback**

  In players that have a progress bar, such as the Home screen's **Music** tab and Windows Media® Player Mobile, slide your finger horizontally on their progress bar to advance forward or move backward in the music or video you are playing.

For more information about the Home screen's Music tab, see "Music" in Chapter 3.

For more information about Windows Media® Player Mobile, see "Using Windows Media® Player Mobile" in Chapter 11.

Flick

Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts list. See "Finger scrolling" in Chapter 3 for details.

Finger zooming and panning

In programs such as Album and Opera Mobile, you can use finger gestures when zooming and panning. See Chapter 3, 8 and 11 for details.

Stylus

You can use the stylus to navigate and interact with the touch screen. To use the stylus, pull it out from the stylus compartment at the bottom of the right panel of your device. If the backlight is off, removing the stylus automatically turns the backlight back on.

The stylus is magnetic and sticks to the side when held close to the device. This prevents you from accidentally losing or misplacing the stylus.

Basically, you tap with the stylus to open programs and select items on the screen, and you tap and hold on the screen to open a shortcut menu. You can also use the stylus the same way as what you do with finger gestures, such as swiping, sliding and flicking on the screen.
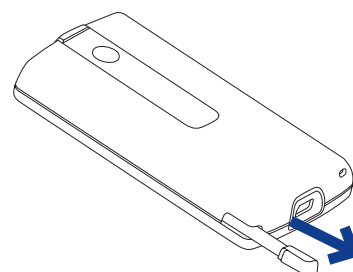
Navigation Control

On the home screen and in many programs on your device, you can use the Navigation Control for directional control. Press the directional arrows to navigate up, down, left, and right on the screen. When an item has been selected on the screen, press the ENTER button (the center button) to confirm your selection.

The Navigation Control is also touch sensitive and can be used for zooming. Slide your finger clockwise around the Navigation Control to zoom in, counterclockwise to zoom out.
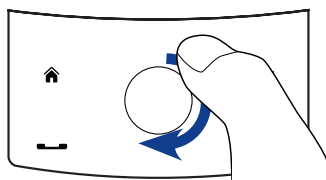
Sliding your finger clockwise
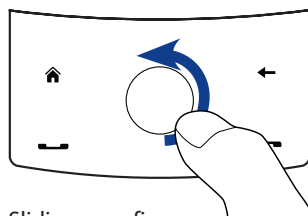
Sliding your finger counterclockwise

The following programs allow you to use the Navigation Control for zooming:

- Album
- Camera
- Opera Mobile
- Word Mobile and Excel Mobile

Tip   If you purchase and install GPS navigation software on your device, you can also use the Navigation Control for zooming in the GPS software.

On the Home screen's **Music** tab, you can advance forward in the music you are playing by sliding clockwise around the Navigation Control. To move backward in the music, slide counterclockwise. See "Music" in Chapter 3 for details.

1.7   Home Screen

The default home screen of the device is the TouchFLO™ 3D Home screen which allows finger-touch access to the most important functions such as contacts, text messages, e-mail, Internet, and more.

Signal strength
Connection status
Notification
Adjust volume
Battery status
Quick menu
Start menu
TouchFLO 3D Home screen
Open the Phone screen (See Chapter 2 for details)
Go to the **Programs** tab to access favorite programs
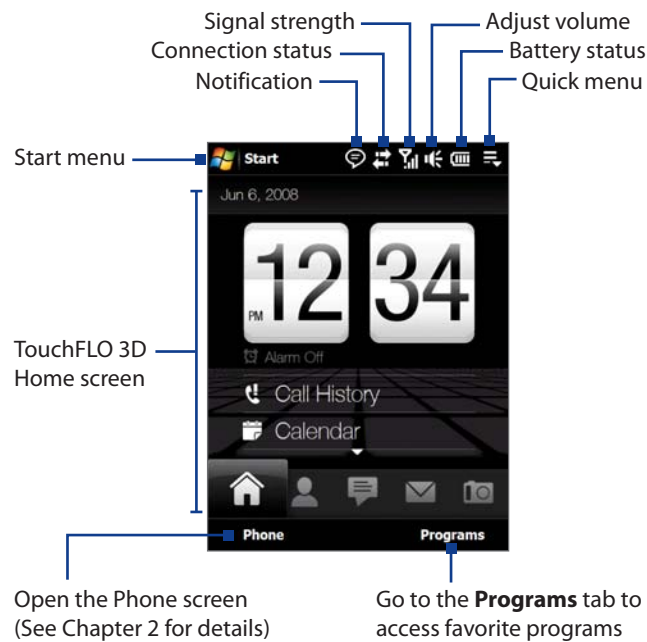
For more information about using the TouchFLO 3D Home screen, see Chapter 3.

1.8   Status Icons

When you touch or tap the icon area of the title bar, the System Status screen opens and displays larger status icons so you can touch them with your finger more easily and accurately.

Tip   The System Status screen can be disabled in TouchFLO settings. See "Settings on your Device" in Chapter 13 for details.
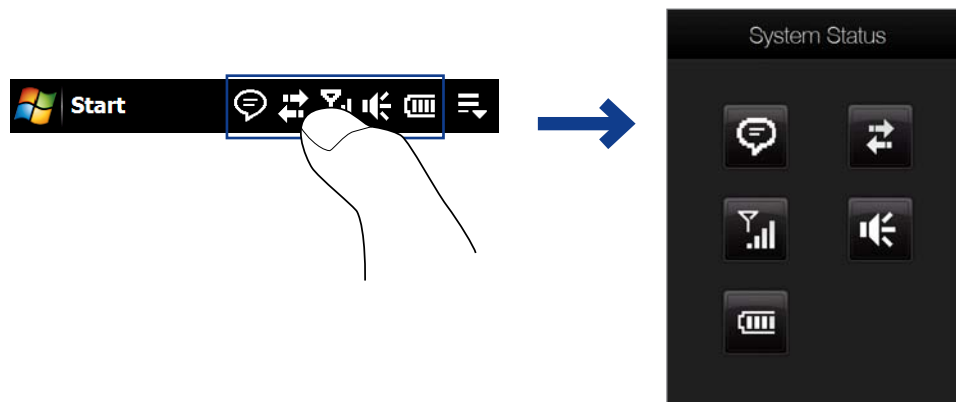
The following are some of the status icons that you may see on the device.

1 **2** **3** **4** **5**

1 — Icons that appear in this area

Icon	Description
💬	Multiple notifications; tap the icon to view all
✉	New e-mail messages
📩	New text messages; SMS notification of voice mail
👤	New Windows Live™ message
📞	Missed call
📞	Speakerphone on
⚠	Roaming
🔔	Alarm
📶	Other wireless network(s) detected
🎧	Wired headset connected
🅱	Bluetooth on
🅱👁	Bluetooth visible mode on
🎧	Bluetooth stereo headset connected
⟳	ActiveSync notification
⟳	Synchronization error

3 — Icons that appear in this area

Icon	Description
📶	Data connection is active but idle
📶	Data connection is active and transmitting data
📶	Maximum signal strength
📶	No signal
📶	Phone is turned off
📶	No phone service
📶	Searching for phone service
📶	Voice call in progress

4 — Icons that appear in this area

Icon	Description
📳	Vibrate mode
🔊	Sound on
🔇	Sound off

2 — Icons that appear in this area

Icon	Description
1X	1xRTT available
Ev	EVDO available
📡	Connected to a wireless network
⇄	Connection is active
⇄	Connection is not active
⟲	Synchronization in progress

5 — Icons that appear in this area

Icon	Description
🔌	Battery charging
🔋	Battery full
🔋	Battery very low

1.9 Start Menu

The Start menu, which can be opened from the top left corner of the screen, gives you access to all the programs and settings of your Windows Mobile-powered device. Touch or tap to select an item on the Start menu.

Open the Start menu.

Open a recently-used program.

When you are on another screen, touch or tap this item to return to the TouchFLO 3D Home screen.

Open a program.

Access more programs.

View and change settings.

View Help information for the current screen.
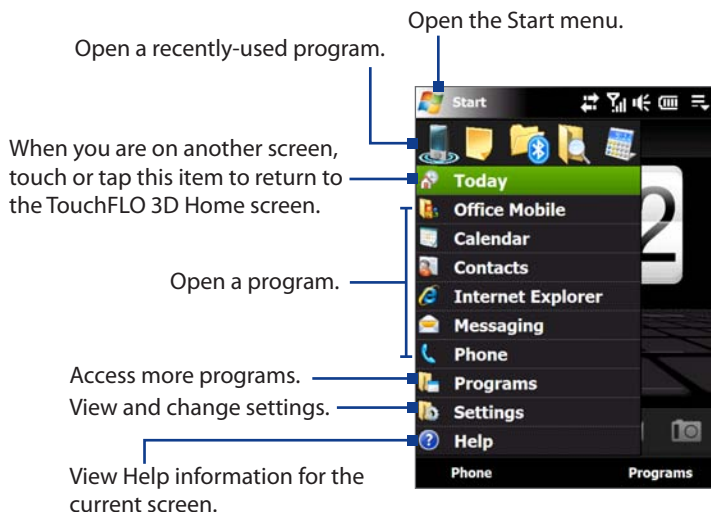
By default, the Start menu is displayed in a large size to make it easier for you to touch menu items with your finger when selecting them from the Start menu. The Start menu can also be displayed in a smaller size, if preferred. Tap **Start > Settings > System** tab > **TouchFLO** and then clear the **Enable large Start menu** check box to display a smaller Start menu.

1.10 Quick Menu

The Quick menu, which can be opened from the top right corner of the screen, shows the currently running programs. You can quickly switch between running programs, stop programs, and see how much program memory is being used.

Customize Task Manager settings. (See "Using Task Manager" in Chapter 13.)

Touch this icon to open the Quick Menu.

Stop all currently running programs.

Shows the total percentage of program memory in use. Touch to open the Memory settings screen.

• To switch to a running program, touch the program name.

• To stop a running program, touch ☒ .
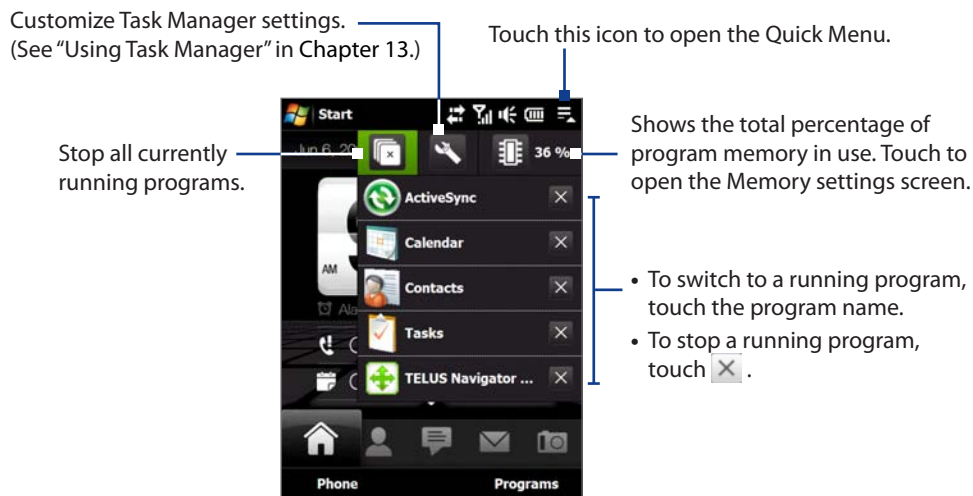
1.11 LED Alerts

The buttons below the touch screen and the exterior edge of the Navigation Control which is an LED ring will light up in the following situations:

Controls	Light Behavior
SEND button	Light flashes when there is an incoming call.
END button	Light stays solid when there is an incoming call.
Navigation Control	• The LED ring shows a "breathing" white light when the battery is being charged.
	• The LED ring shows a solid white light when the battery is fully charged.
	• The LED ring flashes a white light once when the battery level is low and reaches down to about 10%.
	• The top and bottom parts of the LED ring flashes a white light twice when there is a new e-mail, voice mail, or meeting reminder.
	• A white light goes around the LED ring counterclockwise twice starting from the top when there is a missed call or new SMS message.

The LED ring, HOME, BACK, SEND, and END buttons will flash a white light once when one of the buttons or Navigation Control is pressed.

1.12 Adjusting the Volume

Adjusting the system volume changes the volume level of sound notifications and audio/video playback, whereas adjusting the ring volume affects only the volume of the phone ring. The system volume and ring volume can be separately adjusted.

1. Touch the icon area in the title bar and then touch the **Speaker** icon (🔊) on the System Status screen.

2. To switch between the Ring Volume and System Volume screens, touch the **Back** and **Next** icons (❮ / ❯) on top of the screen.

3. On either screens, you can do the following:

    • To increase or decrease the volume level, drag your finger up or down the volume bars. You can also press the VOLUME UP/DOWN buttons on the left panel of your device.

    • Touch **Vibrate** to enable or disable Vibrate mode.

    • Touch **Silent** to mute both the system and ring volume.

Volume bars
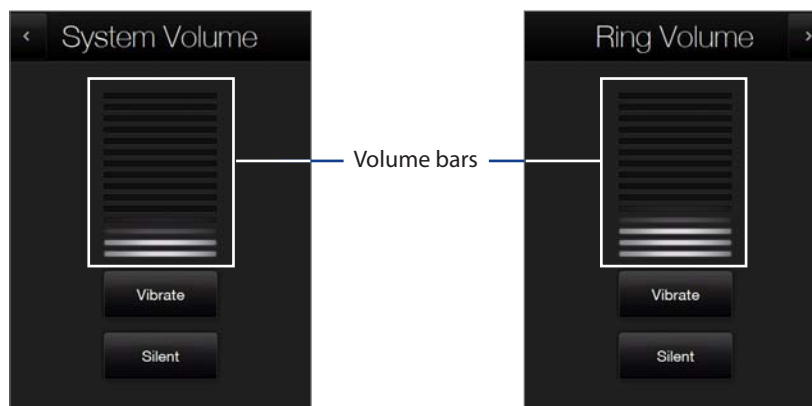
4. The System Volume or Ring Volume screen automatically closes. You can also manually close the screen by touching the screen.

Note On certain screens that do not show the volume status icon on the title bar, you need to use the VOLUME UP/DOWN buttons on the left panel of your device to adjust the volume. Also use these buttons to adjust the conversation phone volume during an ongoing call.

1.13 Using your Device as a USB Drive

To easily carry media and other files with you, you can use the internal storage of your device as a USB flash drive. Touch **Start > Settings > Connections** tab **> USB to PC** and then select **Disk Drive** mode. This allows you to copy files from your computer to the device and vice versa faster.

When **Disk Drive** mode is used:

- You will not be able to use your device to access files from the internal storage while it is connected to your PC.
- Your PC will only connect to the device's internal storage. When you access your device from the PC, you will only see the contents of the device's internal storage.

Remember to change back to **ActiveSync** mode when you need to synchronize data between your device and your PC.

Chapter 2
Using Phone Features

2.1   Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send messages.

The Phone screen

To open the Phone screen, do one of the following:

- On the Home screen, tap **Phone**.
- Press the TALK/SEND button.

TALK/SEND button
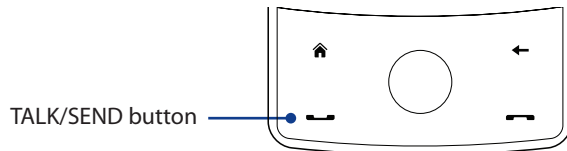
2.2   Voice Call

Make a call

To make a call from the Phone screen

1. On the Home screen, tap **Phone**.
2. Tap the keys on the keypad to enter the phone number.

   Note   If you tapped a wrong number, tap ⬅ to erase each subsequent digit of a number. To erase the entire number, tap and hold ⬅ .

3. Press the TALK/SEND button to place the call.

Tip   When in a call, use the VOLUME UP/DOWN buttons on the side of the device to adjust the phone volume.

Note   After tapping 6 keys and the number you are dialing is not in your contacts, a **Save to Contacts?** button will appear above the keypad. Tap it to save the number to your Contacts.

To make a call from Contacts

On the Home screen, tap **Start > Contacts** to open the Contacts screen.

Do one of the following:

- Select the contact to call and then press TALK/SEND.

   Note   If the contact has more than one number stored, press Navigation right/left to select the number you want to call before pressing TALK/SEND.

- Tap the contact to open the contact details and then tap the phone number you want to call.
- Tap and hold the contact you want to call and then from the menu, select **Call Work**, **Call Home**, or **Call Mobile**.

To make a call from the TouchFLO 3D Home screen

Refer to Chapter 3 to learn how to make a call from the TouchFLO 3D Home screen.

To make an emergency call

Enter the international emergency number for your locale, and press the TALK/SEND button on your device.

To make an international call

1. Tap and hold the **number 0** key on the Phone screen until the plus (+) sign appears. The plus (+) sign replaces the international prefix of the country that you are calling.

2. Enter the full phone number you want to dial, and press the TALK/SEND button on your device. The full phone number includes the country code, area code (without the leading zero, if any), and phone number.

To call voice mail

Number 1 is generally reserved for your voice mail. Tap and hold this button on the Phone screen keypad to call voice mail and retrieve your voice mail messages.

Answer a call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call. The TALK/SEND button will also flash when you receive a call.
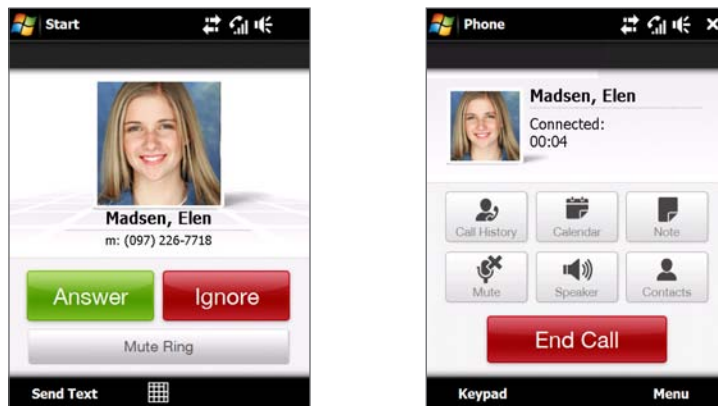
To answer or reject an incoming call

- To answer the call, tap **Answer**, or press the TALK/SEND button.
- To reject the call, tap **Ignore**, or press the END button.
- To mute the ringing sound without rejecting the call, tap **Mute Ring**.

Tip   You can also place your phone face down to mute the ring without rejecting the call.

To reject a call and send a text message

When you reject a call, you can choose to automatically send a text message to the mobile phone of the caller.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.
2. Select the **Reject call with text message** check box.
3. Change the default text message if needed, then tap **OK**.

When **Reject call with text message** is enabled, tap **Send Text** to reject the call and send the text message to the caller.

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the option of rejecting 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.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End Call** or press END on your device.

To switch between two calls

Press the TALK/SEND button.

To turn on and off the Speakerphone

During a call, tap [Speaker] to toggle between turning on or off the speakerphone. The speakerphone icon [icon] appears in the title bar when the speakerphone is on.

Tip   You can also press and hold TALK/SEND to toggle between turning on or off the speakerphone.

Warning!   To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute the microphone during a call

Tap [Mute] to toggle between turning on or off the microphone. When the microphone is turned off, the mute icon [icon] appears on the screen.

To open Notes while in a call

Tap [Note] or pull out the stylus.

To vibrate the device when the call is established

You can set the device to vibrate once to alert you that the call has been established with the other party.

1. On the Phone screen, tap **Menu > Options >Advanced** tab.
2. Select the **Vibrate device when connection is established** check box and then tap **OK**.

End a call

When a call is in progress, tap **End Call** or press the END button to hang up.

To add a new phone number to Contacts after a call

If the phone number of the person who called is not in Contacts, you can choose to save the number after you hang up.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.
2. Select the **Add new phone number to Contacts at end of call** check box, then tap **OK**.

When you enable this option, a pop-up message appears after you end the phone call and lets you add the phone number to Contacts.

To check a missed call

You will see the [icon] icon in the title bar when you missed a call. To check who the caller was, do one of the following:

- Tap the title bar, then tap [icon] and then tap **View**.
- On the Phone screen, tap **Menu > Call History** and then tap [icon] .

Call History

Use Call History to check for missed calls, dialed numbers, and calls received. To open the Call History screen, tap **Menu > Call History** on the Phone screen.

Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can tap and hold the **number 2** key on the Phone screen keypad to dial the contact's number.

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact, then select the phone number of the contact that you want assigned to the speed dial key.
4. In **Location**, select an available key to use as the speed dial key.

   5. Tap **OK**.

Note When you assign a new phone number in an occupied speed dial key, the new phone number will replace the existing one.

Tip To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, then tap **Delete**.

Turn the phone function on and off

In many countries, you are required by law to turn off the phone while on board an aircraft.

To enable or disable the phone function

   1. Tap **Start > Settings > Connections** tab **> Comm Manager**.
   2. On the Comm Manager screen, tap the **Phone** button to enable or disable the phone function. When enabled, the ON indicator is activated.

To enable or disable Airplane Mode

Another way to turn off the phone function is to switch your device to **Airplane Mode**.

When you enable Airplane Mode, all wireless radios on your device are turned off, including the phone function and Bluetooth.

When you disable Airplane Mode, the phone function is turned back on and the previous state of Bluetooth is restored.

   1. Tap **Start > Settings > Connections** tab **> Comm Manager**.
   2. On the Comm Manager screen, tap the **Airplane Mode** button to enable or disable Airplane Mode. When enabled, the ON indicator is activated.

2.3 Smart Dial

Smart Dial makes it easy for you to dial a phone number.

When you start entering a phone number or contact name, Smart Dial automatically searches and sorts the contact entries in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Smart Dial panel
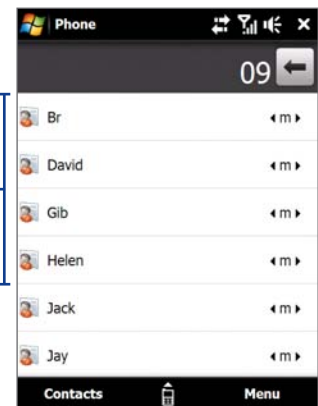
To find a contact name or number

You can just enter the first letter of the name or number of a contact. Smart Dial will search for contact phone numbers and the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" on the phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

Make a call or send a text message using Smart Dial

1. On the Home screen, tap **Phone**.
2. Begin entering the first few numbers or characters. When you start entering a number or letter, the Smart Dial panel will display matches found.

    Tip   Tap ▣ to close the phone keypad to see if there are more matching contacts.

3. In the Smart Dial panel, flick and slide your finger on the touch screen or press Navigation up/down to browse the list or select a contact.
4. You can do one of the following:
    *   Tap the contact to call the selected contact.
    *   To send a text message to the selected contact, tap **Menu > Send Text Message**.
    *   To call a different phone number associated with the selected contact, select the contact and then press Navigation left/right to select the number to call.

Chapter 3
TouchFLO™ 3D

3.1 About TouchFLO™ 3D

TouchFLO™ 3D gives you touch control over your Windows Mobile-powered device. TouchFLO 3D provides the following features:

- A Home screen that allows finger-touch access to the most widely-used functions, such as People, Messages, Mail, Music, Internet, and more.
- Allows you to use finger gestures to navigate screens.

3.2 Using the TouchFLO 3D Home Screen

The TouchFLO 3D Home screen have the following tabs:

To switch between the tabs of the Home screen

Do one of the following:

- Touch or tap the desired tab on the Home screen.
- Press Navigation right or left to move to the next or previous tab.
- Press and hold your finger on the active tab, then slide your finger right or left over the tabs. Release when you have selected the desired tab.

Note   Apply some pressure when pressing and holding on the active tab to be able to slide over the tabs.

- Swipe left across the screen to move to the next tab, and swipe right across the screen to move to the previous tab.
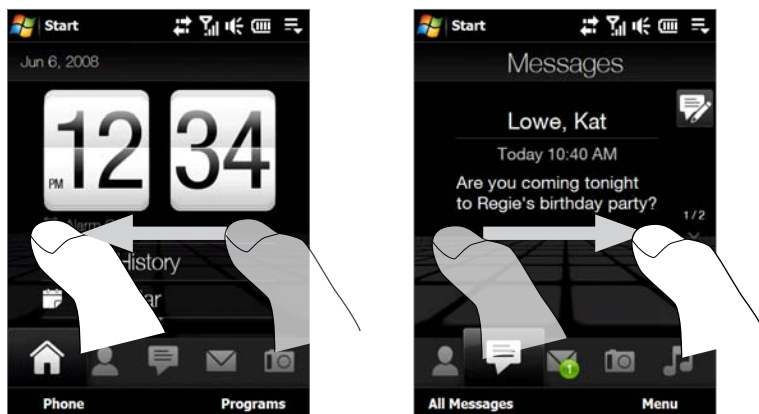
Home

The **Home** tab displays the current date, a flip-style clock, and an **Alarm** icon that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointments are also shown on the **Home** tab.

To select an item on the Home tab

- Touch the item; or
- Press Navigation up or down first to navigate to the item you want to select and then press ENTER.

Touch the date or the flip clock to open the Clock & Alarms screen where you can set the date, time, and alarm.
(See Chapter 13 for details.)

Touch this area to view details about missed calls in the Call History.
(See Chapter 2 for details.)
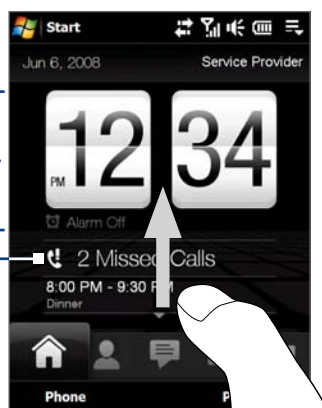
Swipe upward on the screen to display the smaller digital clock and view more appointments.

Home tab with flip clock

One all-day appointment and up to two timed appointments can be displayed. Touch this area to create, edit or view an appointment.
(See "Calendar" in Chapter 12 for details.)

Swipe downward on the screen to change back to the flip clock.
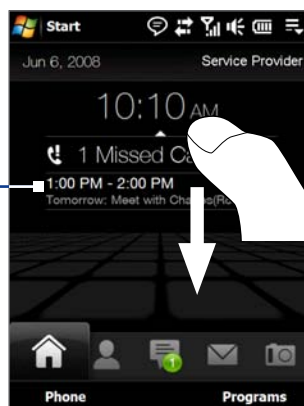
Home tab with smaller digital clock

People

On the **People** tab, you can add favorite contacts who you most frequently communicate with. This allows you to quickly make calls, send text messages, and send e-mails to your favorite contacts.

Tip   You can add up to 15 favorite contacts on the **People** tab.

To add favorite contacts

You should already have created or synchronized contacts on your device before you can add them to the **People** tab.

1. On the Home screen, slide your finger to the **People** tab.
2. Touch the small or big **Plus** icon, or touch **Add Favorite**.

3. On the Select a Contact screen, touch the name of the desired contact.

   Tip   To create a new contact, touch **Menu > New Contact**. See "Contacts" in Chapter 12 for details.

4. Select a phone number or e-mail address to associate to the favorite contact.

   Note   If there is no picture associated with the contact, the next screen prompts you to assign a picture to the contact.

5. To add another favorite contact, touch the small **Plus** icon (▣) at the right side of the screen and repeat steps 3 and 4.

To choose from your favorite contacts

• Do any of the following:

To flip through the contact pictures one at a time, swipe your finger up or down the screen. You can also press Navigation up or down to flip through the contact pictures.

On the picture strip at the right side of the People screen:

• Touch the picture of the desired favorite contact; or

• Press and hold on the currently selected contact picture to display a slide-out bar, and then slide up or down the picture strip. Release your finger when the desired favorite contact is selected.

- After selecting a favorite contact, touch the right arrow icon (>), the phone number or e-mail address shown below the contact picture to place a call, send a text message, or send an e-mail to the contact.

- Touch the picture of the contact on the center screen to access his or her contact card. On the contact card, you will see the last outgoing or incoming call as well as contact details such as phone numbers, e-mail address, and more.

Tips
- On the **People** tab, touch **All People** to access all contacts that are stored on your device.
- To remove the current favorite contact, touch **Menu > Remove Favorite**.

Messages

On the **Messages** tab, you can read text messages as they arrive and create a new text message. When there are new incoming text messages, the icon on the **Messages** tab will show the number of new messages. For example, [icon] indicates that there is a new message received.

To view the entire message thread from the sender and reply, touch the message on the screen.

Touch this icon to create a new text message.

To flip through received text messages, swipe your finger upward/downward, touch the Up/Down arrow on the screen, or press Navigation up/down.

Touch **All Messages** to access all text messages in your inbox and other folders.

Touch **Menu** to remove the current message and access more options.

For more information about working with text messages, see "Text Messages" in Chapter 6.

Mail

The **Mail** tab is where you send and receive e-mail messages. Including Outlook E-mail, you can add up to four POP3/IMAP4 and Web-based e-mail accounts in this tab.

To add an e-mail account

1. On the Home screen, slide your finger to the **Mail** tab.
2. If this is your first time to add an e-mail account, touch **New Account** on the bottom-right side of the screen.
3. Set up your e-mail account using the E-mail Setup wizard.
4. To add another e-mail account, touch **Menu > Accounts > New Account** and use the E-mail Setup wizard to set up your account.

For detailed instructions on setting up e-mail accounts using the E-mail Setup wizard, see Chapter 6.

To check e-mail

When there are new e-mails, the icon on the **Mail** tab and the respective icons of the e-mail accounts will show the number of newly received messages.

After selecting an e-mail account, touch this icon to create and send a new e-mail message.

These are your e-mail accounts. Touch an icon to select an e-mail account and view the new e-mails received in that account.

• To browse through received e-mails, swipe up or down on the envelope image or press Navigation up/down.
• Touch the e-mail on the screen to open and read the message.

Touch **Inbox** to access all e-mail messages of the currently selected account.

Touch **Menu** to access more options.

For more information about working with e-mails, see Chapter 6 and 7.

Photos and Videos

The **Photos and Videos** tab lets you visually flip through your photos and video clips and view them in full screen. From this tab, you can also activate the Camera so you can take pictures and record video clips.

The **Photos and Videos** tab displays pictures and video files from the current favorite album. By default, the Camera Shots album which stores the pictures and videos that you captured using the device camera is set as the favorite. You can change to another favorite album, if preferred.

To set an album as a Favorite

1. On the **Photos and Videos** tab, touch **Album** to open the Album program.
2. Touch **Albums** and then select one of the listed favorite albums.
3. Tap **Menu > Set as Favorite**. and then tap **OK** on the confirmation screen.

To view photos and videos

Touch here to take a photo.

Touch here to shoot video.

Touch the photo or video on the screen to view or play it in full screen.

To flip through photos and videos, swipe upward/downward, touch the Up/Down arrow, or press Navigation up/down.

Touch here to open the Album program. (See "Viewing Photos and Videos Using Album" in Chapter 11 for details.)

Touch **Slideshow** to view the photos as a slideshow. If a video is selected, touch **Play**.

Tips   • For more information about viewing in full screen, see "View an image" and "Play back video" in Chapter 11. The file formats that can be viewed on the **Photos and Videos** tab are the same as the Album program.
   • To transfer media files from a computer and view them on the **Photos and Videos** tab, copy or synchronize them to a folder under **\My Device** (the device memory) or **\Internal Storage** (the built-in storage).

Music

The **Music** tab allows you to visually browse through albums and music tracks and play music. The albums and music tracks that you see on the **Music** tab are from the **Now Playing** list of the Library.

Note Your device searches for all music files that have the following audio formats: MP3 (.mp3), WMA (.wma), AAC/AAC+ (.aac), and MPEG-4 (.m4a). It searches for music from the following locations:
　　　Device: \My Music (including all subfolders)
　　　　　　　\My Documents (including all subfolders)
　　　Storage: \Internal Storage (including all subfolders)

To play music

On the **Music** tab, flip through albums and all the music in each album, then touch the **Play** icon on the middle-right side of the screen to start playback.

Swipe upward/downward on the screen or press Navigation up/down to flip through albums and the music or songs in an album.

Touch here to go to the previous album or the previous music in the current album.

Touch here to play or pause. You can also press the ENTER button to play or pause.

Touch here to go to the next album or the next music in the current album.

Touch here to access the Library.

Touch **Menu** to set music playback to **Repeat**, turn **Shuffle** on or off, and more.

To advance forward or backward in the music

Do one of the following:

• Touch and hold on the thin bar below the album art to display the progress bar:

Drag your finger right or left on the progress bar to move forward or backward in the current music.

• Slide your finger around the Navigation Control as follows:
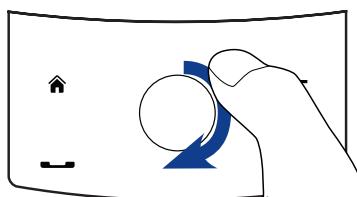
Slide your finger clockwise to advance forward in the music.
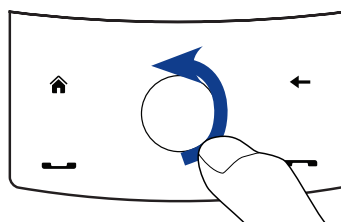
To move backward in the music, slide your finger counterclockwise.

To set repeat and shuffle modes

Touch **Menu > Repeat** and choose whether to repeat once, repeat all, or do not repeat. To toggle shuffle mode on and off, touch **Menu > Shuffle** and then select **Shuffle On** or **Shuffle Off**.

The icons on the upper-right side of the **Music** tab show whether repeat and shuffle modes are enabled.

  Repeat [One]　　 Repeat [All]　　 Shuffle [On]

To browse and play music in the Library

The Library organizes music into categories, such as **Now Playing**, **Artists**, **Albums**, **Genres**, **All Songs**, and more. When you add more albums or music tracks to your device, go to the Library to locate and play the new albums or music tracks.

1. On the **Music** tab, touch **Library** to open the Library screen.
2. The tabs at the bottom of the Library screen correspond to the different categories. To browse music under a certain category, slide to the tab that corresponds to the desired category.
3. Tap a music track to play it.

Note When you select a category in the Library such as Artists and play its music, the Now Playing list will be replaced with the music tracks from that category.

To use playlists

You can group your favorite music into a playlist and then play back the playlist.

- To create a new playlist:
    1. Select the desired music on the **Music** tab or the **Library**.
    2. Touch **Menu > Add to Playlist**.
    3. Touch **<New Playlist>**, enter a **Playlist name** and then touch **OK**.
- To add more music files to a playlist:
    1. On the **Playlists** tab, touch a playlist to open it.
    2. Touch **Menu > Edit**.
    3. Touch **Menu > Add**.
    4. Select the check boxes of the music you want to add to the playlist, or touch **Menu > Select All** to choose all the music.
    5. Touch **OK** three times and then touch **Up** to return to the **Playlists** tab.
- To play back a playlist:
    1. On the **Playlists** tab, touch a playlist to open it.
    2. Touch the first song in the playlist. The **Music** tab starts playing the first song. After each song, the next one in the playlist will be played.

Note Playlists are not automatically updated when music files have been deleted from the device memory or internal storage.

There are two types of playlists that can be shown on the **Playlists** tab:

- **Custom playlists**. Playlists that are created on the **Music** tab.
- **Windows Media® Player playlists**. Playlists that are in Windows Media® Player Mobile's Library (which is synchronized with Windows Media® Player on your computer). They are indicated by the Windows Media® Player icon (![icon]). These playlists cannot be edited.
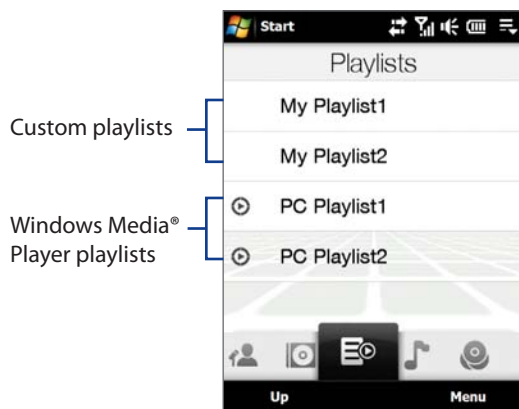
Note If a Windows Media® Player playlist contains a combination of music, video and image files, only music files in the playlist will be synchronized to your device and other media types will be filtered out.

Internet

On the **Internet** tab, you can open Opera Mobile™ to browse the Web and add Web favorites for one-touch access to your favorite Web sites.

Touch here to browse the Web using Opera Mobile.

Swipe upward or press Navigation down to scroll down the screen and access more Web favorites.

Touch **All Bookmarks** to open Opera Mobile and add, view or delete Web favorites.
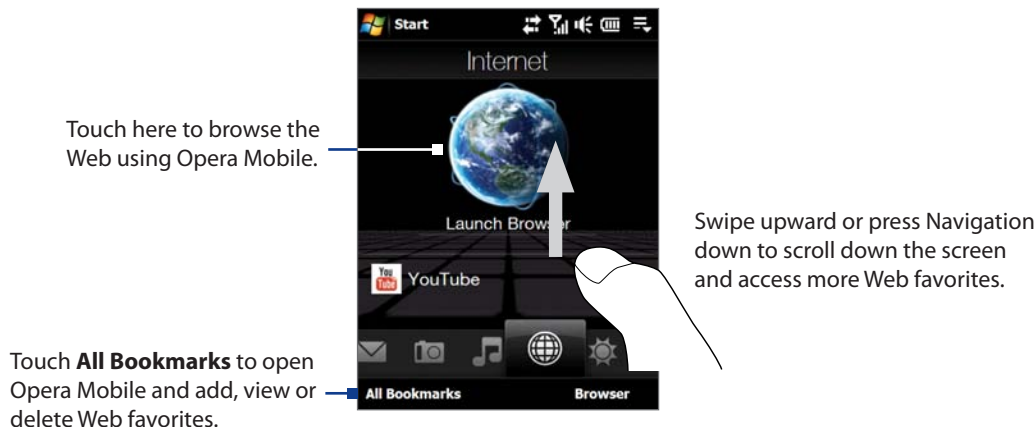
For more information about using Opera Mobile, see Chapter 8.

Weather

The **Weather** tab shows you the current weather as well as weather information for the next five days of the week.

To add a city

The **Weather** tab can display weather information of your local city and other added cities. Follow the steps below to add a city on this tab.

Tip   You can add up to 10 cities in the **Weather** tab.

1. On the **Weather** tab, touch **Menu > Add Location**.

2. The Select Country screen then appears. Flick your finger on the screen repeatedly in light, quick strokes to continuously scroll down the list of countries. You can also slowly scroll through the country list by dragging your finger upward on the screen. Touch the desired country to select it.

3. The Select City screen then appears. Flick your finger on the screen repeatedly in light, quick strokes to continuously scroll down the list of cities. You can also slowly scroll through the city list by dragging your finger upward on the screen. Touch the desired city to select it.

To view weather information

Your device automatically connects to the Internet via the data connection or Wi-Fi to download and display weather information. The current temperature, temperature range, type of weather (sunny, cloudy, showers, or others), and the time of day (daytime or nighttime) are shown on the **Weather** tab. To see the weather information for the next five days of the week, touch the screen or touch **5-day** at the bottom-left side of the screen.

Shows the last weather update. Touch this item to download the latest weather information.

To switch between cities, swipe your finger upward/downward, touch the Up/Down arrow on the screen, or press Navigation up/down.

Touch the screen or touch **5-day** at the bottom to see the weather information for the next five days of the week.

Touch **Menu** to add or delete a city, change the temperature to Celsius or Fahrenheit, and more.

To choose download options

1. On the **Weather** tab, touch **Menu > Settings**.

   Tip   You can also slide to the **Settings** tab and then touch **Data**.

2. You can choose from the following options:

   - **Download weather automatically**. When this option is selected, weather information is automatically downloaded from the AccuWeather Web site whenever you select the **Weather** tab, if the data has not been updated within the last three hours. Weather data is also downloaded every time an ActiveSync connection is established (through over-the-air or USB connections). Clear this option if you prefer to manually download weather information.

   - **Download weather when roaming**. Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional costs.

Settings

The **Settings** tab allows you to synchronize information with your computer or the Exchange Server, change sound settings such as the ring tone, and choose a different wallpaper for the **Home** tab. You can also easily turn on and off the communications features of your device such as Wi-Fi, Bluetooth, and more.

Programs

The **Programs** tab allows you to add your favorite programs for one-touch access.

Touch a program icon to open the corresponding program.

Touch an empty slot to add a favorite program.

Touch **All Programs** to access all the programs of your device.

Touch **Remove** to choose which program to remove from the **Programs** tab.
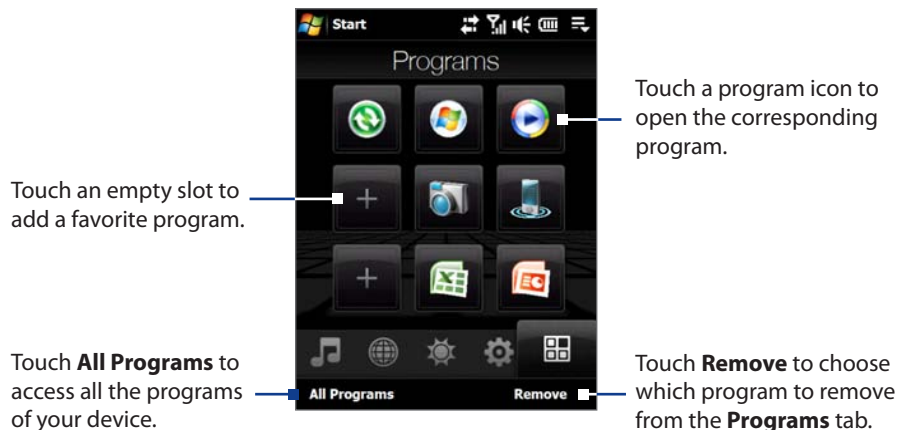
When you have filled up the screen with programs, scroll down the **Programs** tab to access more empty slots and add more programs. To scroll down, press and hold on the screen and then drag your finger upward. You can add up to 18 favorite programs.

To scroll back up, press and hold on the screen and then drag your finger downward.

Note   To replace a slot with another program, you must delete the occupying program shortcut first and then add your desired program.

3.3 Finger Gestures

You can use finger gestures to scroll, zoom and pan on the touch screen.

Finger scrolling

Finger scrolling can be used to scroll up and down Web pages, documents, and lists such as the contacts list, file list, message list, calendar appointments list, and more.
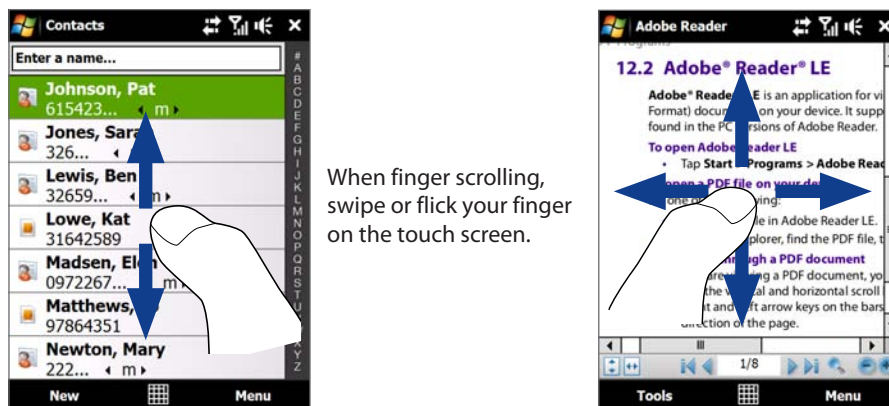
When finger scrolling, swipe or flick your finger on the touch screen.

To scroll up and down

- To scroll down, swipe your finger upward on the touch screen. To scroll up, swipe your finger downward on the touch screen.
- To auto-scroll, flick your finger upward or downward on the touch screen. Touch the screen to stop scrolling.

To scroll left and right

- To scroll towards the right, swipe your finger to the left.
  To scroll towards the left, swipe your finger to the right.
- To auto-scroll, flick your finger left or right. Touch the screen to stop scrolling.

Finger zooming

The type of finger gesture to use when zooming varies in different programs.

- To zoom in on a Web page in Opera Mobile, tap your finger twice on the screen. See "Using Opera Mobile" in Chapter 8 for details.
- To zoom in on a photo in Album, make a full-circle swipe on the touch screen. See "Viewing Photos and Videos Using Album" in Chapter 11 for details.

Finger panning

You can use finger panning to move to and view other parts of a zoomed photo, Web page, document, or an e-mail. To pan, touch and hold on the touch screen and then drag your finger in any direction.

Tip   To enable or mute finger scrolling and panning sound, touch **Start > Settings > System** tab **> TouchFLO**, and then select or clear the **Enable sound when finger scrolling and panning** check box.

Chapter 4
Entering Text

4.1 Selecting an Input Method

When you start a program or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is displayed, which you can use to enter text.

Tip   Select **Other Input Methods** to display more input methods.

To show or hide the Input Panel, tap the **Input Panel** icon.

Key when pressed

Input Panel
(Full QWERTY)

Input Panel icon

Input Selector arrow
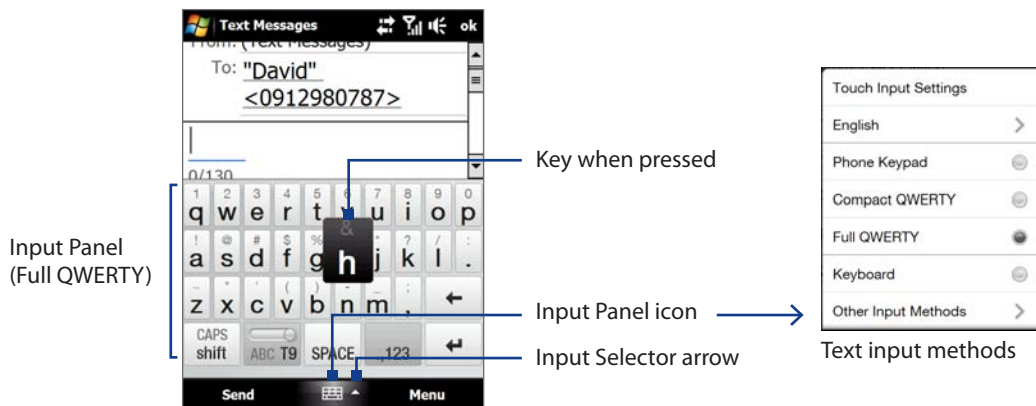
Text input methods

Icon	Input method	Icon	Input method
	Full QWERTY		Letter Recognizer or Block Recognizer
	Compact QWERTY		Transcriber
	Phone Keypad		Keyboard

Notes • Some text input methods may not be available in certain language versions of the device.
• When in landscape mode, the **Compact QWERTY** and **Phone Keypad** are not available.

4.2 Using the Full QWERTY

The **Full QWERTY** is a full on-screen QWERTY keyboard layout similar to a desktop PC keyboard.

Tip   You can also use the Windows Mobile on-screen keyboard which also has a QWERTY keyboard layout by selecting **Keyboard** (or **Other Input Methods > Keyboard**) on the Text input method menu.

• Tap to enter letters or symbols.
• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key

Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap $+$ to add a word to the T9 dictionary.

• Tap to enter an uppercase letter.
• Tap twice to turn on Caps Lock.

Tap to delete the previous character.

Tap to create a new line.

Tap to toggle between using **Normal** or **T9** mode.

Tap to open a keyboard layout that lets you easily enter numbers and symbols.
See "Using Numeric and Symbol mode" for details.

To enter text using the Full QWERTY

1. Start a program that accepts text input, such as Word Mobile.

2. Tap the **Input Selector** arrow, then tap **Full QWERTY**.

3. Start tapping keys on the keyboard as you would on a PC keyboard to enter your text. To learn how to enter text using T9 mode, see "Using Multitap and T9 modes" in this chapter.

4.3 Using the Compact QWERTY

The **Compact QWERTY** is a type of on-screen keyboard which features 20 keys. With its large, touch-friendly keys and enhanced features such as T9 predictive input, you can enter text faster and more accurately.

Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap | + | to add a word to the T9 dictionary.

• Tap to enter letters or symbols.
• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key

Tap to delete the previous character.

• Tap to enter an uppercase letter.
• Tap twice to turn on Caps Lock.

Tap to create a new line.

Tap to toggle between using **Multitap** or **T9** mode.

Tap to open a keyboard layout that lets you easily enter numbers and symbols.
See "Using Numeric and Symbol mode" for details.

Tip   You can tap and hold [123 Sym] to immediately open the numeric keyboard.

To enter text using the Compact QWERTY

1. Start a program that accepts text input, such as Word Mobile.

2. Tap the **Input Selector** arrow, then tap **Compact QWERTY**.

3. Start tapping keys on the keyboard to enter your text. To learn how to enter text using Multitap or T9 mode, see "Using Multitap and T9 modes" in this chapter.

4.4 Using the Phone Keypad

The **Phone Keypad** is a 12-key on-screen keypad that has a layout similar to mobile phone keypads, plus some additional keys. The Phone Keypad has large keys and enhanced input features such as T9 predictive input, which makes it faster for you to enter text in your messages and documents.

Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap [+] to add a word to the T9 dictionary.

• Tap to enter letters or symbols.

• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key

Tap to open the input settings.

Tap to delete the previous character.

• Tap to enter an uppercase letter.

• Tap twice to turn on Caps Lock.

Tap to create a new line.

Tap to toggle between using **Multitap** or **T9** mode.

Tap to open a keyboard layout that lets you easily enter numbers and symbols. See "Using Numeric and Symbol mode" for details.

Tip   You can tap and hold [123 Sym] to immediately open the numeric keyboard.

To enter text using the Phone Keypad

1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, then tap **Phone Keypad**.
3. Start tapping keys on the keyboard to enter your text. To learn how to enter text using Multitap or T9 mode, see "Using Multitap and T9 modes" in this chapter.

4.5 Using Multitap and T9 Modes

When using the on-screen keyboards, you can choose to enter text using Multitap or T9 mode.

Multitap mode

In **Multitap** mode (for Compact QWERTY and Phone Keypad), enter a character by tapping a key until the desired character is displayed on the screen.

- To enter the first letter that shows on a key, tap the key once. To enter the second letter, tap twice.
- To enter a punctuation mark, symbol, or number that appears on top of a key, tap and hold the key.

T9 mode

T9 is a predictive text input mode which displays a word candidate list as you enter the first few characters so you just select the word that you want.

To enter text using T9 mode

1. Start entering the first few letters of a word. As you enter each letter, predicted words will appear above the keyboard.
2. Tap the desired word to immediately insert it to your text.

Note   Navigate through the word candidate list if there are more words to choose from.

To add a word to the T9 dictionary

If the word that you have entered is not found in the dictionary, you can add it to the dictionary.

1. While in T9 mode, type a letter and then tap + on right side of the word candidate list.
2. Type the word you want to add and then tap **ADD**.

Add My Word:
non none   ADD   × ──── Tap to not add the word.
!   1   2   3   .

To customize Touch Input settings

1. Tap the **Input Selector** arrow, then tap **Touch Input Settings**.
2. On the Touch Input Settings screen, select or clear the following options according to your preferences:
   - **Spell Correction**. Lets you correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
   - **Word Completion in T9 mode**. Lets you select from a list of possible words based on the keys that you have tapped and on the words available in the dictionary.
   - **Word Completion in ABC mode**. Lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.
   - **Auto-Substitution**. Automatically inserts an apostrophe when you type common contracted words (for example, "dont" automatically becomes "don't").
3. Tap **Done**.

4.6 Using Numeric and Symbol Mode

Switch to Numeric and Symbol mode to let you easily enter numbers and common symbols such as parentheses, braces, currency signs, punctuation marks, special characters, and more. Numeric and Symbol mode is available when using the **Full QWERTY, Compact QWERTY**, and **Phone Keypad**.

Tap a number or symbol to insert it into your text.

Tap to go to the previous or next page of symbols.

See "To lock the keyboard in Numeric and Symbol mode."

Tap to switch to the numeric keyboard

Tap to switch back to the letter keyboard layout.

Compact QWERTY and Phone Keypad
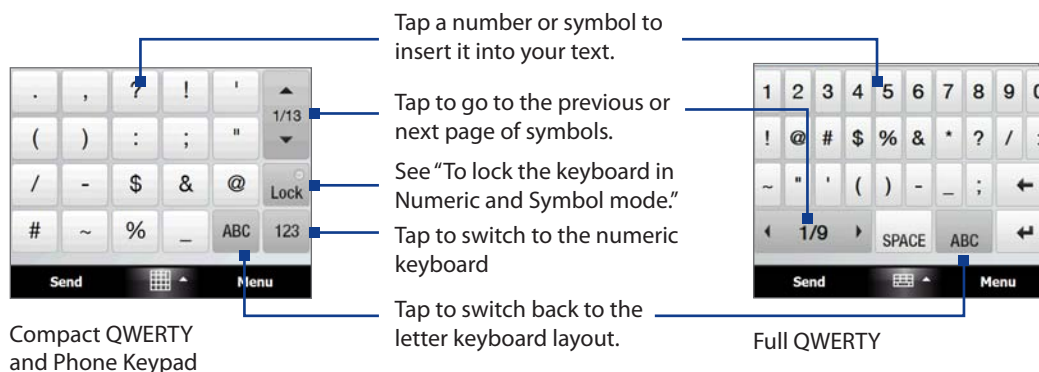
Full QWERTY

To switch to Numeric and Symbol mode

1. While using Full QWERTY, Compact QWERTY, or Phone Keypad, tap 123 Sym / .,123 .
2. Locate the number or symbol, then tap it to insert it into your text.

To lock the keyboard in Numeric and Symbol mode

You can lock the keyboard in Numeric and Symbol mode so you can continuously enter symbols and numbers.

1. Tap the **Input Selector** arrow and then tap **Other Input Methods > Options**.
2. In the **Input Method** tab, select a **Touch** input method in the **Input method** list, then tap **Options**.
3. Clear the **Turn on one-touch symbol entry** check box.

Tip   In Compact QWERTY and Phone Keypad, tap Lock / Lock to toggle between locking the keyboard in Numeric and Symbol mode and switching back to the letter keyboard layout after tapping a symbol or number.

4.7 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow and then tap **Other Input Methods > Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
    *   Enter letters by writing in the **abc** (left) area of the box.
    *   Enter numbers by writing in the **123** (right) area of the box.
    *   Enter symbols and punctuation by tapping the left or right area of the box (a gray dot appears), then writing the desired character.

Tip   For help with writing characters, tap the question mark near the writing area.

4.8 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation marks, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow and then tap **Other Input Methods > Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
    *   Enter uppercase letters by writing in the **ABC** (left) area of the box.
    *   Enter lowercase letters by writing in the **abc** (middle) area of the box.
    *   Enter numbers by writing in the **123** (right) area of the box.
    *   Enter punctuation and symbols by writing the desired character in the **123** (right) area of the box.

Tip   For help with writing characters, tap the question mark near the writing area.

4.9 Using Transcriber

Transcriber is a handwriting recognition program that enables you to write in cursive, print, or a combination of both.

To write using Transcriber

1. Open a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow and then tap **Other Input Methods > Transcriber**. The Transcriber introductory screen appears. Read the introduction and tap **OK**.
3. Position the cursor where you want text to appear.
4. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text. To use this on-screen keyboard, tap [keyboard icon] on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

Tips   • To reposition the keyboard, tap and hold the title bar, then drag to the desired location.

• When no text is selected, you can open the keyboard by using the [gesture icon] gesture (draw a line straight down and then straight up). For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a program, draw a line from left to right across the text you want to edit.
2. After you lift the stylus from the screen, the line disappears and the selected text will be highlighted.
3. Do either of the following:
    *   Rewrite the text.
    *   Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

Chapter 5
Synchronizing Information With Your Computer

5.1 About Synchronization

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

- **Microsoft® Office Outlook® information**, which include Office Outlook e-mail, contacts, calendar, tasks, and notes
- **Notes**, which are created using **Microsoft® Office OneNote® 2007**
- **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

Before you can synchronize, you need to install and set up first the synchronization software on your computer. For more information, 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 on your computer, connect and synchronize your device with your computer by:

- Using the supplied USB sync cable.
  Upon connecting the sync cable to your device and your computer, the synchronization process automatically starts.
- Using Bluetooth.
  You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 9. For information about synchronizing through Bluetooth, see "Synchronizing via Bluetooth" later in this chapter.

Try to synchronize regularly in order to keep information up-to-date in both your device and your computer.

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

5.2 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 device.

Set up synchronization in Windows Mobile Device Center

When you connect your device to your computer and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your device. To create a partnership:

1. Connect your device to your computer. Windows Mobile Device Center configures itself, 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 device but not synchronize Outlook information.

4. Select the items you want to synchronize, then click **Next**.
5. Enter a device name, then click **Set Up**.

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

Use Windows Mobile Device Center

To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows Vista computer.

On Windows Mobile Device Center, you can do the following:

- Click **Mobile Device Settings** to change synchronization settings.
- When you click **Pictures, Music and Video > XX new pictures/video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your computer.
- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to synchronize music and video files using Windows Media® Player. For more information, see "Using Windows Media® Player Mobile" in Chapter 11.
- Click **File Management > Browse the contents of your device** to view documents and files on your device.

Note   See Windows Mobile Device Center Help for more information.

5.3   Setting Up ActiveSync® on Windows XP®

The Getting Started disc that comes with your device contains Microsoft ActiveSync 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

Note   For a list of compatible Windows systems, go to http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx.

Install ActiveSync

1. Place the Getting Started disc to the disc drive of your computer.
2. Click **Setup and Installation**.
3. Select the **ActiveSync** check box, then click **Install**.
4. Read the license terms, then click **Accept**.
5. When installation is completed, click **Done**.
6. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization in ActiveSync

1. Connect your device to your computer. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your computer, clear the **Synchronize directly with a server running Microsoft Exchange** check box, then click **Next**.
3. Select the information types that you want to synchronize, 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 device automatically. Notice that Outlook e-mails and other information appear on your device after synchronization.

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your computer using the USB cable or Bluetooth connection.

Start and stop synchronization

You can manually synchronize either from your device or computer.

From your device

- On the TouchFLO 3D Home screen, slide to the **Settings** tab and then touch **Sync Data**; or
- Tap **Start > Programs > ActiveSync**, then tap **Sync**. To end synchronization before it completes, tap **Stop**.

Tip   To delete a partnership with one computer completely, disconnect your device from that computer first. In ActiveSync on your device, tap **Menu > Options**, tap the computer name, then tap **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 computer

When you connect your device to your computer, ActiveSync automatically opens on your computer and synchronizes.

- To manually start synchronization, click .
- To end synchronization before it completes, click .

Change which information is synchronized

You can change the information types and the amount of information to synchronize for each type either on your device or your computer. Follow the steps below to change synchronization settings on your device.

Note   Before changing synchronization settings on your device, disconnect it from your computer.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to 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.
3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.

 You can then set the download size limit, specify the time period of information to download, and more.

Notes • Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your computer's Windows Mobile Device Center or ActiveSync.

- A computer can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two computers. To ensure that your device will synchronize properly with both computers, set up the second computer using the same synchronization settings you used on the first computer.
- Outlook e-mail can be synchronized with only one computer.

Troubleshoot sync connection problem

In some cases, when the computer connects to the Internet or a local network, it may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab **> USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your computer utilize a serial USB connection with your device.

5.5 Synchronizing via Bluetooth

You can connect and synchronize your device with the computer using Bluetooth.

Note To connect and synchronize your device with a computer via Bluetooth, your computer must have a built-in Bluetooth or installed with a Bluetooth adapter or dongle.

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your computer to synchronize through Bluetooth. See the program's Help for instructions.

2. On your device, tap **Start > Programs > ActiveSync**.

3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. See "Bluetooth Modes" in Chapter 9 for details.

    If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth Partnerships" in Chapter 9.

4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.

Note To conserve battery power, turn off Bluetooth when not in use.

5.6 Synchronizing Music and Video

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

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

- Install Windows Media® Player Version 11 on your computer. (Windows Media® Player 11 works only in Windows XP or later versions).

- Connect your device to the computer with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.

- Set up a sync partnership between your device and your computer's Windows Media® Player.

For more information about using Windows Media® Player Mobile, see Chapter 11.

Chapter 6
Exchanging Messages

6.1 Messaging

Messaging is a central location where you will find all types of messaging accounts, which include text messages (SMS) and e-mail accounts.

### To select a messaging account

Do one of the following:

- On the TouchFLO 3D Home screen, slide to the **Mail** tab and then touch **Menu > Accounts > Accounts**. The Account Picker screen then opens where you can select an account.

  Tip You can also tap **Start > Messaging** to access the Account Picker screen.

- While you are in a message list of a certain account, for example **Text Messages**, tap **Menu > Go To** to switch to other types of messaging accounts.

To configure message account settings

- Tap **Menu > Options** on the Account Picker screen; or
- Tap **Menu > Tools > Options** while you're in a message list.
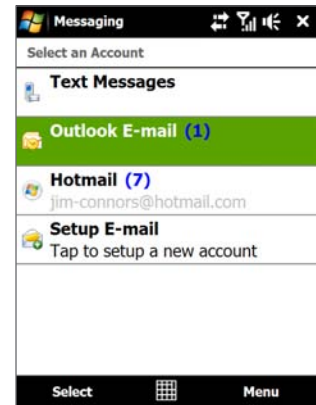
Account Picker screen

To automatically add a signature in outgoing messages

You can automatically add your name and other information as your signature in outgoing SMS and e-mail messages:

Note You need to specify your signature for each type of messaging account.

1. Tap **Start > Messaging**, then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select a messaging account in which to add a signature.
4. Select the **Use signature with this account** check box.
5. In the provided text box, enter the information that will be displayed as your signature.
6. If you want the signature to be added whenever you reply or forward messages, select the **Use when replying and forwarding** check box, then tap **OK**.
7. Repeat the steps to add a signature to other messaging accounts.

6.2 Text Messages

Send short text messages (SMS) up to 160 characters long to other mobile phones.

Create a new text message

Depending on your preference, there are a number of alternative ways you can create a new text message.

From the TouchFLO 3D Home screen

1. On the Home screen, slide to the **Messages** tab.
2. Touch the **New** icon ( ) on the upper right side of the screen.

Tip To send a text message to a favorite contact, first select the photo of the desired contact in the **People** tab to open his or her contact card and then touch **Send text message**. For more information about working with favorite contacts, see "People" in Chapter 3.

From the Account Picker screen

1. Tap **Start > Messaging > Text Messages**.
2. Tap **Menu > New**.

From the Contacts screen

1. Tap **Start > Contacts**.
2. Tap the contact's name to open his or her contact card.
3. Touch **Send text message**.

Compose and send a text message

After creating a new text message, follow the steps below to enter your message and then send it.

1. To add recipients, enter their mobile phone numbers in the **To** field, separating them with a semicolon. You can also tap **To** or tap **Menu > Add Recipient** to add mobile phone numbers from Contacts.
2. Enter your message.

   Tip   To choose from preset messages, tap **Menu > My Text** and tap a desired message. To check the spelling, tap **Menu > Spell Check**.

3. Tap **Send**.

Tips • For more information about entering text and symbols, see Chapter 4.

   • If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options**, then select the **Request message delivery notification** check box.

   • To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **Text Messages**, then select the **Request delivery notifications** check box.

Manage text messages

Text messages that are sent to and received from a contact (or number) are grouped as a single thread in your inbox. Threaded SMS lets you see exchanged messages (similar to a chat program) with a contact on the screen.
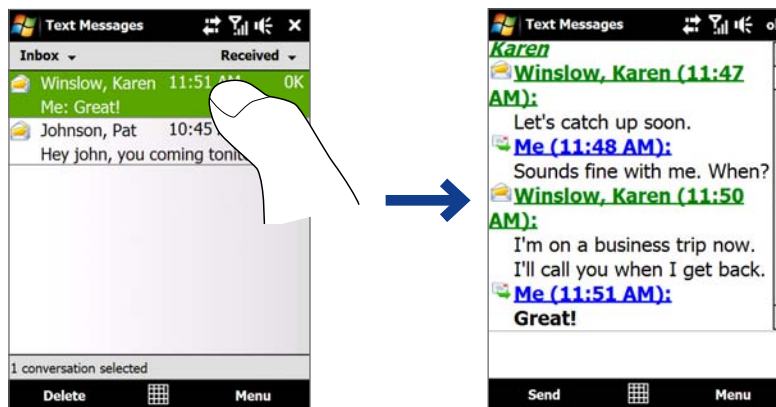
To reply to a text message

1. In the Text Messages inbox, tap a message thread to open it.
2. At the bottom of the screen, type your reply message and then tap **Send**.

Enter your reply message here
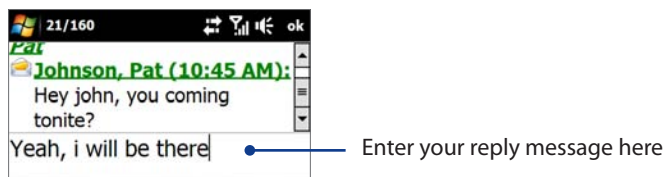
To delete a message in the thread

1. In the Text Messages inbox, tap a message thread to open it.
2. Use the Navigation Up or Down control to select a message in the thread that you want to delete.
3. Tap **Menu > Delete**.

To delete all messages in a thread

1. In the Text Messages inbox, select a message thread using the Navigation Up or Down control.
2. Tap **Delete**.

6.3 Types of E-mail Accounts

You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you sync with your computer or the Exchange Server.
- E-mail account that you have from an Internet Service Provider (ISP) or other e-mail provider.
- Web-based e-mail accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, and others.
- Work account that you access using a VPN connection.

Set up your device to synchronize Outlook e-mail with the computer

If you have installed the synchronization software on your computer and created a partnership with your device, then your device is ready to send and receive Outlook e-mail.

If you have not yet installed the synchronization software nor created a partnership, do so by following the procedures in Chapter 5.

Tip   To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via an over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company e-mail server, see Chapter 7.

Add an e-mail account

To add a new e-mail account, you can do one of the following:

- On the TouchFLO 3D Home screen, slide to the **Mail** tab and then touch **Menu > Accounts > New Account**; or
- Tap **Start > Messaging > Setup E-mail**.

The E-mail Setup wizard then opens and lets you enter your e-mail account settings. See "E-mail Setup Wizard" in this chapter for details.

6.4 E-mail Setup Wizard

Windows Mobile's **E-mail Setup** wizard walks you through the process of setting up your e-mail account. It has an Auto Setup feature which can automatically set up your e-mail account based on the e-mail address and password that you enter, if your e-mail provider settings are preconfigured on your device. If the settings are not found on your device, Auto Setup then attempts to retrieve the settings online for which you may be charged when your device connects to the Internet and downloads them. If it cannot find the e-mail settings online, you need to enter them manually.

Note   For more information about setting up your company Outlook e-mail account, see Chapter 7.

Set up an Internet e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account from an Internet service provider (ISP) or other e-mail service provider, or a Web-based account such as Gmail, Yahoo! Mail Plus, or AOL. You can also add a work account that you access using a VPN server connection as a POP3/IMAP4 account.

1. Add a new e-mail account. See "Add an e-mail account" for instructions.
2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.
3. If e-mail provider settings are found preconfigured on your device, the E-mail Setup wizard shows a successful message. Tap **Next**.

   If the settings are not found on your device, select the **Try to get e-mail settings automatically from the Internet** checkbox to find and download e-mail server settings from the Internet and then tap **Next**.

4. Enter **Your name** and the **Account display name** and then tap **Next**.

   Note If the E-mail Setup wizard was unsuccessful in finding and downloading settings from the Internet, select **Internet e-mail** from the **Your e-mail provider** list on the next screen. You will be asked to enter e-mail server settings. See "To specify e-mail server settings" for details.

5. In the **Automatic Send/Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

   Note Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see "To customize download and format settings."

6. Tap **Finish**.

To specify e-mail server settings

If Auto Setup is unsuccessful, contact your ISP or e-mail provider for the **Incoming mail server** and **Outgoing mail server** settings so you can enter them on your device.

Other options that you can select include the following:

- Select the **Outgoing server requires authentication** check box, if required by your provider.
- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the **Use the same user name and password for sending e-mail** check box. You will be prompted to enter this information.
- Tap **Advanced Server Settings**, then select the **Require SSL** check boxes if your e-mail provider uses an SSL connection for more secured e-mail. From the **Network connection** list, select the data connection that you use for connecting to the Internet.

To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap the **Review all download settings** link at the bottom of the screen to choose download options, message format, and other settings.

Options	Description
Automatic Send/Receive	You can select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your device.
Send/receive when I click Send	By default, messages are immediately delivered when you tap **Send**. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping **Menu > Send/ Receive**).
Use automatic send/receive schedule when roaming	This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your device.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

Set up a custom domain e-mail

When you are using an e-mail domain name that is hosted by a different e-mail provider (for example, your e-mail address may be Benjamin@startup.com but Email.com hosts the e-mail account and provides e-mail services), select the **Custom Domain** option in the E-mail Setup wizard to set up your e-mail account on your device.

1. Add a new e-mail account. See "Add an e-mail account" for instructions.
2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.
3. Clear the **Try to get e-mail settings automatically from the Internet** and then tap **Next**.
4. In **Your e-mail provider**, select **Custom domain** and then tap **Next**.

5. Enter the domain of your e-mail provider and then tap **Next**.

6. The E-mail Setup wizard then tries to find the e-mail provider settings on your device or from the Internet. If the settings are found, it shows a successful message. Tap **Next**.

7. Enter **Your name** and the **Account display name** and then tap **Next**.

> **Note**   If the E-mail Setup wizard was unsuccessful in finding the settings, you will be prompted to enter e-mail server settings on the succeeding screens. See "To specify e-mail server settings" for details.

8. In the **Automatic Send/Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

> **Note**   Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see "To customize download and format settings."

9. Tap **Finish**.

6.5 Using E-mail

After setting up e-mail accounts on your device, you can start sending and receiving e-mail messages.

Create a new e-mail message

Depending on your preference, there are two ways you can create a new e-mail message.

To start from an empty message

1. On the TouchFLO 3D Home screen, slide to the **Mail** tab.

2. Select the e-mail account you want to use on the right side of the screen.

> **Tip**   To choose from other e-mail accounts that are not displayed on the **Mail** tab, touch **Menu > Accounts > Accounts** and then select an e-mail account from the Account Picker screen.

3. Touch the **New Mail** icon ( ) to create a new e-mail.

To send an e-mail to a favorite contact

1. On the TouchFLO 3D Home screen, slide to the **People** tab.

2. Swipe your finger on the screen to flip through the photos of your favorite contacts.

3. When the photo of the desired contact is displayed, touch the displayed photo and then touch **Send e-mail**.

For more information about working with favorite contacts, see "People" in Chapter 3.

Tip   You can also touch **Start > Contacts**, select a contact name, and then touch **Send e-mail**.

Compose and send an e-mail

After creating a new e-mail, follow the steps below to enter your message and then send it.

1. To add recipients, enter their e-mail addresses, separating them with a semicolon. You can also tap **To** if you want to add e-mail addresses stored in Contacts.

2. Enter a subject and compose your message.

> **Tip**   To choose from preset messages, tap **Menu > My Text** and tap a desired message. To check the spelling, tap **Menu > Spell Check**.

3. Tap **Send**.

Tips   • For more information about entering text and symbols, see Chapter 4.

   • To set the message priority, tap **Menu > Message Options**.

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

To add an attachment to a message

1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file or picture you want to attach, or record a voice note.

Filter the Inbox message list

When the Inbox on your device is full of messages, you can filter your Inbox to display only the messages that contain a particular sender or subject you are searching for.

To filter your Inbox

Enter the sender name or e-mail subject you want to look for. As you type characters, the message list narrows down to the sequence of characters you have entered.

For example, entering "B", then "E" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "BE."
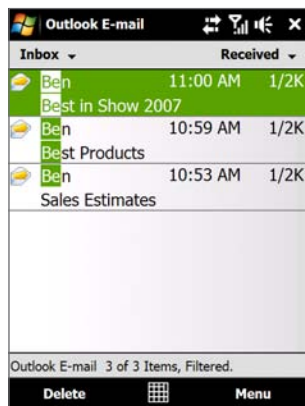
View and reply to messages

To download a complete e-mail

By default, each e-mail received in the inbox on your device contains only the first few kilobytes of the message. When you open an e-mail, it displays only the headers and part of the message. You must download the whole e-mail to view the complete content.

To download a complete e-mail message, open the e-mail and then do one of the following:

- Finger-scroll to the end of the message, and tap **Get entire message and any attachments** (POP3 e-mail account) or tap **Get the rest of this message** (IMAP4 and Outlook e-mail accounts).
- Tap **Menu > Download Message**.

Notes • The Fetch Mail feature, which is available for POP3 and IMAP4 Internet e-mail accounts, downloads an entire e-mail without the need for you to perform a full synchronization. This limits the download to just the e-mail message that you want and helps save data cost. Fetch Mail is also available for Outlook E-mail. See "Instant download through Fetch Mail" in Chapter 7 for details.
   • Download may take some time, depending on the speed of your Internet connection, size of the whole e-mail, and whether file attachments are automatically downloaded.

To download file attachments

- **POP3 e-mail account:** File attachments of a POP3 Internet e-mail account are automatically downloaded when you download a complete e-mail.
- **IMAP4 and Outlook e-mail accounts:** File attachments appear below the subject of an e-mail message. Tapping an attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

You can set automatic download of file attachments. See "Customize e-mail settings" in this chapter for details.

To reply to or forward a message

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response, then tap **Send**.

Notes • You can receive and view HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing. HTML e-mail support in Outlook Mobile is available only if you are synchronizing your device with Microsoft Exchange Server 2007.

• When replying using an Outlook e-mail account, you can customize ActiveSync to exclude addresses, including your own, from being added to the recipient list. Tap **Menu > Options** in ActiveSync, select the **E-mail** item, tap **Settings**, then tap **Advanced**. In the **My e-mail addresses** text box, enter e-mail addresses you want to exclude.

Synchronize e-mails

Synchronizing e-mails ensures that new e-mails are downloaded to the device Inbox folder, e-mails in the Outbox folder are sent, and e-mails deleted from the server are removed from your device. The manner in which you synchronize e-mails depends on the type of e-mail account you have.

To automatically synchronize an Outlook e-mail account

1. Connect your device to your computer through USB or Bluetooth. Otherwise, connect through Wi-Fi or a data connection if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 7.
2. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

To manually synchronize your Outlook or Internet e-mail account

1. Select your Internet e-mail account. (See "To select a messaging account" in this chapter.)
2. Tap **Menu > Send/Receive**.

Customize e-mail settings

To change the download size and format for Outlook e-mail

1. Disconnect your device from the computer.
2. Tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.
4. On the E-mail Sync Options screen:
   • Under **Message format**, select HTML or Plain text.
   • Under **Download size limit**, select the desired e-mail size.
5. Close ActiveSync and reconnect your device to the computer.

To change the download size and format for Internet e-mail

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your POP3 or IMAP4 Internet e-mail account.
3. Tap **Download Size Settings**.
   • Under **Message format**, select HTML or Plain text.
   • Under **Download size limit**, select the desired e-mail size.
4. Tap **Done**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap the name of your IMAP4 e-mail account.
3. Tap **Download Size Settings**.
4. In **Download attachments,** select a download size or select **All attachments**.
5. Tap **Done**.

To store attachments on the internal storage

1. Tap **Start > Messaging**.
2. Tap **Menu > Options > Storage** tab.
3. Select the **When available, use this storage card to store attachments check box**.

Chapter 7

Working With Company E-mails and Meeting Appointments

7.1 Synchronizing with the Exchange Server

To keep up-to-date with your company e-mails and meeting schedules while you're out of the office, you can connect your device to the Internet through Wi-Fi or a data connection and synchronize with your company's Exchange Server.

Set up an Exchange Server connection

Before you can synchronize or access information on the Exchange Server, you need to set up an Exchange Server connection on your device. You need to get the following information from your network administrator and enter them on your device:

- Exchange Server name (must be Outlook Web Access server name)
- Domain name
- User name and password that you use at work

If you have not synchronized your device with your computer, follow these steps to set up an Exchange Server connection.

1. Add a new e-mail account. See "Add an e-mail account" in Chapter 6 for instructions.
2. Enter the **E-mail address** and **Password** for the e-mail account and select the **Save password** option. Tap **Next**.
3. Clear the **Try to get e-mail settings automatically from the Internet** option and tap **Next**.
4. In **Your e-mail provider**, select **Exchange server** and tap **Next**.
5. Tap **Next** again.
6. Select the **Attempt to detect Exchange Server Settings automatically** option and tap **Next**.
7. Enter the **Domain** name and tap **Next**.
8. In **Server address**, enter the Exchange Server address and tap **Next**.
9. Select the items that you want to sync with the Exchange Server.

Tips	• To change synchronization settings of an information item, for example, **E-mail**, select the item, then tap **Settings**.
	• To change the rules for resolving synchronization conflicts, tap **Menu > Advanced**.

10. Tap **Finish**.

Notes	• If you synchronized e-mails with your computer before, open ActiveSync on your device, then tap **Menu > Add Server Source** to set up an Exchange Server connection. When prompted to select information types for synchronization, you must first clear the **E-mail** check box under the Windows PC item before you can select **E-mail** under Exchange Server.
	• To change Exchange Server settings, open ActiveSync on your device, then tap **Menu > Configure Server**.

Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a Wi-Fi or data connection to the Internet so that you can synchronize over the air. For more information about connections, see Chapter 8.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

To manually start synchronization, you can do one of the following:

- On the TouchFLO 3D Home screen, slide to the **Settings** tab and then touch **Sync Data**; or
- Tap **Start > Programs > ActiveSync** and then tap **Sync**.

Note	If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the computer to "pass through" to the network and download Outlook e-mails and other information to your device.

7.2 Working With Company E-mails

Your device gives you instant access to your company e-mails and lets you manage your messages easier. Direct Push, Fetch Mail, Remote e-mail search, and e-mail flags are just some of the tools you can use to manage your e-mails.

Note Some messaging features depend on the Microsoft Exchange Server version used in your company. Check with your network administrator for the availability of these features.

Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. Items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a Wi-Fi or data connection on your device.

You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

Requirement The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version**.

You can turn on Direct Push in the Comm Manager or ActiveSync.

To turn on Direct Push in Comm Manager

1. To open the Comm Manager, slide to the **Settings** tab on the TouchFLO 3D Home screen and then touch **Communications**.
2. On the Comm Manager screen, touch **Microsoft Direct Push**.

To turn on Direct Push in ActiveSync

1. Tap **Start > Programs > ActiveSync** and then tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

Note When Direct Push is off, you need to manually retrieve your e-mails.

Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently. (Peak times usually refer to your working hours when e-mail volume is high).
3. Select a longer interval in the **Off-peak times** box.

Tip To set the days and hours that make up your peak and off-peak times, tap the **peak times** link at the bottom of the screen.

Instant download through Fetch Mail

The **Fetch Mail** feature downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action. This limits the download to just the e-mail message that you want and helps save data cost.

Requirement Fetch Mail works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.

1. On the TouchFLO 3D Home screen, slide to the **Mail** tab, select your **Outlook** account, and then tap **Inbox**.
2. Open an e-mail message.
3. By default, only the first few words of the message is shown. To download the whole e-mail, finger-scroll to the end of the message, then tap **Get the rest of this message**.
4. Wait for the remainder of the message body to download.

Notes • For information about changing e-mail sync options such as setting the download size for e-mail, see "Customize e-mail settings" in Chapter 6.

• When you receive an e-mail that contains a link to a document such as a PDF or Microsoft Office document located on SharePoint or an internal file server, you can tap the link to view the document on your device. You can view the document only if you have a Microsoft Outlook account that synchronizes with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

Search for e-mails on the Exchange Server

You can access e-mails that are not available on your device by searching your Microsoft Exchange Server mailbox. The search results are downloaded and displayed in a Search Results folder.

Requirement   Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the date range of messages to search from.
5. In the **Look in** list, specify whether to search in the **Inbox**, **Sent Items**, or **All Folders**.
6. Tap **Search**.

Tip   To clear the search results and return to the message list, tap **Menu > Clear Results**.

Flag your messages

Flags serve as a reminder for you to follow-up on important issues or requests contained in e-mail messages. Flagging messages, which has been a useful feature on desktop Outlook E-mail, can also be done in Outlook Mobile on your device. You can flag received e-mail messages on your device.

Requirement   Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

1. Open Outlook on your device and access the Inbox.
2. Select a message or open a message.
3. Tap **Menu > Follow Up** and select one of the following options:
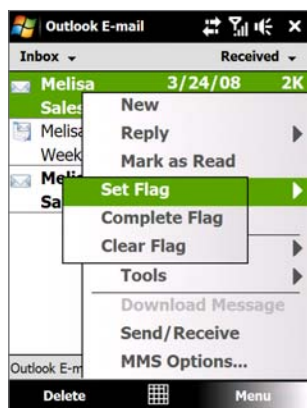
• **Set Flag** Mark the message with a red flag to indicate that it needs follow up.
• **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.
• **Clear Flag** Remove the flag to unmark the message.

Note   E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.

Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

To send out-of-office auto-reply messages

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Out of Office**.
3. In the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message, then tap **Done**.
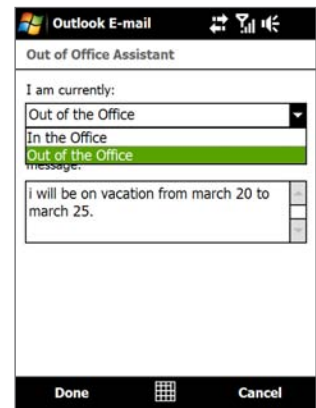
7.3 Managing Meeting Requests

When you schedule and send meeting requests from your device, you can invite attendees to your meeting and check their status to know about their availability.

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Requirement   Your company must be using **Microsoft Exchange Server 2007 or higher**.

To reply to a meeting request

1. When you receive a meeting request e-mail, a notification will be displayed on your device. Open the e-mail.
2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

    Tips   • Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.

    • If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.

3. Choose whether or not to edit your response e-mail before sending, then tap **OK**.
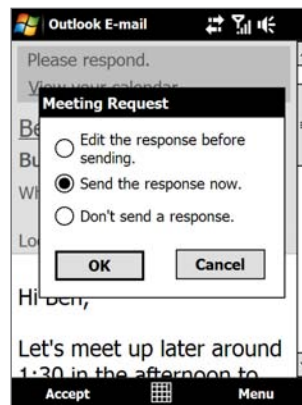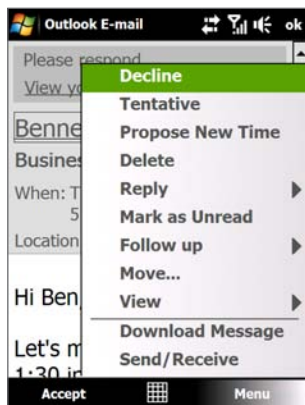
If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

To view the list of meeting participants

1. Tap **Start > Calendar**.
2. Tap a meeting request that you sent and then tap **Attendees**. The required and optional attendees will be listed.

Icons indicating whether each attendee has accepted or declined the meeting request will also be displayed.

Note To see the icon indicators in the attendees list, make sure Calendar is synchronized with the Exchange Server.

Tips • For information about creating a meeting request, see "To send a meeting request" in Chapter 12.

   • To view an attendee's contact information, tap the attendee's name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

7.4 Finding Contacts in the Company Directory

In addition to having contacts on your device, you can access contact information from your organization's Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

Requirement Access to the Company Directory is available only if your organization is running **Microsoft Exchange Server 2003 SP2 or higher**, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with the Exchange Server.

2. Do any of the following:

   • In Contacts, tap **Menu > Company Directory**.

   • In a new e-mail message, tap the To box (or tap **Menu > Add Recipient**), then tap **Company Directory** on the top of the list.
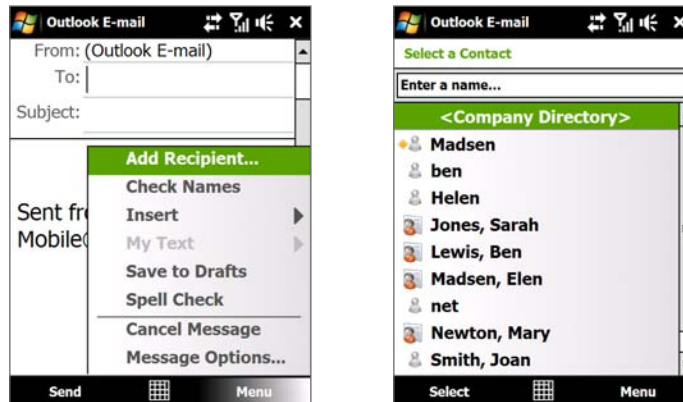
   • When creating a meeting request and selecting required and optional attendees in Calendar, tap **Company Directory**.

2. Enter a partial or full contact name and tap **Search**. In the search results list, tap a contact to select it.
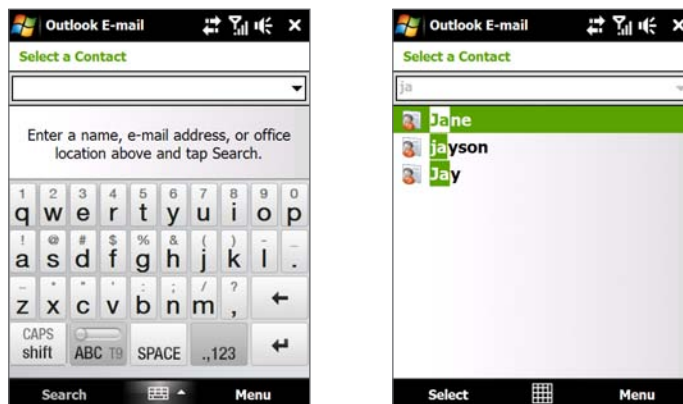
Note • You can save a contact from the Company Directory to your device by selecting the contact, then tapping **Menu > Save to Contacts**.

   • You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

Chapter 8
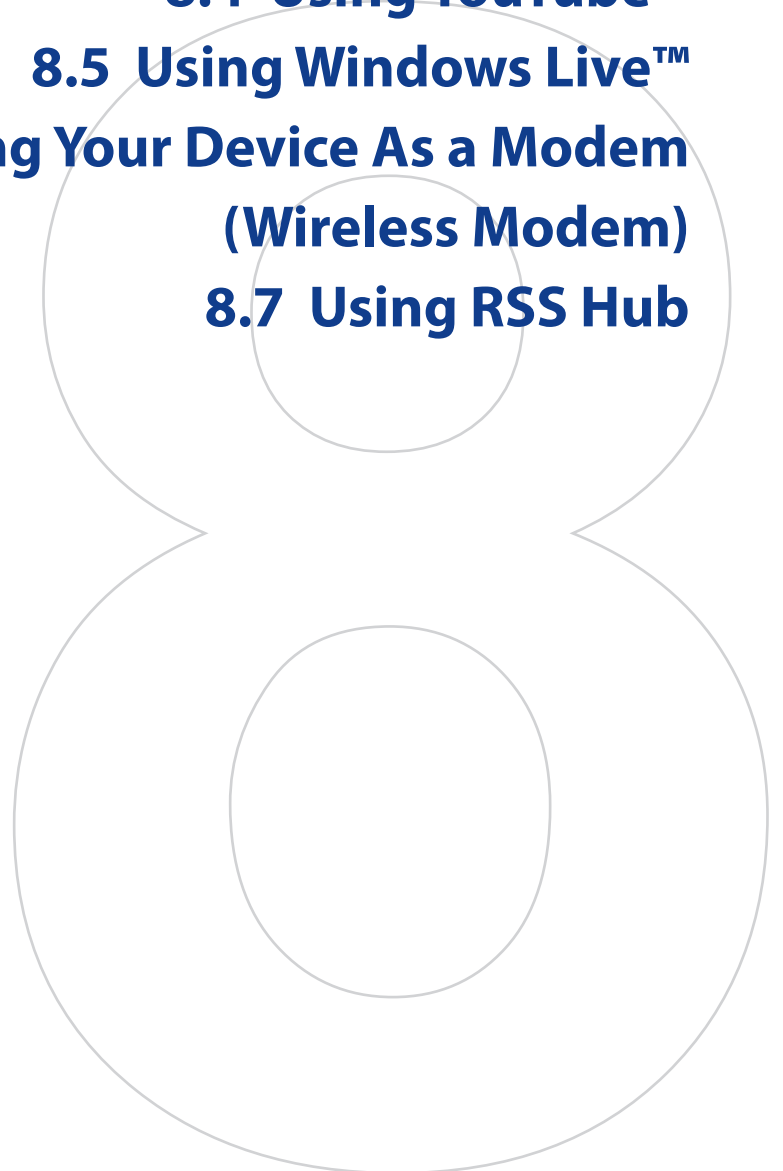## Internet

8.1 Ways of Connecting to the Internet

Your device's networking capabilities allow you to access the Internet or your corporate network at work through one of the following connections:

- Wi-Fi
- Dial-up

Note You can also add and set up the following connections:

- **VPN:** A VPN connection is used to access your corporate network by using an existing Internet connection.
- **Proxy:** A Proxy connection is used to access the Internet using an existing connection to your corporate or WAP network.

Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet (100 meters).

To use Wi-Fi on your device, you need access to a wireless access point or "hotspot".

Note The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes:

To turn Wi-Fi on and off

1. On the Home screen, slide to the **Settings** tab.
2. On the Settings screen, tap **Communications** > **Wi-Fi** to enable/disable the wireless function.

When enabled, the **On** indicator is activated and available wireless networks will be detected.

To connect to a wireless network

After Wi-Fi is turned on, your device scans for available wireless networks in your area.

1. The network names of the detected wireless networks are displayed on a pop-up message window. Tap the desired wireless network, then tap **OK**.

   Note   When you select an open (unsecured) network, you will be automatically connected to the network after tapping **OK**. You do not need to do steps 2 and 3.

2. On the next pop-up message window, do one of the following:

   - Tap **The Internet** if the wireless network connects your device to the Internet.
   - Tap **Work** if the wireless network connects your device to a private network.

3. Enter the key and then tap **Connect**.
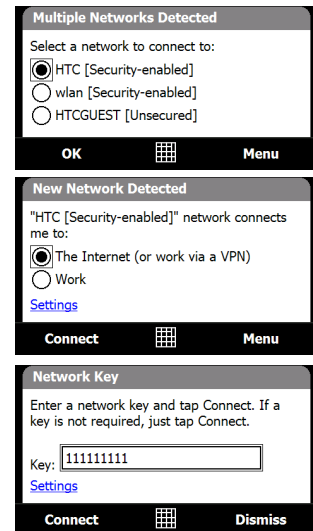
Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks.

To check wireless network status

You can check the current wireless connection status from any of the following screens of your device:

- **Title bar**. When you enable Wi-Fi on your device, the Wi-Fi ON icon appears on the title bar. After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon appears on the title bar. The arrows in this icon move back and forth while your device is scanning for a wireless network signal. Once your device successfully connects to a wireless network, the arrows stop moving.

- **Wireless LAN screen**. On the Home screen, slide to the **Settings** tab and then tap **Menu > Wireless Networks**. On the **Main** tab, you will see the wireless network that your device is currently connected to. The configuration and signal quality of the wireless network are also shown.
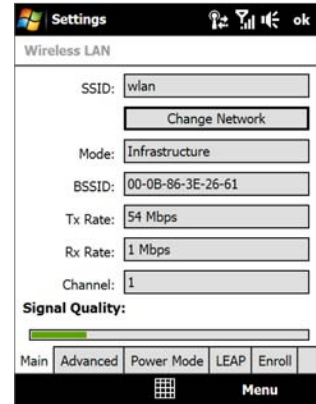
- **Configure Wireless Networks screen**. On the Home screen, slide to the **Settings** tab and then tap **All Settings**. In the **Connections** tab, tap **Wi-Fi**. This screen displays the wireless networks currently available. To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**. Tap a wireless network in the list to view or change its connection settings. You can also add new wireless networks, if available, by tapping **Add New**.
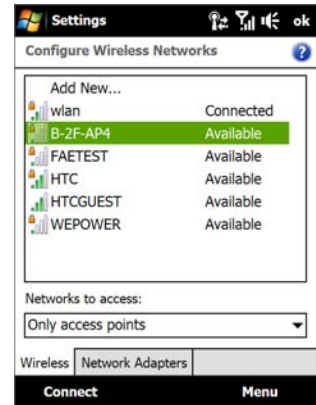
To save battery power while connected to a wireless network

Using Wi-Fi quickly consumes battery power. Turn off Wi-Fi when not in use. You can also enable power saving settings.

1. On the Home screen, slide to the **Settings** tab.
2. On the Settings screen, tap **Menu > Wireless Networks > Power Mode** tab.
3. On the **Power Mode** tab, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.
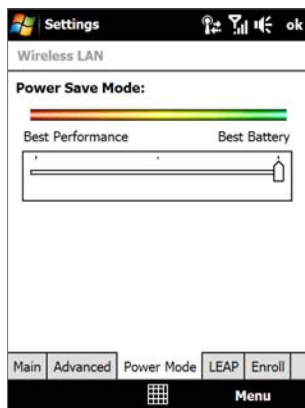
For example, move the slider to the left (Best Performance) to have the optimal wireless network performance; move to the right (Best Battery) to obtain the maximum battery usage.

Dial-up

Your device's networking capability allows you to access the Internet through the dial-up connection. Settings for connecting to your service provider's 1xRTT/EVDO network are already preconfigured on your device, and your device is ready to connect to the Internet. Please do not change these settings as this may cause your data connection to stop working.

If you need to use another dial-up connection from an ISP (Internet Service Provider), you can manually add it to your device. To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Connections** tab, tap **Connections**.
3. Under **TELUS**, tap **Add a new modem connection**.
4. On the Make New Connection screen, enter a name for the connection and select **Cellular Line** in the **Select a modem** list, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP, then tap **Finish**.

8.2 Starting a Data Connection

After setting up a data connection on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Opera Mobile.

To manually start a data connection

If you have set up multiple types of data connections on your device, you can manually start a connection.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Connections** tab, tap **Connections**.
3. Tap **Manage existing connections**.
4. Tap and hold the name of the desired connection, then tap **Connect**.

To disconnect active data connections

1. Tap **Start > Settings > Connections** tab **> Comm Manager**.
2. Tap the **Data Connection** button.

Note   You cannot reconnect a data connection in Comm Manager.

8.3 Using Opera Mobile™

Opera Mobile™ is a full-featured Internet browser, optimized for use on your device.

Note   You can also use Internet Explorer® Mobile to browse the Web. To open Internet Explorer Mobile, tap **Start > Internet Explorer**.
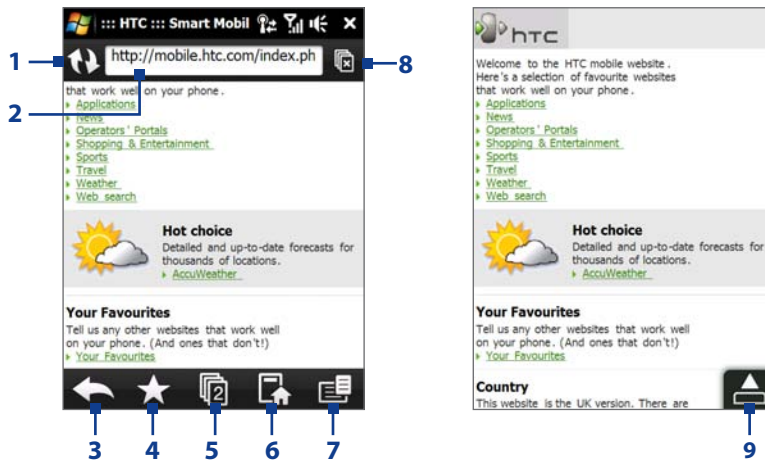

1   **Refresh**. Tap to reload the Web page being viewed.
2   **Address bar**. Enter the URL of the Web site here.
3   **Back**. Tap to go back to the previous Web page viewed.
4   **Favorites**. Tap to go to the Favorites screen where you can add a favorite, edit favorite Web pages, and send the favorite URL link via one of the Messaging accounts.
5   **Tabs**. Tap to add a new browsing tab or switch to another existing browsing tab.
6   **Home**. Tap to go to the Home page.
7   **Menu**. Tap to open a list where you can change Opera Mobile settings, check downloads, view History, and more.
8   **Close tab**. Tap to close the current tab. This is only enabled if you have more than one tab opened.
9   **Exit Full Screen mode**. When browsing the Web, Opera Mobile automatically switches to Full screen mode. Tap to show the address and Menu bars again.

To open Opera Mobile

On the Home screen, slide to the **Internet** tab and then tap **Browser**.

To go to a Web site

1. On the Opera Mobile screen, tap the address bar.

2. Enter the URL address and tap ▶ .

Address bar
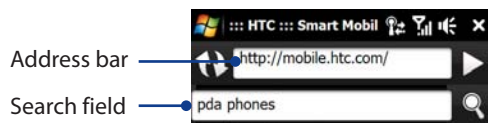
Search field

Tip   When you tap the address bar, a search field also appears. Quickly search the Web by entering the search item and tapping 🔍 .

View Web pages

While browsing Web pages, use finger gestures to pan and zoom on the Web page. To zoom in, tap your finger twice on the screen. To zoom out, tap your finger twice on the screen again.

Tip   Touch and hold an empty area on a Web page to open a shortcut menu that lets you go back to the previous page, reload the page, add the page as a Favorite, and more. You can also tap and hold a link or image on a Web page to open a menu with different options.
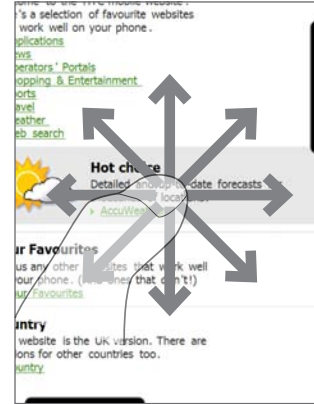
To change the screen orientation

Change the screen orientation by simply turning your device sideways.

Opera Mobile menu

On the menu bar, tap [ ] to open the menu.

Tap to open the Settings screen where you can set the default home page, change display settings, set privacy settings, and more.

Tap to view items being downloaded. You can also resume or stop current downloads.

Tap to view information about the Web page you are browsing.

Tap to see web pages that you have viewed.

Tap to manage and view web pages that you have saved.

Tap to open the Opera Mobile help file.

Tap to close Opera Mobile completely. Opera Mobile will not run in the background.

Note   For more information about using Opera Mobile, go to: http://www.opera.com/products/mobile/