

# Touch Phone

## User Manual

[www.htc.com](http://www.htc.com)



## 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.

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## Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

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

### **ELECTRICAL SAFETY**

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

### **SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION**

**CAUTION:** Connecting to 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.

**NOTE:** For France, Earphone (listed below) for this device have been tested to comply with the Sound Pressure Level requirement laid down in the applicable NF EN 50332-1:2000 and/or NF EN 50332-2:2003 standards as required by French Article L. 5232-1.

- Earphone, manufactured by HTC, Model HS S200.

## **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**

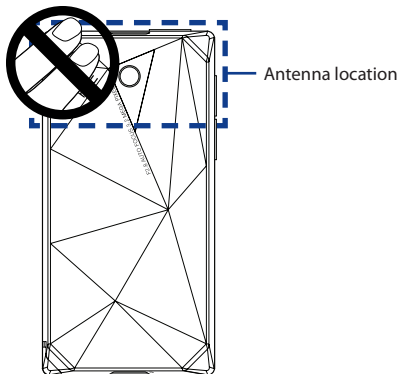
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

### **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. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



## General Precautions

- **Heed service markings**

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. 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.

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# Chapter 1

## Getting Started

**1.1 Getting to Know Your Touch Phone  
and Accessories**

**1.2 Installing the SIM Card and Battery**

**1.3 Charging the battery**

**1.4 Starting Up**

**1.5 Navigating Your Device**

**1.6 Home Screen**

**1.7 Status Icons**

**1.8 Start Menu**

**1.9 Quick Menu**

**1.10 LED Alerts**

**1.11 Adjusting the Volume**

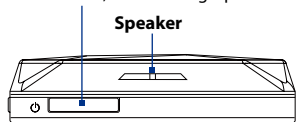
**1.12 Using your Device as a USB Drive**

# 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.



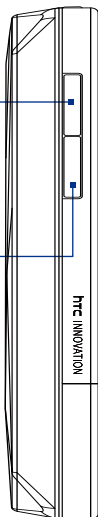
## Left panel

### VOLUME UP

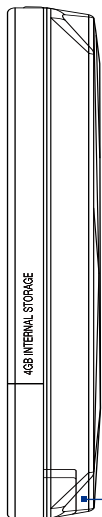
During a call or when playing music, press this button to increase the volume.

### VOLUME DOWN

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

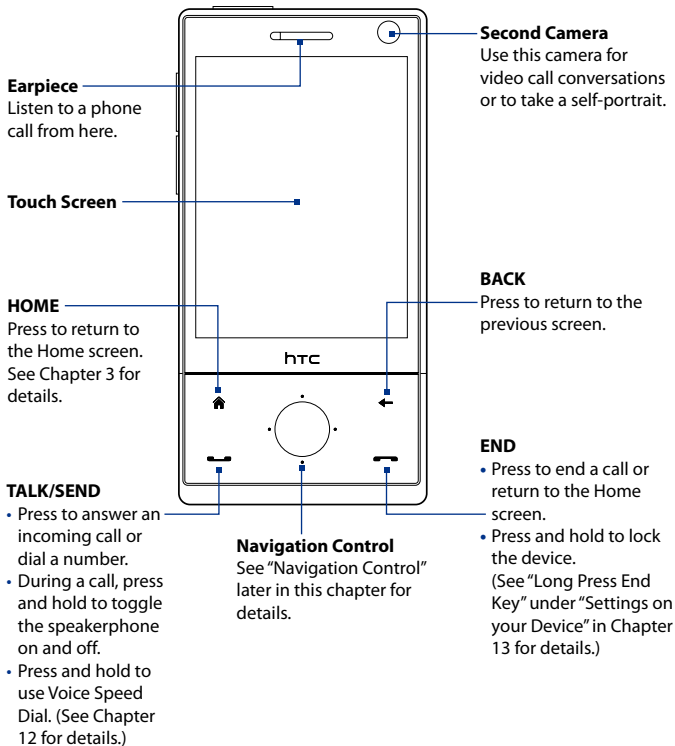


## Right panel

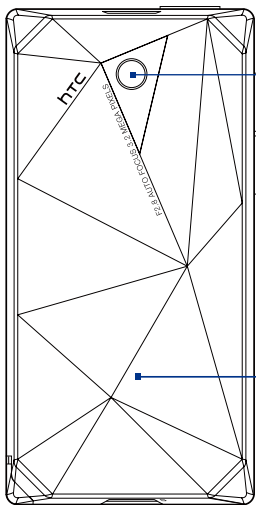


**Stylus**  
(See “Stylus” in this chapter for details.)

## Front panel



## Back panel



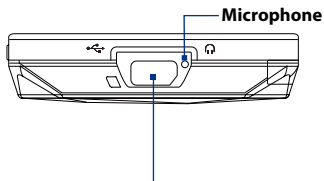
### 3.2 Megapixel Camera

See "Taking Photos and Videos" in Chapter 11 for details.

### Back Cover

Push the back cover upward to remove it.

## Bottom panel



### 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.



## Accessories

The product package includes the following items and accessories:

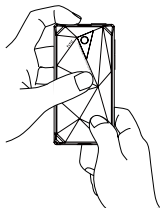
- Battery
- AC adapter
- Screen protector
- Stereo headset
- USB sync cable
- Pouch
- Quick Start Guide and TouchFLO 3D Guide
- Getting Started and Application discs
- Extra stylus

## 1.2 Installing the SIM Card and Battery

Always turn off your device before installing or replacing the SIM card and 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.



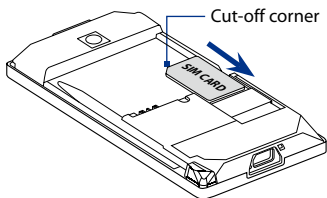
### SIM card

The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards.

**Note** Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

### To install the SIM card

1. Make sure your device is turned off.
2. Locate the SIM card slot, then insert the SIM card with its gold contacts facing down and its cut-off corner facing out the card slot.
3. Slide the SIM card completely into the slot.



### To remove the SIM card

1. Remove the battery if it is installed.
2. Slide the SIM card out from the SIM card slot with your thumb.

## 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 **285** hours for GSM  
Up to **396** hours for WCDMA
- Talk time: Up to **330** minutes for GSM  
Up to **270** minutes WCDMA
- Video call time: Up to **145** minutes for WCDMA

**Note** Battery life is subject to network and phone usage.

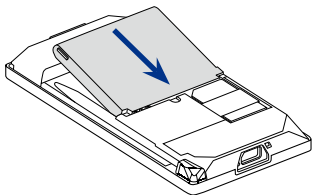
**Warning!**

To reduce risk of fire or burns:

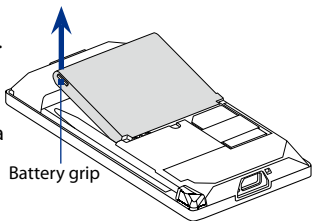
- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery 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 left and right sides of the battery have protruding grips. Lift a protruding grip from either side to remove the battery.



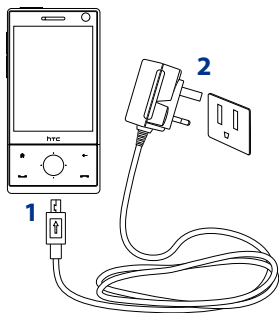
## 1.3 Charging the battery



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 Starting Up

After installing your SIM card and battery 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.


### Auto configure the data connection settings

The first time you power on your device, you will see a notification message from **Connection Setup**. Connection Setup automatically configures your device's data connections, such as 3G/GPRS, WAP, and MMS, so that you do not need to enter the settings manually for your device.

#### To automatically configure data connection settings

1. When you see the notification message from the Connection Setup, tap **Yes**.



- Note** If you do not see the notification message, tap  on the title bar to display the message.
2. If your SIM card supports multiple network operator profiles, a message will appear with network profile choices. Select the profile you want to use and tap **OK**.
  3. Connection Setup then starts to configure your device's data connection settings.
  4. After the Connection Setup completes the configuration, tap **Restart**.

For more information about Connection Setup, see Chapter 13.

### 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.

## 1.5 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:

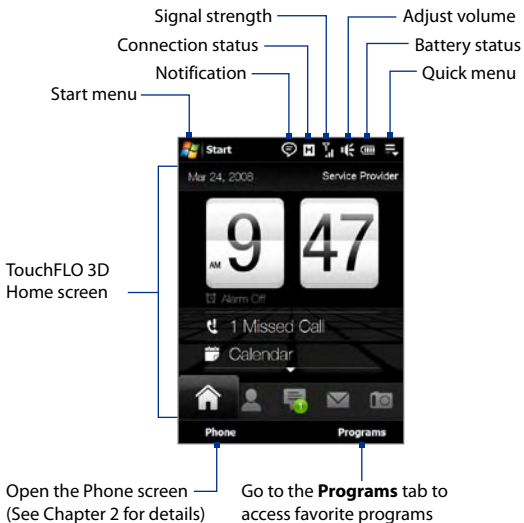
### **Touch or tap**

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.

## 1.6 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.

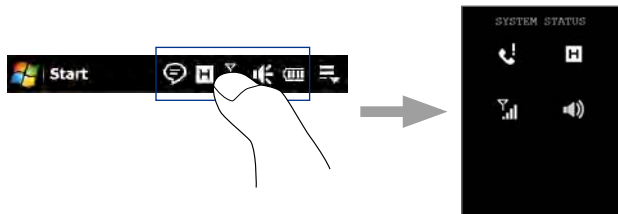


For more information about using the TouchFLO 3D Home screen, see Chapter 3.



## 1.7 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.



Icons that appear in this area	Icons that appear in this area
 Connection Setup	 Speakerphone on
 Multiple notifications; tap the icon to view all	 Roaming
 New text messages; SMS notification of voice mail	 Alarm
 Sending MMS	 Other wireless network(s) detected
 Receiving MMS	 Wired headset connected
 MMS sent	 Bluetooth on
 Cannot send MMS	 Bluetooth visible mode on
 New incoming MMS	 Bluetooth stereo headset connected
 New Windows Live™ message	 ActiveSync notification
 Missed call	 Synchronization error



#### Icons that appear in this area

	GPRS available
	EDGE available
	HSDPA available
	WCDMA/UMTS available
	Wi-Fi function enabled, but device not connected to a wireless network yet
	Connected to a wireless network
	Synchronizing via Wi-Fi
	Connection is active
	Connection is not active
	Synchronization in progress



#### Icons that appear in this area

	GPRS connecting
	GPRS in use
	EDGE connecting
	EDGE in use
	HSDPA connecting
	HSDPA in use
	WCDMA/UMTS connecting
	WCDMA/UMTS in use
	Maximum signal strength
	No signal
	Phone is turned off
	No phone service
	Searching for phone service
	Voice call in progress
	Call on hold
	Calls are forwarded
	Dialing while no SIM card is inserted
	No SIM card inserted

#### Icons that appear in this area

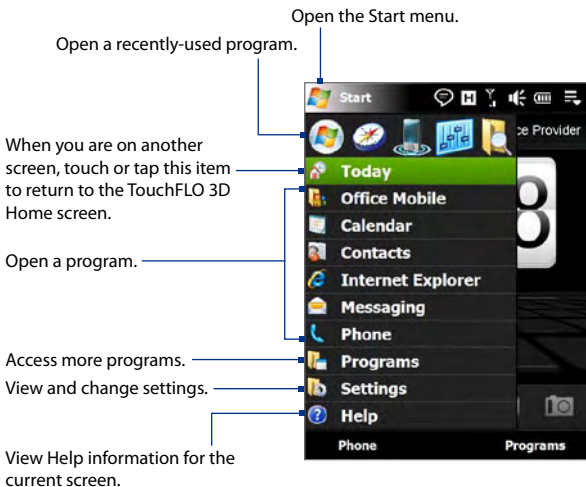
	Vibrate mode
	Sound on
	Sound off

#### Icons that appear in this area

	Battery charging
	Battery full
	Battery very low

## 1.8 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.



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.

## 1.9 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

## 1.10 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
<b>SEND button</b>	Light flashes when there is an incoming call.
<b>END button</b>	Light stays solid when there is an incoming call.

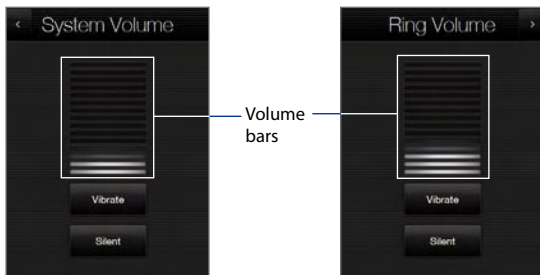
Controls	Light Behavior
<b>Navigation Control</b>	<ul style="list-style-type: none"> <li>• The LED ring shows a “breathing” white light when the battery is being charged.</li> <li>• The LED ring shows a solid white light when the battery is fully charged.</li> <li>• The LED ring flashes a white light once when the battery level is low and reaches down to about 10%.</li> <li>• 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.</li> <li>• A white light goes around the LED ring counterclockwise twice starting from the top when there is a missed call or new SMS or MMS message.</li> </ul>

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.

## 1.11 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.
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.

## 1.12 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**

**2.2 Voice Call**

**2.3 Video Call**

**2.4 Smart Dial**

**2.5 Setting Up Bluetooth SIM Access for  
Car Kit Phones**

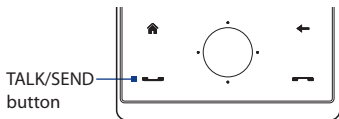
## 2.1 Using the Phone

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.



### Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider.

1. Enter the preset PIN assigned by your wireless service provider.
2. Tap **Enter**.



**Note** If you entered the wrong PIN three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.

## 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.

**Tip** 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.

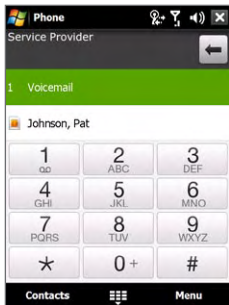
Do one of the following:

- 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.

**Tip** Additional emergency numbers may be included in your SIM card. Contact your wireless service provider for details.

### To make an international call

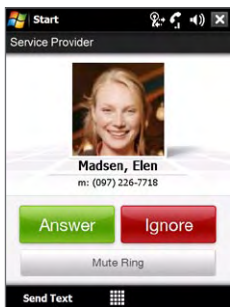
1. Tap and hold the **number 0** key on the Phone screen until the plus (+) sign appears.  
The plus (+) sign replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and press the TALK/SEND button on your device. The full phone number includes 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

During a call, tap  .

### To set up a conference call



1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.

**Tip** To dial a second number, tap  on the screen.

2. Tap  .

**Note** Not all mobile phone networks support conference calling. Contact your wireless service provider for details.



### To turn on and off the Speakerphone

During a call, tap  to toggle between turning on or off the speakerphone. The speakerphone 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  to toggle between turning on or off the microphone. When the microphone is turned off, the mute icon  appears on the screen.

### To open Notes while in a call

Tap  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 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  and then tap **View**.
- On the Phone screen, tap **Menu > Call History** and then tap .

## 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.

- Tips**
- To create a Speed Dial entry from Contacts or SIM card contacts, tap the contact, select the number you want to add to Speed Dial, then tap **Menu > Add to Speed Dial**.
  - 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 > Programs > 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 > Programs > 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 Video Call

Your device lets you make video calls when you are within a 3G network coverage area. You need to use a 3G-enabled SIM card to make video calls.

### Make a video call

Do one of the following:

- On the Phone keypad, tap the phone number to call, then tap **Menu > Video Call** to start a video call.
- From Contacts, tap and hold the desired contact, and tap **Video Call**.
- From Call History, tap and hold the desired phone number or contact, and tap **Video Call**.

**Note** The other party's image will appear on the screen about 3 to 5 seconds after a connection is established, depending on the signal strength. The streaming images quality may also be influenced by the signal.

When the video call is unsuccessful, a message pops up asking you if you want to try again, make a voice call instead, or send an SMS/MMS message.

### Answer a video call

#### To answer or reject an incoming video call

- To answer the video call, tap **Answer**, or press TALK on your device.
- To reject the video call, tap **Ignore**, or press END on your device.
- To mute the ringing sound without rejecting the call, tap **Mute Ring**.

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

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

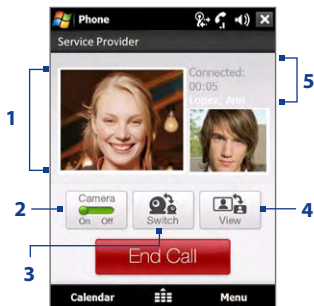
### End a video call

Once a video call is in progress, tap **End Call** to hang up.

## Change settings

While on a video call, you can change certain settings such as the size of the image, brightness of the video image, the camera to use, and more.

The following shows the Video Call screen and control buttons during an ongoing call.

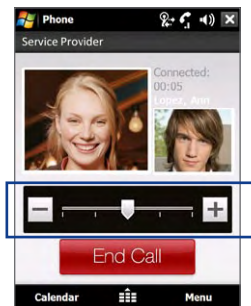


- 1 Image display area.** Displays your image and the other party's image, depending on the selected Swap Image setting.
- 2 Camera.** Tap to toggle between turning on/off the camera. When the camera is turned off, the image displayed depends on the Video Call options you have set. See "Video call options" for details.
- 3 Switch.** Tap to toggle between using the Main (back) and Second (front) camera.
- 4 View.** Tap to toggle between the 2 view options. You can choose to have the other party's image small or large.
- 5 Status area.** Displays your service provider name, the other party's information, and call timer.

## Brightness

To adjust the brightness of the live image, press NAVIGATION right to make it brighter or press NAVIGATION left to make it less bright. When you press NAVIGATION left or right during a video call, a brightness bar appears on the screen.

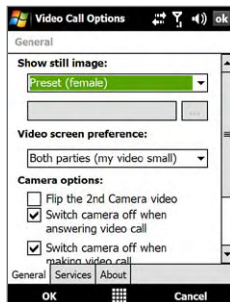
- Notes**
- You can also tap **Menu > Brightness** to adjust the brightness of the live image.
  - You cannot adjust the brightness for a still image.



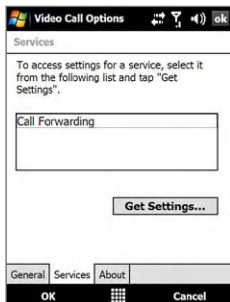
Brightness bar

## Video call options

On the Phone screen, or on the screen of the ongoing video call, you can also tap **Menu > Video Call Options** and set the following options:



Video Call Options: General tab



Video Call Options: Services tab

## General tab

- **Show still image.** Select the image you want to display when you turn off the camera.
  - **Preset (female).** Displays a female picture in place of your image.
  - **Preset (male).** Displays a male picture in place of your image.
  - **Custom image.** Lets you use an image file as your display picture. When this option is selected, the **File Name** box and the **Browse** button will be enabled, allowing you to select an image file.
  - **Last video frame.** Uses the last video frame before you stopped the camera as your display image.
- **Video screen preference.** Change how your image and the other party's image are displayed on the screen, select your preference from the **Video screen preference** list or tap the **View** button on the Video Call screen.
- **Camera options:**
  - **Flip the 2nd camera video.** Select this check box if you are going to show a text document to the other party using the second camera.

- **Switch camera off when answering video call.** Select this check box to not send a video feed of yourself to the other party when answering a video call. Instead, the option you selected in **Show still image** will be displayed.
- **Switch camera off when making video call.** Select this check box to not send a video feed of yourself to the other party when making a video call. Instead, the option you selected in **Show still image** will be displayed.
- **Display info:**
  - **Show call timer.** Select this check box to display the call period in the status area.
  - **Show phone number and name.** Select this check box to display the other party's phone number and name in the status area.

### Services tab

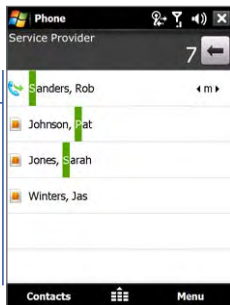
To set up further calling options for Video Call, tap the **Services** tab. On the Services screen, select the desired service from the list, then tap **Get Settings** to access its settings.

## 2.4 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 on the SIM card, 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: “Ben Miller”, “George Adams”, “John-Carter”, “Carter, Ellen”, “Dixon, Allan”, “Thomas\_Clark”, “JaneCampbell”.

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: “Ben Miller”, “George Adams”, “Carter, Ellen”, “Dixon, Allan”.

### 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.

## 2.5 Setting Up Bluetooth SIM Access for Car Kit Phones

Bluetooth car kits that support the SIM Access Profile (SAP) can connect to your device and access its SIM card via Bluetooth. Once a SAP connection has been established, you can download SIM contacts from your device to the car kit phone. You can also use the car kit phone to answer and make calls using your device's SIM card.

**Note** To enable downloading contacts onto the car kit, ensure that all contacts on the device are stored in the SIM card and not in the device memory. Configure the car kit to download contacts only from the SIM card.

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see “Bluetooth Modes” in Chapter 9.
2. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
3. On the **Connections** tab, tap **Bluetooth > SIM Access** tab.
4. Select the **Remote SIM Access** check box, then tap **OK**.
5. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
6. If this is the first time you are pairing the car kit phone with your device, enter the car kit's passcode on your device.
7. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.
8. On the **Bluetooth** screen, tap the **SIM Access** tab, then tap **Connect**.

**Note** You will not be able to make/receive calls, send/receive messages or perform related activities on your device when the SIM Access Profile connection is active. You'll be able to do all these from the car kit phone during this time. After the connection is disconnected, you will be able to use your device as before.

# Chapter 3

## TouchFLO™ 3D

### 3.1 About TouchFLO™ 3D

### 3.2 Using the TouchFLO 3D Home Screen

### 3.3 Finger Gestures



## 3.1 About TouchFLO™ 3D

**TouchFLO™ 3D** gives you complete finger-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 favorite people, text messages, e-mail, music player, Internet, and more
- Allows you to use finger gestures to navigate programs

## 3.2 Using the TouchFLO 3D Home Screen

The TouchFLO 3D Home screen has a toolbar at the bottom with several tabs:



### To switch between the different tabs of the Home screen

Do one of the following:

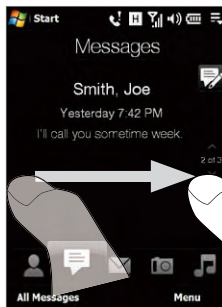
- Touch or tap the desired tab on the toolbar.



- Slide your finger or stylus right or left over the toolbar, then release when you have selected the desired tab.



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



## Home

The **Home** tab displays the current date, local time, and an **Alarm** icon that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointments are also shown in the Home tab.

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

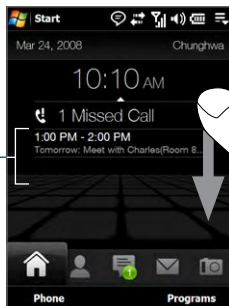
Touch this area to view details about missed calls in the Call History. (See Chapter 2 for details.)



Swipe upward on the screen to minimize the time display and view more appointments.

Home tab with maximized time display

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 maximize the time display.

Home tab with minimized time display

## Favorite People

In the **Favorite 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.

### To add favorite contacts

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


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

1. Slide your finger to the **Favorite People** tab on the toolbar.
2. 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 photo associated with the contact, the next screen prompts you to assign a photo to the contact.
5. To add another favorite contact, swipe your finger or stylus upward to select the **Plus** icon (  ) and repeat steps 2 to 4.

**Tip** To change the contact number or e-mail address associated to the favorite contact, touch **Menu > Change Number**.

### To choose from your favorite contacts

- Do any of the following:



To flip through the favorite contact photos one at a time, swipe your finger up or down the screen.



On the photo strip at the right side of the Favorite People screen:


- Touch the photo of the desired favorite contact; or
- Slide up or down until the photo of the desired contact is selected.

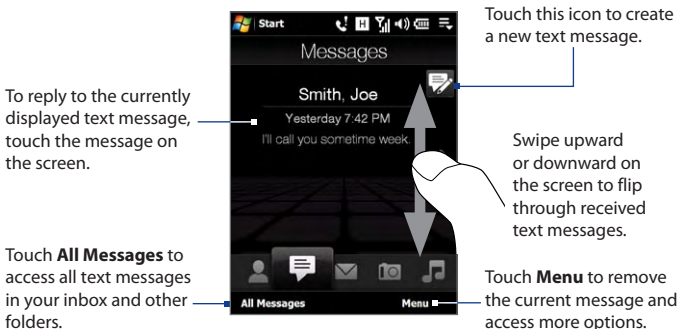
- After selecting a favorite contact, touch the phone number or e-mail address shown below the photo to call, send a text message, or send an e-mail to the contact.
- Touch the photo of the contact on the screen to access his or her contact card. On the contact card, you will see the last outgoing or incoming call as well as detailed information such as phone numbers, e-mail address, and more.

### Tips

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

## Messages

The **Messages** tab is where you create, view and reply to text messages. When there are new incoming text messages, the icon on the **Messages** tab will show the number of new messages. For example,  indicates that there is a new text message received.



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

## Mail

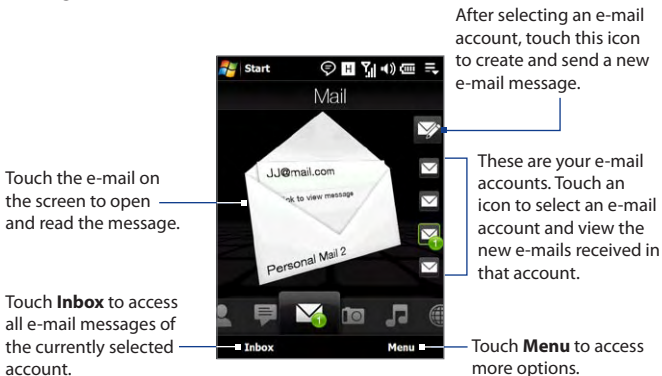
The **Mail** tab is where you send and receive e-mail messages. Including Outlook E-mail, you can add up to four POP3/IMAP4 and web-based e-mail accounts in this tab.

### To add an e-mail account

1. Slide your finger to the **Mail** tab on the toolbar.
2. Touch **Menu > Accounts > New Account**.
3. Set up your e-mail account using the E-mail Setup Wizard. See “E-mail Setup Wizard” in Chapter 6 for detailed instructions.

### 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.



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.

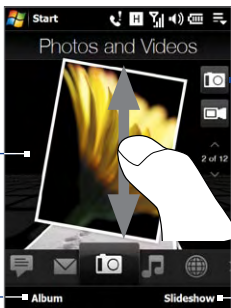
### To set an album as a Favorite

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

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



Touch this icon to use the Camera. (See Chapter 11 for details.)

To flip through photos and videos, swipe upward/downward or touch the Up/Down arrow on the screen.

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

### Tips

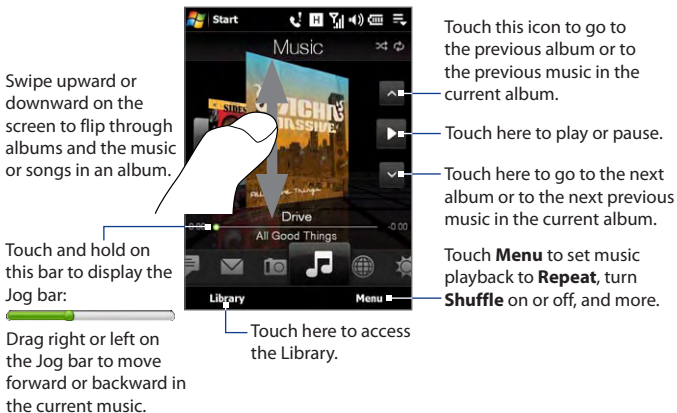
- For more information about viewing in full screen, see "View an image" and "Play back video" in Chapter 11. The file formats that can be viewed on the **Photos and Videos** tab are the same as the Album program.
- To transfer media files from a computer and view them on the **Photos and Videos** tab, 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 music albums and play music. It has a Library that organizes music into categories such as title, artist, genre, and more. You can also create and play back your own playlists.

### To play music

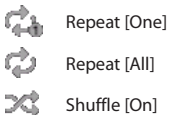
On the **Music** tab, flip through albums and all the music in each album, then touch the **Play** icon on the middle-right side of the screen to start playback.



### 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.





## To browse and play music in the Library

1. On the **Music** tab, touch **Library** to open the Library screen.
2. The tabs on the toolbar at the bottom of the Library screen correspond to different categories, such as **Now Playing**, **Artists**, **Genres**, and more. To browse music under a category, slide to the desired category on the toolbar.

Music files that are found on your device are shown under **All Songs**. When you play music in the **Music** tab, it plays the music files that are under the **Now Playing** category.

- Notes**
- The **All Songs** category in the Library shows all the music files stored on the device memory and internal storage that have the following audio formats: MP3 (.mp3), WMA (.wma), AAC/AAC+ (.aac), and MPEG-4 (.m4a). It will search in the following locations:  
 Device: My Music (including all subfolders)  
       My Documents (including all subfolders)  
 Storage: \Internal Storage (including all subfolders)
  - In the Library, music files are categorized under **Artists**, **Album**, **Genres**, or others if such metadata is found in the files.

By default, **Now Playing** gets music files from the **All Songs** category. When you select another category such as **Artists** and play starting from the first music, **Now Playing** will be replaced with the music files from that category. To reset **Now Playing** back to **All Songs**, slide to the **All Songs** tab and then play starting from the first music in this tab.

## To use playlists

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

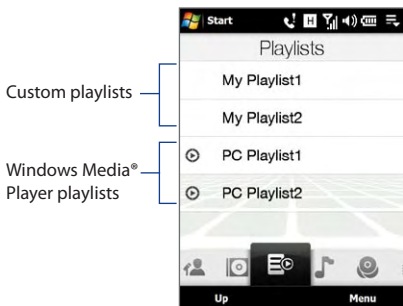
- To create a new playlist:
  1. Select the desired music on the **Music** tab or the **Library**.
  2. Touch **Menu > Add to Playlist**.
  3. Tap **<New Playlist>**, enter a **Playlist name** and then touch **OK**.
- To add more music files to a playlist:
  1. On the **Playlists** tab, touch a playlist to open it.

2. Tap **Menu > Edit**.
  3. Tap **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** The playlists' contents are not automatically updated when music files have been deleted from the device memory or internal storage. A notification message will be displayed when music files in a playlist cannot be found.

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

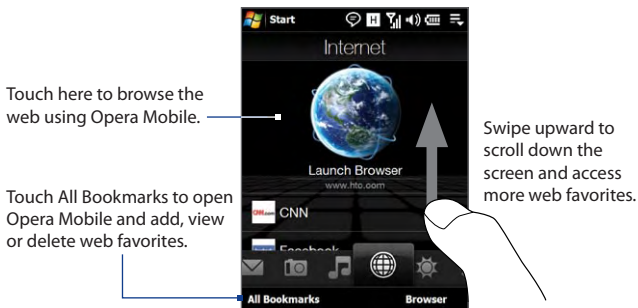
- **Custom playlists.** Playlists that are created in the **Music** tab.
- **Windows Media® Player playlists.** Playlists that are in Windows Media® Player Mobile's Library (which is synchronized with Windows Media® Player on your computer). They are indicated by the Windows Media® Player icon (⏮). These playlists cannot be edited.



- Notes**
- The **Playlists** tab in the Library displays playlists from the following locations:  
 Device memory: \Playlists  
 \Application Data\HTC\AudioManager\playlists  
 Storage: \Internal Storage\Playlists
  - 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

From 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.



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 in this tab.

**Tip** You can add up to 15 cities in the **Weather** tab.

1. On the **Weather** tab, touch **Menu > Add Location**.
2. On the Select Country screen, flick or slide on the screen to scroll through the list of countries and then touch a country to select it.
3. On the Select City screen, flick or slide on the screen to scroll through the list of cities and then touch a city to select it.

### To view weather information

Your device automatically connects to the Internet via the 3G/GPRS/EDGE 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.

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



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

To switch between cities, swipe upward/downward on the screen or touch the Up/Down arrow on the screen.

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**.
2. You can choose from the following options:
  - **Download data 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 when roaming.** Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional costs.

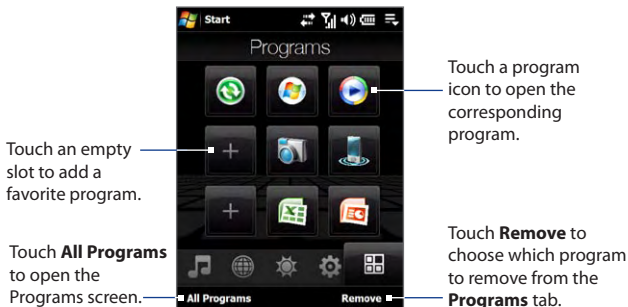
**Note** Touch **Menu > More** to open Opera Mobile and visit the AccuWeather web site for more detailed weather information.

## Settings

The **Settings** tab allows you to synchronize information with your computer or the Exchange Server, change sound settings such as the ring tone, easily turn on and off the communications features of your device, and more.

## Programs

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



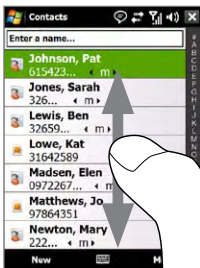
- Notes**
- To replace a slot with another program, you must delete the occupying program shortcut first and then add your desired program.
  - Programs that are pre-added in the **Programs** tab cannot be deleted.

### 3.3 Finger Gestures

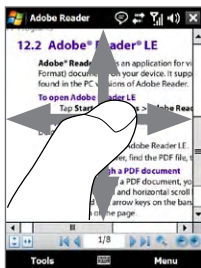
You can use finger gestures to scroll, zoom and pan on the touch screen.

#### 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.

## Zooming

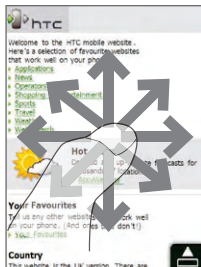
The type of finger gesture to use when zooming varies in different programs.

- 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.

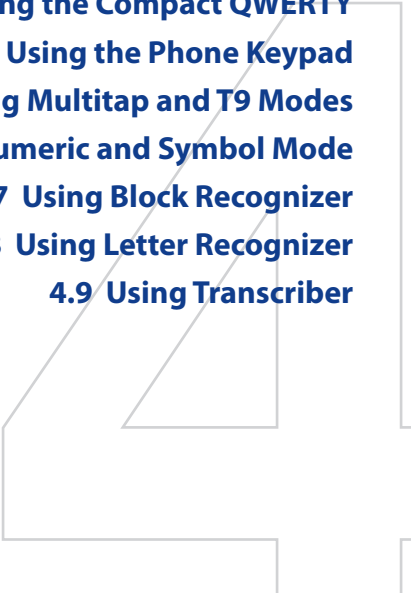






# Chapter 4

## Entering Text

- 4.1 Selecting an Input Method**
  - 4.2 Using the Full QWERTY**
  - 4.3 Using the Compact QWERTY**
  - 4.4 Using the Phone Keypad**
  - 4.5 Using Multitap and T9 Modes**
  - 4.6 Using Numeric and Symbol Mode**
  - 4.7 Using Block Recognizer**
  - 4.8 Using Letter Recognizer**
  - 4.9 Using Transcriber**
- 

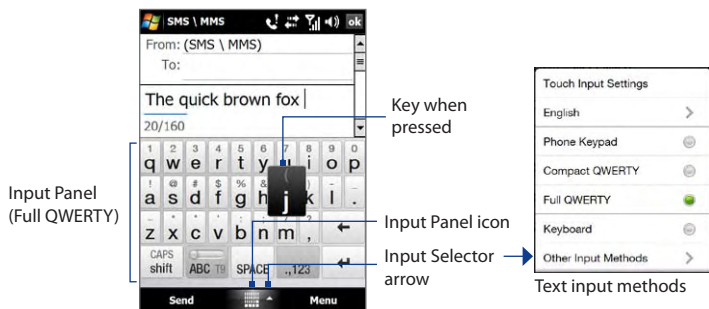
## 4.1 Selecting an Input Method







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.



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

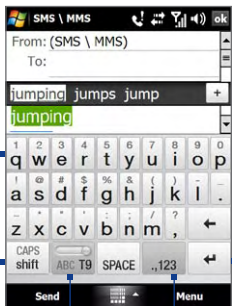
- Notes**
- Some text input methods may not be available in certain language versions of the device.
  - When in landscape mode, the **Compact QWERTY** and **Phone Keypad** are not available.

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



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 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 “Numeric and Symbol mode” for details.

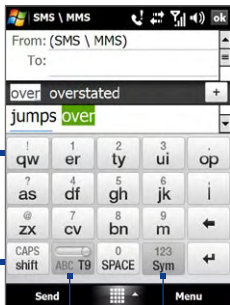
### To enter text using the Full QWERTY

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 “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.

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



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 delete the previous character.

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 “Numeric and Symbol mode” for details.

**Tip** You can tap and hold to immediately open the numeric keyboard.

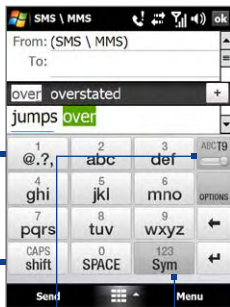
### To enter text using the Compact QWERTY

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 “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.

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



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 open the input settings.

Tap to delete the previous character.

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 "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 "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. T9 can also be set to predict the next word based on previous phrases or sentences that you have entered.

#### 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.

3. If the **Next Word Prediction** setting is enabled, the next predicted word will appear in gray. If this is the correct word, tap  to confirm.

See “To customize Touch Input settings” to find out how to enable **Next Word Prediction** and other Touch Input settings.

### 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.

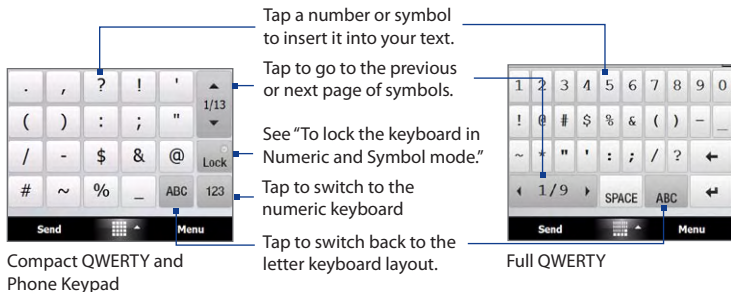
Type the word you want to add to the T9 list and then tap  on the word candidate list.

### 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”).
  - **Auto-Append.** Automatically adds your entered words that are not in the dictionary to the predicted word list.
  - **Next Word Prediction.** Predicts the next word in your text based on previous phrases you have entered. As you enter more text, T9 learns your pattern and attempts to predict the word that you will likely type next.
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**.



### To switch to Numeric and Symbol mode

1. While using Full QWERTY, Compact QWERTY, or Phone Keypad, tap





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  /  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  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 (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

### 5.2 Setting Up Windows Mobile® Device Center on Windows Vista®

### 5.3 Setting Up ActiveSync® on Windows XP®

### 5.4 Synchronizing With Your Computer

### 5.5 Synchronizing via Bluetooth

### 5.6 Synchronizing Music and Video



## 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**

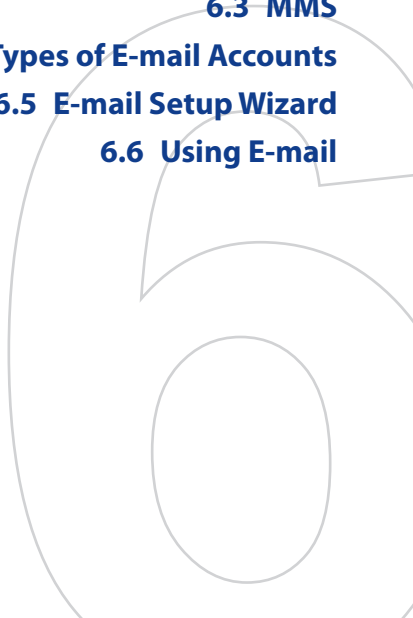
**6.2 Text Messages**

**6.3 MMS**

**6.4 Types of E-mail Accounts**

**6.5 E-mail Setup Wizard**

**6.6 Using E-mail**



## 6.1 Messaging

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

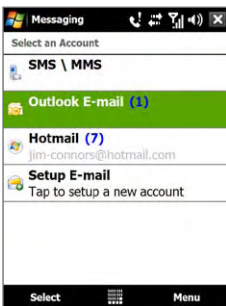
### To select a messaging account

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 SMS \ MMS, tap **Menu** > **Go To** to switch to other types of messaging accounts.



Account Picker screen

### 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.

### To automatically add a signature in outgoing messages

You can automatically add your name and other information as your signature in outgoing SMS, MMS, 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 do to create a new text message.

#### From the TouchFLO 3D Home screen

1. Slide your finger or stylus to the **Messages** tab on the toolbar.
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 **Favorite People** tab to open his or her contact card and then touch **Send text message**. For more information about working with favorite contacts, see “Favorite People” in Chapter 3.

#### From the Account Picker screen

1. Tap **Start > Messaging > SMS \ MMS**.
2. Tap **Menu > New > SMS**.

#### 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.

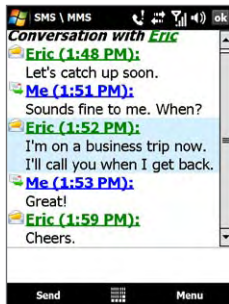
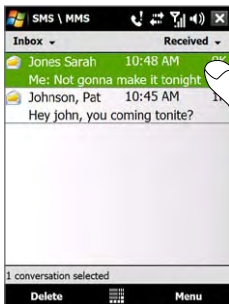
**Tip** To choose from preset messages, tap **Menu > My Text** and tap a desired message. To check the spelling, tap **Menu > Spell Check**.

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 **SMS \ MMS**, then select the **Request delivery notifications** check box.

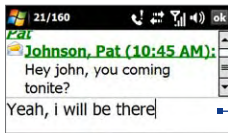
## Manage text messages

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 SMS \ MMS 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 copy a message in the thread to the SIM card

1. In the SMS \ MMS inbox, tap the message to open it.
2. Use the Navigation Up or Down control to select a message in the thread that you want to copy to the SIM card.

**Note** You cannot copy a sent message from the thread to the SIM card.

3. Tap **Menu > Copy to SIM**.

### To copy a text message from the SIM card to the device

1. In the SMS \ MMS inbox, select the SIM message you want to copy.
2. Tap **Menu > Copy to Phone**.

**Note** Copying SIM text messages to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

### To delete a message in the thread

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

### To reply to a text message with an MMS message

You can reply to a text message in a thread or to a SIM text message using an MMS message.

1. In the SMS \ MMS inbox, tap a message thread to open it.
2. Tap **Menu > Insert**, and then in the menu, select the item you want to insert: **Picture/Video, Audio** or **Attachment**.
3. Tap **Send**.

- Tips**
- You can also insert a vCard or vCalendar in your MMS message.
  - To compose an MMS message complete with text, emoticons, media and attachments, tap **Menu > Advanced Composer**. For instructions on composing and sending an MMS message, see “MMS” in this chapter.

## 6.3 MMS

Sending multimedia messages (MMS) to your friends and family is fun and easy. You can include pictures, videos, and audio clips in a multimedia message.

- Notes**
- Multimedia messaging is a charged service and has to be provisioned on your mobile phone account. Contact your wireless service provider to have MMS provisioned as part of your calling plan.
  - Make sure the size of MMS messages that you send is within the limits allowed by your wireless service provider.

### Change MMS settings

Check your device to see if it is configured with your wireless service provider's MMS settings. If the MMS settings are not yet configured on your device, you can add the settings while composing an MMS message.

#### To configure MMS message settings

1. Tap **Start > Messaging > SMS \ MMS**.
2. Tap **Menu > MMS Options**. The Settings screen then appears.
3. In the **Preferences** tab, select or clear the provided check boxes according to your needs.



4. Tap the **Servers** tab and check if your device is preset with MMS server settings.

If there are no preset settings, tap **New** and enter the following information, which you obtained from your wireless service provider:

- **Gateway.** Location of the MMS server, which is usually in the form of an IP address.
- **Port number.** HTTP port number used for connecting to the MMS server and for file transfer.
- **Server address.** URL address of the server where MMS messages are stored.
- **Connect via.** Select the connection that your device uses for MMS messages.
- **Send limit.** Select the maximum MMS message size allowed by your wireless service provider.
- **WAP version.** Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your wireless service provider.

5. Tap **Done**.

- Notes**
- If your device already has preset MMS settings, it is recommended that you do not change these settings. If you change the preset settings, your device may not be able to send and receive MMS messages.
  - If you add several MMS message service providers to the Settings screen, you can choose one as your default provider. Select the provider's name in the list, then tap **Set As Default**.

## Create and send MMS messages

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






### To compose an MMS message

1. Tap **Start** > **Messaging** > **SMS \ MMS**, then tap **Menu** > **New** > **MMS**.
2. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

**Note** If you prefer to start composing from a blank MMS message every time, select the **Always choose custom** check box.

3. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.

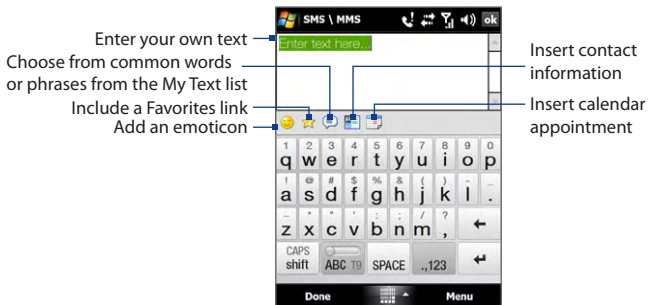
**Note** You may need to scroll up to see Cc and Bcc.

4. Enter a subject for your message.
5. Tap the **Insert** icon (  ) to select and insert a photo or video clip. When selecting a photo or video clip, you can:
  - Tap **Select** to insert the selected photo or video clip into the MMS message you are composing.
  - Tap  to take a photo and insert it into the MMS message.
  - Tap  to record MMS video and insert it into the MMS message.
  - Tap **Exit** (  ) to quit selection and return to the MMS message.
6. Enter text and insert audio clips by tapping the respective areas. See "To add text to an MMS message" and "To add an audio clip to an MMS message" for details.
7. To add more slides, tap  or tap **Menu** > **Slides** > **Insert Slide**. Repeat steps 5 and 6 to insert photos/videos, text, and audio onto your slides.
8. Tap **Send** to send the MMS message.

**Tip** You can also send an MMS message from Pictures & Videos, Album, or the Camera program.

## To add text to an MMS message

When you tap **Insert text here** on your MMS message, an empty screen appears where you can enter your text. You can insert the following types of information:



**Tip** To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To add a new phrase, tap **New**.

## To add an audio clip to an MMS message

You can add one audio clip per slide in your MMS message.

1. Tap **Insert audio** on your MMS message.

By default, My Documents will be shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the down arrow (▼) to return to the upper folder.




2. Select an audio file. When selected, you can:

- Tap to play the audio clip, to pause, or to stop playback.
- Tap **Select** to insert it into your MMS message.
- Tap **Exit** () to quit selection and return to your MMS message.

**Note** To record a new audio clip and add it to your MMS message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted into your MMS message.

## View and reply to MMS messages

### To view an MMS message

- Use the playback controls , , and .
- Tap **Contents** to see a list of files included in the message. On the Message Contents screen, you can do the following:
  - To save a file, select it, and tap **Menu > Save**.
  - To save the contents of a text file to the My Text list, tap **Menu > Save into My Text**.
  - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

### To reply to an MMS message

On the message list, select the MMS message and do one of the following:

- Tap **Menu > Reply > Reply** to reply to the sender of the message.
- Tap **Menu > Reply > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

### To block a phone number from sending you MMS messages

If you do not want to receive MMS messages from a particular sender, you can add the sender's phone number to the MMS Blacklist.

1. When you receive a new MMS message, open and view the message.
2. To avoid receiving MMS messages from this sender next time, tap **Menu > Show > Message Detail**.
3. On the MMS Detail screen, tap **Menu > Show Contact Details**.
4. Tap **Menu > Save to Blacklist**.
5. Tap **Done**.

- Tips**
- To view the MMS Blacklist, on the message list tap **Menu > MMS Options > Blacklist tab**.
  - To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Tap and hold the phone number in the Blacklist, then tap **Delete**.

## 6.4 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.

## 6.5 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
<b>Automatic Send/Receive</b>	You can select a time interval for connecting to the Internet automatically to send and receive messages.
<b>Download messages</b>	Set the number of days of messages that you want to be downloaded to your device.

Options	Description
<b>Send/receive when I click Send</b>	By default, messages are immediately delivered when you tap <b>Send</b> . 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 <b>Menu &gt; Send/Receive</b> ).
<b>Use automatic send/receive schedule when roaming</b>	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.
<b>When deleting messages</b>	Choose whether to delete messages from the mail server when you delete them on your device.
<b>Message format</b>	Select HTML or Plain Text.
<b>Message download limit</b>	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**.

## 6.6 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 do to 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 **Favorite 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 “Favorite 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

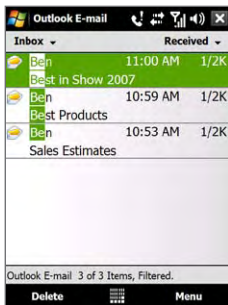
1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file or picture you want to attach, or record a voice note.

## 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 “S”, then “A” narrows the list to only the e-mails that contain sender names and e-mail subjects that start with “SA.”

## 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. Keep tapping **Next** until you see **Message format** and **Message download limit** on the screen.
4. Tap **Download Size Settings**.
5. Under **Message format**, select HTML or Plain text.
6. Under **Download size limit**, select the desired e-mail size.
7. 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**

**7.2 Working With Company E-mails**

**7.3 Managing Meeting Requests**

**7.4 Finding Contacts in the Company Directory**



## 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**.

**Tip** You can also tap **Start > Programs > Comm Manager**.

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**.  
**Tip** You can also tap **Start > Messaging > Outlook E-mail**.
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 >**

## 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.

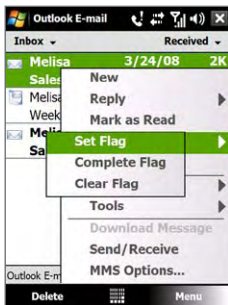
**Requirement** Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

### 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.

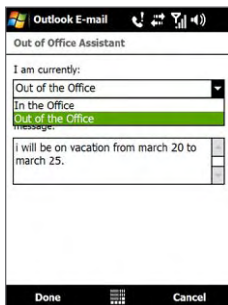


## Out-of-office auto-reply

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.

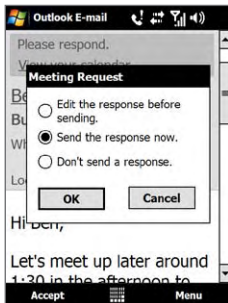
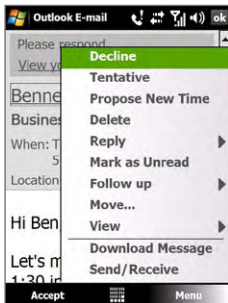
**Requirement** Your company must be using **Microsoft Exchange Server 2007 or higher**.

### 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.

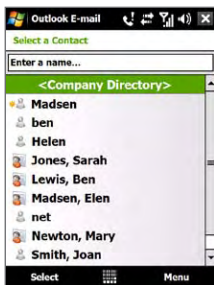
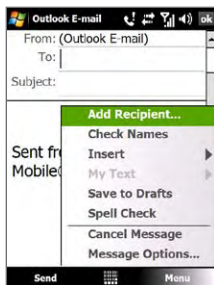
- Tips**
- For information about creating a meeting request, see “To send a meeting request” in Chapter 12.
  - To view an attendee’s contact information, tap the attendee’s name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

## 7.4 Finding Contacts in the Company Directory

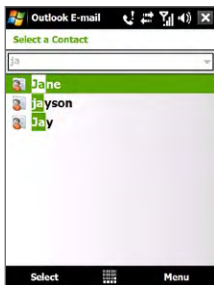
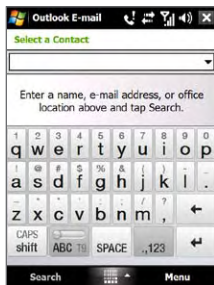
In addition to having contacts on your device, you can access contact information from your organization’s Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

**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**.
3. Enter a partial or full contact name and tap **Search**. In the search results list, tap a contact to select it.



- Notes**
- 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**

#### **8.2 Starting a Data Connection**

#### **8.3 Using Opera Mobile™**

#### **8.4 Using YouTube™ Client**

#### **8.5 Using Streaming Media**

#### **8.6 Using Windows Live™**

#### **8.7 Using Your Device as a Modem (Internet Sharing)**

#### **8.8 Using RSS Hub**

## 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
- GPRS, 3G or EDGE
- 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.

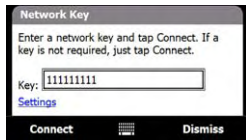
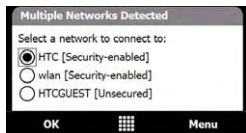
#### To connect to a wireless network

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.**

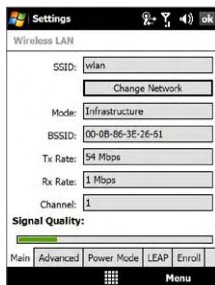
When you enable Wi-Fi on your device, the Wi-Fi ON icon  appears on the title bar.

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.

- **Wi-Fi Status screen.**

On the Home screen, slide to the **Settings** tab and then on the Settings screen, tap **Communications > Menu > Wi-Fi**. Check the **Main** tab to see the name of 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**

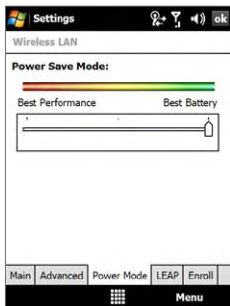


## To save battery power while connected to a wireless network

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 **Communications > Menu > Wi-Fi > 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.



## GPRS/3G

Use **GPRS/3G** (or **EDGE**, if available) to connect to the Internet and to send and receive e-mail and picture messages on your device. You will need a data plan to use your wireless service provider's GPRS/3G network. Check with your wireless service provider to find out about GPRS/3G rates.

GPRS/3G settings are already preconfigured on your device, and your device is ready to use your wireless service provider's GPRS/3G services. Do not change the settings as this may cause services to stop working.

### To add a new GPRS/3G connection

When you need to add another GPRS/3G connection on your device, obtain the **Access point name** from your wireless service provider. Also, check if the GPRS/3G network requires a 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**.