

# User Manual

Pocket  
Pointe  
P  
P  
P

## 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 Pocket PC Phone.

### INTELLECTUAL PROPERTY RIGHT INFORMATION

Copyright © 2007 High Tech Computer Corp. All Rights Reserved.

   and ExtUSB are trademarks and/or service marks of High Tech Computer Corp.

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

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

Wi-Fi is a registered trademark of the Wireless Fidelity Alliance, Inc.

microSD is a trademark of SD Card Association.

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

Copyright © 2007, Adobe Systems Incorporated.

Copyright © 2007, Macromedia Netherlands, B.V.

Macromedia, Flash, Macromedia Flash, Macromedia Flash Lite and Reader are trademarks and/or registered trademarks of Macromedia Netherlands, B.V. or Adobe Systems Incorporated.

Copyright © 2007, JATAAYU SOFTWARE (P) LTD. All Rights Reserved.

Copyright © 2007, Dilithium Networks, Inc. All Rights Reserved.

Copyright © 2007, Tao Group Limited. All Rights Reserved.

ArcSoft MMS Composer™ Copyright © 2003-2007, ArcSoft, Inc. and its licensors. All Rights Reserved. ArcSoft and the ArcSoft logo are registered trademarks of ArcSoft, Inc. in the United States and/or other countries.

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

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

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

## 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 is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the 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 Polymer 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.



### **SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT**

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

### **PREVENTION OF HEARING LOSS**

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

### **SAFETY IN AIRCRAFTS**

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

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

## **INTERFERENCE WITH MEDICAL EQUIPMENT 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 it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

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

## **HEARING AIDS**

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

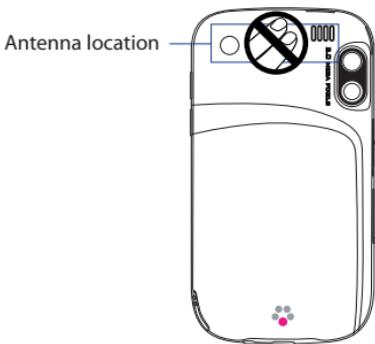
## **NONIONIZING RADIATION**

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

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

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

antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



## GENERAL PRECAUTIONS

- **Heed service markings**

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments 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, but limited to, amplifiers) that produce heat.

- **Avoid wet areas**

Never use the product in a wet location.

- **Avoid using your device after a dramatic change in temperature**

When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

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

- **Avoid pushing objects into product**

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

- **Mounting accessories**

Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

- **Avoid unstable mounting**

Do not 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.

# Contents

## **Chapter 1 Getting Started 15**

- 1.1 Getting to Know Your Device and Its Accessories..... 16
- 1.2 Installing the SIM Card and Battery ..... 21
- 1.3 Starting Up..... 24
- 1.4 The Today Screen..... 26
- 1.5 Status Icons ..... 27
- 1.6 The Start menu ..... 29
- 1.7 Programs..... 30
- 1.8 Settings ..... 33

## **Chapter 2 Entering and Searching Information 37**

- 2.1 Using the Hardware Keyboard ..... 38
- 2.2 Entering Information ..... 40
- 2.3 Using the On-screen Keyboard ..... 41
- 2.4 Using Letter Recognizer..... 41
- 2.5 Using Block Recognizer ..... 42
- 2.6 Using Transcriber..... 42
- 2.7 Using Symbol Pad..... 44
- 2.8 Using Notes to Draw, Write and Record Voice Notes ..... 45
- 2.9 Searching Information ..... 45

<b>Chapter 3 Using Phone Features</b>	<b>47</b>
3.1 Using the Phone .....	48
3.2 Making a Call .....	50
3.3 Receiving a Call.....	52
3.4 Smart Dialing .....	53
3.5 In-call Options .....	56
3.6 Additional Dialing Information .....	57
3.7 Setting Up Bluetooth SIM Access for Car Kit Phones.....	58
<b>Chapter 4 Setting Up Your Pocket PC Phone</b>	<b>59</b>
4.1 Personalizing the Today screen .....	60
4.2 Customizing Phone Settings and Services .....	62
4.3 Customizing Personal and System Settings.....	64
4.4 Protecting Your Pocket PC Phone .....	68
<b>Chapter 5 Synchronizing Information with Your Computer</b>	<b>71</b>
5.1 About Synchronization .....	72
5.2 Installing and Using Microsoft Windows Mobile® Device Center on Windows Vista .....	73
5.3 Installing and Using Microsoft ActiveSync® on Windows XP .....	74
5.4 Synchronizing with Your Computer .....	75
5.5 Synchronizing via Bluetooth .....	77
5.6 Synchronizing Music and Video .....	77

## **Chapter 6 Adding and Organizing Information 79**

6.1	Contacts .....	80
6.2	SIM Manager .....	84
6.3	Calendar .....	87
6.4	Tasks .....	90
6.5	Notes .....	92
6.6	Voice Notes .....	95

## **Chapter 7 Exchanging Messages 97**

7.1	Messaging .....	98
7.2	Text Messages .....	99
7.3	MMS Messages .....	100
7.4	Setting Up E-mail Accounts .....	106
7.6	Using E-mail .....	111

## **Chapter 8 Getting Connected 117**

8.1	Connecting to the Internet .....	118
8.2	Internet Explorer Mobile .....	122
8.3	Using Comm Manager .....	125
8.4	Using Bluetooth .....	126
8.5	Using Wi-Fi .....	135
8.6	Using Internet Sharing .....	140

<b>Chapter 9 Using Windows Live</b>	<b>141</b>
9.1 Windows Live Mobile .....	142
9.2 Windows Live Search.....	144
9.3 Windows Live Messenger Mobile.....	146
9.4 Sending Photos to Your Windows Live Space.....	149
<b>Chapter 10 Using Outlook with Exchange Server</b>	<b>151</b>
10.1 Synchronizing Your Device with the Exchange Server	152
10.2 Working With Company E-mails.....	155
10.3 Managing Meeting Requests .....	160
10.4 Finding Contacts in the Company Directory .....	162
10.5 E-mail Security.....	163
<b>Chapter 11 Experiencing Multimedia</b>	<b>167</b>
11.1 Using Camera.....	168
11.2 Using Pictures & Videos .....	180
11.3 Using Windows Media Player Mobile.....	184
<b>Chapter 12 Managing Your Pocket PC Phone</b>	<b>191</b>
12.1 Adding and Removing Programs .....	192
12.2 Copying Files.....	193
12.3 Managing Memory .....	195
12.4 Resetting Your Pocket PC Phone .....	196

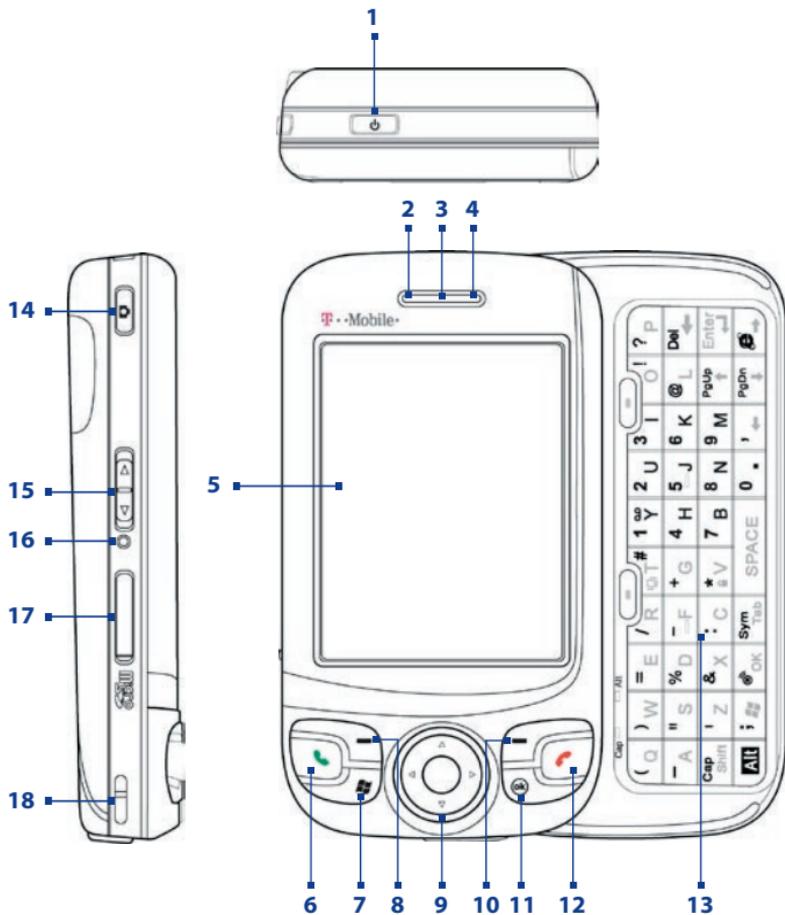
12.5	Checking System Information .....	198
12.6	Battery Saving Tips .....	198
<b>Chapter 13</b>	<b>Using Other Applications</b> .....	<b>201</b>
13.1	Word Mobile .....	202
13.2	Excel Mobile .....	203
13.3	Viewing Slide Shows with PowerPoint Mobile.....	204
13.4	Using Adobe Reader LE.....	205
13.5	Using Java .....	207
13.6	Using ZIP .....	211
13.7	Using Voice Command or Voice Dial ?? .....	213
<b>Appendix</b>		<b>215</b>
A.1	Regulatory Notices.....	216
A.2	PC Requirement to Run ActiveSync 4.5 .....	223
A.3	Specifications .....	224

# Chapter 1

## Getting Started

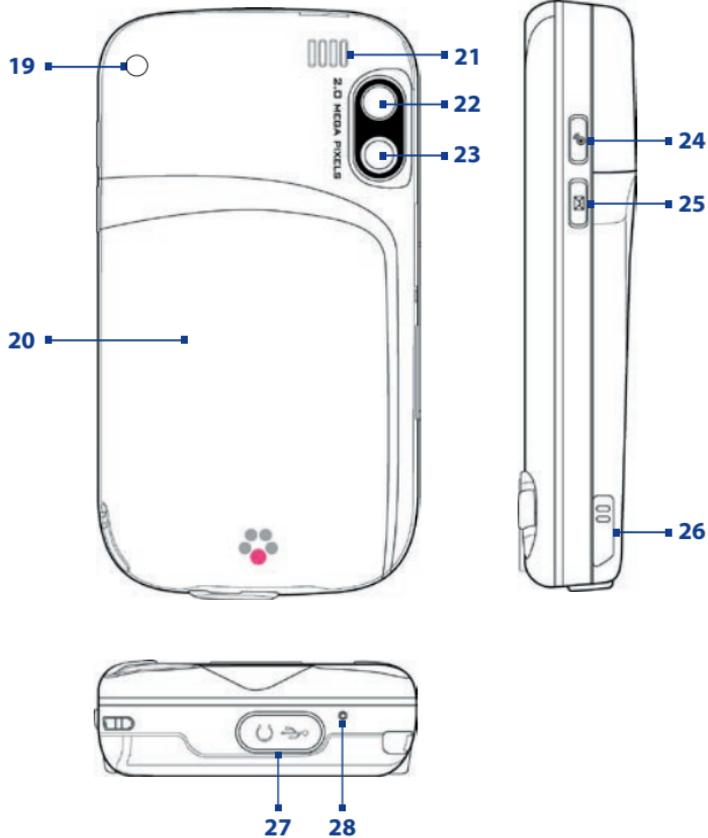
- 1.1 Getting to Know Your Device and Its Accessories**
- 1.2 Installing the SIM Card and Battery**
- 1.3 Starting Up**
- 1.4 The Today Screen**
- 1.5 Status Icons**
- 1.6 The Start menu**
- 1.7 Programs**
- 1.8 Settings**

## 1.1 Getting to Know Your Device and Its Accessories



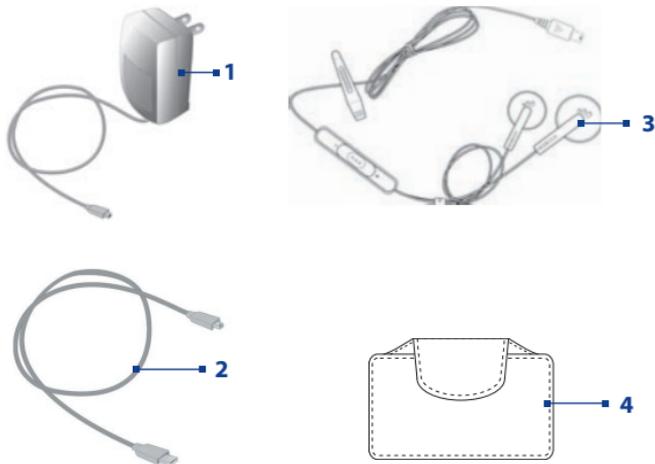
No.	Item	Function
1	<b>POWER Button</b>	Press and hold to turn on the device. When the device is turned on, press to turn off the display temporarily. This switches your device to Sleep mode, and you can still receive calls and messages. Press and hold (for about 5 seconds) to turn off the power completely. All functions including the phone will be unavailable for use.
2	<b>Notification LED 1</b>	This bi-color LED shows Green and Amber lights for GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status.
3	<b>Earpiece</b>	Listen to a phone call from here.
4	<b>Notification LED 2</b>	This LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, or a blinking Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.
5	<b>Touch Screen</b>	Tap the screen with the stylus to write, draw, or make a selection.
6	<b>TALK Button</b>	Press to answer an incoming call or dial a number.
7	<b>START Button</b>	Press to open the Start menu.
8	<b>Left SOFT KEY</b>	Press to execute the command shown in the label above the button.
9	<b>NAVIGATION Control/ENTER</b>	Press this multi-directional control up, down, left, or right to move through menus and program instructions; carry out the selection by pressing the center button.
10	<b>Right SOFT KEY</b>	Press to execute the command shown in the label above the button.
11	<b>OK Button</b>	Press to confirm your data entries, or to exit the program in use.
12	<b>END Button</b>	Press to end a call or to return to the Today screen.
13	<b>Hardware Keyboard</b>	See Chapter 2 for details.
14	<b>CAMERA Button</b>	Press to launch the Camera; press again to take a photo or video clip, depending on the specified capture mode.
15	<b>Volume Slider</b>	<ul style="list-style-type: none"> <li>• Slide up or down to adjust the speaker volume.</li> <li>• During a call, slide up or down to adjust the earpiece volume.</li> </ul>
16	<b>RESET Button</b>	With the stylus, press the RESET button to soft-reset your device.
17	<b>microSD Card Slot</b>	Insert a storage card (microSD card) for storing data.
18	<b>Strap Holder</b>	Attach a strap for carrying your device.

## 18 Getting Started



No.	Item	Function
19	<b>Car Antenna Connector</b>	Connect to the car antenna while in a car to have better reception quality. Simply peel off the rubber cap and connect the antenna jack. Replace the rubber cap if unused.
20	<b>Back Cover</b>	This covers the battery and SIM card compartment. To remove, slide the latch that is located at the bottom of your device.
21	<b>Speaker</b>	Listen to audio media from here.
22	<b>Self-Portrait Mirror</b>	Turn the back side of your device to face yourself so that your image reflects on the mirror when taking self-portrait shots.
23	<b>Camera</b>	This is a 2.0 megapixel CMOS color camera. Use the camera to take still photos and record video clips.
24	<b>COMM Manager button</b>	Press to launch Comm Manager. Comm Manager lets you easily turn on/off your device's connections (such as Bluetooth and Wi-Fi), ringer, phone, etc.
25	<b>Voice Command Button</b>	Press to start Voice Speed Dial; press and hold to record a voice note.
26	<b>Stylus</b>	Use the stylus to write, draw, or select items on the touch screen.
27	<b>Sync Connector/ Earphone Jack</b>	Use this connector to synchronize data by connecting the provided USB Sync cable or to recharge the battery via the provided AC adapter. You can also connect the provided USB stereo headset for hands-free conversation or for listening to audio media.
28	<b>Microphone</b>	Speak into the microphone when receiving or making a phone call or voice recording.

## Accessories



No.	Accessory	Function
1	<b>AC adapter</b>	Recharges the battery.
2	<b>USB Sync cable</b>	Connects your device to a PC and synchronizes data.
3	<b>Stereo headset</b>	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.
4	<b>Pouch</b>	Acts as a protective carrying case for your device.

## 1.2 Installing the SIM Card and Battery

The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

Your device contains a rechargeable Li-ion polymer battery. This device is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including your wireless service provider's 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 **150 - 200** hours for GSM.
- Talk time: Up to **3.5 - 5** hours for GSM.
- Media playback time: Up to **8** hours for WMV;  
Up to **12** hours for WMA.

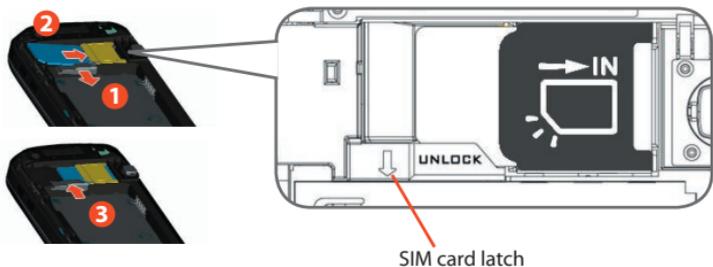
### **Warning!**

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 regulation.

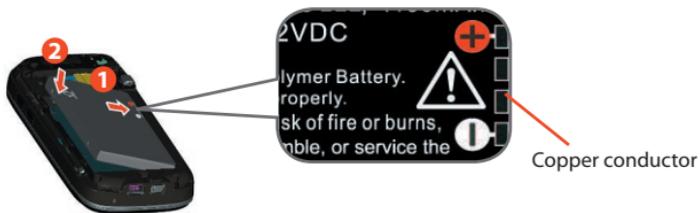
### **To install the SIM card and battery**

1. Make sure your device is powered off.
2. Slide the back cover upward to release and remove the cover.
3. Pull the SIM card latch downward to unlock the slot.
4. Insert the SIM card into the slot with its gold contacts facing down and its cut-off corner facing toward outside of the slot.



**Note** You'll also see clear illustrations on how to insert the SIM card inside the battery compartment.

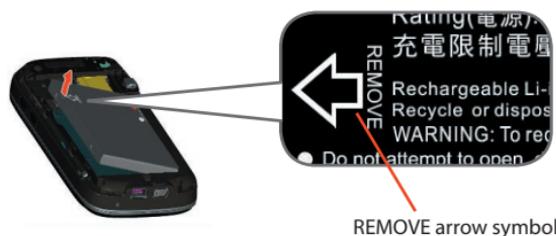
5. After inserting the SIM card, push back the SIM card latch to secure the SIM card in place.
6. Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the upper right side of the battery compartment. Insert the right side of the battery first, then gently push the battery into place.



7. Replace the back cover.

### To remove the battery and SIM card

1. Make sure your device is powered off.
2. Slide the back cover upward to release and remove the cover.
3. To remove the battery, lift it up from the end that is marked with a REMOVE arrow symbol.



- To remove the SIM card, unlock the SIM card slot first by pulling the SIM card latch downward. Slide the SIM card towards the right to remove it.

## Charge 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. You can charge the battery in two ways:

- Charging the device's battery by using the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

When your device is turned off, charging is indicated by a solid amber light on the left LED indicator. When your device is turned on, you will also see a charging icon (  ) on the Today screen.

After the battery has been fully charged, the LED indicator becomes green and a full battery icon (  ) appears on the Today screen.

### 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.

## 1.3 Starting Up

After inserting 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 your device, press and hold the POWER button. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see “Calibrate the device”.
- To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

### Switch your device to Sleep mode

Quickly pressing the POWER button turns off the display temporarily and switches 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 also automatically goes into Sleep mode when you leave the device idle after a certain amount of time.

### To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System tab > Power > Advanced tab**.
2. Under **On battery power**, make sure the **Turn off device if not used** for check box is selected.
3. Select the battery timeout period, then tap **OK**.

You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/messages will wake up your device.

### Calibrate the device

Calibrating the device screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start > Settings > System tab > Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.

## Manage screen settings

The device's display has two orientation modes: **Portrait** and **Landscape**. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.

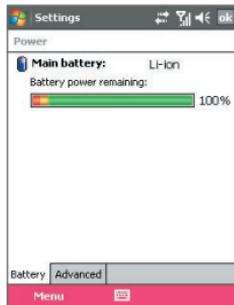
- To change the orientation, tap **Start > Settings > System tab > Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

## Check battery power

Do one of the following:

- Tap the battery level icon (  ) on the Today screen.
- Alternatively, tap **Start > Settings > Systems tab > Power**.

When the low-battery warning appears, immediately save your data by synchronizing with your PC, or save your data on a storage card, and then turn off your device. Do not attempt to restart your device until you have connected it with the power adapter.



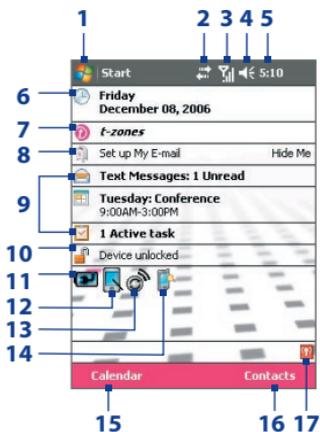
Battery power information

To find out ways on saving battery power, see "Battery Saving Tips" in Chapter 12.

## 1.4 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.

- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal** tab > **Today**.



- 1 Tap to open the Start menu.
- 2 Tap to view connectivity status.
- 3 Indicates the radio signal strength. Tap to configure the phone settings.
- 4 Tap to adjust device/ringer volume.
- 5 Displays the current time. Tap to check the current date and upcoming appointments. Tap and hold to change the clock mode to Analog or Digital.
- 6 Displays the current date. Tap to set up date, time, alarm, and more.
- 7 Tap to visit T-Mobile's T-zones web site.
- 8 Tap to create a "My E-Mail" e-mail account or manage an existing account. A data rate plan is required to set up My E-Mail. Please contact T-Mobile for details.
- 9 Your day at a glance with reminders. Tap to view or edit the following information: messages, appointments, and tasks.
- 10 Tap  to lock the device. The icon changes to . Tap **Unlock** on the Today screen to unlock again.
- 11 Indicates the battery status. Tap to open the Power Settings screen.
- 12 Tap to toggle the screen between portrait and landscape orientation.
- 13 Tap to open Comm Manager.
- 14 Tap to open the Backlight Settings screen.
- 15 Tap to open Calendar.
- 16 Tap to open Contacts.
- 17 Appears in green when Wi-Fi is on, red when Wi-Fi is off. Tapping this icon also opens Comm Manager.

## 1.5 Status Icons

The following are some of the status icons that you may see on the device.

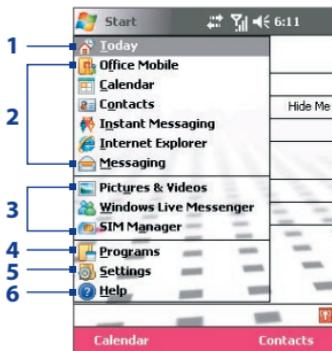
Icon	Description
	New text messages; SMS notification of voice mail.
	New multimedia (MMS) message.
	New Windows Live message.
	There are more notifications. Tap the icon to view all.
	Voice call in progress.
	Call on hold.
	Calls are forwarded.
	Missed call.
	Dialing while no SIM card is inserted.
	Speakerphone on.
	Maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.
	GPRS available.
	GPRS connecting.
	GPRS in use.
	EDGE available.
	EDGE connecting.
	EDGE in use.
	Roaming.
	Connection is active.

Icon	Description
	Connection is not active.
	Synchronization in progress.
	ActiveSync notification.
	Synchronization error.
	Wi-Fi function enabled, but device not connected to a wireless network yet.
	Wireless network(s) detected.
	Connecting to wireless network (arrows moving); connected to wireless network.
	Synchronizing via Wi-Fi.
	Battery is fully charged.
	Battery power is very low.
	Battery charging.
	Sound on.
	Sound off.
	Vibration mode.
	Alarm.
	No SIM card inserted.
	Device is locked.
	Device is unlocked.
	Bluetooth headset detected.
	GPRS Monitor currently active.
	Sprite Backup notification.
	Serial USB connection active.

**Note** The USB to PC () icon appears on the Today Screen when your device is connected to your computer and you enable a serial USB connection between them. For more information about USB to PC, see “Device Settings” later in this chapter.

## 1.6 The Start menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.



- 1 Tap to switch to the Today screen.
- 2 Tap to start a program. The items displayed in the Start menu can be customized by tapping **Start > Settings > Personal tab > Menus**.
- 3 Tap to start a recently-used program.
- 4 Tap to view and select more programs that are installed on your device.
- 5 Tap to change device settings.
- 6 Tap to see a Help topic for the current screen.

## 1.7 Programs

The following are some of the programs that are already installed on your device.

### Programs in the Start Menu

Icon	Description
	<b>Office Mobile</b> Provides the complete suite of Microsoft Office applications for your mobile device.
	<b>Excel Mobile</b> Creates new workbooks or lets you view and edit Excel workbooks.
	<b>PowerPoint Mobile</b> Lets you view PowerPoint slides and presentations.
	<b>Word Mobile</b> Lets you create, view, and edit Word documents.
	<b>Calendar</b> Allows you to keep track of your appointments and create meeting requests.
	<b>Contacts</b> Allows you to keep track of your friends and colleagues.
	<b>Internet Explorer Mobile</b> Allows you to browse Web and WAP sites as well as download new programs and files from the Internet.
	<b>Messaging</b> Allows you to send and receive e-mail, MMS, and text messages.
	<b>myFaves</b> is a paid subscription service from T-Mobile that lets you choose up to five phone numbers that you can call at a lower cost.
	<b>Help</b> Enables you to see Help topics for the current screen or program.

### Programs screen

Icon	Description
	<b>Games</b> Lets you play two pre-installed games: <b>Bubble Breaker</b> and <b>Solitaire</b> .
	<b>ActiveSync</b> Synchronizes information between your device and a PC or the Exchange Server.

Icon	Description
	<b>Adobe Reader LE</b> Enables you to view PDF (Portable Document Format) files on your device.
	<b>Bluetooth Explorer</b> Searches for other Bluetooth devices that have file sharing enabled and allows you to access their Bluetooth shared folder.
	<b>Calculator</b> Lets you perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	<b>Camera</b> Snaps photos or shoots video clips with accompanying audio.
	<b>File Explorer</b> Enables you to organize and manage files on your device.
	<b>Handango InHand</b> Features an extensive catalog of mobile software that you can purchase, download and install on your device. Tap <b>Menu &gt; Update Catalog</b> to download the latest catalog.
	<b>Hotspot Login</b> Lets you see if you are in the T-Mobile HotSpot coverage area. You need to be subscribed to the T-Mobile HotSpot service for you to be able to log in to its wireless network.
	<b>Instant Messaging</b> Lets you send and receive instant messages using popular instant messaging programs such as AOL®, ICQ® and Yahoo®.
	<b>Internet Sharing</b> Connects your notebook computer to the Internet using your device's data connection.
	<b>Java</b> Enables you to download and install Java applications, such as games and tools, on your device.
	<b>My E-mail</b> Provides you unlimited access to your work and personal e-mail accounts through T-Mobile's My E-mail service. You need to have a subscription to T-MobileWeb before you can access your e-mail accounts.
	<b>Notes</b> Allows you to create handwritten or typed notes, drawings, and voice recordings.
	<b>Phone</b> Lets you make and receive calls, switch between calls, and set up conference calling.
	<b>Pictures &amp; Videos</b> Lets you view, organize, and sort pictures, animated GIFs, and video files on your device or a storage card. Photos that are taken using the camera are stored in the My Pictures folder, and recorded video clips are saved in the My Videos folder of your device.

Icon	Description
	<b>Search</b> Enables you to search contacts, data, and other information on your device.
	<b>SIM Manager</b> Allows you to manage the contacts that are stored on your SIM card. You can also use this program to copy SIM contents to Contacts on your device.
	<b>Tasks</b> Allows you to keep track of your tasks.
	<b>T-zones</b> Opens a WAP browser that takes you to T-Mobile's T-zones web site where you can purchase ring tones, wallpaper, or games to personalize your device.
	<b>Voice Notes</b> Allows you to record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your device's ring tone.
	<b>Voice Command or Voice Dial?</b> Allows you to record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	<b>Windows Live Messenger Mobile</b> This is the next generation of MSN Messenger Mobile. You can sign in using your Hotmail or Windows Live Mail address, add emoticons when sending instant messages, transfer files, and more.
	<b>Windows Live Mobile</b> This is the mobile version of Windows Live. It provides the following key features: Windows Live Search Mobile, Windows Live Contacts, Windows Live Messenger Mobile, and Windows Live Mail Mobile.
	<b>Windows Media Player Mobile</b> Lets you play back audio and video files.
	<b>Windows Update</b> Links you to Microsoft's web site and updates Windows Mobile on your device with the latest security patches or fixes.
	<b>ZIP</b> Enables you to save memory and free up storage space on your device by compressing files in the conventional ZIP format.
	<b>STK (SIM Tool Kit) Service</b> Allows you to access information and other services offered by your wireless service provider.

## 1.8 Settings

You can adjust the device settings to suit the way you work. To see all available settings, tap **Start > Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.

### Personal tab

Icon	Description
	<b>Buttons</b> Assigns a program or function to a hardware button.
	<b>Input</b> Sets options for each of the input methods.
	<b>Keyboard Sliding Sound</b> Allows you to select a slide-in and slide-out sound for the hardware keyboard.
	<b>Lock</b> Sets a password for your device.
	<b>Menus</b> Sets what programs will appear in the Start menu.
	<b>Owner Information</b> Allows you to enter your personal information on your device.
	<b>Phone</b> Allows you to customize phone settings such as ring tone, set a PIN number for your SIM card, and more.
	<b>Sounds &amp; Notifications</b> Enables sounds for events, notifications, and more, and allows you to set the type of notification for different events.
	<b>Today</b> Allows you to customize the appearance and the information to be displayed on the Today screen.

## System tab

Icon	Description
	<b>About</b> Allows you to specify a name for your device. Also shows the Windows Mobile version and copyright information.
	<b>Backlight</b> Sets the backlight timeout and brightness.
	<b>Certificates</b> Shows information about certificates that are installed on your device.
	<b>Clear Storage</b> Removes all your data and files from the memory and resets your device to factory default settings.
	<b>Clock &amp; Alarms</b> Switches the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	<b>Customer Feedback</b> Enables your device to automatically send information about how you use Windows Mobile. By default, this option is disabled.
	<b>Device Information</b> Shows information about the firmware version, hardware, identity, and the duration of calls made on your device.
	<b>Encryption</b> Allows files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	<b>Error Reporting</b> Enables or disables the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	<b>Key Lock</b> Locks the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	<b>Memory</b> Shows the device memory allocation status and memory card information. Also allows you to stop currently running programs.
	<b>Microphone AGC</b> Adjusts the volume of your voice automatically when you are recording.

Icon	Description
	<b>Power</b> Shows the current battery level. Also allows you to set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	<b>Regional Settings</b> Sets the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	<b>Remove Programs</b> Lets you remove programs that you installed on your device.
	<b>Screen</b> Allows you to change the screen orientation, re-calibrate the screen, and change the screen text size.
	<b>Task Manager</b> Allows you to configure the Exit button (  ) to end programs and free up the memory that's occupied by them.

## Connections tab

Icon	Description
	<b>Beam</b> Enables your device to receive incoming Bluetooth beams.
	<b>Bluetooth</b> Turns Bluetooth on, sets your device to visible mode, and allows you to scan for other Bluetooth devices.
	<b>Comm Manager</b> Allows you to manage the device's connection (including Wi-Fi, Bluetooth, and ActiveSync), disconnect data services (such as GPRS), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	<b>Connections</b> Sets up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network.
	<b>CSD Line Type</b> Sets the line type to use when making a circuit switch data (CSD) connection. Normally, you do not need to change the setting unless you encounter a problem on establishing a connection.
	<b>GPRS Setting</b> Sets the GPRS authentication method. Consult your wireless service provider first before changing this setting.
	<b>SMS Service</b> Enables sending of SMS text messages via a data connection, such as GPRS or a circuit-switched connection. This can be used only if your wireless service provider supports this service.

Icon	Description
	<b>T-Mobile Hotspot</b> Connects you to T-Mobile's high-speed wireless broadband Internet service. Enter your login name and password for accessing its wireless network.
	<b>USB to PC</b> Sets the USB connection between your device and PC, and helps with problems connecting ActiveSync.
	<b>Wi-Fi</b> Allows your device to scan for available wireless networks.
	<b>Wi-Fi Status</b> Shows information about the active wireless network, and allows you to customize Wi-Fi settings.

---

# Chapter 2

## Entering and Searching Information

- 2.1 Using the Hardware Keyboard**
- 2.2 Entering Information**
- 2.3 Using the On-screen Keyboard**
- 2.4 Using Letter Recognizer**
- 2.5 Using Block Recognizer**
- 2.6 Using Transcriber**
- 2.7 Using Symbol Pad**
- 2.8 Using Notes to Draw, Write and Record Voice Notes**
- 2.9 Searching Information**

## 2.1 Using the Hardware Keyboard

Your device provides you with a **QWERTY** keyboard, which is similar to a standard keyboard on your PC. To use the QWERTY keyboard, slide the screen panel to the left to reveal the keyboard.



### Keystrokes for entering text

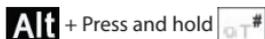
When entering text, do the following:

- To type lowercase letters, press the keys using your thumbs or fingers.
- To use all uppercase letters, press **Alt** first, then press **Cap Shift**. To change back to all lowercase letters, press these buttons again.
- To use a single uppercase letter, press **Cap Shift** and then press the corresponding key.
- To enter a number or symbol (labeled at the upper left of each key), press **Alt** and then press the corresponding key.
- To open the Symbol Pad, press **Alt** and then press **Sym Tab**.
- Press the Left/Right SOFT KEY (  $\leftarrow$  ) to perform the command shown in the label above the key.
- Press **OK** to verify your data entries or exit the program in use.
- Press **i** to open the Start menu.
- Press the arrow keys  $\leftarrow$  **PgUp** **PgDn**  $\rightarrow$  for directional movement.
- To type accented characters (like á, ã, ç, ê, í, ó, ü, etc), press the letter key first and then, hold **Alt** and at the same time press the space bar **SPACE** several times until you find the correct character you need.

## Keyboard shortcuts

The QWERTY keyboard has shortcuts to certain programs and functions.

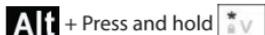
Vibrate/Ringer mode



Voicemail



Device lock



Start menu



OK



Comm Manager



Internet Explorer Mobile

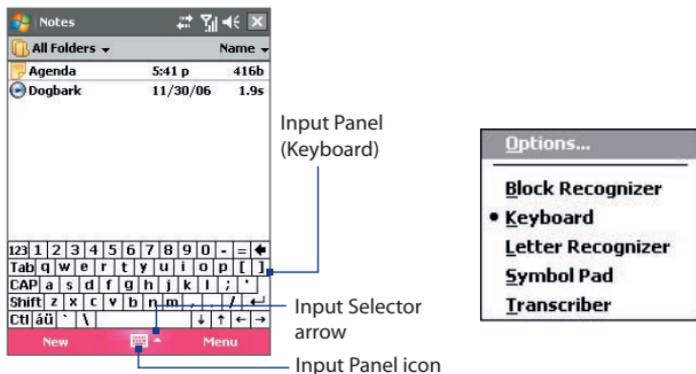


**Tip** The QWERTY keyboard also has shortcuts to messaging functions. See Chapter 7 for more information.

## 2.2 Entering Information

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 then displayed and you can use it to enter text. To toggle between showing and hiding the Input Panel, simply tap the **Input Panel** icon.



Icon	Input method
	On-screen keyboard
	Letter Recognizer or Block Recognizer
	Symbol Pad
	Transcriber

**Note** Some text input methods may not be available in certain language versions of the device.

## 2.3 Using the On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

### To enter text using the on-screen Keyboard

1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

### To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

## 2.4 Using Letter Recognizer

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

### To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
  - Enter capital letters by writing in the **ABC** (left) area of the box.
  - Enter lower case 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 tapping in either area of the box and then writing the desired character.

**Note** **Letter Recognizer** is available when text entry is possible.

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

## 2.5 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 tap **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 in either area of the box and then writing the desired character.

**Note** **Block Recognizer** is available when text entry is possible.

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

## 2.6 Using Transcriber

**Transcriber** is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

### To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

### To write using Transcriber

1. In a program, position the cursor where you want text to appear.
2. 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.

- From a program, tap  on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

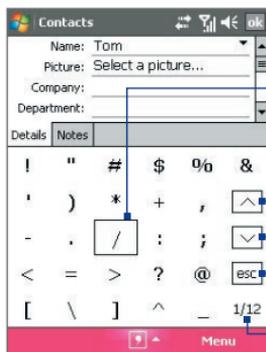
- Tips**
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
  - When no text is selected, you can also open the keyboard by doing the  gesture. For more information about using Transcriber gestures, see Help on your device.

### To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear 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.

## 2.7 Using Symbol Pad

**Symbol Pad** provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters.



Tap a symbol to select it. Use the Navigation Control or press the arrow keys  on the hardware keyboard to navigate through the available symbols, then press ENTER to select a symbol.

Tap to display the previous page of symbols.

Tap to display the next page of symbols.

Tap to close the Symbol Pad without selecting any symbol.

This indicates the current page and the total number of symbol pages.

### To open the Symbol Pad and select a symbol

1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
  - Tap the **Input Selector** arrow, then tap **Symbol Pad**; or
  - Using the hardware keyboard, press **Alt** and then press .
3. To browse through the pages of symbols, tap  /  on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.

## 2.8 Using Notes to Draw, Write and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, please see “Notes” in Chapter 7.

## 2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

### To search for a file or an item

1. Tap **Start > Programs > Search**.
2. In the **Search for** field, you can:
  - Enter the file name, word, or other information you want to search for.
  - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

**Note** The storage card symbol  is displayed next to the names of files saved on a storage card.



# Chapter 3

## Using Phone Features

**3.1 Using the Phone**

**3.2 Making a Call**

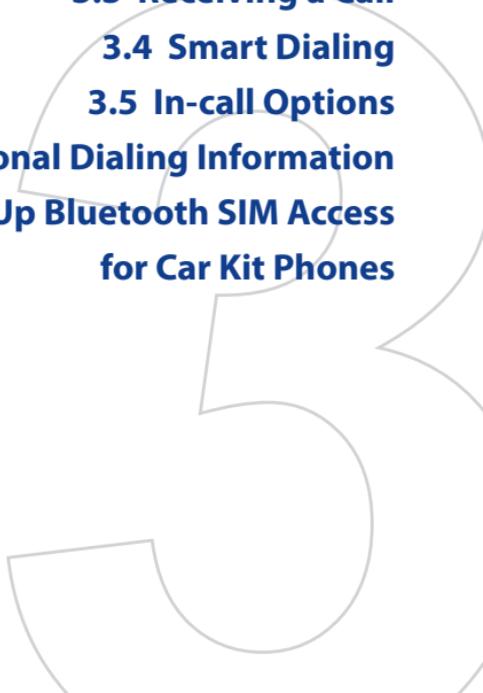
**3.3 Receiving a Call**

**3.4 Smart Dialing**

**3.5 In-call Options**

**3.6 Additional Dialing Information**

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



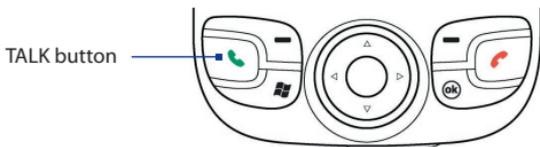
## 3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send SMS/MMS messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

### The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Tap **Start > Programs > Phone**; or
- Press the TALK 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 your PIN is entered incorrectly 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.

## 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 turn off the phone function

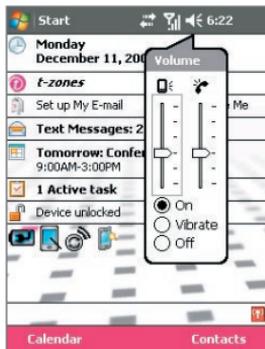
1. Tap the **Comm Manager** icon (  ) on the Today screen.
2. On the Comm Manager screen, tap the **Phone** button to turn off the phone function. The  icon indicates the phone function is turned off.

### To resume call function

- Turn on the phone function by tapping the **Phone** button again on the Comm Manager screen. The  icon indicates the phone function is turned on.

## Adjust the device volume

1. Tap the **Speaker** icon (  ).
2. Under **Volume**, do the following:
  - Adjust the phone volume (  ) or device volume (  ) by moving the slider to the desired volume level.
  - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



Volume adjustment

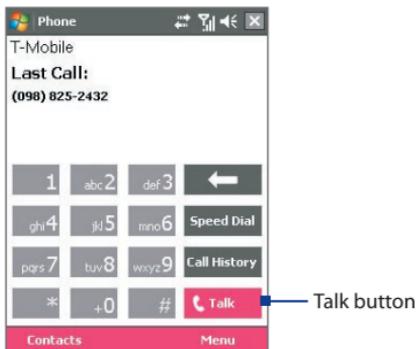
- Notes**
- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
  - When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon (  ) will appear in the title bar to indicate that Vibrate mode is activated.

## 3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

### Make a call from Phone

1. Tap **Start** > **Programs** > **Phone** or press the TALK button (  ).
2. On the Phone screen, tap the desired phone number, then tap **Talk**.



**Tip** If you tap a wrong number, tap the Back arrow (  ) to erase each subsequent digit of a number. To erase the entire number, tap and hold the Back arrow.

### Make a call from Contacts

Tap **Contacts** on the Today screen or tap **Start** > **Contacts**, then do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK twice (once to send the number to the Phone keypad, and once to dial the number).
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

### To choose one of the numbers of a contact to dial

By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Contacts** on the Today screen or tap **Start > Contacts**.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

### Make a call from Call History

1. On the Phone screen, tap **Call History**.
2. You can either scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types.
3. Scroll to the desired contact or phone number, and tap **Call**.

### One-touch 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 simply tap and hold  on the Phone screen to dial the contact's number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

### To create a Speed Dial entry

1. On the Phone screen, tap **Speed Dial**.
2. Tap **Menu > New**.
3. Tap a contact. Select the phone number that you want to add to Speed Dial.
4. In the **Location** box, select an available location for the new Speed Dial entry.

**Note** Location **1** is generally reserved for your voice mail, and Speed Dial will designate the next available location by default. If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

- Tips**
- To create a Speed Dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, then select the phone number for which to create a Speed Dial and an available location for the new Speed Dial entry.
  - To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

## Make a call from SIM Manager

**SIM Manager** allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

### To call a SIM contact

1. Tap **Start > Programs > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

## 3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

### To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

### To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

## 3.4 Smart Dialing

**Smart Dialing** is a program that makes it easy for you to dial a phone number. When you start entering numbers or characters, Smart Dialing will automatically search and sort 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.

### Start Smart Dialing

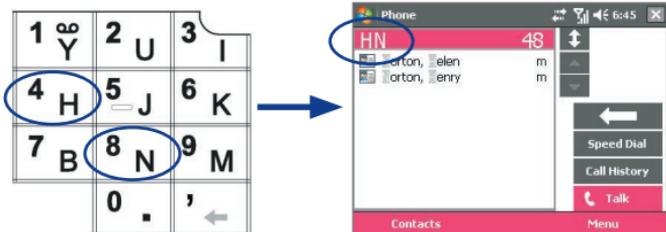
Open the Phone screen, then tap the keys on the Phone keypad that correspond to the phone number or contact you want to call.

When you start entering a number or letter, the Smart Dialing panel will appear automatically on the Phone screen. You can change the panel size according to your needs by tapping the arrow icon .



Smart Dialing panel

**Note** When you use the hardware keyboard to dial a number, the digits entered will be displayed on the right side of the entry box and the equivalent letters will appear on the left side. Whereas tapping the Phone keypad will display only the digits in the entry box.



## Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

### To find a phone number

- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

### To find a contact name

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from 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" which is associated with [a, b, 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".

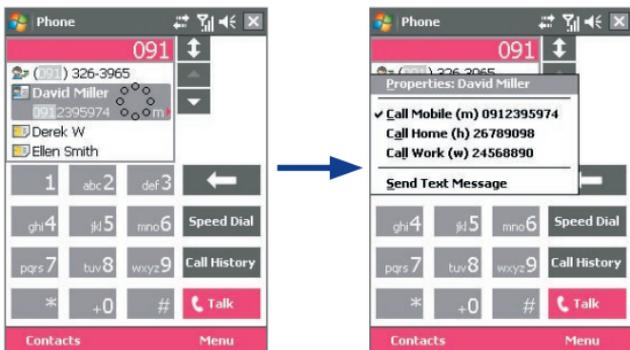
If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "Ben Miller", "George Adams", "Carter, Ellen", "Dixon, Allan".

## Make a call or send a text message using Smart Dialing

1. Begin entering the first few numbers or characters.
2. In the Smart Dialing panel, browse the list by tapping the arrows ( / ) or pressing NAVIGATION up or down to select the desired contact or phone number. When a contact is selected, it expands to also show the corresponding phone number.
3. The highlighted item will move one line when you press NAVIGATION up or down; the highlighted item will scroll one page when you tap the arrows.

#### 4. Do one of the following:

- When the correct contact is selected, tap **Talk** or press the TALK button (  ) to make a voice call.
- To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
- To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.



Tap and hold the contact to pop up the shortcut menu.

**Tip** To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

## Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
  - Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
  - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.

- Select the **Enable double-click for dialing** check box to make a voice call by double-tapping the item in the matched list.
- Select the **Expand panel when using hardware keyboard** check box to automatically expand the Smart Dialing panel when you are using the hardware keyboard to input.
- In **Scroll unit**, you can set the amount of scrolling when tapping the arrows (  /  ).

## 3.5 In-call Options

### To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice 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** or press END on the device.

### To switch between two calls

- Tap **Swap**.

### 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.
2. Tap **Conference**.

**Note** Not all service providers support conference calling. Contact your service provider for details.

### To turn on and off the Speakerphone

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

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon (  ) appears in the title bar.

- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

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

### To mute a call

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

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon () appears on the screen. Tap **Unmute** to turn on the microphone again.

## 3.6 Additional Dialing Information

### Make an emergency call

- Enter the international emergency number for your locale, and tap **Talk**.

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

### Make an international call

1. Tap and hold  on the Phone keypad until the + sign appears. The + replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Talk**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

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

Car kit phones 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.

**Notes**

- 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.

- Contact your wireless service provider to find out which car kit phone models are compatible with your device.

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 6.
2. Tap **Start > Programs > SAPSettings**.
3. On the BT Remote SIM Access screen, select the **Remote SIM Access** check box then tap **Done**.
4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
5. 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.
6. 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**.
7. On the BT Remote SIM Access screen, tap **Done**.

**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 4

## Setting Up Your Pocket PC Phone

**4.1 Personalizing the Today screen**

**4.2 Customizing Phone Settings and Services**

**4.3 Customizing Personal and System Settings**

**4.4 Protecting Your Pocket PC Phone**



## 4.1 Personalizing the Today screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize what to display on the Today screen.

### To customize the Today screen

1. Tap **Start > Settings > Personal** tab > **Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

**Tip** To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

### To use a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal** tab > **Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

### To set options for displaying appointments on the Today screen

Calendar appointments can be created on your device or synchronized with your PC or the Exchange Server at your work. If you have a large number of appointments created and synchronized on your device, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab > **Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:

- Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
- Clear the **Display all day events** check box if you do not want to display all-day events.

For more information about creating calendar appointments on your device, see “Calendar” in Chapter 6. See Chapter 5 for details on synchronizing with the computer and Chapter 10 on synchronizing with the Exchange Server.

### To set options for displaying tasks on the Today screen

Just like calendar appointments, tasks can also be created on your device or synchronized with your PC or the Exchange Server at your work. If you have a large number of tasks created or synchronized on your device, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
  - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
  - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

For more information about creating tasks on your device, see “Tasks” in Chapter 6. See Chapter 5 for details on synchronizing with the computer and Chapter 10 on synchronizing with the Exchange Server.

## Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab > **Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

**Tip** You can also create folders and shortcuts to appear on the Start menu. In ActiveSync on your PC, click **Explore**. In the Mobile Device window, double-click **My Windows Mobile-Based Device > Windows > Start Menu**, then create the folders and shortcuts that you want. You will see the added items after you synchronize.

## 4.2 Customizing Phone Settings and Services

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also set up your device to use phone services such as Call Waiting, Call Forwarding, and more.

To access these phone settings and services, tap **Menu > Options** on the Phone screen or tap **Start > Settings > Phone**.

### Ring tone and ring type

#### To change the ring tone

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

**Tip** To use custom **\*.wav**, **\*.mid**, **\*.mp3**, or **\*.wma** files as ring tones, use ActiveSync on your PC to copy the files to the /Windows/Rings folder on your device. Next, select the sound from the Ring tone list. For more information about copying files to your device, see ActiveSync Help on your PC.

#### To change the ring type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, tap the desired option.

## Keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your device such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

## Phone services

Your device can directly link to the mobile phone network, and allow you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. To find out about the availability of phone services for your device, contact your wireless service provider.

### To access and customize settings of phone services

1. Tap **Start > Settings > Personal** tab > **Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Choose your desired options, then tap **OK**.

## Networks

You can view available mobile phone networks, and specify whether you want to change networks manually or automatically.

### To change phone network settings

1. Tap **Start > Settings > Personal** tab > **Phone > Network** tab.
2. By default, your device displays the current network as offered by your service provider. You can customize to set your preferred network.

For more information about network settings, see Help on your device.

## 4.3 Customizing Personal and System Settings

### Device name

#### Why is the device name important?

The device name is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

**Note** If you synchronize multiple devices with the same PC, each device must have a unique name.

#### To change the device name

1. Tap **Start > Settings > System tab > About**.
2. Tap the **Device ID** tab.
3. Enter a name.

**Note** The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

### Date / Time / Regional options

You can set up the correct date, time, and regional settings according to your use.

#### To set the time and date

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

**Note** During synchronization, the time on your device is updated with the time on your PC.

#### To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

## To set an alarm

1. Tap **Start > Settings > System** tab > **Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon () to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

## To change regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab > **Regional Settings**.
2. On the **Region** tab, select your region from the list.

**Note** This does not change the Operating System language of your device.

3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

## Display settings

### To adjust screen brightness

1. Tap the **Backlight** icon () on the Today screen.
2. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

### To set the backlight to dim after a time delay

1. Tap the **Backlight** icon () on the Today screen.
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

### To increase or decrease the size of text on the screen

1. Tap **Start > Settings > System tab > Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

## Button settings

### To configure the button using Task Manager

You can configure the  button to shut down running programs and free up the memory space that's occupied by them.

1. Tap **Start > Settings > System tab > Task Manager**.
2. Select the **Enable the "X" button to end running programs** check box.
3. Choose the action for shutting down programs (by tapping the  button, tapping and holding the button, or both).
4. Tap **OK**.

**Note** When the **Enable the "X" button to end running programs** check box is not selected, tapping the "X" button will only close a program screen. The program is not ended and continues to run in the background.

### To reassign programs or shortcuts to program buttons

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start > Settings > Personal tab > Buttons**.
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK**.

## Keyboard settings

### To customize word completion options

Word completion helps you enter text faster by suggesting words as you enter letters using the on-screen keyboard or the handwriting recognition methods. You can set the number of suggested words to display, when to show the word list, and more.

1. Tap **Start > Settings > Personal tab > Input > Word Completion** tab.
2. Make sure the **Suggest words when entering text** check box is selected.
3. By default, the suggested word list appears whenever you enter a space. To make the word list appear after letters are entered, select the number of letters that you want to be entered before displaying the word list.
4. The suggested word list shows up to four words by default. You can change the number of words to display in the suggested list.
5. Make sure the **Enable Auto Correct** check box is selected if you want mistyped words to be corrected automatically.

**Tip** The word database learns and adds more words as you enter new words during text entry. To delete the added words and reset the database back to the default, tap **Clear Stored Entries**.

### To set a keyboard sliding sound

You can set your device to produce a sliding sound when you slide the hardware keyboard in or out.

1. Tap **Start > Settings > Personal tab > Keyboard Sliding Sound**.
2. Select the **Sliding sound** check box to enable the sound.
3. Tap the Down Arrow icon (▼) and select a style of sound from the list. Each style contains two sounds, one for sliding in and another for sliding out the keyboard.
4. You can preview the sound effect of the selected style by tapping the **Play** button (▶). It plays the slide-out sound first, and then the slide-in sound. To stop playback, tap the **Stop** button (■).

## Sounds and notifications

### To choose how to be notified about events or actions

1. Tap **Start > Settings > Personal tab > Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

**Tip** • Turning off sounds and the flashing light helps conserve battery power.

## 4.4 Protecting Your Pocket PC Phone

There are two kinds of protection that you can set for your device:

- You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). Your first PIN will be given to you by your wireless service provider; you can change the PIN later.
- Additionally, you can prevent unauthorized access to any part of the device by using password protection. You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

### To protect your SIM card with a PIN

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Select the **Require PIN when phone is used** check box.
3. To change the PIN at any time, tap **Change PIN**.

**Tip** Emergency calls can be placed at any time, without requiring a PIN.

### To protect your device with a password

1. Tap **Start > Settings > Personal tab > Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required. In the **Password type** box, select the type of password

you would like to use. Enter the password and, if necessary, confirm the password.

If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.

3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

- Notes**
- Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.
  - If you forget your password, you must follow the instructions in this user manual to clear the memory before you can access your device.

### To change your password

1. Tap **Start > Settings > Personal tab > Lock**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. On the **Hint** tab, enter a phrase that will help you remember your new password, but does not allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**.

### To display owner information on the 'my info' screen

Having your contact information displayed on the 'my info' screen on startup allows for easy identification of the device in case it is lost.

1. Tap **Start > Settings > Personal tab > Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box.
5. Tap **OK**.

**Tip** To display owner information on the Today screen, tap **Start > Settings > Personal tab > Today**. On the **Items** tab, select the **Owner Info** check box.

# Chapter 5

## Synchronizing Information with Your Computer

**5.1 About Synchronization**

**5.2 Installing and Using Microsoft Windows  
Mobile® Device Center on Windows Vista**

**5.3 Installing and Using Microsoft 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 Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **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 first the synchronization software to your computer. Install **Microsoft Windows Mobile® Device Center** from the Getting Started Disc if you have Windows Vista™ on your computer. If you are using Windows XP®, you need to install **Microsoft ActiveSync® 4.5** from the Getting Started Disc. For more information on installing and using these software on your computer, see “Installing and Using Windows Mobile Device Center” and “Installing and Using ActiveSync” in this chapter.

### Ways to synchronize

After you have installed the synchronization software to your computer, connect and synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable. Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.
- Connect and synchronize 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 6. For information about synchronizing through Bluetooth, see “Synchronizing via Bluetooth” later in this chapter.

Try to synchronize frequently 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 8.

## 5.2 Installing and Using Microsoft Windows Mobile® Device Center on Windows Vista

**Microsoft Windows Mobile® Device Center** is the replacement for Microsoft® ActiveSync® on Windows Vista™. Improved features include the following:

- **Streamlined setup.** A simplified setup wizard that makes setting up synchronization partnerships much easier.
- **Photo management.** New photos stored on your Windows Mobile powered device can be detected. The picture acquisition wizard lets you easily tag and transfer photos from your device to the Photo Gallery on Windows Vista.
- **Media synchronization.** The desktop Microsoft® Windows Media™ Player allows you to synchronize and shuffle music files on your device.
- **File browsing.** Enhanced device browsing experience allows you to browse and open documents on your device directly from your PC.
- **Enhanced user interface.** A more intuitive user interface helps you to quickly configure device settings.

### Install Windows Mobile Device Center

Follow the steps below to install Windows Mobile Device Center on Windows Vista.

1. Insert the Getting Started Disc into the CD drive on your PC. The installation wizard checks your PC and automatically launches the Windows Mobile Device Center installer if your PC has Windows Vista.
2. Windows Mobile Device Center is available in English and several other languages. Select the desired language then click **Next**.
3. Click **Setup and Installation** then click **Next**.

4. Select the **Windows Mobile Device Center** check box. If you also want the electronic file of the user manual (PDF format) copied to your PC, select the **Windows Mobile Device Handbook** check box.
5. Click **Install**.
6. On the license agreement screen, click **Accept**.
7. When installation is complete, click **Done**.

**Note** To install other programs from the Getting Started Disc, click **Additional Tools** and follow the on-screen instructions to complete the installation.

## 5.3 Installing and Using Microsoft ActiveSync® on Windows XP

Follow the steps below to install and set up ActiveSync 4.5 on Windows XP or other compatible Windows systems. To see a complete list of the desktop Windows systems that are compatible with ActiveSync, see “PC Requirement to Run ActiveSync” in the Appendix.

### Install and set up ActiveSync

1. Insert the Getting Started Disc into the CD drive on your PC. The installation wizard checks your PC and automatically launches the ActiveSync installer if your PC has Windows XP or other compatible Windows system.
2. Follow the on-screen instructions to install ActiveSync.
3. After installation is completed, connect your device to your PC using the supplied USB cable or via Bluetooth.
4. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization relationship. Click **Next** to proceed.
5. To synchronize your device with your computer, clear the **Synchronize directly with a server running Microsoft Exchange Server** check box then click **Next**.
6. Select the information types that you want to synchronize then click **Next**.
7. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization. Once synchronization completes, you can disconnect your device from your PC.

## 5.4 Synchronizing with Your Computer

When you connect your device to the PC using a USB cable or a Bluetooth connection, ActiveSync will automatically synchronize. While your device is connected, ActiveSync synchronizes every time you make a change on either the PC or your device.

You can also manually start and stop synchronization any time.

### To manually start and stop synchronization

1. After connecting your device to your PC, tap **Start > Programs > ActiveSync** on your device.
2. Tap **Sync** to start synchronization.  
To end synchronization before it completes, tap **Stop**.

### To change which information is synchronized

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

1. Before changing synchronization settings on your device, disconnect your device from your PC.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**.
4. Do one or both of the following:
  - 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.
  - Clear the check box for any items you want to stop synchronizing.
5. To customize settings for an item, tap that item then tap **Settings**. Settings are not available for all items.

**Note** The check boxes of the Favorites, Files and Media items are always grayed out in ActiveSync Options on your device. You can only select or clear these items from Windows Mobile Device Center or ActiveSync on your computer.

### To synchronize with more than one computer

You can set up your device to synchronize with more than one PC or with a combination of one or more PCs and Exchange Server. When synchronizing with multiple computers, the items that you synchronize will appear on all of the computers with which they are synchronized.

For example, if you have set up synchronization with two PCs (PC1 and PC2), which have different items, and you synchronize Contacts and Calendar on your device with both computers, the result is as follows:

Location	New state
PC1	All Outlook contacts and calendar appointments that were on PC2 are now also on PC1.
PC2	All Outlook contacts and calendar appointments that were on PC1 are now also on PC2.
Pocket PC Phone	All Outlook contacts and calendar appointments from both PC1 and PC2 are on your device.

- Notes**
- Outlook e-mail can be synchronized with only one computer.
  - To stop synchronizing with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**.

### To resolve ActiveSync connection problem

The desktop Microsoft ActiveSync 4.0 and later versions utilize a network type of connection with Windows Mobile powered devices, since this allows faster data transfer than a serial USB connection. When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the ActiveSync 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 ActiveSync utilize a serial USB connection with your device.

The **USB to PC** () icon appears on the Today Screen when serial USB connection is used.

## 5.5 Synchronizing via Bluetooth

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

### To synchronize with a computer via Bluetooth

1. Set up the synchronization software (Windows Mobile Device Center or ActiveSync) on your computer to use a Bluetooth connection. For more information, see the software Help on your computer.
2. On your 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. For more information, see “Using Bluetooth” in Chapter 6.
4. Tap **Menu > Connect via Bluetooth**.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your 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 6.

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

## 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 Microsoft Windows Media Player on your computer to synchronize music and video with your device.

Other than selecting the media information type in ActiveSync 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 10 on the PC. (Windows Media Player 10 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.

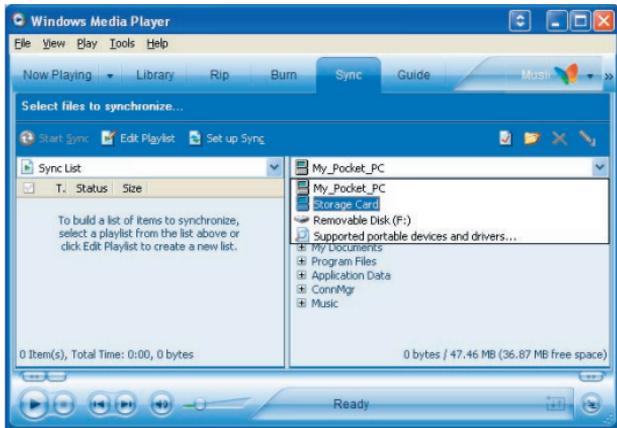
- Insert a storage card into your device (32MB or larger is recommended).
- Set up a sync partnership between the storage card and Windows Media Player.

### Change Media synchronization settings

Once you select the Media information type in ActiveSync to be synchronized, any of your favorite music and video files in Windows Media Player playlists can be synchronized. All you have to do is set up synchronization in Windows Media Player for those media files.

#### To set up a sync relationship with a storage card

1. On the computer, open Windows Media Player.
2. Click the **Sync** tab.
3. Select the storage card.



4. Click **Set up Sync**.
5. Choose whether to synchronize automatically or manually.

For more information about Windows Media Player on your device, see “Using Windows Media Player” in Chapter 11.

# Chapter 6

## Adding and Organizing Information

**6.1 Contacts**

**6.2 SIM Manager**

**6.3 Calendar**

**6.4 Tasks**

**6.5 Notes**

**6.6 Voice Notes**

## 6.1 Contacts

**Contacts** is your address book and information storage for the people and businesses you communicate with. There are three types of contacts that you can create on your device:

- **Outlook contacts.** Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server. For each contact, you can store phone numbers, e-mail addresses, instant messaging (IM) names, company and home addresses, and information such as a job title, birthday, and a lot more. You can also add a picture and assign a ring tone to an Outlook contact.
- **SIM contacts.** Contacts that are stored on the SIM card. Only the name and a phone number can be stored for each entry.
- **Windows Live contacts.** Contacts that you communicate with using Windows Live Messenger or MSN. Just like Outlook contacts, you can also enter complete information for a Windows Live contact. For more information about adding Windows Live contacts on your device, see “Add Windows Live contacts” in Chapter 9.

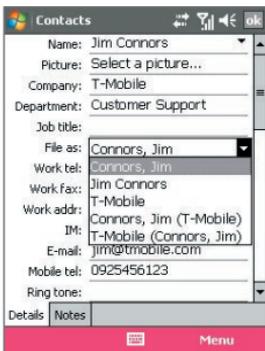
### Add and edit contacts

#### To add a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.



- In the **File as** field, choose how you want the contact name to appear in the contact list.



- To add a photo of the contact, tap **Select a picture**, then select the picture file or tap **Camera** to take a photo of the contact. This photo appears on the Phone screen when you receive a call from the contact.
- To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.
- When finished, tap **OK**.

- Tips**
- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
  - To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.

### To add a contact to your SIM card

- Tap **Start > Contacts**.
- Tap **New** then select **SIM Contact**.
- Enter a contact name and phone number.
- Tap **OK**.

- Tip** You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "Using SIM Manager" later in this chapter.

### To change contact information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

## Organize and search

### To group similar contacts

You can group similar contacts for easier management by assigning them to categories.

1. Create a new contact, or select an existing contact to edit.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To view contacts by category, tap **Menu > Filter** then select the desired category.

**Note** If your contact list has been filtered by a category, that category is automatically assigned when you create a new contact.

### To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
  - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name**.
  - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
  - To see a list of available actions for a contact, tap and hold the contact.

- To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

### To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
  - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
  - Use the alphabetical index displayed at the top of the contact list.
  - Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

## Share contact information

### To beam a contact's details

You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Beam**.
3. Select a device where to beam the contact to.

**Note** Before you can beam, make sure Bluetooth is turned on and set to discoverable mode on your device and the target mobile device. You can also beam contact information to your PC. For more information, see "Using Bluetooth" in Chapter 8.

### To send contact information via text messaging

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Text Messages**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

### To send contact information as a vcard

A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the PC. From your device, you can send a vcard containing contact information as a file attachment in an MMS message.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send as vCard**.
3. A new MMS message is created with the vcard file attached. Enter the mobile phone number or e-mail address of the recipient then tap **Send**.

For more information about sending MMS messages, see “Using MMS” in Chapter 7.

## 6.2 SIM Manager

**SIM Manager** allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

### To create a contact on your SIM card

1. Tap **Start > Programs > SIM Manager**.
2. Tap **New** and enter a contact name and phone number.
3. Tap **Save** to save the information on your SIM card.

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

### To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

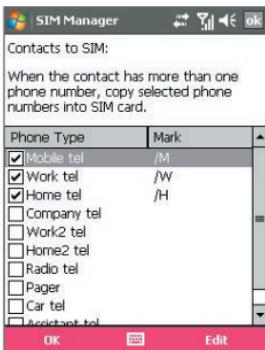
1. Tap **Start > Programs > SIM Manager**.
2. Select the desired item, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

## To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

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



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

**To store the SIM card's phone number**

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

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

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

SIM Manager		
My No. 0912252432		
#	Name	Phone
8	Ben(3Gphone)	0988252494
1	Ben(3Gphone)	0988252494
12	David Miller	0912395974
5	Derek W	0915577643
4	Ellen Smith	0912865038
19	Jane Jackson	0912091400
22	Jane Smith	886229876745
9	Jasmine (3G)	0988252427
3	John Smith	0933218913

At the bottom of the screen, there are three buttons: "New", "Menu", and "Menu".

## 6.3 Calendar

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

### Create appointments

#### To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment.
4. Do one of the following:
  - If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
  - If there is a time frame for the appointment, select the start and end dates and time.
5. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
6. When finished, tap **OK** to return to the calendar.

- Notes**
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
  - To cancel an appointment, tap the appointment and tap **Menu > Delete Appointment**.

- Tips**
- To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

### To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

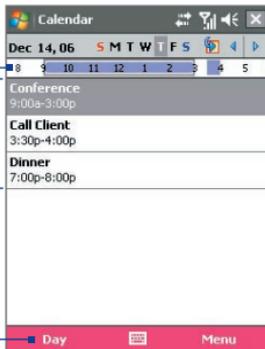
### View appointments

By default, Calendar displays appointments in **Agenda** view. You can also look at your appointments in **Day**, **Week**, **Month**, and **Year** views.

The highlighted hours here indicate the time of your appointments.

Tap to view appointment details.

Tap to switch views.



Agenda view

- To see detailed appointment information in any view, tap the appointment.
- When in Month view, you will see the following indicators:
  -  Morning appointment
  -  Afternoon or evening appointment
  -  Both morning and afternoon/evening appointments
  -  All-day event

- To view appointments by category, tap **Menu > Filter** then select the desired category.
- To change the default view that Calendar uses to display appointments, tap **Menu > Tools > Options > General** tab. Tap the **Start in** box then choose the calendar view.

## Send appointments

### To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees** then add the contacts whom you want to invite.

**Note** You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 10.

4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK** to send.

**Tip** To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail, POP3/IMAP4 or Windows Live account.

- Notes**
- If you're sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your PC or Exchange Server.
  - When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

**To send appointment details as a vCalendar**

A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the PC.

Tap **Menu > Send as vCalendar** to send a vCalendar containing appointment details as a file attachment in an MMS message. For more information about sending MMS messages, see “Using MMS” in Chapter 7.

## 6.4 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

**To create a task**

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

**Tip** You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

**To change the priority of a task**

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and in the **Priority** box, tap a priority level.

4. Tap **OK** to return to the task list.

**Note** All new tasks are assigned a Normal priority by default.

### To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

**Note** The new tasks must have due dates set in order for the reminder to take effect.

### To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

### To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
  - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
  - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

**Tip** To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

### To send task information as a vCalendar

Tap **Menu > Send as vCalendar** to send a vCalendar containing task details as a file attachment in an MMS message. For more information about sending MMS messages, see “Using MMS” in Chapter 7.

## 6.5 Notes

**Notes** helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

### Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

#### To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
  - **Writing** if you want to draw or enter handwritten text in a note.
  - **Typing** if you want to create a typed note.
4. Tap **OK**.

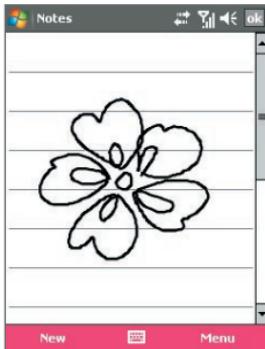
#### To create a note

1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished, tap **OK** to return to the note list.

- Notes**
- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
  - If a letter crosses three ruled lines, it is treated as a drawing rather than text.

**To draw in a note**

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.



Drawing on the screen

4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

**Note** To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

**Record a voice note**

You can create a stand-alone recording (voice note) or you can add a recording to a note.

**To create a voice note**

1. Tap **Start > Programs > Notes**.
2. Do one of the following:
  - To create a stand-alone recording, record from the note list.
  - To add a recording to a note, create or open a note.

3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** icon (  ) to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon (  ) when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

**Tip** To quickly create a recording, press and hold the VOICE COMMAND button, then you can begin to record after a beep sound. Release the button when you are finished.

### To change recording formats

1. Tap **Start > Settings > Personal tab > Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.

**Note** You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

## 6.6 Voice Notes

**Voice Notes** lets you record your voice and then quickly send it via MMS or e-mail, beam it or set the recorded voice as your ringtone.

**Note** Voice Notes saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

### To record your voice

1. On the Today screen, tap **Start > Programs > Voice Recorder**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or  to start recording a voice clip. You can tap **Pause** to temporarily stop recording. When you want to continue recording, tap **Resume**.
4. Tap **Stop** to stop recording.

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

### To play back a voice recording

1. On the Voice Recorder screen, select the voice recording you want to play back.
2. Tap . You can also double-tap the voice recording to play it back.

**Notes**

- Tap  to increase the volume; Tap  to decrease the volume.
- Tap  to toggle between muting and unmuting the volume.

### To send the voice recording via MMS

1. On the Voice Recorder screen, select the voice recording you want to send via MMS.
2. Tap **Menu > Send via MMS**. This automatically opens the MMS program with the voice recording automatically inserted as the audio file for the MMS message.

See “MMS Messages” in Chapter 7 to learn how to compose and send MMS messages.

### To send the voice recording via e-mail

1. On the Voice Recorder screen, select the voice recording you want to send via e-mail.
2. Tap **Menu > Send > Outlook E-mail**. This automatically opens the Outlook E-mail with the voice recording automatically inserted as an attachment for the e-mail.

See “Send and receive messages” in Chapter 7 to learn how to compose and send e-mails.

### To beam the voice recording

1. On the Voice Recorder screen, select the voice recording(s) you want to beam.
2. Tap **Menu > Beam File**.
3. Tap the device you want to send the voice recording(s) to.
4. On the other device, accept the file transfer to receive the file.

### To set the voice recording as a ring tone

1. On the Voice Recorder screen, select the voice recording you want to set as your device’s ring tone.
2. Tap **Menu > Set as Ringtone**.

### To rename or move a recording

1. On the Voice Recorder screen, select the voice recording you want to rename or move to another location.
2. Tap **Menu > Rename/Move**.
3. Enter the new **Name** for the voice recording.
4. To move the voice recording, select the new destination **Folder** and **Location**.
5. Tap **OK**.

**Tip** If multiple voice recordings are selected, you can only move the files but not rename them.

# Chapter 7

## Exchanging Messages

**7.1 Messaging**

**7.2 Text Messages**

**7.3 MMS Messages**

**7.4 Setting Up E-mail Accounts**

**7.6 Using E-mail**

## 7.1 Messaging

**Messaging** is where your text messages (SMS), multimedia messages (MMS), and e-mails are located. To read new incoming messages, tap the messaging account on the Today screen that shows you have new messages.

### The Account Picker screen

To access all your messaging accounts, tap **Start > Messaging**. The Account Picker screen then appears where you can select an account.



Account Picker screen

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

### To access and change messaging settings

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

## 7.2 Text Messages

Send short text messages up to 160 characters long to other mobile phones. For quicker and easier typing, use the sliding keyboard to enter your message.

### Send text messages

#### To compose and send a text message

1. On the Account Picker screen, tap **Text Messages**.
2. Tap **New**.
3. Enter the mobile phone number of one or more recipients, separating them with a semicolon. To access mobile phone numbers from Contacts, tap **To**.
4. Enter your message.
  - To quickly add common messages, tap **Menu > My Text** and tap a desired message.
  - To check the spelling, tap **Menu > Spell Check**.
5. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
  - If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options** then select the **Request message delivery notification** check box.  
To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **Text Messages**, then select the same check box.

### Receive text messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by your wireless service provider until the next time the phone is turned on.



## Copy text messages from and to the SIM card

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To > Text Messages**.
3. In the message list, select the text message you want to copy.
4. Do one of the following:
  - To copy a text message to the SIM card, tap **Menu > Copy to SIM**.
  - To copy a text message from the SIM card to your device, tap **Menu > Copy to Inbox**.

**Note** Text messages stored on your SIM card are automatically displayed in the Inbox folder. Copying them to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

## 7.3 MMS Messages

Creating and sharing multimedia messages (**MMS**) with your friends and family are easy with your device. You can attach pictures or video, and an audio clip in an MMS. You can even use the device camera to capture photos and video clips while composing a new MMS message, and send them along with your message.

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

### To access MMS

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To > MMS**.

### Change MMS settings

When you send an MMS message, an SMS notification message will first be sent to the recipient, while your MMS message will be temporarily stored on an MMS server of your wireless service provider. When others send you

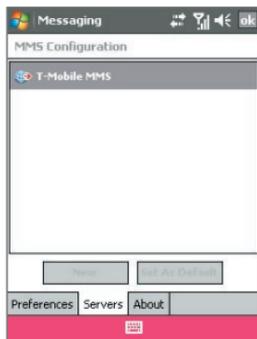
an MMS message, similarly, the MMS message will be stored on the MMS server until you retrieve it. Hence, your device must be configured with the location of the MMS server for you to be able to send and receive MMS messages on your device.

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

### To configure MMS settings

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.
3. Tap **MMS** in the accounts list to configure settings. The MMS Configuration screen appears.
4. In the **Preferences** tab, select or clear the provided check boxes according to your needs. You can choose to keep track of your MMS messages, retrieve messages immediately, accept or reject messages, and request a delivery or read receipt. You can also specify a resolution for images you send and message delivery attempts.
5. 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 can get from your wireless service provider:



- **Server name.** A descriptive name, such as your wireless service provider name.
  - **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 MMS server.
  - **Connect via.** Select the connection that your device uses for MMS.
  - **Sending size limitation.** 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.
6. Tap **OK**. The MMS server settings will then be added as an entry on the MMS Configuration screen.

**Note** If you add several MMS service providers to the MMS Configuration screen, you can choose one as your default MMS provider. Select the MMS provider's name in the list then tap **Set As Default**.

## Create and send MMS messages

After configuring the required settings, you can start to compose and send MMS messages.

### To compose an MMS message

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

1. On the MMS screen, tap **New**.
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 always use a blank MMS message, 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.
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  to view it first, then tap **Select** to use the selected photo or video clip and insert it into the MMS message you are composing.
  - Tap  to take a photo and insert it into the MMS message.
  - Tap  to record an MMS video clip and insert it into the MMS message.
  - Tap the **Exit** icon 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 a photo/video, text, and audio into each slide that you added.

While on a slide, you can:

- Tap  to preview the slide.
  - Tap  to go to the previous slide.
  - Tap  to go to the next slide.
8. While composing an MMS message, you can also do the following:
- Tap **Menu > Options > Background** to choose a background color from the list.
  - Tap **Menu > Options > Text Layout**, then choose whether to place the text above, below, to the left or right of the photo/video.
  - Tap **Menu > Options > Send Options** to specify the sending time, validity, priority, class, and other settings for a message.
  - Tap **Menu > Attachment** to include a contacts card, calendar appointment, or any file as an attachment.
9. Tap **Send** to send the MMS message.

**Notes** You can also send an MMS message directly from the Pictures & Videos or Camera program. Do one of the following:

- In Pictures & Videos, select a picture from My Pictures, and tap **Menu > Send**. In **Select an account**, tap **MMS**.
- Capture a photo or an MMS video clip using the camera, and tap the **Send** icon (  ). In the Send File dialog box, tap **Send via MMS**.

### To create an MMS message from a template

- While on an MMS message, tap **Menu > Template > New from Template** to compose a message using a predefined template.

**Note** To save a message as a template, open the message and tap **Menu > Template > Save as Template**.

### To add text to an MMS message

When entering text into an MMS message, you can do the following:

- Tap inside the text box and enter your own text.
- Choose from common words or phrases. Tap  to add a text string from the My Text list.
- Tap  to add an emoticon.
- You can easily include a Web page link. Tap  then select a Web page address from the Internet Favorites list on your device.

**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 create and add a new phrase to the list, tap **New**.

### To add an audio clip to an MMS message

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

#### 1. Tap **Insert audio**.

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.

- Tap  to pause, or tap  to stop playback.
- Tap **Select** to insert it into your MMS message.
- Tap the **Exit** icon to quit selection and return to your MMS message.
- 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 **Done**. The new audio clip is automatically inserted into your MMS message.

## View and reply MMS messages

### To view an MMS message

- Use the playback controls , , and .
- Tap **Objects** to see a list of files included in the message. On the Message Objects 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

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

## 7.4 Setting Up E-mail Accounts

Before you can send and receive e-mail, you need to set up your e-mail account on your device. There are several ways how you can set up and access e-mail accounts on your device:

- To set up your personal and work e-mail accounts, use **T-Mobile's My E-mail** service if you are subscribed to this service. For more information, see "T-Mobile My E-mail" in this chapter.

Another way is to use **Windows Mobile's E-mail Setup Wizard**. For more information, see "Using E-mail Setup Wizard" in this chapter.

- Use Windows Live Mail to access your hotmail account. For more information, see Chapter 9.
- Connect your device with your PC and synchronize Outlook e-mail. For more information, see Chapter 5.
- Synchronize wirelessly with a Microsoft Exchange Server, if the server is set up for wireless synchronization. For more information, see Chapter 10.

### T-Mobile My E-Mail

**T-Mobile My E-Mail** service provides you unlimited access to your work and personal e-mail from your device. Send and receive e-mail messages from AOL®, Yahoo!® Mail Plus, EarthLink™, Comcast®, Microsoft® Exchange, Lotus Notes®/Domino®, and many more, including any POP3 or IMAP4 accounts.

**Note** Restrictions may apply. Contact your e-mail provider for additional information.

**Requirement** You need to have a subscription to T-MobileWeb. To sign up for T-MobileWeb, tap **t-zones** on the Today screen and navigate to the **Web & Applications** page.

#### To set up e-mail accounts using T-Mobile My E-mail

1. Tap **Set up My E-Mail** on the Today screen, or tap **Start > Programs > My E-mail**.
2. On the E-mail Setup screen, select **Add a new My E-mail account** and tap **Next**.



T-Mobile's Set Up My E-mail screen

- Tips**
- If you select **Download settings for existing My E-mail accounts**, you will be taken to a screen where you can download e-mail settings from your existing account(s).
  - If you select **Configure My E-mail Triggers**, you will be taken to a screen where you can enable or disable e-mail updates. Follow the on-screen instructions to learn more about updates.

**3.** Type your e-mail address and password.

**4.** Tap **Next**.

After you have added an e-mail account, you will see it on Windows Mobile's Account Picker screen. (See "The Account Picker screen" earlier in this chapter.) You are now ready to send and receive messages with this account.

If you have more e-mail accounts, perform the above procedure again to add them to your device.

- Notes**
- If you turn off the Alerts feature at [www.my.t-mobile.com](http://www.my.t-mobile.com), you will not receive automatic e-mail updates and My E-mail alerts on your device.
  - If you want to access My E-mail on your computer, you will need to register for an account on <http://my.t-mobile.com>.

## E-mail Setup Wizard

Another way you can set up e-mail accounts on your device is to use **Windows Mobile's E-mail Setup Wizard**. The wizard lets you easily add your company Outlook e-mail, POP3, and IMAP4 accounts, as well as any web-based accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, and more.

### To set up e-mail accounts using E-mail Setup Wizard

1. Tap **Start > Messaging**.
2. Tap **New E-mail Account**.
3. From the **Your e-mail source** list, select the type of e-mail account you want to set up.
4. The E-mail Setup Wizard guides you step-by-step through the setup process.



E-mail Setup Wizard

**Note** For more information about setting up your company Outlook e-mail account, see Chapter 10.

### To set up your POP3 or IMAP4 e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account with an Internet service provider (ISP) or a work account that you access using a VPN server connection.

1. Tap **Start > Messaging**.
2. Tap **New E-mail Account** to use the E-mail Setup Wizard to set up your POP3 or IMAP4 e-mail account.

3. Select **Other** in the **Your e-mail source** list, then tap **Next**.
4. Select **Other (POP/IMAP)** in the **Your e-mail provider** list, then tap **Next**.
5. Enter your e-mail address. To allow Auto configuration to download e-mail server settings automatically (if possible), make sure the **Try to get e-mail server settings from the Internet** check box is selected.
6. Tap **Next**. Auto configuration then attempts to download necessary e-mail server settings so that you do not need to enter them manually.
7. Once Auto configuration has finished, tap **Next**.
8. If Auto configuration was successful, the **User name** field automatically gets populated. Enter your display name (the name you want displayed when you send e-mail) and password. Select **Save password** so you do not need to enter it each time you connect to your e-mail server.

If Auto configuration was not successful, contact your ISP or network administrator for the settings and enter them manually.

9. Tap **Next**
10. Review your account information, make any necessary changes, then tap **Next**.
11. Review the server information (incoming mail server and outgoing mail server names), and make changes if necessary.  
**Note** The domain name is not required for an account with an ISP but may be required for a work account.
12. Tap **Options** 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”.
13. Tap **Finish**.
14. A message then appears, prompting whether or not you want to download messages to your device. Tap **Yes** or **No** according to your preference.

### To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap **Options** to choose download options, message format, and other settings.

Options	Description
<b>Connect automatically and check for messages</b>	You can select a time interval for connecting to the Internet automatically to send and receive messages. This may result in higher connection charges. To save costs, you can select never to connect automatically.
<b>Use above setting when roaming</b>	This allows your device to data roam when there is a 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>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>Connection</b>	Select the T-Mobile service or data connection to use for connecting to the Internet.
<b>Only display messages from the last ___ days</b>	Set the number of days of messages that you want to be downloaded to your device.
<b>Incoming mail server requires SSL authentication</b>	Select this to ensure you always receive e-mail for this account using SSL authentication. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
<b>Outgoing mail requires authentication</b>	Select this if your outgoing e-mail server (SMTP) requires authentication.
<b>Use separate settings</b>	If your outgoing e-mail server requires a different user name and password than the ones you entered before, select this check box then tap <b>Outgoing Settings</b> to enter the required settings.

Options	Description
	<p><b>Outgoing Server Settings:</b> Enter your user name, password and domain for the outgoing e-mail server. Select the <b>Require SSL for outgoing mail</b> check box to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.</p>
<b>Message format</b>	Select HTML or Plain Text.
<b>Download size 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.

## 7.6 Using E-mail

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

### Create and send messages

#### To compose and send a message

1. Tap **Start > Messaging** then select an e-mail account.
2. Tap **Menu > New**.
3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, tap **To**.
4. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
  - To set the priority, tap **Menu > Message Options**.