

# Touch Phone

## User Manual

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



## Please Read Before Proceeding

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

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





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

### PRIVACY RESTRICTIONS

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

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## Important Health Information and Safety Precautions

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

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

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

### ELECTRICAL SAFETY

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

### SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

This product 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 battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack.

Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



**WARNING:** Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.



- **Take extra precautions**

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

- Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
- Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.
- Communicate the appropriate steps immediately in case a hazard occurs.

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

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 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 fuelling 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.

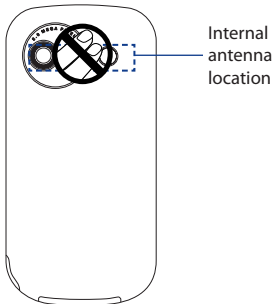
## **HEARING AIDS**

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



## General Precautions

- **Avoid applying excessive pressure to the device**

Do not put heavy objects or apply excessive pressure on the device to prevent damaging the device or distorting the touch screen display. Also avoid carrying the device inside your pocket for extensive lengths of time.

- **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.

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

- **Avoid pushing objects into product**

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

- **Mounting accessories**

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

- **Avoid unstable mounting**

Do not place the product with an unstable base.

- **Use product with approved equipment**

This product should be used only with personal computers and options identified as suitable for use with your equipment.

- **Adjust the volume**

Turn down the volume before using headphones or other audio devices.

- **Cleaning**

Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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# Chapter 1

## Getting Started

**1.1 Getting to Know Your Device and Accessories**

**1.2 Installing the SIM Card, Battery,  
and Storage Card**

**1.3 Starting Up**

**1.4 The Today Screen**

**1.5 The Start Menu**

**1.6 Quick Menu**

**1.7 QuickTasks**

**1.8 HTC Home™**

**1.9 TouchFLO™**

**1.10 Status Icons**

**1.11 Programs**

**1.12 Settings**

## 1.1 Getting to Know Your Device and Accessories

### Left panel

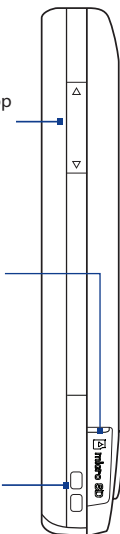
#### Volume Buttons

- Press the top or bottom to adjust the speaker volume.
- During a call, press the top or bottom to adjust the earpiece volume.

#### microSD Slot

See "Installing a Storage Card" for details.

#### Lanyard/Strap holder



### Right panel

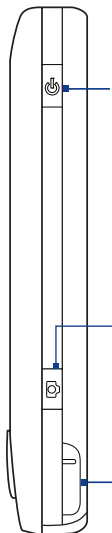
#### POWER

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

#### CAMERA

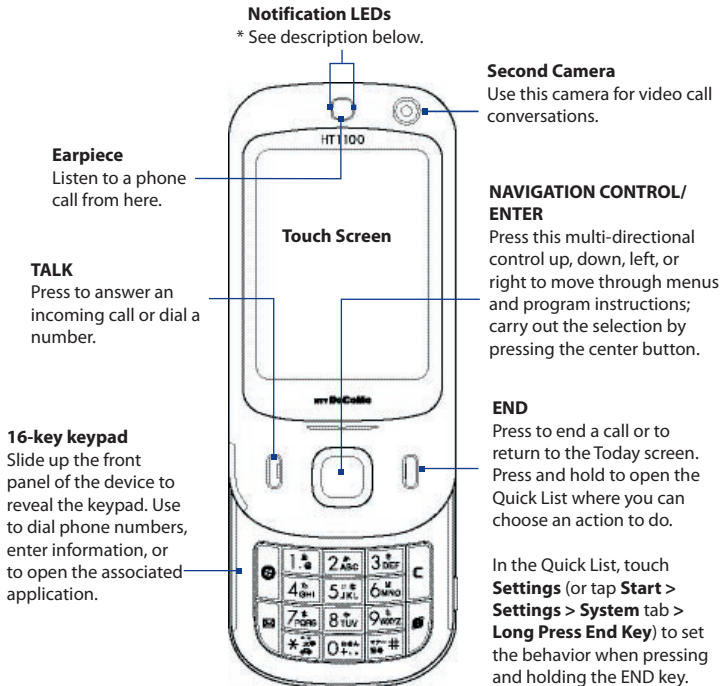
Press to launch the Camera. See Chapter 11 for details.

#### Stylus





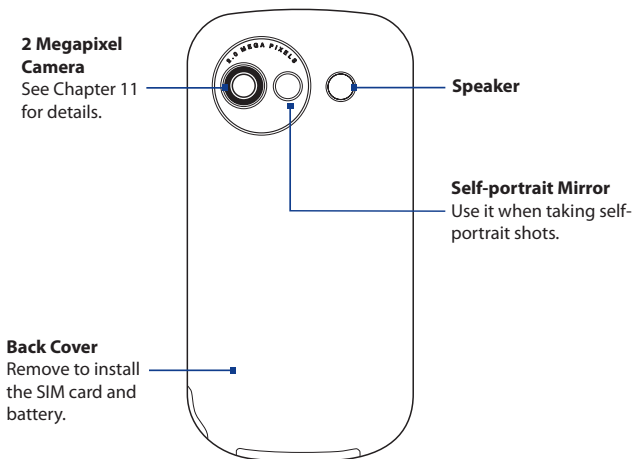
## Front panel



\* Right LED: Shows Green and Amber lights for HSDPA/UMTS/GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status.

Left LED: Shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal.

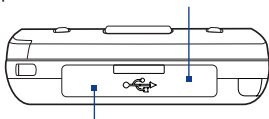
## Back panel



## Bottom panel

### RESET

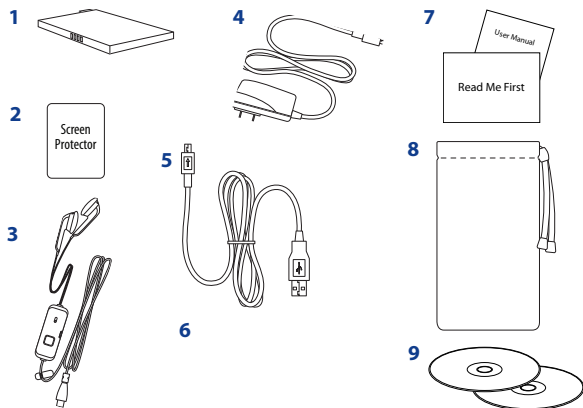
Open the rubber cover to access the reset button. With the stylus, press the RESET button to soft-reset your device.



### Sync Connector/Earphone Jack/AC adapter connector

Open the rubber cover to connect the supplied USB cable to synchronize information or plug in the AC adapter to recharge the battery. You can also connect the supplied USB stereo headset for hands-free conversation or for listening to audio media.

## Accessories



No.	Accessory	Function
1	<b>Battery</b>	Insert into the device before turning it on.
2	<b>Screen protector</b>	Stick on the touch screen to prevent scratches.
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>AC adapter</b>	Recharges the battery.
5	<b>USB sync cable</b>	Connects your device to a PC and synchronizes data.
6	<b>Stylus</b>	Use to tap items onscreen.
7	<b>User manual and ReadMeFirst</b>	Use a reference when using your device.
8	<b>Pouch</b>	Acts as a protective carrying case for your device.
9	<b>Getting Started disc and Applications disc</b>	Source for additional tools and programs.

## 1.2 Installing the SIM Card, Battery, and Storage Card

Always turn off your device before installing or removing the SIM card or 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 battery. It is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: Up to **135+** hours for GSM  
Up to **268** hours for UMTS  
(Subject to network and phone usage)
- Talk time: Up to **4.75** hours for GSM.  
Up to **3.15** hours for UMTS.  
(Subject to network and phone usage)
- Media playback time: Up to **8** hours for WMV;  
Up to **12** hours for WMA.

### **Warning!**

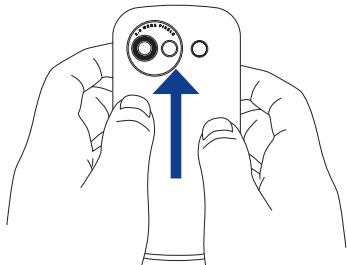
To reduce risk of fire or burns:

- 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 remove the back cover

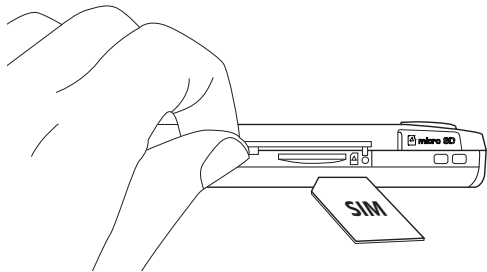
Before installing the SIM card or battery, you have to remove the back cover.

1. Make sure your device is turned off.
2. Slide the back cover upward as shown in the following illustration.



### To install the SIM card

1. Use your thumb or finger to pry open the cover that houses the SIM card slot. To open the slot cover easier, pry it open from both ends.
2. Hold open the slot cover with one hand.
3. Insert the SIM card with its gold contacts facing down and its cut-off corner facing toward the inside of the slot.
4. Close the slot cover.

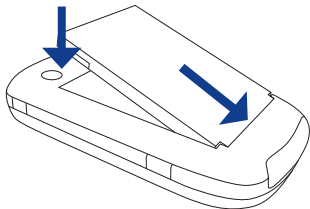


**Note** To remove the SIM card, press it to pop it out of the slot.

### To install the battery

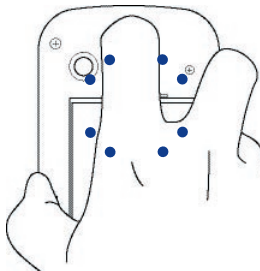
Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the lower-left side of the battery compartment.

Insert the bottom side of the battery first, then gently push the battery into place.



### To remove the battery

1. Make sure your device is turned off.
2. Remove the back cover.
3. To remove the battery, lift it up from the top end of the battery.



### To install the microSD™ card

1. Pry open the rubber cover at the bottom-left side of the device.
  2. Insert the microSD card with the gold contacts facing up.
  3. Close the rubber cover.
- Tip** Press the microSD card to pop it out of the slot.



## 1.3 Starting Up

After inserting your SIM card and battery, you can now power on and start using your device.

### Turn your device on and off

#### To turn on the power

- Press and hold the POWER button for a few seconds.

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”.

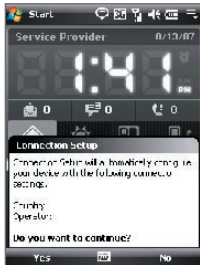
#### To turn off the power

- 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.


### Auto configure the data connection settings

The first time you power on your device, you will see a notification message from the **Connection Setup** on the Today screen.



The Connection Setup can automatically configure your device's data connections, such as GPRS, WAP, and MMS, for you so that you do not need to enter the settings manually onto your device.

### To automatically configure data connection settings

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



For more information about the Connection Setup, see Chapter 10.

### Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you 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 connecting the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

**Note** Only the AC adapter and USB cable provided with your device should be used to charge the device.

Charging is indicated by a solid amber light on the right LED indicator. As the battery is being charged while the device's power is on, a charging icon () will be shown on the title bar of the Today screen. After the battery has been fully charged, the right LED becomes green and a full battery icon () appears on the Today screen's title bar.

**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.



## Calibrate the device

Calibrating the touch 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 onscreen instructions to complete the calibration.

## Manage screen settings

The device's display has the following orientation modes: **Portrait** and **Landscape**. To change the orientation, tap **Start > Settings > System tab > Screen**, and select the orientation you want.

**Tip** To quickly change the screen orientation, you can also tap the **Rotate Screen** icon in HTC Home's Launcher. See "HTC Home" later in this chapter for details.

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.

## 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.

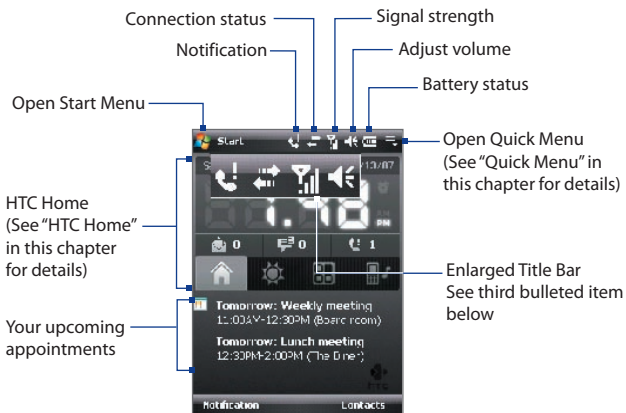
### To specify the timeout period before your device goes into Sleep mode

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.

## 1.4 The Today Screen

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



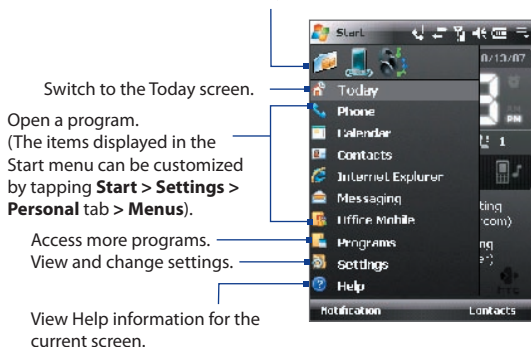
- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.
- Touch the area in the Title bar where the icons are to show the enlarged title bar. In the enlarged Title bar, touch the item to activate it. The enlarged Title bar is available in all screens.

For more information about customizing the Today screen, see Chapter 4.

## 1.5 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.

Open a recently-used program.

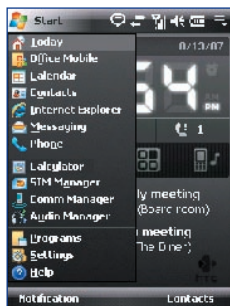


### Disable Large Start Menu

By default, the Start menu is set to Large. You can choose to set the Start menu size to normal.

#### To disable the large Start Menu

1. Tap **Start > Settings > Personal tab > Large Start Menu**.
2. Clear the **Enable large Start menu** check box.
3. Tap **OK**.



## 1.6 Quick Menu

The Quick Menu, located at the top right corner of the Today screen, shows the currently running programs. You can quickly switch between running programs, stop programs, and see how much program memory is being used.


Customize how programs are closed. (See “Using Task Manager” in Chapter 12.)

Tap this button to open the Quick Menu.

Stop all currently running programs.



Shows the total program memory usage (in percentage). Tap to open Memory settings.

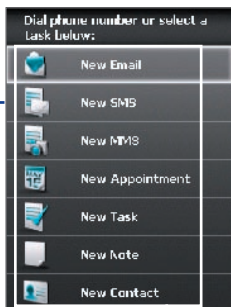
- To switch to a running program, tap the program name.
- To stop running a program, tap .

## 1.7 QuickTasks

**QuickTasks** lets you quickly access frequently-used tasks by simply opening the front panel of the device.

The QuickTasks only opens when you open the keyboard while on the Today screen.

You can disable the QuickTasks by tapping **Start** > **Settings** > **System** tab > **Keypad QuickTasks** and clearing the **Enable QuickTasks when keypad is opened** check box.



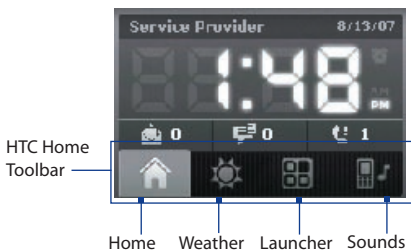
Touch to activate the item

**Note** QuickTasks will not open when the screen orientation is in Landscape mode.

## 1.8 HTC Home™

**HTC Home™** is a Today screen plug-in that gives you up-to-date local information at a glance, such as time, day and weather information, and shows new messages and missed calls. It also has a customizable launcher where you can add your favorite applications for one-touch access and a Profile selector where you can quickly change the profile or ring tone of your device.

HTC Home has four components: **Home**, **Weather**, **Launcher** and **Sounds**. At the bottom of HTC Home, there is a toolbar that allows you to switch between these components.



### To switch between the different components of HTC Home

Do any of the following:

- Touch the tabs in the toolbar using your finger.
- Tap the tabs in the toolbar using the stylus.
- Use the NAVIGATION CONTROL. If the toolbar is not selected, press NAVIGATION up/down first to select the toolbar. Press NAVIGATION left/right to select a tab and then press ENTER.

## Home

**Home** displays the current day, date and local time. When you have new incoming messages and calls, it shows you the number of new e-mails, SMS/MMS messages, and missed calls. If you have set up the alarm, it also shows the Alarm icon.

Time display.

Touch this display area when you want to change the date or time, or to enable the alarm.

Number of new e-mails. Touch this icon to view your e-mails.



Current day and date

Alarm icon

Number of missed calls.

Touch this icon to view the Call History.

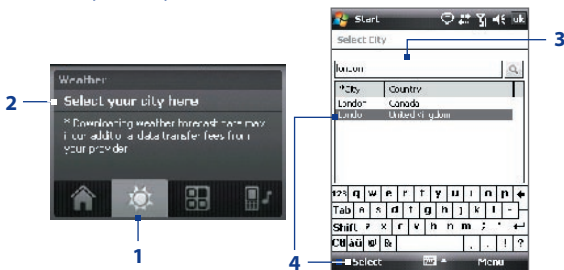
Number of new SMS/MMS messages.



Touch this icon to view your SMS and MMS messages.

## Weather

**Weather** shows you the current weather as well as weather information of the next four days of the week. The first time you use this feature, you need to select your city first to get the weather information of your city.

### To select your city



1. Select the **Weather** tab (  ).
2. Tap the area that shows **Select your city here**.
3. On the Select City screen, type in the city name whose weather information you want to track, then tap .

**Tip** You can also browse through the list of cities to choose your city.

**4.** Select the city on the list and tap **Select**.

**To view weather information**

After selecting your city, your device automatically connects to the Internet via GPRS/3G and downloads weather information of the current day and the next four days of the week. The current temperature, the highest and lowest temperatures, and a visual indicator of the climate (showing if it's a cloudy or rainy day, etc.) will be displayed in the **Weather** tab.

Tap this area if you want to select another city.

Shows the time or days that have passed since the last download of weather information. Tap this item to download the latest weather data.

Tap this area to view weather information of the next four days of the week.

Current day's weather

Tap this area to return to the current day's weather.

Weather for the next 4 days

**Note** If you have not connected to the Internet and downloaded weather information for five days, the following error message will be displayed: "Unable to retrieve data for selected city. Select here to retry." Use GPRS/3G to connect your device to the Internet, then tap the area that shows the error message to download weather data.

**To customize weather settings**

1. Tap the area that shows the city name.
2. On the Select City screen, select **Menu > Weather Options**.
3. You can enable or disable the following options:

- **Download weather data automatically.** When this check box is selected, weather information will automatically be downloaded from the AccuWeather Web site whenever you select the **Weather** tab, if the data has not been updated within the last three hours. Weather data will also be downloaded every time an ActiveSync connection occurs (through over-the-air or USB connection).

Clear this check box if you prefer to manually download weather information.

- **Download when roaming.** Select this check box only if want to allow automatic download of weather data when you're roaming. This may incur additional costs.
- **Temperature Scale.** Choose whether to display temperature in Celsius or Fahrenheit.



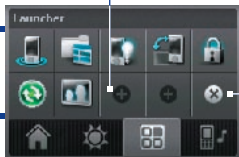
**Tip** To check for more detailed weather information on the AccuWeather Web site, select **Menu > About Weather** on the Select City screen and then tap the link that shows AccuWeather.com. Internet Explorer Mobile then opens and brings you to the AccuWeather Web site.

## Launcher

**Launcher** allows you to add quick shortcuts to your favorite programs and settings for one-touch access. Quick settings such as **Adjust Backlight**, **Rotate Screen** and **Lock Device**, and a few program shortcuts are added by default. They can be replaced with your preferred settings and programs.

Touch an empty slot to add a shortcut to a setting or your favorite program.

Touch a quick shortcut to open the associated program or apply the associated setting.



Remove shortcuts



Touch a shortcut to remove it.




**Note** To replace a shortcut, you need to delete it first and then add a shortcut to your favorite program or setting.

## Sound

**Sound** lets you quickly set the device volume and change the ring tone of your device.



Tap  to set the device volume to **Automatic**. If **Automatic** is selected, the device will vibrate during a scheduled event in your calendar; when there is no scheduled event in your calendar, the device will use the **Normal** mode settings.

**Note** To learn more about setting device volume, see Chapter 3.

## 1.9 TouchFLO™

**TouchFLO™** is a special feature that gives you better touch panel experience on your device. With TouchFLO, you can simply use your finger to scroll and pan the screen.

TouchFLO also features the **Touch Cube** where you can launch messaging programs, Internet Explorer® Mobile, and more. You can also add your favorite contacts, play music, and access your pictures and videos.

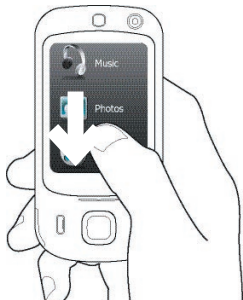
**Note** Touch Cube is displayed in portrait view only. To be able to open Touch Cube, make sure your display is set to portrait mode.

### Touch Cube



#### To open the Touch Cube

- Slide your finger upward, starting from the bottom of the touch screen where it shows a logo image.

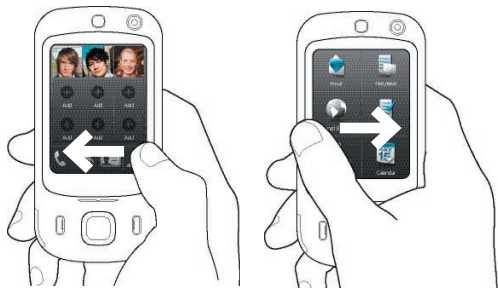


#### To close the Touch Cube

- To close the Touch Cube and return to the screen prior to opening the Touch Cube, slide your finger downward on the touch screen.

## To navigate the Touch Cube

The Touch Cube is a three-dimensional, cubic user interface. To flip the interface from one side to another, slide your finger left or right on the touch screen.



## Touch Cube screens

There are three sides to the Touch Cube interface:

- On the first side of the interface, you can add up to nine favorite contacts. If you make calls or send messages to certain people frequently, you can add them as favorite contacts for quicker access.

**Note** You should already have contacts created or synchronized on your device before you can add them as favorite contacts. SIM contacts cannot be added as favorite contacts.

For more information about creating contacts, see Chapter 6.

For more information about synchronizing your device with the PC, see Chapter 5. For information about synchronizing your device with the Exchange Server, see Chapter 8.

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When you have different phone numbers assigned to the same contact, an icon appears on the top left corner of the contact square to tell you which number is assigned to the particular square.

Tap to call the number associated with the contact.

Open the Phone program.  
(See Chapter 3 for details.)

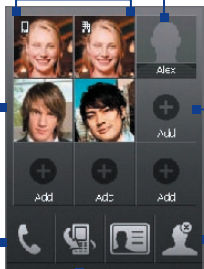
Open Call History.  
(See Chapter 3 for details.)

When you add a favorite contact and there is no photo associated to that contact, the contact's first name (or last name) will be displayed.

Select an empty slot to add a favorite contact. If the contact has more than one contact number, select the number to call when you touch the contact.

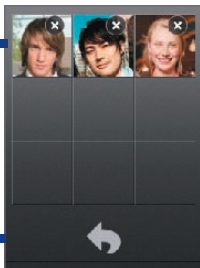
Delete favorite contacts.

Open Contacts.  
(See Chapter 6 for details)



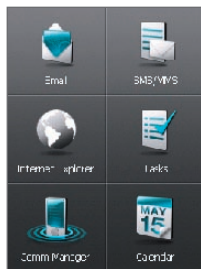
Select a favorite contact to remove it.

Return to your list of favorite contacts.



- The second side of the interface provides quick shortcuts to your e-mail messages, text and MMS messages, the Internet, and other applications.

Simply touch the icons on the screen to open the corresponding program.

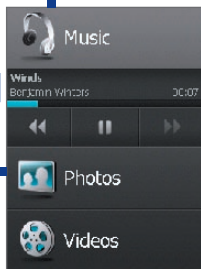


- On the third side of the interface, you can play back music and access the images and video files on your device.

Touch this icon to open Audio Manager and play back music files (For more information about using Audio Manager, see Chapter 11.)

While playback is in progress in Audio Manager, return to this screen. You will then see playback controls and the music title, artist, and remaining playback time of the current music.

Open Camera Album for still images. (See Chapter 11 for details.)



Touch these buttons to control music playback. From left to right: Backward, Play/Pause, Forward

Open Camera Album for videos. (See Chapter 11 for details.)

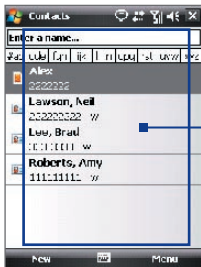
## Finger scrolling and finger panning

With TouchFLO, you can use finger scrolling and finger panning when viewing content that cannot be fit entirely on the screen, such as Web pages, documents, and messages. Finger scrolling can also be used to scroll up and down lists such as the contacts list, file list, message list, calendar appointments list, and more.

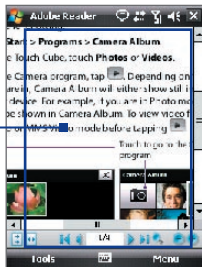
**Note** Finger scrolling and panning works in both portrait and landscape modes.

### To use finger scrolling

- Slide your finger downward to scroll up the screen.
- Slide your finger upward to scroll down the screen.



When finger scrolling up and down, slide anywhere within this area.



- To scroll towards the left, slide your finger to the right.
- To scroll towards the right, slide your finger to the left.
- While the screen is scrolling, you can stop the scrolling by pressing your finger on the touch screen.

**Note** Scrollbars shown on the screen indicate that there are more content that cannot be fit on the screen. You can finger-scroll up and down only when there's a vertical scrollbar shown on the screen. Likewise, you can finger-scroll left and right only when there's a horizontal scrollbar.

### To use finger panning

- To pan downward, touch and hold on the touch screen then drag your finger upward.

- To pan upward, touch and hold on the touch screen then drag your finger downward.
- To pan towards the right, touch and hold on the touch screen then drag your finger to the left.
- To pan towards the left, touch and hold on the touch screen then drag your finger to the right.
- You can also pan diagonally.

**Note** Scrollbars shown on the screen indicate that there are more content that cannot be fit on the screen. You can use finger panning only when there are scrollbars shown on the screen.

### To continuously pan

1. Drag your finger towards the boundary and hold. The Web page, document, or message that you are viewing then continuously pans.

Left and right boundaries



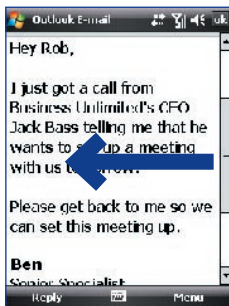
Top and  
bottom  
boundaries

2. Release your finger to stop panning.

### To go to the next or previous message

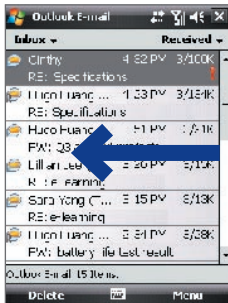
While reading a message, you can slide your finger across the screen to go to the next or previous message.

To go to the next message, slide your finger from right to left on the screen;  
To go to the previous message, slide your finger from left to right on the screen.



### To go to the next or previous messaging account

While on a messaging account screen, you can slide your finger across the screen to go to next or previous messaging account.



### TouchFLO settings

You can enable or mute the finger scrolling and panning sound. Tap **Start > Settings > System** tab > **TouchFLO** then select or clear the **Enable sound when finger scrolling and panning** check box.



















## 1.10 Status Icons








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



### Icons that appear in this area

-  Connection Setup
-  There are more notifications. In the enlarged Title bar, tap to view all
-  New text messages; SMS notification of voice mail.
-  Receiving MMS message
-  New MMS message received
-  Sending MMS message
-  MMS message sent
-  Cannot send MMS message
-  New instant message from Live Messenger
-  Missed call
-  Speakerphone on
-  Roaming
-  Alarm
-  Bluetooth stereo headset detected
-  ActiveSync notification
-  Synchronization error.

### Icons that appear in this area

-  GPRS available
-  EDGE available
-  HSDPA available.
-  UMTS available.
-  Connection is active
-  Connection is not active
-  Synchronization in progress



- Icons that appear in this area**
- GPRS connecting
  - GPRS in use
  - EDGE connecting
  - EDGE in use
  - HSDPA connecting.
  - HSDPA in use.
  - UMTS connecting.
  - UMTS in use.
  - Maximum signal strength
  - No signal
  - Phone is turned off
  - No phone service.
  - Searching for phone service
  - Voice call in progress
  - Call on hold
  - Calls are forwarded
  - Dialing while no SIM card is inserted
  - No SIM card inserted











- Icons that appear in this area**
- Vibration mode
  - Sound on
  - Sound off

- Icons that appear in this area**
- Battery charging
  - Battery full
  - Battery very low




## 1.11 Programs

The following are programs that are preinstalled on your device.


### Programs in the Start Menu

Icon	Description
	<b>Office Mobile</b> Use the complete suite of Microsoft® Office applications for your mobile device.
	<b>Excel Mobile</b> Create new workbooks or view and edit Microsoft® Office Excel® workbooks.
	<b>PowerPoint Mobile</b> View Microsoft® Office PowerPoint® slides and presentations.
	<b>Word Mobile</b> Create, view, and edit Microsoft® Office Word documents.
	<b>Calendar</b> Keep track of your appointments and create meeting requests.
	<b>Contacts</b> Keep track of your friends and colleagues.
	<b>Internet Explorer Mobile</b> Browse Web and WAP sites as well as download new programs and files from the Internet.
	<b>Messaging</b> Send and receive e-mail, MMS, and text messages.
	<b>Phone</b> Make and receive calls, switch between calls, and set up conference calling.
	<b>Help</b> See Help topics for the current screen or program.

### Programs screen

Icon	Description
	<b>Games</b> Play two pre-installed games: <b>Bubble Breaker</b> and <b>Solitaire</b> .
	<b>ActiveSync</b> Synchronize information between your device and a PC or the Exchange Server.
	<b>Adobe Reader LE</b> View PDF (Portable Document Format) files on your device.












Icon	Description
	<b>Audio Booster</b> Enhances your music experience by providing you with controls for adjusting equalizer, 3D sound, treble, and bass settings.
	<b>Audio Manager</b> Browse and play back music files.
	<b>Bluetooth Explorer</b> Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.
	<b>Calculator</b> Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	<b>Camera</b> Take photos or shoots video clips with accompanying audio.
	<b>Camera Album</b> View photos that you captured using the device's camera.
	<b>Comm Manager</b> Manage your device's connections (including GPRS/3G, Bluetooth, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, enable or disable the Direct Push function, and more.
	<b>File Explorer</b> Organize and manage files on your device.
	<b>Flash Lite Player</b> Play back Flash Lite™ files on your device.
	<b>Internet Sharing</b> Connect your computer to the Internet using your device's data connection.
	<b>Spb GPRS Monitor</b> You will find this program in the provided disc. You can install and use this program to measure the amount of data transfers that you have made via the GPRS/3G or GSM network connection, and calculate network usage costs. See Chapter 13 for details.
	<b>Java</b> Download and install Java applications, such as games and tools, on your device.
	<b>Messenger</b> Use this mobile version of Windows Live Messenger to send and receive instant messages on your device.
	<b>Notes</b> Create handwritten or typed notes, drawings, and voice recordings.
	<b>Pictures &amp; Videos</b> View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card.

Icon	Description
	<b>SAPSettings</b> Enable Bluetooth Remote SIM access on your device.
	<b>Search</b> Search contacts, data, and other information on your device.
	<b>SIM Manager</b> 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>Sprite Backup</b> You will find this program in the provided disc. You can install and use this program to back up your data and files. See Chapter 9 for details.
	<b>STK (SIM Tool Kit) Service</b> Access information and other services offered by your wireless service provider.
	<b>Streaming Media</b> Stream live or on-demand video.
	<b>Tasks</b> Keep track of your tasks.
	<b>Voice Recorder</b> Record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your ring tone.
	<b>Voice Speed Dial</b> Record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	<b>Windows Live</b> Use this mobile version of Windows Live™ to find information on the Web. It also lets you sign into your Windows Live account so that you can access your Live Mail messages and send/receive instant messages in Live Messenger.
	<b>Windows Media Player Mobile</b> Play back audio and video files.
	<b>ZIP</b> Save memory and free up storage space on your device by compressing files in the conventional ZIP format.













## 1.12 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> Assign a program or function to a hardware button.
	<b>Input</b> Set options for each of the input methods.
	<b>Large Start Menu</b> Enable or disable the large Start menu.
	<b>Lock</b> Set a password for your device.
	<b>Menus</b> Set what programs will appear in the Start menu.
	<b>Owner Information</b> Enter your personal information on your device.
	<b>Phone</b> Customize phone settings such as ring tone, set a PIN number for your SIM card, and more.
	<b>Sounds &amp; Notifications</b> Enable sounds for events, notifications, and more, and set the type of notification for different events.
	<b>Today</b> Customize the appearance and the information to be displayed on the Today screen.
	<b>TTY</b> Enable TTY (Teletypewriter) support for your device.
	<b>Voice Speed Dial</b> Create voice tags for voice dialing contacts and SIM contacts as well as for launching programs.












## System tab

Icon	Description
	<b>About</b> This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.
	<b>Backlight</b> Set the backlight timeout and adjust brightness.
	<b>Certificates</b> See information about certificates that are installed on your device.
	<b>Clear Storage</b> Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.
	<b>Clock &amp; Alarms</b> Set 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>Device Information</b> See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	<b>Device Lock</b> Select the <b>Enable auto device lock</b> check box to automatically lock the device when the backlight turns off.
	<b>Encryption</b> Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	<b>Error Reporting</b> Enable or disable 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>External GPS</b> Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.
	<b>Key Lock</b> Lock 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>Keypad QuickTasks</b> Enable or Disable the QuickTasks when you open the front panel of the device.

Icon	Description
	<b>Long Press End Key</b> Lets you set the behavior when you press and hold the END key.
	<b>Memory</b> Check the device memory allocation status and memory card information. You can also stop currently running programs.
	<b>Microphone AGC</b> Adjust the volume of your voice automatically when you are recording.
	<b>Power</b> Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	<b>Regional Settings</b> Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	<b>Remove Programs</b> Remove programs that you installed on your device.
	<b>Screen</b> Change the screen orientation, re-calibrate the screen, and change the screen text size.
	<b>Task Manager</b> Stop running programs and set the <b>Exit</b> button (  ) to end programs immediately when you tap the button. For more information, see "Task Manager" in Chapter 12.
	<b>TouchFLO</b> You can enable or mute the finger scrolling and panning sound. See "TouchFLO settings" in this chapter for details.
	<b>Windows Update</b> Update Windows Mobile® on your device with the latest updates, security patches or fixes, if they are available.



## Connections tab

Icon	Description
	<b>Beam</b> Set your device to receive incoming Bluetooth beams.
	<b>Bluetooth</b> Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	<b>Comm Manager</b> Manage your device's connections (including GPRS/3G, Bluetooth, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, enable or disable the Direct Push function, and more.
	<b>Connection Setup</b> Configure your device's data connections, such as GPRS, WAP, and MMS, based on the detected or selected network operator. See Chapter 10 for details.
	<b>Connections</b> Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, and more, so that your device can connect to the Internet or a private local network.
	<b>CSD Line Type</b> Set 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> Set the GPRS authentication method.
	<b>HSDPA</b> Turn on or off HSDPA. Your wireless service provider must support this feature to be able to turn it on.
	<b>Network Cards</b> Set up your device's network card.
	<b>SMS Service</b> Set your device to send SMS text messages via a data connection, such as GPRS or a circuit-switched connection.
	<b>USB to PC</b> Set a USB serial connection between your device and PC when there are problems connecting ActiveSync.

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# Chapter 2

## Entering and Searching Information

- 2.1 Entering Information
- 2.2 Using the 20-key QWERTY Hardware Keyboard
- 2.3 Using the Onscreen Keyboard
- 2.4 Using Touch Keyboard
- 2.5 Using Touch Keypad
- 2.6 Using Symbol Pad
- 2.7 Using Letter Recognizer
- 2.8 Using Block Recognizer
- 2.9 Using Transcriber
- 2.10 Searching Information

## 2.1 Entering Information

When you start a program or select a field that requires text or numbers, you can either use the 16-key keypad or the onscreen keyboard to enter information.

### 16-key Keypad

To reveal the 16-key keypad, slide up the front panel of the device.

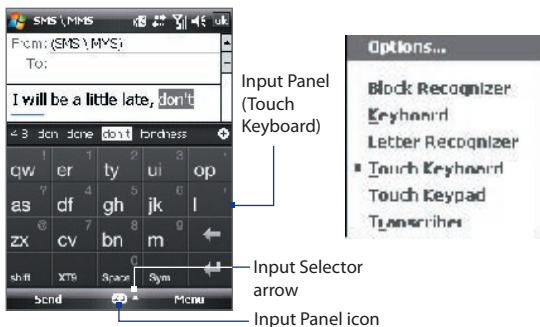







**Tip** When dialing phone numbers, use the 16-key keypad.

### Onscreen keyboard

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
	Onscreen Keyboard
	Touch Keyboard
	Touch Keypad
	Letter Recognizer or Block Recognizer
	Transcriber


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

## 2.2 Using the 16-key Keypad










You can enter text, numbers, and symbols by using the 16-key keypad. When you select a field that requires entering text or numbers, the phone automatically selects the appropriate input mode. The status indicator on the top of the display screen shows the input mode that you are currently using.

### Input modes

<b>abc</b>	Lowercase text input	<b>12#</b>	Numeric or symbol (labeled in blue color) input, locked
<b>ABC</b>	Uppercase text input, caps lock	<b>XT9</b>	XT9 text input mode, lowercase
<b>ABC</b>	Uppercase text input	<b>XT9</b>	XT9 text input mode, uppercase
<b>12#</b>	Numeric or symbol (labeled in brown color) input	<b>XT9</b>	XT9 text input mode, caps lock

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

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

- To use all uppercase letters, press  twice. To change back to all lowercase letters, press  again.
- To use a single uppercase letter, press  and then press the corresponding key.
- To enter a number or symbol (labeled in blue color), press  and then press the corresponding key.
- Press  to open the Symbol pad. Press and hold  to open the input menu.
- Press  to insert a hard return.
- Press  to delete the previous character.
- Press and hold  to access your voicemail.

## Multipress mode

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


### To enter text in Multipress mode


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

## XT9 mode

To form a word in XT9 mode, press the keys that contain the letters you want. As you enter letters, XT9 analyzes your keypresses and attempts to complete the word. XT9 also tries to predict your next word based on previous sentences you have type.

### To enter text in XT9 mode

1. Press and hold the  key.
2. On the menu, select **XT9 English**.

To change XT9 settings, press and hold  and on the menu, select **XT9 Settings**.


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

While typing, words will appear at the bottom of the screen. Use the NAVIGATION CONTROL to choose the word you want to insert and press ENTER.

## Numeric mode

Input numbers by changing the input method to Numeric mode.

### To enter numbers

1. Press and hold the  key and select **123** on the menu.
2. On the keyboard, enter the number(s) you want.

## 2.3 Using the Onscreen Keyboard

The onscreen **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 onscreen Keyboard

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

### To enlarge the onscreen Keyboard

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

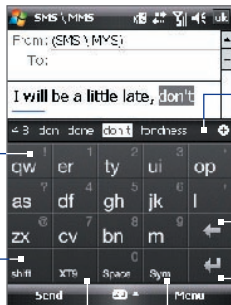
## 2.4 Using Touch Keyboard

The **Touch Keyboard** is an onscreen keyboard layout similar to the 20-key hardware keyboard of your device. With the enlarged keys and input enhancement, you can type faster and more accurately using the Touch Keyboard.

Tap to enter letters or symbols.  
Tap and hold to immediately enter the symbol on top of the key.

Tap to enter uppercase letters;  
Tap twice to caps lock.

Tap to cycle through the input methods: XT9, multitap, and numeric. The keyboard changes to a numeric keyboard when in the numeric mode.



Displays the word candidate list in XT9 mode. Tap to insert the word into the message. Tap the + symbol to add a word.

Tap to delete the previous character.

Tap to create a new line.

Tap to open the Symbol pad. See "Using Symbol Pad."



## To use the Touch Keyboard

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Touch Keyboard**.
3. Enter text by tapping keys on the onscreen Keyboard. The way you enter characters using the Touch Keyboard is similar to using the 20-key keyboard, please see “Using the 20-key Hardware Keyboard” earlier in this chapter for details.

## To change Touch Keyboard and XT9 settings

1. Tap the **Input Selector** arrow, and tap **Options**.
2. In the **Input Method** tab, select **Touch Keyboard** in **Input method** and tap **Options**.
 

**Tip** You can change the keyboard layout by changing the **Language**.
3. Tap **XT9 Settings**. On the XT9 Settings screen, select the options you want and tap **Done**.

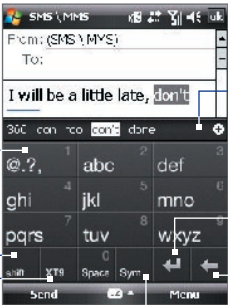
## 2.5 Using Touch Keypad

The **Touch Keypad** is an onscreen keypad layout similar to a 12-key keypad with some additional keys. With the enlarged keys and input enhancement, you can type faster and more accurately using the Touch Keypad.

Tap to enter letters or numbers. Tap and hold to immediately enter the number on top of the key.

Tap to enter uppercase letters; Tap twice to caps lock.

Tap to cycle through the input methods: XT9, multitap, and numeric. The keypad changes to a numeric keyboard when in the numeric mode.



Displays the word candidate list in XT9 mode. Tap to insert the word into the message. Tap the + symbol to add a word.

Tap to create a new line.

Tap to delete the previous character.

Tap to open the Symbol pad. See “Using Symbol Pad.”

**To use the Touch Keypad**

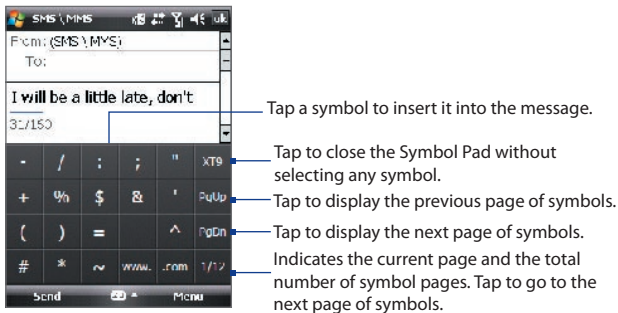
1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Touch Keypad**.
3. Enter text by tapping keys on the onscreen keypad. See “Multipress mode”, “XT9 mode”, and “Numeric mode” to learn how to enter characters.

**To change Touch Keypad and XT9 settings**

Refer to “To change Touch Keyboard and XT9 settings.” Select Touch Keypad instead of Touch Keyboard in Input method.

## 2.6 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. The Symbol pad is available for both **Touch Keyboard** and **Touch Keypad**.

**To open the Symbol Pad**

While using Touch Keyboard or Touch Keypad, tap .

### To change Symbol Pad settings

1. Tap the **Input Selector** arrow, and tap **Options**.
2. In the **Input Method** tab, select **Touch Keyboard** in **Input method** and tap **Options**.
3. Select the **Turn on one-touch symbol entry** check box to select only one symbol at a time and immediately close the Symbol Pad after your selection. To be able to select several symbols at a time, clear this check box.

## 2.7 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 lowercase letters by writing in the **abc** (middle) area of the box.
  - Enter numbers by writing in the **123** (right) area of the box.
  - Enter punctuation and symbols by 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.

## 2.8 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.


## 2.9 Using Transcriber

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


### To write using 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.
3. Position the cursor where you want text to appear.
4. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

### To enter punctuation and symbols

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

The keyboard remains visible until you tap the button again.

- Tips**
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
  - When no text is selected, you can 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.



## 2.10 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 (  or  ) 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 Making a Video Call**

**3.5 Receiving a Video Call**

**3.6 Smart Dial**

**3.7 Additional Dialing Information**

**3.8 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 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 > Phone**.
- Press the TALK button.
- While on the Today screen, open the keyboard and then press a numeric key.



### 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 **Start > Settings > Connections** tab > **Comm Manager**.
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.


### Flight mode

Another way to turn off the phone function is to switch your device to **Flight mode**.

#### To enable Flight mode

When you enable Flight mode, it turns off all wireless radios on your device, which include the phone function and Bluetooth.


- Tap **Start > Settings > Connections** tab > **Comm Manager**.
- On the Comm Manager screen, tap the **Flight Mode** button to enable Flight mode.

The  icon indicates that Flight mode is enabled.




#### To disable Flight mode

When you disable Flight mode, it turns the phone function back on. This also restores the previous state of Bluetooth.

- Disable Flight mode by tapping the **Flight Mode** button again on the Comm Manager screen.

The  icon indicates that Flight mode is disabled.

### Adjust the device volume

- Tap the **Speaker** icon (  ).
- 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.



- 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**, **TouchFLO**, **Speed Dial**, **Call History**, and **SIM Manager**.

### Make a call from Phone

1. While on the Today screen, open the keyboard of the device.
2. Start pressing the numeric keys on the keyboard to enter the phone number.
3. Press the TALK button on your device to place the call.

**Tip** If you press a wrong number, press XXX to erase each subsequent digit of a number. To erase the entire number, press and hold XXX.



### 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.
- 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

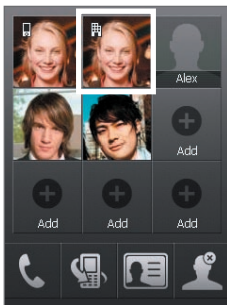
By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **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 TouchFLO


To place a call to a favorite contact that you added to TouchFLO's Touch Cube, follow these steps:

1. Open the Touch Cube by sliding your finger upward, starting from the bottom of the touch screen where it shows a logo image. (See Chapter 1 for detailed instructions.)
2. Slide your finger left or right to rotate the cube and navigate to the screen where it shows your favorite contacts.
3. Touch the photo or name of the contact whom you want to call.




**Tip** Touch and hold the contact to open the contact's summary.

## Make a call from Call History

1. On the Phone screen, tap the **Call History** button (  ).
2. Touch the tab where you want to look. The tabs represent the different types of calls on the device. The tabs are arranged by (from left to right): Outgoing calls, Incoming calls, Missed calls, and All calls.
3. Finger-scroll to the desired contact or phone number, and press **TALK**.

## One-touch Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single press. For example, if you assign a contact to the location **2** in Speed Dial, you can simply press and hold  on the keyboard 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 **Menu > Speed Dial**.
2. Tap **Menu > New**.
3. Tap a contact. Select the phone number that you want to add to be assigned with a speed dial key.
4. In the **Location** box, select an available key to use as the speed dial key.

**Note** 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 or SIM card contact, tap the contact, select the number you want to add to Speed Dial and then tap **Menu > Add to Speed Dial**.
  - To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

### To call voicemail

The **number 1** key is generally reserved for your voicemail. Tap and hold this button on the Phone screen to call voicemail.

## 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**.

For more information about SIM Manager, see Chapter 6.

## 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.
- Open the keyboard.

**Note** For you to be able to answer calls by opening the keyboard, the **Slide keypad to answer call** check box must be selected. To check, tap **Start > Settings > Personal tab > Phone > Advanced** tab.

### To reject a call and send a text message

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

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

After enabling Reject call with text message, you can:

- Tap **Send Text** when you receive a call to reject the call and send a text message to the caller.

- Tap **Silence** when you receive a call to mute the ringing sound without rejecting the call.

**Note** When the **Reject call with text message** option is selected, you need to press the **TALK** button on the device to answer calls.


### 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.

### To add a new phone number to your Contacts list after a call

If the number of the person who called is not in your Contacts list, you can choose to save the number after you hang up. To enable this feature, tap **Start > Settings > Personal** tab > **Phone > Advanced** tab and select the **Add new phone number to Contacts at end of call** check box. Selecting the checkbox will pop up a message after phone call ends to let you add the number to your Contacts list.

### To check a missed call

You will see the  icon on top of the screen when you missed a call. To check who the caller is:

- Tap the  icon, then tap **View**; or
- On the Phone screen, tap the **Call History** button (  ). You can view missed calls as well as incoming and outgoing calls in Call History.

### To set a reminder for missed calls

You can set the device to make a beeping sound every 2 minutes to remind you of a missed call.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.
2. Select the **Enable missed call reminder sound** check box

### 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 **Menu > 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.

## 3.4 Making a Video Call

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

### To make a video call

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

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

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

### Change Video Call settings

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

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





- 1 Status area.** Displays your service provider name, the other party's information, and call timer.
- 2 Image display area.** Displays your image and the other party's image, depending on the selected Swap Image setting.
- 3 Camera On/Off.** Tap to toggle between turning on/off the camera. When the camera is turned off, the image displayed depends on the Video Call options you have set. See "Set up Video Call Options" for details.
- 4 Audio Mute/Unmute.** Tap to mute/unmute audio.
- 5 Main/Second camera.** Tap to toggle between using the Main (back) and Second (front) camera.
- 6 Swap Image.** Tap continuously to cycle through the available image display options.

### Swap Image options



**Both parties**  
(My video small)



**Both parties**  
(My video large)



**Both parties (equal)**



**Other party only**

The other party's image is large while your image is small. This is the default setting.

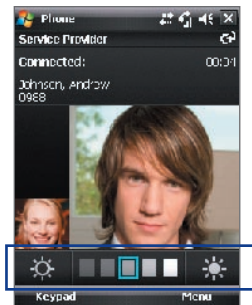
The other party's image is small while your image is large.

Both your image and the other party appear the same size.

Only the other party's image is displayed.

## Adjust the brightness

You can adjust the brightness of the device's camera lens. To adjust the brightness, press NAVIGATION up to make it brighter or press NAVIGATION down to make it less bright. When you press NAVIGATION up or down during a video call, a brightness bar appears at the bottom the screen.

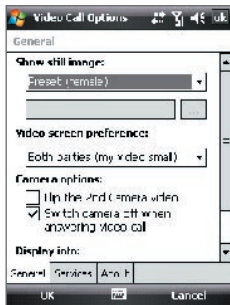


Brightness bar

- Tips**
- You can also press NAVIGATION left or right to adjust the brightness.
  - You can also adjust the brightness by tapping **Menu > Brightness**.

## Set up video call options

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



Video Call Options: General tab



Video Call Options: Services tab

## General tab

- **Show still image.** Select the image you want to display when you turn off the camera.
- **Preset (female).** Displays a female picture provided by your service provider.
- **Preset (male).** Displays a male picture provided by your service provider.
- **Custom image.** Lets you use an image from file as your display picture. When this option is selected, the File Name box and the Browse button will be enabled, allowing you to select an image file.
- **Last video frame.** Uses the last video frame before you stopped the camera as your display image.
- **Video screen preference.** To change how your image and the other party's image are displayed on the screen, select your preference from the **Video screen preference** list or tap the **Swap Image** button on the Video Call screen.
- **Camera options:**
  - **Flip the 2nd camera video.** Select this check box if you are going to show a text document to the other party using the second camera.
  - **Switch camera off when answering video call.** Select this check box to not send a video feed of yourself to the other party. Instead, the option you selected in **Show still image** will be displayed.
- **Display info:**
  - **Show call timer.** Select this check box to display the call period in the status area.
  - **Show phone number and name.** Select this check box to display the other party's phone number and name in the status area.

## Services tab

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

## 3.5 Receiving a Video Call

### To answer or reject an incoming video call

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

### To end a video call

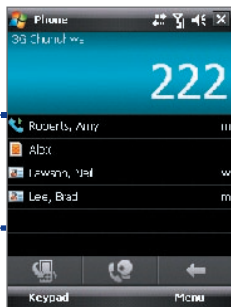
Once an incoming or outgoing video call is in progress, press END on the device to hang up.

## 3.6 Smart Dial

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

When you start entering a phone number or contact name, Smart Dial 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.

Smart  
Dial  
panel



### To find a contact name or number

You can just enter the first letter of the name or number of a contact. Smart Dial will search for contact phone numbers and the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number “2” on the phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following will be considered matches: “Ben Miller”, “George Adams”, “John-Carter”, “Carter, Ellen”, “Dixon, Allan”, “Thomas\_Clark”, “JaneCampbell”.

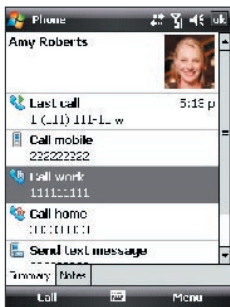
If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap “3” which is associated with [d, e, f], the matching list will be narrowed down to the following names: “**B**en Miller”, “George **A**dams”, “**C**arter,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

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

1. Press the TALK button on your device to open the Phone screen.
2. Begin entering the first few numbers or characters.

When you start entering a number or letter, the Smart Dial panel will display matches found.

3. In the Smart Dial panel, browse the list by sliding your finger or the stylus up or down or by pressing NAVIGATION up or down.
4. You can do one of the following:
  - When the desired contact is selected, press the TALK button to place a call.
  - To send a text message to the selected contact, tap **Menu > Send Text Message**.
  - To call a different phone number associated with the selected contact, press ENTER, select the phone number you want to call, then press TALK.




## 3.7 Additional Dialing Information

### Make an emergency call

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

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

### Make an international call

1. Press and hold  on the hardware keyboard (or tap and hold the **number 0** key on the phone screen) 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 press the TALK button on your device. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

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

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

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

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see “Bluetooth modes” in Chapter 10.
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 Device

**4.1 Basic Settings**

**4.2 Personalizing the Today Screen**

**4.3 Protecting Your Device**



## 4.1 Basic Settings

### Time and date

#### 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.

### 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 **Start > Settings > System tab > Backlight > Brightness** tab.
2. Move the slider to adjust the brightness.

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

1. Tap **Start > Settings > System tab > Backlight**.
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.

## Device name

The device name is used to identify your 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.

## Ringer settings

### To change the ring type and ring tone

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, choose whether to be notified of incoming calls by a ring, a vibration, or a combination of both.
3. In the **Ring tone** list, tap the sound you want to use.

**Tip** You can use **\*.wav**, **\*.mid**, **\*.mp3**, **\*.wma**, or other types of sound files that you downloaded from the Internet or copied from your PC as ring tones. For a complete list of supported audio file formats for ring tones, see "Specifications" in the Appendix.

To use your sound files as ring tones, copy them first to the **/Windows/Rings** folder on your device, then select the sound from the **Ring tone** list of your device. For more information about copying files, see Chapter 9.

## Alarms and notifications

### 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 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.

## 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. Contact your wireless service provider to find out about the availability of phone services for your device.

### To access and change 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**.

For more information about customizing settings of phone services, see Help on your device.

## 4.2 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.

### To use a custom background image

You can use one of your own pictures as the background image 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 display owner information

Having owner information displayed on the Today screen makes it easier for someone to return your device to you if it is lost.

1. Tap **Start > Settings > Personal tab > Owner Information**.
2. On the **Identification** tab, enter your personal information.

- Tips**
- If you don't see owner information on the Today screen, tap **Start > Settings > Personal tab > Today**. On the **Items** tab, select the **Owner Info** check box.
  - You can set your device to display the 'my info' screen when your device is turned on. This screen shows your complete personal information. To display the 'my info' screen, tap **Start > Settings > Personal tab > Owner Information > Options** tab then select the **Identification information** check box.

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

If you have a large number of appointments, 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 using Calendar, see Chapter 6 and 8.

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

If you have a large number of tasks, 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 Chapter 6.

## 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. Using Windows Explorer on your PC, navigate to the **/Windows/Start Menu** folder of your device, then create the folders and shortcuts that you want. You will see the added items on your device after you synchronize. For information about synchronizing your device with the computer, see Chapter 5.

## 4.3 Protecting Your Device

### Protect your SIM card with a PIN

You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). The default PIN will be given to you by your wireless service provider.

#### To change the 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.

## Protect your device with a password

You can help keep your data more secure by requiring a password every time the device is turned on.

### To set a device 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.
3. In the **Password type** box, select the type of password you would like to use. If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
4. Enter the password in both the **Password** and **Confirm** boxes.
5. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

- Notes**
- To ensure you can always make emergency calls, do not begin your password with the digits of your local emergency number.
  - If you entered a hint, the hint will be displayed after the wrong password is entered five times.
  - 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 can hard reset or clear the device memory. Before you do this, make sure you back up your data and files so that you can restore them back to your device. For more information about hard resetting the device and clearing the memory, see Chapter 12.

## Encrypt files on your storage card

You can set your device to encrypt files as they are saved on the storage card.

1. Tap **Start > Settings > System tab > Encryption**.
2. Select **Encrypt files placed on storage cards**.

- Notes**
- Encrypted files can be read only on the device that encrypted them.
  - Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.



# Chapter 5

## Synchronizing Information With Your Computer

### 5.1 About Synchronization

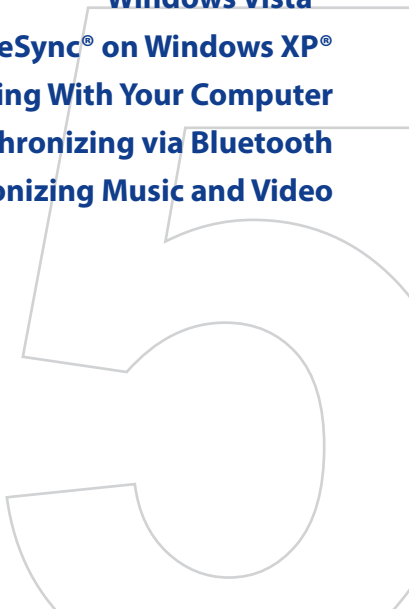
### 5.2 Setting Up Windows Mobile® Device Center on Windows Vista™

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

### 5.4 Synchronizing With Your Computer

### 5.5 Synchronizing via Bluetooth

### 5.6 Synchronizing Music and Video



## 5.1 About Synchronization

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

- **Microsoft 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 and set up first the synchronization software on your computer. For more information, see “Setting Up Windows Mobile Device Center on Windows Vista™” and “Setting Up ActiveSync® on Windows XP®”.

### 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 10. 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 Setting Up Windows Mobile® Device Center on Windows Vista™

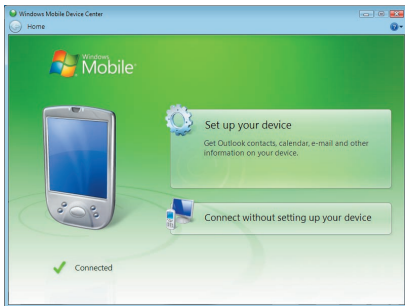
**Microsoft Windows Mobile® Device Center** is the replacement for Microsoft® ActiveSync® on Windows Vista™.

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

### Set up synchronization in Windows Mobile Device Center

When you connect your device to your PC and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.



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

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

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

### Use Windows Mobile Device Center

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



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

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

**Note** See Windows Mobile Device Center Help for more information.

## 5.3 Setting Up ActiveSync® on Windows XP®

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

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

### Install ActiveSync

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

### Set up synchronization in ActiveSync

Follow the steps below to set up a synchronization partnership.

1. Connect your device to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your PC, clear the **Synchronize directly with a server running Microsoft Exchange** check box then click **Next**.
3. Select the information types that you want to synchronize then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

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

## 5.4 Synchronizing With Your Computer

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

### Start and stop synchronization

You can manually synchronize either from your device or PC.


#### From your device

- Tap **Start > Programs > ActiveSync**, then tap **Sync**.

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

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



#### From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click  at the lower left of the Windows Mobile Device Center.

To end synchronization before it completes, click .

#### From ActiveSync on your PC

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

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

### Change which information is synchronized

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

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

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for

the same information type elsewhere in the list.

3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.


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

- Notes**
- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC's Windows Mobile Device Center or ActiveSync.
  - A PC can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.
  - Outlook e-mail can be synchronized with only one computer.

## Troubleshoot sync connection problem

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab > **USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC 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 Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program's Help for instructions.
2. On your device, tap **Start > Programs > ActiveSync**.

3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see “Bluetooth” in Chapter 10.
4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.
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 10.

- 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 to be synchronized, all media synchronization settings must be set in Windows Media Player. Before media can be synchronized, you must do the following:

- Install Windows Media Player Version 11 on the PC. (Windows Media Player 11 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.
- Set up a sync partnership between your device and your PC’s Windows Media® Player.

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



# Chapter 6

## Organizing Contacts, Appointments, Tasks, and Other Information

**6.1 Contacts**

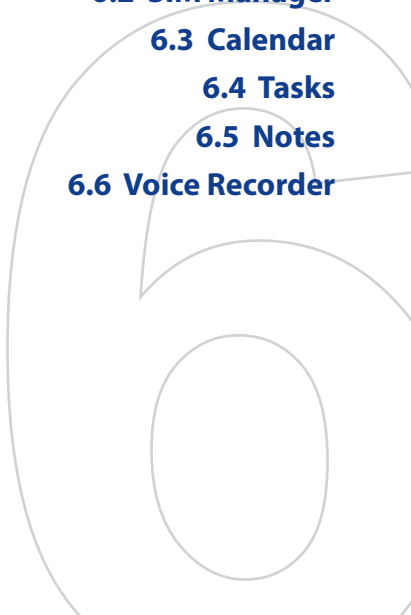
**6.2 SIM Manager**

**6.3 Calendar**

**6.4 Tasks**

**6.5 Notes**

**6.6 Voice Recorder**

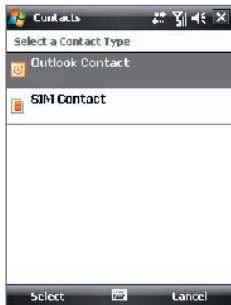


## 6.1 Contacts

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

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.
- **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, see “Add Windows Live contacts” in Chapter 10.

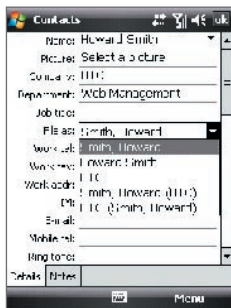


**Note** You can only add Windows Live contacts after you have set up Windows Live on your device.

### Add new contacts

#### To add a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.
3. 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 edit contact information, tap the contact name then tap **Menu > Edit**.

### 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 "SIM Manager" later in this chapter.

## View, organize and search

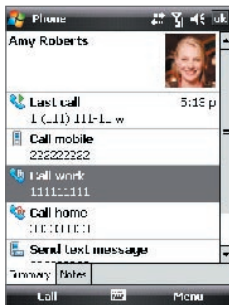
### To view contact information

- Tap **Start > Contacts**.
- Slide your finger upward on the touch screen to scroll down the contact list.

To scroll up the contact list, slide your finger downward on the touch screen.

**Note** For detailed instructions on how to use finger scrolling, see "Finger scrolling and finger panning" in Chapter 1.

3. Touch the name of a contact to open his or her contact card.
4. On the contact card, you will see the last outgoing or incoming call as well as detailed information such as phone numbers of the contact, e-mail address, and more.



### To group similar contacts

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

1. Create a new Outlook contact or edit an existing Outlook contact.
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.

### 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. Do one of the following:
  - On the Quick Scroll bar on the right of the screen (black vertical bar), scroll to or touch a letter to go directly to the part of the Contacts list where contact names start with that letter.

**Note** You can disable the Quick Scroll bar by tapping **Menu > Options** and selecting the **Show alphabetical index** check box. This will show the alphabetical index on top of the Contacts list.

- Begin entering a contact name in the provided text box until the contact you want is displayed.
- 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** then select a device where to beam the contact to.

**Note** Before you can beam, make sure Bluetooth is turned on and set to visible mode on your device and the target mobile device. You can also beam contact information to your PC. See "Bluetooth" in Chapter 10 for details.

### To send contact information via text messaging

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > SMS \ MMS**.
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**.

## 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**.

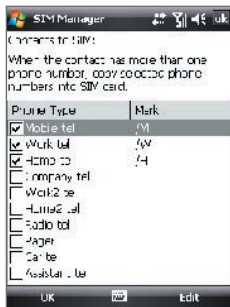
### To copy contacts to the SIM card

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. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.

- 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**.
- After modifying, tap **OK**.
- Tap **Menu > Contacts to SIM**.
- Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then tap **Save**.



### To store your SIM card's phone number

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

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



## 6.3 Calendar

Use **Calendar** to create appointments, including meetings and other events. You can also synchronize Calendar appointments between your device and PC.

### 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 **Menu > Delete Appointment**.

- Tip** 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 > Tools > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.



- Set the time when you want the reminder to alert you.
- Tap **OK** to return to the calendar.

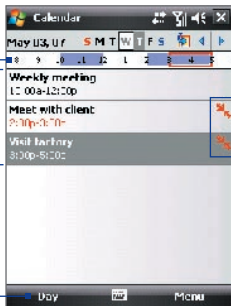
## View appointments

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.



Indicates that there is a conflict with another appointment.

Agenda view

- To see detailed appointment information in any view, tap the appointment.
- 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.
- 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

## 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 tap **Add Required Attendee** or **Add Optional Attendee** and 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 8.

4. When have finished adding attendees, tap **Done**.
5. 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 message. For more information, see "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 onscreen 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

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, see “MMS” in Chapter 7.

## 6.5 Notes

Using **Notes**, you can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and more.

### To create a note

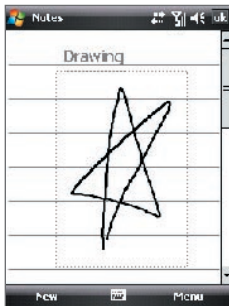
1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished,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



### To record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a 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 your voice. Tap the **Stop** icon (  ) when finished recording.

### 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 Recorder

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

**Note** Voice Recorder 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. Tap **Start > Programs > Voice Recorder**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or  to start recording a voice clip. Tap **Stop** to end the 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

- On the Voice Recorder screen, select a voice recording then tap .

**Tips**

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

### To send the voice recording through MMS

- Select a voice recording then tap **Menu > Send via MMS**. A new MMS message is then created with the voice recording automatically inserted as an audio clip.

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

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

- Select a voice recording then tap **Menu > Send > Outlook E-mail**. This creates a new Outlook e-mail message with the voice recording inserted as a file attachment.
- See “Using E-mail” in Chapter 7 to learn how to send e-mail.

### To beam the voice recording

1. Select the voice recording(s) you want to beam then tap **Menu > Beam File**.
2. Tap the device you want to send the voice recording(s) to.
3. On the other device, accept the file transfer to receive the file.

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

- Select the desired voice recording then tap **Menu > Set as Ringtone**.

### To rename or move a recording

1. Select a voice recording then tap **Menu > Rename/Move**.
2. Enter the new **Name** for the voice recording.
3. To move the voice recording, select the new destination **Folder** and **Location**.
4. Tap **OK**.



# Chapter 7

## Exchanging Messages

**7.1 Messaging**

**7.2 Text Messages**

**7.3 MMS**

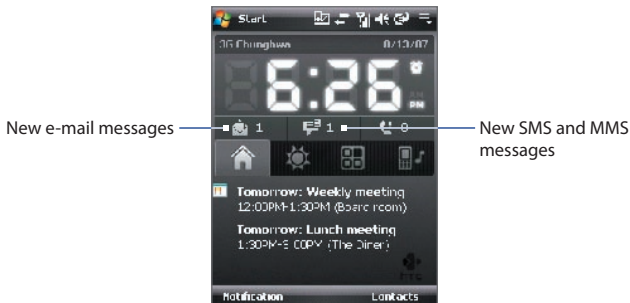
**7.4 Types of E-mail Accounts**

**7.5 E-mail Setup Wizard**

**7.6 Using E-mail**

## 7.1 Messaging

**Messaging** is where your text messages (SMS), multimedia messages (MMS), and e-mails are located. When you receive new messages, you can open them from the Today screen. Simply tap the type of message that you want to open.



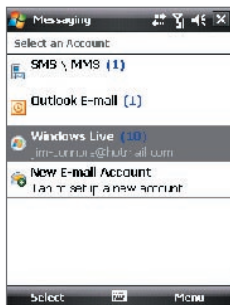
### To select a messaging account

Do one of the following:

- Tap **Start > Messaging**. The Account Picker screen then appears where you can select an account.
- While you are in a message list of a certain account, for example Text/Multimedia, tap **Menu > Go To** to switch to other types of messaging accounts.

### To configure message account settings

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



Account Picker screen

### To automatically add a signature in outgoing messages

You can automatically add your name and other information as your signature in outgoing SMS, MMS and e-mail messages by following these steps:

**Tip** You need to specify your signature for each type of messaging accounts.

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

## 7.2 Text Messages

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

### Send text messages

#### To compose and send a text message

1. Tap **Start > Contacts**.
2. Slide your finger upward on the touch screen to scroll down the contact list. See “Finger scrolling and finger panning” in Chapter 1 for more details on finger scrolling.
3. Touch the contact’s name to open his or her contact card.
4. On the contact card, touch the item that shows **Send text message**.

### 5. A new text message is then created.

To add more recipients, enter their mobile phone numbers in the **To** field, separating them with a semicolon. You can also tap **To** if you want to add mobile phone numbers from Contacts.

### 6. 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**.

### 7. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the onscreen keyboard then tap a symbol. 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 **SMS \ MMS**, then select the **Request delivery notifications** check box.



## Copy text messages from and to the SIM card

- Tap **Start > Messaging > SMS \ MMS**.
- In the message list, select the text message you want to copy.
- 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 Phone**.

**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

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

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

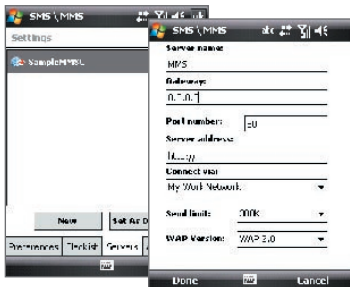
### Change MMS settings

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

#### To configure MMS message settings

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



- **Gateway.** Location of the MMS server, which is usually in the form of an IP address.

- **Port number.** HTTP port number used for connecting to the MMS server and for file transfer.
- **Server address.** URL address of the server where MMS messages are stored.
- **Connect via.** Select the connection that your device uses for MMS messages.
- **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 other wireless service provider.

#### 6. Tap **Done**.

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


## Create and send MMS messages





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

### To compose an MMS message

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

**Note** If you prefer to always create 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.
 

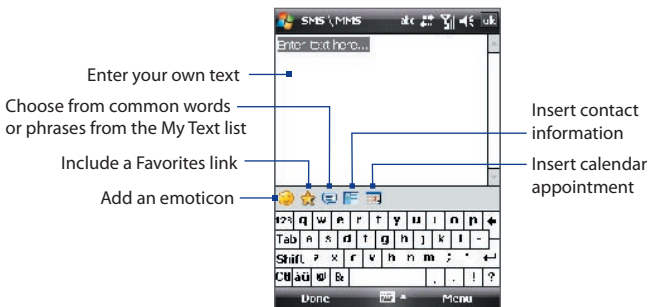
**Note** Scroll up to see the **Cc** and **Bcc** fields.
4. Enter a subject for your message.
5. Tap the **Insert** icon () to select and insert a photo or video clip. When selecting a photo or video clip, you can:

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

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

### To add text to an MMS message

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



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






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

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

**1. Tap Insert audio.**




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

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

- Tap  to play the audio clip,  to pause, or  to stop playback.
- Tap **Select** to insert it into your MMS message.
- Tap **Exit** () to quit selection and return to your MMS message.
- To record a new audio clip and add it to your MMS message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted into your MMS message.

## View and reply MMS messages

### To view an MMS message

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

### To reply to an MMS message

- 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.

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

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