

# 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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5,267,261	5,544,196	5,267,262	5,568,483	5,337,338	5,659,569
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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 aeroplane 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 Airplane Mode.

**ENVIRONMENT RESTRICTIONS**

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

**EXPLOSIVE ATMOSPHERES**

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

**ROAD SAFETY**

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

**SAFETY PRECAUTIONS FOR RF EXPOSURE**

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

**INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS**

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

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

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

#### HEARING AIDS

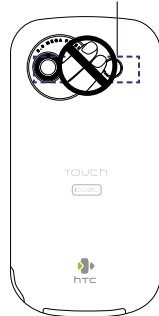
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

#### NONIONIZING RADIATION

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

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

Internal antenna location



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



## General Precautions

- **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 USIM/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™**

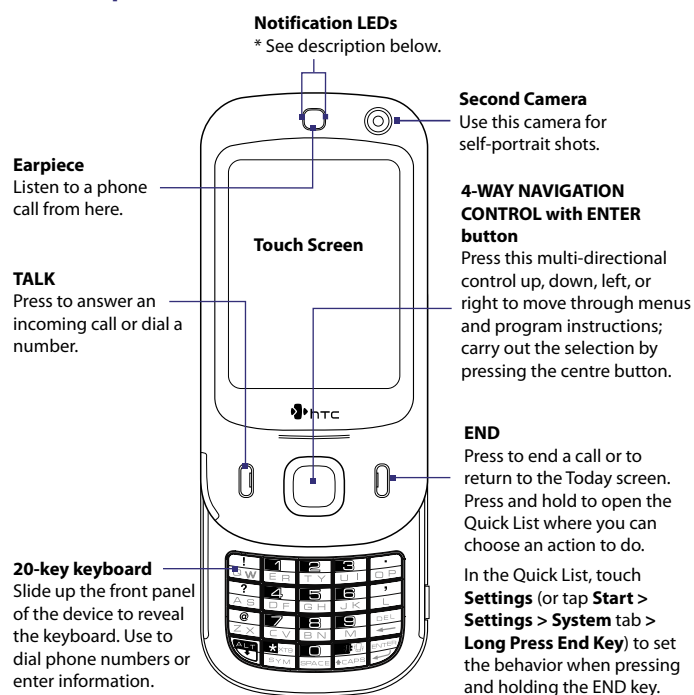
**1.10 Status Icons**

**1.11 Programs**

**1.12 Settings**

## 1.1 Getting to Know Your Device and Accessories

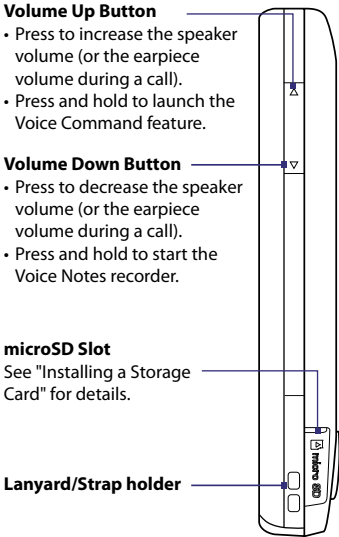
### Front panel



- 
- \* Right LED: Shows Green and Amber lights for HSDPA/WCDMA/GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status. Shows a flashing red light when the battery level reaches 5% or lower.
  - Left LED: Shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal.



**Left panel**



**Volume Up Button**

- Press to increase the speaker volume (or the earpiece volume during a call).
- Press and hold to launch the Voice Command feature.

**Volume Down Button**

- Press to decrease the speaker volume (or the earpiece volume during a call).
- Press and hold to start the Voice Notes recorder.

**microSD Slot**  
See "Installing a Storage Card" for details.

**Lanyard/Strap holder**

**Right panel**



**POWER**

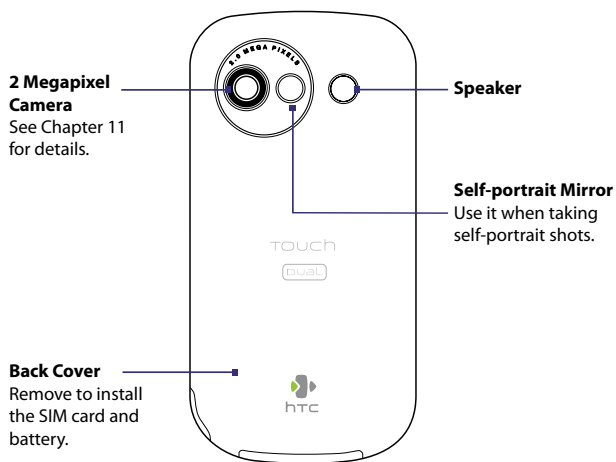
Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see "Starting Up" in this chapter.

**CAMERA**

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

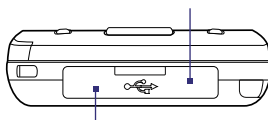
**Stylus**

### Back panel



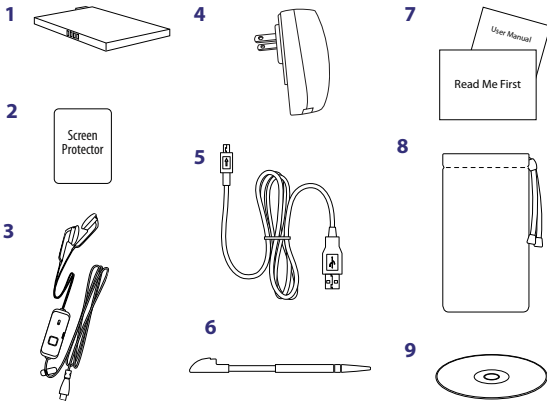
### Bottom panel

**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. Connect the AC adapter to your device using the USB sync cable, then plug the AC adapter to an electrical outlet to charge 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</b>	Source for additional tools and programs.

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

Always turn off your device before installing or removing the USIM/SIM card or battery.

The USIM/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 **361** hours for GSM  
Up to **325** hours for WCDMA  
(Subject to network and phone usage)
- Talk time: Up to **410** minutes for GSM  
Up to **268** minutes for WCDMA  
(Subject to network and phone usage)
- Media playback time: Up to **8** hours for WMV  
Up to **12** hours for WMA

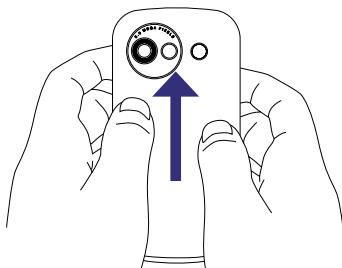
**Warning!** To reduce risk of fire or burns:

- 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**

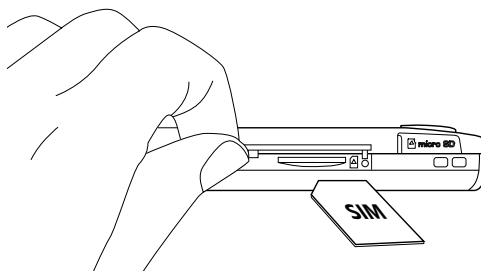
Before installing the USIM/SIM card or battery, you have to remove the back cover.

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



**To install the USIM/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 USIM/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.



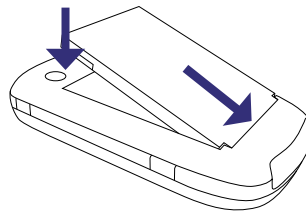
**Note** To remove the USIM/SIM card, press it to pop it out of the slot.

## 22 Getting Started

### To install the battery

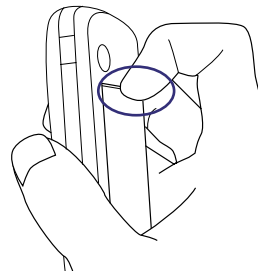
Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the lower-left side of the battery compartment.

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



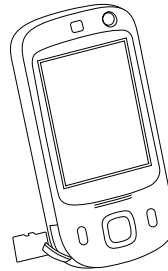
### To remove the battery

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 USIM/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.

### 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.

1. Connect one end of the USB sync cable to the sync connector on your device.
2. Connect the other end of the USB sync cable to the USB port of the AC adapter.
3. Plug in the AC adapter to an electrical outlet to start charging the battery.

**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.

## 24 Getting Started

### **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 centre 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**.

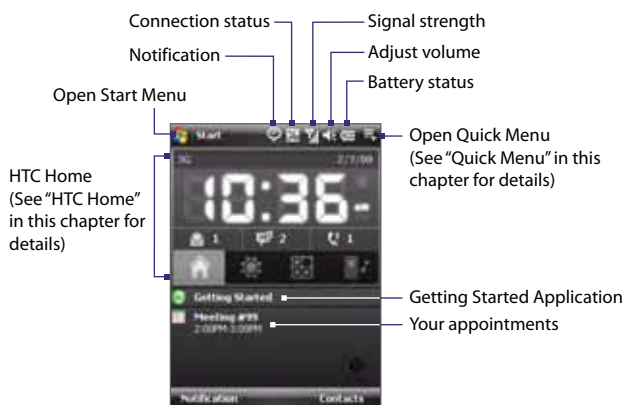
You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/messages will wake up your device.

## 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.

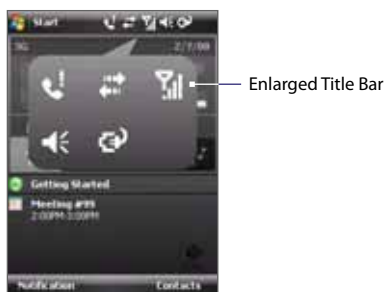
- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.

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



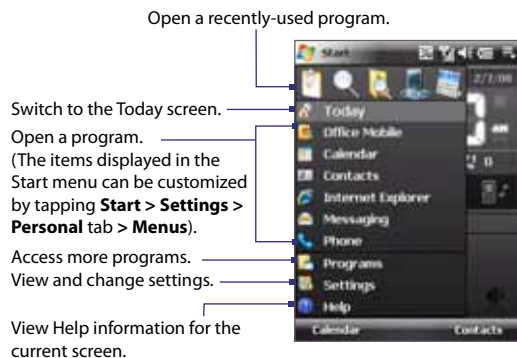
### Enlarged Title Bar

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.



## 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.



### 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**.



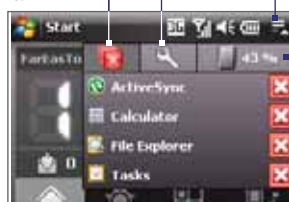
## 1.6 Quick Menu

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.)

Stop all currently running programs.

Tap this button to open the Quick Menu.



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 Quick Tasks 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.

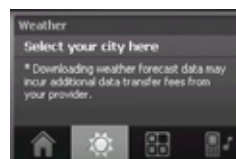



### Weather

**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 . 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.



Current day's weather

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 return to the current day's weather.



Weather for the next 4 days

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

**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 you want to allow automatic download of weather data when roaming. This may incur additional costs.

- **Temperature Scale.**

Choose whether to display temperature in Celsius or Fahrenheit.

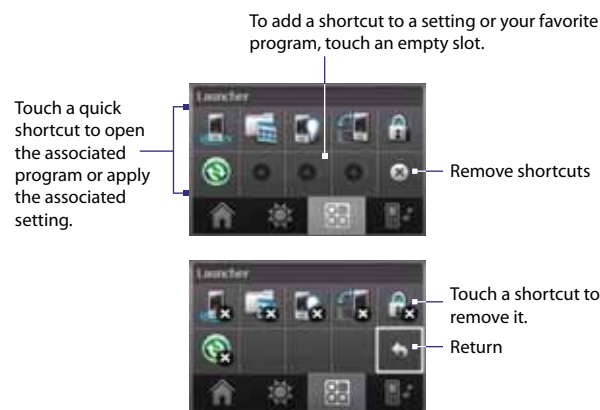


**Tip** To check for more detailed weather information on the AccuWeather Web site, select **Menu > About Weather** on the Select City screen and then tap the link that shows AccuWeather.com. Internet Explorer Mobile then opens and brings you to the AccuWeather Web site.

**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.

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**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.



**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.

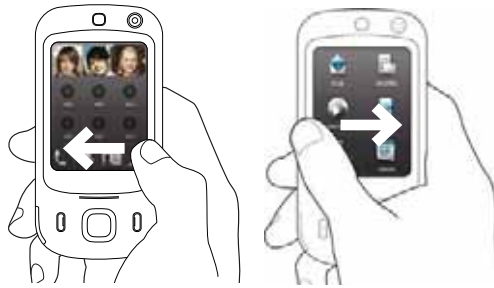


#### To close the Touch Cube

- 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 with phone numbers stored on your device or USIM/SIM card before you can add them as favorite contacts.

For more information about creating contacts, see Chapter 6.

For more information about synchronizing contacts and other information between your device and PC, see Chapter 5.

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

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.

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.

Tap to call the number associated with the contact.

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.

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



Delete favorite contacts.

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

Open Contacts. (See Chapter 6 for details)

Select a favorite contact to remove it.



Return to your list of favorite contacts.

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- The second side of the interface provides quick shortcuts to your e-mail messages, text and MMS messages, Tasks, 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 Windows Media Player and play back music files (For more information about using Windows Media Player, see Chapter 11.)

While playback is in progress in Windows Media Player, 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.)

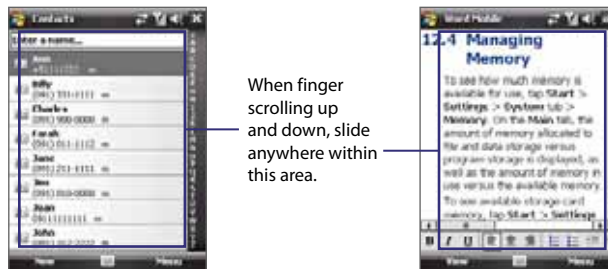
### Finger scrolling and finger panning

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**

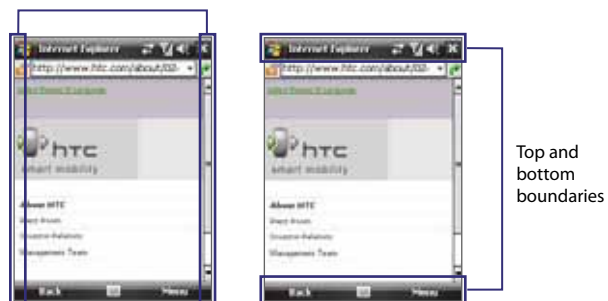
- To pan downward, touch and hold on the touch screen then drag your finger upward.
- To pan upward, touch and hold on the touch screen then drag your finger downward.
- To pan towards the right, touch and hold on the touch screen then drag your finger to the left.
- To pan towards the left, touch and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

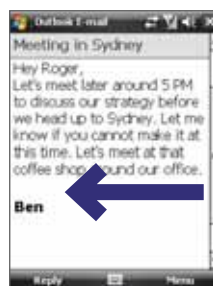


2. Release your finger to stop panning.

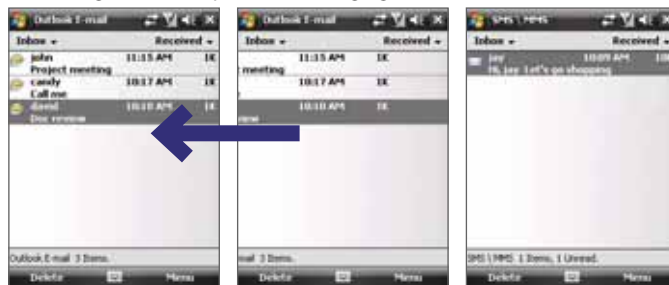
**To go to the next or previous message**

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**

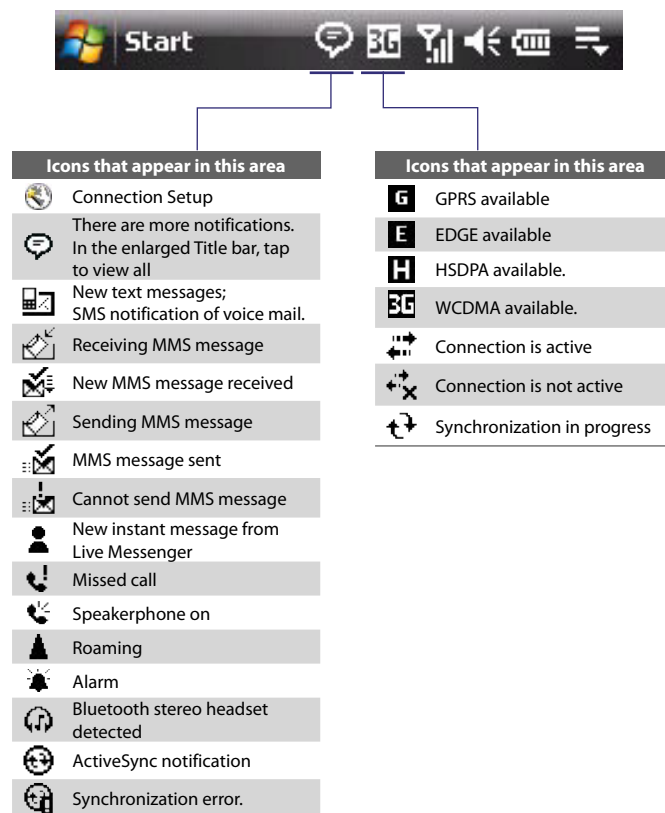
While on a messaging account screen, you can slide your finger across the screen to go to next or previous messaging account.

**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**
- GPRS connecting
  - GPRS in use
  - EDGE connecting
  - EDGE in use
  - HSDPA connecting.
  - HSDPA in use.
  - WCDMA connecting.
  - WCDMA 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>OneNote Mobile</b> Create OneNote files on your device and then synchronize them with your PC.
	<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.
	<b>Audio Booster</b> Enhances your music experience by providing you with controls for adjusting equalizer, 3D sound, treble, and bass settings.
	<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>Getting Started</b> Provide a list of "how to's" that you can reference to learn basic features and settings of your device. Tap one of the items onscreen to learn how to do the task.
	<b>Internet Sharing</b> Connect your computer to the Internet using your device's data connection.
	<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.












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Icon	Description
	<b>Pictures &amp; Videos</b> View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card.
	<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>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>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>Keyboard Sliding Sound</b> Select a slide-in and slide-out sound for the hardware keyboard.
	<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>Voice Command</b> Choose which functions you want to access by speaking out voice commands. See Chapter 13 for details.

## 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>Customer Feedback</b> Send feedback to the Customer Experience Improvement Program of Microsoft.
	<b>Device Information</b> See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	<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 screen when you open the front panel of the device.
	<b>Long Press End Key</b> Lets you set the behavior when you press and hold the END key.

Icon	Description
	<b>Managed Programs</b> Download and install applications that are deployed by the System Center Mobile Device Manager. Managed Programs also lets you view programs that were installed from the System Center Mobile Device Manager.
	<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.

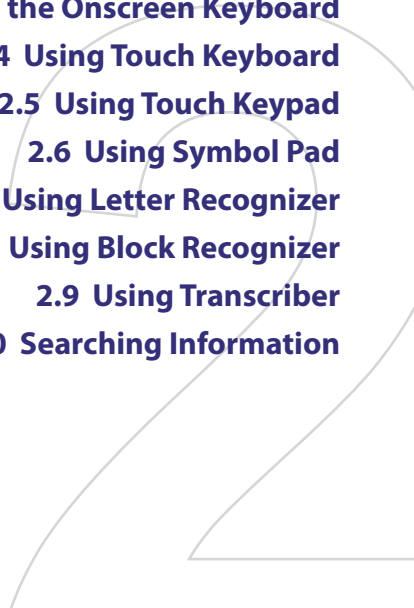
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Icon	Description
	<b>Connection Setup</b> Configure your device's data connections, such as GPRS, WAP, and MMS, based on the detected or selected network operator. See Chapter 10 for details.
	<b>Connections</b> Set up one or more types of modem connections 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>Domain Enroll</b> Enable the System Center Mobile Device Manager to manage your device by enrolling the device in your company's domain.
	<b>GPRS Setting</b> Set the GPRS authentication method.
	<b>HSDPA</b> Turn High Speed Data Packet Access (HSDPA) on or off. HSDPA is a 3.5G digital data service that provides high-speed downstream data rates. In order for your device to attain the high connection speed of HSDPA, your wireless service provider must support this feature and you must be within the coverage area of your service provider's HSDPA network.
	<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.



# 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 20-key QWERTY hardware keyboard or one of the onscreen input methods to enter information.

### 20-key QWERTY hardware keyboard

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



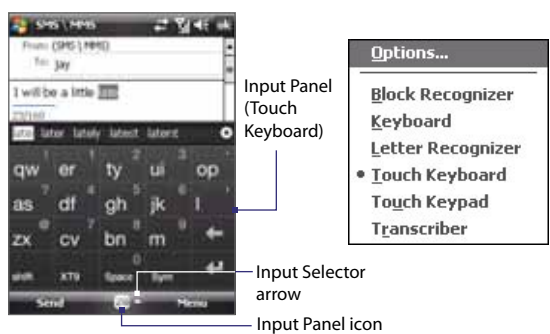
**Tip** When dialing phone numbers, use the 20-key QWERTY keyboard.






### Onscreen input methods

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 20-key QWERTY Hardware Keyboard

You can enter text, numbers, and symbols by using the 20-key QWERTY keyboard. When you select a field that requires entering text or numbers, the phone automatically selects the appropriate input mode.

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 white color), press  and then press the corresponding key.
- Press  to open the Symbol pad.
- Press  to insert a hard return. Press  to delete the previous character.
- Press and hold  to access your voicemail.
- Press and hold  to toggle between Vibrate and Ringer modes.

### 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 characters 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 analyses 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

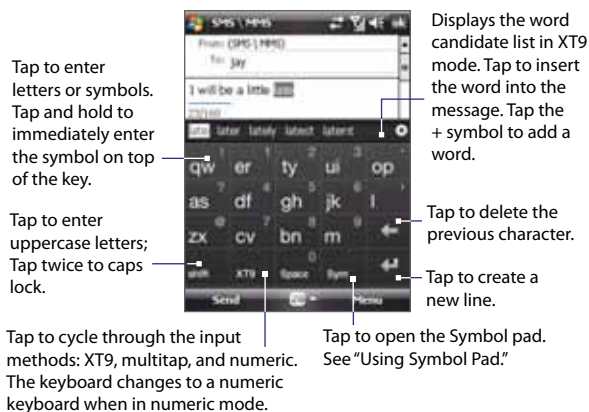
1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the onscreen Keyboard.

### 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.



**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**.  
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 input text faster and more accurately using the Touch Keypad.

The image shows a screenshot of the Touch Keypad interface on a mobile device. The keypad is overlaid on a text input field. The keypad has a grid of keys with letters and symbols. Callout boxes with arrows point to specific keys and explain their functions:

- 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 keypad 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**

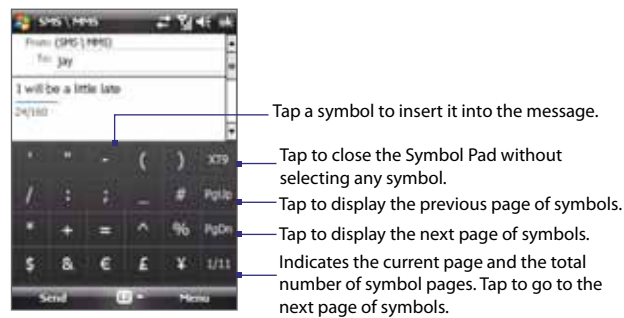
1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Touch Keypad**.
3. Enter text by tapping keys on the onscreen keypad. See “Multipress mode”, “XT9 mode”, and “Numeric mode” to learn how to enter characters.

**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 input 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.

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

#### 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 uppercase letters by writing in the **ABC** (left) area of the box.
  - Enter lowercase letters by writing in the **abc** (middle) area of the box.
  - Enter numbers by writing in the **123** (right) area of the box.
  - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

**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.

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

### 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.

**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 from left to right 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 an item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

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

# Chapter 3

## Using Phone Features

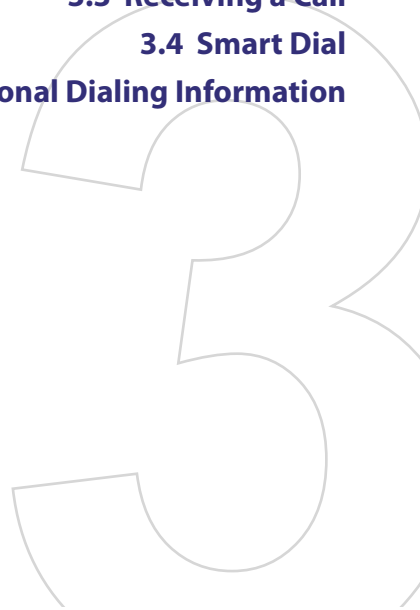
**3.1 Using the Phone**

**3.2 Making a Call**

**3.3 Receiving a Call**

**3.4 Smart Dial**

**3.5 Additional Dialing Information**



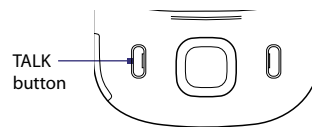
## 3.1 Using the Phone

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 enable or disable the phone function

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

## Airplane Mode

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

### To enable or disable Airplane Mode

When you enable Airplane Mode, it turns off all wireless radios on your device, which include the phone function and Bluetooth. When you disable Airplane Mode, it turns the phone function back on. This also restores the previous state of Bluetooth.

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

## Adjust the device volume

1. Tap the **Speaker** icon (🔊) and then in the enlarged Title bar, tap the speaker icon again.
2. Under **Volume**, do the following:
  - Adjust the phone volume (📞) or device volume (🔊) by moving the slider to the desired volume level.
  - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



- 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.



**Tip** You can also use the VOLUME BUTTONS on the left side of the device to adjust the device volume or the volume during a call.

## 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  to erase each subsequent digit of a number. To erase the entire number, press and hold .



### 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 **4** in Speed Dial, you can simply press and hold the **4** key 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 contacts, 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 or press and hold  on the hardware keyboard 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 a 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**.
- 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 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.



#### 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 onscreen phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following will be considered matches: "Ben Miller", "George Adams", "John-Carter", "Carter, Ellen", "Dixon, Allan", "Thomas\_Clark", "JaneCampbell".

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

**Tip** You can also use the hardware keyboard to enter the name or number of the contact. Please note that the letters assigned to numeric keys on the hardware keyboard is different from the onscreen keypad.

### 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, tap the contact, select the phone number you want to call, and then press TALK.


## 3.5 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.

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# 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. 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 **/My Documents/My Ringtones** 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 Chapters 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 Programs 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.

## 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 > Security** 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 licence 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.

#### 84 Synchronizing Information With Your Computer

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 licence 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**

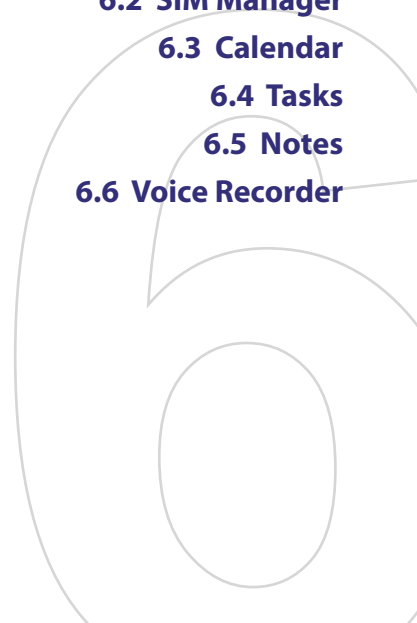
**6.2 SIM Manager**

**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:

- **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.



4. 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.
5. To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.
6. When finished, tap **OK**.

- Tip**
- If someone who is not in your list of contacts calls you, 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**

1. Tap **Start > Contacts**.
2. Tap **New** then select **SIM Contact**.
3. Enter a contact name and phone number.
4. 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**

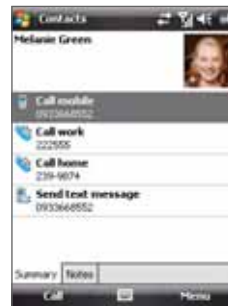
### **To view contact information**

1. Tap **Start > Contacts**.
2. 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.

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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.

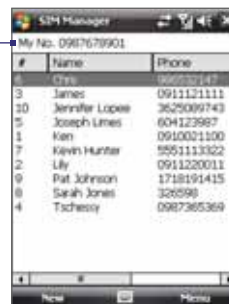
3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.
4. After modifying, tap **OK**.
5. Tap **Menu > Contacts to SIM**.
6. Select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



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

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

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

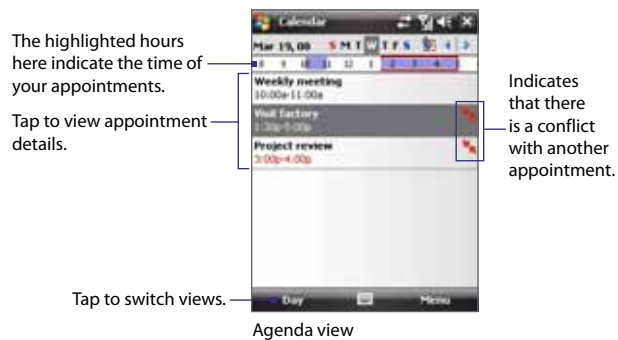
1. Tap **Start > Calendar**.
2. Tap **Menu > Tools > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.



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

### View appointments

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



- 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 **Menu > 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 you 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 MMS 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 the 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.

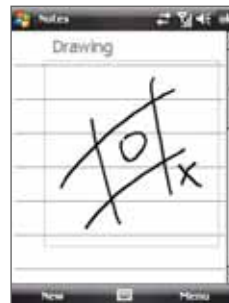
### To create a note

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. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
3. 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.
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 ring tone.

**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** or  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**.

To select multiple files, tap and drag over the desired files or tap **Menu > Select All**.

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 the voice recording(s), 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**

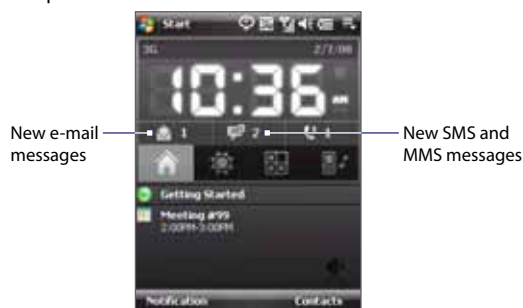
**7.5 E-mail Setup Wizard**

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



Account Picker screen

### To configure message account settings

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

**To automatically add a signature in outgoing messages**

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

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

1. Tap **Start > Messaging**, then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select a 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**

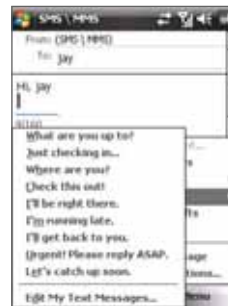
1. Tap **Start > Contacts**.
2. Slide your finger upward on the touch screen to scroll down the contact list. See "Finger scrolling and finger panning" in Chapter 1 for more details on finger scrolling.
3. Tap and hold the contact's name to open his or her contact card.
4. On the contact card, touch 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**
- The auto-complete feature for message recipients allows you to add recipients easily. Simply enter the first letter of the contact's name (or e-mail address while composing e-mail) and Messaging will show a box with a list of possible contacts to choose from. Tap the contact name (or e-mail address) to enter it in the **To** field.
  - To enter symbols, tap **123** using the onscreen keyboard and 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.

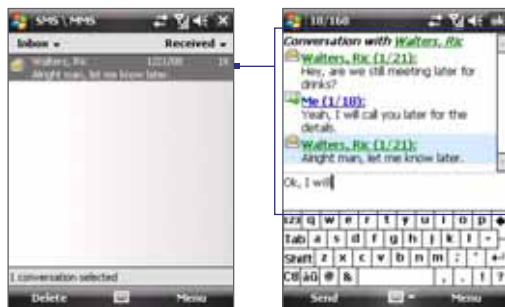
### Copy text messages from and to the SIM card

1. Tap **Start > Messaging > SMS \ MMS**.
2. In the message list, select the text message you want to copy.
3. 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.

### Threaded SMS

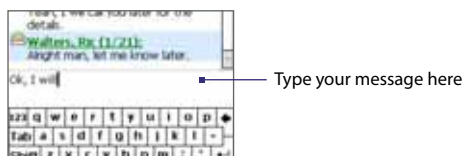
Threaded SMS lets you see exchanged messages (similar to a chat program) with a contact on the screen.



**Note** A single thread per contact (or number) is maintained in the SMS \ MMS inbox.

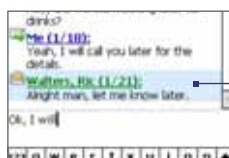
#### To respond to a message

1. In the SMS \ MMS inbox, tap the message to open it.
2. At the bottom of the screen, type your message and then tap **Send**.



**To copy a message in the thread to the SIM card**

1. In the SMS \ MMS inbox, tap the message to open it.
2. Press NAVIGATION up or down to select the message in the thread you want to copy to the SIM card.



Selected message in the thread

**Note** You cannot copy an outgoing message to the SIM card.

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

**To delete a message in the thread**

1. In the SMS \ MMS inbox, tap the message to open it.
2. Select the message in the thread you want to delete.
3. Tap **Menu > Delete**.

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

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

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

- Tips**
- You can also insert a vCard or vCalendar in your MMS message.
  - To compose an MMS message complete with text, emoticons, media and attachments, tap **Menu > Advanced Composer**.

## 7.3 MMS

Sending multimedia messages (MMS) to your friends and family is fun and easy. You can include pictures, videos, or audio clips 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.
3. In the **Preferences** tab, select or clear the provided check boxes according to your needs.
4. Tap the **Servers** tab and check if your device is preset with MMS server settings.

If there are no preset settings, tap **New** and enter the following information, which you 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.
- **Send limit.** Select the maximum MMS message size allowed by your wireless service provider.
- **WAP version.** Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your other wireless service provider.

5. Tap **Done**.

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

### Create and send MMS messages

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


#### To compose an MMS message

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





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.

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:

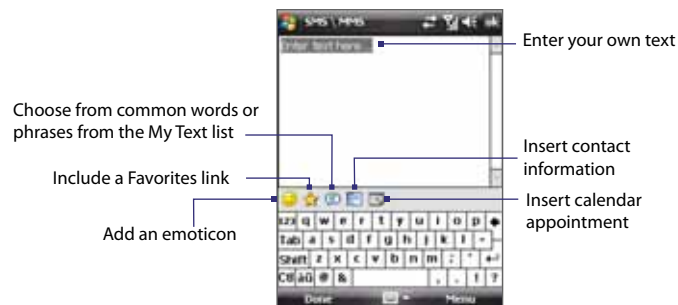


- Tap **Select** to insert the selected photo or video clip into the MMS message you are composing.
  - Tap  to take a photo and insert it into the MMS message.
  - Tap  to record MMS video and insert it into the MMS message.
  - Tap **Exit** () to quit selection and return to the MMS message.
6. Enter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

**Tip** You can also send an MMS message from 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 to MMS messages

#### To view an MMS message

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

#### To reply to an MMS message

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

- Tap **Menu > Reply** to reply to the sender of the message.
- 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.

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

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

## 7.4 Types of E-mail Accounts

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

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

## 7.5 E-mail Setup Wizard

**Windows Mobile's E-mail Setup Wizard** lets you easily set up your personal and work e-mail accounts. You can add an e-mail account from an Internet Service Provider (ISP) or other e-mail provider as well as web-based accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, etc.

**Note** For more information about setting up your company Outlook e-mail account, see Chapter 8.

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

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

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

**Tip** To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via an over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company e-mail server, see Chapter 8.

### Set up a POP3 or IMAP4 e-mail account

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

1. Tap **Start > Messaging > Setup E-mail**.
2. Enter the **E-mail address** and **Password** for the e-mail account and select the **Save password** option. Tap **Next**.
3. Tap **Next**. E-mail Setup searches your device for preloaded e-mail configuration settings. If the device cannot find the server settings for the specified e-mail account, your device needs to connect to the Internet and try to download the settings. If it cannot find the settings online, you need to enter the settings manually.
4. Enter **Your name** and the **Account display name** and then tap **Next**.
5. In the **Automatic Send/Receive list**, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device. Tap **Finish**.

**Tip** When you are using an e-mail domain name but hosted by a different e-mail provider (For example, the e-mail account "benjamin@startup.com" is hosted by "email.com"), choose the **Custom Domain** option in the E-mail Setup wizard to manually set up the e-mail account.

**To specify e-mail server settings**

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

Other options that you can select include the following:

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

**To customize download and format settings**

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

Options	Description
<b>Automatic Send/Receive</b>	You can select a time interval for connecting to the Internet automatically to send and receive messages.
<b>Download messages</b>	Set the number of days of messages that you want to be downloaded to your device.
<b>Advanced Settings</b>	<ul style="list-style-type: none"> <li>• <b>Send/receive when I click Send:</b> By default, messages are immediately delivered when you tap <b>Send</b>. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping <b>Menu &gt; Send/Receive</b>).</li> <li>• <b>Use automatic send/receive schedule when roaming:</b> This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.</li> <li>• <b>When deleting messages:</b> Choose whether to delete messages from the mail server when you delete them on your device.</li> </ul>

Options	Description
<b>Message format</b>	Select HTML or Plain Text.
<b>Message download limit</b>	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

## 7.6 Using E-mail

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

### Create and send messages

#### To compose and send a message

1. Tap **Start > 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. Tap and hold the contact's name to open his or her contact card.
4. On the contact card, touch the item that shows **Send e-mail**.
5. If you have several e-mail accounts, the Account Picker screen will appear. Select an e-mail account that you want to use.
6. A new e-mail message is then created.

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

7. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
8. To check the spelling, tap **Menu > Spell Check**.
9. Tap **Send**.

- Tips**
- To set the priority, tap **Menu > Message Options**.
  - If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

**To add an attachment to a message**

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

**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.  
If you want the signature to be added whenever you reply or forward messages, select the **Use when replying and forwarding** check box.
5. In the provided text box, enter the information that will be displayed as your signature.
6. Repeat steps 3 to 5 to add a signature to the other types of messaging accounts.

**Fetch Mail for POP3/IMAP4 e-mail accounts**

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

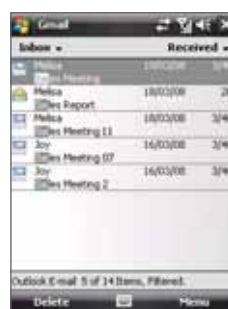


### Filter the Inbox message list

When the Inbox on your device is full of messages, it may be hard to browse and locate a desired message. You can filter your Inbox to only display the messages that contain a particular sender or subject you are searching for.

Enter the sender name or e-mail subject you want to look for using the onscreen keyboard. As you tap keys, the message list narrows down to the conditions you have set.

For example, tapping "S", then "A" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "SA."



### View and reply to messages

#### To read an incoming message

By default, only the first few kilobytes of a message are shown when you open an incoming message. To read the whole message:

- Finger-scroll to the end of the message and tap **Get the rest of this message.**
- Tap **Menu > Download Message.**

The message will be downloaded the next time you tap **Menu > Send/Receive** to send and receive e-mail.

**Note** If your company is running Microsoft Exchange Server 2007, the message downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

#### To download an attachment

An attachment appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.



- Notes**
- If there are multiple attachments in the message, all attachments are downloaded.
  - For information about setting your device to automatically download file attachments, see "Customize e-mail settings".
  - If your company is running Microsoft Exchange Server 2007, the attachment downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

#### To reply to or forward a message

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

**Tip** Whenever you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. You can customize ActiveSync so that your e-mail address will be excluded. To do so, tap **Menu > Options** in ActiveSync, select the **E-mail** item, tap **Settings**, then tap **Advanced**. In the **My e-mail addresses** text box, enter your e-mail address(es). If you want to enter more than one e-mail address, separate the e-mail addresses with a semi-colon.

#### To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

**Note** HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see "Customize e-mail settings".
2. Tap **Start > Messaging**, select your e-mail account, and open an HTML e-mail that you received.
3. Tap the **Tap to scroll right** option to be able to scroll sideways and get a complete horizontal view of the message.
4. Tap **Get the rest of this message** that's shown at the bottom of the message to download and view the whole message.
5. If the e-mail does not download immediately, tap **Menu > Send/Receive**.

6. If images do not immediately appear on the message, tap **Internet pictures blocked** then tap **Download Internet pictures**.
7. Tap **Menu** and choose whether to reply or forward the message.
8. Enter your response then tap **Send**.

**Tip** E-mail can contain hyperlinks to web pages.

### Download messages

The manner in which you download messages depends on the type of e-mail account you have.

#### To send and receive e-mail for an Outlook account

1. Connect your device to your PC using the USB cable or Bluetooth.  
Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 8.
2. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

**Tip** You can also manually synchronize anytime by tapping **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

#### To send and receive e-mail for a POP3/IMAP4 account

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you need to connect to the Internet or your corporate network.

1. Tap **Start > Messaging** and tap your POP3 or IMAP4 e-mail account.
2. Tap **Menu > Send/Receive**. Messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the Outbox folder are sent, and messages deleted from the server are removed from the device Inbox.

### Customize e-mail settings

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

1. Disconnect your device from the computer.
2. Tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.

4. On the E-mail Sync Options screen:
  - Under **Download size limit**, select the desired e-mail size.
  - Under **Message format**, select HTML or Plain text.
5. Close ActiveSync and reconnect your device to the computer.

**To change the download size and format for POP3/IMAP4 e-mail**

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your e-mail account.
3. Keep tapping **Next** until you see **Message format** and **Message download limit** on the screen.
4. Under **Message format**, select HTML or Plain text.
5. Under **Download size limit**, select the desired e-mail size.
6. Tap **Finish**.

**To automatically receive attachments on Outlook e-mails**

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

**To automatically receive attachments on IMAP4 e-mails**

1. Tap **Start > Messaging**.
2. Tap **Menu > Options**.
3. Tap the name of your IMAP4 account.
4. Keep tapping **Next** until you see the **Download attachments** item on the screen.
5. Select a download size from the **Download attachments** list box.
6. Tap **Finish**.

**To store attachments on a storage card**

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

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# Chapter 8

## Working With Company E-mails and Meeting Appointments

**8.1 Synchronizing Your Device with  
the Exchange Server**

**8.2 Working With Company E-mails**

**8.3 Managing Meeting Requests**

**8.4 Finding Contacts in the Company Directory**



## 8.1 Synchronizing Your Device with the Exchange Server

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

### Set up an Exchange Server connection

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

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

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

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

**Note** If you synchronized e-mails with your PC before, open ActiveSync on your device and tap **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select **E-mail** under Exchange Server.

**Tip** To change Exchange Server settings, open ActiveSync then tap **Menu > Configure Server**.

### Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connections, see Chapter 10.

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

You can manually start synchronization anytime by tapping **Sync** in ActiveSync.

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

## 8.2 Working With Company E-mails

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

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

### Automatic synchronization through Direct Push

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

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

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

#### To enable Direct Push via Comm Manager

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

#### To enable Direct Push via ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

### Scheduled synchronization

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

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

**Tip** To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.



### Instant download through Fetch Mail

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

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

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap an e-mail message to open it.
3. By default, only the first few kilobytes of the message is shown. To download the whole e-mail, finger-scroll to the end of the message then tap **Get the rest of this message**.
4. A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

**Tip** For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in Chapter 7.

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

### Search for e-mails on the Exchange Server

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

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

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the date range of messages to search from.

5. From the **Look in** list, choose whether to search from your inbox or outbox only or to search all folders.
6. Tap **Search**.

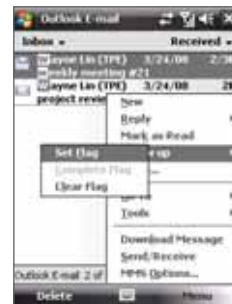
### Flag your messages

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

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

#### To flag or unflag a message

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

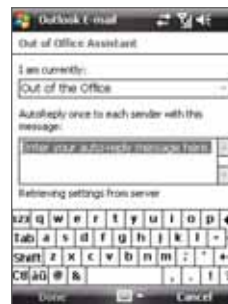


**Note** E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.

### Out-of-office auto-reply

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

**Requirement** Out-of-office auto-reply works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.



#### To send out-of-office auto-reply messages

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

## 8.3 Managing Meeting Requests

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

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

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

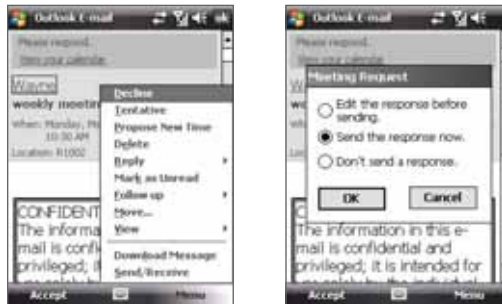
#### To reply to a meeting request

1. When you receive a meeting request e-mail, a notification will be displayed on the Today screen. Open the e-mail.

2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

- Tips**
- Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.
  - If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.

3. Choose whether or not to edit your response e-mail before sending then tap **OK**:



4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

**To view the list of meeting participants**

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

- Notes**
- For information about creating a meeting request, see "To send a meeting request" in Chapter 6.
  - If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.
  - To view an attendee's contact information, tap the attendee's name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

## 8.4 Finding Contacts in the Company Directory

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

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

1. Synchronize with Exchange Server if you have never done so.
2. Do any of the following:
  - In Contacts, tap **Menu > Company Directory**.
  - In a new e-mail message, tap the **To** box (or tap **Menu > Add Recipient**) then tap **Company Directory**.



- In a new meeting request using Calendar, tap **Attendees** and then tap **Company Directory** at the top of the list.
3. Enter the part or full contact name and tap **Search**. In the search results list, tap a contact to select it.

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- Notes**
- You can save a contact from the Company Directory to your device by selecting the contact then tapping **Menu > Save to Contacts**.
  - You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

# Chapter 9

## Working With Documents and Files

**9.1 Microsoft® Office Mobile**

**9.2 Adobe® Reader® LE**

**9.3 Copying and Managing Files**

**9.4 ZIP**



## 9.1 Microsoft® Office Mobile

**Microsoft® Office Mobile** consists of the following applications:

- **Microsoft® Office Word Mobile** lets you create and edit documents and templates in Word Mobile and save them as **\*.doc**, **\*.rtf**, **\*.txt**, and **\*.dot** files.
- **Microsoft® Office Excel® Mobile** lets you create and edit Excel workbooks and templates on your device.
- **Microsoft® Office PowerPoint® Mobile** allows you to view (not create) slide show presentations in **\*.ppt** and **\*.pps** formats.
- **Microsoft® Office OneNote® Mobile** lets you easily create notes with audio and images.

### To use Microsoft Office Mobile

1. Tap **Start > Office Mobile**.
2. Tap the Office Mobile application that you want to use.

- Notes**
- Word Mobile does not fully support some features of Microsoft® Office Word such as revision marks and password protection. Some data and formatting may be lost when you save on your device a Word document that was created in Office Word on the PC. To see a complete list of features that are not supported in Word Mobile, see Help on your device.
  - Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save on your device an Excel workbook that was created in Office Excel on the PC. To see a complete list of features that are not supported in Excel Mobile, see Help on your device.
  - You need Microsoft Office OneNote 2007 or later installed on your computer to be able to synchronize OneNote files in your device and computer.



## 9.2 Adobe® Reader® LE

**Adobe® Reader® LE** is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.

### To open Adobe Reader LE

Tap **Start > Programs > Adobe Reader LE**.





### To open a PDF file on your device

Do one of the following:


- Open a PDF file in Adobe Reader LE.
- Open File Explorer and find the desired PDF file, then tap the file to open it.

### To navigate through a PDF document

When you are viewing a PDF document, you can do any of the following:

- Use the vertical and horizontal scroll bars (including the Up, Down, Right and Left arrow keys on the bars) to move to the desired direction of the page.
- Press NAVIGATION up/down/right/left to move to the desired direction of the page.
- Tap  to move to the previous page; tap  to move to the next page. Tap  to jump to the first page; tap  to jump to the last page.
- Tap **Tools > Go To** to select the desired page to view.

### To search for text in the document

1. Tap **Tools > Find > Text** or tap  on the toolbar.
2. Type in the text to be searched, then tap **Find**.
3. The matched text in the document will be highlighted.
4. To search for the next occurrence of the text, tap **Tools > Find > Next**.

- Tips**
- Adobe Reader LE displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
  - Adobe Reader LE supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

## 9.3 Copying and Managing Files

You can copy files between your device and PC, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

### To copy files using Windows Mobile Device Center or ActiveSync

1. Connect your device to the PC.
2. Click **File Management > Browse the contents of your device** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens Windows Explorer on your PC and displays the contents of your device.
3. To copy a file from your device to your PC:
  - a. Browse the contents of your device, right-click the file you want to copy, then click **Copy**.
  - b. Right-click a folder in your PC, then click **Paste**.
4. To copy a file from your PC to your device:
  - a. Browse the folders on your PC, right-click the file you want to copy, then click **Copy**.
  - b. Right-click a folder on your device, then click **Paste**.

### To manage files on your device using File Explorer

**File Explorer** lets you browse and manage the contents of your device. The root folder on the device is named My Device, and contains the following folders: My Documents, Program Files, Windows, and more.

1. Tap **Start > Programs > File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

**To copy files to a storage card**

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the Down arrow (▼) then tap **Storage Card** from the list.
5. Tap **Menu > Edit > Paste**.

**Tip** You can configure programs such as Word Mobile and Excel Mobile to directly save edited files on your storage card. In the program's file list, tap **Menu > Options** then select the storage card in the **Save to** box.

## 9.4 ZIP

The **ZIP** program increases the storage capacity of your device by allowing you to compress files in the conventional ZIP format. It also allows you to extract files from a zip file.

**To start ZIP on your device**

Tap **Start > Programs > ZIP**.

Each time you start ZIP, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

**To open a ZIP file and extract files**

1. Open a zip file by doing one of the following:
    - Select a file and tap **File > Open Archive**.
    - Tap and hold a file and tap **Open Archive**.
    - Double-tap a file.
- Note** You cannot select multiple ZIP files.
2. From the zip file, select files by doing one of the following:
    - Tap to select a file.
    - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it).
    - To select all files, tap **Menu > Action > Select All**.

3. Tap **Menu > Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

**To create a zip archive**

1. Tap **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Menu > Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
  - Tap to select a file.
  - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it).
  - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **Menu > File > Close Archive**.

# Chapter 10

## Getting Connected

**10.1 Comm Manager**

**10.2 Connection Setup**

**10.3 Ways of Connecting to the Internet**

**10.4 GPRS/3G**

**10.5 Dial-up**

**10.6 Starting a Data Connection**

**10.7 Internet Explorer® Mobile**

**10.8 Windows Live™**

**10.9 Using Your Device as a Modem**

**(Internet Sharing)**

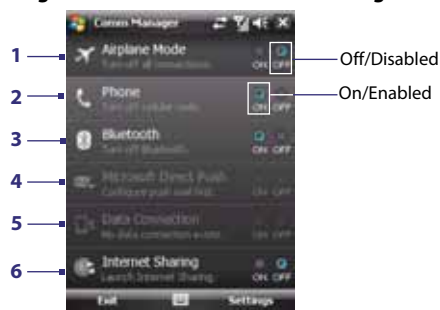
**10.10 Bluetooth**

## 10.1 Comm Manager

**Comm Manager** acts like a central switch that lets you enable or disable phone features as well as manage your data connections easily.

### To open Comm Manager

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



- 1 Tap to switch Airplane mode on or off. Turning on Airplane mode turns off the phone and Bluetooth functions. For more information, see "Airplane Mode" in Chapter 3.
- 2 Tap to switch the phone on or off. Tap **Settings** > **Phone** to set the ring tone and other phone settings. See Chapter 4 for details.
- 3 Tap to switch Bluetooth on or off. Tap **Settings** > **Bluetooth** to configure Bluetooth on your device. See "Bluetooth" in this chapter for details.
- 4 Tap to switch between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 8 for details.
- 5 Tap to disconnect active data connections (e.g. 3G). You cannot reconnect a data connection in Comm Manager.
- 6 Tap to open Internet Sharing. See "Using Your Device as a Modem (Internet Sharing)" in this chapter for details.

## 10.2 Connection Setup

**Connection Setup** configures 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. All you need to do is to select your network operator, then Connection Setup does all the configuration for you.

### To automatically detect the network operator

The first time you power on your device, or when you insert a new SIM card and then power on your device, Connection Setup will display a notification message to inform you that it will automatically configure your device.

1. Tap **Yes** on the notification message.
2. If your SIM card supports multiple network operator profiles, the next message that appears will display network profile choices. Select the profile you want to use and tap **OK**.
3. Next, you will be asked if you want to automatically configure your device to the proper network settings. Tap **Yes**.

Connection Setup then starts to configure your device's data connection settings.

4. After the Connection Setup completes the configuration, tap **Restart**.

### To manually select the network operator

You can also manually select your network operator from Connection Setup's settings screen. Connection Setup will then reconfigure your device's data connections settings based on the operator that you selected.

1. Tap **Start > Settings > Connections** tab > **Connection Setup**.
2. Select the network country and operator you want to use and tap **OK**. If you choose a Country and/or Operator that is different from the installed SIM card network operator, you may not be able to access network services.
3. The next message that appears prompts you to confirm whether you want to configure the data connection settings based on the selected network. Tap **Yes**. Connection Setup then starts to configure the data connection settings.
4. After the Connection Setup completes the configuration, tap **Restart**.

## 10.3 Ways of Connecting to the Internet

Your device's networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. You can connect to the Internet through one of the following connections:

- GPRS, EDGE or 3G
- Dial-up

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

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

## 10.4 GPRS/3G

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

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

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

In times when you need to add another GPRS/3G connection on your device, obtain the **Access point name** from your wireless service provider. Also, check if a user name and password are required.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under **My ISP**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line (GPRS , 3G)**, then tap **Next**.





5. Enter the Access point name, then tap **Next**.
6. Enter the user name and password, only if required.
7. Tap **Finish**.

- Notes**
- To view help information for any screen, tap the help icon ( ? ).
  - To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

## 10.5 Dial-up

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

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

## 10.6 Starting a Data Connection

After setting up a data connection such as GPRS or ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Internet Explorer® Mobile.

### To manually start a data connection

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

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection, then tap **Connect**.

### To disconnect active data connections

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


## 10.7 Internet Explorer® Mobile

**Internet Explorer® Mobile** is a full-featured Internet browser, optimized for use on your device.

### To open Internet Explorer® Mobile

Tap **Start > Internet Explorer**.

### To go to a Web site

Enter the Web site address in the Address Bar, then tap  .

### To view a Web page using finger scrolling and panning

- Slide your finger upward to scroll down the Web page, or slide your finger downward to scroll up the Web page.
- 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.
- To pan freely around a Web page, touch and hold on the touch screen then drag your finger in the desired direction.

For more information about finger scrolling and panning, see Chapter 1.

### Internet Explorer® menu

While browsing the Web, tap **Menu** to choose from a list of options, such as saving Favorites, changing the viewing size, and more. You can also tap and hold on a Web page to choose options from the shortcut menu.

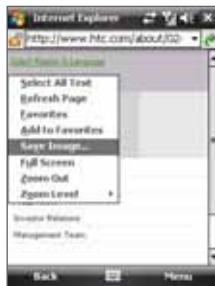
**Note** For more information about using Internet Explorer® Mobile, please go to: <http://www.microsoft.com/windowsmobile/help/pocketpc/browseinternet.msp#>



Tap **Menu > Add to Favorites** to save the current Web page in your Favorites folder.

Tap **Menu > View > Zoom Level** to select the select a zoom level.

Tap **Menu > Tools** and choose to send the current Web page link, view the page's properties, or set preferences.



To save an image from a Web page to your device, tap and hold the image, then tap **Save Image**.



To navigating large-sized Web pages, tap **Menu > Zoom Out**. Use the NAVIGATION CONTROL to move the box to the area of the Web page you want to view, and then tap **Zoom In** or press ENTER.

## 10.8 Windows Live™

**Windows Live™** gives you full Internet experience on your device. It helps you to find information, pursue your interests, and get in touch with friends and family on the Internet easier.

Windows Live™ offers the following key features:

- **Live Search Bar**, which lets you search for information on the Web.
- **Live Messenger**, the next generation of MSN Messenger Mobile.
- **Live Mail**, the next generation of Hotmail.
- **Live Contacts**, your address book for storing Live Mail, Live Messenger and Hotmail contacts.

## Set up Windows Live™

The first time you use Windows Live™, sign in by using your Windows Live ID, which is your Windows Live Mail or Hotmail address, and password.

### To set up Windows Live for the first time

1. Tap **Start > Programs > Windows Live**.
2. Tap **Sign in to Windows Live**.
3. On the next screen, tap the links to read the Windows Live™ Term of Use and the Microsoft Privacy Statement. After reviewing them, tap **Accept**.
4. Enter your Windows Live™ Mail or Hotmail address and password, select the **Save password** checkbox, then tap **Next**.
5. Choose whether or not to show the Windows Live™ search bar and applications on the Today screen then tap **Next**.
6. Choose what information you want to sync online with your device.

If you select **Store Windows Live contacts in your mobile phone's contact list**, your Windows Live contacts will be added to the contact list and to Live Messenger on your device.

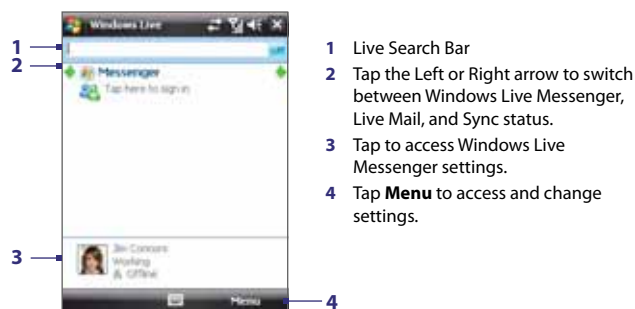
If you select **Sync e-mail**, your Windows Live Mail or Hotmail inbox messages will be downloaded to your device.

7. Tap **Next**.
8. After synchronization is complete, tap **Done**.



### The Windows Live™ interface

On the main interface of Windows Live™, you will see a search bar, navigation bar, and an area where you can customize to show your picture.



**Tip** If you chose to display the search bar and Windows Live™ applications on the Today screen when you were setting up Windows Live, you'll also see them on the Today screen. To show or hide them from the Today screen, open Windows Live and tap **Menu > Options > Today screen options**.

### Windows Live Messenger

With this mobile version of **Windows Live Messenger**, you enjoy many of the same cool features that you get from the desktop version, which include the following:

- Instant messaging via text and voice
- Multiple conversations
- Add emoticons
- Contact list with presence
- Send and receive files including photos
- Change status/display name
- View contacts by online status, groups, and more
- Send messages even when a contact is offline



**Note** Before you can use Windows Live Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see “Ways of Connecting to the Internet” in this chapter.

### Launch the messenger and sign in

#### To open Windows Live Messenger

- Tap **Start > Programs > Messenger**.
- On Windows Live™ or the Today screen, tap the Left or Right arrow until you see **Messenger**, then tap it.

#### To sign in and out

1. Tap **Sign in** on the messenger screen.
2. If this is your first time to sign in, a message appears to inform you that your messenger contacts will be added to the contact list on your device. Tap **OK** to add them.

Signing in may take several minutes, depending on your connection speed.

3. To sign out, tap **Menu > Sign Out**.

#### To start and end conversations

1. In the contact list, select a contact then tap **Send IM** to open a message screen.
2. Enter your text message in the text entry area of the message screen.
3. To add an emoticon, tap **Menu > Add emoticon** then tap an icon from the list of emoticons.
4. Tap **Send**.
5. To end a conversation with the current contact, tap **Menu > End conversation**.

- Tips**
- To send a file, tap **Menu > Send**. You can choose to send a picture, voice clip or any file.
  - To invite one or more contacts to the conversation, tap **Menu > Options > Add participant**.
  - To send a voice message, tap Voice Clip on a message screen then start talking. After you have spoken a message, tap **Send**.

### Add Windows Live contacts

You can add new Windows Live contacts in Live Messenger or in Contacts.

#### To add a Windows Live contact in Live Messenger

1. Tap **Menu > Add new contact**.
2. Enter the e-mail address of the contact, then tap **OK**.

#### To add a Windows Live contact in Contacts

1. Tap **Start > Contacts**.
2. Tap **New** then tap **Windows Live**.
3. In the **IM** box, enter the e-mail address of the contact, which can be a Windows Live ID or any other e-mail address.

You can fill in other information about the contact, if desired. This is not absolutely necessary if you will communicate with the contact only through Windows Live Messenger or Live Mail.

4. Tap **OK**.
5. Follow the remaining instructions to add the new contact to your Windows Live contact list.

## 10.9 Using Your Device as a Modem (Internet Sharing)

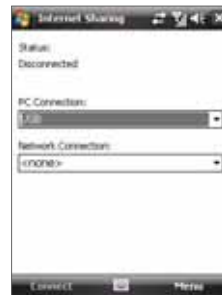
**Internet Sharing** connects your PC or notebook computer to the Internet by using your device's data connection (GPRS or 3G, for instance). You can choose to connect via USB or Bluetooth.

- Notes**
- Make sure your device has a SIM card installed, and your device has a GPRS or phone dial-up modem connection. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen. For more information about setting up these connections, see "GPRS/3G" and "Dial-up" in this chapter.
  - If you want to use a USB cable connection, you must first install Windows Mobile Device Center or Microsoft ActiveSync version 4.5 or later on the computer.
  - If want to use a Bluetooth connection, make sure your computer has built-in Bluetooth capability. If your computer does not have Bluetooth, you can connect and use a Bluetooth adapter or dongle on your computer.
  - Before using Internet Sharing, disconnect from Windows Mobile Device Center or ActiveSync on your computer.



**To set up your device as a USB modem**

1. On your device, tap **Start > Programs > Internet Sharing**.
2. In the **PC Connection** list, select **USB**.
3. In the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
4. Plug in the USB cable between your device and the computer.
5. Tap **Connect**.

**To use your device as a Bluetooth modem**

For the computer to use the Internet connection of your device, activate Internet Sharing on your device, then set up a Bluetooth Personal Area Network (PAN) between the computer and your device.

1. On your device, turn on Bluetooth and set it to visible mode by following the steps in "To turn Bluetooth on and make your device visible".
2. Initiate a Bluetooth partnership from your device by following the steps in "To create a Bluetooth partnership."
3. Tap **Start > Programs > Internet Sharing**.
4. Select **Bluetooth PAN** as the **PC Connection**.
5. From the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
6. Tap **Connect**.
7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your device:
  - **For Windows Vista:**
    - a. Click **Start > Control Panel > Network and Internet > Network and Sharing Center**.
    - b. Click **Manage network connections** and then under **Personal Area Network**, double-click **Bluetooth Network Connection**.

- c. In the Bluetooth Personal Area Network Devices dialog box, select your phone, then click **Connect**.

• **For Windows XP:**

- a. Tap **Start > Control Panel > Network Connections**.
- b. Under **Personal Area Network**, click the **Bluetooth Network Connection** icon.
- c. Under **Network Tasks**, click **View Bluetooth network devices**.
- d. In the Bluetooth Personal Area Network Devices dialog box, select your device, then click **Connect**.

**Note** If the Bluetooth adapter or dongle on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter/dongle and enable the adapter/dongle to be discovered by other devices. Refer to the Bluetooth adapter's documentation for more information.

8. On the Internet Sharing screen on your device, check if a connected status is displayed, which indicates that your computer has been successfully connected to the Internet using your device as a Bluetooth modem.

**To end the Internet connection**

- On the Internet Sharing screen, tap **Disconnect**.

## 10.10 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about eight metres without requiring a physical connection.

### Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On.** Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off.** Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

- **Visible.** Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

**Note** By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

#### To turn Bluetooth on and make your device visible

1. On your device, tap **Start > Settings > Connections** tab > **Bluetooth > Mode** tab.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes. Tap **OK**.

#### Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner.

#### To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab > **Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box, then tap **Next**.
4. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
5. Tap **Next**.
6. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
7. The name of the paired device is then displayed. You may edit and enter a new name for that device.
8. Select the check boxes of services that you want to use from the paired device.
9. Tap **Finish**.

**Note** Creating a Bluetooth partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again.

#### To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

- Tips**
- To rename a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab of the Bluetooth Settings screen, then tap **Edit**.
  - To delete a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab, then tap **Delete**.

#### Connect a Bluetooth hands-free or stereo headset

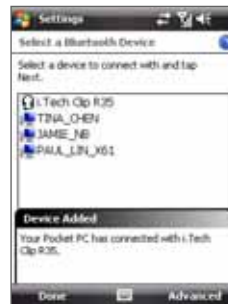
For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device. Your device also supports A2DP (Advanced Audio Distribution Profile) which allows you to use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

#### To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them.
4. Tap the name of the Bluetooth headset, then tap **Next**. The device will automatically pair the device with the Bluetooth headset.

Windows Mobile will automatically try one of the preconfigured passcodes (0000, 1111, 8888, 1234) to pair the Bluetooth headset with the device. If this fails, you have to enter the passcode delivered with your headset manually.

5. Tap **Done**. While the Bluetooth stereo headset is connected, the **Headset** icon (📞) will appear on the title bar.



**Note** If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth stereo headset and tap **Set as Wireless Stereo**.

### Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

**Note** If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

#### To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see "To turn Bluetooth on and make your device visible".
2. Next, set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

**Note** If the Bluetooth adapter or dongle on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter/dongle and enable the adapter/dongle to be discovered by other devices. Refer to the Bluetooth adapter's documentation for more information.

If your computer has **Windows Vista** or **Windows XP SP2** and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:

- a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.
  - b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.  
For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.
  - c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see "Bluetooth partnerships".
  - d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.
  - e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon at the bottom-right of your computer screen and select **Receive a File**.
3. Now you are ready to beam. On your device, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
  4. To beam a contact, tap **Menu > Send Contact > Beam**.  
To beam other types of information, tap **Menu > Beam [type of item]**.
  5. Tap the device name to which you want to send the beam.
  6. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile powered device, follow steps 1 to 5 in the above procedure.

- Tips**
- The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your\_username\My Documents in Windows XP or C:\Users\your\_username\My Documents in Windows Vista.
  - For your device to receive Bluetooth beams, tap **Start > Settings > Connections** tab > **Beam** and make sure the **Receive all incoming beams** check box is selected.

### Bluetooth Explorer and Bluetooth file sharing

**Bluetooth Explorer** searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

#### To enable Bluetooth Explorer and Bluetooth file sharing on your device

1. Tap **Start > Settings > Connections tab > Bluetooth > FTP** tab.
2. Select the **Enable Bluetooth Explorer** check box. This makes the **\Bluetooth** device folder visible in the File Explorer.
3. Select the **Enable File Sharing** check box.

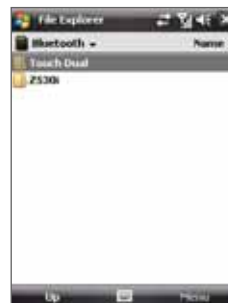
You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

#### To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by tapping **Start > Programs > Bluetooth Explorer** or by tapping Down arrow (▼) on the upper left of File Explorer then tapping **Bluetooth**.
2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.
3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen.

Select one or more files, then tap **Menu > Edit** and choose to cut or copy the files.

4. Tap **Up** twice.



5. Navigate to the folder where you want to paste the files on your device, then tap **Menu > Edit > Paste**.

### Print files via Bluetooth

Connect your device to a Bluetooth printer to print contact information, appointment details, messages, and other file types.

**Note** You can print files in the **.txt**, **.jpg**, **.xhtml**, **.vcf**, **.vcs** file formats.

Before you start printing, make sure to turn on the Bluetooth printer and to turn on Bluetooth on your device. To turn on Bluetooth, tap **Start > Settings > Connections** tab > **Comm Manager** and then tap the **Bluetooth** button. When enabled, the ON indicator is activated.

#### To print contact information

1. Tap **Start > Contacts** and then select the contact whose information you want to print.
2. Tap **Menu > Print via Bluetooth**.
3. Tap **Menu > Search Device**. Your device starts to search for Bluetooth devices.
4. Select the Bluetooth printer and tap **Menu > Send File**.
5. Set the printing options you want and then tap **Print**.

#### To print a calendar appointment

1. Tap **Start > Calendar** and then select the appointment whose details you want to print.
2. Follow steps 2 to 5 in the "To print contact information" procedure.

#### To print a message

1. Tap **Start > Messaging** and then select the messaging account where the message you want to print is located.
2. Select the message you want to print.
3. Follow steps 2 to 5 in the "To print contact information" procedure.



**To print a JPEG file**

1. Do one of the following:
  - In Pictures & Videos, select the JPEG file and then tap **Menu > Print via Bluetooth.**
  - In File Explorer, tap and hold the JPEG file and then on the menu, tap **Print via Bluetooth.**
2. Follow steps 3 to 5 in the “To print contact information” procedure:

162 Getting Connected

# Chapter 11

## Experiencing Multimedia

**11.1 Camera**

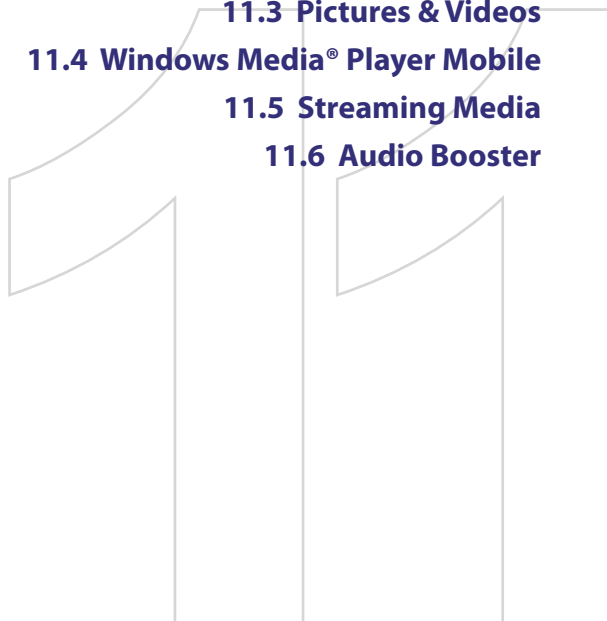
**11.2 Camera Album**

**11.3 Pictures & Videos**

**11.4 Windows Media® Player Mobile**

**11.5 Streaming Media**

**11.6 Audio Booster**



## 11.1 Camera

Taking photos and recording video clips along with audio are easy with your device's built-in camera.

### To open the Camera screen

Do one of the following:

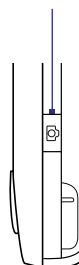
- Press the CAMERA button all the way on your device.
- Tap **Start > Programs > Camera**.

The screen orientation automatically switches to landscape mode when you open Camera.

### To exit the Camera

- Tap the **Exit** icon (  ) on the Camera screen.

CAMERA button



## Capture modes

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera mode is set to the **Photo** capture mode by default. The upper left corner of the screen displays the active capture mode.









### To change the capture mode

Tap to change the capture mode.



You can also press NAVIGATION right or left to change the capture mode.

The available capture modes of the camera are as follows:

Icon	Capture Mode
	<b>Photo:</b> Captures standard still images.
	<b>Video:</b> Captures video clips, with or without accompanying audio.
	<b>MMS Video:</b> Captures video clips suitable for sending with MMS messages.
	<b>Contacts Picture:</b> Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
	<b>Picture Theme:</b> Captures still images and places them within frames.
	<b>Panorama:</b> Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery.
	<b>Sports:</b> Captures consecutive photo shots (3, 5, 7, or 10).
	<b>Burst:</b> Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the NAVIGATION CONTROL is kept pressed.

**Note** When using the 2nd camera to capture, you can only use Photo, Video, MMS Video, Contacts Picture, and Picture Theme modes.



#### File formats supported

Using the available capture modes, the camera in your device captures files in the following formats:

Capture type	Format
<b>Still image / Contacts Picture / Panorama / Sports / Burst</b>	JPEG
<b>Video / MMS Video</b>	H.263 (.3gp) ; MPEG-4 (.mp4)

### Camera controls

The camera comes with an auto-focus function to let you capture sharp and crisp photos and videos of your subjects. Depending on the option you have chosen in **Shoot Option**, you will need to either press the CAMERA button half-way or all the way to take a photo or to start capturing video.

When you press the CAMERA or ENTER button, the Camera starts to focus on the subject, indicated by a flashing bracket (  ). When focus is set, the bracket changes to a steady green bracket (  ).

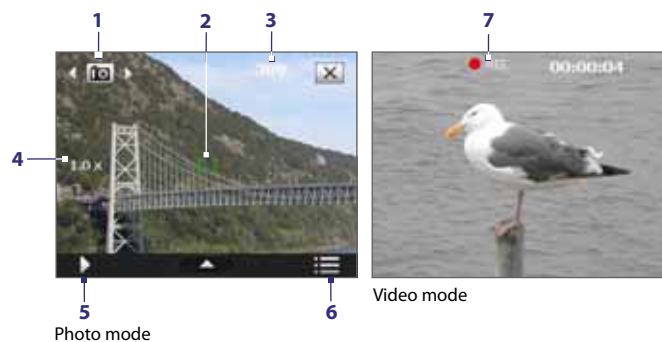
**Note** The **Shoot Option** only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.

- Press CAMERA or ENTER to take a photo or contacts picture.
- Press CAMERA or ENTER to start recording video; press it again to stop recording.
- Press CAMERA or ENTER each time when taking photos for a picture theme or panorama.
- To take consecutive shots in Sports mode, press CAMERA or ENTER, then move your device to follow the movement of your subject.
- Press and hold the CAMERA button or the ENTER button when taking consecutive shots in Burst mode.

**Note** For **Sports** and **Burst** modes, auto-focus is only applied to the first shot.

### Onscreen controls and indicators

The onscreen controls and indicators disappear after about 3 seconds. To make the controls and indicators reappear, touch or tap the screen.




- 1 **Mode Switching control.** Tapping the left/right arrow (◀/▶) on the screen allows you to switch the capture mode.
- 2 **Auto-focus indicator.** Displays a flashing bracket (⌈⌋) when focusing. When focus is set, the flashing bracket changes to a steady green bracket (⌈⌋).
- 3 **Remaining information indicator.** In Photo, Contacts Picture, Picture Theme, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.
- 4 **Zoom control.** Tapping [◻] / [◻] on the screen allows you to zoom in or zoom out.
 

**Note** This control only appears when zooming is supported by the **Resolution** you have selected.
- 5 **Album.** Tap to open Camera Album. See "Camera Album" for details.
- 6 **Menu.** Tap to open the Camera Settings screen.
- 7 **Recording indicator.** This shows a red, flashing indicator while video recording is in progress.



**8 Template Selector icon.** In Picture Theme mode, tap to toggle among the different templates.

**9 Progress indicator.** In Picture Theme, Sports and Burst modes, this shows the number of consecutive shots.

**10 Exit.** Tap  to exit the Camera program.

### Zooming

Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away.

**Note** The zoom control only appears onscreen when zooming is supported by the **Resolution** you have selected.

#### To zoom in

- Press NAVIGATION up or tap .

#### To zoom out

- Press NAVIGATION down or tap .



The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table is a summary.

Capture mode	Capture size setting	Zoom range
<b>Photo</b>	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
<b>Video</b>	CIF (352 x 288)	1x and 2x
	Large (320 x 240)	1x and 2x
	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
<b>MMS Video</b>	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
<b>Contacts Picture</b>	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
<b>Picture Theme</b>	Determined by the current template	Depends on the size of the template currently loaded
<b>Panorama</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
<b>Sports</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
<b>Burst</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x

**Tip** For capture size settings and zoom ranges when using the 2nd camera, please refer to the online help.

### Quick Settings Panel

The Quick Settings Panel provides a quick way of adjusting the most common camera settings. Tap on the screen to open the Quick Settings Panel. Keep tapping a button on the panel, for instance, **Resolution**, to cycle through the available settings.

**Note** The available settings on the menu depend on the Capture mode selected.



- 1 **Resolution.** Available resolutions include: . See the table in the previous page for the detailed capture sizes.
- 2 **Storage.** Tap to toggle between saving captured photos or video clips on the device memory () or on the storage card ()
- 3 **Camera.** The camera icon ( / / ) indicates the current camera being used. Tap to cycle through the different cameras.
- 4 **Self-timer.** Tap to set the Self-timer to **2 seconds**, **10 seconds**, or **Off** when in the Photo or Contacts Picture mode. When you press the CAMERA or ENTER button to capture a still image, it starts to count down, and then captures a still image after the assigned time.
- 5 **Brightness.** Tapping the minus/plus icon ( / ) decreases or increases the brightness level.
- 6 **White Balance.** White balance settings include: Auto () , Daylight () , Night () , Incandescent () , and Fluorescent ().







## The Review screen



Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**.

You can also tap the following icons at the bottom of the Review screen:

Icon	Function
 <b>Back</b>	Go back to the live Camera screen.
 <b>Delete</b>	Remove the captured image or video.
 <b>Send</b>	Send via e-mail or MMS.
 <b>View</b>	View the image in the Camera Album program, or play the captured video in Windows Media® Player.
 <b>Assign to Contacts</b>	Associate the photo to a selected contact.
 <b>Browse</b>	After capturing in Sports or Burst mode, the total number of consecutive shots is shown in the top right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

**Tip** You can set the Review screen duration by tapping  on the Camera screen and then tapping **Advanced** tab  > **Review Duration**.

### Camera settings

Tap the Menu icon (☰) to open the Camera Settings screen. The Camera Settings screen allows you to configure capture and camera settings.

The Camera settings consist of two tabs: **Capture Settings** and **Advanced**. Use the Capture Settings tab to adjust options for your selected capture mode. Use the Advanced tab to set the Camera program preferences.

You can either tap onscreen or press the Navigation Control buttons to navigate the Camera Settings screen.

#### Capture Settings tab

The available options in this tab depend on the capture mode selected.



- **Effect.** Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether or not to include the shooting date and time on captured photos.
- **Template** (Picture Theme mode). Select a template.
- **Capture Speed** (Burst and Sports modes). This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots** (Sports mode). Select the number of consecutive shots to capture.
- **Direction** (Panorama mode). Choose in what direction images will be stitched in a panorama.
- **Stitch Count** (Panorama mode). Select the number of snapshots to be taken and stitched into a panorama.

- **Quality.** Select the JPEG image quality level for all captured still images. Choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the centre area of the image or **Average** to measure light using the area all around the image.
- **Storage.** Select where you want to save your files. You can either save the files to the main memory or to a storage card.

#### Advanced tab

The available options in this tab depend on the capture mode selected.



- **Capture Format.** Select the desired file format.
- **Shutter Sound.** Choose whether or not you want the camera to make a shutter sound when you press the ENTER or CAMERA button.
- **Shoot Option.** The camera comes with an auto-focus feature that is activated when the CAMERA or ENTER button is pressed. Selecting **Full Press** requires you to press the CAMERA button all the way to take the shot after auto-focus is set. Selecting **Half Press** automatically takes the shot after auto-focus is set. This option only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and centre your subject more easily and accurately.

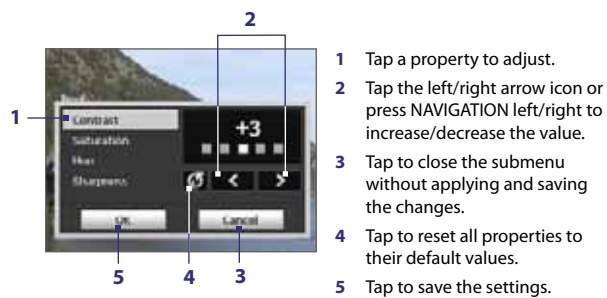


- **Keep Backlight.** Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.
- **Review Duration.** Set a time length for displaying the captured image/video on the Review screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing and saving.
- **Flicker Adjustment.** When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio** (Video and MMS video modes only). Select **On** to record audio with the captured video clips, or select **Off** to capture video without audio.
- **Prefix.** When **Default** is selected as the prefix, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE\_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

If you set the Camera to save captured photos to a storage card, the prefix cannot be selected. Captured photos will be named using the convention IMAGnnnn.jpg (where 'nnnn' is the counter) which is the DCIM (Digital Camera Images) naming standard, and will be saved to the \DCIM\100MEDIA folder on the storage card.

- **Counter.** To reset the file naming counter back to 1, tap **Reset**.

- **Recording Limit** (Video mode only). Set the duration or file size for recording video.
- **Template Folder** (Picture Theme mode only). By default, templates are stored in the \My Documents\Templates folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Image Properties**. This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.



- **Show Reminder** (Contacts Picture mode). Select **On** if you want the Camera to always display a message that confirms whether or not to assign the captured picture to a contact.
- **Help**. Tap to open the Camera program help file.
- **About**. Tap to view information about the Camera program.



## 11.2 Camera Album

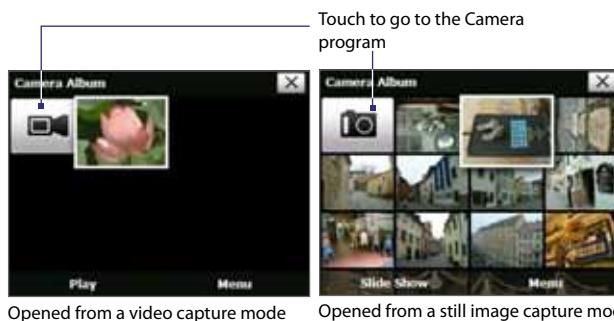
View your images and videos that you captured using the Camera program in Camera Album. Camera Album offers a host of features that let you rotate images, view your images as a slide show, use images as contact pictures, and more.

**Note** Only files supported by the Camera program are displayed in Camera Album. To know which file formats are supported, see "File formats supported" in the Camera section.

### To open Camera Album

Do one of the following:

- Tap **Start > Programs > Camera Album**.
- In the Touch Cube, touch **Photos** or **Videos**.
- In the Camera program, tap . Depending on the capture mode you are in, Camera Album will either show still images or video files in your device. For example, if you are in Photo mode, only still images will be shown in Camera Album. To view video files, switch first to Video or MMS Video mode before tapping .



Opened from a video capture mode

Opened from a still image capture mode

**Tip** If you have a lot of images in your device, scroll up or down by sliding your finger upward or downward the screen.









**To view an image**

On the main Camera Album screen, touch the thumbnail of the image you want to view. While viewing the image, you can zoom in or rotate the image. To learn how to zoom and rotate the image, see the succeeding procedures.

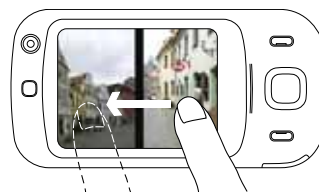
While viewing an image, touch the screen to pop up the onscreen menu.



Icon	Function	Icon	Function
	Touch to send the image via one of your Messaging accounts.		Touch to start the slide show.
	Touch to assign the image as a contact picture.		Touch to delete the image.
	Touch to return to the main Camera Album screen.		Touch to show you how to use gestures when viewing photos.

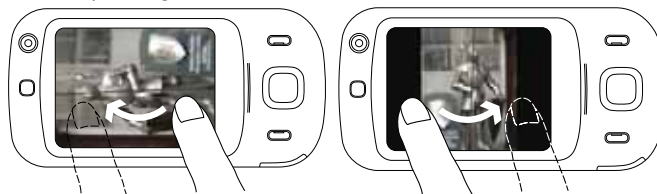
**To go to the next image**

- Go to the next image by sliding your finger across the screen from right to left.
- Go back to the previous image by sliding your finger from left to right.



**To rotate the image**

1. View the image you want to rotate.
2. With your finger, make a half-circle motion on the screen.

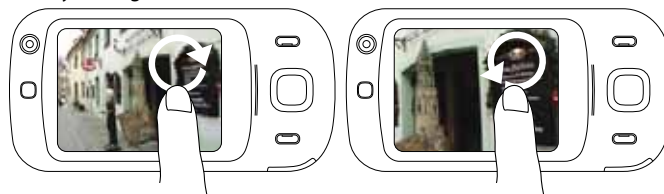


Slide your finger clockwise to rotate the image 90 degrees clockwise.

Slide your finger counter-clockwise to rotate the image 90 degrees counter-clockwise.

**To zoom in or out of an image**

- While viewing an image, make a full circle motion on the screen with your finger.



Slide your finger clockwise on an area to zoom in on that area.

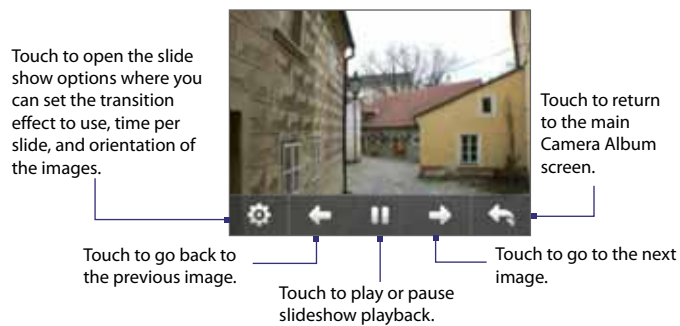
Slide your finger counter-clockwise to zoom out.

**Tips**

- When you zoom in on an image, you can double tap the screen to automatically zoom out and fit the image to the screen.
- When you zoom in on an image, touch and hold the screen so you can pan the image.

**To view the images as a slide show**

On the Camera Album screen, touch **Slide Show**. While viewing the slide show, touch the screen to show playback controls.



**To play back video files**


On the main Camera Album screen, touch the thumbnail of the video file you want to play back. Windows Media Player then plays back the file.

**Tip** You can also select the video file and tap **Play** to play back the file in Windows Media Player.

**To close Camera Album and go to the Camera program**

Go back to the main Camera Album screen and touch  or .

**To close Camera Album**

When you open Camera Album from **Start > Programs**, you can close Camera Album by going back to the main Camera Album screen and tapping .

**Note** When you open Camera Album from the Camera program, tapping  takes you back to the Camera program.

## 11.3 Pictures & Videos

**Pictures & Videos** allows you to manage the following types of media files on your device:

File Type	File Extensions
<b>Image</b>	*.bmp, *.jpg, *.gif, *.png
<b>GIF animation</b>	*.gif
<b>Video</b>	*.avi, *.wmv, *.mp4, *.3gp, *.3g2
<b>Audio</b>	*.wma

### To open Pictures & Videos

Tap **Start > Programs > Pictures & Videos**.

### To copy media files to your device

- Copy pictures and GIF animation files from your PC or a storage card to the My Pictures folder on your device.
- Copy video files to the My Videos folder.

For more information about copying and managing files on your device, see Chapter 9.


### To view pictures

1. The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and tap **View**. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).





Tap to view the selected image.

**To play GIF animation files**

1. Select a GIF animation file (marked with a ) and tap **View**.
2. The GIF Animation program then opens and plays the animation.

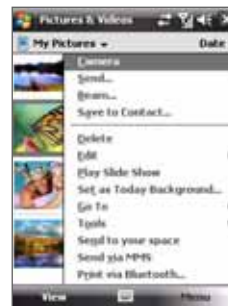
**To play videos**

1. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow () next to the My Pictures folder and tap **My Documents > My Videos**. Video clips are displayed as thumbnails by default, which appear with a media icon ().
3. Tap to select a video and play it in Windows Media® Player Mobile.

**Pictures & Videos menu**

Select a media file and then tap **Menu** to choose from a list of options that you can do with the selected media file.

You can send the selected media file via one of your messaging accounts or beam it to another device. If you selected a picture, you can associate it to a contact, set it as your Today screen background, send it to your Windows Live Space account, and more. You can also view the images in the My Pictures folder as a slide show.



**Note** The available menu options depend on the selected media file.

**To edit a picture**

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. On the Pictures & Videos screen, tap the picture you want to edit.
2. Tap **Menu > Edit**, and do any of the following:
  - To rotate a picture 90 degrees clockwise, tap **Rotate**.

- To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
- To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

**Note** To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

## 11.4 Windows Media® Player Mobile

You can use Windows Media® Player Mobile to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

Video File Formats Supported	File Extensions
Windows Media Video	.wmv, .asf
MPEG4 Simple Profile	.mp4
H.263	.3gp, .3g2
H.264	.mp4, .3gp, .3g2, .m4v
Motion JPEG	.avi

Audio File Formats Supported	File Extensions
Windows Media Audio	.wma
WAV	.wav
MP3	.mp3
MIDI	.mid, .midi, .rmi
AMR Narrow Band	.amr
AMR Wide Band	.awb
AAC, AAC+ and eAAC+	.aac, .mp4, .m4a
MPEG4 audio	.mp4, .m4a
QCELP	.qcp

### To open Windows Media® Player Mobile

- Tap **Start > Programs > Windows Media**.

### About the controls

The following are available controls on the Windows Media® Player Mobile.



### About the screens and menus

Windows Media® Player Mobile has three primary screens:

- **Playback screen.** The screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen.** The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are "queued up" to play next.
- **Library screen.** The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending upon which screen you are viewing. For more information about the commands in these menus, see Help on your device.

### Synchronize video and audio files

Use the latest version of Windows Media® Player on your PC to synchronize digital media files from your PC to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

#### To synchronize content to your device automatically

1. On your PC, start Windows Media® Player and then connect your device to your PC.
2. In the Device Setup Wizard, select **Yes, search my computer now**.  
If you have previously opened Windows Media® Player and searched for media on your computer, you will not be prompted to search your computer.
3. You will then see the name of your device (or “Storage Card” if you have inserted one on your device). Click **Finish**.
4. On the left panel of Windows Media® Player, right-click the name of your device then click **Set Up Sync**.  
To set up media synchronization on a storage card, right-click **Storage Card** in the left panel of Windows Media® Player, then click **Set Up Sync**.
5. On the Device Setup dialog box, select **Sync this device automatically**.
6. Select the playlist(s) that you want to sync between your PC and device, then click **Add**.
7. Click **Finish**.

The files begin synchronizing to your device. The next time you connect your device to your PC while Windows Media® Player is running, synchronization will start automatically.

#### To synchronize content manually to your device

1. If you have not set up media synchronization between your device and PC, follow steps 1 to 3 in “To synchronize content to your device automatically”.
2. Click the **Sync** tab on the Windows Media® Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media® Player.



- From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.



- Click **Start Sync** to start synchronizing the selected files to your device.

- Notes**
- Use Windows Media® Player 11 or higher on your PC to synchronize media files to your device.
  - Audio files copy faster if Windows Media® Player is configured to automatically set the quality level for audio files copied to your device. For more information, see the Windows Media® Player Help.

### Play media

Use the Library to find and play songs, videos, and playlists that are stored on your device or removable storage card.

#### To update the Library

- If you are not on the Library screen, tap **Menu > Library**.
- On the Library screen, tap the Library arrow (near the top of the screen), then tap the media storage that you want use, for example, Storage Card.
- In most cases, Windows Media® Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.

#### To play video and audio files on your device

1. Select a category (for example, My Music or My Playlists).
2. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

- Tips**
- To play a media file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.
  - To play a media file from the Internet or a network server, tap **Menu > Library** then tap **Menu > Open URL**.

#### Playlists

In Windows Media® Player Mobile, you can create a new playlist by saving the current Now Playing playlist and giving it a new name.

#### To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.  
Repeat this step until you have added all desired media files to the Now Playing list. Please note that you cannot select multiple files simultaneously.
4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

#### Troubleshooting

If you encounter a problem while using the Windows Media® Player Mobile, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media® Player Mobile page at the Microsoft Web site (<http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx>).

## 11.5 Streaming Media

**Streaming Media** lets you stream live broadcasts or on-demand media content from the Web. The media is sent in a continuous stream to your device and is played as it arrives, along with the audio.



The Streaming Media program allows you to play **3GP** and **MPEG-4** files. It also supports playback of **SDP** (Session Description Protocol) files.

### To access streaming content via Internet Explorer

In Internet Explorer, you can open a Web page containing RTSP (Real Time Streaming Protocol) links to streaming media content then play the content in the Streaming Media program.

1. Tap **Start > Internet Explorer**.
2. In the address bar, enter the URL address of the Web page that contains the RTSP link to the desired \*.3gp, \*.mp4, or \*.sdp file.
3. On the Web page, tap the RTSP link.
4. Streaming Media then automatically opens and starts playing the file. During playback, use the button controls to play/pause, zoom in or out, adjust the sound volume, and more.

#### To stream media files directly on the Streaming Media Player

Streaming Media only supports RTSP links when you stream \*.3gp and \*.mp4 files directly on the program.

**Note** Before you launch the Streaming Media program, make sure that you are connected to the Internet.

1. Tap **Start > Programs > Streaming Media**.
2. From the program, tap **Connect**.
3. Enter the URL for the Web site (rtsp://) and the file name.
4. Tap **Connect**.
5. Streaming Media then starts playing the file. During playback, use the button controls to play/pause, fast forward/rewind, zoom in or out, adjust the sound volume, and more.

#### To view streaming video information

You can view the properties and general information of a streaming video clip, such as video codec, audio codec, dimension, frames, and duration of the video.

Tap **Menu > Properties** from the program.

#### To configure streaming video connection settings

Tap **Menu > Options** to configure the following settings:

##### Playback tab

- **Media Buffer.** Allocate memory space (in terms of duration) to store the audio and video data while streaming a media file.
- **Do not show 'Connect to internet' message.** Select to automatically connect to the Internet without asking when you open a streaming media file.

##### Networks tab

- **Connect via.** Choose whether you want to connect to the Internet or corporate network (intranet) to locate a streaming media clip.
- **UDP port range.** Specify a range of port numbers to use for streaming.

##### Video tab

- **Use Landscape mode when watching in full screen.** Screen will be always in landscape mode if you are viewing media clips in full screen.

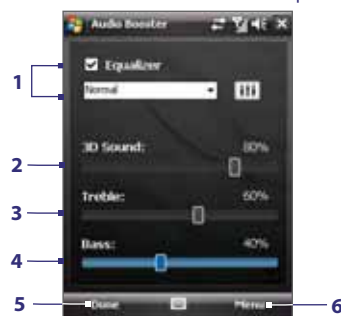
## 11.6 Audio Booster

**Audio Booster** enhances your music experience by providing you with controls for adjusting sound settings while you are listening to music. It adds 3D sound, treble and bass effects, and provides controls for adjusting them. It even has an equalizer with presets as well as a control panel for fine tuning sound.

### To access Audio Booster

- Tap **Start > Programs > Audio Booster**.

**Note** You need to connect a headset to the device to open Audio Booster.



This control	Does this
1 <b>Equalizer</b>	Enables or disables the equalizer. Select the check box to enable the equalizer and to fine tune its settings, if desired. See "Equalizer" for more information.
2 <b>3D Sound</b>	Adds a three-dimensional effect to sound. Drag the slider to increase or decrease the effect. To disable the 3D effect, adjust the setting to 0%.
3 <b>Treble</b>	Adds a treble effect to increase the high tones in sound. Drag the slider to increase or decrease the effect. To disable the treble effect, adjust the setting to 0%.

This control	Does this
4 <b>Bass</b>	Adds a bass effect to increase the low tones in sound. Drag the slider to increase or decrease the effect. To disable the bass effect, adjust the setting to 0%.
5 <b>Done</b>	Tap to apply the modified settings.
6 <b>Menu</b>	<ul style="list-style-type: none"> <li>• Tap <b>Menu &gt; Cancel</b> to exit Audio Booster without applying the modified settings:</li> <li>• Tap <b>Menu &gt; Reset</b> to change back to the default settings.</li> </ul>

### Equalizer


The **Equalizer** optimizes sound for a better listening experience. It provides preset moods, such as hip hop, jazz, rock, etc., and several enhancement presets that suit different types of music. It also has a 10-band graphic equalizer that lets you adjust the loudness of sound by frequency.

#### To apply a preset

1. Select the **Equalizer** check box to enable the equalizer.
2. Tap the Equalizer drop-down menu, then select a desired preset.




**To create a custom equalizer preset**

1. Select the **Equalizer** check box to enable the equalizer.
2. Tap .
3. Adjust the frequency bands to your desired values by dragging the equalizer controls. The selected values are indicated on top of the sliders.
4. Save your equalizer settings as a preset by tapping **Menu > Save as Preset**.
5. Enter a preset name then tap **Done**.

The preset you created will be added to the list box.

**To delete a custom equalizer preset**

1. Select the **Equalizer** check box then tap .
2. Tap the Equalizer drop-down menu, then select the preset you want to delete.
3. Tap **Menu > Delete Preset**.

**Note** You can only delete custom equalizer presets. Equalizer presets that are pre-installed cannot be deleted.





# Chapter 12

## Managing Your Device

**12.1 Adding and Removing Programs**

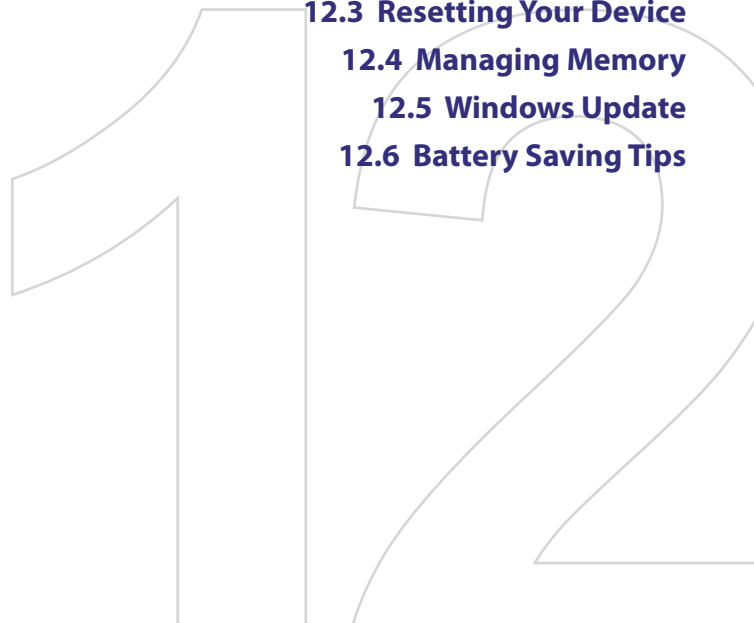
**12.2 Using Task Manager**

**12.3 Resetting Your Device**

**12.4 Managing Memory**

**12.5 Windows Update**

**12.6 Battery Saving Tips**



## 12.1 Adding and Removing Programs

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


### To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single **\*.exe** file, a **\*.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the **\*.exe** file.

### To remove programs


1. Tap **Start > Settings > System** tab > **Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.

## 12.2 Using Task Manager

**Task Manager** lets you view and stop running programs, configure the  button, and enable the Quick Menu on the Today screen.

### To open Task Manager

Do one of the following:

- Tap the **Quick Menu** button on the top right corner of the Today screen to open the Quick Menu, then tap .
- Tap **Start > Settings > System** tab > **Task Manager**.


**To switch back to a running program**

Do one of the following:

- Tap the program name in the Quick Menu.
- On the Task Manager screen, tap and hold the program name in the **Running** tab, then tap **Activate**.

**To configure the Exit (  ) button**

You can configure the **Exit** button to shut down running programs when the button is tapped, or to just temporarily close the program screen but keep the program running.

1. On the Task Manager screen, tap the **Button** tab.
2. Select the **Enable the "X" button to end running programs** check box.  
When the **Enable the "X" button to end running programs** check box is not selected, tapping the **Exit** button will only close a program screen. The program is not ended and continues to run in the background.
3. Choose the action for shutting down programs (by tapping the  button, tapping and holding the button, or both).
4. Tap **OK**.

**To close running programs from the Task Manager**

1. Tap the **Running** tab.
2. Do one of the following:
  - Select the check box of the programs that you want to close, and then tap **Stop Selected** to close them.
  - Tap **Stop All** to close all programs in the list.
  - Tap **Menu > Stop All but Selected** to close all programs except for those whose check boxes are selected.

**Tip** You can also close running programs from the Quick Menu on the Today screen. See "Quick Menu" in Chapter 1 for details.

**To add a running program to the exclusive list**

If you add a running program to the **Exclusive Programs List**, it will not be closed when you tap **Stop Selected** or **Stop All** and will not be listed in the Quick Menu on the Today Screen.

1. On the Task Manager screen, tap the **Running** tab.
2. Tap and hold the program name in the list, then tap **Add Exclusive**.

**Tip** To remove a program from the exclusive list, tap the **Exclusive** tab, select the check box of that program, then tap **Remove**.

**To set the sorting preference for running programs in the Quick Menu**

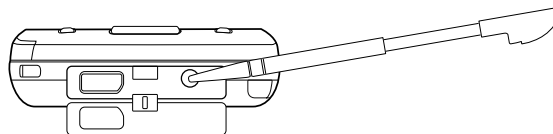
1. On the Task Manager screen, tap the **Advanced** tab.
2. Choose whether to sort according to **Program name** or **Memory usage**. The list will be sorted in ascending order.

## 12.3 Resetting Your Device

**Soft reset**

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

**To perform a soft reset**



Open the rubber cover at the bottom of the device and then with the stylus, press the RESET button. Your device restarts and displays the Today screen.

## Hard reset

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings -- the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile® software and other pre-installed programs will remain.

### To perform a hard reset

1. Press and hold the TALK and END buttons, and at the same time, use the stylus to press the RESET button at the bottom of your device.
2. Release the stylus, but continue pressing the TALK and END buttons until you see the following message on the screen:

```
This operation will delete
all your personal data,
and reset all settings to
the manufacturer default
settings. Press ENTER
to restore manufacturer
defaults, or press any other
button to cancel.
```

3. Release the TALK and END buttons, and then press ENTER on your device.

**Warning!** Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

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

### Clear Storage

Another way of clearing the device storage and reset all settings back to factory default settings is to use the **Clear Storage** feature. You will lose all your data and files on the device storage when you use Clear Storage, so make sure to do a backup first.

1. Tap **Start > Settings > System tab > Clear Storage**.
2. Enter "1234" then tap **Yes**.

## 12.4 Managing Memory

To see how much memory is available for use, tap **Start > Settings > System tab > Memory**. On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory, tap **Start > Settings > System tab > Memory > Storage Card** tab.

If your device is running low on memory, try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer® Mobile" in Chapter 10.
- Remove programs you no longer use.
- Reset your device.

## 12.5 Windows Update

You can update Windows Mobile® on your device with the latest updates, security patches or fixes, if they are available.

### To set up Windows Update

The first time you run Windows Update, you need to set up how you want Windows Update to check for patches on the Microsoft Web site.

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. On the Update Setup screen, tap **Next**.
3. Select how you want to check for updates, **Manual** or **Automatic**, then tap **Next**.

If you select **Automatic**, you will be asked if you want to use your current data plan to check for updates. Select or clear the **Use my data plan to check for and download updates** check box and tap **Next**.

4. Tap **Finish**.

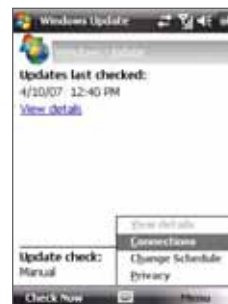
### To check for updates

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Check Now**.

**Note** Windows Mobile® updates may not be available at all times. You can check the Windows Mobile® Web site for update information.

### To change Windows Update options

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Menu** and select the option you want to change.
  - Tap **Connections** to change how the device connects to the Internet when checking for updates.
  - Tap **Change Schedule** to change how Windows Update checks for Windows Mobile® updates.



## 12.6 Battery Saving Tips

How long your battery power lasts depends on battery type and how you use your device. Try the following to help preserve battery life:

- When the device is not in use, press POWER to switch off the display.
- Tap **Start > Settings > System tab > Power** to open the **Power** settings screen. On the **Advanced** tab of the Power settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- Adjust the backlight settings. For more information, see “To set the backlight to dim after a time delay” in Chapter 4.
- Turn Bluetooth off when you are not using it. Make your device visible to other devices only when you are trying to establish a Bluetooth partnership. For more information about Bluetooth, see Chapter 10.
- Lower the volume.
- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background.



# Chapter 13

## Using Other Applications

**13.1 Voice Command**

**13.2 Using Java**




## 13.1 Voice Command

**Voice Command** lets you make phone calls, open programs, play back music, get calendar information, and more, just by using your voice. It only responds to a set of predefined commands and does not allow you to record your own commands.

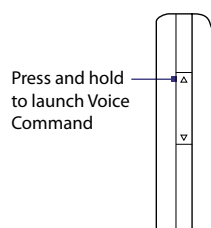
This section gives a few examples on how to use Voice Command. For more information, see Voice Command Help on the device. To access the Help, tap **Start > Settings > Personal tab > Voice Command** then tap **Start > Help**.

### To use Voice Command

1. Hold your device a few inches away from your mouth.
2. Press and hold the Volume Up button that is located on the upper left side of your device.


You will then hear a sound, and you will see a **Microphone** icon (  ) on the title bar.

3. In a clear voice, say a command. For example, say "**Help**" to ask for information about using Voice Command.
4. Voice Command then asks you a question. Speak out your answer.



### To place a call

You can call contacts that are stored on your device or SIM card, dial a phone number, redial, and place a return call.

1. Press and hold the Volume Up button until the **Microphone** icon (  ) appears on the title bar.
2. In a clear voice, say one of the following commands:
  - "**Call** [contact name]" to call a device contact or SIM contact.
  - "**Dial** [number]" to dial a phone number.
  - "**Redial**" to repeat the last call made.
  - "**Callback**" to return the last call received.

- **“Call [contact name] at [location]”** to call a contact at a specific number. For example, say:

**“Call Ann at mobile”**

**“Call Ann at home”**


**“Call Ann at work”**

3. Voice Command will then confirm with you the contact or number to call. Say **“Yes”** or **“Correct”**.


If Voice Command is wrong about the contact or number to call, say **“No”** or **“Incorrect”** to try again.

4. Your device starts to call the contact or number.

#### To open a program

1. Press and hold the Volume Up button until the **Microphone** icon () appears on the title bar.
2. In a clear voice, say **“Start”**, **“Open”**, or **“Show”** then the program name.

#### To request information from your calendar


1. Press and hold the Volume Up button until the **Microphone** icon () appears on the title bar.
2. In a clear voice, ask for the information you want to retrieve. For example, say:

**“What’s my next appointment?”**

**“What’s my next meeting?”**

**“What’s my schedule tomorrow?”**

#### To request for date and time

1. Press and hold the Volume Up button until the **Microphone** icon () appears on the title bar.
2. In a clear voice, say **“What date is it?”** Voice Command then tells you the current date.
3. Press and hold the Volume Up button again, and then say **“What time is it?”**
4. Voice Command then tells you the current time.

## 13.2 Using Java

MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. The **Java** program lets you download, install and manage MIDlets or MIDlet suites on your device. Your device supports Java 2 Micro Edition, J2ME.

### To open the Java program

- Tap **Start > Programs > Java**.

### Install and launch MIDlets/MIDlet suites

There are two ways to install a MIDlet/MIDlet suite.

#### To download and install via Internet Explorer Mobile

1. On the Java screen, tap **Menu > Install > Browser** to open Internet Explorer Mobile.
2. Locate the MIDlet/MIDlet suite while connected to the Internet.
3. Select the MIDlet/MIDlet suite to download.
4. Information about the MIDlet/MIDlet suite is then displayed. Tap **Continue**.
5. Confirm to start downloading.
6. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

#### To install from your device

You can copy MIDlets/MIDlet suites from the PC to your device using the USB sync cable, infrared, or Bluetooth connection. Copy them to the root folder or any subfolder on your device.

1. On the Java screen, tap **Menu > Install > Local Files**. The program then searches for MIDlets/MIDlet suites on your device and displays them in a list.
2. From the list, tap the MIDlet/MIDlet suite that you want to install.
3. Confirm to start the installation.
4. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

**To run a MIDlet/MIDlet suite**

Do one of the following:

- After installation of the MIDlet/MIDlet suite is complete, tap **Yes**.
- On the Java screen, open the folder that contains the MIDlet/MIDlet suite. Select the MIDlet/MIDlet suite then tap **Launch**.

**To stop running a MIDlet/MIDlet suite**

- Tap **Exit** or **Quit** if presented on the MIDlet/MIDlet suite's screen or menu.

**Manage MIDlets/MIDlet suites**

You can organize MIDlets/MIDlet suites into folders for easy identification, move them from one folder to another, rename or update them, and more. If the device memory is full, uninstall some MIDlets/MIDlet suites to free up memory space.

**To create folders**

1. Tap **Menu > New Folder**.
2. Enter a folder name then tap **Create**.

**To move a MIDlet to another folder**

1. Tap and hold a MIDlet/MIDlet suite then tap **Move**. Alternatively, you can tap **Menu > Actions > Move**.
2. Tap the destination folder.

**To rename a MIDlet or folder**

1. Tap and hold a MIDlet/MIDlet suite then tap **Rename**. Alternatively, you can tap **Menu > Actions > Rename**.
2. Enter a new name, then tap **Save**.

**To update a MIDlet/MIDlet suite**

- Tap and hold a MIDlet/MIDlet suite then tap **Update**. Alternatively, you can tap **Menu > Actions > Update**. Java will search for updates for the selected MIDlet/MIDlet suite where it was installed from before.

**To view information about a MIDlet/MIDlet suite**

- Tap **Menu > Actions > Info**.
- If the MIDlet/MIDlet suite is protected by DRM (Digital Rights Management), tap **Menu > Actions > Protection** to view status and usage rights.

**To uninstall MIDlets**

Before you uninstall a MIDlet, make sure that it is not running.

1. Tap and hold the MIDlet, and tap **Uninstall**.
2. Tap **OK** to confirm.

**Note** To uninstall all MIDlets and folders from the current folder, tap **Menu > Uninstall All**.

**To set MIDlet permission settings**

For each MIDlet already installed, Java allows you to individually set permission options to perform certain actions. A MIDlet can be enabled to perform these actions:

Action	Description
<b>Local connection</b>	Enables a MIDlet to access device connections such as via Bluetooth.
<b>Location information access</b>	Determines whether a MIDlet can access location related information.
<b>Recording</b>	Enables a MIDlet to record audio and images.
<b>Messaging</b>	Enables a MIDlet to send and/or receive SMS/MMS. This uses airtime and may incur costs.
<b>Net access</b>	Enables a MIDlet to access the Internet. This uses airtime and may incur costs.
<b>Auto start</b>	Enables a MIDlet to be started automatically to handle an incoming event. If there is another MIDlet running, it may be interrupted.
<b>Read user data</b>	Allows a MIDlet to read data on the device memory or storage card.

**Note** Some actions may not be available for certain MIDlets.

You can set permission options for performing each action by following these steps:

1. Tap and hold a MIDlet then tap **Security**. Alternatively, you can tap **Menu > Actions > Security**.
2. For each action, choose one of the following permission options:
  - **Always**. Enables a MIDlet to perform the action.
  - **Never**. Prohibits a MIDlet to perform the action.
  - **Prompt**. Asks for your confirmation whenever a MIDlet attempts to perform the action.
3. Tap **Save**.

**Note** Changes to permission settings for a MIDlet in a multi-MIDlet suite will affect the settings for the whole suite.

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# Appendix

**A.1 Specifications**

**A.2 Regulatory Notices**

## A.1 Specifications

System Information	
<b>Processor</b>	Qualcomm® MSM 7201™ 400 MHz
<b>Memory</b>	- ROM : 256 MB - RAM : 128 MB DDR (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).
<b>Operating System</b>	Windows Mobile® 6.1 Professional
Power	
<b>Battery</b>	Rechargeable Li-Polymer battery, 1350 mAh
<b>Charging Time</b>	3.5 hours
<b>Battery Life (estimates)</b>	Standby time: GSM: Up to 361 hours WCDMA: Up to 325 hours (Subject to network and phone usage)
	Talk time: GSM: Up to 410 minutes WCDMA: Up to 268 minutes (Subject to network and phone usage)
	Media playback time Up to 8 hours (WMV) Up to 12 hours (WMA)
<b>AC Adapter</b>	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Phone	
<b>Network</b>	HSDPA/WCDMA: Dual-band (850 and 1900 MHz) HSDPA: Up to 384kbps for upload and 3.6Mbps for download; WCDMA: Up to 384kbps for upload and download GSM/GPRS/EDGE: Quad-band (850, 900, 1800, and 1900 Mhz) (The device will operate on frequencies available from the cellular network)
<b>Internal Antenna</b>	Yes

Display	
<b>LCD Type</b>	2.6" TFT-LCD with backlight LEDs, touch-sensitive screen
<b>Resolution</b>	240 x 320 with 65,536 colors
<b>Orientation</b>	Portrait and Landscape
Physical	
<b>Dimensions</b>	107 mm (L) x 55 mm (W) x 17.05 mm (T)
<b>Weight</b>	120 g (with battery)
Camera Module	
<b>Type</b>	Main Camera: 2 megapixel color CMOS camera with auto focus Second Camera: CIF CMOS
<b>Resolution</b>	Photo: 1600 x 1200 (UXGA), 1280 x 960 (SXGA), 640 x 480 (VGA), 320 x 240 (QVGA), 160 x 120 (QQVGA) Video: 176 x 144 (QCIF), 128 x 96
<b>Digital Zoom</b>	Up to 8X
Connections	
<b>I/O Port</b>	HTC ExtUSB™: 11-pin mini-USB and audio jack in one Hi-speed USB 2.0
<b>Wireless Connections</b>	Bluetooth 2.0
<b>Car Antenna Connector</b>	External connector for GSM/EDGE
Audio	
<b>Audio Controller</b>	AGC
<b>Ring tone Formats</b>	AAC, AAC+, eAAC+, MP3, WMA, WAV, QCELP, MPEG4, AMR-NB, AMR-WB 40 polyphonic and Standard MIDI format 0 and 1 (SMF) / SP MIDI

<b>Controls and Lights</b>	
<b>Device Control</b>	<ul style="list-style-type: none"><li>• HTC TouchFLO™</li><li>• 4-way NAVIGATION CONTROL with ENTER button</li><li>• Two phone functions : TALK and END</li><li>• Volume Buttons</li><li>• CAMERA button</li><li>• POWER button</li><li>• RESET button</li></ul>
<b>Hardware Keyboard</b>	20-key QWERTY keyboard
<b>LEDs</b>	<p>The right LED shows Green and Amber lights for HSDPA/WCDMA/ GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status. Shows a flashing red light when the battery level reaches 5% or lower.</p> <p>The left LED shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit/receive Bluetooth radio signals.</p>
<b>Expansion Slots</b>	
<b>Card Slot</b>	microSD™ (SD 2.0 compatible)

## A.2 Regulatory Notices

### Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of **NEON300**.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your **NEON300**.

The Battery Pack has been assigned a model number of **NEON161**.

**Note** This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

### Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

### Safety precautions for RF exposure

- 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.

### **Exposure to Radio Frequency (RF) Signals**

Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

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.

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

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

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed

the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (for example, at the ear and worn on the body) as required by the FCC for each model. Body-worn measurements were tested for typical body-worn operations with the back of the device kept 1.5 cm from the body.

#### **SAR Information**

1.42 W/Kg @ 1g (Head)

1.22 W/Kg @ 1g (Body)

#### **Telecommunications & Internet Association (TIA) safety information**

##### **Pacemakers**

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

##### **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.

##### **Other Medical Devices**

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

Turn 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.

### **WEEE Notice**

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.



The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city centre, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

### **RoHS Compliance**

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.



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