TOUCH VIVA
User Manual

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htc
smart mobility

Please Read Before Proceeding

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

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

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

PRIVACY RESTRICTIONS

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

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Important Health Information and Safety Precautions

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

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

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

ELECTRICAL SAFETY

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

This product is equipped with a USB Cable for connecting with desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting this product to the computer. The power supply cord of a desktop or

notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**

  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

- **Handle battery packs carefully**

  This product contains a Li-ion battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

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

- **Take extra precautions**

  - Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.

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

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

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

PREVENTION OF HEARING LOSS

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

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

• Earphone, manufactured by HTC, Model HS S200.

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

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

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

ROAD SAFETY

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

SAFETY PRECAUTIONS FOR RF EXPOSURE

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

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

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

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

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

HEARING AIDS

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

NONIONIZING RADIATION

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

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

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Antenna location

General Precautions

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

- **Device getting warm after prolonged use**
  When using your device for prolonged periods of time, such as when you're talking on the phone, charging the battery or browsing the web, the device may become warm. In most cases, this condition is normal and therefore should not be interpreted as a problem with the device.

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

- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen onto the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.

- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

- **Avoid wet areas**
  Never use the product in a wet location.

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

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

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

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

- **Avoid unstable mounting**
  Do not place the product with an unstable base.

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

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

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

Contents

Chapter 1

Getting Started

1.1 Getting to Know Your Touch Phone and Accessories

Left panel   **Right panel**

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

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

VOLUME DOWN
During a call or when
playing music, press
here to lower the
volume.

Front panel

Notification LEDs
* See description below.

Earpiece
Listen to a phone call from
here.

TALK/SEND
• Press to answer an incoming
call or dial a number.
• During a call, press and hold
to toggle the speakerphone
on and off.
• Press and hold to use Voice
Speed Dial. (See Chapter 11
for details.)

Touch Screen

**4-WAY NAVIGATION
CONTROL with ENTER
button**
Press this multi-directional
control up, down, left, or
right to move through
menus and program
instructions; carry out the
selection by pressing the
center button.

END
• Press to end a call or
return to the Home
screen.
• Press and hold to lock
the device.

* Left LED: Shows green and amber lights for 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.

Right LED: Shows a flashing blue light for Bluetooth system notification of powered-
up and ready to transmit or receive Bluetooth signals, or a flashing green
light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their
lights flash alternately.

Back panel

2.0 Megapixel Camera
See "Taking Photos and
Videos" in Chapter 10
for details.

Speaker

Back Cover
Push the back cover
downward to remove it.

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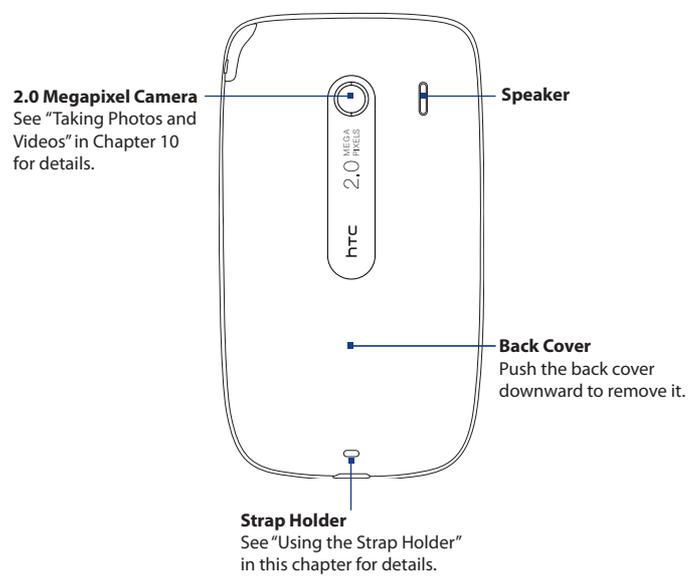
Top panel

POWER
Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see "Starting Up" in this chapter.
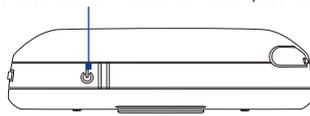
Bottom panel
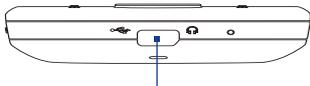
Sync Connector/Earphone Jack
• Connect the supplied USB cable to synchronize information or plug in the AC adapter to recharge the battery.
• Connect the USB stereo headset for hands-free conversation or for listening to audio media.

Accessories

The product package includes the following items and accessories:

- Battery
- AC adapter
- Screen protector
- USB sync cable
- Quick Start Guide
- Getting Started and Application discs

1.2 Installing the SIM Card, Battery, and Storage Card

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

To remove the back cover

1. Make sure your device is turned off.

2. Hold the device with both hands and with the front panel facing down.

3. Push the back cover down with your thumb until it disengages from the device.
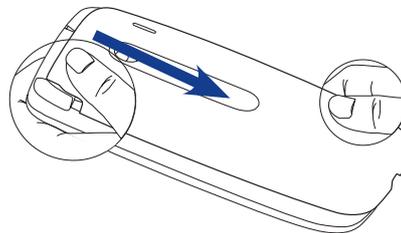
SIM card

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

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

To install the SIM card

1. Remove the battery if it is installed

2. Locate the SIM card slot, then insert the SIM card with its gold contacts facing down and its cut-off corner facing in the card slot.

3. Slide the SIM card completely into the slot.

Cut-off corner
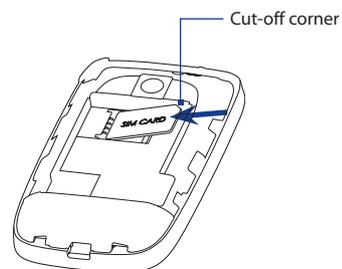
To remove the SIM card

1. Remove the battery if it is installed.

2. Use the stylus to push down on the tab at the front of the card slot, and slide the SIM card partially out with your thumb.

3. Slide the SIM card out the rest of the way from the card slot with your thumb.
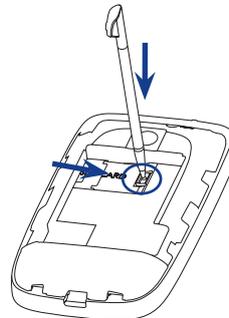
Battery

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

Battery life estimates (approximations):

- Standby time: Up to **270** hours
- Talk time: Up to **480** minutes

Note   Battery life is subject to network and phone usage.

Warning!   To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

To install the battery

1. Align the battery's exposed copper contacts with the battery connectors inside the battery compartment.

2. Insert the contacts-side of the battery first and then gently push the battery into place.

3. Replace the back cover.
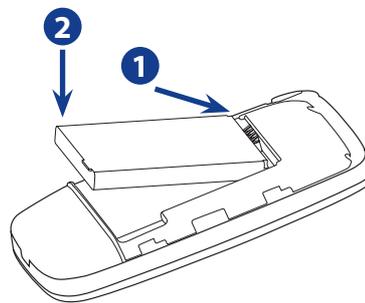
To remove the battery

1. Make sure your device is turned off.

2. Remove the back cover.

3. Lift the battery out from the openings at the bottom right and left sides of the battery compartment.
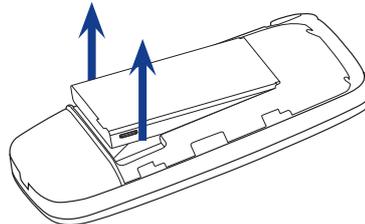
Storage card

To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and install it into your device.

To install a microSD card

1. Remove the battery if it is installed.
2. Slide the microSD™ card holder down toward the bottom of the device, and then flip it up.
3. Insert the microSD card into the holder gold contacts-end first, and also with the gold contacts facing down.
4. Push the card holder down into place and slide it up to lock it.
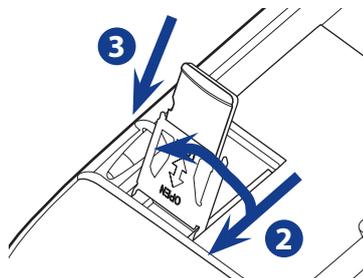
1.3 Charging the battery

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

To charge the battery

1. Connect the USB connector of the AC adapter to the sync connector on your device.
2. Plug in the AC adapter to an electrical outlet to start charging the battery.
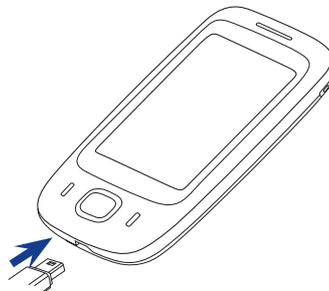
Note   Only the AC adapter and USB sync cable provided with your device must be used to charge the device.

As the battery is being charged while the power is on, a charging icon ⚡ appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon 🔋 appears in the title bar of the Home screen.

Warning!   • Do not remove the battery from the device while you are charging it using the AC or car adapter.

• As a safety precaution, the battery stops charging when it overheats.

1.4 Using the Strap Holder

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

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

1. Remove the back cover.

2. Insert the loop of the strap, lanyard or string accessory through the strap holder hole at the bottom of the back cover.

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

3. Attach the loop over the small t-shaped hook at the bottom of the device.

4. Secure the strap, lanyard or string accessory on the t-shaped hook as shown on the illustration on the right.

5. Replace the back cover.
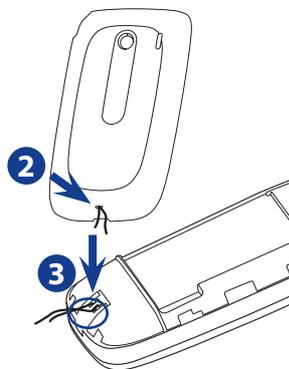
1.5 Starting Up

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

Turn your device on and off

To turn on the power

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

2. When you turn on your device for the first time, a Quick Start Wizard guides you to set up regional settings, date and time, and password. For more information about these settings, see Chapter 12. After the Quick Start Wizard finishes, the device installs customization settings, then restarts.

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

To turn off the power

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

2. Tap **Yes** when a message prompts you to choose whether or not to turn off the device completely.

Auto configure the data connection settings

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

To automatically configure data connection settings

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

   Note   If you do not see the notification message, tap the title bar to display the System Status screen and then tap 🌐 to display the message.

2. If your SIM card supports multiple network operator profiles, a message will appear with network profile choices. Select the profile you want to use and tap **OK**.

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

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

For more information about Connection Setup, see Chapter 12.

Switch to Sleep mode when not in use

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

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

1.6 Navigating On Your Device

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

Finger-touch control

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

Touch or tap

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

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

Swipe

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

- **Flipping on the Home screen**

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

- **Scrolling**

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

  For detailed instructions, see "Finger scrolling" in Chapter 3.

Slide

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

The following are some instances when you would use sliding:

- **Switching between Home screen tabs**

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

- **Advancing playback**

  In Windows Media® Player Mobile, slide your finger horizontally on the progress bar to advance forward or move backward in the music or video you are playing.

  For more information about Windows Media® Player Mobile, see "Using Windows Media® Player Mobile" in Chapter 10.

Flick

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

Finger zooming and panning

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

Stylus

You can use the stylus to navigate and interact with the touch screen. To use the stylus, pull it out from the stylus compartment at the top of the right panel of your device.

Basically, you tap with the stylus to open programs and select items on the screen, and you tap and hold on the screen to open a shortcut menu. You can also use the

stylus the same way as what you do with finger gestures, such as swiping, sliding and flicking on the screen.

Navigation Control

On the home screen and in many programs on your device, you can use the NAVIGATION CONTROL to move through menus and instructions. Press the control up, down, left, and right to move around the screen. When an item has been selected on the screen, press the ENTER button (the center button) to confirm your selection.

1.7 Home Screen

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

Signal strength

Connection status

Notification

Start menu

Volume Status

Battery status

Quick menu

TouchFLO Home screen

Open the Phone screen (See Chapter 2 for details)

Go to the **Programs** tab to access favorite programs

1.8 Status Icons

When you touch or tap the icon area of the title bar, the System Status screen opens and displays larger status icons so you can touch them with your finger more easily and accurately.
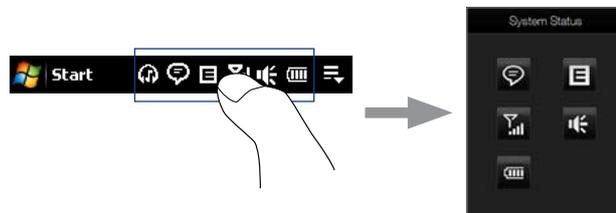
Tip The System Status screen can be disabled in TouchFLO settings. See "Settings on your Device" in Chapter 12 for details.

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

Icons that appear in this area	Icons that appear in this area
Bluetooth stereo headset connected	GPRS available
	EDGE available
	Connected to a wireless network
	Connection is active
	Connection is not active
	Synchronization in progress

Icons that appear in this area	
	Connection Setup
	Multiple notifications; tap the icon to view all
	New text messages; SMS notification of voice mail
	Sending MMS
	Receiving MMS
	MMS sent
	Cannot send MMS

Icons that appear in this area	
	New incoming MMS
	New Windows Live™ message
	Missed call
	Roaming
	Alarm
	Other wireless network(s) detected
	Bluetooth on
	Bluetooth visible mode on

Icons that appear in this area		**Icons that appear in this area**
GPRS connecting		Vibrate mode
GPRS in use		Sound on
EDGE connecting		Sound off
EDGE in use		
Maximum signal strength		**Icons that appear in this area**
No signal		Battery charging
Phone is turned off		Battery full
No phone service		Battery low
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		

1.9 Start Menu

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

Open the Start menu.

Open a recently-used program.

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

Open a program.

Access more programs.

View and change settings.

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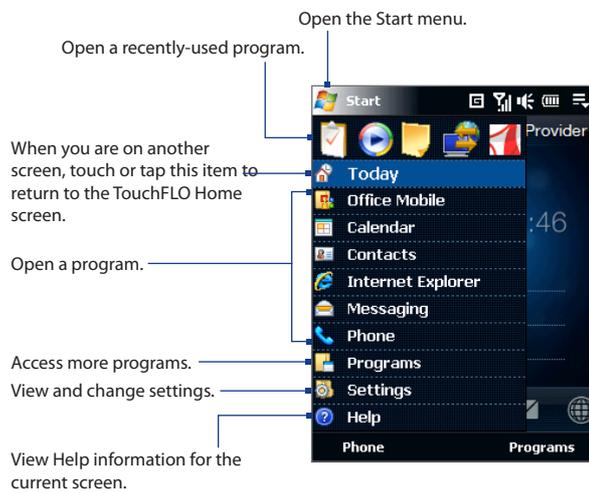
By default, the Start menu is displayed in a large size to make it easier for you to touch menu items with your finger when selecting them from the Start menu. The Start menu can also be displayed in a smaller size, if preferred. Tap **Start > Settings > System** tab **> TouchFLO** and then clear the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

1.10 Quick Menu

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

Customize Task Manager settings. (See "Using Task Manager" in Chapter 12.)

Touch this icon to open the Quick Menu.

Stop all currently running programs.

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

• To switch to a running program, touch the program name.
• To stop a running program, touch ☒.
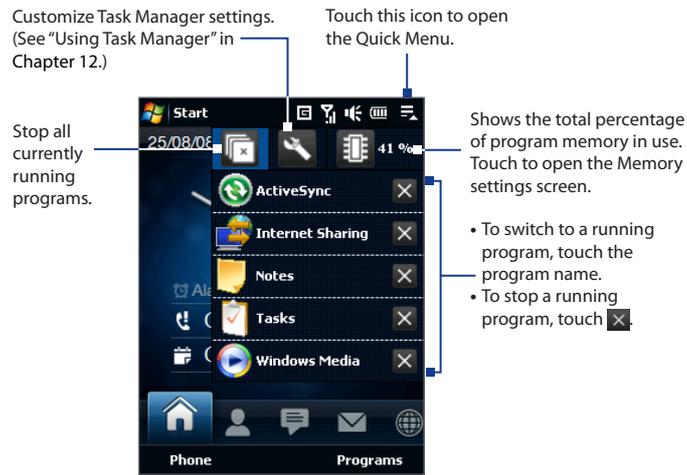
1.11 Adjusting the Volume

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

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

2. To switch between the Ring Volume and System Volume screens, touch **Ring** or **System** on top of the screen.

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

- To increase or decrease the volume level, drag your finger up or down the volume bars. You can also press the VOLUME button on the left panel of your device.

- Touch **Vibrate** to switch both **System** and **Ring** to Vibrate mode.

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

Volume bars

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

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

1.12 When Connecting Your Device to a Computer

Whenever you connect your device to the computer with the USB cable, the Connect to PC screen will be displayed and will prompt you to choose the type of USB connection:

ActiveSync

Select this mode when you need to do the following:

• Synchronize Outlook e-mail messages, contacts, calendar appointments, files, and other data between your device and your computer.

• Have read and write access to the whole device.

For more information about using ActiveSync, see Chapter 5.

Disk Drive

This mode is available for selection only when there is a microSD storage card inserted on your device. Select this mode when you want to use your storage card as a USB thumb drive. (This lets you copy files between your device's storage card and your computer faster.)

When Disk Drive mode is enabled while your device is connected to the computer:

- You will not be able to use your device to access files from the storage card or run applications that are installed on the storage card while the device is connected to your computer.

- Your computer will only connect to the device's storage card. When you access your device from the computer, you will only see the contents of the device's storage card.

Internet Sharing

When you do not have Internet access on your computer, you can select this mode to use your device as a modem for your computer. For more information about using Internet Sharing, see "Using Your Device as a Modem (Internet Sharing)" in Chapter 8.

Chapter 2

Using Phone Features

2.1 Using the Phone

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

The Phone screen

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

- On the Home screen, tap **Phone**.

- Press the TALK/SEND button.

TALK/SEND button
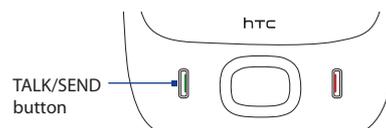
Enter your PIN

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

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

2. Tap **Enter**.

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

2.2 Making a Call

To make a call from the Phone screen

1. On the Home screen, tap **Phone**.

2. Tap the keys on the keypad to enter the phone number.

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

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

   Tip   When in a call, use the VOLUME UP/DOWN buttons on the side of the device to adjust the phone volume.
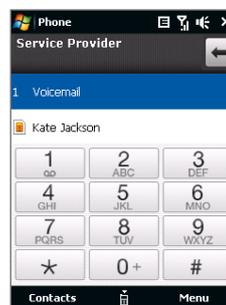
Note   After tapping 6 keys and the number you are dialing is not in your contacts, a **Save to Contacts?** button will appear above the keypad. Tap it to save the number to your Contacts.

To make a call from Contacts

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

Do one of the following:

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

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

- Tap the contact to open the contact details and then tap the phone number you want to call.

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

To make a call from the TouchFLO Home screen

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

To make an emergency call

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

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

To make an international call

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

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

To call voice mail

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

Answer a call

When you receive a phone call, the Incoming Voice Call screen will appear, allowing you to either answer or ignore the call.
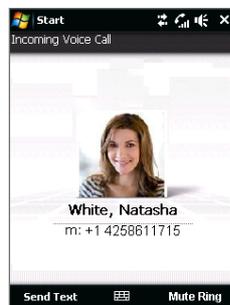
To answer an incoming call
Press the TALK/SEND button.

Note   To mute the ringing sound without rejecting the call, tap **Mute Ring**.

To reject an incoming call
Press the END button.

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

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

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

Call functions

When the Phone is dialing or when a call is already in progress, call functions are available on screen.

Call in progress screen

Note When the Phone is dialing, only the **Speaker**, **Mute**, **Note**, **Contacts**, and **End Call** buttons can be used. Other buttons are disabled.

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the option of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Press TALK/SEND button to take the second call, and put the first one on hold.

2. To end the second call and return to the first call, tap **End Call** or press END on your device.

To switch between two calls

During a call, tap ⬆⬇ .

To set up a conference call

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

    Tip   To dial a second number, tap [icon] on the screen.

 2. Tap [icon].

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

To turn on and off the Speakerphone

During a call, tap [icon] to toggle between turning on or off the speakerphone.

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

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

To mute the microphone during a call

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

To open Notes while in a call

Tap [icon].

To vibrate the device when the call is established

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

1. On the Phone screen, tap **Menu > Options >Advanced** tab.

2. Select the **Vibrate device when connection is established** check box and then tap **OK**.

End a call

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

To add a new phone number to Contacts after a call

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

1. On the Phone screen, tap **Menu > Options > Advanced** tab.

2. Select the **Add new phone number to Contacts at end of call** check box, then tap **OK**.

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

To check a missed call

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

- Tap the title bar, then tap 📞 and then tap **View**.

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

Call History

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

Speed Dial

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

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.

2. Tap **Menu > New.**

3. Tap a contact, then select the phone number of the contact that you want assigned to the speed dial key.

4. In **Location**, select an available key to use as the speed dial key.

5. Tap **OK**.

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

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

Turn the phone function on and off

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

To enable or disable the phone function

1. Tap **Start > Programs > Comm Manager**.

2. On the Comm Manager screen, tap the **Phone** button to enable or disable the phone function. When enabled, the ON indicator is activated.

To enable or disable Airplane Mode

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

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

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

1. Tap **Start > Programs > Comm Manage**r.

2. On the Comm Manager screen, tap the **Airplane Mode** button to enable or disable Airplane Mode. When enabled, the ON indicator is activated.

2.3 Smart Dial

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

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

Smart Dial panel
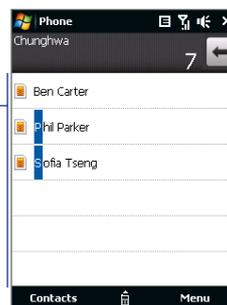
To find a contact name or number

You can just enter the first letter of the name or number of a contact. Smart Dial will search for contact phone numbers and the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact

name. For example, if you tap number "2" on the phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

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

Make a call or send a text message using Smart Dial

1. On the Home screen, tap **Phone**.

2. Begin entering the first few numbers or characters.

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

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

3. In the Smart Dial panel, flick and slide your finger on the touch screen or press NAVIGATION up/down to browse the list or select a contact.

4. You can do one of the following:

   • Tap the contact to call the selected contact.

   • To send a text message to the selected contact, tap **Menu > Send Text Message**.

   • To call a different phone number associated with the selected contact, select the contact and then press NAVIGATION left/right to select the number to call.

2.4 Setting Up Bluetooth SIM Access for Car Kit Phones

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

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

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see "Bluetooth Modes" in Chapter 9.

2. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > SIM Access** tab.

3. Select the **Remote SIM Access** check box, then tap **OK**.

4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.

5. If this is the first time you are pairing the car kit phone with your device, enter the car kit's passcode on your device.

6. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.

7. On the **Bluetooth** screen, tap the **SIM Access** tab, then tap **Connect**.

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

Chapter 3

TouchFLO™

3.1 About TouchFLO™

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

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

3.2 Using the TouchFLO Home Screen

The TouchFLO Home screen have the following tabs:

To switch between the tabs of the Home screen

Do one of the following:

- Touch or tap the desired tab on the Home screen.

- Press Navigation Right or Left to move to the next or previous tab.

- Press and hold your finger on the active tab, then slide your finger right or left over the tabs. Release when you have selected the desired tab.

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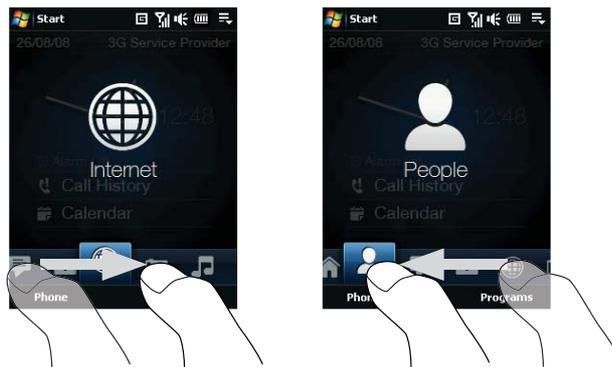
Home

The **Home** tab displays the current date, an analog and digital clock, and a yellow alarm hand that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointment are also shown on the Home tab.

To select an item on the Home tab

- Touch the item; or

- Press Navigation Up or Down first to navigate to the item you want to select and then press ENTER.

Touch this area to open the Clock & Alarms screen where you can set the date, time, and alarm.
(See Chapter 12 for details.)

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

Touch this area to create, edit or view an appointment.
(See "Calendar" in Chapter 11 for details.)

Home tab

People

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

Tip   You can add up to 12 favorite contacts on the **People** tab.

To add favorite contacts

1. On the Home screen, slide your finger to the **People** tab.

2. Touch an empty slot on the screen.

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

    Tips   • To create a new contact, touch **Menu > New Contact**. See "Contacts" in Chapter 11 for details.

                   • SIM contacts cannot be added as favorite contacts.

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

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

5. To add another favorite contact, touch an empty slot and then repeat steps 3 and 4.

To choose from your favorite contacts

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

Touch to call, send a text message, or send an e-mail.

Swipe your finger up to access other contacts on the screen.

Tips   • On the People tab, touch **All People** to access SIM contacts and all contacts that are stored on your device.

• To remove a favorite contact, touch **Remove** and then touch the contact you want to remove. After you are finished, tap **Done**.

Messages

On the **Messages** tab, you can read SMS text messages as they arrive and create a new SMS text message. You can also view the text of received MMS messages on this tab.

When there are new incoming SMS/MMS messages, the icon on the **Messages** tab will show the number of new messages. For example,   indicates that there is a new message received.

Touch this icon to create a new SMS text message.

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

To flip through received SMS/MMS messages, swipe your finger upward/downward or press Navigation Up/Down.

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

Touch **Menu** to access more options.
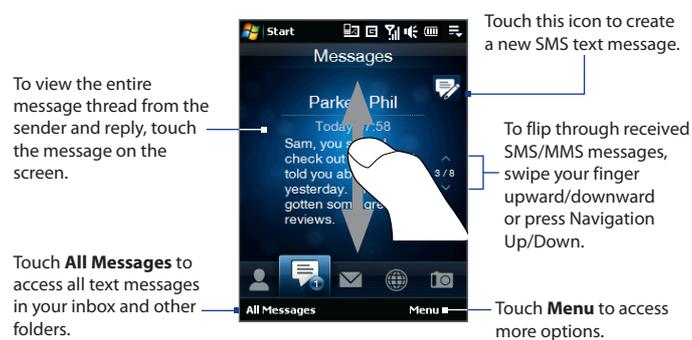
For more information about working with SMS and MMS messages, see "Text Messages" and "MMS" in Chapter 6.

Mail

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

To add an e-mail account

1. On the Home screen, slide your finger to the **Mail** tab.

2. If this is your first time to add an e-mail account, touch **New Account** at the bottom-left side of the screen.

3. Set up your e-mail account using the E-mail Setup wizard.

4. To add another e-mail account, touch **Menu > Accounts > Setup E-mail** and use the E-mail Setup wizard to set up your account.

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

To check e-mail

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

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

• To browse through received e-mails, swipe up or down on the envelope image or press Navigation Up/Down.

• Touch the e-mail on the screen to open and read the message.

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

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

Touch **Menu** to access more options.

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

Internet

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

Touch here to browse the web using Opera Mobile.

Touch **All Bookmarks** to open Opera Mobile and add, view or delete web favorites.

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

For more information about using Opera Mobile, see Chapter 8.

Photos and Videos

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

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

To set an album as a Favorite

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

To view photos and videos

Touch here to take a photo.

Touch here to shoot video.

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

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

Touch here to open the Album program. (See "Viewing Photos and Videos Using Album" in Chapter 10 for details.)

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

Tips   • For more information about viewing in full screen, see "View an image" and "Play back video" in Chapter 10. The file formats that can be viewed on the **Photos and Videos** tab are the same as the Album program.

• To transfer media files from a computer and view them on the **Photos and Videos** tab, copy or synchronize them to a folder under **\My Device** (the device memory) or **\Storage Card** (if a microSD card is installed).

Music

The **Music** tab allows you to visually browse through albums and music tracks and play music. The albums and music tracks that you see on the **Music** tab are from a selected category or playlist in the Library.

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

To play music

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

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

Touch here to
access the Library.

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

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

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

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

To set repeat and shuffle modes

Touch **Menu > Repeat** to loop the songs. To toggle shuffle mode on and off, touch **Menu > Shuffle**.

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

Repeat [On]   Shuffle [On]

To select music from the Library

Accessing the Library from the Music tab opens the Audio Manager since the Music tab shares the same Library as the Audio Manager.

The Library organizes music into categories, such as **Artists**, **Album**, **Genre**, **All Songs**, and more. After you have added more albums or music tracks to your device, go to the Library to choose the new albums or music tracks that you want to play.

1. On the **Music** tab, touch **Library** to open Audio Manager.

2. Audio Manager displays the **All Songs** category which lists all the song tracks found on your device. Touch any song in the list. When Audio Manager starts to play the song, close Audio Manager to return to the Music tab of the Home screen.

3. The song that you have selected, along with the other songs that are under the All Songs category, will appear in the **Music** tab.

Weather

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

To add a city

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

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

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

2. Scroll down the list of cities, or filter the list first by entering the first few letters of a country or city name and then tap (🔍).

3. Tap the desired city name and then tap **Select**.

To view weather information

Your device automatically connects to the Internet via the GPRS/EDGE data connection or Wi-Fi to download and display weather information. The current temperature, temperature range, type of weather (sunny, cloudy, showers, or others), and the time of day (daytime or nighttime) are shown on the **Weather** tab.

Shows the last weather update.

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

Touch to update the weather information.

Touch **Menu** to add or delete a city and configure weather settings.
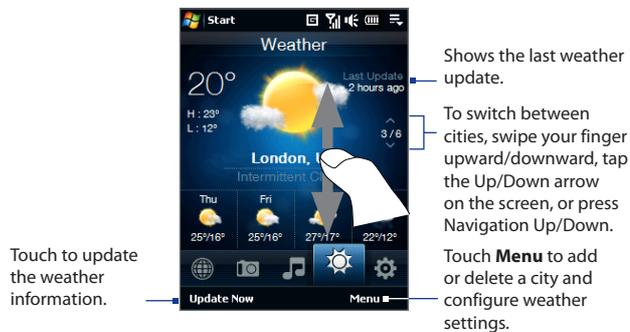
To customize weather settings

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

2. You can choose from the following options:

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

     Clear this option if you prefer to manually download weather information.

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

- **Temperature Scale**. Choose whether to display temperature in Celsius or Fahrenheit.

Tip   To check for more detailed weather information, tap **Menu > About** on the **Weather** tab to access the AccuWeather web site.

Settings

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

Programs

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

Touch a program icon to open the corresponding program.

Touch an empty slot to add a favorite program.

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

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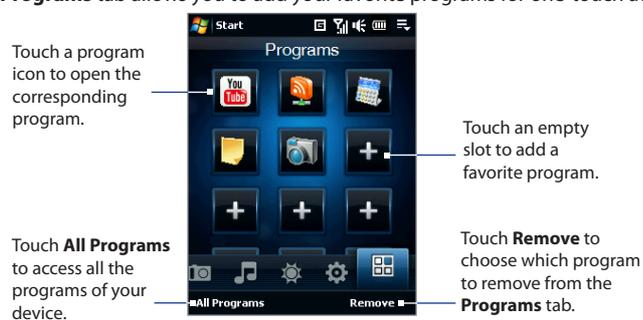
When you have filled up the screen with programs, scroll down the **Programs** tab to access more empty slots and add more programs. To scroll down, press and hold on the screen and then drag your finger upward. You can add up to 18 favorite programs.

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

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

3.3 Finger Gestures

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

Finger scrolling

Finger scrolling can be used to scroll up and down web pages, documents, and lists such as the contacts list, file list, message list, calendar appointments list, and more.

When finger scrolling, swipe or flick your finger on the touch screen.
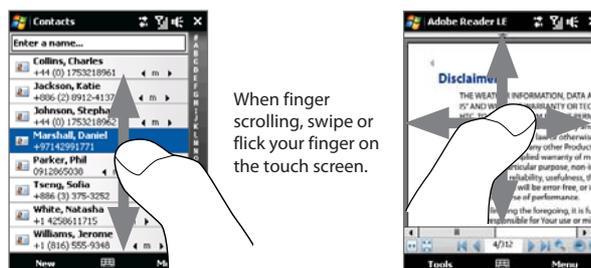
To scroll up and down

- To scroll down, swipe your finger upward on the touch screen.
  To scroll up, swipe your finger downward on the touch screen.

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

To scroll left and right

- To scroll towards the right, swipe your finger to the left.
  To scroll towards the left, swipe your finger to the right.

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

Finger zooming

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

- To zoom in on a web page in Opera Mobile, tap your finger twice on the screen. See "Using Opera Mobile" in Chapter 8 for details.

- To zoom in on a photo in Album, make a full-circle swipe on the touch screen. See "Viewing Photos and Videos Using Album" in Chapter 10 for details.

Finger panning

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

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

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Chapter 4

Entering Text

4.1 Selecting an Input Method

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

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

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

To show or hide the Input Panel, tap the **Input Panel** icon.
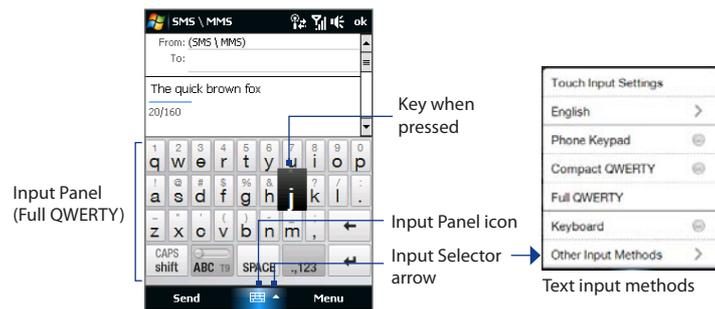
Icon	Input method	Icon	Input method	Icon	Input method
	Full QWERTY		Letter Recognizer or Block Recognizer		Phone Keypad
	Compact QWERTY		Transcriber		Keyboard

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

4.2 Using the Full QWERTY

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

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

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

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

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

Tap to delete the previous character.

Tap to create a new line.

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

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

To enter text using the Full QWERTY

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

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

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

4.3 Using the Compact QWERTY

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

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

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

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

Tap to delete the previous character.

Tap to create a new line.

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

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

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

To enter text using the Compact QWERTY

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

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

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

4.4 Using the Phone Keypad

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

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

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

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

Tap to open the input settings.

Tap to delete the previous character.

Tap to create a new line.

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

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

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

To enter text using the Phone Keypad

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

2. Tap the **Input Selector** arrow, then tap **Phone Keypad**.

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

4.5 Using Multitap and T9 Modes

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

Multitap mode

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

- To enter the first letter that shows on a key, tap the key once. To enter the second letter, tap twice.

- To enter a punctuation mark, symbol, or number that appears on top of a key, tap and hold the key.

T9 mode

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

To enter text using T9 mode

1. Start entering the first few letters of a word. As you enter each letter, predicted words will appear above the keyboard.

2. Tap the desired word to immediately insert it to your text.

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

To add a word to the T9 dictionary

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

1. While in T9 mode, type a letter and then tap [+] on right side of the word candidate list.

2. Type the word you want to add and then tap [✓].

Add My Word: _____
non [✓] [X] ——— Tap to not add the word.
1 2 3 4 5 6 7 8 9 0

To customize Touch Input settings

1. Tap the **Input Selector** arrow, then tap **Touch Input Settings**.

2. On the Touch Input Settings screen, select or clear the following options according to your preferences:

   • **Spell Correction**. Lets you correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.

   • **Word Completion in T9 mode**. Lets you select from a list of possible words based on the keys that you have tapped and on the words available in the dictionary.

   • **Word Completion in ABC mode**. Lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.

   • **Auto-Substitution**. Automatically inserts an apostrophe when you type common contracted words (for example, "dont" automatically becomes "don't").

3. Tap **Done**.

4.6 Using Numeric and Symbol Mode

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

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

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

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

Tap to switch to the numeric keyboard

Tap to switch back to the letter keyboard layout.

Compact QWERTY and Phone Keypad
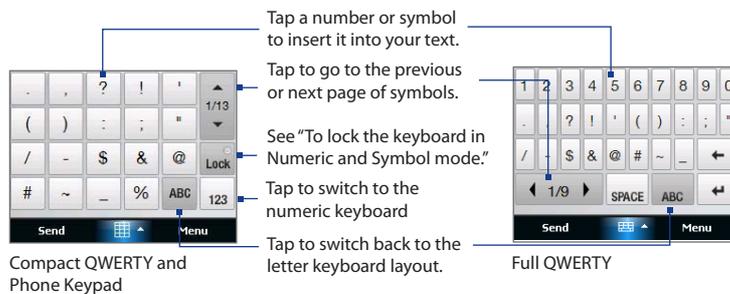
Full QWERTY

To switch to Numeric and Symbol mode

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

2. Locate the number or symbol, then tap it to insert it into your text.

To lock the keyboard in Numeric and Symbol mode

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

1. Tap the **Input Selector** arrow and then tap **Other Input Methods > Options**.

2. In the **Input Method** tab, select a **Touch** input method in the **Input method** list, then tap **Options**.

3. Clear the **Turn on one-touch symbol entry** check box.

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

4.7 Using Block Recognizer

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

To use Block Recognizer
1. From a program, tap the **Input Selector** arrow and then tap **Other Input
   Methods > Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.

   - Enter letters by writing in the **abc** (left) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter symbols and punctuation by tapping the left or right area of the box
     (a gray dot appears), then writing the desired character.

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

4.8 Using Letter Recognizer

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

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow and then tap **Other Input Methods > Letter Recognizer**.

2. Write characters, numbers, and symbols in the designated writing area.
   - Enter uppercase letters by writing in the **ABC** (left) area of the box.
   - Enter lowercase letters by writing in the **abc** (middle) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter punctuation and symbols by writing the desired character in the **123** (right) area of the box.

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

4.9 Using Transcriber

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

To write using Transcriber

1. Open a program that accepts user input, such as Word Mobile.

2. Tap the **Input Selector** arrow and then tap **Other Input Methods > Transcriber**. The Transcriber introductory screen appears. Read the introduction and tap **OK**.

3. Position the cursor where you want text to appear.

4. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

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

The keyboard remains visible until you tap the button again.

Tips
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
- When no text is selected, you can open the keyboard by using the ↕ gesture (draw a line straight down and then straight up). For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a program, draw a line from left to right across the text you want to edit.

2. After you lift the stylus from the screen, the line disappears and the selected text will be highlighted.

3. Do either of the following:
   - Rewrite the text.
   - Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

Chapter 5

Synchronizing Information With Your Computer

5.1 About Synchronization

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

- **Microsoft® Office Outlook® information**, which include Office Outlook e-mail, contacts, calendar, tasks, and notes

- **Notes**, which are created using **Microsoft® Office OneNote® 2007**

- **Media**, such as pictures, music, and video

- **Favorites**, which are the bookmarked links to your favorite web sites

- **Files**, such as documents and other files

Before you can synchronize, you need to install and set up first the synchronization software on your computer. For more information, see "Setting Up Windows Mobile Device Center on Windows Vista®" and "Setting Up ActiveSync® on Windows XP®" in this chapter.

Note   ActiveSync or Windows Mobile Device Center only synchronizes data on your computer and device. If you have installed a storage card and you want to back up files from the storage card, use Windows Explorer on your computer to copy files from the storage card to your computer.

Ways to synchronize

After you have installed the synchronization software on your computer, connect and synchronize your device with your computer by:

- Using the supplied USB sync cable.
  Upon connecting the sync cable to your device and your computer, the synchronization process automatically starts.

- Using Bluetooth.
  You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using

Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 9. For information about synchronizing through Bluetooth, see "Synchronizing via Bluetooth" later in this chapter.

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

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

• If you are sending your device for repair or performing a hard reset, data from your device will be lost. It is recommended that you sync your device to your computer to back up your files. To back up files from the storage card to your computer, use Windows Explorer to copy files from the storage card to the computer.

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

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

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

Set up synchronization in Windows Mobile Device Center

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

1. Connect your device to your computer. Windows Mobile Device Center configures itself, then opens.

2. On the license agreement screen, click **Accept**.

3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.

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

4. Select the items you want to synchronize, then click **Next**.

5. Enter a device name, then click **Set Up**.

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

Use Windows Mobile Device Center

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

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

- Click **Mobile Device Settings** to change synchronization settings.

- When you click **Pictures, Music and Video > XX new pictures/video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your computer.

- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to synchronize music and video files using Windows Media® Player. For more information, see "Using Windows Media® Player Mobile" in Chapter 10.

- Click **File Management > Browse the contents of your device** to view documents and files on your device.

Note   See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows XP®

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

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

Install ActiveSync

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

Set up synchronization in ActiveSync

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

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

5.4 Synchronizing With Your Computer

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

Start and stop synchronization

You can manually synchronize either from your device or computer.

From your device

- On the TouchFLO Home screen, slide to the **Settings** tab and then touch **Sync Data**; or

- Tap **Start > Programs > ActiveSync**, then tap **Sync**. To end synchronization before it completes, tap **Stop**.

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

From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.

2. Click 🔄 at the lower left of the Windows Mobile Device Center.

   To end synchronization before it completes, click 🔴.

From ActiveSync on your computer

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

- To manually start synchronization, click 🔄.

- To end synchronization before it completes, click ❌.

Change which information is synchronized

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

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

1. In ActiveSync on your device, tap **Menu > Options**.

2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.

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

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

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

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

   • Outlook e-mail can be synchronized with only one computer.

Troubleshoot sync connection problem

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

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

5.5 Synchronizing via Bluetooth

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

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

To synchronize with a computer via Bluetooth

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

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

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

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

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

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

5.6 Synchronizing Music and Video

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

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

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

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

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

For more information about using Windows Media® Player Mobile, see Chapter 10.

Chapter 6

Exchanging Messages
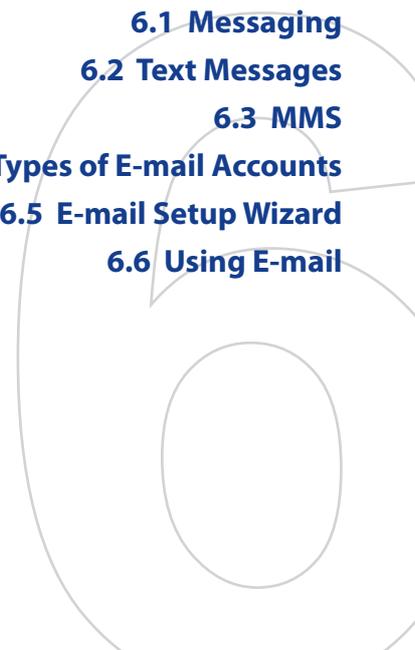
6.1 Messaging

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

To select a messaging account
Do one of the following:

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

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

- While you are in a message list of a certain account, for example SMS \ MMS, tap **Menu > Go To** to switch to other types of messaging accounts.
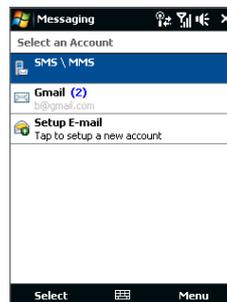
Account Picker screen

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

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

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

1. Tap **Start > Messaging**, then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select a messaging account in which to add a signature.

4. Select the **Use signature with this account** check box.

5. In the provided text box, enter the information that will be displayed as your signature.

6. If you want the signature to be added whenever you reply or forward messages, select the **Use when replying and forwarding** check box, then tap **OK**.

7. Repeat the steps to add a signature to other messaging accounts.

6.2 Text Messages

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

Create a new text message

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

From the TouchFLO Home screen

1. On the Home screen, slide to the **Messages** tab.

2. Touch the **New** icon ( ) on the upper right side of the screen.

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

From the Account Picker screen

1. Tap **Start > Messaging > SMS \ MMS**.

2. Tap **Menu > New > SMS**.

From the Contacts screen

1. Tap **Start > Contacts**.

2. Tap the contact's name to open his or her contact card.

3. Touch **Send text message**.

Compose and send a text message

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

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

2. Enter your message.

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

3. Tap **Send**.

> **Tips** • For more information about entering text and symbols, see Chapter 4.
>
> • If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options**, then select the **Request message delivery notification** check box.
>
> • To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **SMS \ MMS**, then select the **Request delivery notifications** check box.

Manage text messages

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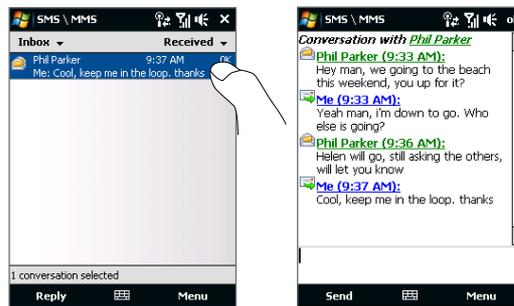
To reply to a text message

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. At the bottom of the screen, type your reply message and then tap **Send**.

Enter your reply
message here
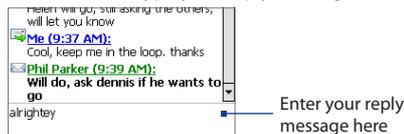
To copy a message in the thread to the SIM card

1. In the SMS \ MMS inbox, tap the message to open it.

2. Use the Navigation Up or Down control to select a message in the thread that you want to copy to the SIM card.

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

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

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

1. In the SMS \ MMS inbox, select the SIM message you want to copy.

2. Tap **Menu > Copy to Phone**.

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

To delete a message in the thread

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. Use the Navigation Up or Down control to select a message in the thread that you want to delete.

3. Tap **Menu > Delete**.

To delete all messages in a thread

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

2. Tap **Delete**.

To reply to a text message with an MMS message

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

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. Tap **Menu > Insert**, and then in the menu, select the item you want to insert: **Picture/Video**, **Audio** or **Attachment**.

   Tip   Tap **Menu > Advanced Composer** after adding a picture/video, audio, or attachment to compose an MMS message complete with text, emoticons, media and attachments.

3. Tap **Send**.

Tip   You can also insert a vCard or vCalendar in your MMS message.

6.3 MMS

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

Notes • Multimedia messaging is a charged service and has to be provisioned on your mobile phone account. Contact your wireless service provider to have MMS provisioned as part of your calling plan.

• Make sure the size of MMS messages that you send is within the limits allowed by your wireless service provider.

Change MMS settings

Check your device to see if it is preconfigured with your wireless service provider's MMS settings. Add the MMS settings of your wireless service provider if there are no preset MMS settings found on your device.

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, choose from the available options according to your needs.

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

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

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

5. Tap **Done**.

Notes • If your device already has preset MMS settings, it is recommended that you do not change these settings. If you change the preset settings, your device may not be able to send and receive MMS messages.

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

Create and send MMS messages

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

To compose an MMS message

1. Tap **Start > Messaging > SMS \ MMS**, then tap **Menu > New > MMS**.

2. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

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

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

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

4. Enter a subject for your message.

5. Tap the **Insert** icon (   )to select and insert a photo or video clip. When selecting a photo or video clip, you can:

- Tap **Select** to insert the selected photo or video clip into the MMS message you are composing.

- Tap   to take a photo and insert it into the MMS message.

- Tap   to record MMS video and insert it into the MMS message.

- Tap **Exit** (   ) to quit selection and return to the MMS message.

6. Enter text and insert audio clips by tapping the respective areas. See "To add text to an MMS message" and "To add an audio clip to an MMS message" for details.

7. To add more slides, tap   or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to insert photos/videos, text, and audio onto your slides.

8. Tap **Send** to send the MMS message.

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

To add text to an MMS message

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

Enter your own text
Choose from common words or phrases from the My Text list
Include a Favorites link
Add an emoticon
Insert contact information
Insert calendar appointment
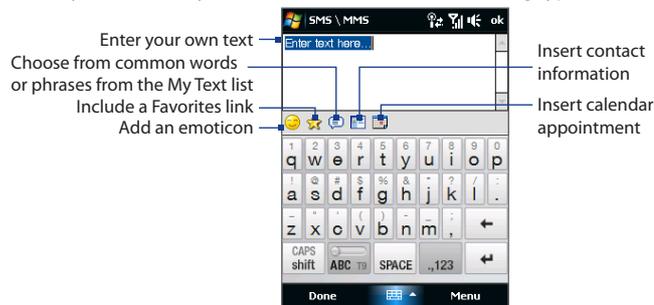
Tip   To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To add a new phrase, tap **New**.

To add an audio clip to an MMS message

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

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

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

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

    • Tap (▶) to play the audio clip, (❚❚) to pause, or (■) to stop playback.

    • Tap **Select** to insert it into your MMS message.

    • Tap **Exit** (   ) to quit selection and return to your MMS message.

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

View and reply to MMS messages

To view an MMS message

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

To reply to an MMS message

1. In the SMS \ MMS inbox, press Navigation Up or Down to select the mobile phone number or name of the contact who sent you the MMS message.

2. In the threaded message, MMS messages will have the ⬚ icon. Tap this icon to open and view an MMS message.

3. After viewing the MMS message, tap **Menu > Reply > via MMS** to reply with an MMS message or tap **Menu > Reply > via SMS** to reply with a text 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 Message Detail screen, tap **Menu** > **Show Contact Details**.

4. Tap **Menu > Save to Blacklist**.

5. Tap **Done**.

Tip   To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Go to the SMS \ MMS inbox, tap **Menu > MMS Options > Blacklist** tab, tap and hold the phone number in the Blacklist, and then tap **Delete**.

6.4 Types of E-mail Accounts

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

- Outlook e-mail that you sync with your computer or the Exchange Server.

- E-mail account that you have from an Internet Service Provider (ISP) or other e-mail provider.

- Web-based e-mail accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, and others.

- Work account that you access using a VPN connection.

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

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

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

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

Add an e-mail account

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

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

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

6.5 E-mail Setup Wizard

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

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

Set up an Internet e-mail account

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

1. Add a new e-mail account. See "Add an e-mail account" for instructions.

2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.

3. If e-mail provider settings are found preconfigured on your device, the E-mail Setup wizard shows a successful message. Tap **Next**.

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

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

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

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

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

6. Tap **Finish**.

To specify e-mail server settings

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

Other options that you can select include the following:

- Select the **Outgoing server requires authentication** check box, if required by your provider.

- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the **Use the same user name and password for sending e-mail** check box. You will be prompted to enter this information.

- Tap **Advanced Server Settings**, then select the **Require SSL** check boxes if your e-mail provider uses an SSL connection for more secured e-mail. From the **Network connection** list, select the data connection that you use for connecting to the Internet.

To customize download and format settings

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

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

Set up a custom domain e-mail

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

1. Add a new e-mail account. See "Add an e-mail account" for instructions.

2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.

3. Clear the **Try to get e-mail settings automatically from the Internet** and then tap **Next**.

4. In **Your e-mail provider**, select **Custom domain** and then tap **Next**.

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

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

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

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

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

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

9. Tap **Finish**.

6.6 Using E-mail

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

Create a new e-mail message

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

To start from an empty message

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

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

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

To send an e-mail to a favorite contact

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

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

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

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

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

Compose and send an e-mail

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

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

2. Enter a subject and compose your message.

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

3. Tap **Send**.

Tips
- For more information about entering text and symbols, see Chapter 4.
- To set the message priority, tap **Menu > Message Options**.
- If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

To add an attachment to a message

1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.

2. Select the file or picture you want to attach, or record a voice note.

Filter the Inbox message list

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

To filter your Inbox

Enter the sender name or e-mail subject you want to look for. As you type characters, the message list narrows down to the sequence of characters you have entered.
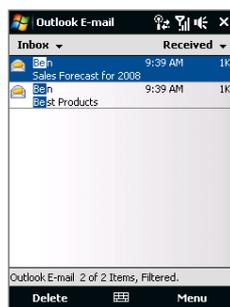
For example, entering "B", then "E" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "BE."

View and reply to messages

To download a complete e-mail

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

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

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

- Tap **Menu > Download Message**.

Notes • The Fetch Mail feature, which is available for POP3 and IMAP4 Internet e-mail accounts, downloads an entire e-mail without the need for you to perform a full synchronization. This limits the download to just the e-mail message that you want and helps save data cost.

Fetch Mail is also available for Outlook E-mail. See "Instant download through Fetch Mail" in Chapter 7 for details.

- Download may take some time, depending on the speed of your Internet connection, size of the whole e-mail, and whether file attachments are automatically downloaded.

To download file attachments

- **POP3 e-mail account:**

  File attachments of a POP3 Internet e-mail account are automatically downloaded when you download a complete e-mail.

- **IMAP4 and Outlook e-mail accounts:**

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

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

To reply to or forward a message

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.

2. Enter your response, then tap **Send**.

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

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

Synchronize e-mails

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

To automatically synchronize an Outlook e-mail account

1. Connect your device to your computer through USB or Bluetooth.

   Otherwise, connect through Wi-Fi or a data connection if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 7.

2. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

To manually synchronize your Outlook or Internet e-mail account

1. Select your Internet e-mail account. (See "To select a messaging account" in this chapter.)

2. Tap **Menu > Send/Receive**.

Customize e-mail settings

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

1. Disconnect your device from the computer.

2. Tap **Start > Programs > ActiveSync**.

3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.

4. On the E-mail Sync Options screen:

   • Under **Message format**, select HTML or Plain Text. HTML is only available when connected to Microsoft Exchange Server 2007 or later.

   • Under **Download size limit**, select the desired e-mail size.

5. Close ActiveSync and reconnect your device to the computer.

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

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

2. Tap your POP3 or IMAP4 Internet e-mail account.

3. Tap **Download Size Settings**.

4. Under **Message format**, select HTML or Plain Text.

5. Under **Download size limit**, select the desired e-mail size.

6. Tap **Done**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start > Programs > ActiveSync**.

2. Tap **Menu > Options**.

3. Tap **E-mail > Settings**, then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

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

2. Tap the name of your IMAP4 e-mail account.

3. Tap **Download Size Settings**.

4. In **Download attachments**:
   - Select **All attachments** to always download file attachments; or
   - Select a file size limit for auto-downloading attachments.

5. Tap **Done**.

To store attachments on the storage card

1. Tap **Start > Messaging**.

2. Tap **Menu > Options > Storage** tab.

3. Select the **When available, use this storage card to store attachments** check box.

Chapter 7

Working With Company E-mails and Meeting Appointments

7.1 Synchronizing with the Exchange Server

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

Set up an Exchange Server connection

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

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

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

1. Add a new e-mail account. See "Add an e-mail account" in Chapter 6 for instructions.

2. Enter the **E-mail address** and **Password** for the e-mail account and select the **Save password** option. Tap **Next**.

3. Clear the **Try to get e-mail settings automatically from the Internet** option and tap **Next**.

4. In **Your e-mail provider**, select **Exchange server** and tap **Next**.

5. Tap **Next** again.

6. Select the **Attempt to detect Exchange Server Settings automatically** option and tap **Next**.

7. Enter the **Domain** name and tap **Next**.

8. In **Server address**, enter the Exchange Server address and tap **Next**.

9. Select the items that you want to sync with the Exchange Server.

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

10. Tap **Finish**.

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

Start synchronization

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

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

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

• On the TouchFLO Home screen, slide to the **Settings** tab and then touch **Sync Data**; or

• Tap **Start > Programs > ActiveSync** and then tap **Sync**.

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

7.2 Working With Company E-mails

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

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

Automatic synchronization through Direct Push

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

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

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

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

To turn on Direct Push in Comm Manager

1. To open the Comm Manager, slide to the **Settings** tab on the TouchFLO Home screen and then touch **Communications**.

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

2. On the Comm Manager screen, touch **Microsoft Direct Push**.

To turn on Direct Push in ActiveSync

  1. Tap **Start > Programs > ActiveSync** and then tap **Menu > Schedule**.

  2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

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

Scheduled synchronization

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

  1. In ActiveSync on your device, tap **Menu > Schedule**.

  2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently. (Peak times usually refer to your working hours when e-mail volume is high).

  3. Select a longer interval in the **Off-peak times** box.

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

Instant download through Fetch Mail

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

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

  1. On the TouchFLO Home screen, slide to the **Mail** tab, select your **Outlook** account, and then tap **Inbox**.

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

  2. Open an e-mail message.

3. By default, only the first few words of the message is shown. To download the whole e-mail, finger-scroll to the end of the message, then tap **Get the rest of this message**.

4. Wait for the remainder of the message body to download.

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

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

Search for e-mails on the Exchange Server

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

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

1. Tap **Start > Messaging > Outlook E-mail**.

2. Tap **Menu > Tools > Search Server**.

3. In the **Look for** text box, enter the search keyword.

4. Choose the date range of messages to search from.

5. In the **Look in** list, specify whether to search in the **Inbox**, **Sent Items**, or **All Folders**.

6. Tap **Search**.

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

Flag your messages

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

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

To flag or unflag a message

1. Open Outlook on your device and access the Inbox.

2. Select a message or open a message.

3. Tap **Menu > Follow Up** and select one of the following options:

    •   **Set Flag** Mark the message with a red flag to indicate that it needs follow up.

    •   **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.

    •   **Clear Flag** Remove the flag to unmark the message.

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

Out-of-office auto-reply

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

To send out-of-office auto-reply messages

1. Tap **Start > Messaging > Outlook E-mail**.

2. Tap **Menu > Tools > Out of Office**.

3. In the **I am currently** list, select **Out of the Office**.

4. Enter your auto-reply message, then tap **Done**.
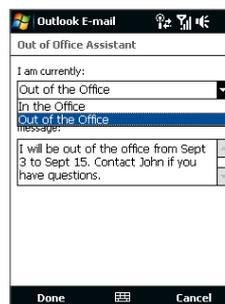
7.3 Managing Meeting Requests

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

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

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

To reply to a meeting request

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

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

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

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

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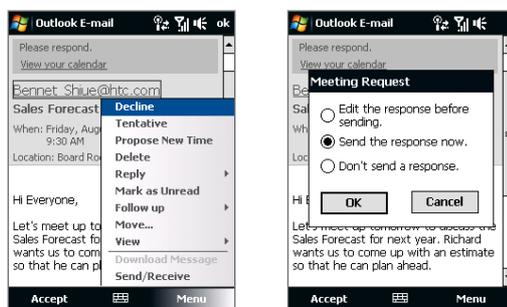
If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

To view the list of meeting participants

1. Tap **Start > Calendar**.

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

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

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

Tips • For information about creating a meeting request, see "To send a meeting request" in Chapter 11.

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

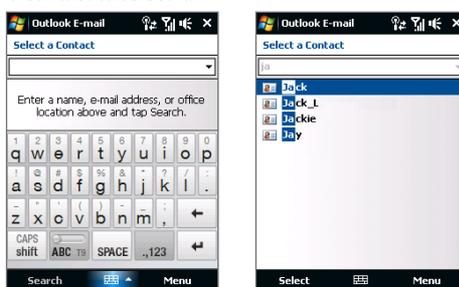## 7.4 Finding Contacts in the Company Directory

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

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

1. Synchronize with the Exchange Server.

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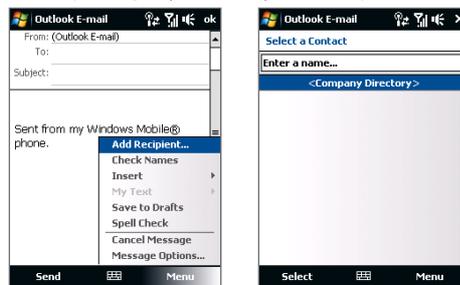
- When creating a meeting request and selecting required and optional attendees in Calendar, tap **Company Directory**.

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

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

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