htc touch 3G

User Manual

www.htc.com

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 DISASSEMBLE OR ATTEMPT TO DISASSEMBLE THE DEVICE.

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 phone.

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5,267,261	5,544,196	5,267,262	5,568,483	5,337,338	5,659,569
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Important Health Information and Safety Precautions

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

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

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

ELECTRICAL SAFETY

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

This product is equipped with a USB Cable for connecting 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.
  - The phone should only be connected to products that bear the USB-IF logo or have completed the USB-IF compliance program.
  - 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 G235.

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

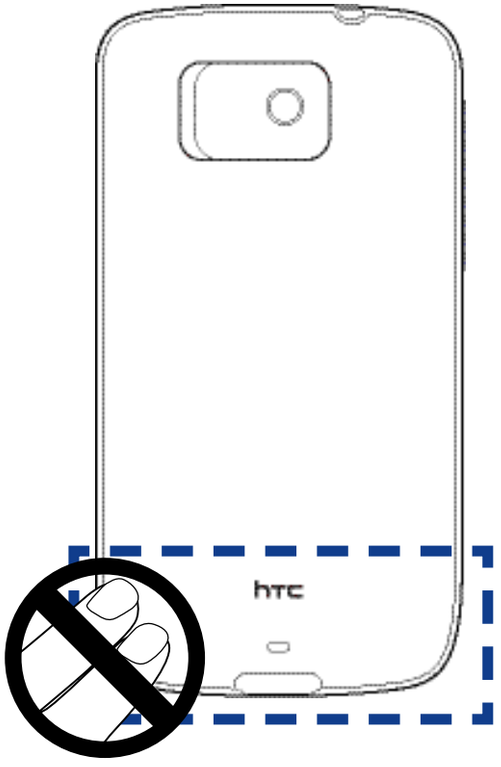
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

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.

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Chapter 1

Getting Started

1.1 Inside the Box

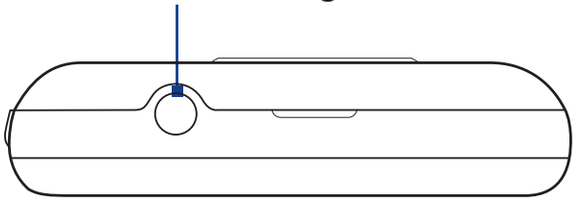
The product package includes:

- HTC Touch 3G
- USB sync cable
- Battery
- AC adapter
- 3.5mm stereo headset
- Quick Start Guide

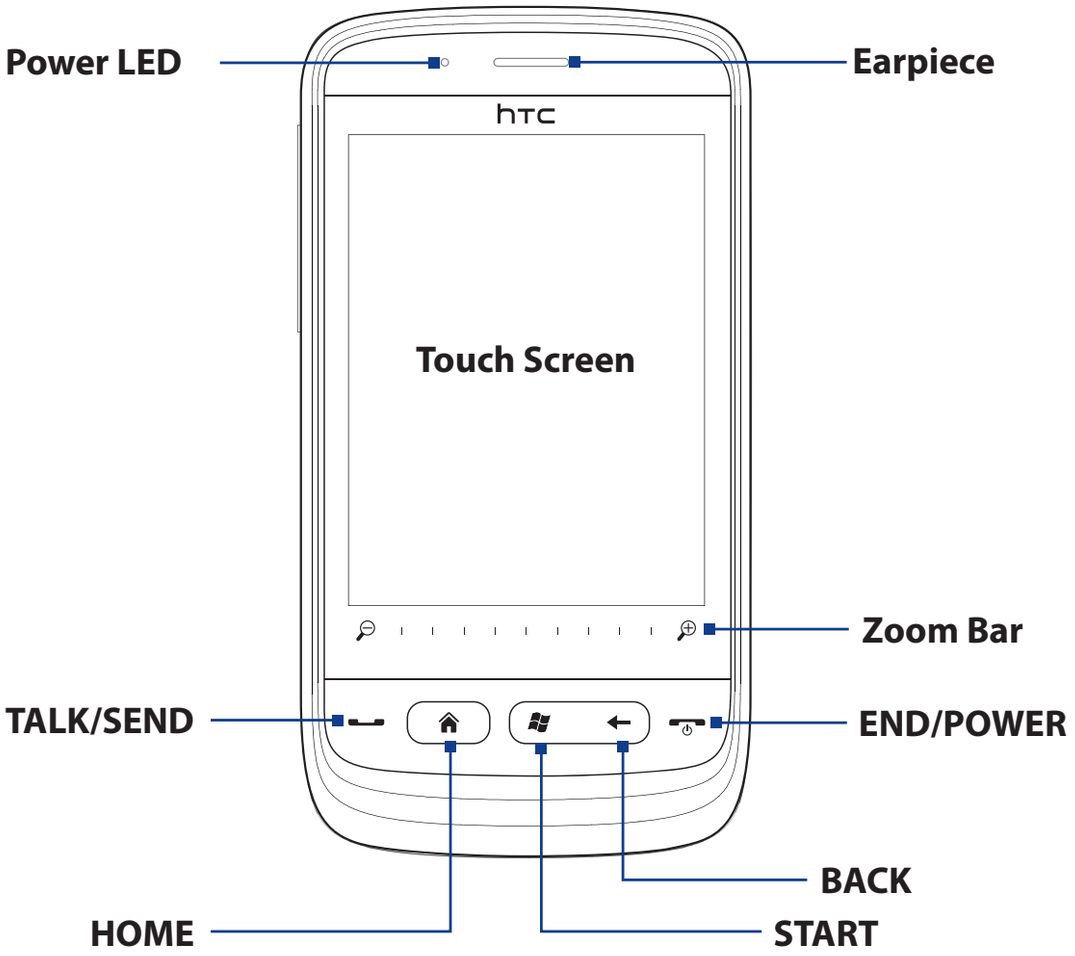
1.2 Getting to Know Your Phone

Top panel

3.5mm Audio Jack
Connect a 3.5mm wired headset for hands-free conversation or for listening to music.



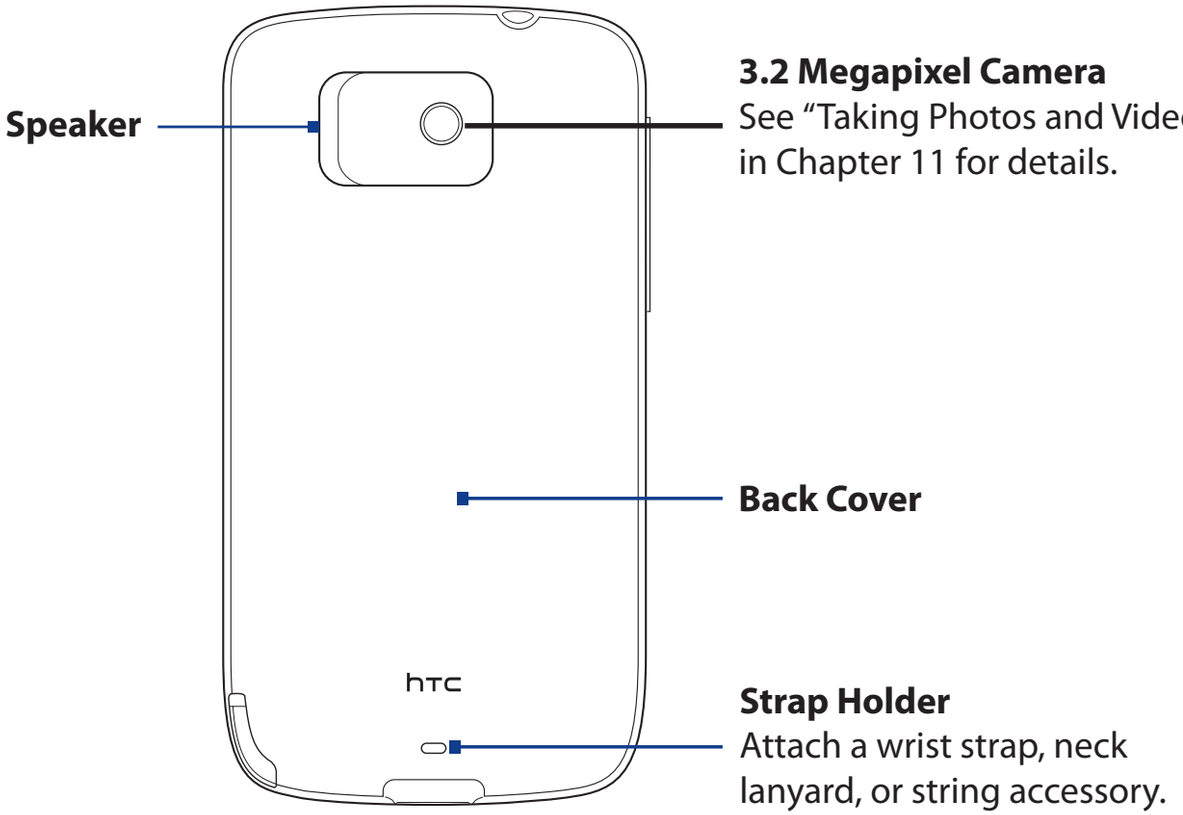
Front panel



Button	Function
Power LED	• Shows solid green light when the phone is connected to the power adapter or a computer and the battery is fully charged. • Shows solid amber light when the battery is being charged.
Earpiece	Listen to a phone call from here.
TALK/SEND	• Press to answer a call or dial out. • During a call, press and hold to turn the speakerphone on and off. • While viewing a text or email message, press to open the Phone screen and call the sender.

Button	Function
HOME	Press to return to the Home tab of the Home screen.
START	Press to open or close the Start screen. (See "Start Screen" later in this chapter for details.)
BACK	Press to return to the previous screen.
END/POWER	• While in a call, press to end the call. • Press to turn the display on or off. • Press and hold to display the Quick List and choose whether to turn the power off, lock your phone, set your phone to vibrate, or disconnect the data connection.
Zoom bar	Use for zooming in and out. (See "Using the Zoom Bar" later in this chapter for details.)

Back panel



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

Back Cover

Strap Holder
Attach a wrist strap, neck lanyard, or string accessory.

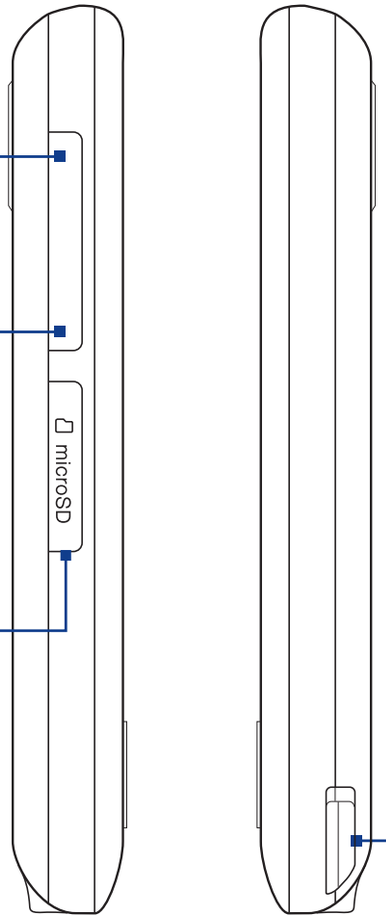
Left panel

VOLUME UP
Press to increase the earpiece volume during a call or the speaker volume.

VOLUME DOWN
Press to decrease the earpiece volume during a call or the speaker volume.

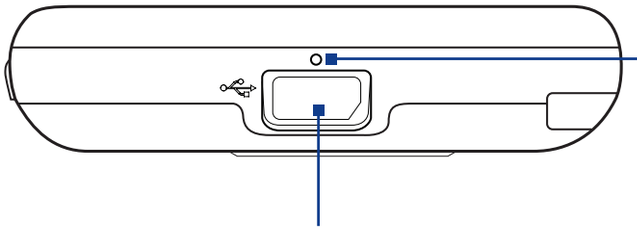
microSD Card Slot
(See "Installing the microSD card" later in this chapter for details.)

Right panel



Stylus
Tap items, write, or draw on the screen.

Bottom panel



Microphone

Sync Connector/Earphone Jack

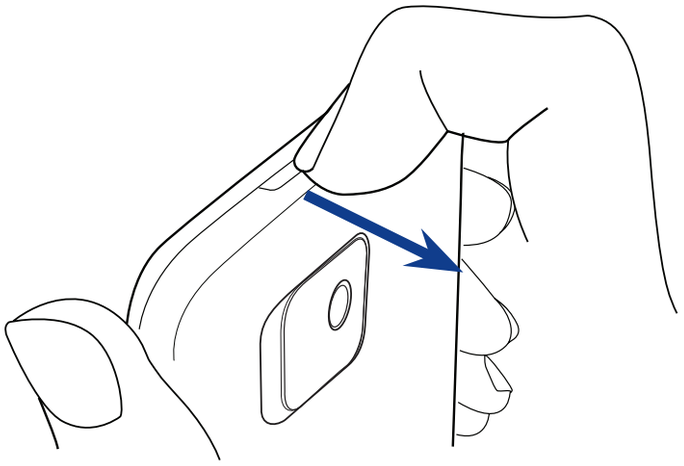
- Connect the power adapter to recharge the battery.
- Connect the supplied USB cable to synchronize your phone with your computer.
- Connect the supplied USB stereo headset for hands-free conversation or for listening to music.

1.3 Installing the SIM Card, Battery, and Storage Card

You need to remove the back cover before you can install the SIM card, battery and storage card on your phone. Also, make sure to always turn off the power before installing or replacing the SIM card and battery.

To remove the back cover

1. Make sure your phone is turned off.
2. Hold your phone securely with the front facing down.
3. With your thumb or finger, lift open the top of the back cover.



To replace the back cover

1. Secure the bottom part of the back cover first by aligning into the two openings located at the bottom part of the back of the phone.
2. Press the sides and the top part of the back cover down to lock the cover into place. You will hear a click when the back cover is locked in place.

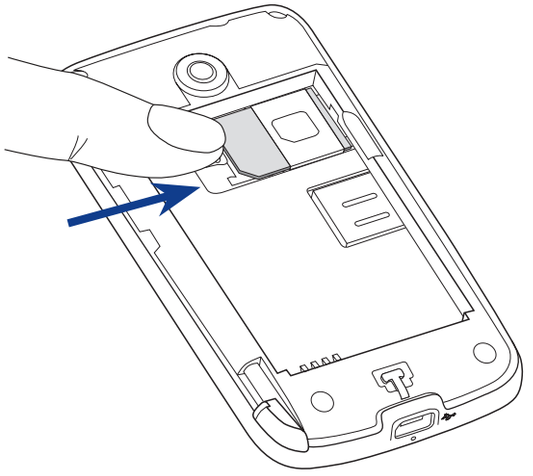
SIM card

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

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

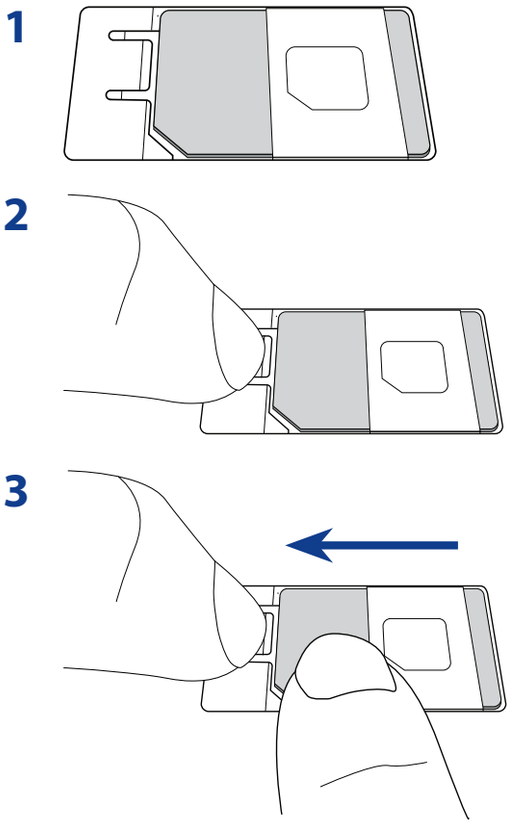
To install the SIM card

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



To remove the SIM card

1. If the battery is installed, remove it to reveal the SIM card slot. See "To remove the battery" for instructions.
2. With your left thumb or finger, press down the small tab located at the left side of the SIM card slot.
3. With your right thumb or finger, slide the SIM card out from the slot.



Battery

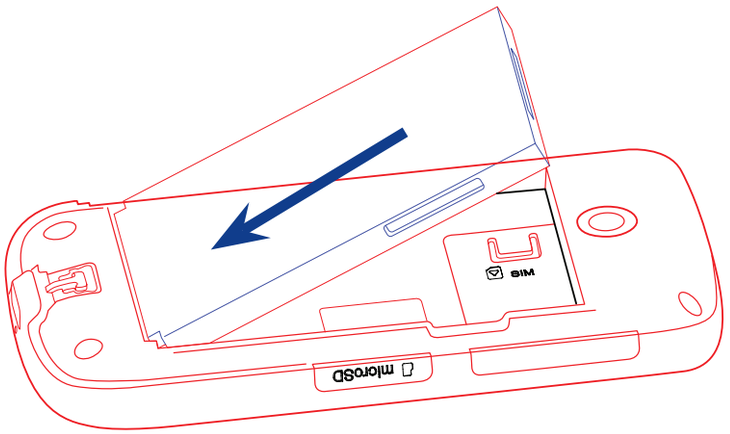
Your phone comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, and usage patterns.

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. For instructions, see "To replace the back cover" in this chapter.



To remove the battery

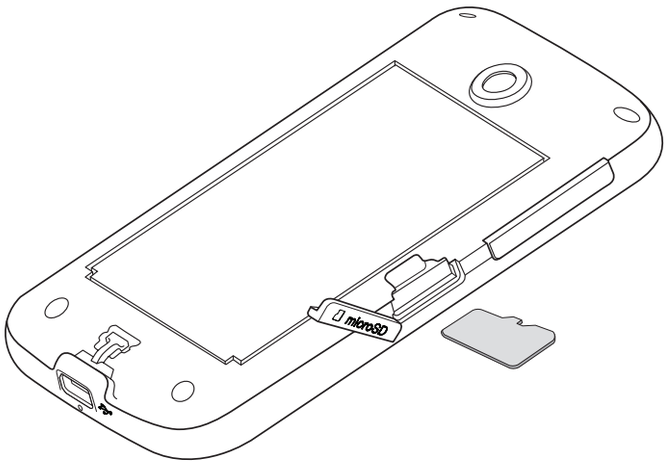
1. Make sure your phone is turned off.
2. Remove the back cover. See "To remove the back cover" for instructions.
3. Lift up the battery from the small opening at the top of the battery compartment.

Storage card

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

To install the microSD card

1. Remove the back cover. See "To remove the back cover" for instructions.
2. From the side of your phone, open the microSD slot cover.
3. Insert the microSD card into the slot with its gold contacts facing down until it clicks into place.
4. Close the microSD slot cover and replace the back cover.



To remove the microSD card

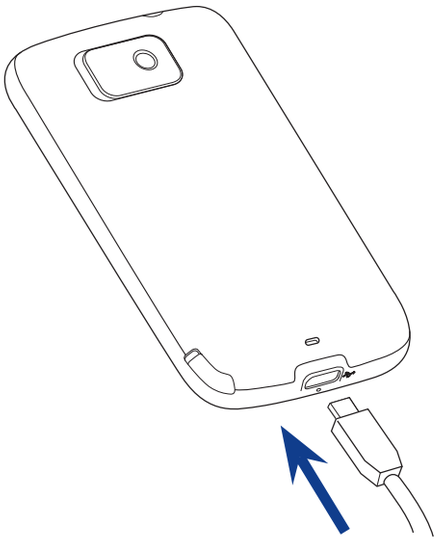
Press the microSD card to eject it from the slot.

1.4 Charging the Battery

New batteries are shipped partially charged. Before you start using your phone, 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 phone.
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 phone must be used to charge the battery.

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 phone while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

1.5 Starting Up

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

Turning the power on and off

To turn on the power

Press the END/POWER button.

When you turn on your phone for the first time, Windows Mobile starts up and prepares your phone for first time use. When the preparation process is complete, the subsequent screen then prompts you to choose whether to set up the data connection and import SIM contacts to your phone. See "Auto configuring data connection and importing SIM contacts" in this chapter for details.

To turn off the power

1. If the display is off, press the END/POWER button to turn the display back on.
2. Unlock your phone if the Lock screen is displayed. See "Lock Screen" for details.
3. Press and hold END/POWER for a few seconds.
4. On the Quick List screen, tap **Power Off**.

Auto configuring data connection and importing SIM contacts

When you turn on your phone for the first time or you change to another SIM card, the SIM Card Changed screen appears. Follow the on-screen instructions to automatically set up the data connection for your phone and/or import SIM contacts to your phone.

Notes

- The **Import SIM contacts** option does not appear if no contacts are found on your SIM card.
- If you choose to automatically set up your phone's data connection and if your SIM card supports multiple network profiles, you will be prompted to select the profile to use.

Switching to Sleep mode

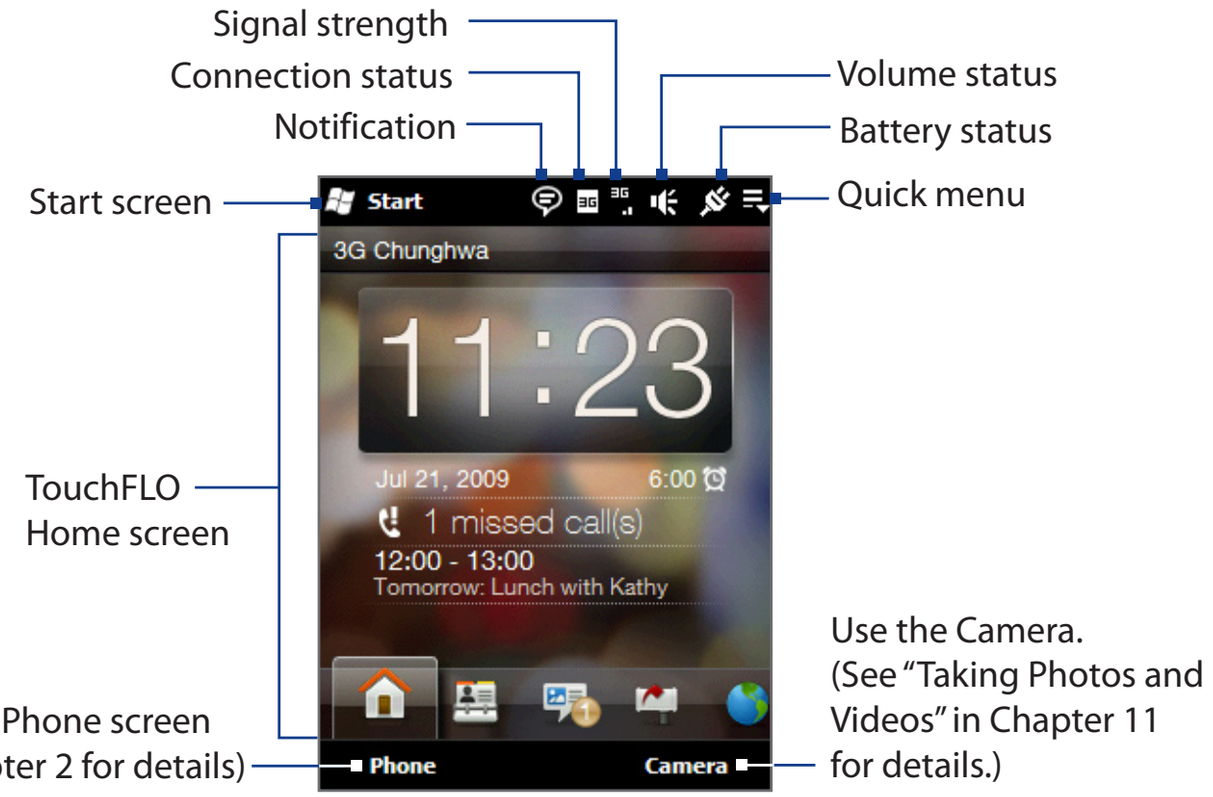
Briefly press the END/POWER button to turn off the display temporarily and switch your phone to **Sleep mode**. Sleep mode suspends your phone to a low power state while the display is off in order to save battery power.

Your phone automatically goes into Sleep mode when you leave the phone idle after a certain period of time. You are still able to receive messages and calls while your phone is in Sleep mode. Your phone wakes up automatically when you have an incoming call. To wake up your phone manually, press the END/POWER button.

Tip You can set the display timeout period. For instructions, see "To automatically turn off the screen backlight when the phone is not in use" in Chapter 13.

1.6 Home Screen

The main screen of your phone is the TouchFLO™ Home screen which allows finger-touch access to the most important functions such as contacts, text messages, email, Internet, and more.



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

1.7 Status Icons

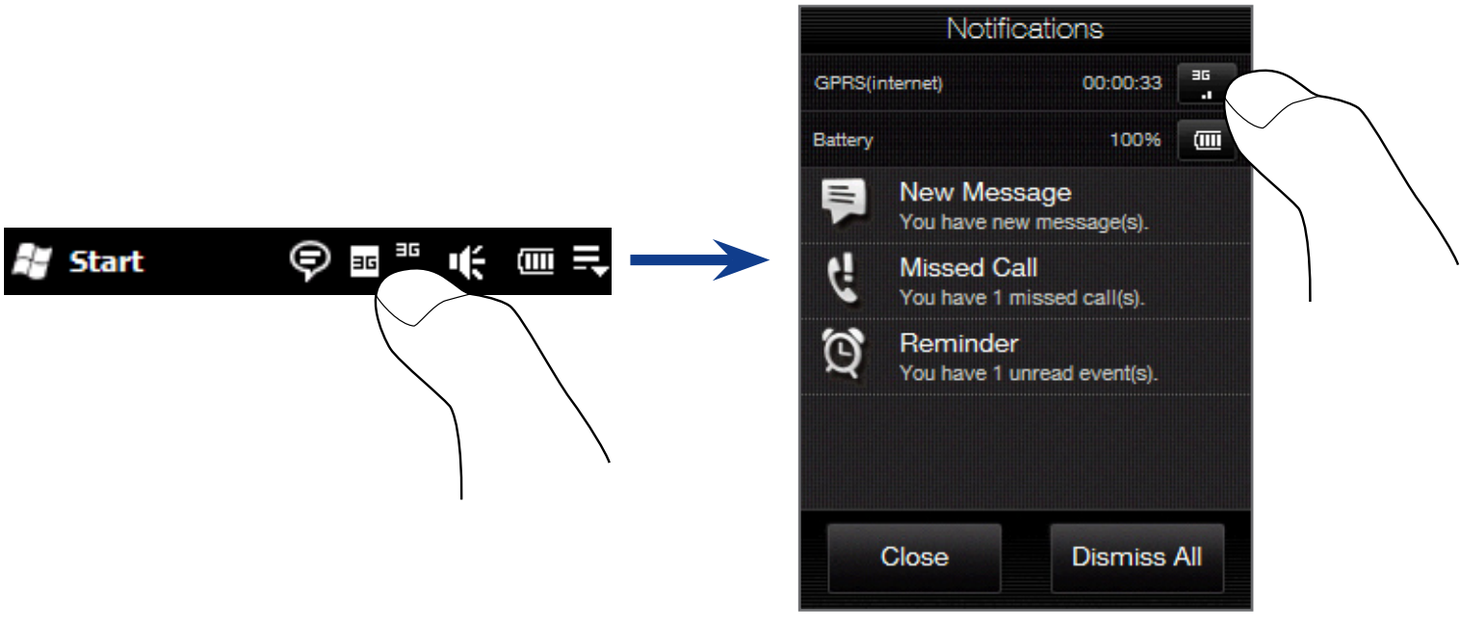
Status icons are displayed in the title bar at the top of the screen. The following are some of the status icons that you may see on your phone.

	Missed call		New text message; SMS notification of voicemail
	Battery charging		New email
	Full battery		HSDPA available
	Very low battery		HSDPA connected
	Sound on		WCDMA/UMTS available
	Silent		WCDMA/UMTS connected
	Vibrate		EDGE available
	Maximum signal strength		EDGE connected
	Phone connection is off		GPRS available
	Searching for phone service		GPRS connected
	No phone service		Wi-Fi on
	No signal		Connected to a wireless network

	Receiving MMS		Multiple notifications
	New incoming MMS		Wired headset connected
	Sending MMS		Bluetooth on
	MMS sent		Bluetooth visible mode on
	Cannot send MMS		Bluetooth stereo headset connected
	Connection is active		Voice call in progress
	Connection is not active		Speakerphone on
	Sync in progress		Call on hold
	Roaming		Calls are forwarded
	Alarm		Dialing while no SIM card is inserted
	New Windows Live™ message		No SIM card inserted

1.8 Notifications

When you tap any of the status icons in the title bar, the Notifications screen opens and displays the remaining battery status, call duration of an ongoing phone call, as well as network connection status, such as Wi-Fi (if your phone is connected to a Wi-Fi network), data connection usage (if your data connection is on), and other types of connections. This screen also shows all your pending notifications including missed calls, new SMS/MMS messages, and more. Tap a status icon or item on the Notifications screen to open the related screen.

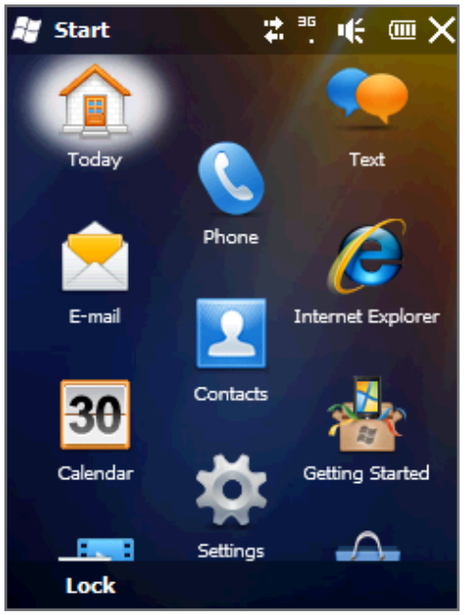


To close the Notifications screen, tap **Close** or press the BACK button on your phone.

1.9 Start Screen

The Start screen gives you one-touch access to the programs and settings of your phone. To open the Start screen, tap **Start** at the top left corner of the screen, or press the START button ( ).

On the Start screen:



- Swipe your finger up or down to scroll through the screen.
- Tap the **Today** icon to return to the TouchFLO Home tab. See "Home" in Chapter 3 for details.
- Tap a program icon to open the corresponding program.
- Tap the **Settings** icon to access the settings of your phone.
- Tap Lock at the bottom-left corner of the Start screen to lock your phone. See "Lock Screen" for details.
- Press the START button to close the Start screen.

To move an icon to the top of the Start screen

You can move often used icons to the top of the Start screen for easy access.

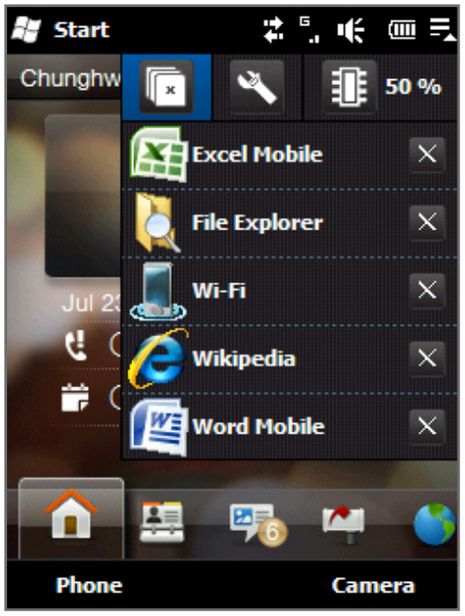
1. Tap and hold the icon that you want to move.
2. Tap **Move to Top**.

   The icon is moved to the top of the Start screen.

To return an icon to its original location, tap and hold the icon and then tap **Move Down**.

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.



On the Quick menu:

- To switch to a running program, tap the program name.
- To stop a running program, tap .
- Tap to stop all currently running programs.
- Tap to customize Task Manager settings. (See "Using Task Manager" in Chapter 13.)
- shows the total percentage of program memory in use. Tap to view more information about memory and storage card usage.

1.11 Lock Screen

The Lock screen is displayed whenever your phone is locked. You can lock your phone to prevent accidental button or touch screen presses when the phone is in your bag or pocket.

Locking your phone

Your phone automatically locks when one of the following occurs:

- The display is turned off (automatically or you have pressed the END/POWER button) and your phone goes to sleep mode. See "Switching to sleep mode" earlier in this chapter for details.
- The set idle time has elapsed. Your phone locks itself and requires the correct password entry to unlock it.

You can also lock the phone manually. Tap **Start** and then tap **Lock** at the bottom-left corner of the Start screen.

Unlocking your phone

When you see the Lock screen, slide the **Lock** button ( ) left or right to unlock your phone.

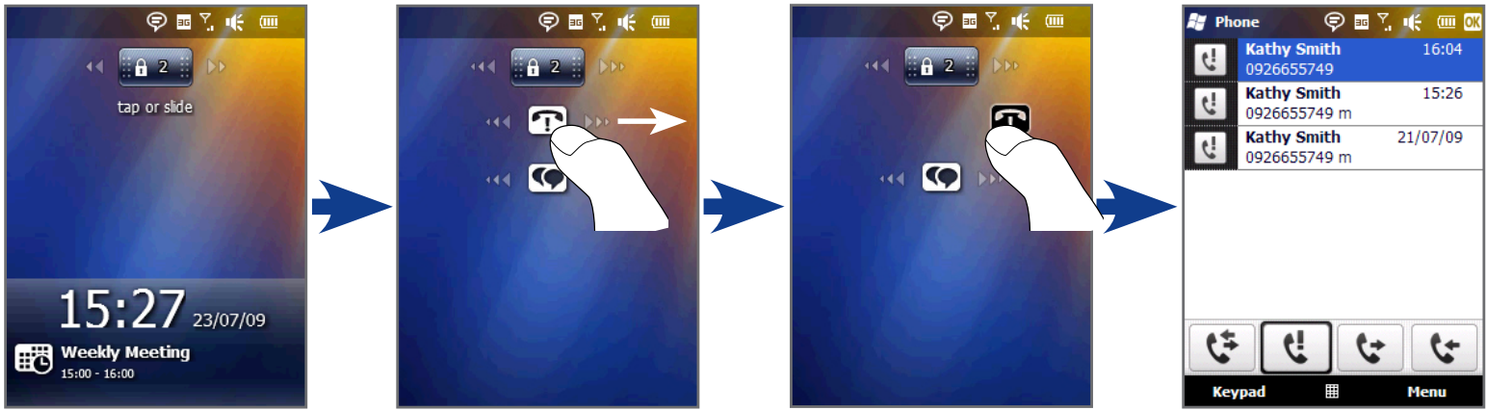
Note If you have set a password for your phone, you will be prompted for the password when you unlock the phone. See "Protecting your phone with a password" in Chapter 13 for information on setting a password.

Checking notifications when the phone is locked

When your phone is locked, you are still notified of missed calls, new messages, and upcoming appointments. The **Lock** screen shows the next upcoming appointment and the **Lock** button shows the number of notifications.

To view the notifications

1. On the Lock screen, tap the **Lock** button ( ). Notification buttons representing each type of received information, such as missed calls, new email, and new text messages, are then displayed below the **Lock** button.
2. Slide a notification button right or left to view the respective information. For instance, slide the Missed Call button ( ) to access the Call History and view the missed calls.



Note If you have set a password for your phone, you will be prompted for the password before you can view the information. See "Protecting your phone with a password" in Chapter 13 for information on setting a password.

Receiving a call when the phone is locked

You can receive and answer calls even when your phone is locked. For more information about answering calls, see "Answering and Ending Calls" in Chapter 2.

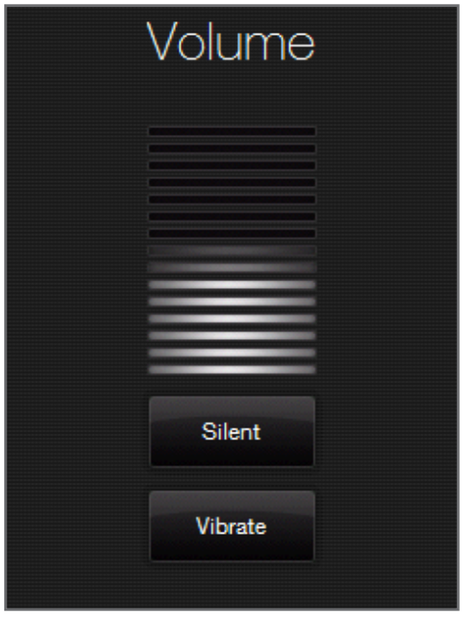
After you end the call, your phone remains locked and the Lock screen is displayed. You need to unlock to use your phone.

1.12 Adjusting the Volume

You can set a single volume for both the system (notifications and audio/video playback) and the ring volume, or set their volumes separately. You can also separately control the phone volume of an ongoing call.

To set a single volume

1. Press the VOLUME UP/DOWN button on the left panel of your phone to open the Volume screen.



2. To increase or decrease the volume level, drag your finger up or down the volume bars, or press the VOLUME UP/DOWN button. You can also:
   - Tap **Silent** to mute the volume.
   - Tap **Vibrate** to switch the phone to Vibrate mode.
3. The Volume screen automatically closes. You can also tap an empty area of the Volume screen to close it.

To adjust the system and ring volumes separately

1. On the Home screen, slide to the **Settings** tab, and then tap **Sound**.
2. Turn off the **Single Volume** option.
3. Press the VOLUME UP/DOWN button.
4. To switch between the Ring Volume and System Volume screens, tap **Ring** or **System** at the top of the screen.
5. To adjust the volume level, follow steps 2 to 3 in "To set a single volume".

To adjust the phone call volume

Press the VOLUME UP/DOWN button on the left panel of your phone to adjust the volume during an ongoing call.

1.13 Using Finger Gestures

You can use finger gestures to scroll 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.

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.

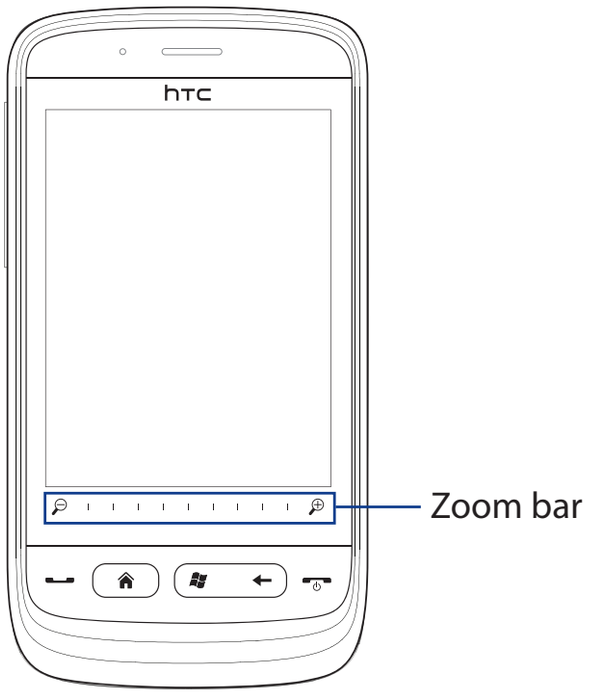
Finger panning

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

1.14 Using the Zoom Bar

The Zoom bar located below the touch screen is a handy zoom control that is unique on your phone. When you are viewing a Web page in Internet Explorer or a photo in Album, you can zoom in by sliding your finger from left to right across the Zoom bar, or zoom out by sliding from right to left.

You can also instantly enlarge or shrink the text size when you open and read messages or Word documents. Slide your finger from left to right across the Zoom bar to increase the text size, or slide from right to left to decrease. To increase or decrease the text size more, slide across the Zoom bar again.



1.15 Connecting Your Phone to a Computer

Whenever you connect your phone to the computer with the USB cable, the Connect to PC screen displays and prompts you to choose the type of USB connection:

ActiveSync

Select this mode when you need to do the following:

- Synchronize Outlook email messages, contacts, calendar appointments, files, and other data between your phone and your computer.
- Have read and write access to the whole phone.

For more information about using ActiveSync, see Chapter 5.

Disk Drive

This mode is available for selection only when you installed a microSD card on your phone. Select this mode when you want to use your storage card as a USB thumb drive, and copy files between your phone's storage card and your computer faster.

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

- You will not be able to use your phone to access files from the storage card or run applications that are installed on the storage card.
- Your computer will only connect to the phone's storage card. When you access your phone from the computer, you will only see the contents of the phone's storage card.

Internet Sharing

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

Device Companion

The user manual PDF file and additional applications for your phone, if available, are stored on the phone memory. When you select the **Device Companion** option, a file list window automatically opens on your computer screen and gives you access to the files.

To view this user manual, you need to copy and open the PDF file on your computer. If additional applications are available, you also need to copy them to your computer first and then install them to your phone from the computer.

Chapter 2

Phone Calls

1.1 Making Calls

To make a call, you can either dial a number or select a contact you want to call. While viewing a message that you received, you can also directly call the sender of the message.

Note Most SIM cards are preset with a PIN (personal identification number) that is provided by your mobile operator. When prompted, enter the preset PIN, then tap **Enter**. If you enter the wrong PIN three times, the SIM card is blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your mobile operator.

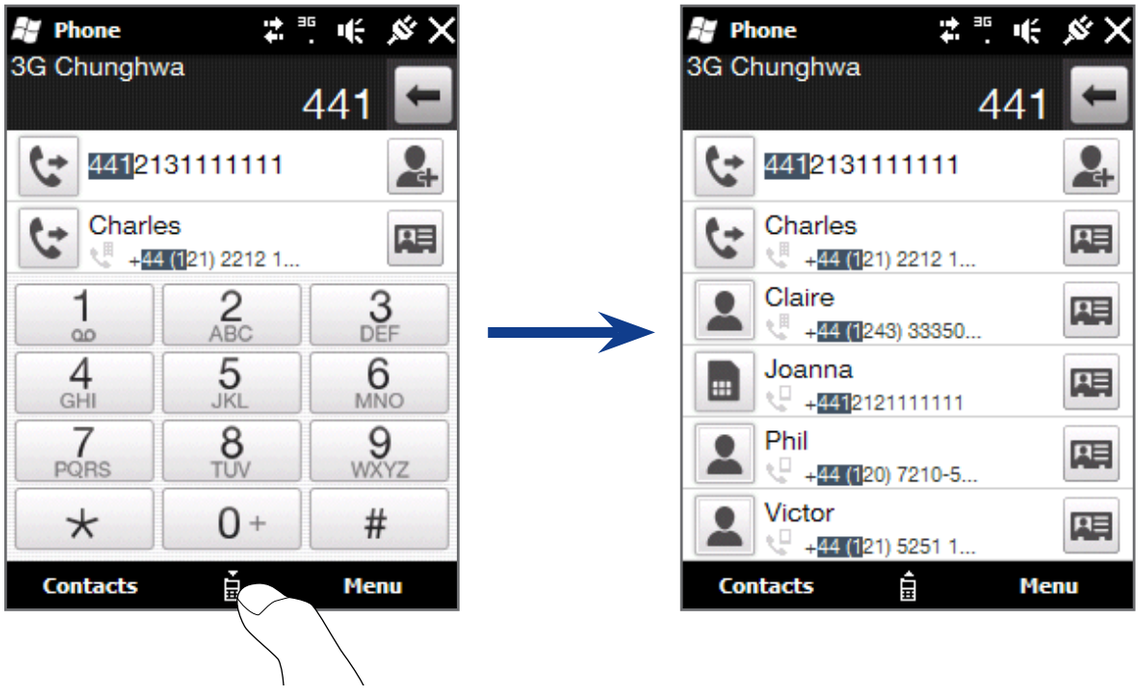
Making a call from the Phone dialer screen

The Phone dialer's Smart Dial feature makes it quick and easy for you to place a call. Simply enter the phone number or first few letters of the person you want to call. Smart Dial automatically searches and filters your contacts list (stored on your phone and SIM card) and the phone numbers from the Call History. From the filtered list, select the number or contact you want to call.

1. To open the Phone dialer screen, press the TALK/SEND button on your phone.
2. Begin entering the first few numbers or letters by tapping the keys on the Phone keypad. As you enter numbers or letters, the Phone dialer screen displays matches found.

   If you tap a wrong number or character, tap ← to erase each subsequent digit or character. To erase the entire entry, tap and hold ← .

3. Tap to close the keypad and to see if there are more matching numbers or contacts found. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.



4. To call a number or contact, do one of the following:
   - Tap the desired phone number or contact from the list.
   - To call a different phone number associated with the contact, tap the contact card icon at the right side of the contact name. On the contact details screen, tap the number you want to call.

Tips

- During a call, use the VOLUME UP/DOWN button on the side of your phone to adjust the phone volume.
- To save a phone number to your contacts, tap .

Making calls from received messages and calendar reminders

While you are viewing a text or email message, you can directly call the sender of the message if the sender is a stored contact on your phone. You can also call a phone number that is contained in the body of the message. For more information about calling from received text messages, see "Messages" in Chapter 3 and "Directly making calls from text messages" in Chapter 6. For more information about calling from received email, see "Mail" in Chapter 3 and "Directly making calls from email messages" in Chapter 6.

You can also directly make calls from meeting request email and calendar reminders. See "Making a call from a meeting request or reminder " for details.

Making an emergency call

On the Phone dialer screen, enter the international emergency number for your locale, and then press the TALK/SEND button on your phone.

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

Making an international call

1. Tap and hold the number 0 key on the Phone dialer 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 phone. The full phone number includes the country code, area code (without the leading zero, if any), and phone number.

Calling voicemail

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

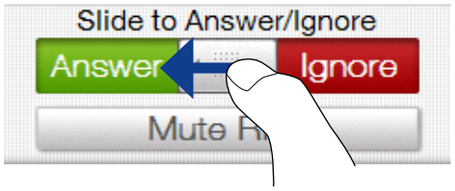
1.2 Answering and Ending Calls

When you receive a phone call, the Incoming Voice Call screen will appear, allowing you to either answer or ignore the call.

Accepting or rejecting an incoming call

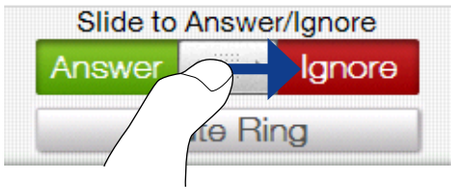
To answer a call

Press the TALK/SEND button, or fully slide the center button of the **Answer/Ignore** bar to the left.



To reject a call

Press the END/POWER button, or fully slide the center button of the **Answer/Ignore** bar to the right.



To mute the ring without rejecting the call

Tap **Mute Ring** or press the VOLUME DOWN button.

To reject a call and send a text message

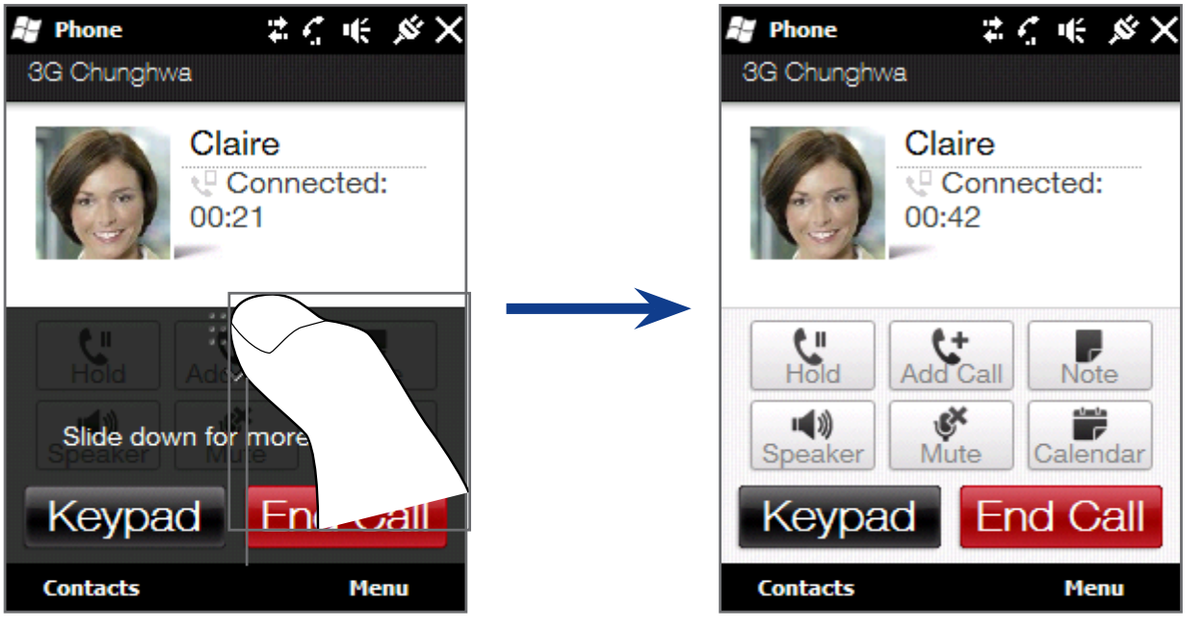
You can automatically send a text message to the caller and reject the incoming voice call. Tap **Send Text** when you have an incoming call, use the preset message or enter another message, and then tap **Send**.

To change the preset message for rejecting calls in your phone settings, open the Phone dialer screen, tap **Menu > Options > Advanced** tab, and then enter your new preset message in the provided text box.

During a call

When a call is in progress, a shade covers the Phone's on-screen buttons to prevent accidental taps. Only the **Keypad** and **End Call** buttons are active.

To access the on-screen buttons, slide your finger down, starting from the top of the shade. Use these on-screen buttons to put a call on hold, dial or accept another call for a three-way call, and more.



To use the speakerphone

To turn the speakerphone on or off during a call, tap the on-screen **Speaker** button (Speaker) or press and hold the TALK/SEND button on your phone.

The speakerphone icon ( ) appears in the title bar when the speakerphone is on.

Warning! To avoid damage to your hearing, do not hold the phone against your ear when the speakerphone is on.

To mute the microphone during a call

Tap the **Mute** button (Mute) to turn the microphone on or off. When the microphone is turned off, the mute icon ( ) appears on the screen.

To start a three-way call

While you are in the middle of a call, you can dial a second call or accept another incoming call. You can easily swap between the two parties and even set up a three-way call.

Note Make sure your SIM card is enabled with conference calling service. Contact your mobile operator for details.

1. If you see a shade covering the on-screen phone controls, slide your finger down to access the on-screen buttons.
2. Tap the **Add Call** button to dial a second call, or accept a second call.
3. While you are talking to one party, the other party is put on hold.

   To switch between the two parties, tap the **Swap** button ( ) or tap the dim area that shows "On Hold".
4. To start the three-way call, tap the **Conference** button ( ).

To end a call

When a call is in progress, tap **End Call** or press END.

To put a call on hold

1. Press the TALK/SEND button to take the second call and put the first call on hold.
2. To end the second call and return to the first call, tap **End Call** or press END on your device.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second

incoming call when you already have one in progress.

Tip To dial a second number, tap

on the screen.

2. Tap

.

To 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.

Check missed calls

When you have missed calls, you will see the icon in the title bar and the number of missed calls on the TouchFLO Home tab.

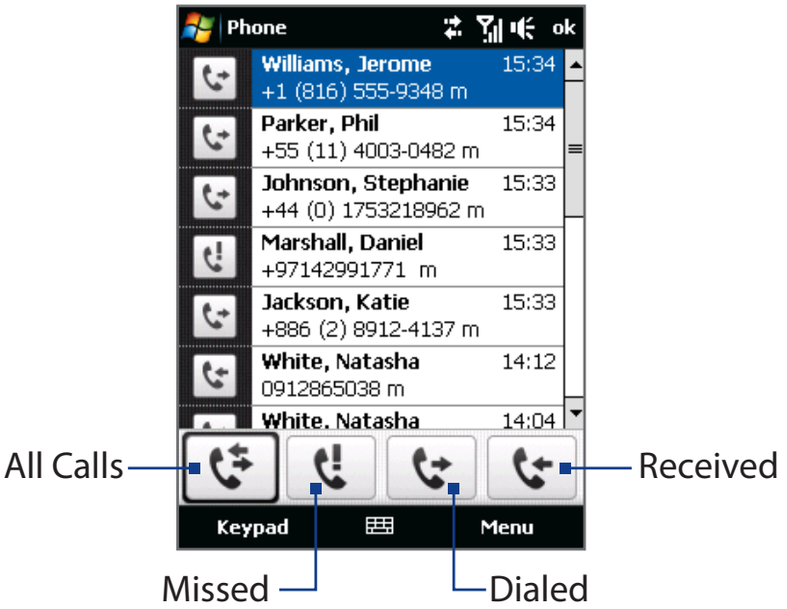
To check who the caller was, do one of the following:

- Tap the title bar, then tap and then tap **View**.
- On the TouchFLO Home tab, tap the **Call History** or **Missed Call** item. For more information about the TouchFLO Home tab, see “Home” in Chapter 3.
- On the Phone screen, tap **Menu > Call History** and then tap .

1.3 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.

If you have a long list of calls in the Call History, tap one of the buttons at the bottom of the screen to filter the list according to the type of call.



1.4 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**.

1.5 Turning the Phone Connection 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 connection

1. Tap **Start > Programs > Comm Manager**.
2. On the Comm Manager screen, tap **Phone** 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.

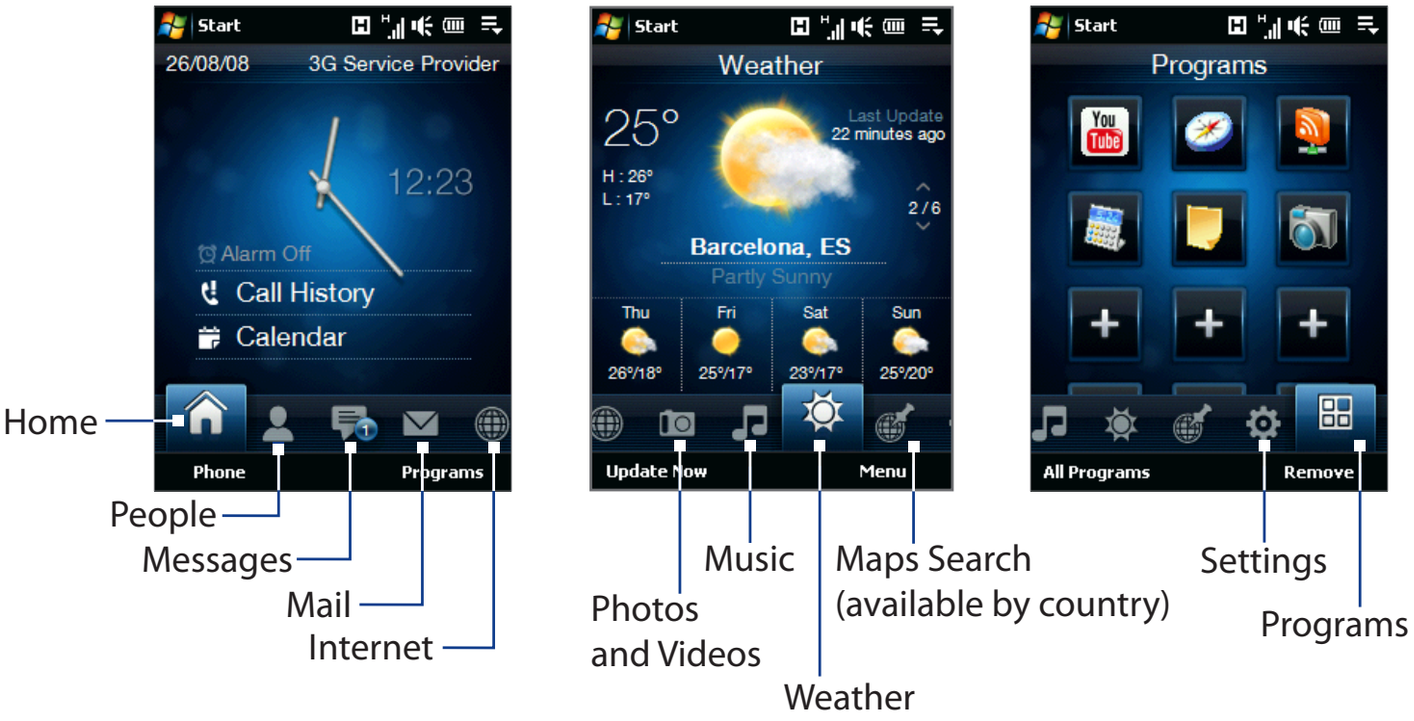
1. Tap **Start > Programs > Comm Manage**r.
2. On the Comm Manager screen, tap **Airplane Mode** to enable or disable Airplane Mode. When enabled, the ON indicator is activated.

Chapter 3

TouchFLO™

3.1 Using the TouchFLO Home Screen

The TouchFLO Home screen have the following tabs:

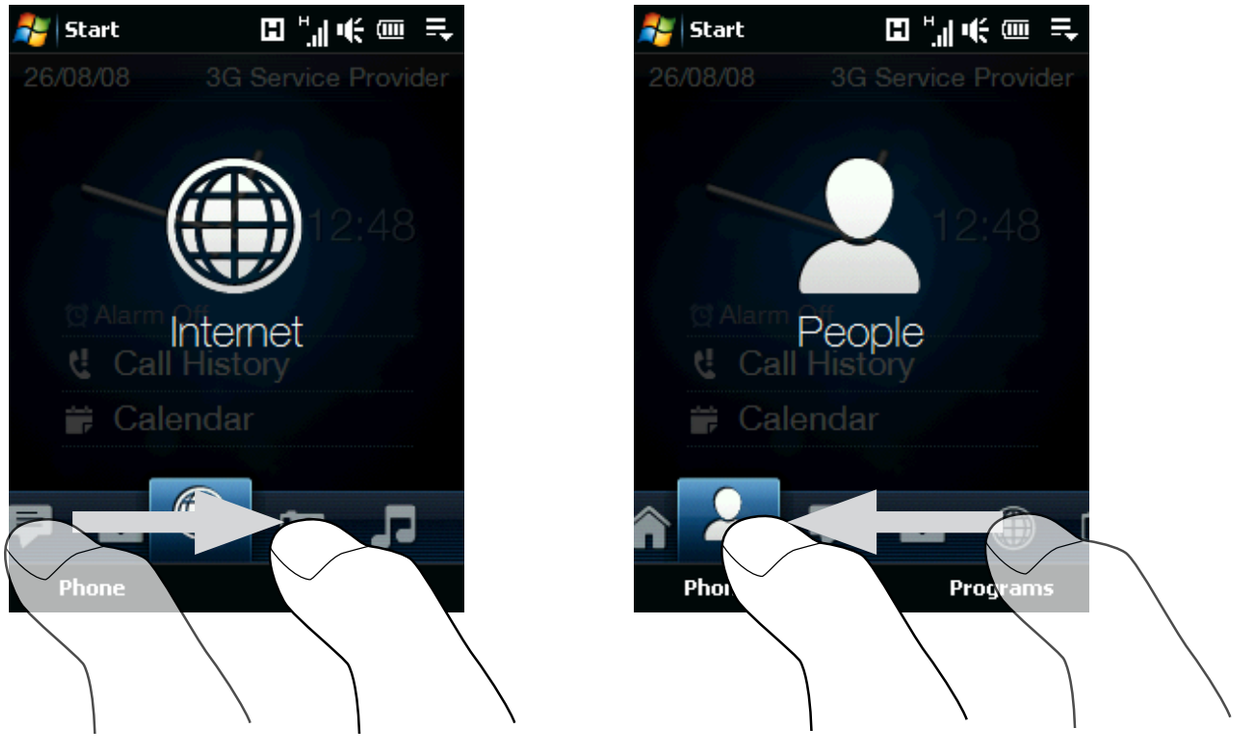


To switch between the tabs of the Home screen

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

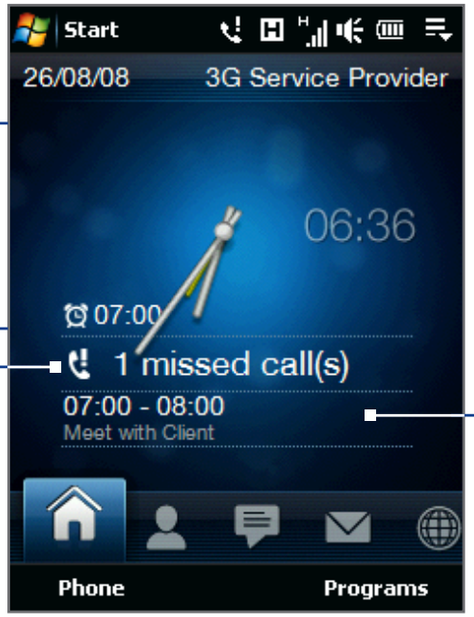
The **Home** tab displays the current date, an analog and digital clock, and a yellow alarm hand that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointment are also shown on the Home tab.

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 13 for details.)

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



Home tab

Touch this area to create, edit or view an appointment. (See "Calendar" in Chapter 12 for details.)

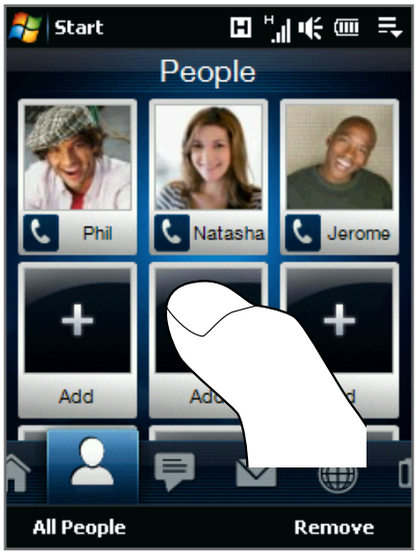
People

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 a favorite contact

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 12 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.

The following icons will appear below the pictures to indicate the type of contact information that is associated to each favorite contact:

To choose from your favorite contacts

- Swipe your finger up to scroll down the favorite contacts on the screen, or swipe your finger down to scroll up.
- Touch the area below the contact picture to place a call, send a text message, or send an e-mail to the favorite contact.
- Touch the picture of a 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.

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

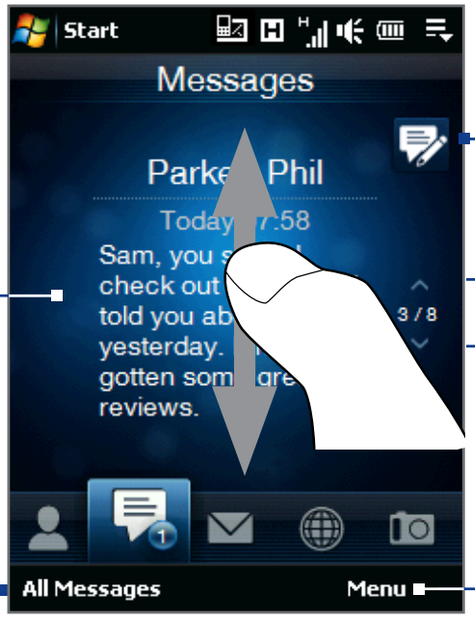
To remove a favorite contact

1. Touch **Remove** and then touch the contact you want to remove.
2. After you have 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

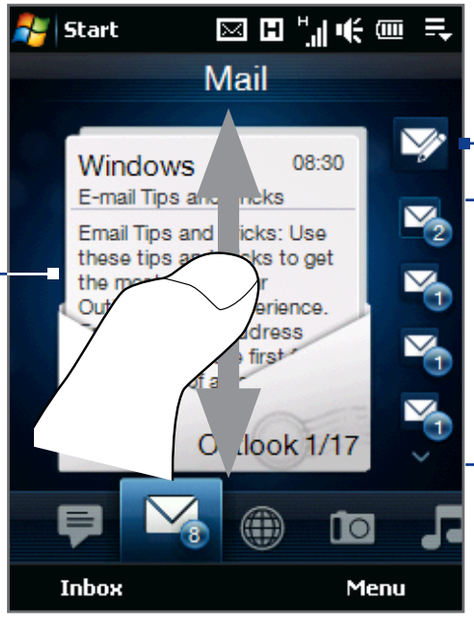
1. On the Home screen, slide your finger to the **Mail** tab.
2. If this is your first time to add an e-mail account, touch **New Account** at the bottom-left side of the screen.
3. Set up your e-mail account using the E-mail Setup wizard.
4. To add another e-mail account, touch **Menu > Accounts > Setup 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.

- To browse through received e-mail messages, 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.



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

These are your e-mail accounts.

- Touch an icon to select an e-mail account.
- If you have set up more than four e-mail accounts, touch the Down arrow to access the other accounts.

Tips

- On the Mail tab, touch **Inbox** at the lower-left side of the screen to access all e-mail messages of the currently selected account.
- To manually download e-mail messages for the currently selected account, touch **Menu > Send/Receive**.

For more information about working with e-mail messages, 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.

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

Photos and Videos

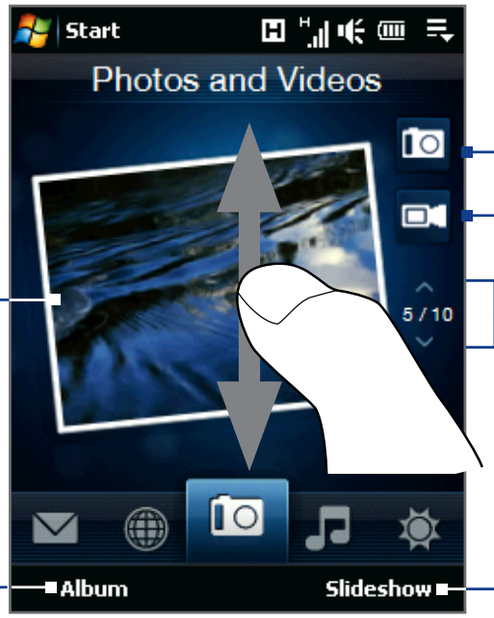
The **Photos and Videos** tab lets you visually flip through your photos and video clips and view them in full screen. From this tab, you can also activate the Camera so you can take pictures and record video clips.

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

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

Touch here to take a photo.

Touch here to shoot video.

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

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

Tips

- For more information about viewing in full screen, see "View an image" and "Play back video" in Chapter 11. The file formats that can be viewed on the **Photos and Videos** tab are the same as the Album program.
- To transfer media files from a computer and view them on the **Photos and Videos** tab, copy or synchronize them to a folder under **\My Device** (the device memory) or **\Storage Card** (if a microSD card is installed).

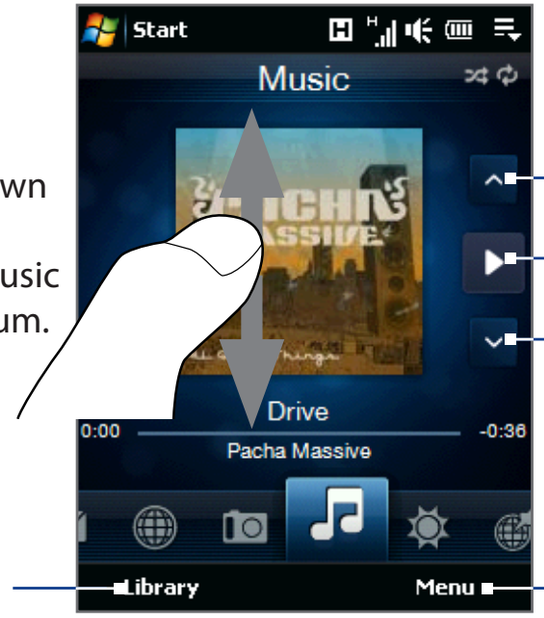
Music

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 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 here to access the Library.

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.

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

For more information about selecting other categories in the Library, creating playlists, and using the Audio Manager, see Chapter 11.

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**. The Select City screen then appears.
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 the **Search** icon ( ).
3. Tap the desired city name and then tap **Select**.

To view weather information

Your device automatically connects to the Internet via the data connection or Wi-Fi to download and display weather information. The current temperature, highest and lowest temperature, 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 data automatically**. When this option is selected, weather information is automatically downloaded from the AccuWeather web site whenever you select the **Weather** tab, if the data has not been updated within the last three hours. Weather data is also downloaded every time an ActiveSync connection is established (through over-the-air or USB connections).

     Clear this option if you prefer to manually download weather information.
   - **Download when roaming**. Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional costs.
   - **Temperature Scale**. Choose whether to display temperature in Celsius or Fahrenheit.

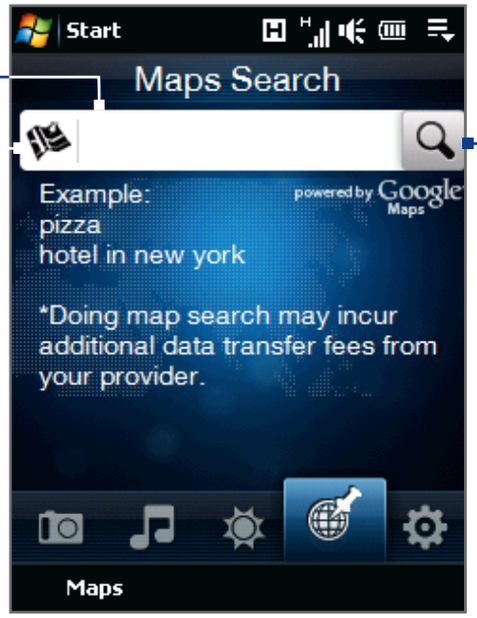
Tip To check for more detailed weather information, tap **Menu > About** on the **Weather** tab to access the AccuWeather web site.

Maps Search (available by country)

The **Maps Search** tab uses Google Maps to search for locations and display maps. On this tab, you can type in and search for a street address or places of interest such as restaurants, hotels, and more, near your current location.

To search for a location

Enter the street address or a place of interest (such as hotel, restaurant, or others) in the search bar.



Tap this icon to perform the search.

Tip Every time you search for places, they will be added to the history list and displayed on the Maps Search tab. Next time you want to locate the same address or place of interest, you can just choose it from the history list. This list can store up to eight most recent entries.

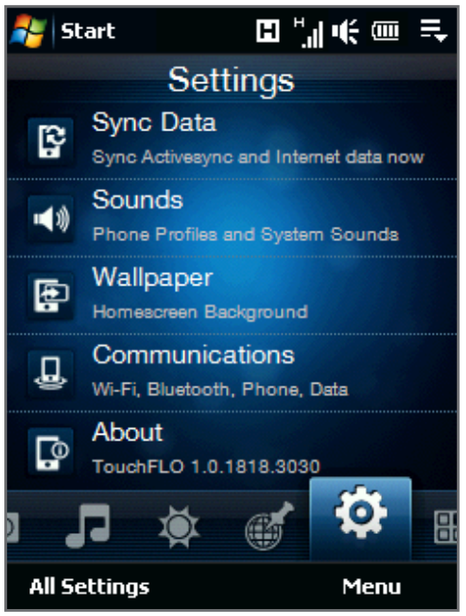
To display a map that shows your current location

On the Maps Search tab, touch **Maps** at the lower-left side of the screen. The Google Maps screen then opens and displays a map showing your current location.

For more information about using Google Maps, see Chapter 10.

Settings

The **Settings** tab allows you to synchronize information with your computer or the Exchange Server, select a phone 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.



To select a phone profile

A profile is a preset that determines how your device will alert you when there are incoming phone calls. To select a profile, touch **Sounds** on the Settings tab and then choose one of the following: **Normal**, **Vibrate**, **Silent**, or **Automatic**.

Notes

- **Automatic** sets your device to vibrate only when you receive phone calls during scheduled appointments in your Calendar.
- If your device has been set with the alarm clock and you set the profile to Vibrate or Silent mode, you will not hear any sound from the alarm. To enable the alarm sound, make sure you turn on the **Alarm Sound** option on the Sound Profiles screen.

To set sounds or notifications for events

To personalize your device with unique sounds or notifications for different events such as missed calls, new SMS, and more, touch **Sounds** on the Settings tab and then touch **Advanced**.

For more information about setting sounds and notifications, see "To choose how to be notified about events or actions" in Chapter 13.

To change the background image

You can change the background image of the Home tab by following these steps:

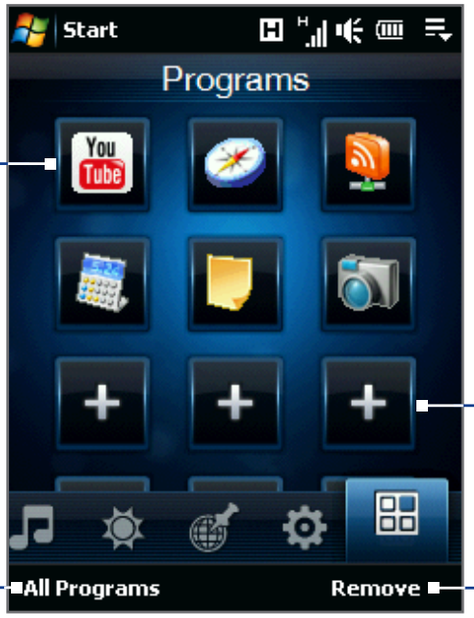
1. On the **Settings** tab, and then tap **Wallpaper**.
2. On the Select a Picture screen, navigate to the folder where the image you want to use is located. When you have found the desired background image, tap the image to select it.
3. Slide your finger to the **Home** tab. You will now see that the background image has changed.

Tips

- To reset the Home tab back to the default background, tap **Wallpaper** on the **Settings** tab and then tap **Yes** when you see a confirmation message.
- On the **Settings** tab, tap **All Settings** at the bottom-left side of the screen to access all the available settings for your device. For more information about settings, see Chapter 13.

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.

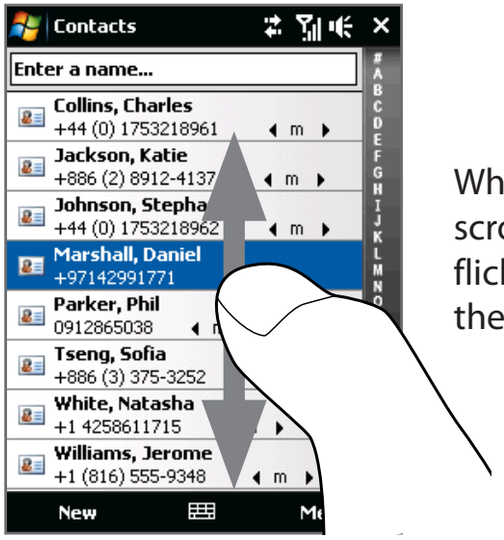
For more information about accessing, installing, and using programs on your device, see Chapter 12.

3.2 Finger Gestures

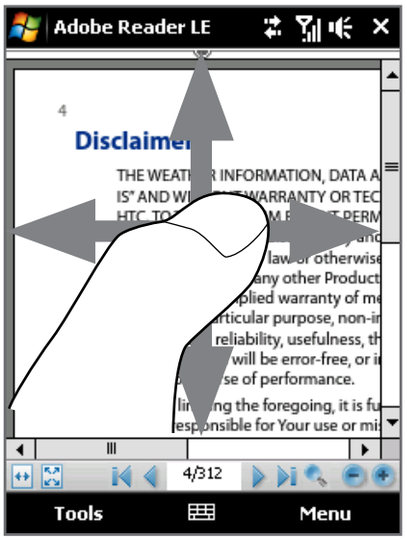
You can use finger gestures to scroll, zoom and pan on the touch screen.

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 11 for details.

Finger panning

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

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