User Guide

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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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 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.

This product should be operated only with the following designated power supply unit(s):

AC Adapter

Phihong, Models PSAA05X-050 and PSC05R-050

- 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.

Note:
This product should be operated only with the following designated Battery Pack(s).

HTC, Model BB99100

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 be only 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 RC E151.

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.

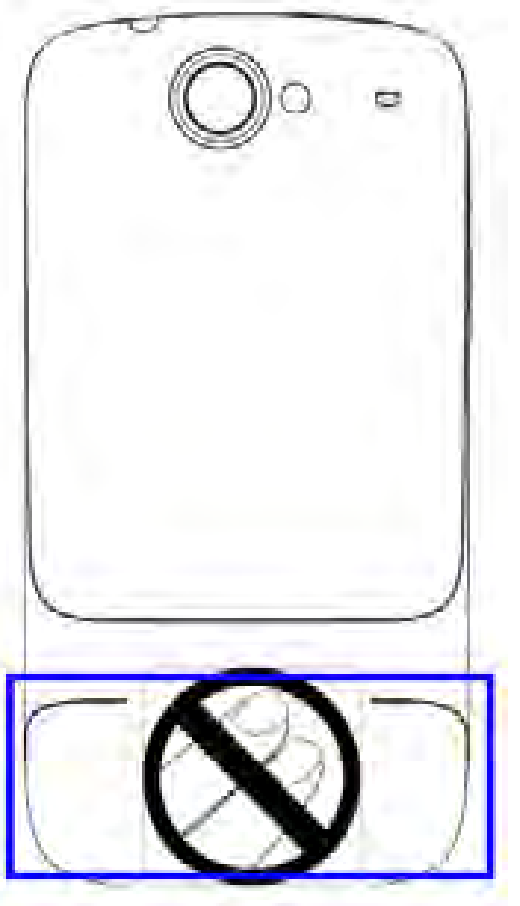
NONIONIZING RADIATION

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.



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 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.

Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of PB99100.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your PB99100.

The Battery Pack has been assigned a model number of BB99100.

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

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (2004/108/EC), and the Low Voltage Directive (2006/95/EC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

EN 60950-1 (IEC 60950-1) Safety of Information Technology Equipment.

ETSI EN 301 511 Global system for mobile communications (GSM); Harmonized EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2of the R&TTE directive (1995/5/EC).

ETSI EN 301 908-1 & -2 Electromagnetic compatibility and Radio spectrum Matters (ERM); Base Stations (BS), Repeaters and User Equipment (UE) for IMT-2000 Third Generation cellular networks; Part 1: Harmonized EN for IMT-2000, introduction and common requirements, covering essential requirements of article 3.2of the R&TTE Directive.

ETSI EN 300 328 Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques ;Harmonized EN covering essential requirements under Article 3(2) of the R&TTE Directive

EN 300 440-2 Electromagnetic compatibility and Radio spectrum Matters (ERM); Short range devices; Radio equipment to be used in the 1 GHz to 40 GHz frequency range; Part 2: Harmonized EN under Article 3(2) of the R&TTE Directive.

EN 301 489-1 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements

EN 301 489-3 Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 3: Specific conditions for Short-Range Devices(SRD) operating on frequencies between 9 kHz and

40 GHz.

EN 301 489-7 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).

EN 301 489-17 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems.

EN 301 489-24 Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 24: Specific conditions for IMT-2000 CDMA direct spread (UTRA) for mobile and portable (UE) radio and ancillary equipment

EN 55022 Information technology equipment; Radio disturbance characteristics; Limits and methods of measurement

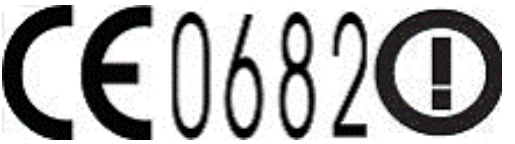
EN 55024 Information technology equipment; Immunity characteristics; Limits and methods of measurement

EN 50360 Product standard to demonstrate the compliance of mobile phones with the basic restrictions related to human exposure to electromagnetic fields(300 MHz ~ 3GHz).

EN 62311 Assessment of electronic and

electrical equipment related to human exposure restrictions for electromagnetic fields (0 Hz - 300 GHz).

EN 62209-1/ 62209-2 Human exposure to radio frequency fields from hand-held and body-mounted wireless communication devices - Human models, instrumentation, and procedures; Part 1: Procedure to determine the specific absorption rate (SAR) for hand-held devices used in close proximity to the ear (frequency range of 300 MHz to 3GHz) ; Part 2: Procedure to determine the Specific Absorption Rate (SAR) in the head and body for 30 MHz to 6 GHz Handheld and Body-Mounted Devices used in close proximity to the Body.



This equipment may be operated in:

AT	BE	BG	CH	CY	CZ	DE	DK
EE	ES	FI	FR	GB	GR	HU	IE
IT	IS	LI	LT	LU	LV	MT	NL
NO	PL	PT	RO	SE	SI	SK	TR

International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996

Federal Communications Commission Notice

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

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with Appendix 247 the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio or television technician for help.

Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices

On July 10, 2003, the U.S. Federal Communications Commission (FCC) Report and Order in WT Docket 01-309 modified the exception of wireless phones under the Hearing Aid Compatibility Act of 1988 (HAC Act) to require digital wireless phones be compatible with hearing-aids. The intent of the HAC Act is to ensure reasonable access to telecommunications services for persons with hearing disabilities.

While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise, and phones also vary in the amount of interference they generate.

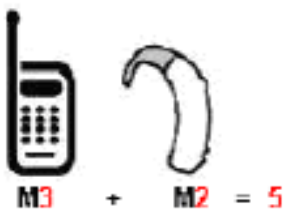
The wireless telephone industry has developed a rating system for wireless phones, to assist hearing device users find phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated

have the rating on their box or a label located on the box.

The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

M-Ratings: Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings. PB99100 is rated M4.

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. Higher ratings mean that the hearing device is relatively immune to interference noise. The hearing aid and wireless phone rating values are then added together. A sum of 5 is considered acceptable for normal use. A sum of 6 is considered for better use. A sum of 8 is considered for best use.



In the above example, if a hearing aid meets the M2 level rating and the wireless phone meets the M3 level rating, the sum of the two values equal M5. This should provide the hearing aid user with "normal usage" while using their hearing aid with

the particular wireless phone. “Normal usage” in this context is defined as a signal quality that is acceptable for normal operation.

The M mark is intended to be synonymous with the U mark. The T mark is intended to be synonymous with the UT mark. The M and T marks are recommended by the Alliance for Telecommunications Industries Solutions (ATIS). The U and UT marks are referenced in Section 20.19 of the FCC Rules. The HAC rating and measurement procedure are described in the American National Standards Institute (ANSI) C63.19 standard.

Safety Precautions for RF Exposure

Use only original manufacturer-approved accessories, or accessories that do not contain any metal.

Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Exposure to Radio Frequency (RF) Signals

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

- American National Standards Institute (ANSI) IEEE. C95.1-1992

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

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

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

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

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area

unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (for example, at the ear and worn on the body) as required by the FCC for each model. (Bodyworn measurements may differ among phone models, depending upon available accessories and FCC requirements). For body worn operation, to maintain compliance with FCC RF exposure guidelines, use only original manufacturer approved accessories. When carrying the phone while it is on, use the specific original manufacturer supplied or

approved carrying case, holster, or other body-worn accessory.

Body-worn measurements were tested for typical body-worn operations with the back of the device kept 1.5 cm from the body.

SAR Information

0.823 w/kg @10g (Head)

1.53 w/kg @10g (Body)

0.867 w/kg @1g (Head)

1.39w/kg @1g (Body)

Telecommunications & Internet Association (TIA) Safety Information

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

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

taking place, turn the phone OFF immediately.

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

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

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

WEEE Notice

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

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

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

RoHS Compliance

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

Legal

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About this guide

This guide describes your phone handset, its components and accessories, and how to use release 2.0 of the Android™ mobile technology platform system and applications.

- Your handset, its parts, preparing it for use, and the accessories that come with it are described in "Your phone and accessories" on page 19.
- Starting Android the first time, signing into your Google Account, and performing basic Android tasks, including using Google™ search and Google search by voice to find information on your phone and on the web, is described in "Android basics" on page 25.
- Configuring how your phone connects to mobile and Wi-Fi networks, Bluetooth devices, and to a computer is described in "Connecting to networks and devices" on page 57.
- Using your phone to place, receive, and manage multiple calls is described in "Placing and receiving calls" on page 71.
- Organizing and finding contact information for the people you know is described in "Contacts" on page 87.
- Adding and synchronizing different email and other accounts is described in "Accounts" on page 105.
- Sending and receiving messages using Gmail™ webmail service is described in "Gmail" on page 113.
- Viewing and creating events on your calendar and synchronizing them with the Google Calendar™ calendaring service on the web is described in "Calendar" on page 133.
- Communicating with friends using the Google Talk™ instant messaging service is described in "Google Talk" on page 147.
- Configuring your phone so you can send and receive email via a conventional email service is described in "Email" on page 159.
- Exchanging text and multimedia messages with other phones is described in "Messaging" on page 169.
- Browsing the web on your phone is described in "Browser" on page 177.

- Navigating the world with street and satellite data from the Google Earth™ mapping service, getting directions, finding your location, sharing your location with friends using Google Latitude™ user location service, and the many other features available on your phone in the Google Maps™ mapping service are described in "Maps" on page 193.
- Taking and previewing photos and videos is described in "Camera" on page 205.
- Viewing, sharing, and uploading your photos to the Picasa™ photo organizing software service and the YouTube™ user-generated content website is described in "Gallery" on page 215.
- Viewing YouTube videos is described in "YouTube" on page 225.
- Listening to music is described in "Music" on page 229.
- Setting one or more alarms is described in "Alarm Clock" on page 239.
- Calculating the solution to simple and more complex math problems is described in "Calculator" on page 243.
- Finding new applications on Android Market™ downloadable applications service, purchasing paid applications with Google Checkout™ payment and billing service, and installing them is described in "Market" on page 245.
- Opening the settings application and its many tools for configuring and customizing your phone is described in "Settings" on page 255.
- Details about your phone and its features are listed in "Specifications" on page 279.

Your phone and accessories

<<This chapter to be completed by phone manufacturer / carrier.>>

What's in the box

Getting to know your phone

Installing the battery, SIM, and SD card

Turning the phone on and off

To turn on the phone

- Press the **END-CALL / POWER** button.

  The first time you turn on the phone, you're welcomed to Android and prompted to sign in to your Google Account (see "Launching Android the first time" on page 26).

  When you turn on the phone, you may be prompted to enter a personal identification number (PIN) for your SIM card, if it's configured to require one.

  If you entered the wrong PIN three times, the SIM card will be blocked and you will not be able to use your phone. If this happens, you can unblock it with a PUK (PIN Unblocking Key) obtained from your wireless service provider.

To turn off the phone

1. Press and hold the **END-CALL / POWER** button until the menu opens.
2. Touch **Power off** in the menu.
3. Touch **OK** when asked to confirm that you want to turn off the phone.

   For more about working with the touchscreen and menus, see "Android basics" on page 25.

Android basics

When you first turn on your phone, you have the opportunity to learn more about it and to sign into your Google Account. Then its a good idea to become familiar with the basics of your phone and how to use it: the Home screen, the touchscreen and keys, applications, search, and so on.

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"Launching Android the first time" on page 26

"Getting to know the Home screen" on page 29

"Using the touchscreen" on page 31

"Using the trackball" on page 32

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"Customizing the Home screen" on page 52

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Launching Android the first time

The first time you power on your phone (after setting it up, as described in "Your phone and accessories" on page 19), you're prompted to touch the Android logo and to start using your phone. Then you're offered a chance to learn about your phone, you're prompted to create or to sign into your Google Account, and you're asked to make some initial decisions about how you want to use Android and Google features.

Your Google Account

You must sign into a Google Account to use Gmail, Google Talk, Google Calendar, and other Google applications; to download applications from Android Market; to back up your settings to Google servers; and to take advantage of other Google services on your phone.

If you don't have a Google Account, you're prompted to create one.

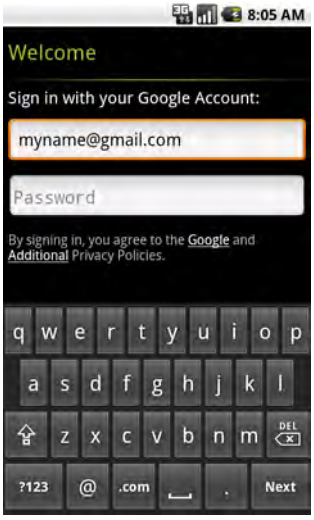
If you have an enterprise Gmail account through your company or other organization, your IT department may have special instructions on how to sign into that account.

When you sign in, your contacts, Gmail messages, Calendar events, and other information from these applications and services on the web are synchronized with your phone.

<<cut for most deployments>>If you don't sign into a Google Account during setup, you will be prompted to sign in or to create a Google Account the first time you start an application (such as Gmail or Android Market) that requires one.

When you sign in, you're guided to enter your username and password in a pair of text fields, using the onscreen keyboard. For information on navigating the touchscreen and entering text, see "Using the touchscreen" on page 31 and "Using the onscreen keyboard" on page 35.

<<Version for phone with physical keyboard: When you sign in, you're guided to open your keyboard so you can enter your username and password in a pair of text fields. For more information, see <<x-ref to section on physical keyboard>>.>>



Touch to open the onscreen keyboard, to enter your Google Account username.

Touch (or touch **Next** on the keyboard) to enter your password.

When you're done, press **Done** on the keyboard (or press the phone's **BACK** key) to close the onscreen keyboard, so you can touch the **Sign In** button at the bottom of the screen.

If you have a Google Account but have forgotten your password, you must reset it before you can sign in. Use a web browser to visit http://www.google.com, click Sign In, click "Can't access your account?" in the sign-in box, and then follow the instructions for resetting your password.

Additional accounts

After setup, you can add additional Google and other kinds of accounts to your phone, and sync some or all of their data, as described in "Accounts" on page 105. However, only the first Google Account you sign into is backed up to Google servers, and some applications that only work with a single account (such as Calendar) sync and display data only from the first account you sign into.

Google services

One you sign in, you're asked whether you want to take advantage of several Google services.

Location You can choose whether to take advantage of Google's location service, which provides applications with your approximate location without using GPS, and whether to use your location for Google search results and other Google services. To change these settings later, see "Location & security settings" on page 264 and "Privacy settings" on page 269.

Settings backup You can choose to back up your settings (such as your bookmarks and Wi-Fi passwords) to your Google Account, on Google servers. To change this setting later, see “Privacy settings” on page 269.

Getting to know the Home screen

Once you've signed in, the Home screen opens.

The Home screen is your starting point for all the features on your phone. It displays application icons, widgets, shortcuts, and other features on top of its wallpaper. You can customize the Home screen with different wallpaper and to display the items you want (see "Customizing the Home screen" on page 52).

The Status bar shows the time, signal strength, battery status, and other information. It also displays notification icons.

Widgets are applications you can use directly on the Home screen.

Touch an icon to open an application, open a folder, and so on.

Touch the applications tab to open it and view icons for all installed applications.

Along the top of the screen is the Status bar, which displays the time, information about the status of your phone, and icons for notifications you've received. To learn more, see "Monitoring your phone's status" on page 44 and "Managing notifications" on page 46.

You can touch the applications tab, at the bottom of the screen, to view all installed applications. See "Opening and switching applications" on page 40.

To waken the phone

If you don't use the phone for a while, the Home screen (or other screen you are viewing) is replaced with the lock screen and then the screen darkens, to conserve the battery.

1 Press the **POWER** button.

If you've locked your screen with a pattern, you must draw the unlock pattern to unlock it. See "Locking your screen" on page 51.

Otherwise, the unsecure lock screen appears.

2 Drag the lock icon to the right.

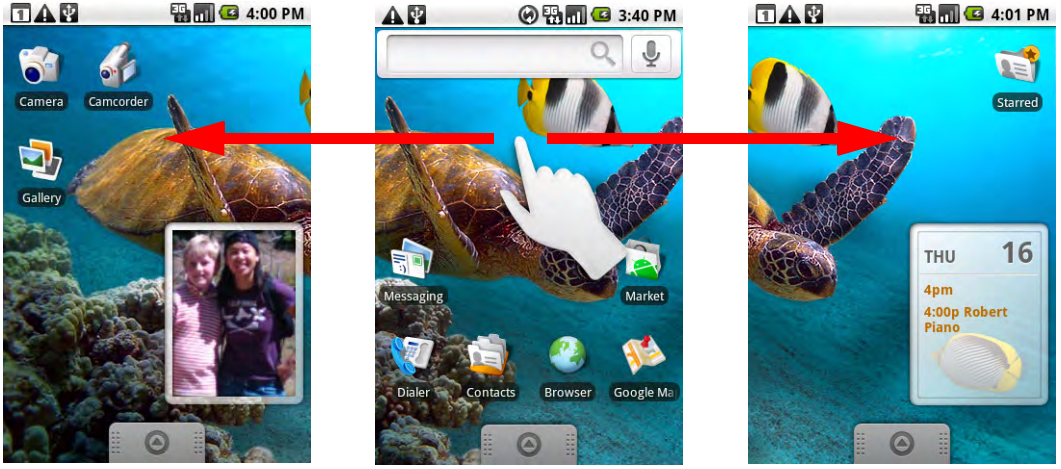
To return to the Home screen

- Press the **HOME** button at any time, in any application.

To view other parts of the Home screen

- Slide your finger left or right across the Home screen.

The left and right extensions to the Home screen provide more space for icons, widgets, shortcuts, and other items. (For more on sliding, see "Using the touchscreen" on page 31.)



Using the touchscreen

The main way to control Android features is by using your finger to directly manipulate icons, buttons, menu items, the onscreen keyboard, and other items on the touchscreen. You can also change the screen's orientation.

Touch When you want to act on items on the screen, such as application and settings icons, and when you want to type letters and symbols using the onscreen keyboard, or press onscreen buttons, you simply touch them with your finger.

Touch & hold You touch & hold an item on screen by touching it and not lifting your finger until an action occurs. For example, to open a menu for customizing the Home screen, you touch an empty area on the Home screen until the menu opens; then you lift your finger.

Drag Touch & hold an item for a moment and then without lifting your finger, move your finger on the screen. Lift your finger when you reach the target position. You drag items on the Home screen to reposition them (as described in "Customizing the Home screen" on page 52 and you drag to open the Notifications panel (as described in "Managing notifications" on page 46).

Swipe or slide To swipe or slide means to quickly move your finger across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you slide the screen up or down to scroll a list; you more quickly swipe across the screen to change the range of time visible in some Calendar views.

Double-tap You double-tap, for example, by touching a section of a webpage twice quickly in Browser, so the webpage zooms in and wraps the text in that section to fit the width of the screen.

Rotate the screen On most screens, the orientation of the screen rotates with the phone as you turn it from upright to sideways, and back again. (You can turn this feature on or off as described in "Sound & display settings" on page 262.)

Using the trackball

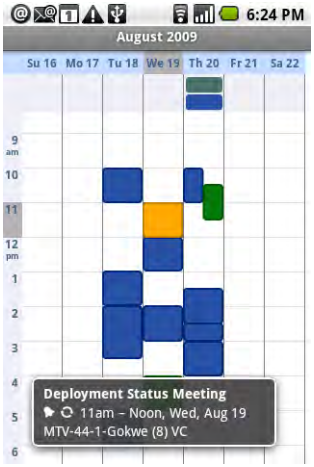
<<This and other pages are easily searched for and modified for phones with a D-Pad or other interface than a trackball.>>

Some actions, such as previewing or opening an event in a crowded calendar, selecting a link or form field on a web page with many close elements, or selecting where you want to edit text, are easier using the **TRACKBALL** than your finger.

To use the trackball

- Roll the **TRACKBALL** to select items on the screen.

  The selected item is highlighted in orange.



Items you select with the **TRACKBALL** are highlighted in orange.

- Pressing the **TRACKBALL** is equivalent to touching the selected item with your finger.
- Pressing and holding the **TRACKBALL** is equivalent to touching & holding the selected item with your finger.

Using the phone's buttons

The phone's physical buttons offer a variety of functions and shortcuts. You can change the default behavior of some of the actions in the following table with the Settings application (see "Settings" on page 255).

<<Add icons and separate soft keys from hard; add Camera for phones with Cameral hard keys.Delete CALL and other keys for some phones.>>

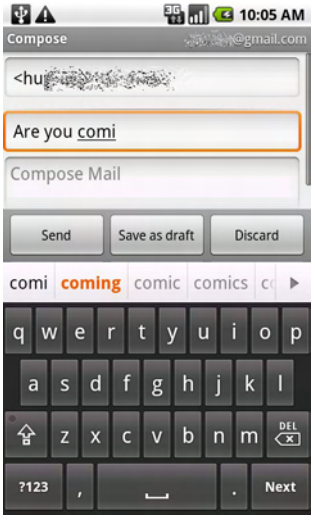
Button	Press	Press & hold
HOME	Opens the Home screen. If you're viewing the left or right extended Home screen, opens the central Home screen.	Opens the recently used applications screen.
MENU	Opens a menu with items that affect the current screen or application.	Opens or closes the onscreen keyboard. For phones with physical keyboards, briefly replaces the main menu's labels with the keyboard shortcuts.
BACK	Opens the previous screen you were working in. If the onscreen keyboard is open, closes the keyboard.	Returns you to the application's main screen or to the Home screen
SEARCH	In most application, opens a search box for the information in that application. In other applications, opens Quick Search Box. Press twice to open Quick Search Box from any application.	Opens Google search by voice.

Button	Press	Press & hold
CALL	On most screens, opens the Phone application.	Opens the voice dialer.
END-CALL / POWER	When no call is in progress, turns off the screen. When a call is in progress, ends the call.	Opens a menu with options for airplane mode, silent mode, and for powering off the phone.
VOLUME UP / DOWN	When no call is in progress, increases or decreases the ringtone volume, or sets the phone to vibrate instead of ringing or to be silent. When a call is in progress, increases or decreases the call volume.	Quickly increases the ringtone volume to maximum or silences the phone.

Using the onscreen keyboard

<<Mention hard keyboard for phones that have one.>>

You enter text using the onscreen keyboard. Some applications open the onscreen keyboard automatically. In others, you touch a text field where you want to enter text, to open the keyboard.



Press space or another punctuation mark to enter the red suggestion.

Touch a suggestion to enter it.

Touch & hold to add what you've typed to the user dictionary.

Touch once to capitalize the next letter you type. Touch & hold for all caps.

Touch to enter numbers or symbols.

To enter text

1. Touch a text field where you want to type

   The onscreen keyboard opens.

   For most text fields, the keyboard starts with letters displayed. Text fields for phone numbers or other special purposes may display numbers and symbols or other custom keyboards, to make it easier to enter the required information.

   You can also use the **TRACKBALL** to select a text field and then press the **TRACKBALL** to open the onscreen keyboard.

2. Start typing, by touching the keys on the keyboard.

   The characters you've entered appear in a strip above the keyboard, with suggestions for the word you are trying to type to the right. Press the left or right arrows in the strip to view more suggestions.

3. Press space or a punctuation character to enter the suggested word in red.

   OR

   Touch another suggested word to enter it.

   OR

   Touch & hold the leftmost word to add it to the dictionary.

   You can view, edit, or delete the words you add to the dictionary. See "Language & keyboard settings" on page 272.

4. Use the Delete key to erase characters to the left of the cursor.

5. When you're done typing, press **BACK** to close the keyboard.

To enter numbers, symbols, and other characters

- Press the symbols key to switch to the numbers and symbols keyboard. Press the Alt key to view additional symbols; press it again to switch back.
- Touch & hold a vowel or the C, N, or S key to open a small window where you can touch an accented vowel or other alternate letter.
- Touch & hold the period (.) key to open a small window, with a set of common symbol keys you can touch to enter.
- Touch & hold almost any of the number and symbols keyboard keys to open a window of additional symbols.

To change the keyboard orientation

- Turn the phone sideways or upright.

  The keyboard redraws to take best advantage of the new phone orientation.

  Many people find the larger, horizontal onscreen keyboard easier to type on.

  You can control whether the screen changes orientation automatically when you turn the phone with the Settings application (see "Language & keyboard settings" on page 272).

Editing text

You can edit the text you enter in text fields and use menu commands to cut, copy, and paste text, within or across applications.

To edit text

1. Touch the text field with the text you want to edit.
2. Use the **TRACKBALL** to move the cursor to the location where you want to add or delete text.

   The cursor is a vertical bar that indicates where text you type or paste will be inserted.
3. Type, cut, paste, or delete text.
4. Press the **BACK** key when you're done typing, to close the keyboard.

   You may also have a **Next** or **Done** button on the keyboard, depending on the application and text filed you're typing in.

To select text

1. Touch the text field or other portion of the screen that contains the text you want to select.
2. Use the **TRACKBALL** to move the cursor to the beginning or end of the text you want to select.
3. Touch & hold the text field.

   A menu opens with options for working with text.
4. Touch **Select text**.

   Or touch **Select all** to select all the text in the text field.
5. Roll the **TRACKBALL** to select the text you want.
6. Touch & hold the text field again to open a menu you can use to cut or copy your selection, select all the text, or stop selecting text.

To cut or copy text

1. Select the text you want to cut or copy.
2. Touch & hold the selected text.
3. Touch **Cut** or **Copy** in the menu that opens.

   If you touch **Cut**, the selected text is removed from the text field. In either case, the text is stored in a temporary area on the phone, so you can paste it into another text field if you want.

To paste text

1. Copy the text you want to paste.
2. Touch the text field where you want to paste the text.

   You can paste text you copied from one application into a text field in any application.
3. Use the **TRACKBALL** to move the cursor to the location where you want to paste the text.
4. Touch & hold the text field where you want to paste the text and in the menu that opens, touch **Paste**.

   The text is inserted at the cursor. The text you pasted also remains in a temporary area on the phone, so you can paste that same text in another location if you want.

Opening and switching applications

The Applications tab, on the Home screen, holds icons for all the applications on your phone, including any applications that you downloaded and installed from Android Market or other sources.

When you open an application, its screens open, but the current application doesn't stop, it remains running: playing music, rendering a webpage, and so on. You can quickly switch among your open applications, to work with several at once.

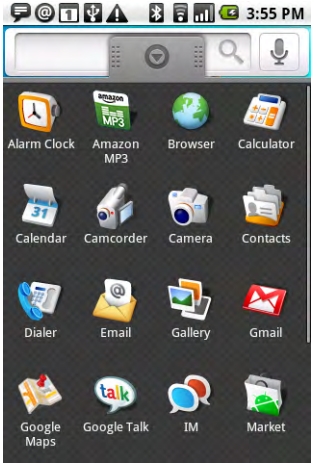
See "Market" on page 245 to learn how to discover and install additional applications and games on your phone.

To open and close the Applications tab

- On the Home screen, drag up from the bottom of Home screen.

  You can also touch the Applications tab to open it.

  If you have more applications than can fit on the tab in one view, you can scroll to view more.



Touch to close the Applications tab

Touch an application to open it

Touch & hold an application icon until it vibrates, then drag it to add it the Home screen

  You can add an application icon to the Home screen by touching & holding it on the Applications tab until it vibrates and then dragging it to a location on the Home screen.

- Touch at the top of the Applications tab to close it.

  The Applications tab closes automatically if you touch an icon to open its application or if you move an icon from the Applications tab to the Home screen. But you can also use this method to close it manually.

To open an application

- Touch an application's icon on the Home screen.

  OR

- Touch an application's icon on the Applications tab.

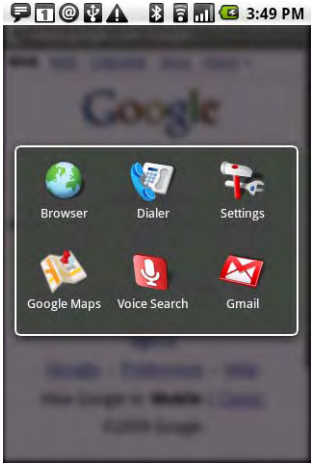
To switch to a recently used application

1. Press and hold the **HOME** button.

   A small window opens, with icons of applications you've used recently.

2. Touch an icon to open its application.

   Or press **BACK** to return to the current application.



Touch an icon to open an application you've used recently.

Working with menus

There are two kinds of Android menus: options menus and context menus.

Options menus

Options menus contain tools that apply to the activities of the current screen or application, not to any specific item on the screen. You open options menus by pressing the **MENU** button. Not all screens have options menus; if you press **MENU** on a screen that has no options menu, nothing happens.

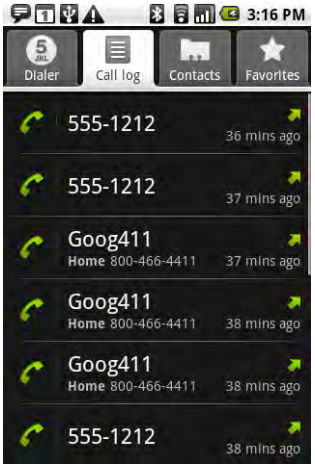
Some screens have more options menu items than can fit in the main menu: you touch **More** to open a menu of additional items.

Options menus contain items that apply to the current screen or application as a whole.

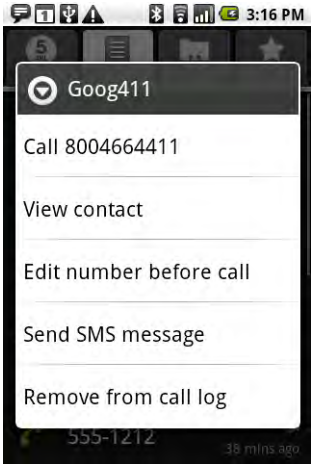
Touch to open a menu of additional items.

Context menus

Context menus contain tools that apply to a specific item on the screen. You open a context menu by touching & holding an item on the screen. Not all items have context menus; if you touch & hold an item that has no context menu, no menu opens. You can also open a context menu for an item by selecting it with the trackball and then pressing the **TRACKBALL**.

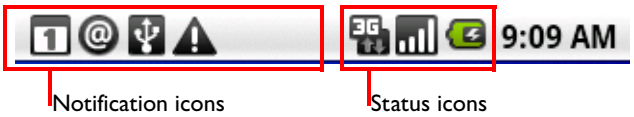


When you touch & hold some items on screen, a context menu opens.



Monitoring your phone's status

At the top of every screen is the status bar. It displays icons that indicate that you've received notifications (on the left) and icons indicating the phone's status (on the right), along with the current time.



If you have more notifications than can fit in the status bar, prompts you to open the Notifications panel to view them all (see "Managing notifications" on page 46).

Status icons

The following icons indicate the status of your phone.<<Add 1x icon for CDMA>>

	GPRS connected		Roaming
	GPRS in use		No signal
	EDGE connected		No SIM card installed
	EDGE in use		Vibrate mode
	3G connected		Ringer is silenced
	3G in use		Phone microphone is mute
	Connected to a Wi-Fi network		Battery is very low
	Bluetooth is on		Battery is low
	Connected to a Bluetooth device		Battery is full
	Airplane mode		Battery is charging
	Alarm is set		GPS is on
	Signal strength		Receiving location data from GPS
	Speakerphone on		

Notification icons

The following icons indicate that you've received a notification. See "Managing notifications" on page 46 for information about responding to these notifications.

	New Gmail message		3 more notifications not displayed
	New text or multimedia message		Call in progress
	Problem with text or multimedia message delivery		Call in progress using Bluetooth headset
	New Google Talk message		Missed call
	New voicemail		Call on hold
	Upcoming event		Call forwarding on
	Data is syncing		Uploading data
	Problem with sign-in or sync		Downloading data
	SD card is full		Download finished
	An open Wi-Fi network is available		Connected to VPN
	Phone connected via USB cable		Disconnected from VPN
	Song is playing		

Managing notifications

Notification icons report the arrival of new messages, calendar events, alarms, as well as ongoing events, such as when call forwarding is on or the current call status.

When you receive a notification, its icon and a brief summary appear in the status bar, and then is replaced just by its icon. For a table of notification icons, see "Notification icons" on page 45.

You can open the Notifications panel to view a list of all your notifications. Depending on your settings and your model of phone, you may also hear a notification sound, the phone may vibrate, and LEDs may blink as well.

Adjusting sound volume and other general notifications settings is described in "Sound & display settings" on page 262.

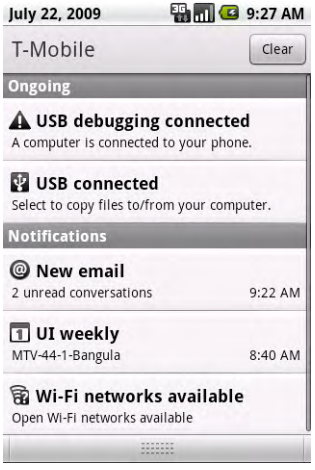
Applications whose activities produce notifications, such as Gmail and Google Talk, have their own settings you can use to configure whether and how they send notifications. See the sections on those applications for details.

To open the Notifications panel

- Touch the status bar and when the tab appears below it, drag it down.

  On the Home screen, you can also press **MENU** and touch **Notifications**.

  The Notifications panel displays your wireless provider at the top, followed by a scrolling list of your current notifications, organized into ongoing and event-based notifications.



Touch a notification to open it in its application.

To respond to a notification

1. Open the Notifications panel.

   Your current notifications are listed in the panel, each with a brief description.

2. Touch a notification you want to respond to.

   The Notification panel closes and then what happens next depends on the notification. For example, new voicemail notifications dial your voicemail box; network disconnect notifications open the list of configured networks so you can reconnect, and so on.

To clear all notifications

1. Open the Notifications panel.
2. Touch **Clear** at the top right of the panel.

   All event-based notifications are cleared; ongoing notifications remain in the list.

To close the Notifications panel

- Drag the tab at the bottom of the Notifications panel to the top of the screen. Or just press the **BACK** button.

  The panel also closes when you touch a notification to respond to it.

Searching your phone and the web

You can search for information on your phone and on the web, by typing in Quick Search Box for Android or by speaking, with Google search by voice.

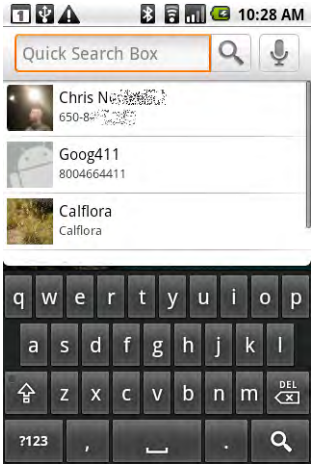
Some applications, such as Contacts, Gmail, and Maps, have their own search box, which you can use to search within those applications (you know you're in an application's own search box when its icon is at the left).

You can also dial a phone number with the Voice Search application, as described in "Dialing by voice" on page 80.

To search your phone and the web by entering text

1 Press the **SEARCH** button.

When you press the **SEARCH** button on the Home screen or in many other applications, Quick Search Box opens.



Enter what you want to search for here

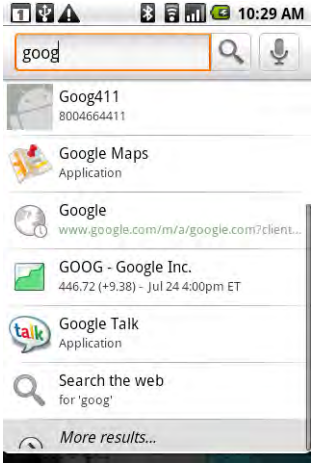
Touch to search by voice

Shortcuts to previously chosen search results

Many applications, such as Gmail, Contacts, and Browser, make special use of the **Search** button, which they indicate with an application icon to the left of the search box. (See the sections about those applications for more information about searching in them.) To search your phone and the web instead of that application, press the **Search** button again to switch to Quick Search Box (in other words, no matter what application you're working in, pressing **Search** twice opens Quick Search Box).

You can also search the web with the Search widget on the Home screen, if you have added it there (see "Customizing the Home screen" on page 52).

2 Type in Quick Search Box.



Touch to search the web

As you type, search results from your phone, previously chosen search results, plus web search suggestions appear. Touch a result to open it.

As you type, matching items on your phone and suggestions from Google web search are added to the list of previously chosen search results.

You can use the Search preferences to configure some aspects of Google web search (for example, whether it makes suggestions below Quick Search Box as you type), and what phone features you want to include in searches. You can also clear the list of recently chosen searches. See "Search settings" on page 271.

3 If what you're searching for is in the list of suggestions, phone search results, or previously chosen search results, touch it in the list.

The item opens in the appropriate application, such as Contacts or the Browser.

4 If what you're searching for is not in the list, touch to search the web.

The Browser opens, displaying results of a Google search on the web. (For more information about working with Browser, see "Browser" on page 177.)

To search the web by speaking

- Press and hold the **SEARCH** button

  OR

- Touch the microphone icon in Quick Search Box.

  (If you touch the microphone icon in an application's search box, you search the application by voice, not the web.)

  A dialog opens, prompting you to speak the words you want to search for.

  When you're done speaking, Google search by voice analyzes your speech and displays the results of your search.

  Touch the Quick Search Box for a list of similar-sounding search terms, if Google search by voice misunderstood you.

  You can also preface your search by speaking special words, to take special actions:

  - Say "Call" followed by a name from your contacts, followed by the kind of phone number ("mobile," "work," and so on), for example: "Call Mike home." If there is a single match, the number is dialed automatically (see "Dialing by voice" on page 80).
  - Say "Directions to" followed by an address to get directions to that location from Google Maps.
  - Say "Map of" followed by an address to view that location on Google Maps.

Locking your screen

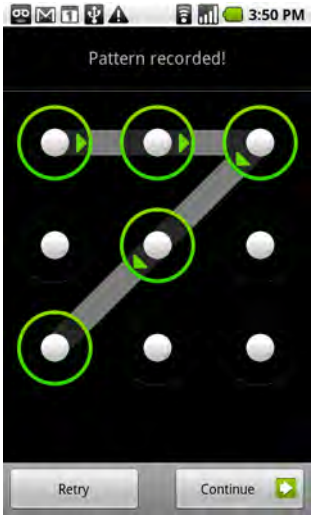
You can lock your screen so that only you can unlock it, to make calls, access your data, buy applications, and so on. (See "Location & security settings" on page 264 for other ways to protect your phone and privacy.)

To lock your screen

1. On the Home screen press **MENU** and touch **Location & security**.
2. Scroll to the **Screen unlock pattern** section and touch **Set unlock pattern**.

   The first time you do this, you're presented with a short tutorial on creating an unlock pattern. Subsequently you can press **MENU** and touch **Help** for a refresher.

   Then you're prompted to drawn and redraw your own pattern.



Draw your unlock pattern

Touch Continue to draw your pattern again to confirm it

Then next time you turn on your phone or wake up the screen, you're prompted to draw your unlock pattern to unlock the screen.

Customizing the Home screen

You can add application icons, widgets, and other items to any pane of the Home screen. You can also change the wallpaper.

To add an item to the Home screen

1. Open the Home screen pane where you want to add the item.

   See "Getting to know the Home screen" on page 29 for an introduction to working with the Home screen.

2. Press **MENU** and touch **Add**.

   Or just touch & hold an empty location on the Home screen.

3. In the menu that opens, touch the type of item you want to add.

You can a variety of items to the Home screen:

Shortcuts Add shortcuts to applications, a bookmarked webpage, a favorite contact, a Gmail label, a music playlist, and other items.

Widgets Add a clock, music player, a picture frame, the Google search bar, a power manager, or a calendar that shows upcoming appointments. You can also add widgets you downloaded from Android Market.

Folders Add a folder where you can organize Home screen items, or folders that contain all your contacts, contacts with phone numbers, or starred contacts. Your folders' contents are kept up to date automatically.

To move an item on the Home screen

1. Touch & hold the item you want to move until it vibrates. Don't lift your finger.
2. Drag the item to a new location on the screen.

   Pause at the left or right edge of the screen to drag the item onto another Home screen pane.

3. When the item is where you want it, lift your finger.

To remove an item from the Home screen

1. Touch & hold the item you want to remove until it vibrates. Don't lift your finger.

   The Applications tab icon changes to a trash can.
2. Drag the item to the trash can icon on the Applications tab.
3. When the icon and Application tab turn red, lift your finger.

To change the Home screen wallpaper

1. Press **MENU** and touch **Wallpaper**.

   You can also touch & hold an empty area of the home screen and in the menu that opens, touch **Wallpapers**.
2. Touch **Pictures** or **Wallpaper gallery**.

   Touch **Pictures** to use a picture that you have captured using the camera or copied to your phone as a wallpaper. You can crop the picture before setting it as a wallpaper. Working with pictures is described in "Gallery" on page 215

   Touch **Wallpaper gallery** to open a screen where you can sample the wallpaper images that come with the phone. Slide the miniature images left and right to view the samples. Touch a sample to view a larger version.
3. Touch **Save** or **Set wallpaper**.

To rename a folder

1. Touch the folder to open it.
2. Touch and hold the folder window's title bar.
3. Enter a new name in the dialog.
4. Touch **OK**.

Connecting quickly with your contacts

As you build up your list of contacts on your phone, you can use Quick Contact for Android in many applications to quickly start a chat, send an email or text message, or to locate your contacts.

- Identify a Quick Contact icon by its picture frame.

  Contacts you can access via Quick Contact are displayed differently in different applications, but usually with a picture frame that looks like this:

A Quick Contact icon.

- Touch a Quick Contact icon to open a bubble with icons for all the ways you can communicate with the contact.

  Drag the icons left and right to view them all, if there are more than can fit in the bubble.

Touch an icon to start communicating with the contact in that application.

- Touch an icon to open its application where you can start communicating with your contact right away.

  You can also touch an icon to edit the contact's information in Contacts, to view the contact's address in Google Maps, and so on, depending on which applications and accounts are configured on your phone.

Optimizing battery life

You can extend the your battery's life between charges by turning off features you don't need. You can also monitor how applications and system resources consume battery power.

To extend the life of your battery

- Turn off radios you aren't using.

  If you aren't using Wi-Fi, Bluetooth, or GPS, use the Settings application to turn them off. (See "Wireless & networks" on page 257 and "Location & security settings" on page 264).

- Turn down screen brightness and set a shorter screen timeout.

  See "Sound & display settings screen" on page 262.

- If you don't need them, turn off automatic syncing for Gmail, Calendar, Contacts, and other applications.

  See "Configuring account sync and display options" on page 110.

- Use the Power Control widget to check and control the status of radios, the display brightness, and syncing.

  Adding widgets is described in "Customizing the Home screen" on page 52.

To check the battery charge level

- On the Home screen, press **MENU** and touch **Settings** > **About phone** > **Status**.

  The battery status (charging, discharging) and level (as a percentage of fully charges) are displayed at the top of the screen.

To monitor and control what uses the battery

You can use the Battery use screen to view which applications consume the most battery power and to identify applications you've downloaded that you may want to avoid when trying to get the most from your battery.

- On the Home screen, press **MENU** and touch **Settings** > **About phone** > **Status**.

  The battery use screen lists the what's been using the battery, from greatest to least battery use.

  At the top the screen displays the time since you were last connected to a power source or, if you're currently connected to one, how long you were last running on battery power.

  Then each application or service that used battery power during that time is displayed, in order of the amount of power they used.

- Touch an application in the Battery use screen to learn details about its power consumption.

  Different applications offer different kinds of information, and may even include buttons that open settings you can use to reduce power consumption by that application.

Connecting to networks and devices

Your phone can connect to a variety of networks and devices, including Mobile networks for voice and data transmission, Wi-Fi data networks, and Bluetooth devices, such as headsets. You can also connect your phone to a computer, to transfers files from your phone's SD card.

In this section

"Connecting to mobile networks" on page 58

"Connecting to Wi-Fi networks" on page 60

"Connecting to Bluetooth devices" on page 63

"Connecting to a computer via USB" on page 66

"Connecting to virtual private networks" on page 68

Connecting to mobile networks

When you assemble your phone with a SIM card from your wireless service provider (as described in "Your phone and accessories" on page 19), your phone is configured to use your provider's mobile networks for voice calls and for transmitting data.

Different locations may have different mobile networks available. Initially, your phone is configured to use the fastest mobile network available for data. But you can configure your phone to use only a slower 2G network for data, to extend the life of your battery. You can also configure your phone to access a different set of networks entirely, or to behave in special ways when roaming.

The status bar indicates which kind of data network you're connected to and the overall voice and data network signal strength:

	Connected to the fastest 3G networks (UMTS or HSDPA)
	Connected to the second-fastest network (EDGE)
	Connected to a 2G network (GPRS)
	The more bars are lit, the stronger the wireless signal
	Connected to another wireless service provider's network (roaming)

When you're connected to slower networks, you may wish to postpone using your phone for data-intensive tasks until you are connected to a faster network again, or find a Wi-Fi network to connect to (see "Connecting to Wi-Fi networks" on page 60).

To check which provider's network you're using

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Mobile networks** > **Access Point Names**.

   The name of the wireless service provider you're currently registered with is selected in the list.

To disable data when roaming

You can prevent your phone from transmitting data over other carriers' mobile networks, when you leave an area covered by your carrier's networks. This is useful if you chose a cell plan that doesn't include data roaming, to control expenses.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Mobile networks** and uncheck **Data roaming**.

   With **Data roaming** unchecked, you can still transmit data with a Wi-Fi connection (see "Connecting to Wi-Fi networks" on page 60).

To limit your data connection to 2G networks

You can extend your battery life by limiting your data connections to 2G networks (GPRS or EDGE). When you are connected to a 2G network, you may want to postpone activities that transmit a lot of data (such as sending, uploading, or downloading pictures or video) until you are connected to a faster mobile or other wireless network.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Mobile networks** and check **Use only 2G networks**.

To edit or create a new access point

If you and your wireless service provider determine you need to change the settings of your current access point name (APN) or to create a new one, you must obtain the access point name (APN) and detailed settings from your provider.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Mobile networks** and touch **Access Point Names**.
3. Touch an existing APN to edit it. Or press **MENU** and touch **New APN**.

   Enter the APN settings you obtained from your wireless service provider, by touching each setting you need to edit.
4. When you're done, press **MENU** and touch **Save**.
5. If you created a new APN, touch it in the APNs screen to start using it.

Connecting to Wi-Fi networks

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

To use Wi-Fi on your phone, you access to a wireless access point or "hotspot." Some access points are open and you can simply connect to them. Others are hidden or implement any of a number of other security features, so you must configure your phone so it can connect to them.

Turn off Wi-Fi when you're not using it, to extend the life of your battery.

The status bar displays icons that indicate Wi-Fi status.

	Connected to a Wi-Fi network (waves indicate connection strength)
	Notification that an open Wi-Fi network is in range

When you connect to a Wi-Fi network, the phone obtains a network address and other information it needs from the network, using the DHCP protocol. You can configure the phone with a fixed IP address and make other advanced settings by pressing Menu and touching Advanced (see "Advanced Wi-Fi settings screen" on page 258).

To turn Wi-Fi on and connect to a Wi-Fi network

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Wi-Fi settings**.
3. Check **Wi-Fi** to turn it on.

   The phone scans for available Wi-Fi networks and displays the names of those it finds in the Wi-Fi networks list.

   If the phone discovers a network you connected to in the past, it connects to it.

   Secured networks are indicated with a lock icon.
4. Touch a network to connect to it.

   If the network is open, a dialog prompts you to confirm that you want to connect to that network by touching **Connect**.

   If the network is secured, you're prompted to enter a password or other credentials (ask your network administrator for details).

   When you're connected to a network, you can touch its name in the Wi-Fi settings screen to open a dialog with details about the speed, security, assigned address, and related settings.

To receive notifications when open networks are in range

By default, when Wi-Fi is on, you receive notifications in the status bar when your phone detects an open Wi-Fi network.

1. Turn on Wi-Fi, if it's not already on.
2. In the Wi-Fi settings screen, check **Network notification**.

   You can also uncheck this option to stop receiving notifications.

To add a Wi-Fi network

You can add a Wi-Fi network so the phone will remember it, along with any security credentials, and connect to it automatically when it is in range. You must also add a Wi-Fi network to connect to it, if it does not broadcast its name (SSID), or to add a Wi-Fi network when you are out of range.

To join a secured network, you will need to contact the network's administrator to learn what security scheme is deployed on it and to obtain the password or other required security credentials.

1. Turn on Wi-Fi, if it's not already on.
2. In the Wi-Fi settings screen, touch **Add Wi-Fi network** (at the bottom of the list of discovered networks).
3. Enter the SSID (name) of the network and if the network is secured, touch the Security menu and then touch the type of security deployed on the network.
4. Enter any required security credentials.
5. Touch **Save**.

   The phone connects to the wireless network, and any credentials you entered are saved, so you are connected automatically the next time you come within range of this network.

To forget a Wi-Fi network

You can make the phone forget about the details of a Wi-Fi network you added, for example, if you don't want the phone to connect to it automatically or if it is no longer a network you use.

1. Turn on Wi-Fi, if it's not already on.
2. In the Wi-Fi settings screen, touch & hold the name of the remembered network.
3. Touch **Forget network** in the dialog that opens.

Connecting to Bluetooth devices

Bluetooth is a short-range wireless communications technology that devices can use to exchange information over a distance of about eight meters. The most common Bluetooth devices are headphones, for making calls or listening to music, hands-free kits for cars, and other portable devices, including laptops and cell phones.

There are several Bluetooth profiles that define the features and communications standards for Bluetooth devices. For a list of the profiles supported by your phone, see "Specifications" on page 279.

To connect to a Bluetooth device, you must turn on your phone's Bluetooth radio. Then the first time you use a new device with your phone, you must "pair" them, so they know how to connect securely to each other. Subsequently, you can simply connect to a paired device.

Turn off Bluetooth when you're not using it, to extend the life of your battery. You may also be required to turn Bluetooth off in some locations, such as hospitals or airplanes. Bluetooth is turned off in Airplane mode.

The status bar displays icons that indicate Bluetooth status:

	Bluetooth is on
	Connected to a Bluetooth device

To turn Bluetooth on or off

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls**.
3. Check or uncheck **Bluetooth** to turn it on or off.

To change your phone's Bluetooth name

Your phone has a generic Bluetooth name by default, which is visible to other devices when you connect them. You can change the name so it more recognizable or unique.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Bluetooth settings**.

   The Bluetooth settings screen opens.
3. If Bluetooth isn't turned on, check **Bluetooth** to turn it on.
4. Touch **Bluetooth name**, enter a name, and touch OK.

To pair your phone with a Bluetooth device

You must pair your phone with another device before you can connect to it. You only need to do this the first time you connect to a device.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Bluetooth settings**.
3. If Bluetooth isn't turned on, check **Bluetooth** to turn it on.

   Your phone scans for and then displays the IDs of all available Bluetooth devices in range.
4. If the device you want to pair with isn't in the list, make it discoverable.

   See the device's documentation to learn how to make it discoverable by your phone, and for any other instructions for pairing.
5. If your phone stops scanning before you make the other device discoverable, touch **Scan for devices**.
6. Touch the ID of the other device, in the list in Settings, to pair them.

   The devices pair with each other. If you're prompted to enter a passcode, try entering 0000 or 1234 (the most common passcodes), or consult your device's documentation to learn its passcode.

   If the pairing is successful, your phone connects to the device.

To connect to a Bluetooth device

Once paired, you can connect to a Bluetooth device, for example, to switch devices or to reconnect after the phone and the device come back into range.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **Bluetooth settings**.
3. If Bluetooth isn't turned on, check **Bluetooth** to turn it on.
4. In the list of devices, touch a paired but unconnected device in the list.

   If the device you expected isn't displayed, touch **Scan for devices**.

   When the phone and the device are connected, the device is displayed as connected in the list.

To configure which features of a Bluetooth device you want to use

Some Bluetooth devices have multiple profiles. Profiles can includes the ability to transmit your phone conversations, to play music in stereo, or to transfer files or other data. You can select which profiles you want to use with your phone.

1. Touch & hold the device in the Bluetooth settings screen.
2. Touch **Options** in the menu that opens.

   A screen opens with a list of the device's profiles.
3. Check or uncheck a profile to use it or not.
4. When you're done, press **BACK**.

To disconnect from a Bluetooth device

1. Touch the device in the Bluetooth settings screen.
2. Touch **OK** in the dialog that asks you to confirm you want to disconnect.

To unpair a Bluetooth device

You can unpair a Bluetooth device, to erase all pairing information about it.

1. Touch & hold the device in the Bluetooth settings screen.
2. Touch **Unpair** or **Disconnect & unpair** in the menu that opens.

Connecting to a computer via USB

You can connect your phone to a computer with a USB cable, to transfer music, pictures, and other files between your phone's SD card and the computer.

Warning! When connecting your phone to a computer and mounting its SD card, you must follow your computer's instructions for connecting and disconnecting USB devices, to avoid damaging or corrupting the files on your SD card.

To connect your phone to a computer via USB

1. Use the USB cable that came with your phone to connect the phone to a USB port on your computer.

   You receive a notification that the USB is connected.

2. Open the Notifications panel and touch **USB connected**.

   For details on working with the Notifications panel, see "Managing notifications" on page 46.

3. Touch **Mount** in the dialog that opens asking if you want to transfer files.

   You receive a new notification when the phone is connected as USB storage.

   You phone's SD card is mounted as a drive on your computer. You can now copy files to and from the SD card. For more information, see the documentation for your computer.

   During this time, you can't access the SD card from your phone, so you can't use applications that rely on the SD card (such as Camera, Gallery, or Music).

To disconnect your phone from the computer

1. Unmount the SD card on your computer.

   You must carefully follow your computer's instructions to unmount the SD card and disconnect USB devices correctly, to avoid losing information on the card.

2. Open the Notifications panel and touch **Turn off USB storage**.

3. In the dialog that asks you to confirm that you first unmounted the SD card on the computer, touch **Turn off**.

To safely remove the SD card from your phone

You can safely remove the SD card from your phone any time the phone is turned off, as described in "Your phone and accessories" on page 19. But if you need to

remove the storage card while the phone is on, you must unmount the storage card form the phone first, to prevent corrupting or damaging the storage card.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **SD card & phone storage**.
3. Touch **Unmount SD card**.

You can now safely remove the SD card from the phone.

To format an SD card

If you purchase a new SD card, you may need to format it before you can use it with your phone. You can also format an SD card to erase its contents.

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **SD card & phone storage**.
3. If necessary, touch **Unmount SD card**.

   You can only format an SD card when it is unmounted.
4. Touch **Format SD card** and on the screen that warns you that formatting the SD card will erase its contents, touch **Format SD card**.

Connecting to virtual private networks

Virtual private networks (VPNs) are a technology for connecting to the resources inside a secured local network, from outside that network. VPNs are commonly deployed by corporations, schools, and other institutions so their users can access local network resources when not on campus, or when connected to a wireless network.

There are numerous systems for securing VPN connections, including some that rely on secure certificates or other schemes to ensure that only authorized users can connect. You must obtain the details from your network administrator to configure VPN access from your phone.

Working with secure certificates

If your organization's VPN access relies on secure certificates, you must obtain the certificates and store them in your phone's secure credential storage, before you can configure VPN access on your phone.

If your network administrator instructs you download the certificates from a web site, you'll be prompted to set a password for the credential storage when you download the certificates. If your network administrator has you obtain the certificates in some other way, you will need to use the Security & location settings to set a password for the credential storage first (see "Location & security settings" on page 264).

To add a VPN

1. Press **HOME**, press **MENU**, and touch **Settings**, to open the Settings application.
2. Touch **Wireless controls** > **VPN settings**.
3. Touch **Add VPN**.
4. Touch the type of VPN you want to add.
5. In the screen that opens, follow the instructions from your network administrator to configure each component of the VPN's settings.
6. Press **MENU** and touch **Save**.

   The VPN is added to the list on the VPN settings screen.

To connect to a VPN

1. Open the Settings application.
2. Touch **Wireless controls** > **VPN settings**.

   The VPNs you've added are listed on the VPN settings screen.
3. Touch the VPN you want to connect to.
4. In the dialog that opens, enter any requested credentials and touch **Connect**.

   When you're connected to a VPN, you receive an ongoing notification in the status bar. If you are disconnected, you receive a notification that you can use to return to the VNP settings screen so you can reconnect to it (see "Managing notifications" on page 46).

To disconnect from a VPN

- Open the Notifications panel and touch the ongoing notification for the VPN connection.

  Touch the ongoing VPN notification to disconnect.

Placing and receiving calls

You can place phone calls by dialing a phone number, from your contacts, from web pages, and in other ways. When on a call, you can manage incoming calls, answering them or sending them to your voicemail box. You can even set up conference calls with several participants <<not CDMA>>.

In this section

"Placing and ending calls" on page 72

"Answering or rejecting calls" on page 75

"Working with the Call log" on page 76

"Calling your contacts" on page 78

"Listening to your voicemail" on page 79

"Dialing by voice" on page 80

"Options during a call" on page 81

"Managing multiple calls" on page 84

Placing and ending calls

You can place calls with the Phone application. You can also place calls when working in the Call log (see "Working with the Call log" on page 76) or in Contacts (see "Communicating with your contacts" on page 98).

To open Phone

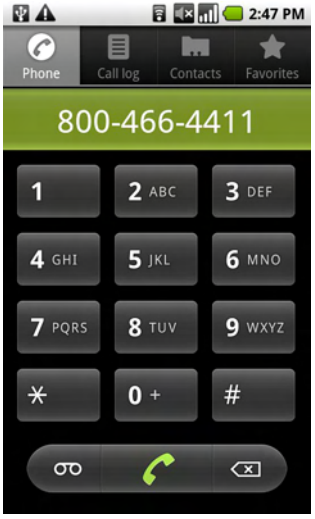
- Touch the Phone icon on the Home screen or in the Applications tab.

  OR

- If you're already working with Contacts or the Call log, touch the **Phone** tab.

To place a call by dialing

1 Open Phone.



Touch the entered number to dial it.

Touch & hold to enter +.

Touch to erase a digit. Touch & hold to erase the entire number.

2 Touch the keys on the Phone tab to enter the phone number.

If you enter a wrong number, touch to erase digits one by one.

To erase the entire number, touch & hold .

To dial an international number, touch & hold the **0** key to enter the plus (**+**) symbol. Then enter the appropriate international prefix, followed by the full phone number.

3 Press green phone icon to dial the number you entered. Or just touch the number on screen.

Information from Contacts about the person you're calling.

The duration of the call.

Drag the Dialpad tab up to enter additional numbers during your call.

<<Delete Hold for CDMA.>>

During a call, you can switch applications, for example, to look up information using the Browser. The green phone icon appears in the Status bar while the call is underway, as a reminder.

Press the **VOLUME UP / DOWN** buttons to adjust the in-call volume.

Use can use the onscreen buttons to place the current call on hold<<not CDMA>>, to add a caller, and for other in-call options, as described in "Options during a call" on page 81.

To end a call

- Touch End

.

To quickly redial the last number you called

<<Delete for phones without physical buttons>>

- Press the **CALL** button twice.

  Or if you have the **Phone** tab open, touch the **Call log** tab and then press the **CALL** button to redial.

To disable phone calls (airplane mode)

In some locations, such as on airplanes, you must turn off your phone's wireless connections, by placing your phone in airplane mode.

1 Press & hold the **POWER** button

2 Touch **Airplane mode.**

You can also turn airplane mode on and off and configure other mobile and other network settings with the Settings application (see “Wireless & networks” on page 257).

Answering or rejecting calls

When you receive a phone call, the incoming call screen opens with the caller ID and additional information about the caller, depending on how much information about the caller you have entered in Contacts (see “Contacts” on page 87).

All incoming calls are recorded in the Call log (see “Working with the Call log” on page 76). If you miss a call, you receive a notification (see “Managing notifications” on page 46).

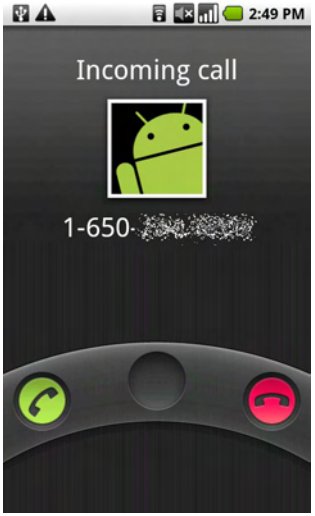
Selecting a ringtone and its volume are described in “Sound & display settings” on page 262.

To answer a call

- Drag the green phone icon to the right.

  If you were already on a call, the first call is placed on hold while you answer the new call.

  To silence the ringer before answering the call, press the **VOLUME DOWN** button.



Information from Contacts is displayed about the caller.

To reject a call

- Drag the red phone button to the left.

Working with the Call log

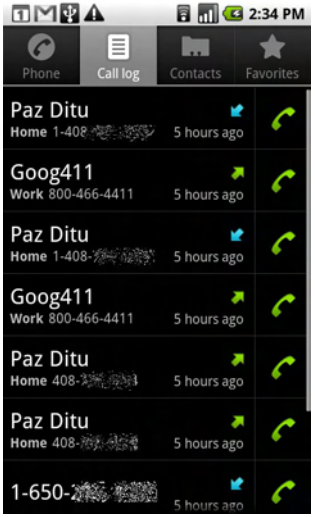
The Call log is a list of all the calls you've placed, received, or missed. It offers a convenient way to redial a number, return a call, add to a number to your Contacts.

To open the Call log

- Press the **CALL** button.

  Or if you have the **Phone** or **Contacts** tab open, touch the **Call log** tab.

  Calls are listed with the most recent at the top. You can scroll to view earlier entries in the log.



<<reshoot with missed call showing, final art, etc.>>

Missed call

Incoming call

Outgoing call

Touch to call back

Touch & hold an entry for more options

To quickly dial a number in the Call log

- Touch the green phone icon at the right of the entry.

  You can also touch & hold the entry to open a menu with options for communicating with the entry in other ways.

To add an entry's number to your Contacts

1. Touch & hold the entry.
2. Touch **Add to contacts** in the menu that opens.
3. In the list of contacts that opens, touch **Create new contact** at the top, or scroll to find and then touch an existing contact you want to add the number to.

   For more information on creating and editing contacts, see "Contacts" on page 87.

To take other actions on a Call log entry

- Touch a Call log entry to open a screen where you can call the contact again, send the contact a message, add the number to your Contacts, and learn more about the original call.
- Touch & hold a Call log entry to open a menu where you call the contact, view the contact information (if the number is stored in your contacts list), edit the number before you redial, and more.

To clear the Call log

- When viewing the Call log, press **MENU** and touch **Clear call log**.

  You can also touch & hold an entry in the log and in the menu that opens, touch **Remove from call log** to remove just that entry from the log.

Calling your contacts

You can touch one of your contacts' phone numbers to dial it, instead of entering the number in the Phone tab.

(You can also quickly call a contact with Quick Contact. See "Connecting quickly with your contacts" on page 54)

Adding, editing, and performing other tasks with your contacts is described in "Contacts" on page 87. If you have contacts on the web, they're synchronized with your phone when you first connect to your Google Account.

To call a contact

1. Open your contacts.

   For example, on the Home screen touch the Contacts icon . Or in Phone, touch the **Contacts** tab.

2. Touch the contact you want to call.

   You can search for or scroll to find a contact.

3. Touch the phone number you want to use to call the contact.

   See "Communicating with your contacts" on page 98 for other options.

To call a favorite contact

1. Open your list of favorites.

   For example, on the Home screen touch the Contacts icon and then touch the **Favorites** tab.

   The list of your favorite contacts is followed by a list of the numbers you call most often.

   You add and remove favorites by touching the star next to their names, when you're viewing information about the Contact. For details, see "Adding a contact to your favorites" on page 93.

2. Touch the favorite you want to call.

3. Touch the phone number you want to use to call the contact.

Listening to your voicemail

A voicemail icon appears in the status bar when you have new voicemail messages.

If you have not set up your voicemail number, or if you need to change it, you can do that with the Call settings (see "Call settings" on page 260).

To listen to your voicemail

- Open the Notifications panel and touch **New voicemail**.

  Responding to notifications is described in "Managing notifications" on page 46.

  OR

- Open Phone and touch & hold the voicemail icon in the Phone tab.

  Opening Phone is described in "Placing and ending calls" on page 72

  <<confirm per deployment>>Your carrier's voicemail system guides you through the process of listening to and managing your voicemail. The first time you call your voicemail, it also guides you through the process of recording greetings, setting a password, and so on.

Dialing by voice

You can search for and dial a contact by speaking, rather than by using the Phone tab or touching a contact's number.

To place a call by speaking

You can call a contact using Google search by voice.

1. Press and hold the **SEARCH** button.

   You're prompted to speak.

2. Say "Call" followed by the name of the contact you want to call.

   If Google search by voice finds a match, it dials the contact's default number.

   For details about setting a contact's default number, see "Editing contact details" on page 95.

Options during a call

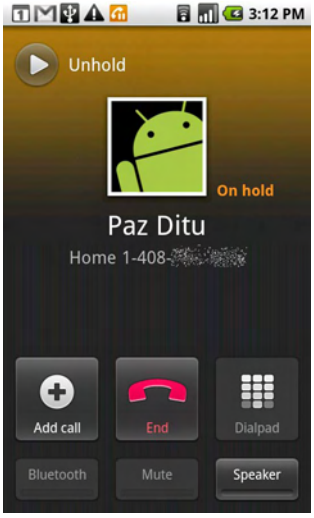
<<Hold and merge not for CDMA>>

When a call is in progress, you put a call on hold, dial another contact for a phone conference, mute your microphone, and more.

During a call, you can also switch between callers and set up conference calls, as described in "Managing multiple calls" on page 84.

To place a call on hold

- Touch the Hold icon .



The phone screen indicates that you have a call on hold.

A hold icon appears in the status bar, to remind you that you have a call on hold. From any other application, you can open the Notifications panel and touch the entry for the call on hold, to return to the current call screen (for details about notifications, see "Managing notifications" on page 46).

When viewing the current call screen, you can take the call off hold by touching the Unhold button.

To mute the microphone during a call

- Touch Mute.

  The Mute icon lights green to indicate the microphone is muted.

  The mute icon appears in the status bar, to remind you that the microphone is turned off.

  When viewing the current call screen, you can unmute the microphone by touching the Mute icon again.

  The microphone is unmuted automatically when your current call ends.

To turn the speakerphone on or off

- Touch Speaker.

  The Speaker icon lights green to indicate the speakerphone is on.

  The speakerphone icon appears in the status bar and the sound from your call is played out your phone's speaker.

  When viewing the current call screen, you can turn the speakerphone off by touching the Speaker icon again.

  The speaker it turned off automatically when your current call ends.

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

To switch between a Bluetooth headset and the phone

When a Bluetooth headset is paired and connected to your phone, you can conduct all calls on the headset for hands-free conversation.

For details about configuring the phone to use a Bluetooth headset, see "Connecting to Bluetooth devices" on page 63.

When using the Bluetooth headset during a call, the current call screen gets a blue border and the ongoing call icon turns blue in the status bar.

- Touch the Bluetooth icon to switch from the headset to the phone, or vice versa.

Managing multiple calls

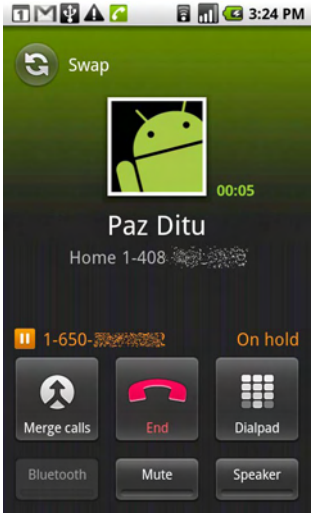
<<Much simpler for CDMA.>>

If you accept a new call when you're already on a call, you can switch between the two callers or merge the two calls into a single conference call. You can also set up a conference call with multiple callers.

To switch between current calls

- Touch the Swap icon .

  The current call is put on hold and you join the other.



Touch to swap calls.

The number of the call that's on hold.

Touch to merge the calls into a conference call.

To set up a conference call

Contact your wireless service provider to learn whether they support conference calls and how many participants you can include.

1 Place a first call to the first participant.

See "Placing and ending calls" on page 72 for details.

2 When you're connected, touch **Add call**.

The first participant is put on hold and you're prompted to dial the second caller.

3 Place the next call, using the Phone tab, the Call log, or your contacts.

4 When you're connected, touch **Merge calls**.

The participant is added to the conference call.

You can add as many callers as your carrier supports.

During a conference call, touch **Manage** to drop a conference call participant or to talk privately to one of the participants.

To end a conference call and disconnect all callers

- Touch End.

Contacts

Contacts gives you quick and easy access to the people you want to reach. When you first turn on your phone and sign into your Google Account, any existing Google contacts are downloaded to your phone. Subsequently, changes to either set of contacts are synchronized. Information about your contacts is shared with other applications, such a Gmail, Google Talk, Messaging, Gallery (for sharing photos and videos), and so on.

If you have more than one account with contact information, Contacts attempts to merge duplicates contacts into a single entry, but you can also manage that process manually.

In this section

"Opening your contacts" on page 88

"Adding contacts" on page 90

"Importing, exporting, and sharing contacts" on page 91

"Adding a contact to your favorites" on page 93

"Searching for a contact" on page 94

"Editing contact details" on page 95

"Communicating with your contacts" on page 98

"Changing which contacts are displayed" on page 100

"Joining contacts" on page 102

"Separating contact information" on page 103

Opening your contacts

Open Contacts to add, view, and communicate with your friends and acquaintances.

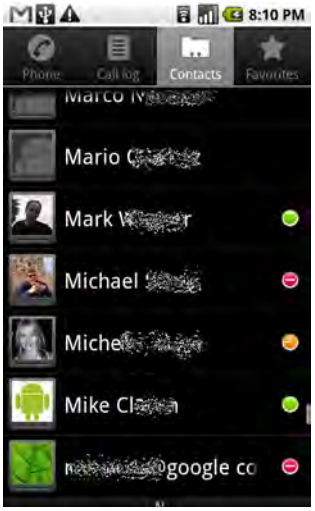
To open your contacts

- Touch the Contacts icon on the Home screen or in the Applications tab.

  You can also open Contacts using Quick Contact (see "Connecting quickly with your contacts" on page 54).

  All your contact are displayed alphabetically in a scrolling list. Each contact is followed by the default phone number.

  If you have a new phone and haven't added any contacts yet (by signing into a Google or other account that has contacts you can sync), Contacts displays a message with hints on how to start adding contacts to your phone.



Touch to view only your favorite contacts

Touch a contact to view its details.

Touch an icon to open Quick Contact

  You can drag the list up and down to scroll it, or slide your finger up or down to scroll quickly. Either way, a tab briefly appears to the right of the list, which you can drag up and down to scroll very quickly, while displaying the letter of the alphabet for the contacts you're scrolling past.

To open a list of your favorite contacts

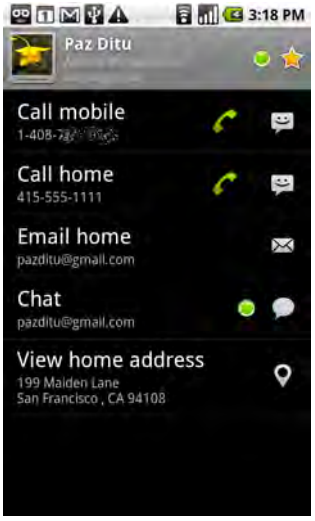
- Open your contacts and touch the **Favorites** tab.

  The Favorites tab lists the contacts you've added to the list (see "Adding a contact to your favorites" on page 93), followed by a list of your most frequently called contacts.

To view details about a contact

1. Open your contacts.
2. Touch the contact whose details you want to view.

   Entries for communicating with the contact are followed by the other details.



Touch to open Quick Contact.

The contact's status and where it's from

Touch to add or remove this contact from your favorites.

Touch a contact method to start communicating with the contact.

Touch an icon to call, email, text, chat, map, and so on.

Touch an address to view it on Google Maps.

You can touch a communication method to start dialing, texting, or emailing the contact using the listed number, address, and so on.

Touch an address to view it on Google Maps (see "Maps" on page 193).

You can also press **MENU** and touch **Edit contact** to edit the contact's information (see "Editing contact details" on page 95), or touch **Delete contact** to delete all information about the contact from your Contacts.

Adding contacts

You can add contacts on your phone and synchronize them with the contacts in your Google Account, an Exchange account, or other accounts that support syncing contacts.

When you reply to or forward an email message to an email address that is not in Contacts, the email address is added as a contact. Contacts tries to join new addresses with existing contacts, to create a single entry, but you can also manage that process manually (see "Joining contacts" on page 102 and "Separating contact information" on page 103).

To add a new contact

1. Open your contacts.
2. Press **MENU** and touch **New contact**.
3. Touch the account you want to add the contact to.

   This step is skipped if you have only one account with contacts.
4. Enter the contact's name.
5. Touch a category of contact information (such as phone numbers and email addresses) to enter that kind of information about your contact.

   Scroll the page to view all categories.
6. Touch a category's plus + button to add more than one entry for that category (such as more than one phone number).

   You can touch the button to the left of the item of contact information to open a menu with some preset labels (such as **Mobile** or **Work** for a phone number), or touch **Custom** in the menu to create your own label.
7. Touch the picture frame icon to pick a picture to display next to the contact's name in your lists of contacts.

8. When you're done, touch **Done**.

Importing, exporting, and sharing contacts

<<SIM not for CDMA>>

If you have contacts stored in vCard format on an SD card or SIM, you can import them into Contacts on your phone. You can export contacts in vCard format onto an SD card, to back them up on to a computer or other device. You can send a contact via email.

To import contacts from your SIM card

Your service provider may store some useful contacts on your SIM card (such as customer care and voicemail numbers). You also may have stored contacts on the SIM card if you're moving it from another phone. You can add some or all of these contacts to the Contacts application.

1. Open your contacts.
2. Press **MENU** and touch **Import/Export**.
3. Touch **Import from SIM**.
4. If you have more than one account on your phone, touch the account into which you want to import the contacts.

   Contacts presents a list of the contacts on the SIM.
5. Touch & hold a contact and touch **Import** in the menu that open. Or press **MENU** and touch **Import all**.

To import contacts from your SD card

You can copy individual or group contacts in vCard format onto your SD card and then import them into one of your accounts on the phone. (See "Connecting to a computer via USB" on page 66 for details about copying files to an SD card from your computer.) You may also have contacts stored on an SD card from another device (see "Your phone and accessories" on page 19 for details about working with SD cards).

1. Open your contacts.
2. Press **MENU** and touch **Import/Export**.
3. Touch **Import from SD card** .
4. If you have more than one account on your phone, touch the account into which you want to import the contacts.
5. If you have more than one vCard file on the SD card, touch the option to import a single contact file, multiple contact files, or all the contact files on the SD card.

   The contacts are imported.

To export contacts to your SD card

You can export all the contacts on your phone to your SD card, as a group vCard file. You can then copy this file to a computer or another device that can work with files in this format, such as an address book application (see "Connecting to a computer via USB" on page 66).

1. Open your contacts.
2. Press **MENU** and touch **Import/Export**.
3. Touch **Export to SD card**.
4. Touch OK to confirm.

   Contacts creates a file with the .vcf extension on your SD card, with all of your Contacts.

To share a contact

You can share a contact with someone by emailing it to them in vCard format.

1. Open your contacts.
2. Open the contact you want to share.
3. Press **MENU** and touch **Share**.

   A Gmail compose message window opens, with the contact attached as a vCard (.vcf) file.

   Address, write, and send the email, as described in "Composing and sending a message" on page 119.

Adding a contact to your favorites

The Favorites tab contains the short list of the contacts you communicate with most often.

To add a contact to your favorites

1. Open your contacts.
2. Touch & hold the contact you want to add to your list of favorites.
3. Touch **Add to favorites** in the menu that opens.

   Favorite contacts have a gold star next to their names, when you view their details (see "Editing contact details" on page 95). You can also add and remove

To remove a contact from your favorites list

1. Open your contacts and touch the **Favorites** tab.
2. Touch & hold the contact you want to remove.
3. Touch **Remove from favorites** in the menu that opens.

Searching for a contact

You can search for contact by name.

To search for a contact

1. Open your contacts.
2. Press the **SEARCH** button.
3. Start entering the name of the contact you're searching for.

   As you type, contacts with matching names appear below the search box.
4. Touch a matching contact in the list to open its details screen. Or touch the magnifying glass icon to open a screen with a list of matching contacts.

   You can also filter a list of contacts by opening the keyboard and entering text.

Editing contact details

You can change or add details about your contacts. You can also set the ringtone for when a contact calls, or divert all calls from a contact to your voicemail.

Some contacts contain information from multiple sources: information you added by hand, information Contacts joined from multiple accounts to consolidate duplicates, and so on. When you edit a contact, the information from each source is grouped in its own color-coded, labeled section. If you find duplicate entries in Contacts, you can join them into a single contact as described in "Joining contacts" on page 102. If you find information from unrelated contacts were joined in error, you can separate them, as described in "Separating contact information" on page 103.

Changes you make to information from one source do not affect the information from other sources. So for example, if you have information about a contact from a Google Account and an Exchange account and both are configured to sync contacts, edits to the information from the Google Account are synced to that account on the web, but don't change the information from the Exchange account.

For more information about working with multiple accounts, see "Accounts" on page 105.

To edit contact details

1. Open your contacts or favorites.
2. Touch & hold the contact whose details you want to edit and in the menu that opens, touch **Edit contact**.

   You can also press **MENU** and touch **Edit contact** when viewing a contact's details.
3. Edit the contact information, using the same controls as when you create a contact.

   See "Adding contacts" on page 90.
4. Touch **Done**.

To change a contact's default phone number

A contact's default phone number appears below the contact's name in the contacts list. The default phone number is used when you initiate a call or send a text message from the contacts list (by touching & holding a contact).

1. Open your contacts or favorites.
2. Touch the name of a contact in the list to view its details.
3. Touch & hold the phone number you want to use as the contact's default phone number.
4. Touch **Make default number** in the menu that opens.

   The default phone number is marked with a checkmark ☑ .

To divert all of a contact's calls to your voicemail

1. Open your contacts or favorites.
2. Touch the name of a contact in the list to view its details.
3. Press **MENU** and touch **Options**.
4. Check **Incoming calls**.
5. Press **BACK**.

   When this contact calls you, your phone won't ring and the caller is sent directly to your voicemail.

To set a ringtone for a contact

1. Open your contacts or favorites.
2. Touch the name of a contact in the list to view its details.
3. Press **MENU** and touch **Options**.
4. In the scrolling list of ringtones that opens, touch the one you want to play when the contact calls.

   The ringtone plays a sample.
5. Touch **OK**.

To delete a contact

1. Open your contacts or favorites.
2. Touch the name of a contact in the list to view its details.
3. Press **MENU** and touch **Delete contact**.

   If the contact contains information from a read-only account, you can't delete it: you can only change the sync settings for that account or delete the account itself.

   If the contact contains information joined from a read-only account, a dialog informs you that you must separate the contact entry into individual contacts delete the contact.
4. Touch **OK** to confirm you want to delete the contact.

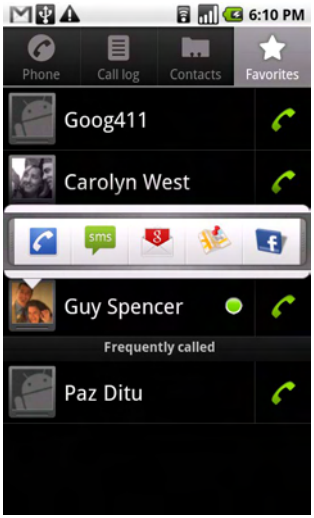
Communicating with your contacts

From the Contacts or Favorites tab you can quickly call or send a text (SMS) or multimedia message (MMS) to a contact's default phone number. You can also open details about a contact to view a list of all the ways you can communicate with that contact.

This section describes ways to initiate communication when viewing your list of Contacts. Contacts shares your contacts with many other applications, such as Gmail (see "Gmail" on page 113) and Messaging ("Messaging" on page 169). The sections on those applications describe how to access your contacts when working in them.

To connect using Quick Contact for Android

1 Touch a contact's icon to open Quick Contact for Android.



Touch a contact's icon and then touch the icon for how you want to connect

2 Touch the icon for the way you want to connect.

The icons available depend on the information you have for the contact and the applications and accounts on your phone.

For more information, see "Connecting quickly with your contacts" on page 54.

To communicate with a contact

1. Open your contacts or favorites.
2. Touch the contact you want to communicate with.

   You can also just touch the green phone icon in the list of favorites of in the Call log to call the displayed number.
3. In the contact's details screen, touch the way in which you want to start communicating with the contact.

   For phone numbers, you switch to the Phone application as the number is called. For other kinds of communication, you switch to the appropriate application with contact's address entered.

To call a contact's default number

1. Open your contacts or favorites.
2. Touch & hold the contact you want to call.
3. Touch **Call** in the menu that opens.

   The actual menu item depends on the default number you set for your contact, so it may be **Call Mobile**, **Call Work**, and so on.

   You switch to the Phone application as the number is called. For more information on placing phone calls, see "Placing and receiving calls" on page 71.

To send a text or multimedia message to a contact's default number

1. Open your contacts or favorites.
2. Touch & hold the contact you want to call.
3. Touch **Text contact** in the menu that opens.

   You switch to the Messaging application with the contact's phone number entered in a new message. For more information on sending text and multimedia messages, see "Messaging" on page 169.

   You can also use Quick Contact to start sending a text or multimedia message (see "Connecting quickly with your contacts" on page 54).

Changing which contacts are displayed

You can configure Contacts to hide contacts that don't have phone numbers. You can also configure which groups of contacts, for each account, you want to display in the Contacts list.

To set whether contacts without phone numbers are displayed

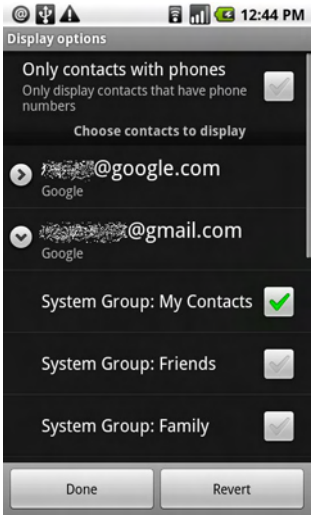
If you use your list of contacts only to call people, you may find it more convenient to hide any contacts that don't have phone numbers.

1. Open your list of contacts.
2. Press **MENU** and touch **Display options**.
3. Check or uncheck **Only contacts with phones**.

To set which groups of contacts to display

1. Open your list of contacts.
2. Press **MENU** and touch **Display options**.
3. Touch an account to open its list of groups.

   An account's groups depend on the kind of account.



4 Check or uncheck the groups whose contacts you want to view in Contacts.

You only affect the display of groups of contacts with this screen: your sync settings are not affected.

5 Touch **Done**.

A message appears while your changes are made. If your change affects a great many contacts, this can take a short while.

Joining contacts

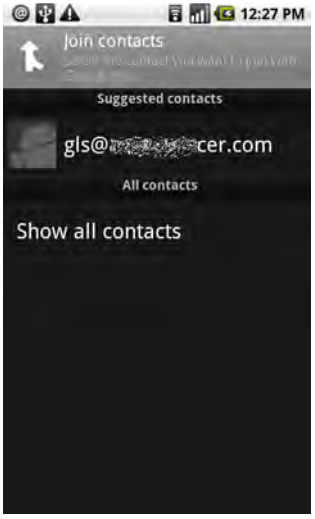
When you add an account or add contacts in other ways (such as by exchanging email), Contacts attempts to join any new contact information with existing contacts under a single entry, to avoid duplication. But you can also join contacts manually.

To join contacts

1. Open your contacts or favorites.
2. Touch the contact you want to add information to.

   This is the contact you will see in Contacts after you join.
3. Press **MENU** and touch **Edit contact**.
4. Press **MENU** and touch **Join**.

   Touch the contact whose information you want to join with the first contact.



Touch the contact whose information you want to join.

The information from the second contact is added to the first contact, and the second contact is no longer displayed in the Contacts list.

See "Editing contact details" on page 95 for details on how to view where a Contact's information came from (including automatic and manually joined information). See "Separating contact information" on page 103 for information on how to separate contacts joined in error.

Separating contact information

Each contact on your phone may contain information from a variety of sources: you may have entered it, Contacts may have joined information automatically when you added an account, you may have joined contacts (as described in "Joining contacts" on page 102), and so on.

If contact information from different sources was joined in error, you can separate the information back into individual contacts on your phone.

To separate contact information

1. Open your contacts or favorites.
2. Touch the contact whose information you want to separate.
3. Press **MENU** and touch **Edit contact**.
4. Press **MENU** and touch **Separate contact**.

   The contact information is separated into individual contacts in the list of contacts.

Accounts

You can sync contacts, email, and other information to your phone from multiple Google Accounts, corporate (Exchange) accounts, or other kinds of accounts (depending on the applications installed on your phone).

For example, you could start by adding your personal Google Account, so your personal email, contacts, and calendar are always available. Then you could add an Exchange account from work, so you can read your work email and have your work contacts handy. You can even add multiple Google Accounts and accounts.

In this section

"Adding and removing accounts" on page 106

"Configuring account sync and display options" on page 110

Adding and removing accounts

You can add multiple Google Accounts and Exchange accounts. You may also be able to add other kinds of accounts, depending on the applications installed on your phone.

When you add an account, Contacts compares any new contacts you sync to your phone with your existing contacts, and attempts to join duplicates into a single entry in Contacts. (This does not join that data for the accounts themselves; it just presents it as a single contact in Contacts. See "Joining contacts" on page 102 for more information on joining contacts manually. See "Configuring account sync and display options" on page 110 to learn how to separate contact information that was joined incorrectly.

To add an account

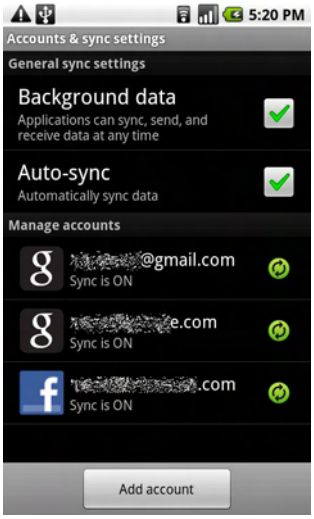
To add some accounts, you may need to obtain details about the service an account connects to from an IT support representative, for example, the account's domain or server address.

1 Open the Accounts & sync settings screen.

You can do this in Contacts by pressing **MENU** and touching **Accounts**, or directly in the Settings application.

The Account & sync settings screen displays your current sync settings and a list of your current accounts.

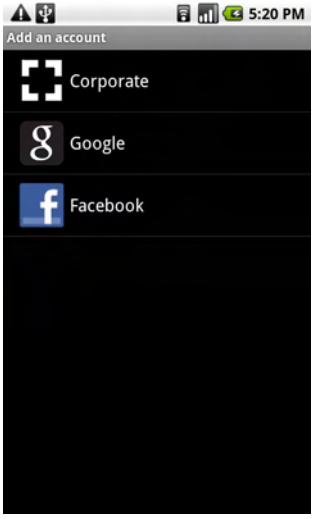
See "Configuring account sync and display options" on page 110 for details about configuring existing accounts.



Touch Add account.

2 Touch **Add account**.

3 Touch the kind of account you want to add.



Touch the kind of account you want to add.

4 Follow the onscreen steps to enter the required and optional information about the account.

Most accounts require a username and password, but the details depend on the kind of account and the configuration of the service you're connecting to.

5 Configure the account.

Depending on the kind of account, you may be asked to configure what kinds of data you want to sync to the phone, name the account, and other details.

When you're done, the account is added to the list in the Accounts & sync settings screen and depending on how you configured it, email, contacts, and other information start syncing to your phone.

See "Configuring account sync and display options" on page 110 for details about changing how the account is configured.

To remove an account

You can remove an account to delete it an all information associated with it from your phone, including (for example) email, contacts, settings, and so on.

You can't remove some accounts, such the first Google Account you signed into on the phone, except by deleting all personal information from your phone (see "Privacy settings" on page 269 to learn now to do that).

1. Open the Accounts & sync settings screen.

   You can do this in Contacts by pressing **MENU** and touching **Accounts**, or directly in the Settings application.

   The Account & sync settings screen displays your current sync settings and a list of your current accounts.

2. Touch the account you want to delete.
3. Touch **Remove account**.
4. Confirm you want to remove the account.

Configuring account sync and display options

You can configure background data use and synchronization options for all the applications on your phone. You can also configure what kinds of data you synchronize for each account. Your applications (such as Gmail and Calendar) may also have their own synchronization settings.

Some applications, such as Contacts and Gmail, can sync data from multiple applications. Others, such as Calendar, sync data only from the first Google Account you sign into on your phone, or from an account associated specifically with that application.

For some accounts, syncing is two-directional: changes you make to the information on your phone is made to the copy of that information on the web. Your Google Account works this way. Other accounts support only one-way sync: the information on your phone is read-only.

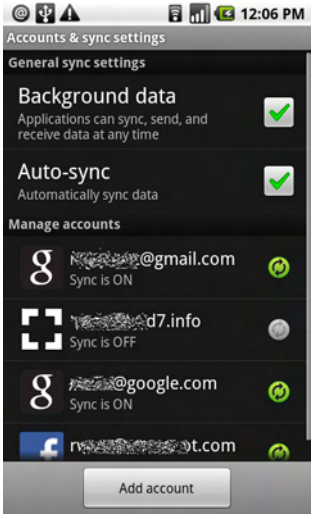
You can also use the Contacts display options to configure which kinds of contacts are displayed, as described in "Changing which contacts are displayed" on page 100.

To configure general sync settings

1 Open the Accounts & sync settings.

You can do this in Contacts by pressing **MENU** and touching **Accounts**, or directly in the Settings application (press **HOME**, press **MENU**, and touch **Settings**).

The Account & sync settings screen displays your current sync settings and a list of your current accounts.



Touch the account you want to configure.

Some or all information from this account is configured to sync automatically with your phone.

No information from this account syncs automatically with your phone.

indicates that some or all of an account's information is configured to sync automatically with your phone.

indicates that none of an account's information is configure to sync automatically with your phone.

2 Check or uncheck **Background data** to control whether applications and services can transmit data when you are not working with them directly (that is, when they are running in the background).

If you uncheck this option, Gmail stops receiving new mail unless you use the **Refresh** menu item or send an email, Calendar stops syncing events, and so on.

3 Check or uncheck **Auto-sync** to control whether changes you make to information on the phone or on the web are automatically synced with each other.

For example, when this option is checked, changes you make in Contacts on the phone are automatically made in Google Contacts on the web.

If you uncheck this option, you may be able to use an application's tools to sync data manually, or as described in "To sync information manually" on page 111.

To sync information manually

1 Open the Accounts & sync settings screen.

2 Touch the account whose data you want to sync.

3 Press **MENU** and touch **Sync now**.

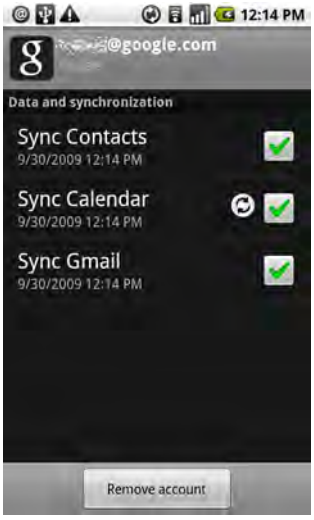
To change an account's sync settings

1 Open the Accounts & sync settings screen.

2 Touch the account whose sync settings you want to change.

The Data & synchronization screen opens, with a list of the kinds of information the account can sync.

Checked items are configured to sync to your phone.



3 Check or uncheck the kinds of information you want to sync to the phone.

Unchecking an option does not remove the information from your phone: it simply stops it from syncing automatically. To remove the information previously synced for the account, you must remove the account.

Gmail

Gmail is Google's web-based email service. When you first set up your phone, you configured it to use an existing Gmail Account, or you created a new account. The first time you open the Gmail application on your phone, your Inbox contains the messages from your Gmail Account on the web.

In this section

"Gmail is different" on page 114
"Opening Gmail and your Inbox" on page 115
"Reading your messages" on page 117
"Composing and sending a message" on page 119
"Replying to or forwarding a message" on page 120
"Working with conversations in batches" on page 121
"Labeling a conversation" on page 122
"Starring a message" on page 123
"Viewing conversations by label" on page 124
"Reporting spam" on page 125
"Searching for messages" on page 126
"Archiving conversations" on page 127
"Synchronizing your messages" on page 128
"Appending a signature to your messages" on page 130
"Changing Gmail settings" on page 131

Gmail is different

Gmail is web-based Your messages are stored on Google servers, but you read, write, and organize messages using the Gmail application on your phone or using a web browser on a computer. Because your mail is stored on Google servers, you can also search your entire message history, backed by the speed and power of Google search.

Actions you take in one place are reflected everywhere: for example, if you read a message in Gmail on your phone, it's marked as read in a web browser; a message you send using a web browser, or even a draft of a message, is visible in Gmail on the phone.

Gmail is conversation-based Each message and all replies to it are grouped in your Inbox as a single conversation. In other email applications, replies to messages are sprinkled across your inbox, typically by date received, so a message and the replies to it are separated by other messages. In this way Gmail makes is easier to follow the "thread" of a conversation.

Gmail is organized by labels, not folders By tagging messages with labels, you can organize your conversations in as many ways as you want. In other email applications, each message can live only in one folder. For example, with Gmail you can label a conversation with your mother about your brother's birthday present with both "Mom" and "Dave." Later, you can look for the message under either label. Using folders, you'd have to store the message in the "Mom" folder or the "Dave" folder, not both.

Gmail for the phone is optimized for mobile: use the web to organize Gmail The best place to organize and learn about Gmail is the web. For example, you can't use the Gmail application on the phone to create the labels and filters you use to organize your messages, but you can label a message. Gmail on the web also offers a host of information about the service, so it's the best place to learn about all of the features of Gmail.

Gmail is for Gmail Of course you can use Gmail to send email to any email address and anyone can send email to you at your Gmail address, but if you want to read messages from another email service provider (using your AOL, Yahoo!, or other email account), use the Email application (see "Email" on page 159).

Opening Gmail and your Inbox

When you open Gmail, it displays the most recent conversations in your Inbox. Or if you return to Gmail after using other applications, Gmail displays the last screen you were working with.

To open Gmail

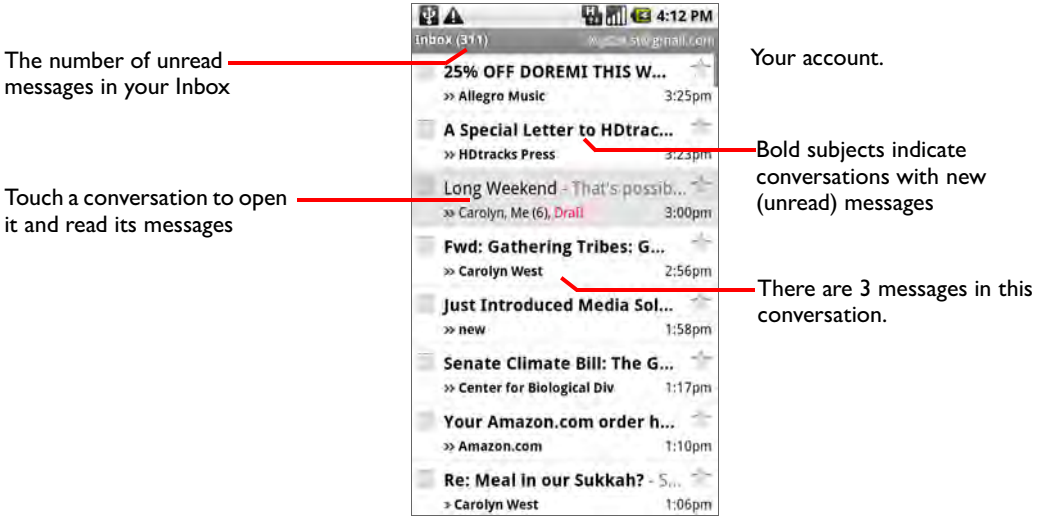
- Touch the Gmail icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  Your Inbox displays conversations with the newest messages at the top. All your conversations are in your Inbox unless you delete, archive, or filter them.

  The current Google Account is displayed at the top-right of the Inbox. If you have more than one account, you can switch accounts to view the messages in its Inbox, as described in "To switch Accounts" on page 116. (Adding and working with accounts is described in "Accounts" on page 105.)

  Conversations with new messages have bold subjects. To read a message in a conversation, touch its subject (see "Reading your messages" on page 117).



» indicates messages sent directly to you.

› indicates messages you were CC'd on.

Other messages were sent to you as part of a group.

To open your Inbox when Gmail is running

- Press the **BACK** key until you return to your Inbox.

  OR

- When reading a message or viewing a list of labeled conversations, the **MENU** key and touch **Back to Inbox**.

To switch Accounts

Gmail displays conversations and messages from one Google Account at a time. If you have more than one account, you can open the Accounts screen to view how many unread messages you have in each account and to switch accounts.

1. From your Inbox, press **MENU** and touch **Accounts**.

2. Touch the account with email you want to read.

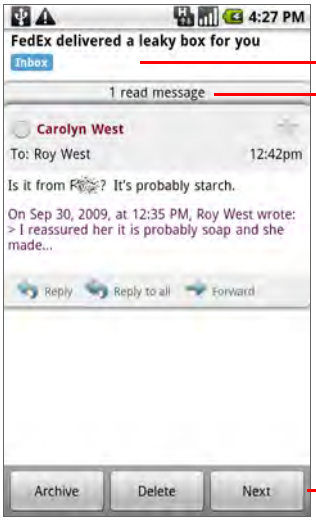
Reading your messages

When viewing a list of conversations in your Inbox or in any list of labeled conversations, you can open a conversation to read its messages.

To read a message

- Touch a conversation that contains the message you want to read.

  A conversation opens to the first new (unread) message, or to the first starred message, if you've previously starred a message in the conversation (see "Starring a message" on page 123).



  The Google Talk online status is shown next to the name of the sender of each message. You can touch that status indicator to open Quick Contact (see "Connecting quickly with your contacts" on page 54.

  When reading messages in a conversation, you can use the buttons at the bottom of the screen to archive the entire conversation (see "Archiving conversations" on page 127) or to delete it. If you delete a conversation, you can touch **Undo** in the yellow bar at the top of the screen to undelete it.

  You can also touch **Next** to read the next unread message in a conversation in your Inbox (or the conversation list you're working in). Press the **BACK** button to reread the last message you read.

  You can scroll to the bottom of a message to view buttons for replying to or forwarding the message, as described in "Replying to or forwarding a message" on page 120.

To reread a message

When you open a conversation, messages you've already read are hidden, in a tab that indicates the number of hidden messages.

1 Touch the tab that indicates the number of previously read messages.

The tab expands into tabs that list the sender and first line of each read message.

2 Touch an expanded tab to reread the body of the message.

<<Need to reshoot 3 screens; see Donut book for details.>>

Touch the tab that indicates the number of unread messages to view their summary tabs.

Touch the tab of a message you've already read to open it, so you can read it again.

When reading a message or when its tab is selected, you can press **MENU** and touch **Mark read** to return a read message to the unread state—for example, to remind yourself to read it again later.

Composing and sending a message

You can compose and send a message to people or groups with Gmail or other email addresses.

To compose and send a message

1. Press **MENU** and touch **Compose**.
2. Address the message.

   As you enter text, matching addresses are offered from your Contacts (see "Contacts" on page 87). You can touch a suggested message or enter a new one.
3. Press **MENU** and touch **Add Cc/Bcc** to address a copy or blind copy of the message.
4. Enter a subject for the message.
5. Enter the text of the message.

   For more information about entering and editing text, see "Using the onscreen keyboard" on page 35 and "Editing text" on page 38.
6. Press **MENU** and touch **Attach** to send a photo with the message.

   See "Gallery" on page 215 to learn more about working with photos.
7. Touch **Send**.

   If you're not ready to send the message, touch **Save as draft** instead. You can read your drafts by openings email with the Draft label (see "Viewing conversations by label" on page 124).

   Touch **Discard** to abandon the message, including any saved drafts.

   If you aren't connected to a network, for example, if you're working in Airplane mode, the messages you send are stored on your phone with the Outbox label, until you connect to a network again.

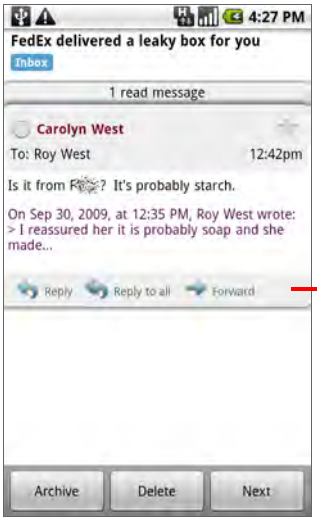
Replying to or forwarding a message

When reading a message, you can continue the conversation by replying to it or forwarding it.

To reply to or forward a message

1 Scroll to the bottom of a message.

2 Touch **Reply**, **Reply to all**, or **Forward**.



Touch **Reply** to reply just to the sender of the message; Touch **Reply to all** to include all other recipients of the message. Touch Forward to send the conversation to someone new.

Replying to messages without changing the subject adds your reply to the current conversation. Forwarding a message or changing the subject starts a new conversation.

The message opens in a new screen where you can add or remove addresses, edit the subject, and add or remove text or attachments, as described in “Composing and sending a message” on page 119.

You can add one or more people to an ongoing conversation by replying to all and then adding the new people’s addresses to the reply.

All the messages in the conversation, up to the one you are replying to or forwarding, are included in the new message; later messages are omitted.

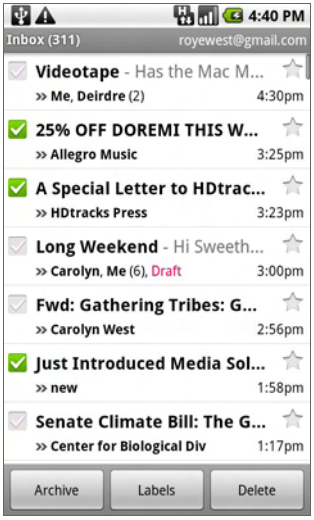
3 Touch **Send**.

Working with conversations in batches

You can archive, label, delete, or perform other actions on a batch of conversations at once, in your Inbox or in another labeled list of conversations.

1 In the Inbox or other conversation list, check the conversations you want to work with as a batch.

When you check a conversation, the **Archives**, **Labels**, and **Delete** buttons appear at the bottom of the screen.



Check conversations to add them to the batch.

Touch a button to acton on the batch, or press **MENU** to act on the batch in other ways.

2 Touch **Archive**, **Label**, or **Delete**. Or press **MENU** and touch **Add star**, **Report spam**, **Mute**, **Mark read** / **Mark unread**, or **Deselect all**.

You action affects the entire batch of messages.

If you delete a batch of conversations, you can touch **Undo** in the yellow bar at the top of the screen to undelete them.

You can hide the checkboxes if you never work with batches of messages, to give more room for the subjects of conversations (see "Changing Gmail settings" on page 131).

Labeling a conversation

You organize conversations by labeling them. Gmail has several built-in labels; you can also add your own, using Gmail on the web.

Viewing labeled conversations is described, along with a list of standard labels, in "Viewing conversations by label" on page 124.

To label a conversation

1. When reading a conversation's messages, press **MENU** and touch **Change labels**.
2. In the dialog that opens, check the labels you want to assign to the conversation.

To label a batch of conversations at once

You can use the following steps to assign or change the labels of one or more conversations at once.

1. In your Inbox or other conversation list, check the conversations you want to label.

   See "Working with conversations in batches" on page 121.
2. Touch the **Labels** button at the bottom of the screen.
3. In the dialog that opens, check the labels you want to assign to the conversation.
4. Touch **OK**.

To change a conversation's labels

1. When reading a conversation's messages, press **Menu** and touch **Change labels**.

   You can also change a batch of conversations' labels, in the same way as you label a batch of conversations, using the **Labels** button.
2. In the dialog that opens, check and uncheck the labels you want.
3. Touch **OK**.

Starring a message

You can star a message that is important to you for any reason. Conversations with starred messages display a star in your Inbox and other conversation lists. To view just conversations with starred messages, see “Viewing conversations by label” on page 124.

To star a message

- When reading a message, touch the star in its header.

  OR

- When viewing a conversation, touch its star to star the newest message in the conversation.

To unstar a message

- Touch its star again.

To unstar all messages in a conversation

- Touch a star in a conversation list.

Viewing conversations by label

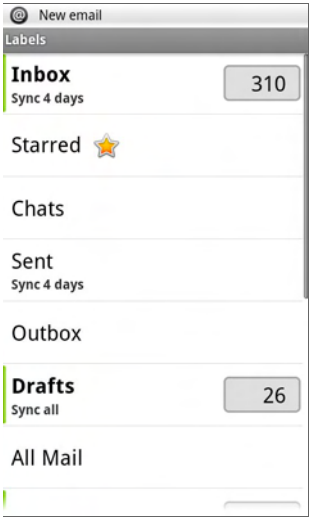
You can view a list of the conversations that have the same label, including conversations with starred messages.

You can control how many conversations are kept current on your phone, by label and time, as described in “Synchronizing your messages” on page 128.

See “Labeling a conversation” on page 122 or “Starring a message” on page 123 for information on assigning labels and stars.

1 When viewing your Inbox or another conversation list, press **MENU** and touch **View labels**.

Your labels are presented in a scrolling list.



Indicates how many messages with this label are kept current on your phone

Labels applied to conversations with unread messages are bold and have a green bar.

The number of conversations with this label that have unread messages.

2 Touch a label to view a list of conversations with that label.

The conversation list resembles your Inbox, but the label replaces “Inbox” in the title bar. You work with labeled conversation lists in the same way as with your Inbox.

Reporting spam

The Gmail webmail service works hard to prevent spam (unwanted and unsolicited "junk" mail) from reaching your Inbox. But when spam makes it through, you can help improve the Gmail service by reporting the conversation as spam.

To report a conversation as spam

- When reading the conversation's messages, press **MENU** and touch **More** > **Report spam**.

  OR

- Check one or a batch of conversations in your Inbox or other conversation list, press **MENU**, and touch **Report as spam**.

  See "Working with conversations in batches" on page 121.

  When you report a conversation as spam, the conversation and all its messages are removed from your Inbox. You can view the messages you've marked as spam by viewing messages with the Spam label (see "Viewing conversations by label" on page 124).

Searching for messages

You can search for messages that contain one or more words in their contents or in their addresses, subjects, labels, and so on. When you search for messages, all the messages in your Gmail account on the web are included (except those labeled Trash or Spam), not just those you've synchronized onto your phone.

You can also use the advanced search options that are described on the Gmail web site.

1. In the Inbox, press **MENU** and touch **Search**.
2. Enter the word or words you want to search for and touch **Search**.

   A conversation list opens, with all the conversations with messages that contain the words you searched for. The words you searched for are displayed in the title bar.

   You work with the conversations in this list just as you would with the conversations in your Inbox or any other conversation list.

Archiving conversations

You can archive conversations, to move them out of your Inbox without deleting them. Archived conversations are assigned the All Mail label and retain any other labels you've assigned to them (see "Viewing conversations by label" on page 124). They're also included in search results. If someone replies to a message you've archived, its conversation is restored to your Inbox.

- When viewing a list of conversations, touch & hold a conversation and touch **Archive** in the context menu that opens.

  OR

- When reading a message, touch **Archive** at the bottom of the screen.

Synchronizing your messages

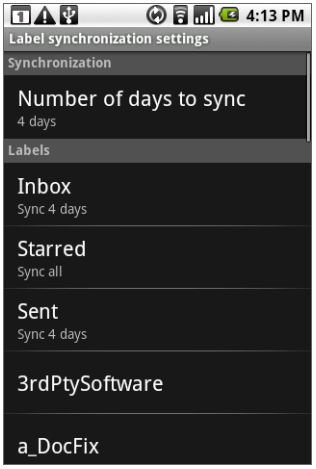
The Gmail webmail service has enormous resources for storing your messages; your phone does not. Gmail only downloads some of your messages to your phone, to save space. You can set which conversations are kept current on your phone, by label, and what portion of those conversations, by time.

You use the Settings application to control how and when applications synchronize their data. See "Accounts & sync settings" on page 268.

To select which conversations to synchronize

1. Open your Inbox.
2. Press **MENU** and touch **Settings** > **Labels**.

   The Label synchronization settings screen opens, with a scrolling list of your Gmail labels. Below each label is its current synchronization setting: **Sync all**, **Sync 4 days**, or no label (conversations with that label are not synchronized).



3. Touch a conversation label whose synchronization settings you want to change.

   A dialog for that conversation label opens, with three options:

   Sync none Don't download any conversations that have only this label

   Sync 4 days Download the previous 4 (or number of days you set) of conversations

   Sync all Download all conversations with this label

To set how many days of conversations to synchronize

1. Open your Inbox.
2. Press **MENU** and touch **Settings** > **Labels**.
3. Touch **Number of days to sync**.

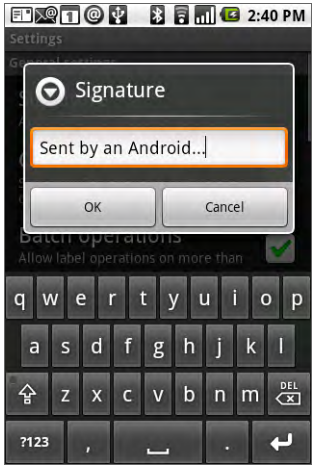
   Enter the number of days and touch **OK**.

Appending a signature to your messages

You can append one or a few lines of text to every message you send, such as your name, contact info, or even "Sent by an Android."

1 Open your Inbox or another labeled list of Conversations.

2 Press **MENU** and touch **Settings** > **Signature**.



Enter a signature to append to your messages and touch **OK**.

3 Enter a signature.

4 Touch **OK**.

Changing Gmail settings

You can change a number of settings for Gmail. Notification volumes and some synchronization settings are changed in the Settings application (see "Settings" on page 255).

- To change Gmail settings, open your Inbox, press **MENU**, and touch **Settings**.

General Settings

Signature Opens a dialog where you can enter text to append to every message you send. See "Appending a signature to your messages" on page 130.

Confirm delete Check to open a dialog each time you delete messages, asking you to confirm that your want to delete them.

Batch operations When checked, adds a check box to the left of each conversation, so you can add it to a batch. See "Working with conversations in batches" on page 121.

Clear search history Touch to remove the history or search results you've touched when searching for messages.

Labels Opens the Labels screen, where you can manage which conversations are synchronized. See "Synchronizing your messages" on page 128.

Notification settings

Email notifications Check to receive a notification whenever you receive new email. See "Managing notifications" on page 46.

Select ringtone Opens a dialog where you can select the ringtone to sound when you receive new email notifications.

Vibrate Check to vibrate the phone when you receive a new email notification.

Calendar

Calendar works with Google Calendar web-based calendaring service for creating and managing events, meetings, and appointments.

When you first set up your phone, you configured it to use an existing Google Account, or you created a new account. The first time you open the Calendar application on your phone, it displays any existing calendar events from your Google Account on the web.

Calendar on the phone is optimized for the phone. There are some Calendar features (such as creating Calendars and inviting guests to events) that are only available in Calendar on the web. Be sure to visit Google Calendar on the web (http://calendar.google.com) to learn more about the features of the web and phone versions.

In this section

"Viewing your calendar and events" on page 134

"Working in Agenda view" on page 136

"Working in Day view" on page 137

"Working in Week view" on page 138

"Working in Month view" on page 139

"Viewing an event's details" on page 140

"Creating an event" on page 141

"Editing or deleting an event" on page 142

"Setting a reminder for an event" on page 143

"Setting a reminder for an event" on page 143

"Responding to an event reminder" on page 144

"Displaying and synchronizing calendars" on page 145

"Changing Calendar settings" on page 146

Viewing your calendar and events

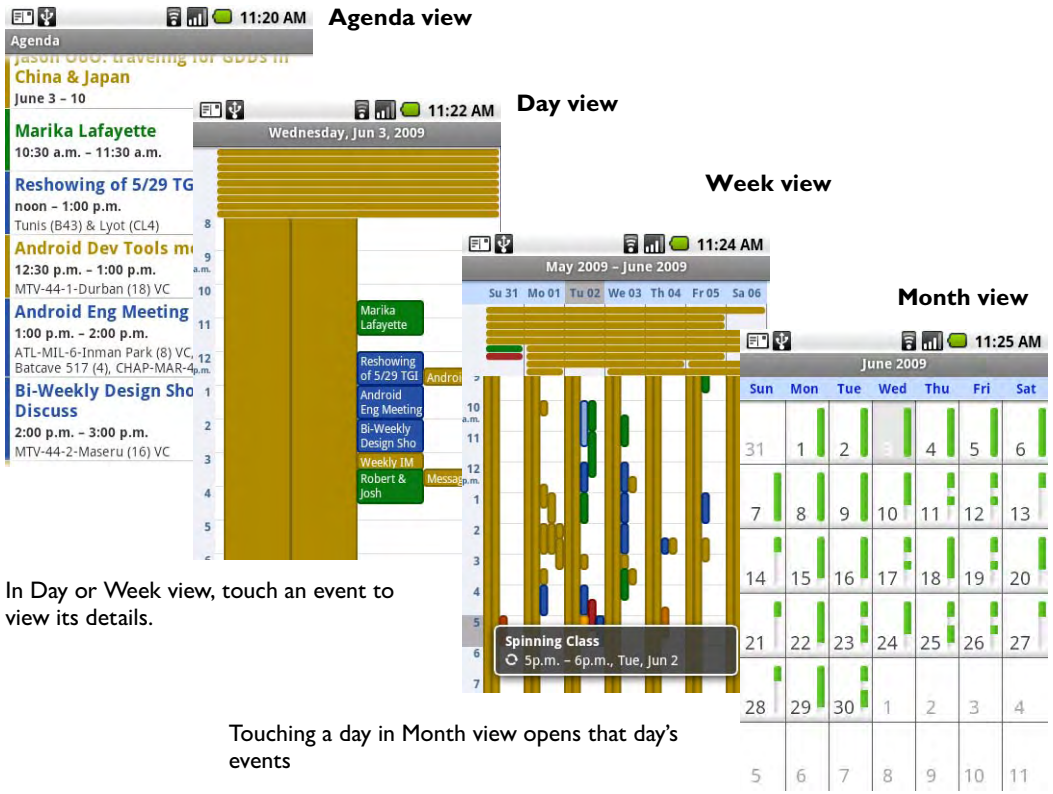
Open Calendar to view the event you have scheduled in the coming days, weeks, or months.

To open your calendar

- Touch the Calendar icon on the Home screen or in the Applications tab.

  See “Opening and switching applications” on page 40 to learn more about opening and switching applications.

  If you have created or subscribed to more than one calendar using Google Calendar on the web, events from each calendar are displayed in a different color. For more information about which calendars are displayed on your phone, see “Displaying and synchronizing calendars” on page 145.



In Day or Week view, touch an event to view its details.

Touching a day in Month view opens that day’s events

To change your calendar view

- Press **MENU** and touch **Agenda**, **Day**, **Week**, or **Month**.

  Each view displays in the events in your calendar for a period of time. For details, see:

  "Working in Agenda view" on page 136

  "Working in Day view" on page 137

  "Working in Week view" on page 138

  "Working in Month view" on page 139

- To view more information about an event in Agenda view, touch the event.
- To view more information about an event in Day or Week view, touch the event to open a quick view summary. Touch the quick view for even more information.
- To view the events of a day in Month view, touch a day.

You can also use the **TRACKBALL** to quickly select events in Agenda, Day, and Week views, which displays a summary of that event, and to select days in Month view. Press the **TRACKBALL** for more information about the selected event or day.

Working in Agenda view

Agenda view is a list of your events in chronological order. All-day or multi-day events are listed at the start of each day.

To switch to Agenda view

- Press **MENU** and touch **Agenda**.

Touch an event to view its details.

Drag up or down to view earlier or later events

This event repeats

To learn more about events in Agenda view

- Touch an event.

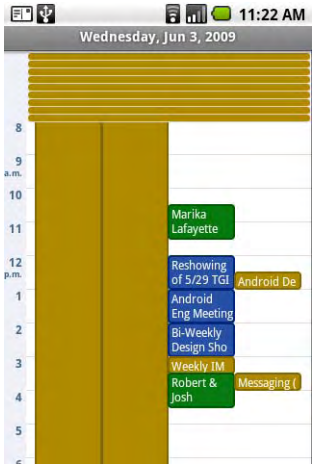
  A screen with details about the event opens. See “Viewing an event’s details” on page 140.

Working in Day view

Day view displays a chart of the events of one day, in a table of one-hour rows. All-day or multi-day events are displayed at the top. As much of the title of each event is displayed in the rows corresponding to when it occurs.

To switch to Day view

- Press **MENU** and touch **Day**.



Touch an event to view its details.

Drag left or right to view earlier or later days

Touch & hold an event to view more detail about the event or create a new event at that time

To learn more about events in Day view

- Touch an event to view the event's details.

  For more information, see "Viewing an event's details" on page 140.

- Touch & hold an event to open a menu with options for viewing, editing, or deleting the event, and for creating a new event at that time.

To add an event in Day view

- Touch & hold an empty spot or an event in the day to open a menu with the option for creating a new event at that time.

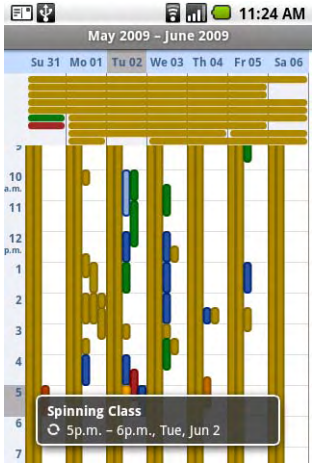
  See "Creating an event" on page 141 for details.

Working in Week view

Week view displays a chart of the events of one week. All-day or multi-day events are displayed at the top.

To switch to Week view

- Press **MENU** and touch **Week**.



Touch an event to view its details.

Drag left or right to view earlier or later weeks

Touch & hold an event to view more detail about the event or create a new event at that time

In a crowded Week view, it can be easiest to select events using the **TRACKBALL**. Press the **TRACKBALL** to view more information about the selected event.

To learn more about events in Week view

- Touch an event to view the event's details.

  For more information, see "Viewing an event's details" on page 140.

- Touch & hold an event to open a menu with options for viewing, editing, or deleting the event, and for creating a new event at that time.

To add an event in Week view

- Touch & hold an empty spot or an event in the week to open a menu with the option for creating a new event at that time.

  See "Creating an event" on page 141 for details.

Working in Month view

Month view displays a chart of the events of the month. Segments of each day with events are green in each day's vertical bar.

To switch to Month view

- Press **MENU** and touch **Month**.

Drag up or down to view earlier or later months

Touch a day to view the events of that day.

To view more information about events in Month view

- Touch a day to view its events in Day view.

See "Working in Day view" on page 137.

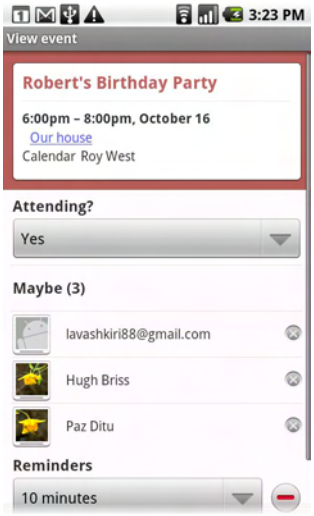
Viewing an event's details

You can view more information about an event in a number of ways, depending on the current view.

To view information about an event

- In Agenda, Day, or Week view, touch an event to view its details.
- In Month view, touch a day to switch to Day view. Then touch the event whose details you want to view to open a summary, and touch the summary to view the details.

<<Update screen shot with a reminder.>>



Touch to delete this reminder.

Touch to set whether you'll attend this event.

Other attendees' status is shown below yours.

Touch to change when you want to be reminded about this event.

Touch to add another reminder for this event.

You can set or change whether you will attend the event with the Attending? menu.

Other attendees' status is displayed below your own.

You change any event reminders or touch the plus + button to add one (see "Setting a reminder for an event" on page 143).

If you have permission to change events on the event's calendar, you can press Menu to edit or delete the event, as described in "Editing or deleting an event" on page 142.

Creating an event

You can use Calendar on your phone to create events that appear on your phone and in your Google Calendar on the web.

To create an event

1. On any Calendar view, press **MENU** and then touch **New event** to open the Event details screen.

   You can also touch & hold a spot in Day, Week, or Month view to open a menu where you can touch **New event**, to open the Event details screen with that day and time pre-entered.

2. Add details about the event.

   You enter a name, time, and optional additional events about the event, just as you do in Google Calendar on the web.

   If you have more than one calendar, you can choose the calendar you want to add the event to.

   You can touch the plus + button to add additional reminders (see "Setting a reminder for an event" on page 143).

3. Invite guests to the event.

   In the Guests field, enter the email addresses of anyone you want to invite to the event. Separate multiple addresses with commas (,). If the people you send invitations use Google Calendar, they'll receive an invitation in Calendar, as well by email.

4. Press **MENU** and touch **Show extra options** to add additional details about the event.

5. Scroll to the bottom of the Event details screen and touch **Done**.

   The event is added to your calendar.

   To configure additional details, open the event in Google Calendar on the web.

Editing or deleting an event

You can an edit or delete an event you created on the phone or on the web. You can also edit or delete events created by others, if they have given you permission.

To edit an event

1. Open the event's summary.

   See "Viewing an event's details" on page 140.

2. Press **MENU** and touch **Edit event**.

   The Event details screen opens for the event. This is the same screen described in "Creating an event" on page 141.

   You can press **MENU** and touch **Show extra options** to add or edit additional event details.

3. Make the changes you want to the event.

4. Scroll to the bottom of the screen and touch **Done**.

To delete an event

There are a number of ways to delete an event.

- In Agenda view, touch an event to view its details. Then press **MENU** and touch **Delete**.
- In Day or Week view, touch & hold the event and touch **Delete** in the menu that opens.
- When viewing the summary of an event, press **MENU** and touch **Delete**.
- When editing an event, scroll to the bottom of the Event details screen and touch **Delete**.

  If the event repeats, you're asked whether you want to delete just that occurrence, this and all future occurrences, or all past and future occurrences in your calendar.

Setting a reminder for an event

You can set one or more reminders for an event, whether or not you created the event or have permission to edit its other details.

To set a reminder for an event

1. Open the event's summary.

   See "Viewing an event's details" on page 140.

2. Touch the plus + button to add a reminder.

   A new reminder is added, for 10 minutes before the event.

3. Touch the reminder time and in the dialog that opens, touch the amount of time before the event that you want to be reminded of it.

   When the time comes, you're sent a notification that the event is upcoming (see "Responding to an event reminder" on page 144).

   You can use Calendar on the web to configure additional reminder settings.

To delete an event reminder

- Open the event's summary.

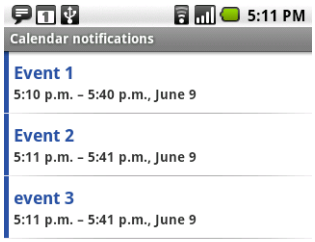
  Touch the event's minus − button.

Responding to an event reminder

If you set a reminder for an event, the upcoming event icon appears in the notifications area of the status bar when the reminder time arrives. (See “Managing notifications” on page 46 for more information on responding to notifications.)

To respond to an event reminder

- If you receive notifications in the status bar, touch the status bar and slide your finger down to open the Notifications panel. Then touch the event notification to open the list of Calendar notifications.
- If you receive notifications with alerts, the Calendar notifications list opens, listing all notifications awaiting your response.



Touch an upcoming event to view its details.

Touch **Snooze all** to be reminded of all upcoming events in 5 minutes.

Touch **Dismiss all** to delete all the reminders in the list.

- Touch an event in the Calendar notifications list to view more information about that event.
- Touch **Snooze all** in the Calendar notifications list to snooze all event reminders for five minutes.
- Touch **Dismiss all** in the Calendar notifications list to delete all reminders in the list.
- Press **BACK** when viewing the Calendar notifications list to keep the reminders pending: the icon remains in the status bar and the reminders remain in the Notifications panel.

Displaying and synchronizing calendars

Initially, all calendars you create or subscribe to in Google Calendar on the web are also displayed in Calendar on your phone. But you can pick which calendars you want to show or hide on the phone, and which you want to keep synchronized.

You also control whether any data is synchronized to your phone using the general sync settings in the Settings application's Accounts & sync settings. For more information, see "Accounts" on page 105.

To show or hide calendars

- To show or hide a calendar, press **MENU**, touch **More** > **My calendars**, and then check or uncheck a calendar to show or hide it.

  Calendars in the My calendars list are kept synchronized on your phone, whether or not you hide them.

To set which calenders are synchronized on your phone

- To stop syncing calendars to your phone, press **MENU**, touch **More** > **My calendars**, press **MENU** again, touch **Remove calendars**, check the calendars you want to remove from the My calendars list, and touch **OK**.

  Calendars you remove from the My calendars list are no longer synchronized on your phone, but you remain subscribed to them and can work with them in Calendar on the web.

- To synchronize calendars to your phone, press **MENU**, touch **More** > **My calendars**, press **MENU** again, touch **Add calendars**, check the calendars you want to add to the My calendars list, and touch **OK**.

  Only the calendars you've create or subscribed to on the web, but previously removed from the My calendars list, are shown in the list of calendars you can add.

Changing Calendar settings

You can change a number of settings for how Calendar displays event and how it notifies you of upcoming events.

- To change Calendar settings, open a Calendar view, press **MENU**, and touch **More** > **Settings**.

Hide declined events Check if you don't want to see events you've declined invitations to.

Set alerts & notifications Opens a dialog where you can configure event reminders to open an alert, send you a notification, or turn off event notifications on your phone. See "Setting a reminder for an event" on page 143 and "Responding to an event reminder" on page 144.

Select ringtone Opens a dialog where you can select the ringtone you want to sound when you receive an event reminder.

Vibrate Check to vibrate the phone when you receive an event notification.

Set default reminder Opens a dialog where you can pick the default time before an event for event reminders.

Google Talk

Google Talk is Google's instant messaging service. You can use it to communicate in real time with other people who also use Google Talk, on a phone or on the web.

In this section

"Signing in and opening your Friends list" on page 148

"Chatting with friends" on page 150

"Changing and monitoring online status" on page 153

"Managing your Friends list" on page 155

"Changing Google Talk settings" on page 157

Signing in and opening your Friends list

You sign into Google Talk to chat with your friends and to receive invitations to chat; you do that by opening Google Talk (or by signing in automatically, as described in "Changing Google Talk settings" on page 157).

You remain signed in until you deliberately sign out, even when using other applications.

To open Google Talk and sign in

- Touch the Google Talk icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  When you first open Google Talk, you view your Friends list. This list includes any friends you've added using Google Talk on the web or on the phone. Adding friends to this list so you can invite them to chat is described in "Managing your Friends list" on page 155.

  Inviting friends to chat and accepting invitations to chat is described in "Chatting with friends" on page 150.

To return to your Friends list

You can return to your Friends list when chatting with a friend, so you can invite another friend to chat, add a friend, and so on.

- Press **MENU** and touch **Friends list**.

To sign out of Google Talk

You can sign out of Google Talk, for example, if you want to switch the focus of all chats and invitations to Google Talk on a computer. Signing out can also extend your battery life.

- On your Friends list, press **MENU** and touch **More** > **Sign out**.

  You no longer receive chat notifications or see others' Google Talk status in other applications, such as Gmail.

Chatting with friends

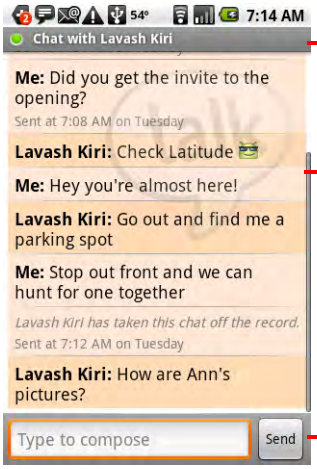
To chat with a friend

1 Touch a friend in your Friends list.

If you're already chatting with someone, you can press **MENU** and touch **Friends list** to invite another friend to chat.

The chat screen opens.

2 Enter your message end touch **Send**.



Who you're chatting with and their online status

Messages you exchange are interleaved with information about the chat, such as whether it's on the record

Enter a message and touch **Send**

The messages you exchange are interleaved on screen with information about the chat, such as whether it's on the record, the time a message was sent if there's no response after a short while, and so on.

You can enter an emoticon (or "smiley") on the onscreen keyboard by touching & holding the smiley key and then touching the emoticon you want. You can also press **MENU** and touch **More** > **Insert smiley** to open a scrolling list of emoticons, which you can enter by touching.

Your chat session remains open until you end it.

Friends you're chatting with are displayed at the top of your Friends list, with the most recent message displayed in a black-on-white balloon.

To accept an invitation to chat

When a friend opens Google Talk and sends you a message, you receive a notification and their entry in the Friends list turns white and displays the message.

- Touch the friend in your Friends list.

  OR

- Open the Notifications panel and touch the chat notification.

  To learn how to respond to notifications, see "Managing notifications" on page 46.

  A chat window opens where you can exchange messages with your friend.

To switch between active chats

You can switch between chats if you have more than one chat going.

- On the Friends list, touch the name of the person you want to chat with.

  OR

- On a chat screen or the Friends list, press **MENU** and touch **Switch chats** and then touch the friend you want to chat with.

To invite a friend to join a group chat

When you're chatting, you can invite additional friends to join a group chat.

1. On a chat screen, press **MENU** and touch **Add to chat**.
2. Touch the name of the friend you want to invite.

   The friend you invited and the current participants receive an invitation to a group chat. Each one who accepts the invitation joins the group chat.

   In a group chat, everyone can see everyone else's messages.

   Group chats appear at the top of your Friends list, with a group chat icon.

To chat on or off the record

Your Google Talk messages are stored, so you can review them later and even search for them in the Chats folder in Gmail. But you can go off the record if you'd rather not store the messages in a chat.

- On a chat screen, press **MENU** and touch **Chat off record**.

  If you want to resume saving the messages in the chat, press **MENU** and touch **Chat on record**.

To end a chat

When you're done chatting, you can end the chat so the friend is no longer at the top of your Friends list and the chat is not displayed in the switch chats panel.

When you end a chat, the text of the chat is not discarded: If you restart the chat, the conversation is displayed in the new chat window, where you left off.

- In your Friends list, touch & hold the friend you want to stop chatting with and in the menu that opens, touch **End chat**.

  OR

- While on a chat screen, press **MENU** and then touch **End chat**.

Changing and monitoring online status

Icons in Google Talk, Gmail, Google Maps, and other applications indicate your and your friends' Google Talk status.

	Available: signed into Google Talk and available to chat
	Away: signed into Google Talk but not active in a while
	Busy: signed into Google Talk but too busy to chat
	Signed out of Google Talk
	Invisible: you're signed into Google Talk but appear signed out to others

You can change your online status and status message. You can also change the picture others see next to your name in their Friends lists and other locations.

To change your online status

1. Touch the status icon at the top-right of your friends list.
2. In the menu that opens, touch a status or a status-message combination.

   In addition to the standard Available, Busy, and Invisible status settings, you can also select a message that you've entered previously. Or touch **Clear custom messages** erase them and start over.

   Your status an any message appear in your friend's Friends lists and in other locations where your status or status message are displayed.

To change your status message

1. Touch your current status message at the top of your Friends list.
2. Enter a new status message.

To change your picture

1. Touch your current picture at the top-left of your Friends list.

   The Select picture screen opens with all the pictures on your SD card displayed in a scrolling list of thumbnails.

2. Touch the picture you want to use.

3. Crop the picture.

   Cropping pictures is described in "Working with pictures" on page 218.

4. Touch **Save**.

Managing your Friends list

Your Google Talk Friends list contains the friends you've invited or accepted invitations from to become friends in Google Talk. Google Talk friends can invite each other to chat in Google Talk and see each others' online status, in Google Talk and other applications, such as in Gmail and Maps.

The Google Talk Friends list is sorted by your friends' online status: active chats, online, busy, and offline. Within each status group, friends are listed alphabetically.

If your keyboard is open, you can type letters to view only friends with matching names.

To add a friend to your Friends list

You can invite anyone with a Google Account to become your friend in Google Talk, so you can chat with each other and view each others' online status.

1. In the Friends list, press **MENU** and touch **Add friend**.
2. Enter your friend's Gmail address and touch **Send invitation**.

   You may need to press **BACK** to close the onscreen keyboard to see the **Send invitation** button.

To view and accept an invitation to become a friend

When one of your friends invites you to become a friend in Google Talk, you receive a notification in the status bar and the invitation appears in your Friends list.

1. Touch the invitation in the Friends list.
2. Touch **Accept** in the menu that opens.

   Or touch **Cancel** if it's an invitation from someone who is not a friend you want to chat with and share your online status on Google Talk.

To view a list of pending invitations to friends

- In the Friends list, press **MENU** and touch **Invites**.

  All the friends you've extended invitations to become friends on Google Talk appear in the list, until they accept or cancel your invitation.

To view all friends or only those most popular with you

By default, only the friends that you frequently chat with—the most popular—are shown in the Friends list. But you can view all your friends instead.

- In the Friends list, press **MENU** and touch **All friends**.

  Or to switch back to just the friends you're most popular with, touch **Most popular** in the menu.

To pin a friend

You can pin a friend to make sure they always appears in your Most popular friends list.

1. In the Friends list, touch & hold the friend's name.

   If you can't see the friend, press **MENU** and touch **All friends**.

2. Touch **Pin friend** in the menu that opens.

   To unpin a friend, touch & hold the friend's name in the Friends list and in the menu that opens, touch **Unpin friend**.

To block a friend

You can block a friend from sending you messages. When blocked, your friend is also removed from your Friends list.

1. In the Friends list, Touch & hold the friend's name.

   If you can't see the friend, press **MENU** and touch **All friends**.

2. Touch **Block friend** in the menu that opens.

   You can view a list of your blocked friends by opening your Friends list, pressing **MENU**, and touching **Blocked**. You can unblock a friend by touching the friends name in the blocked list and then touching **OK** in the dialog that asks you to confirm you want to unblock the friend.

Changing Google Talk settings

You can configure Google Talk to send you a notification with the contents of each message you receive in a chat, and to also sound a ringtone or vibrate the phone.

You can also configure Google Talk to sign you in automatically when you turn on your phone, instead of having to open Google Talk to receive chats and share your online status, and you can set whether the mobile indicator is displayed next to your name in other people's Friends lists.

To configure notifications for new Google Talk messages

1. In the Friends list, press **MENU** and then touch **More** > **Settings**.
2. Check or uncheck **IM notifications** to set whether you receive a notification in the status bar when a new chat arrives.
3. Touch **Select ringtone** to open a list of the ringtones you can choose to sound when you receive notification of a new chat.
4. Check or uncheck **Vibrate** to set whether the phone vibrates when you receive notification of a new chat.

To show or hide the mobile indicator to friends

1. In the Friends list, press **MENU** and then touch **More** > **Settings**.
2. Check or uncheck **Mobile indicator**.

   When **Mobile indicator** is checked, your friends see an outline of an Android next to your name in their Friends list, when you're signed into Google Talk on the phone.

Your friend is signed into Google Talk on her phone.

To set whether you sign into Google Talk automatically

1. In the Friends list, press **MENU** and then touch **More** > **Settings**.
2. Check or uncheck **Automatically sign-in**.

   When **Automatically sign-in** is checked, you are signed into Google Talk when you turn on your phone, without having to open Google Talk.

   Signing in and out of Google Talk is described in "Signing in and opening your Friends list" on page 148.

Email

You use email to read and send email from email accounts other than Gmail. Email includes a wizard that makes is easy to configure it for several popular email service providers.

In this section

"Opening Email and reading your messages" on page 160

"Responding to a message" on page 163

"Composing and sending email" on page 164

"Adding and editing email accounts" on page 165

"Changing email account settings" on page 167

Opening Email and reading your messages

To open Email

- Touch the Email icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  The first time you open Email, it offers a setup wizard to help you add an email account, as described in "Adding and editing email accounts" on page 165.

  Subsequently, Email opens to the last screen you were viewing or, if you have not used Email in a while, it displays the contents of your Inbox in the mailboxes window (if you have only one account) or the Accounts screen.

To open the Accounts screen

The Accounts screen lists your email accounts and how many unread messages each has received. It's also the quickest way to find and open the mailboxes screens for your accounts.

- When viewing a message, press **BACK** to return to a mailboxes screen.

  OR

- From a mailboxes screen, press **MENU** and touch **Accounts**.

Touch an account to open its mailboxes screen.

The number of unread messages in the account.

To open an account's mailboxes screen

Each account's mailboxes screen lists its mailboxes (or folders, depending on your email service), with your received and sent email.

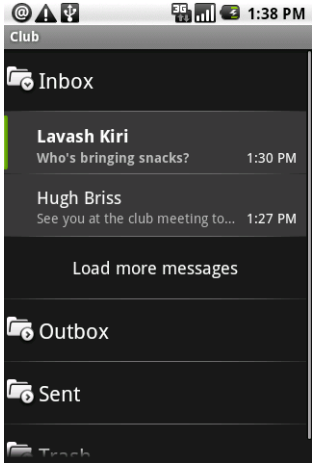
1 Open the Accounts screen.

Each account has a separate set of mailboxes, such as an Inbox, Sent, Trash, and other mailboxes.

2 Touch the name of the account you want to work with.

The mailboxes screen opens with a scrolling list of the mailboxes in the account. You can touch a mailbox to view a list of the messages it contains, or touch it again to hide its contents.

Only a some of your account's more recent email is downloaded to your phone, but you can touch **Load more messages** to download earlier messages, in batches.



The account name

A colored bar marks unread messages

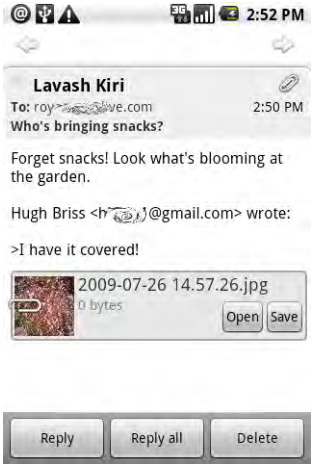
Touch a message to open it

Touch to load earlier messages

Touch to view the contents of a mailbox

To read a message

1 Open a mailbox and touch the message you want to read.



Touch an arrow to read the next or previous message in the mailbox

Sender's Google Talk online status

View or save an attachment

Touch to reply to or delete the message

You can reply to, forward, delete, or take other actions on a message, as described in "Responding to a message" on page 163.

2 Touch & hold the name of the account you want to delete.

3 Touch **Delete** in the menu.

4 Touch **OK** in the dialog that asks you to confirm you want to delete the account.

All information about the account is deleted, as well as any local copies of email you received or sent from the account, including unsent drafts.

Responding to a message

You can reply to or forward a message you receive. You can also delete messages and manage them in other ways.

To reply to or forward a message

- When reading a message, touch **Reply** or **Reply all**.

  OR

- Press **MENU** and touch **Reply**, **Reply all**, or **Forward**.

A compose message window opens with the addresses (when replying), subject, and a copy of the message you're responding to filled in.

You can now address, compose, and send this message as you would a new message, as described in "Composing and sending email" on page 164.

To mark a message as unread

You can to return a read message to the unread state—for example, to remind yourself to read it again later.

- When reading a message, press **MENU** and touch **Mark as unread**.

To delete a message

You can delete a message from its mailbox.

- When reading a message, touch **Delete**.

  OR

- Press **MENU** and touch **Delete**.

For most kinds of accounts, deleted messages are moved to a Trash mailbox, so you can retrieve them if you deleted them in error.

Composing and sending email

You can send email to your contacts or to other people or groups.

To compose and send a message

1. Press **MENU** and touch **Compose**.
2. Address the message.

   As you enter text, matching addresses are offered from your Contacts. You can touch a suggested address or enter a new one. Separate multiple addresses with commas.

   See "Contacts" on page 87 for more information.
3. Press **MENU** and touch **Add Cc/Bcc** to address a copy or blind copy of the message.
4. Enter a subject for the message.
5. Enter the text of the message.

   For more information about entering and editing text, see "Using the onscreen keyboard" on page 35 and "Editing text" on page 38.
6. Press **MENU** and touch **Attach** to send a photo with the message.
7. Touch **Send**.

   If you're not ready to send the message, touch **Save as draft**. (Touch a draft message in your Drafts mailbox to resume working on it.) Your message is also saved as a draft if you press **Back** before sending it.

   You can also touch **Discard** to abandon the message, including any saved drafts.

   If you aren't connected to a network, for example, if you're working in airplane mode, the messages you send are stored in your account's Outbox mailbox, until you are connected to a network again.

Adding and editing email accounts

The first time you open Email, it prompts you to set up an email account. Subsequently, you can configure Email to send and receive email from additional email accounts.

The Email setup wizard can help you set up your account for many popular email systems. If your service provider requires additional settings, or if your service provider is unknown to Email, you can enter the necessary details manually.

To add an email account

1. Open the Accounts screen.
2. Press **MENU** and touch **Add account**.

   In the Setup email screen, enter your email address and password.

   If you're adding a second or subsequent email address, you can also check the option to use the new account to send all outgoing messages.
3. Touch **Next**. Or touch **Manual setup** if you need to enter email account settings the two-step wizard can't configure for you.

   If you touch **Next**, Email attempts to communicate with your email service provider to validate your account for sending and receiving mail, using just your email address and password.

   Depending on service provider, it may ask you what kind of email account you have. If you're not sure, you can check the settings in the application you use to send and receive email on your computer, or ask your email service provider.

   If the wizard determines that your service provider requires other information (or if you touched **Manual setup**), you're prompted to enter your email account details. Refer to the settings used by your computer-based email application or your email service provider's support resources.
4. Enter a name for the account, confirm how you want your name to appear in outgoing mail, and touch **Done**.

   Email starts downloading your email and you can start using it to send and receive email using the new account.

To change an account's settings

You can change a number of settings for an account, including how often you check for email, how you're notified of new mail, and details about the servers it uses to send and receive mail.

1. In your account's mailboxes screen, press **MENU** and touch **Account settings**. Or press & hold an account's name in the Accounts screen and in the menu that opens, touch **Account settings**.
2. Touch the name of the account you want to modify.
3. Press **MENU** and touch **Account settings**.

   For a descriptions of the settings you can change, see "Changing email account settings" on page 167.
4. When you're done changing settings, press **BACK**.

To delete an email account

1. Open the Accounts screen.

   On some Email screens, you can press **MENU** and touch **Accounts**. On other screens, you must press **BACK** until you return to a screen with **Accounts** in its menu (or simply return to the Accounts screen).
2. Touch & hold the account you want to delete.
3. Touch **Remove account** in the menu that opens.
4. Touch **OK** in the dialog that asks you to confirm that you want to delete the account.

Changing email account settings

You can change the following settings for each email account, during or after when you create the account. Creating an account and changing its settings are described in “Adding and editing email accounts” on page 165.

Account name The name of the account as it appears in the Accounts and mailboxes screens.

Your name Your name as it appears to others when they receive email from you.

Email check frequency How often Email checks for new email sent to this account.

Default account Use the this account’s outgoing email server for the email you compose and send.

Email notifications Set whether you want to receive notifications when you receive new email sent to this account.

Select ringtone Pick a ringtone to sound when you receive an email notification for this account.

Vibrate Vibrate the phone when you receive an email notification for this account.

Incoming settings Detailed settings for how you receive email for this account. Refer to the settings used by your computer-based email application or your email service provider’s support resources for details about these settings.

Outgoing settings Detailed settings for how you send email for this account. Refer to the settings used by your computer-based email application or your email service provider’s support resources for details about these settings.

Sync contacts For accounts that can sync contacts, check to sync contacts from this account to your phone. See “Configuring account sync and display options” on page 110 for more information.

Messaging

You can use Messaging to exchange text (SMS) and multimedia messages (MMS) with your friends' mobile phones.

In this section

"Opening Messaging" on page 170

"Exchanging messages" on page 171

"Changing Messaging settings" on page 175

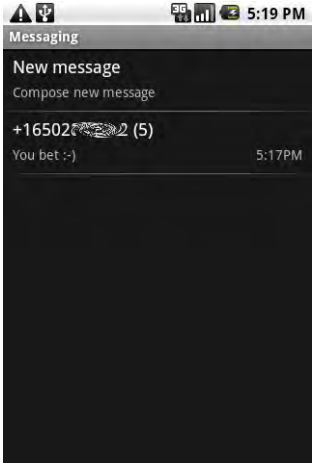
Opening Messaging

To open Messaging

- Touch the Messaging icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  The Messaging window opens, where you can create a new message or open an ongoing message thread.



Touch to send a new text of multimedia message.

Touch to open an ongoing message thread.

- Touch **New message** to start a new text or multimedia message.
- Touch an existing message thread to open it.

  Creating and responding to messages is described in "Exchanging messages" on page 171.

To delete a message thread from the Messaging window

1. Touch & hold the message thread.
2. Touch **Delete thread** in the menu that opens.

   You can also press **MENU** and touch **Delete threads** to delete all message threads from the window.

Exchanging messages

You can send text (SMS) messages of up to 160 characters to another mobile phone. If you continue to type after the limit is reached, your message will be delivered as a series of messages.

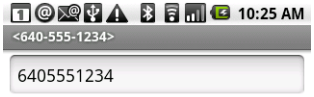
Multimedia (MMS) messages can contain text and a picture, a recorded voice, an audio file, or a picture slideshow.

Messaging automatically converts a text message into a multimedia message if you send it to an email address instead of a phone number, add a subject, or attach a media file.

To send a text message

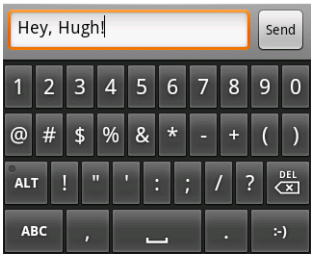
1. On the Messaging screen, touch **New message**.
2. Enter a mobile phone number in the To field.

   As you enter the phone number, matching Contacts appear. You can touch a recipient or continue entering a phone number.
3. Touch the composition text box to start entering your message.



Enter a phone number.

Enter the message and touch **Send**.



As you near the 160-character limit, a counter appears in the top right corner of the text box to tell you how many characters are left. If you go over that limit, a new message is created, which is joined with its predecessors when received.

If you press **BACK** while composing a message, it's saved as a draft in your Messaging window, where you can touch it to resume composing it.

4 Touch **Send**.

The message window opens, with your message after your name. Responses appear in the window. You view and send additional messages, creating a message thread.

To create and send a multimedia message

1. On the Messaging screen, touch **New message**.
2. Enter a mobile phone number or email address in the To field.

   As you type, matching contacts appear. You can touch a contact or continue typing.
3. Touch the composition text box to start entering your message.
4. Press **MENU** and touch **Add subject** to add a message subject.
5. Press **MENU** and touch **Attach** to open a menu where you can touch the kind of media file you want to attache to the message.

   If you touch **Pictures**, you're prompted to touch a picture to attach it.

   If you touch **Capture picture**, Camera opens so you can take a picture and attach it.

   If you touch **Videos**, you're prompted to touch a video to attach it.

   If you touch **Capture video**, Camcorder opens so you can shoot a video and attach it.

   If you touch **Audio**, you're prompted to touch a ringtone to attach it.

   If you touch **Record** audio, a screen opens where you can record a spoken message and attach it.

   If you touch **Slideshow**, a screen opens where you can assemble photos into a slideshow of up to ten slides, to attach to the message.

   You can use the buttons in the compose message screen to preview or remove the media attachment.
6. Touch **Send**.

To respond to messages you receive

If you're working in a message window, the messages you receive are displayed in it.

Otherwise, you receive a new message notification and a new message icon appears in the status bar (see "Managing notifications" on page 46).

When you touch the new message notification, the message window opens, where you can reply to the message, as you would in a thread you started.

If you have the Auto-retrieve setting unchecked, you must touch **Download** to view the text and any media files attached to the message (see "Changing Messaging settings" on page 175).

If the message contains a media file, touch **Play** to view, watch, or listen to it. Touch & hold the media file to open a menu with an option for saving the message on your SD card.

To view details about a message

1. Touch & hold a message in a message window.
2. Touch **View message details** in the menu that opens.

Changing Messaging settings

You can change a number of Messaging settings.

- To change Messaging settings, open a the Messaging window, press **MENU**, and touch **Settings**.

Storage settings

Delete old messages Check to delete older messages in a thread when the **Text message limit** or **Multimedia message limit** is reached. Uncheck to keep all messages.

Text message limit Touch to set the number of messages to save per thread of text messages. When the limit is reached, older messages are deleted if **Delete old messages** is checked.

Multimedia message limit Touch to set the number of messages to save per thread of multimedia messages. When the limit is reached, older messages are deleted if **Delete old messages** is checked.

Text message (SMS) settings

Delivery reports Check to receive delivery reports for the messages you send.

Manage SIM card messages Touch to open a window where you can work with messages store on your SIM card, for example, if you used the SIM card in another kind of phone where you exchanged text messages.<<not for CDMA>>

Multimedia message (MMS) settings

Delivery reports Check to receive a report on the messages you send.

Read reports Check to receive reports when your messages are read or deleted.

Auto-retrieve Uncheck to download only the heading of multimedia messages, which you can then touch to open a menu to download the whole message. This is useful for controlling how much data you download, for example, when connected to a slow data network.

Roaming auto-retrieve Uncheck to download only the header of multimedia messages when connected to other carrier's data networks. This is useful for avoid unexpected charges, if you chose a contract that has limits on data roaming.

Notification settings

Notifications Check to receive a notification whenever you receive a new message. See "Managing notifications" on page 46.

Select ringtone Opens a dialog where you can select the ringtone to sound when you receive new message notifications.

Vibrate Check to vibrate the phone when you receive a new message notification.

Browser

You use Browser to view webpages and to search for information on the web.

In this section

"Opening Browser" on page 178

"Navigating within a webpage" on page 181

"Navigating among webpages" on page 183

"Working with multiple Browser windows" on page 185

"Downloading files" on page 187

"Working with bookmarks" on page 188

"Changing Browser settings" on page 190

Opening Browser

Open Browser to start surfing the web.

Some web sites have two versions: full-size for computer-based web browsers and another for mobile devices. They may also allow you to switch back and forth. Full-size sites are typically harder to navigate on a mobile browser than sites designed for use on handheld devices. Mobile sites may also scroll the URL bar off the top of the screen, but you can just drag the page down to see it again.

To open Browser

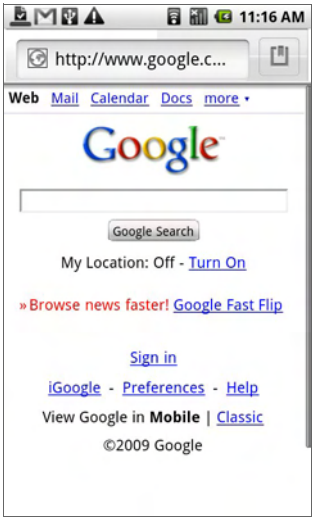
- Touch the Browser icon on the Home screen or in the Applications tab.

  See “Opening and switching applications” on page 40 to learn more about opening and switching applications.

  Browser also opens when you touch a web link, for example, in an email or text message.

  When you open Browser, it displays the last webpage your were viewing, or if you have not used Browser in a while, it opens your home page.

  The URL of the current page is displayed at the top of the window (unless a mobile site deliberately scrolls it off the top of the screen).



The address (URL) of the current page.

Some sites scroll the URL bar off the top of the screen, but you can drag the page down or press **MENU** to see it again.

To go to a webpage

1. Touch the URL box at the top of the Browser screen.

   The box is highlighted and a Go button appears to its right.

2. Enter the address (URL) of the webpage.

   As you enter the address, your web search engine makes suggestions of webpages and queries in a list (to learn more about searching, see "Searching your phone and the web" on page 48).

   Or touch the microphone to search by voice.

3. Touch a suggestion or enter an address and touch **Go**.

   If you touch a suggested page or enter an address and touch **Go**, that webpage opens.

   If you touch a suggested query, your web search engine opens with the results.

To refresh the current page

- Press **MENU** and touch **Refresh**.

  The webpage is reloaded, updating any content that has changed.

To stop opening a page

If a web page is taking a long time to display, or if you simply change your mind, you can stop a page from opening.

- Touch the cancel icon to the right of the URL.

  OR

- Press **MENU** and touch **Stop**.

To get more information about the current page

- Press **MENU** and touch **More > Page info**.

  A dialog opens with the page's title and full address (URL).

To set your home page

Your home page opens when you open a new Browser window, and when you start Browser after restarting your phone or after not using it for a while.

1. On a Browser screen, press **MENU** and touch **More** > **Settings** > **Set home page**.
2. Enter the address (URL) of the page and touch **OK**

   You may find is more convenient to copy the URL from the page you want and then paste it in the dialog (see "Editing text" on page 38).

   Leave the field blank if you prefer to open new Browser windows without opening a webpage by default. This can make new Browser windows open more quickly.

Navigating within a webpage

Webpages that are optimized for mobile devices typically open at a size appropriate for your phone. Often, you can't zoom or even scroll their contents.

Web pages that aren't designed specifically for mobile devices typically open in overview mode: the page is zoomed out so you can get the big picture (you use settings to change how pages open, as described in "Changing Browser settings" on page 190).

To scroll a webpage

- Slide your finger on the screen.

  OR

- Roll the **TRACKBALL** in any direction.

  Rolling the **TRACKBALL** selects items on the page in the direction you roll, scrolling selected items into view if necessary. Pressing the **TRACKBALL** has the same effect as touching the selected item (opening a link, selecting a text field, and so on).

  The **TRACKBALL** is particularly useful for selecting items that are close together, such as text fields and other controls in forms, or closely adjacent links on a webpage.

To zoom in or out on a webpage

You may not be able to zoom in or out on webpages designed for mobile devices.

1. Slide your finger slightly on the screen to reveal the zoom controls.
2. Touch the plus or minus side of the zoom control to zoom in or out.

To quickly zoom into a section of a webpage

You may not be able to zoom in or out on webpages designed for mobile devices.

- Double-tap on the section of the webpage you want to view.

  The webpage zooms in and wraps the text in that section to fit the width of the screen, so you can more comfortably read all the text in that section by scrolling up and down.

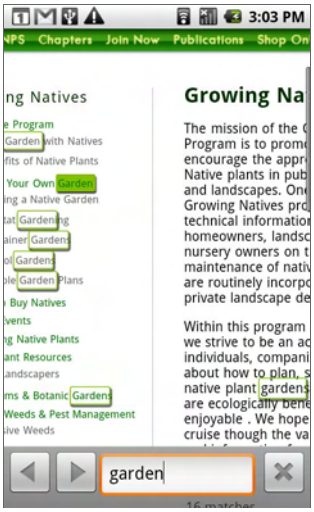
  If you adjust your zoom level in this view, Browser remembers your preference while you stay on that page.

- When you want to return to page overview, double-tap again.

To find text on a webpage

1. Press **MENU** and then touch **More** > **Find on page**.
2. Enter the text you're looking for.

   As you type, the first word with matching characters is highlighted on the screen, and subsequent matches are boxed.



The first matching word is highlighted

Subsequent matches are boxed

Touch to go to the previous or next matching word

3. Touch the left or right arrow to scroll to and highlight the previous or next matching word.

Navigating among webpages

You can open links on a webpage, navigate back and forward, and review your browsing history, just as in any web browser. You can also take advantage of some shortcuts for working with links and other kinds of information.

To open a link

- Touch a link to open it.

  Links you touch are highlighted in orange briefly, until the webpage they refer to opens in the window.

  The **TRACKBALL** is useful for selecting links that are close together on the screen. Press the **TRACKBALL** to open a selected link.

To go back and forward among the pages you've opened

- Press the **BACK** button.

  OR

- Press **MENU** and touch **Forward**.

To view your Browser history

As you browse the web, Browser keeps track of the pages you visit, to help you find your way back later. ("Changing Browser settings" on page 190 describes the setting that clears your history.)

1. Touch the bookmarks icon at the top-right of the screen.

   Working with bookmarks is described in "Working with bookmarks" on page 188.

2. Touch the **History** tab.

   The pages you've visited are grouped chronologically: today, yesterday, and so on. Bookmarked pages have a gold star.

3. Touch a time period to view the pages you visited.

4. Touch a page in the history to reopen it.

To view your most frequently visited pages

1. Touch the bookmarks icon at the top-right of the screen.

   Working with bookmarks is described in "Working with bookmarks" on page 188.

2. Touch the **Most visited** tab.

   The pages you've visited most frequently are listed in order. Bookmarked pages have a gold star.

   You can press **MENU** and touch **List view** to view the pages in a list.

3. Touch a page to reopen it.

To follow shortcuts for links, phone numbers, and addresses

Browser can recognize links as well as some phone numbers, addresses, and similar information, as information you may wish to act on directly, rather than (for example) copying and pasting into another application (as described in "Editing text" on page 38).

- Touch & hold a link to open a menu with shortcuts for opening, bookmarking, saving, and sending the link via email.
- Touch a phone number to open the Phone application with the number entered.

  For more information, see "Placing and ending calls" on page 72
- Touch a street address to open it in Maps.

  For more information, see "Maps" on page 193.

Working with multiple Browser windows

You can open up to eight browser windows at once and switch among them.

To open a new Browser windows

- Press **MENU** and touch **New Window**.

  OR

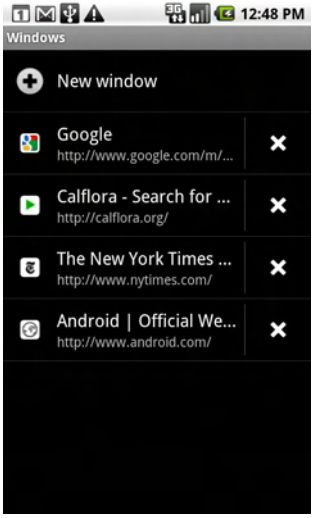
- Press **MENU** and touch **Windows** and in the screen that opens, touch **New window**.

  New windows open with your home page. You can set whether they open in front or in back of existing windows (see "Changing Browser settings" on page 190).

To switch Browser windows

1. Press **MENU** and touch **Windows**.

   Your open windows are displayed.



Touch to open a new window.

Touch a thumbnail to open its window.

Touch to close a window.

2. Touch the window you want to open.

To close a Browser window

1. Press **MENU** and touch **Windows**.

   Each open window is displayed in a scrolling list of thumbnails.

2. Touch the close box on the window you want to close.

Downloading files

You can download files, webpages, and even applications from webpages. The files you download are stored on your SD card (see "Connecting to a computer via USB" on page 66 to learn more about SD cards).

To allow installing applications from the web or email

By default, your phone is configured to prevent you from installing applications you download from the web or receive in email.

Warning! Applications downloaded from the web can be from unknown sources. To protect your phone and personal data, download applications only from trusted sources, such as Android Market.

1. Press **HOME**, then press **MENU** and touch **Settings** > **Applications**.
2. Check **Unknown sources**.
3. Touch **OK** in the confirmation dialog.

To download a file

Different webpages offer different mechanisms for downloading pictures, documents, applications, and other files.

- Touch & hold an image or a link to a file or to another webpage and in the menus that opens, touch **Save**.

If the file is in a format supported by an application on the phone, it is downloaded to your SD card.

To cancel a download

If you change your mind about downloading a file, or start downloading one by accident, you can cancel the download in progress.

1. Press **MENU** and touch **More** > **Downloads**.
2. Press **MENU** again and touch **Cancel all downloads**.

To view the files you've downloaded

- Press **MENU** and touch **More** > **Downloads**.

  The files you've downloaded are listed in order. You can touch one to open it.

  You can clear the list by pressing **MENU** and touching **Clear list**.

Working with bookmarks

You can bookmark any number of webpages so you can quickly go to them later.

To bookmark a webpage

1. Open the webpage you want to bookmark.
2. Touch the bookmark icon at the top of the screen.
   Or press **MENU** and touch **Bookmarks**.
3. Touch **Add** at the top of the Bookmarks screen.
4. Edit the name and the address if needed and touch **OK**.

   The bookmark is added to the top of the your list of bookmarks.

To open a bookmark

1. Touch the bookmark icon at the top of the screen.
   Or press **MENU** and touch **Bookmarks**.

   A window opens with a list of your bookmarks. Bookmarks are displayed in thumbnail view by default, but you can press **MENU** and touch **List view**.
2. Touch the bookmark you want to open.

   The bookmark opens in the current window. If you prefer to open the bookmark in a new window, touch & hold the bookmark and touch **Open in new window** in the menu.

To edit a bookmark

1. Touch the bookmark icon at the top of the screen.
   Or press **MENU** and touch **Bookmarks**.
2. Touch & hold the bookmark you want to edit.
3. Touch **Edit bookmark** in the menu
4. Edit the name or address in the dialog.
5. Touch **OK**.

To share a bookmark

1. Touch the bookmark icon at the top of the screen.
   Or press **MENU** and touch **Bookmarks**.
2. Touch & hold the bookmark you want to share.
3. Touch **Share link** in the menu
4. Touch the application you want to use to send the bookmark.

   The application opens with the bookmark's address as the subject. For more information about addressing and sending the message, see the section about using the application you chose.

To add a bookmark shortcut to the Home screen

You can add a shortcut to your phone's Home screen that when you touch it, opens one of your bookmarks in a Browser window.

1. Touch & hold an empty spot on your phone's Home screen.
2. Touch **Shortcut**.
3. Touch **Bookmark**.
4. Touch the bookmark you want to add.

   The bookmark icon is added to the Home screen.

To delete a bookmark

1. Touch the bookmark icon at the top of the screen.
   Or press **MENU** and touch **Bookmarks**.
2. Touch & hold the bookmark you want to delete.
3. Touch **Delete bookmark** in the menu
4. Touch **OK** in the confirmation dialog.

Changing Browser settings

You can configure a number of Browser settings, including several you can use to manage your privacy.

- To open the Browser settings screen, press **MENU** and touch **More** > **Settings**.

Page content settings

Text size Opens a dialog where you increase or decrease the size of text Browser uses when displaying webpages.

Default zoom Opens a dialog where you can increase or decrease the magnification level Browser uses when first opening a webpage.

Open pages in overview Uncheck to open webpages displaying their top-right corners at 100% size. Check to open webpages zoomed out, in an overview.

Text encoding Opens a dialog where you can change the character-encoding standard Browser uses when displaying text on a webpage.

Block pop-up windows Check to prevent websites from opening windows without your requesting it.

Load images Uncheck to omit images when Browser displays a webpage. This speeds webpage display, which can be useful when you have a slow connection, but many websites make little sense with text alone.

Auto-fit pages Check to have Browser optimize the presentation text and other elements of webpages to fit your phone's screen. Uncheck to view pages as designed for a computer screen.

Landscape-only display Check to display pages on in the wider, landscape orientation on your screen, regardless of how you are holding the phone.

Enable JavaScript Uncheck to prevent JavaScript from running on webpages. Many webpages only function correctly if you allow them to run JavaScript features on your phone.

Enable plug-ins Uncheck to disable plug-ins from webpages.

Open in background Check to open new windows in the background when you touch & hold a link and touch **Open in new window**. This is useful when

working with windows that take a long time to download and display. You can press **MENU**, touch **Windows**, and then touch the new window to view it. Uncheck if you prefer new windows you open in this way, to open in place of the current window. (See "To switch Browser windows" on page 185.)

Set home page Opens a dialog where you can enter the URL of a page you want to open whenever you open a new Browser window. If you prefer to open new Browser windows more quickly, by not opening any page by default, you can leave the dialog blank.

Privacy settings

Clear cache The browser stores the text and images of the webpages you visit so they open more quickly when you revisit them. You can touch **Clear cache** to delete these temporary files.

Clear history The browser keeps track of the webpages you visit, so you can quickly find them and open them again later (see "To view your Browser history" on page 183). Touch Clear history to delete this record.

Accept cookies Many webpages store, read, and update files called cookies on your phone, for your convenience. For example, cookies can make it so you don't have to log in each time you open a page, they can remember your preferences, and so on. Uncheck to prevent webpages from storing cookies on your phone.

Clear all cookie data Touch to delete all cookies from your phone.

Remember form data Browser can remember what you enter in forms (your name, address, other information you enter frequently), and automatically enter that text in subsequent forms. This can greatly speed up filling out forms for fields you enter frequently. Uncheck to disable this feature.

Clear form data Touch to delete all the information the Browser remembers about what you've entered in forms.

Enable location Check to permit websites with location-specific content to ask you if you want to share your location, using your phone's location information. To provide a website with your location, you must also have location sharing enabled in the Settings application (see "Privacy settings" on page 269).

Clear location access Opens a dialog where you can clear the permissions you've granted to websites in the past, to access your location. If those websites want permission to access your location again, you must grant it again.

Security settings

Remember passwords Browser can remember your passwords for some webpages that require you to log in, to make it quicker to log into those pages on repeat visits. Uncheck to prevent Browser from storing passwords.

Clear passwords Touch to delete any passwords Browser may have stored.

Show security warnings Uncheck to prevent Browser from warning you about websites with common security problems, such as outdated or invalid certificates.

Advanced settings

Website settings Opens a screen where you can view advanced settings for particular websites.

Reset to default Touch to delete all Browser data, including your browsing history, cookies, passwords, bookmarks, and restore all the Browser settings to their original values.

Maps

Use maps to find your current location, to view real-time traffic conditions, get detailed directions by foot, public transportation, or car.

You can search on a map to locate places of interest or an address, on a street map or a satellite image. You can view a some locations as if you were strolling down that street.

If you join Google Latitude, you can view your friends' locations on your maps and share your location and other information with them in other ways.

Maps does not have information about every location.

In this section

"Opening Maps and viewing your location" on page 194

"Changing map layers" on page 197

"Searching for locations and places" on page 200

"Getting directions" on page 201

"Finding your friends with Google Latitude" on page 202

Opening Maps and viewing your location

Open Maps to view your location. But first turn on location services to use information about your location when navigating and searching in Maps.

To use location services with Maps

You must have location services turned on to view your location in Maps and to use your location to find local resources.

1. Press **HOME**, press **MENU**, and touch **Settings** > **Location & security**.
2. Check the My Location options you want to use.

   Check **Use wireless networks** to allow the phone to determine your approximate location using Wi-Fi and mobile networks.

   Check **Use GPS satellites** to allow your phone to determine your location to street-level accuracy (GPS works best when you have a clear view of the sky).
3. Press **HOME**, press **MENU**, and touch **Settings** > **Privacy**.

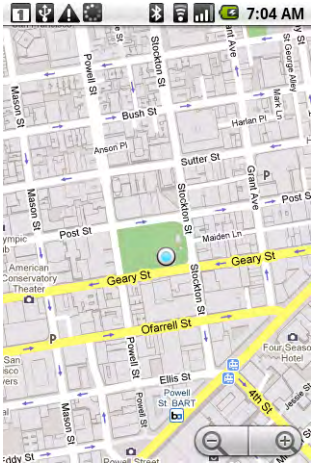
   Check **Share with Google** to use your location when you search.

To open Maps and find your location

1. Touch the Maps icon on the Home screen or in the Applications tab.

   See “Opening and switching applications” on page 40 to learn more about opening and switching applications.
2. Press **MENU** and touch **My location**.

   The map centers on a blue dot that indicates your location. A blue circle around the dot indicates that your actual location is within the circle.



Drag the map to move in any direction

Your location

Zoom in and out

To move the map

- Drag the map with your finger.

To zoom in and out of a map

- Touch the plus or minus side of zoom controller .

  OR

- Double-tap a location on the map to zoom into that location.

  Not all magnification levels are available for all locations.

To get an address and additional information for a location

- Touch & hold a location on the map.

  A balloon opens over the location, with the address and a thumbnail from street view (if available).

Touch & hold a location to open a balloon with its address.

Touch the balloon to open a screen with tools for learning more about the location.

Touch the balloon to open a screen with tools for learning more about the location (these tools are described in this section and on the http://maps.google.com web site).

To clear the map

After you get directions or search on a map (as described in the other parts of this section), you can clear away the various markers such activities draw on the map.

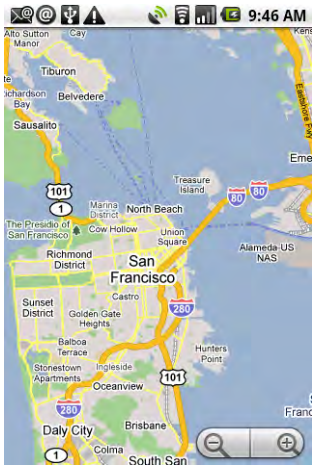
- When viewing a map, press **MENU** and touch **More** > **Clear map**.

Changing map layers

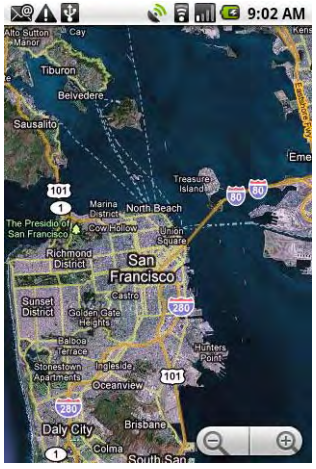
Initially, Google Maps opens with a street map. But you can also view a satellite image of a location, check on traffic, and even look at a location as if you were sanding on the street. You can also view maps you've created in Google Maps on the web. These and many other layers are available in Google Maps.

To view map, satellite, or traffic layers

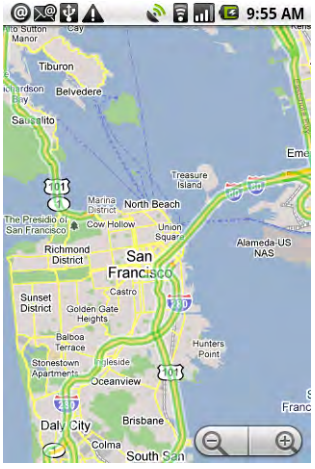
- Press **MENU**, touch **Layers**, and touch **Traffic**, **Satellite**, **Latitude**, or another layer.



Map mode



Satellite mode



Traffic mode

Map mode is the default view. It displays a street map complete with names of streets, rivers, lakes, mountains, parks, boundaries, and other features.

Satellite mode uses the same satellite data as Google Earth. Satellite images are not real-time. Google Earth acquires the best imagery available, most of which is approximately one to three years old.

Traffic mode offers real-time traffic conditions, displayed over roads as color-coded lines, from green through black.

For more information on Latitude, see “Finding your friends with Google Latitude” on page 202.

For more information on the other features of Google Maps, visit Google Maps on the web.

Not all locations have information to support all map modes or all zoom levels. Visit Google Maps on the web to learn more about map modes.

To open Street View for a location

Street View offers street-level images of a location, which you can navigate, zoom into, and so on. Street View is available only for selected areas.

1. Touch & hold a location on a map to open a balloon with the address and a street view thumbnail.
2. Touch the balloon and in the screen that opens, touch **Street view**.

Touch the view to display navigation tools.

Touch the arrows to shift the view up or down the street.

To navigate in Street View

- Drag the image in any direction to pan up and down or to look in other directions.
- Zoom into the direction you're looking.
- Press **MENU** and touch **Step forward** or **Step backward** to move up and down the street. Or just touch a navigation arrow in the image.
- Press **MENU** and touch **Compass mode** to use the phone itself to navigate Street View: tilt, pan, or turn your phone to change your view. Touch **Compass mode** again to end it.
- Press **MENU** and touch **Report image** to open a web-based form for reporting to Google about images with inappropriate content or privacy concerns.
- Press **MENU** and touch **Go to map** to leave Street View.

Searching for locations and places

You can search for a location and view it on a map. You can also search for places on the map you're viewing.

To search for a location

1. While viewing a map, press **MENU** and touch **Search**. Or press the **SEARCH** button.
2. Enter the place you're looking for in the search box. You can enter an address, a city, or type of business or establishment (for example, "museums in San Francisco").

   As you enter information, previous searches for appear in a list below the search box. You can touch one to search again.
3. Touch the search icon.

   Markers with letter labels indicate search matches on the map.

Touch a marker to open a balloon with more information.

Touch a balloon to open a screen with more information about the location

Touch to select the next or previous marker on the map and view its label.

Touch to open a list of all the results on the map.

You can touch a marker to open a balloon with a label. Touch the balloon to open a screen with more information about the location, as well as options for obtaining directions.

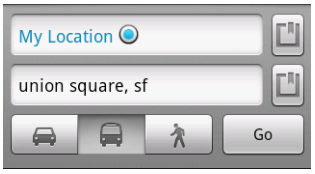
Getting directions

Maps can provide directions for travel by foot, public transportation, or car.

To get directions

1 While viewing a map, press **MENU** and touch **Directions**.

Enter a starting point in the first text box and your destination in the second text box. Or touch to open a menu with options for selecting an address form your Contacts or a point you touch on a map.



Enter starting and ending locations.

Select a mode of transport.

Touch **Go**.

You can reverse direction by pressing **MENU** and touching **Reverse start & end**.

2 Touch the icon for car, public transit, or walking directions.

3 Touch **Go**.

The directions to your destination appears in a list.

When you're done, you can clear the map (press **MENU** and touch **More** > **Clear map**). Your destination is saved.

Finding your friends with Google Latitude

Google Latitude lets you and your friends view each others' locations on maps and share status messages with each other. In Latitude you can also send messages and emails, make phone calls, and get directions to your friends' locations.

Your location is not shared automatically. You must join Latitude and then invite your friends to view your location, or accept invitations from your friends.

To join Latitude

- While viewing a map, press **MENU** and touch **Join Latitude**.

  The first time you join Latitude, you're prompted to accept or reject the Google privacy policy.

  Once you're joined Latitude, the menu item changes to **Latitude**.

To open Latitude

After you join Latitude, you can open it to find your friends and view their updates.

- While viewing a map, press **MENU** and touch **Latitude**.

To invite friends to share their locations

After you join Latitude, you can start sharing your location with your friends. Only friends that you have explicitly invited or accepted can see your location.

1. Open Latitude, press **MENU**, and touch **Add friends**.
2. Touch **Select from Contacts** or **Add via email address** in the menu that opens.

   If you touched **Select from Contacts**, a scrolling list of all your contacts opens. You can check as many Contacts as you want to invite.

   If you touched **Add via email address**, you can enter one or more email addresses (separated by commas) for the friends you want to invite.
3. Touch **Add friends** at the bottom of the screen.

   If your friends already use Latitude, they receive an email request and a notification on Latitude. If they have not yet joined Latitude, they receive an email request that invites them to sign in to Latitude with their Google Account.

To respond to an invitation

When a friend invites you to share your location in Latitude, you can respond with:

Accept and share back You and your friend can see each other's locations

Accept, but hide my location You can see your friend's location, but they can't see yours.

Don't accept. No location information is shared between you and your friend.

To view your friends' locations

You can view your friends' locations on a map or in a list.

When you open Maps, it shows your friends' locations. Each friend is represented by a photo icon with an arrow pointing at their approximate location. If a friend has chosen to share city-level locations, their icon will not have an arrow and it appears in the middle of the city.

If your friends use Google Talk, their online status (available, busy, and so on) is indicated by a circular icon below their pictures. For more information, see "Changing and monitoring online status" on page 153.

To see your friend's profile and connect, touch the photo. Your friend's name appears in a balloon. Touch the balloon to open a screen with details about your friend and many connection options.

When you open Latitude you see a list of your Latitude friends, with a summary of their last known locations, status, and so on. Touch a friend in the list to open a screen with details about the friend and many connection options.

To connect with and manage connections with your friends

Touch a friend's contact details balloon in map view or touch a friend in list view to open the friend's profile. In the profile screen, you can communicate with your friend and set privacy options.

Show on map Shows the friend's location on the map.

Chat using Google Talk Opens a Google Talk chat window with that friend.

Send email Opens Gmail with a message addressed to the friend.

Directions Get directions to the friend's location.

Hide from this friend Stop sharing your location with this friend in Latitude, in a list or on a map. To share your location with this friend again, touch **Unhide from this friend**.

Share only city level location Share only the city you are in, not your street-level location. Your friend sees your photo icon in the middle of the city you are in. To share more precise location again, touch **Best available location**.

Remove Remove the friend from your list and stop sharing locations with him or her altogether.

To control what you share

You have control over how and when you can be found by your friends. Only the last location sent to Latitude is stored with your Google Account. If you turn off Latitude or are hiding, no location is stored.

- Open Latitude, touch your own name, and touch **Edit privacy settings**.

You can set the following privacy options.

Detect your location Let Latitude detect and update your location as you move. The update frequency is determined by several factors, such as your phone's battery charge level and how recently your location has changed.

Set your location Set the location shared with others as an address you enter or from Contacts, pick a spot on a map, or resume having Latitude share your actual location.

Hide your location Hide your location from all your friends.

Turn off Latitude. Disable Latitude and stop sharing your location or status. You can always join Latitude again.

Camera

Camera is a combination camera and camcorder you use to shoot and share pictures and videos.

"Your phone and accessories" on page 19 includes details about preparing the camera before you use it (for example, peeling off any protective film that covers the lens during shipping) and other camera features.

Pictures and videos are stored on the phone's SD card, so you must install one to use Camera (see "Your phone and accessories" on page 19). You can copy your pictures and videos from the SD card to a computer, for backup and other purposes, as described in "Connecting to a computer via USB" on page 66.

In this section

"Opening Camera and taking pictures" on page 206

"Reviewing your pictures" on page 209

"Reviewing your videos" on page 210

"Changing Camera settings" on page 211

Opening Camera and taking pictures

Take pictures and shoot videos with Camera.

Camera's many settings are described in "Changing Camera settings" on page 211.

You can also view your pictures with the Gallery application, as described in "Gallery" on page 215.

Important Be sure to clean the protective lens cover with a microfiber cloth before taking pictures. Blurry pictures with a "halo" effect emanating bright areas are the hallmark of a lens cover with smudges from fingers or other sources. See "Your phone and accessories" on page 19 for more about the camera lens.

To open Camera

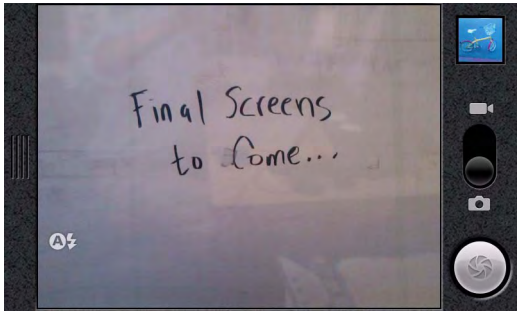
- Touch the Camera icon on the Home screen or in the Applications tab.

  OR

- Press the **CAMERA** button.<<cut for phones without button.>>

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  Camera opens in landscape mode, ready to take a picture or shoot a video.



Touch to view your pictures or videos

Drag up to shoot videos, drag down to take photos

Touch to take a picture or shoot a video

Touch to change settings

To take a picture

<<Need to adjust for phones with no Camera button>>

1 If necessary, drag the control to the camera position.

2 If you want to control your exposure manually, touch the slider to open the camera settings.

The preview image changes as you change the settings.

See “Changing Camera settings” on page 211

3 Frame your subject on screen.

You can also zoom in by touching the screen and then touching the zoom in and out controls <<confirm for devices>>.

4 Partially press the **CAMERA** button to focus.

5 Fully press the **CAMERA** button or touch the onscreen shutter button.

The camera’s autofocus feature brings the image into focus. When the image is in focus, the focus indicators (in each corner) turn green and the camera takes a picture.

The picture you just took is displayed for a moment. Then you can take another picture or preview your pictures, as described in “Reviewing your pictures” on page 209.

To take pictures with digital zoom

- Touch the screen to open the zoom control and then touch the plus or minus buttons to zoom in and out gradually.
- Double-tap the screen to zoom in 4X. Double-tap again to zoom out to 1X.

To shoot a video

1. If necessary, drag the control to the video position.

2. If you want to control your exposure manually, touch the slider to open the camcorder settings.

   See “Changing Camera settings” on page 211

3. Point the lens to frame the scene where you want to start.
4. Fully press the **CAMERA** button or touch the onscreen shutter button.

   The camera starts shooting the video. The time remaining to shoot counts down at the left; when less than a minute is left, the countdown turns red.

5. Fully press the **CAMERA** button or touch the onscreen shutter button again to stop shooting.

   You can shoot another video or preview your videos (as described in “Reviewing your videos” on page 210).

Reviewing your pictures

You can review the pictures you've taken in Camera.

To review your pictures

1. If necessary, drag the control to the photograph position.
2. Touch the thumbnail image at the top right of the Camera screen.

   The picture review screen opens, displaying your most recent picture.

Touch the image to see the navigation and zoom controls

Touch a left of right arrow to view another picture

Touch to return to the screen for taking pictures

3. Touch the picture to see the navigation and zoom controls.
4. Touch a navigation arrow to view the next or previous picture.
5. Touch **Done** to resume taking pictures.

You can use the other buttons on the picture review screen and press **MENU** to access several other features for editing, sharing, viewing, and using pictures in other ways. These are detailed in "Working with pictures" on page 218.

Reviewing your videos

You can review the videos you've shot with Camera. You can also view a slideshow of your pictures, share them with friends, and delete shots (see "Gallery" on page 215 for more about playback).

To review your videos

1. If necessary, drag the control to the video position.
2. Touch the thumbnail image at the top right of the screen.

   A still from the start of your most recent video is displayed.

Touch the still to see the navigation controls

Touch a left of right arrow to view another video

Touch to play the video

Touch to return to the screen for shooting videos

3. Touch a navigation button to open the video you want to play.
4. Touch the **Play** button.

Touch to skip forward or back

Touch to pause and resume play

You can use the other buttons on the video review screen and press **MENU** to access several other features for viewing and sharing your videos. These features are detailed in "Gallery" on page 215.

Changing Camera settings

Camera has automatic settings you can use to take quick point-and-shoot photographs and videos. But Camera also offers a number of ways to control your exposures, including controlling the focus, turning the flash on and off, adjusting the white balance, or taking advantage of combinations of exposure settings for specific scenes. You can even shoot negatives and other special effects.

Camera also includes a series of other settings for controlling picture quality, video length, whether to store the location where you take your pictures, and so on.

To change Camera settings

1. Open the Camera screen for taking pictures or shooting videos and touch the settings tab. Or press **MENU** and touch **Settings**.

   The settings open over the screen.

2. Touch the setting category you want to control and then touch the setting you want.

   Camera settings are detailed in "Changing Camera settings" on page 211

   If you select a scene mode, you can't adjust some of the other settings until you return scene mode to the Auto setting.

3. Press Back to close the settings menus.

   Icons along the left side of the screen indicate the current settings.

4. Take the pictures you want using your settings.

5. When you're done, open Camera settings again and restore the settings you change back to Auto.

Camera settings

When you change some Camera settings, the current settings are indicated by a column of icons along the left side of the screen.

Flash mode Touch to set whether the camera relies on its light meter to decide if a flash is necessary or to turn it on or off for all shots.

Automatic

On

Off

Scene mode See "Scene modes" on page 212.

White balance Touch to select how the camera adjusts colors in different kinds of light, to achieve the most natural-looking colors for your shots.

Incandescent

Daylight

Fluorescent

Cloudy

Color effect Touch to select a special effect for your shots, such as monochrome, sepia tone, negative, and others.

Store location Check to include the location of each picture you take, using the phone's GPS.

Picture size Touch to set the size (in pixels) of the pictures you take.

Picture quality Touch to set the quality of the pictures you take.

Focus mode Touch to set Camera to use its autofocus feature (**Auto**), to more quickly take pictures focused at infinity (**Infinity**), or for close-ups (**Macro**).

Infinity

Macro

Scene modes

Scene modes are combinations of shutter speed, white balance, flash, and related settings, optimized for specific shooting conditions. When you select a scene mode, you can't adjust other Camera exposure settings until you select the **Auto** scene mode again. An icon in the preview pane reminds you that you have selected a scene mode.

Scene mode selected

Auto No scene mode selected.

Action Use for short exposures to reduce blur for fast-moving action.

Portrait Use to capture the details of a subject.

Landscape Use when all subjects are in the distance.

Night Use for a long exposure without flash.

Night Portrait Use for a long exposure, with flash to illuminate the subject, but without sacrificing darker background detail.

Theatre Use for a short exposure to reduce blur, with spot metering that assumes well-lit subjects on a stage, and no flash.

Beach Use for taking pictures at the beach.

Snow Use for taking pictures in the snow.

Sunset Use for scenes with orange skies and darker foregrounds.

Steady photo Use to keep exposure times shorter to reduce blur from unsteady hands.

Camcorder settings

Video quality Opens a dialog where you can set the video quality appropriate for sending to your friends via the Messaging or other application, or for viewing on a computer.

Video duration Opens a dialog where you can set the maximum length of your videos.

Gallery

Use Gallery to view photos and play back videos. For photos, you can also perform basic editing tasks, set them as your wallpaper or contact picture, and so on. You can also share your pictures and videos with friends, via email or messaging, or on the Picasa and YouTube web sites.

In this section

"Opening Gallery and viewing your albums" on page 216

"Working with pictures" on page 218

"Working with videos" on page 221

"Changing Gallery settings" on page 223

Opening Gallery and viewing your albums

Open Gallery to view albums of your pictures and videos.

To open Gallery and view your albums

- Touch the Gallery icon on the Home screen or in the Applications tab.

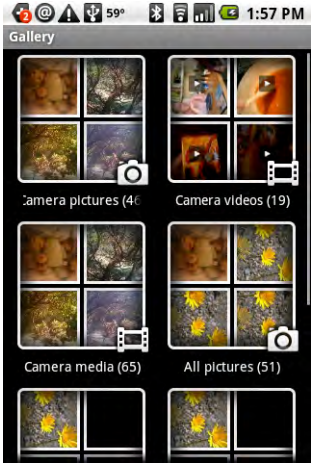
  OR

- Open Gallery from Camera by pressing **MENU** and touching **Gallery**.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

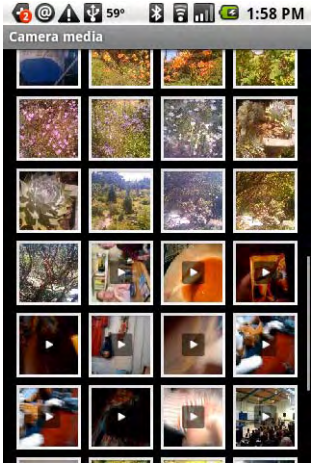
  Gallery presents the pictures and videos on your SD card in albums. The first two are for the pictures and videos you took with Camera. Others include all pictures or videos found on the SD card and, if you created directories with pictures or videos on the SD card, albums named for those directories.

  If you have a great many pictures or videos on your SD card, it may take Gallery a few moments when you open it to discover them and organize them into albums.



Touch a an album to open it.

- Touch an album to open it and view its contents.



Touch a picture to open it.

Touch a video to open it.

- Touch a picture or video in a gallery to open it.

  Working with the pictures you open is described in “Working with pictures” on page 218.

  Working with the videos you open is described in “Working with videos” on page 221.

  You can change settings for the size and order of the pictures and images in albums, as described in “Changing Gallery settings” on page 223.

Working with pictures

Use Gallery to view pictures, edit them, and share them with friends.

To view and browse pictures

- Open a Gallery album and touch a picture.

  Opening albums is described in "Opening Gallery and viewing your albums" on page 216.

- Turn the phone to view the picture in upright (portrait) or sideways (landscape) orientation.

  The picture is displayed (but not saved) in the new orientation.
- Touch the picture to view the navigation, zoom, and other controls.
- Touch the magnifiers to zoom in our out. Or just double-tap the screen.
- Drag the picture to view parts that are not in view.
- Touch the left or right arrows to browse to the previous or next picture.

To watch a slideshow of your pictures

- When viewing a picture, press **MENU** and touch **Slideshow**.

  You can control the pace and other slideshow settings as described in "Changing Gallery settings" on page 223.

To rotate a picture

1. When viewing a picture, press **MENU** and touch **Rotate**.
2. Touch **Rotate left** or **Rotate right**.

   The picture is saved with the new orientation.

To crop a picture

You can ave a zoomed-in portion of a picture by cropping it.

1. When viewing a picture, press **MENU** and touch **Crop**.

   The cropping rectangle appears on top of the picture.

2. Use the cropping tool to select the portion of the picture you want to crop.

   Drag from the inside of the cropping tool to move it.

   Drag an edge of the cropping tool to resize it to any proportion.

   Drag a corner of the cropping tool to resize it with fixed proportions.

Drag from inside the cropping tool to move it

Drag a corner or edge to resize the cropping tool and zoom in or out

When you're done, touch Save

3. Touch **Save** to save a copy of the picture as you cropped it.

   The original uncropped version remains on your SD card.

To use a picture as a contact icon or as Home screen wallpaper

1. When viewing a picture, touch the picture to view the controls and touch the **Set as** icon. Or press **MENU** and touch **More** > **Set as**.

2. Touch **Contact icon** or **Wallpaper**.

   If you touch **Contact**, you're asked to select the contact you want to use the picture for and then crop the picture.

   If you touch **Wallpaper**, you're prompted to crop the picture.

To get details about a picture

- When viewing a picture, press **MENU** and touch **More** > **Details**.

To view the location of a picture in Google Maps

If you have configured Camera to save location data with your pictures (see "Changing Camera settings" on page 211), you can view the location where you took the picture in Google Maps.

- When viewing a picture, press **MENU** and touch **More** > **Show on Maps**.

  Google Maps opens, centered on the location stored in the picture.

To share a picture by sending it to friends

1. When viewing a picture, touch the picture to view the controls and touch the **Share** icon. Or press **MENU** and touch **Share**.
2. Touch **Email**, **Gmail**, or **Messaging** in the menu.

   The application you picked opens with the picture attached to a new message. For more information about addressing and sending the message, see the section on that application.

To share a picture by uploading it to Picasa

You can upload pictures to the Picasa account that is associated with your Google Account.

1. When viewing a picture, touch the picture to view the controls and touch the **Share** icon. Or press **MENU** and touch **Share**.
2. Touch **Picasa** in the menu.
3. Enter a caption for the picture.
4. Pick or add an album for the picture.
5. Touch **Upload**.

   The picture is uploaded to Picasa. When it's done, you can view it at the Picasa web site (http://picasaweb.google.com).

To delete a picture

- When viewing a picture, touch the picture to view the controls and touch the **Delete** icon. Or press **MENU** and touch **Delete**.

  A dialog asks you to confirm you want to delete the picture (unless you configured Gallery to delete without asking, as described in "Changing Gallery settings" on page 223).

  You can also delete multiple pictures in an album by pressing **MENU**, touching **Multiselect**, checking the pictures you want to delete, and touching **Delete**.

Working with videos

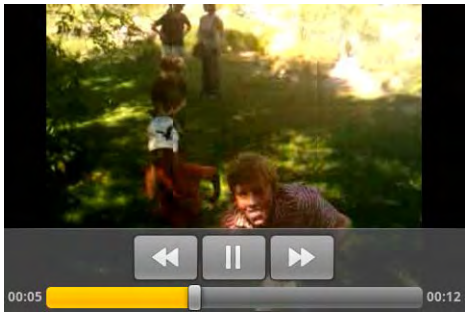
Use Gallery to play videos and share them with friends.

To play videos

- Open a Gallery album and touch a video.

  The video plays, with the orientation (portrait or landscape) you shot it in.

  Opening albums is described in "Opening Gallery and viewing your albums" on page 216.



Touch the video to view the playback controls for pausing, resuming, and skipping backwards and forwards

- Touch the video to view the playback controls.

To share a picture by sending it to friends

You can send any video that is 3MB or smaller: approximately 1 minute of high-quality video or 2 minutes of low-quality video (see "Changing Camera settings" on page 211).

1. When viewing an album, touch & hold the video you want to send.

   Touch **Share**.

2. Touch **Bluetooth**, **email**, **Gmail**, or **Messaging.**

   The options in the menu depend on your phone's applications, Bluetooth settings, and so on.

   The application you picked opens with the video attached to a new message. For more information about addressing and sending the message, see the section on that application.

To share videos on YouTube

You can share your videos by uploading them to YouTube. Before you do this, you must create a YouTube account and sign into it on your phone.

You can upload any video that is 3MB or smaller: approximately 1 minute of high-quality video or 2 minutes of low-quality video (see "Changing Camera settings" on page 211).

1. When viewing an album, touch & hold the video you want to send.

   Touch **Share**.
2. Touch **YouTube**.
3. Enter a title, description, and tags for your video.
4. Check Public if you want to share the video with everyone.
5. Touch **Upload**.

To delete a video

1. When viewing an album, touch & hold the video you want to delete.
2. Touch **Delete**.

   A dialog asks you to confirm you want to delete the video (unless you configured Gallery to delete without asking, as described in "Changing Gallery settings" on page 223).

   You can also delete multiple videos in an album by pressing **MENU**, touching **Multiselect**, checking the videos you want to delete, and touching **Delete**.

Changing Gallery settings

You can change a number of settings for how Gallery displays pictures and videos, how it presents slideshows, and other settings.

- To change Gallery settings, press **MENU**, and touch **Settings** (or **More** > **Settings**, depending on the Gallery screen).

General settings

Display size Opens a dialog where you can set the display size of pictures and videos.

Sort order Opens a dialog where you can set whether pictures in albums are sorted newest-first or oldest-first.

Confirm deletions Check to open a confirmation dialog when you delete a picture or video. Uncheck to delete without asking.

Slideshow settings

Slideshow interval Opens a dialog where you can set how many seconds to display each picture in a slideshow.

Slideshow transition Opens a dialog where you can pick the transition animation between pictures in a slideshow.

Repeat slideshow Check to repeat slideshows until you touch the screen.

Shuffle slides Check to display pictures in random order during a slideshow. Uncheck to display them in their order in their album.

YouTube

YouTube is the free online video streaming service for viewing, searching for, and uploading videos.

In this section

"Opening YouTube and watching videos" on page 226

Opening YouTube and watching videos

You can browse, search for, view, upload, and rank videos on YouTube on your phone with the YouTube application.

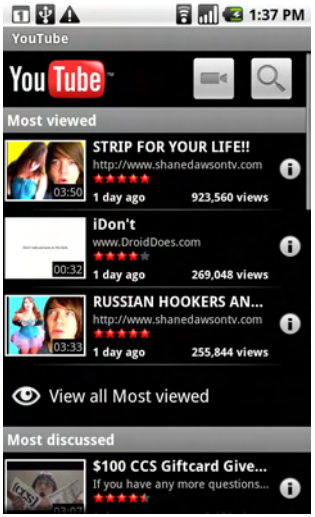
To open YouTube

- Touch the YouTube icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  YouTube presents the videos grouped into categories, such as Most viewed, Most discussed, Most recent, and Top rated.

  You can touch a video to watch it, or touch the icon to learn more about it.



Touch to shoot and share a video

Touch to search for a video (you can even search by voice)

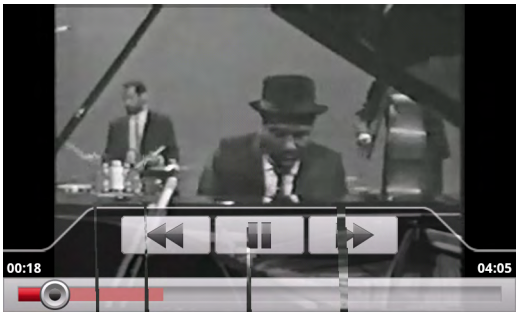
Videos are grouped into categories.

Touch a video to play it.

Touch to learn more about the video

To watch and interact with YouTube videos

- On a YouTube screen, touch a video to play it.



Touch the screen to view the playback controls.

- Touch the video to view the playback controls.

  You can pause, skip forward or backwards, or drag the slider to the point in the video you want to watch, with the playback controls.

- Press **BACK** to stop playback and return to the videos list.
- Press **MENU** to rank, comment on, share, flag as inappropriate, and to interact with the video in other ways.

  For details about these features, visit the YouTube web site.

To search for videos

1. At the top of the main YouTube screen, touch the search icon.
2. Enter the text you want to search for, or touch the microphone to search by voice.
3. Touch a suggestion below the search box or touch the magnifying glass icon.
4. Scroll through the search results and touch a video to watch it.

To share your videos on YouTube

You shoot and share a video via YouTube. Before you do this, you must create a YouTube account and sign into it on your phone.

You can also share the videos you shot with the Camera application by uploading them to YouTube (see “Working with videos” on page 221).

1. At the top of the main YouTube screen, touch the camera icon.
2. If you want to control your exposure manually, touch the slider to open the camcorder settings.

   See “Changing Camera settings” on page 211
3. Point the lens to frame the scene where you want to start.
4. Fully press the **CAMERA** button or touch the onscreen shutter button.

   <<Watch devices without button.>>The camera starts shooting the video. The time remaining to shoot counts down at the left; when less than a minute is left, the countdown turns red.
5. Fully press the **CAMERA** button or touch the onscreen shutter button again to stop shooting.

   You can reshoot the video or preview it (as described in “Reviewing your videos” on page 210).
6. Touch OK.

   You return to YouTube’s Upload details screen.
7. Enter a title, description, and tags for your video.
8. Check **Public** if you want to share the video with everyone.
9. Touch **Upload**.

Music

Use Music to organize and listen to music and other audio files you transfer to your SD card from your computer.

In this section

"Transferring music files to your phone" on page 230

"Opening Music and working with your library" on page 231

"Playing music" on page 233

"Working with playlists" on page 236

Transferring music files to your phone

Music plays audio files stored on your phone's SD card, so before you open Music, you must copy audio files from your computer onto the SD card.

Music supports a wide variety of audio file formats, so it can play music you have purchased from iTunes and other online stores as well as music you have copied from your CD collection, an so on.

Music supports audio files in the numerous formats, including MP3, M4A (iTunes application AAC, DRM-free), AMR, WMA (8), MIDI, WAV, and OGG Vorbis.

To copy music files onto the phone's SD card

1. Connect your phone to your computer with a USB cable and mount the SD card.

   For details, see "Connecting to a computer via USB" on page 66.

2. Use the computer to create a music folder at the top level of the SD card.

   You can give the folder any name you want.

3. Use the computer to copy music and other audio files into the folder you created on the SD card.

   You can use subfolders on the SD card to organize your music files.

   If the music files have accompanying artwork in JPEG format, rename the art file albumart.jpg and include it in the same folder as the music files.

4. If you have created any playlists, create a subfolder for them in your music folder on the SD card and copy the playlists into it.

5. Unmount the SD card from the computer and disconnect the phone.

   Be sure to follow your computer's instructions and those "Connecting to a computer via USB" on page 66, to avoid damaging files on your SD card.

Opening Music and working with your library

Once you've copied some music onto your SD card (as described in "Transferring music files to your phone" on page 230), you can open Music and see your library of music files, sort in several ways.

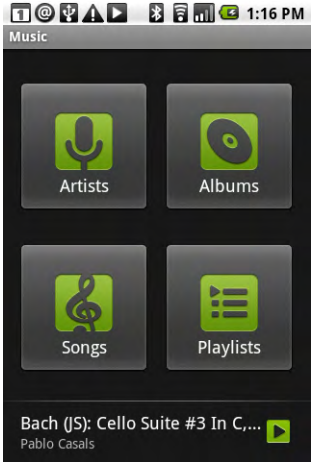
To open Music and view your music library

- Touch the Music icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

  When you first open Music after copying music files to your SD card, Music searches the SD card for music files and builds a catalog of your music, based on information about each file stored in the file itself. This can take a minute or two, depending on how may files you copied onto the SD card since you last opened Music.

  Then the Music library screen opens, with icons you can touch to view your music library organized by Artists, Albums, Songs, or Playlists.



Touch an icon to view your library in one of four ways

Touch the summary of the currently playing (or paused) track to open the Playback screen

  You can return to the main library screen form most other screens in the Music application by pressing **MENU** and touching **Library**.

  When your keyboard is open, you type characters to limit the songs in the current library to those that match.

To search for music in your library

1. Open the main library screen and press the **SEARCH** button.
2. Start typing the name of the artist, album, or track you're looking for.

   Matching songs are displayed in the list below the search box.
3. Touch a matching song to play it. Or touch a matching album or artist to view a list or associated songs.

To delete a song from the SD card

You can delete music from the storage card.

- Touch & hold a song in a library list and in the menu that opens, touch **Delete**.

  OR
- On the Playback screen, press **MENU** and touch **Delete**.

You can also delete music files from the SD card, when your phone is connected to a computer, as described in "Transferring music files to your phone" on page 230.

Playing music

Once you've copies music files onto your SD card found the tracks you want to listen to in your music library, you can play them.

You can listen to music using the phone's built-in speaker, using a wired headset, or using a wireless Bluetooth stereo headset that supports the A2DP profile (see "Your phone and accessories" on page 19 and "Connecting to Bluetooth devices" on page 63 for details).

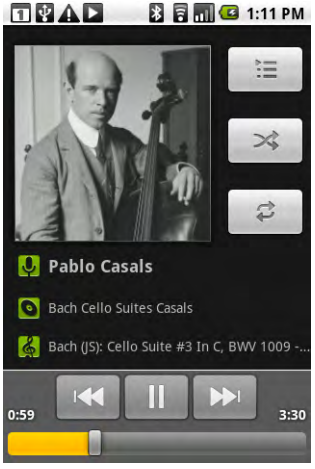
To play music

- Touch a song in your library to listen to it.

  OR

- When viewing a list of tracks in an album, press **MENU** and touch **Play all**.

  The Playback screen opens and the song you touched or the first song in the album or other playlist starts to play. Each track in the current playlist plays in order, until you reach the end of the playlist (unless you choose a repeat option). Otherwise, playback only stops if you stop it, even when you switch applications or the screen lock turns on, or if you receive a phone call.



Touch to open the current playlist

Touch to shuffle the current playlist

Touch to repeat the playlist; touch again to repeat the current track

Touch and hold to search for information

Use these buttons to skip tracks and to pause and resume playback

Drag to listen to another section of the track

You can return to the Playback screen from most other screens in the Music application by pressing **MENU** and touching **Playback**.

You can return to the Playback screen from any other application by opening the Notifications panel and touching the ongoing music notification (see "Managing notifications" on page 46).

To control playback

The Playback screen offers several icons you can touch to control the playback of songs, albums, and playlists:

	Touch to pause playback.
	Touch to resume playback
	Touch to skip to the next track in the album, playlist, or shuffle
	Touch to skip to the previous track in the album, playlist, or shuffle
	Touch to open the current playlist
	Touch to play the current playlist in shuffle mode (tracks are played in random order)
	Touch to toggle repeat mode: Don't repeat, Repeat the playlist, and Repeat the current track

To control playback volume

In addition to the techniques for setting media volume described in "Sound & display settings" on page 262, you can control the volume of music in the Music application.

- Press your phone's **VOLUME UP** or **VOLUME DOWN** button.

  A panel opens to show the current media volume; the indicator moves as you adjust the volume.

  Some headsets include their own volume controls or ways to pause and resume playback or to switch tracks.

To play all your tracks in a shuffle

In addition to playing the current playlist in a shuffle, you can play all the tracks on your SD card in random order.

- In the Playback or a library screen, press **MENU** and touch **Party shuffle**.

  Press Menu and touch **Party shuffle off** to stop it.

To use a song as a ringtone

You can use a song as your phone ringtone, in place of one of the ringtones that comes with the phone.

- Touch & hold a song in a library list and in the menu that opens, touch **Use as phone ringtone**.

  OR

- On the Playback screen, press **MENU** and touch **Use as ringtone**.

For details about using the Settings application to view and set the phone's ringtone, see"Sound & display settings" on page 262.

Working with playlists

You can create playlists to organize your music files into sets of songs, which you can play in the order you set or in a shuffle.

To create a playlist

1. When viewing a list of songs in the library, touch & hold the first song you want to add to new playlist.
2. Touch **Add to playlist**.
3. Touch **New**.
4. Enter a name and touch **Save**.

   The new playlist is added to the playlist library.

   You can also add the song playing in the Playback screen as the first song in a playlist by pressing **MENU** and touching **Add to playlist**. Or touch **Save as playlist** to save all the songs in an album you're playing as a playlist.

   You can convert an album into a a

To add a song to a playlist

1. When viewing a list of tracks in the library, touch & hold a song you want to add to a playlist.
2. Touch **Add to playlist**.
3. Touch the name of the playlist you want to add the song to.

   The song is added to the playlist.

   You can also add the song playing in the Playback screen to a playlist by pressing **MENU** and touching **Add to playlist**.

To rearrange songs in a playlist

1. Open a playlist.

   You can open a playlist by touching one in the playlist library. You can also open the currently playing playlist by touching the playlist icon in the Playback window.
2. Drag a song up or down, to change its order in the playlist.

   You can also use this technique to change the order of songs in an album.

To remove a song from a playlist

1. Open a playlist.
2. Touch & hold a song and then touch **Remove from playlist**. Or press **MENU** and touch **Clear playlist** to remove all the songs from the playlist.

   The song isn't deleted from the SD card or other playlists, just removed the playlist you're working with.

To rename or delete a playlist

1. Open the playlist library.
2. Touch & hold a playlist and in the menu that opens, touch **Rename** or **Delete**.

   You can't delete or rename the Recently Added playlist.

   No songs are harmed by deleting a playlist.

To create playlists on your computer

You can create playlists on your computer for use in Music. Music can work with playlists in the file formats: M3U, WPL, and PLS. You copy playlists onto your SD card in the same way as you copy music, as described in "Transferring music files to your phone" on page 230. The best practice is to create a subfolder within your music folder for playlists.

If you don't have a dedicated application on your computer that can create playlists, you can create a playlist in a text editor, using the following guidelines:

- Enter each music file name you want to include in the playlist on its own line
- Use music file names as displayed on your computer (Music will ignore all but the track names when displaying the playlist).
- Save the file with the .m3u extension

Alarm Clock

You can use your phone as an alarm clock. You can set one-time alarms or alarms that play on weekdays, every day, or other times. You can use one of your music tracks as a ringtone or use one of the alarm ringtones that comes with your phone.

In this section

"Setting an Alarm" on page 240

"Customizing Alarm Clock" on page 242

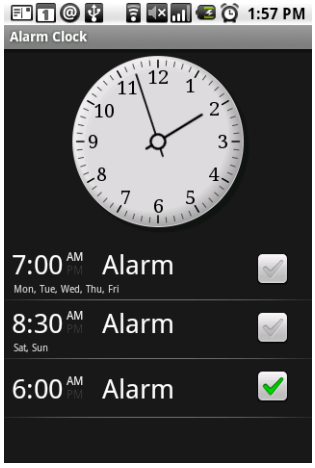
Setting an Alarm

You can set an alarm by modifying an existing one, or by adding a new one.

To set an alarm

1 Touch the Alarm icon on the Home screen or in the Applications tab.

See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

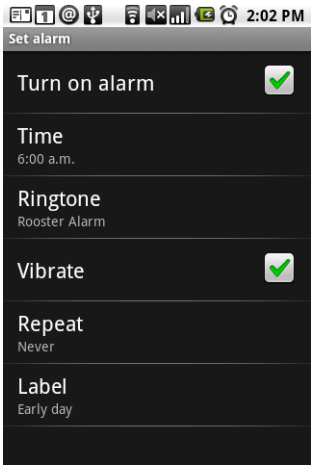


Touch the clock face to change it

Check an alarm to turn it on

Touch an alarm to open a screen where you can set its time and other attributes

2 Touch an existing alarm to change its time and other attributes. Or press **MENU** and touch **Add alarm** to add a new one.



3 Touch **Time** to set the time of the alarm.

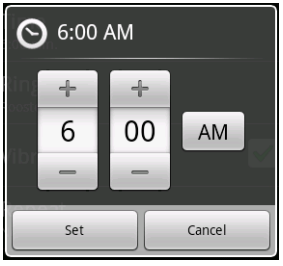
You can change the time by touching the + and - buttons and AM or PM. Or touch a time to type the time you want.

Touch to set a later time

Touch to type the time

Touch to set an earlier time

Touch Set when you're done



Touch to change from AM to PM

4 Touch **Ringtone** to pick a ringtone for the alarm.

The ringtone plays briefly when you select it.

5 Touch **Vibrate** to configure the alarm to vibrate the phone, in addition to playing the ringtone.

6 Touch **Repeat** to set the days when you want the alarm to sound.

If you don't set a day, the alarm will sound only once.

7 Touch **Label** to type a name for the alarm.

8 When you're done, press **BACK**.

When the time you set arrives, the alarm sounds.

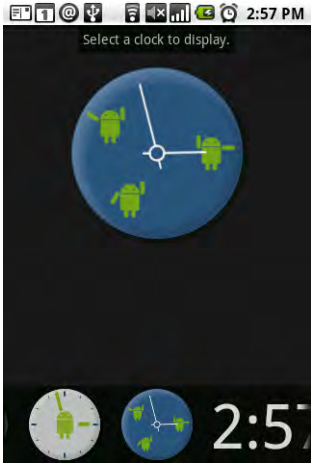
Customizing Alarm Clock

You can change the face of the alarm clock or hide the face entirely. You can also set whether the alarm sounds when the phone is in silent mode.

You can change how times are displayed in Alarm Clock in the Settings applications. See “Date & time settings” on page 276.

To change the face of the alarm clock

1. Touch the clock face.
2. Slide the small faces to the left or right until the face you want is displayed.
3. Touch the face you want.



Touch the face you want

Scroll the faces to the left or right to find the one you want

To hide the alarm clock face entirely

- Press **MENU** and touch **Hide clock**.

To play alarms even when the phone is in Silent mode

- Press **MENU**, touch **Settings**, and check **Alarm in silent mode**.

  Or uncheck this option to honor silent mode. For more information on silent mode, see “Sound & display settings” on page 262.

Calculator

Use Calculator to figure simple arithmetic problems or use its advanced operators to solve more complex equations.

In this section

"Using the Calculator" on page 244

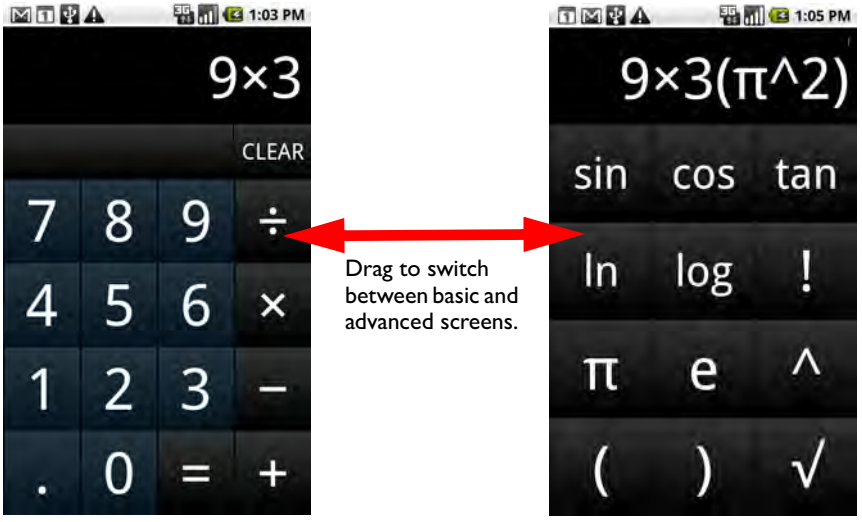
Using the Calculator

Use Calculator to figure math problems.

To open and use the Calculator

- Touch the Calculator icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.



- Enter numbers and arithmetic operators on the basic screen.
- Drag the basic screen to the left to open the advanced screen.
- Touch and hold the Calculator's display to open a menu where you can copy what you've entered and access other tools.
- Touch **Clear** to delete the last number or operator you entered. Touch & hold **Clear** to delete everything in the display.

To access your history of operations

- Roll the **TRACKBALL** up or down to view your previous operations.

  Previous operations are entered in the display, where you can use them.
- Clear your history by pressing **MENU** and touching **Clear history**.

Market

Android Market provides direct access to useful applications and fun games, which you can download and install on your phone.

In this section

"Opening Android Market and finding applications" on page 246

"Downloading and installing applications" on page 249

"Managing your downloads" on page 251

Opening Android Market and finding applications

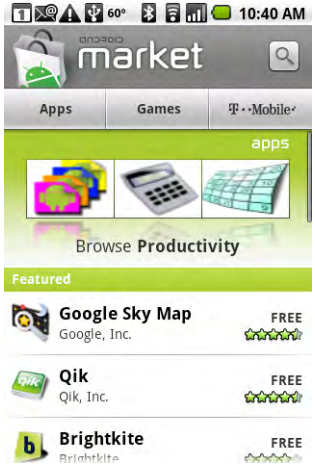
You can open Android Market to browse and search for free and paid applications.

To open Android Market

- Touch the Market icon on the Home screen or in the Applications tab.

  See “Opening and switching applications” on page 40 to learn more about opening and switching applications.

  When you open Android Market for the first time, you must read and accept the terms of service to continue.



Touch to search Market

Touch a category to open it

Touch a featured application to open

To get help with Android Market

The Android Market Help webpages are available from all Android Market screens.

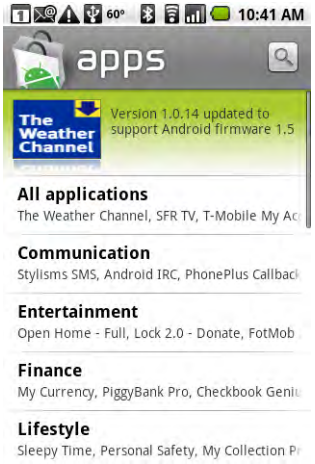
- Press **MENU** and touch **Help**.

  The Browser application opens to the Android Market help page, with links to many help topics. (For more on using the Browser, see“Browser” on page 177.)

To browse for applications

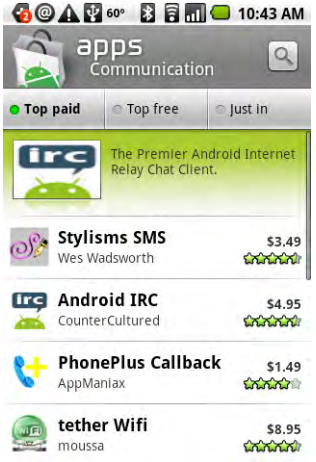
You can browse applications by category and sort them in different ways.

1 On the Android Market home page, touch a top-level category, such as **Apps** or **Games**.



Touch a subcategory to view its list of applications

2 Scroll to view subcategories and the touch the one you want to explore.



Touch a tab to view top paid, top free, or recent applications in this subcategory

Touch an application to open its details screen.

3 Touch **Top paid**, **Top free**, or **Just in to** further sort the subcategory.

To open a screen with details about an application

- At any time when browsing Android Market, touch an application to open its details screen.

  Application details screens include a description, ratings, comments, and related information about the application. You can install the application from this

screen (see "Downloading and installing applications" on page 249). You can also rate, uninstall, and perform other actions on the application (see "Managing your downloads" on page 251).

To search for applications

1. Touch the search icon at the top-right of the screen or press the **SEARCH** button.
2. Enter what you want to search for and touch search icon again.

   Enter all or part of the text in an application's name, description, or the developer's name you want to search for.
3. Touch a search result to open that application's details screen.

   The details screen describes the application and includes buttons for downloading the application and performing other tasks (see "Downloading and installing applications" on page 249 and "Managing your downloads" on page 251).

To return to the Android Market home screen

You can return to the home screen from most other screens in Android Market.

- Touch the Market icon at the top-left of the screen.

  OR
- Press **MENU** and touch **Home**.

Downloading and installing applications

When you find an application you want, you can install it on your phone.

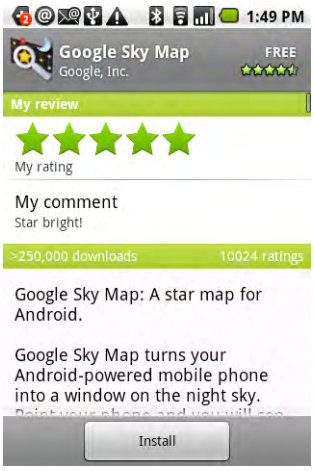
To download and install an application

Before you can download a paid application, you must set up a billing arrangement, as described in "To create a Google Checkout account" on page 250.

1 Find the application you want and open its details screen.

See "Opening Android Market and finding applications" on page 246.

In the item details screen, you can read more about the application, including its cost, overall rating, and comments by users. If you scroll down to the **About the developer** section, you can view more applications by this developer, visit the developer's web site, or send the developer an email message.



Scroll an application's details screen to learn more about the application, the developer, and what others think o fit.

Touch to download and install the application (if it's a paid application, the button is labeled **Buy**)

2 Press **MENU** and touch **Security** to preview the functions and data the application can access on your phone if you install it.

If you're not comfortable with the access the application requires, don't continue.

3 Touch **Install** (for free applications) or **Buy** (for paid applications).

If the application requires access to your data or control of any functions on your phone, Market tells you what the application can access.

Warning! Read this screen carefully! Be especially cautious with applications that have access to many functions or a significant amount of your data. Once you touch OK on this screen, you are responsible for the results of using this item on your phone.

4 Touch **OK** if you agree to the application's access requirements.

If you selected a paid application, you're redirected to a Google Checkout screen to pay for the application before it's downloaded to your phone.

If you selected a free application (or after you touched **Buy now** in Google Checkout), you receive a series of notifications as the application is downloaded and then installed on your phone (see "Managing notifications" on page 46).

When the application is installed, you can touch the notification to open the application, or open it by touching its icon in the Applications tab (see "Opening and switching applications" on page 40).

You have 24 hours to try out an application and if you decide you don't want it, uninstall it for a refund. See "To request a refund for an application" on page 251.

If you have another Android phone, you can download a paid application to that phone using the same Android Market account, at no additional charge.

To create a Google Checkout account

You must have a Google Checkout account associated with your Google Account to purchase items from Android Market (of course, this is not necessary for free items).

- Use your computer's web browser to visit http://checkout.google.com, to establish a Google Checkout account.

  OR

- The first time you buy an item from Android Market, you're prompted to set up a Google Checkout account, by entering your billing information.

Warning! Once you've used Google Checkout once to purchase an application from Android Market, the phone remembers your password, so you don't need to enter it the next time. For this reason, you should secure your phone to prevent others from using it without your permission. For details, see "Locking your screen" on page 51.

Managing your downloads

Once you've downloaded and installed an application, you can rate it, view it in a list with your other downloaded applications, and so on.

To view your downloaded applications

You can view a list of the applications you've downloaded from Android Market, and use the list for a number of purposes.

- On the Android Market home screen, press **MENU** and touch **Downloads**.

  In the list of the free and paid applications that opens, you can touch one to rate it, uninstall it, request a refund, and so on.

To uninstall an application

1. On the Android Market home screen, press **MENU** and touch **Downloads**.
2. Touch the application you want to uninstall.

   The details screen for the application opens.
3. Touch **Uninstall**.
4. Touch **OK** in the confirmation dialog.
5. Touch the explanation that best matches why you're uninstalling and touch **OK**.

   The application is uninstalled. You can install the application again at any time—without charge if it was a paid application.

To request a refund for an application

If you are not satisfied with an application, you can ask for a refund within 24 hours of the purchase. Your credit card will not be charged and the application is uninstalled from your phone.

If you change your mind, you can install the application again, but you can't request a refund a second time.

1. On the Android Market home screen, press **MENU** and touch **Downloads**.
2. Touch the application you want to uninstall for a refund.

   The details screen for the application opens.
3. Touch **Uninstall & refund**.

   Your application is uninstalled and the charge is cancelled.
4. Touch the explanation that best matches why you're uninstalling and touch **OK**.

To set whether you're notified about updated applications

1. On the Android Market home screen, press **MENU** and touch **Downloads**.
2. Press **MENU** and touch **Notifications**.
3. Select the option to be notified of updates to the applications you've downloaded, or not.
4. Touch **OK**.

To rate an application

You can award an application from one to five stars and share what you think about an application with other shoppers.

1. Open the details screen for an application.

   You can do this by browsing or searching for the application and then touching it, or if you've downloaded the application, by touching it in the list of your downloaded applications.
2. Touch the stars under **My review**.
3. Touch the number of stars you want to award the application and touch **OK**.
4. Back on the details screen, touch **Post a comment** if you want to share a comment about the application.

To flag inappropriate applications

If you discover an application with graphically violent, sexual, or otherwise hateful or offensive content, you can report it to the Android Market team.

1. Open the details screen for an application.

   You can do this by browsing or searching for the application and then touching it, or if you've downloaded the application, by touching it in the list of your downloaded applications.

2. Scroll to the bottom of the details screen and touch **Flag as inappropriate**.

3. Touch the reason you find the application objectionable.

4. Touch **Submit**.

   Your comments are sent to the Android Market team.

Settings

You use the Settings application to configure how your phone looks, sounds, communicates, and operates in many other ways.

Many applications also have their own settings; see the sections about those applications to learn more.

In this section

"Opening Settings" on page 256
"Wireless & networks" on page 257
"Call settings" on page 260
"Sound & display settings" on page 262
"Location & security settings" on page 264
"Applications settings" on page 266
"Accounts & sync settings" on page 268
"Privacy settings" on page 269
"SD card & phone storage settings" on page 270
"Search settings" on page 271
"Language & keyboard settings" on page 272
"Accessibility settings" on page 274
"Text-to-speech settings" on page 275
"Date & time settings" on page 276
"About phone" on page 277

Opening Settings

The Settings application contains most of the tools for customizing and configuring your phone.

To open Settings

- Press **HOME**, press **MENU**, and touch **Settings**.

  OR

- Touch the Settings icon on the Home screen or in the Applications tab.

  See "Opening and switching applications" on page 40 to learn more about opening and switching applications.

All the settings in the Settings application are detailed in this section.

Wireless & networks

Use Wireless & network settings to configure and manage connections to networks and devices via Wi-Fi, Bluetooth, and mobile networks. You also use Wireless controls to configure connections between your phone and virtual private networks (VPNs) and for turning off all radios with airplane mode.

Wireless controls screen

Wi-Fi Check to turn on Wi-Fi so you can connect to Wi-Fi networks.

Wi-Fi settings See "Wi-Fi settings screen" on page 257.

Bluetooth Check to turn on Bluetooth so you can connect to Bluetooth devices.

Bluetooth settings See "Bluetooth settings screen" on page 258.

VPN settings See "VPN settings screen" on page 258.

Mobile networks See "Mobile networks settings screen" on page 259.

Airplane mode Check to turn off all wireless radios, to comply with regulations on airplanes and other locations.

Wi-Fi settings screen

In addition to these settings, you can press Menu on this screen and touch Advanced configure the settings described in "Advanced Wi-Fi settings screen" on page 258.

Wi-Fi Check to turn on Wi-Fi so you can connect to Wi-Fi networks.

Network notification Check to receive an alert when an open Wi-Fi network becomes available.

Wi-Fi networks Displays a list of Wi-Fi networks you've previously configured and those detected when the phone last scanned for Wi-Fi networks. For details, see "Connecting to Wi-Fi networks" on page 60.

Add Wi-Fi network Opens a dialog where you can add a Wi-Fi network by entering its SSID (the name it broadcasts) and security type. See "Connecting to Wi-Fi networks" on page 60.

Advanced Wi-Fi settings screen

Regulatory domain Opens a dialog where you can override your phone's default settings for the number of Wi-Fi channels, which is regulated differently in different locations.

Wi-Fi sleep policy Opens a dialog where you can set whether and when the Wi-Fi radio disconnects. Disabling sleep uses more battery power.

MAC address The MAC address of your phone when connecting to Wi-Fi networks.

IP settings If you check **Use static IP**, you can use the settings in this section to enter an IP address and other network settings for you phone manually, rather than using the DHCP protocol to obtain network settings from the W-Fi network itself.

Bluetooth settings screen

Bluetooth Check to turn on Bluetooth so you can connect to Bluetooth devices.

Device name Opens a dialog where you can give your phone a name that is visible on some Bluetooth devices when you pair them. The current name is displayed.

Discoverable Check to make your phone discoverable by other Bluetooth devices for 120 seconds.

Scan for devices Touch to search for and display information about nearby Bluetooth devices.

Bluetooth devices Displays a list of Bluetooth devices you've previously configured and those detected when the phone last scanned for Bluetooth devices. For details, see "Connecting to Bluetooth devices" on page 63.

VPN settings screen

Add VPN Opens a screen that prompts you to select the type VPN you want to add, which then prompts you for VPN configuration details. See "Connecting to virtual private networks" on page 68.

VPNs The list of VPNs you've previously configured. For details, see "Connecting to virtual private networks" on page 68.

Mobile networks settings screen

<<This screen has different features, depending on the device. These options are for GSM phones. CDMA has only Data roaming and "System select" which needs editing.>>

Data roaming Uncheck to prevent your phone from transmitting data on mobile networks via other carriers' networks, when you leave an area with your own carrier's mobile networks. See "To disable data when roaming" on page 58.

Use only 2G networks

Check to obtain slightly better battery life, by preventing your phone from connecting to higher-speed networks. See "To limit your data connection to 2G networks" on page 59.

Network operators Opens a screen that searches for and then displays mobile networks that are compatible with your phone. Consult your carrier to understand the billing implications of selecting a another carrier.

Access Point Names Opens the APNs screen, where you can select mobile access point configurations or press Menu to add a new one. Use the tools on this screen under the direction of your carrier.

Call settings

Use Call settings to configure phone call settings, such as call forwarding and call waiting or other special features offered by your carrier. You can also use Call settings to configure the phone so it can place outgoing calls to a fixed set of phone numbers.

Call settings screen

Fixed Dialing Numbers <<Confirm against device>>See "Fixed Dialing Numbers screen" on page 260.

Voicemail service Opens a dialog where you can enter the phone number you want to use for listening to and managing your voicemail.<<Confirm against device.>>

Voicemail settings Opens a screen where you can configure your selected voicemail service.

Additional settings

<<These depend on your carrier. CDMA appears to add Auto Retry, TTY mode, Hearing aids, DTMF Tones, Voice Privacy. They need to be sentence style.>>

Call forwarding Opens a screen where you can configure details for how your phone forwards calls when you're on the phone, when you don't answer, and so on.

Caller ID Opens a dialog with where you can set whether your phone number is displayed to the people you call.

Call waiting Check to see and be able to respond to calls you receive when already on a call, as described in "Placing and receiving calls" on page 71.

Fixed Dialing Numbers screen

<<Confirm against device>>You can use the settings on this screen to configure your phone so it can place outgoing calls to only the FDN numbers you save on the phone's SIM.

Enable FDN Opens a dialog that asks you to enter your PIN2 and then places the phone in FDN mode. Changes to **Disable FDN** when FDN is enabled.

Change PIN2 Opens a series of dialogs that prompt you to enter your current PIN2 and then enter and confirm a new PIN2.

FDN list Opens a screen that lists any FDNs saved on your SIM. Press **MENU** and touch **Add contact** to add an FDN number to your SIM; press **MENU** on that screen to import a number from your Contacts for use as an FDN, or to delete a number from the FDN list.

Sound & display settings

Use the Sound & display settings to configure many aspects of call and notification ringtones, music and other audio, as well as the brightness and other screen settings.

Sound & display settings screen

Silent mode Check to silence all sounds (including call and notification ringtones) except the audio from music, movies, and other media and any alarms you have set (you must silence media and alarms in their own applications).

Ringer volume Opens a dialog where you can drag a slider to set the volume of ringtones that sound when you receive a phone call or notification. You can uncheck the option to use the same volume for both calls and notifications, to reveal a slider you can drag to set the notification ringtone volume separately.

Media volume Opens a dialog where you can drag a slider to set the volume for music, video soundtracks, and other media.

Phone ringtone Opens a dialog where you can pick the ringtone to sound when you receive a phone call. You can touch a ringtone to listen to it. See "To use a song as a ringtone" on page 234 to learn how to add your own music to this list.

Phone vibrate Check to vibrate the phone when you receive an incoming call, independent of your ringtone or volume settings.

Notification ringtone Opens a dialog where you can pick the ringtone to sound when you receive a phone call. You can touch a ringtone to listen to it.

Audible touch tones Check to hear tones when you use Phone to dial a number (see "Placing and ending calls" on page 72).

Audible selection Check to play a sound when you touch buttons, icons, and other onscreen items that react to your touch.

Haptic feedback Check to vibrate the phone briefly when you touch softkeys and perform other actions with the phone.

SD card notifications Check to play a sound when you receive SD card notifications.

Emergency tone Opens a dialog where you can configure how the phone reacts when you place an emergency call.<<Confirm with device.>>

Orientation Check to switch the screen to landscape mode or portrait mode automatically, when you turn the phone sideways or upright.

Animation Check to enjoy animated transitions when navigating from screen to screen.

Brightness Check to open a dialog with a slider for adjusting the screen brightness. For the best battery performance, use the dimmest comfortable brightness.

Screen timeout Opens a dialog where you can set how long to wait after you last touch the screen or press a button before the screen darkens. For the best battery performance, use the shortest convenient timeout Avoid the **Never timeout** setting: it can drain your battery quickly and risks leaving a permanent image on your screen.

Location & security settings

Use the Security & location settings to set your preferences for using and sharing your location when your search for information and use location-aware applications, such as Maps, and to configure settings that help secure your phone and its data.

Use wireless networks Check to use information from Wi-Fi and mobile networks to determine your approximate location, for use in Maps, when you search, and so on. When you check this option, you're asked if you consent to sharing your location anonymously with Google's location service.

Use GPS satellites Check to use your phone's global positioning system (GPS) satellite receiver to pinpoint your location to within an accuracy as close as several meters ("street level"). Actual GPS accuracy is dependent on a clear view of the sky and other factors.

Set unlock pattern Opens a set of screens that guide you through the process of drawing a screen unlock pattern, as described in "Locking your screen" on page 51.

Require pattern Uncheck to stop requiring an unlock pattern to unlock your screen. You must draw your current pattern when you uncheck this option.

Use visible pattern Check to draw lines between the unlock pattern you draw.

Use tactile feedback Check to vibrate the phone briefly as you touch each dot when you draw an unlock pattern.

Set up SIM card lock <<Not for CDMA>>Opens a screen where you can configure the phone to require entering the SIM PIN to use the phone, and where you can change the SIM PIN.

Visible passwords Check to briefly show each character of passwords as you enter them, so you can more easily check what you enter.

Use secure credentials Check to allow applications to access your phone's encrypted store of secure certificates and related passwords and other credentials. You use the credential storage to establish some kinds of VPN connections (see "Connecting to virtual private networks" on page 68). This setting is dimmed if you have not yet set a password for the credential storage.

Set password Opens a dialog where you can set or change the password for your secure credential storage. Your password must have at least 8 letters or numbers and may not contain spaces or other special characters.

Clear storage Deletes all secure certificates and related credentials and erases the secure storage's own password, after asking you to confirm you want to do this.

Applications settings

Use the Applications settings to view details about the applications installed on your phone, to manage their data and force them to stop, and to set whether you want to permit installation of applications you obtain web sites and email.

Applications settings screen

Unknown sources Check to permit installation of applications you obtain from web sites, email, or other locations other than Android Market.

Warning! To protect your phone and personal data, download applications only from trusted sources, such as Android Market.

Quick launch If you phone has a physical keyboard, opens the Quick launch screen, which lists keys you can press in combination with your keyboard's Search key as a shortcut for launching applications. Touch a letter to open a screen where you can assign an application to open when you press Search and that letter at the same time.

Manage applications Opens a list of all the applications and other software installed on your phone, along with its size. By default, only downloaded applications are shown and they are sorted in alphabetical order. Press **MENU** and touch **Filter** to change the list to show all applications, only running applications, or just downloaded applications. Press **MENU** and touch **Sort by size** to display applications in size order. Touch an application to open its Application info screen (see "Application info screen" on page 266).

Running services Opens a list of services: applications or parts of applications that provide services to other applications or that run even when their main application isn't. Examples include the Android onscreen keyboard and the small portion of Google Talk that always listens for incoming messages. Above each service, one or more gray bars show what processes the running service needs and how much memory they're using (and how much you'd recover if you stopped the service). Depending on the service, when you touch it in the list it either opens a dialog you can use to stop it or it opens its Settings screen.

Development See "Development screen" on page 267.

Application info screen

The Application info screen for each application lists its name and version, along with many details about the application. Depending on the application and where it

came from, it may also include buttons for managing the application's data, forcing the application to stop, and for uninstalling the application. It also lists details about the kinds of information about your phone and your data the application has access to.

Storage Details about the amount of phone storage used by the application. If you installed the application from Android Market or another source, includes and **Uninstall** button you can use to remove the application and all of its data and settings from the phone. (See "Market" on page 245 for more information on uninstalling and reinstalling applications.)

Cache If the application stores data in a temporary area of the phone's memory, lists how much information is stored and includes a button for clearing it.

Launch by default If you have configured an application to launch certain file types by default, you can clear that setting here.

Controls Use the **Force stop** button to stop an application that is misbehaving. The application is stopped without confirmation.

Permissions Lists the kinds of information about your phone and data the application has access to.

Development screen

The Development screen contains settings that are useful for developing Android applications. For more information, including documentation of the Android APIs and development tools, see the Android developer web site (http://developer.android.com).

USB debugging Check to permit debugging tools on computer to communicate with your phone via a USB connection.

Stay awake Check to prevent the screen from dimming and locking, when the phone is connected to a charger or to a USB device that provides power. Avoid using this setting with a static image on the phone for long periods or time, or you risk marking the screen with that image.

Allow mock locations Check to permit a development tool on a computer to control the where the phone believes it is located, rather than using the phone's own internal tools for this purpose.

Accounts & sync settings

Use the Accounts & sync settings to add, remove, and manage your Google and other supported accounts. You also use these settings to control how and whether all applications send, receive, and sync data on their own schedules, and whether all applications can synchronize user data automatically.

Gmail, Calendar, and other applications may also have their own settings to control how they synchronize data: see the sections on those applications for details.

Accounts & sync settings screen

Background data Check to permit applications to synchronize data in the background, whether or not you are actively working in them. Unchecking this setting can save battery power and lowers (but does not eliminate) data use.

Auto-sync

Check to permit applications to synchronize data on their own schedule. If you uncheck this setting, you must touch an account in the list on this screen, press **Menu**, and touch **Sync now** to synchronize data for that account. Synchronizing data automatically (and this checkbox) is disabled if **Background data** is unchecked.

Manage accounts

The remainder of this screen lists the Google and other accounts you've added to the phone. Adding accounts is described in "Accounts" on page 105.

If you touch an account in this screen, its account screen opens.

Account screen

This screen is different, depending on the kind of account.

For Google accounts, it lists the kinds of data you can synchronize to the phone, with check boxes so you can turn synchronizing on and off for each kind. You can also press Menu and touch Sync now to synchronize data. Touch the Remove account button to remove the account along with all its data (contacts, mail, settings, and so on). You can't remove the first Google Account you added to your phone except by resetting your phone to factory defaults and erasing all your user data (see "Privacy settings" on page 269).

Privacy settings

Use the Privacy settings to manage your personal information.

Use My Location Check to include your position when using Google search and other Google services. When you check this option, you're asked if you consent to allowing Google to use your location when providing these services.

Back up my settings Check to back up your phone's settings to Google servers, with your Google Account. If you replace your phone, the settings you've backed up are restored onto the new phone when you sign in with your Google Account. If you check this option, a wide variety of settings are backed up, including your Wi-Fi passwords, bookmarks, a list of the applications you've installed, the words you've added dictionary used by the onscreen keyboard, and a most of the settings you configure with the Settings application. If you uncheck this option, you stop backing up your settings and any existing backups are deleted from Google servers.

Factory data reset Erases all your personal data from internal phone storage, including information about your Google Account, any other accounts, your system and application settings, and any downloaded applications. Resetting the phone does not erase any system software updates you've downloaded or any files on your SD card (such as music or photos). If you reset the phone in this way, you're prompted to reenter the same kind of information as when you first started Android (see "Launching Android the first time" on page 26).

SD card & phone storage settings

Use the SD card & phone storage settings to monitor the used and available space on your phone and on your SD card, to manage your SD card, and if necessary, to reset the phone, erasing all of your personal information.

SD card & phone storage screen

SD card, Total space and Available space Lists the amount of space on any SD card installed in your phone and the amount you have used to store pictures or videos you've taken, music you've installed, and other files. For more information, see "Connecting to a computer via USB" on page 66 and "Your phone and accessories" on page 19, as well as the sections for the applications that store media and other files on the SD card.

Unmount SD card Unmounts the SD card from your phone, so you can safely remove it when the phone is on or to format the card. This setting is dimmed if there is no SD card installed, if you have already unmounted it, or if you have mounted the SD card on your computer (see "Connecting to a computer via USB" on page 66).

Format SD card Permanently erases everything on an SD card and prepares it for use with your phone. You must unmount an SD card before you can format it.

Internal phone storage, Available space The amount of internal phone storage used by the operating system, its components, applications (including those you downloaded), and their permanent and temporary data.

Search settings

Use Search settings to configure Google search, Quick Search Box, and what data on the phone you want to include in searches. For more information, see “Searching your phone and the web” on page 48.

Search settings screen

Google search settings Opens a screen where you can set your preferences for whether Google search on the web makes suggestions below Quick Search Box and whether the suggestions take into account your previous searches. Also offers the ability to open the Google web search history settings page in Browser.

Searchable items Opens a screen where you can check or uncheck the kinds of data you want to include in phone searches.

Clear search shortcuts Erases the list of search results that you touched below Quick Search Box.

Language & keyboard settings

Use the Language & keyboard settings to pick which language you prefer for the text on your phone, and for configuring the onscreen keyboard, including words you've added to its dictionary.

Language & keyboard screen

Select locale Opens the Locale screen, where you can select the language you want for the text on your phone.

Android keyboard For phones with physical keyboards, uncheck to disable the onscreen keyboard.

Android keyboard See "Android keyboard settings screen" on page 272.

Device keyboard See "Device keyboard settings screen" on page 273. This setting is only available if your phone has a physical keyboard.

User dictionary Opens a list of the words you've added to the dictionary, as described in "Using the onscreen keyboard" on page 35. Touch a word to edit or delete it. Press **MENU** and touch **Add** to add a word.

Android keyboard settings screen

The Android keyboard settings apply to the onscreen keyboard that is included with your phone. The correction and capitalization features affect only the English version of the keyboard.

Vibrate on keypress Check to vibrate the phone briefly each time you touch a key on the onscreen keyboard.

Sound on keypress Check to play a brief sound each time you touch a key on the onscreen keyboard.

Auto-capitalization Check to have the onscreen keyboard automatically capitalize the first letter of the first word after a period, the first word in a text field, and each word in name fields.

Quick fixes Check to automatically correct some common misspellings as you type.

Show suggestions Check to show suggested words in a strip above the onscreen keyboard as you type (see "Using the onscreen keyboard" on page 35).

Auto-complete Check to cause the onscreen keyboard to enter the suggested word (highlighted in orange in the strip above the keyboard) when you enter a space or punctuation, if the onscreen keyboard is highly confident that the suggested word is likely what you intend to type (see "Using the onscreen keyboard" on page 35).

Device keyboard settings screen

This settings screen is only available if your phone has a physical keyboard.

Auto-replace Check to correct misspelled words as you type.

Auto-cap Check to capitalize the first letter of the first word in sentences.

Auto-punctuate Check to insert a period (.) if you press the Space key twice in a row.

Accessibility settings

Use the Accessibility settings to configure any accessibility plug-ins you have installed on your phone.

Accessibility Check to enable any installed accessibility plug-ins.

KickBack Check to vibrate the phone briefly as feedback as you navigate the phone's user interface, press buttons, and so on.

TalkBack Check to cause an installed speech synthesizer to speak the labels or names of items as you navigate the phone's user interface.

SoundBack Check to play a sound as you navigate the phone's user interface.

Text-to-speech settings

You use the Text-to-speech settings to configure the Android text-to-speech synthesizer, for applications that can take advantage of it (such as TalkBack, described in “Accessibility settings” on page 274).

Text-to-speech settings screen

Only the **Install voice data** setting is available if you don’t have speech synthesizer data installed.

Listen to an example Plays a brief sample of the speech synthesizer, using your current settings.

Install voice data If your phone does not have speech synthesizer data installed, connects to Android Market and guides you through the process of downloading and installing the data. This setting is not available if the data is installed.

Always use my settings Check to use the settings on this screen in place of speech synthesizer settings available in other applications.

Speech rate Opens a dialog where you can select how quickly you want the synthesizer to speak.

Language Opens a dialog where you can select the language of the text you want the synthesizer to read, so it is pronounced correctly. This is particularly useful in combination with the Always use my settings setting, to ensure that text in a variety of applications is spoken correctly.

Date & time settings

Use Date & time settings to set your preferences for how dates are displayed. You can also use these settings to set your own time and time zone, rather than obtaining the current time from the mobile network.

Automatic Uncheck to set the date, time, and time zone on the phone manually, rather than obtaining the current time from the mobile network.

Set date If **Automatic** is unchecked, opens a dialog where you can manually set the phone's date.

Select time zone If **Automatic** is unchecked, opens a dialog where you can set the phone's time zone.

Set time If **Automatic** is unchecked, opens a dialog where you can set the phone's time.

Use 24-hour format Check to display the time using 24-hour time format, for example: **13:00**, rather than **1:00 pm**.

Select date format Opens a dialog where you can select which format you prefer for displaying dates.

About phone

The About phone settings include a wealth of information about your phone.

About phone screen

System updates Opens a window that reports on the availability of any Android system software updates.

Status Opens the Status screen with a long list of information about your battery, mobile network connection, and other details.

Battery use Opens a list of the applications and operating system components you have used since you last connected the phone to a power source, sorted by the amount of power they have used. You can touch an application in the list to view details about its power use and, if available, touch a button to open a settings or information screen for that component or application.

Legal information Opens a screen where you can obtain legal information about the software included with your phone.

System tutorial Opens the screen that offers to introduce you to some of your phone's features, as described in "Launching Android the first time" on page 26.

Version information Lists details about the model numbers and versions of your phone's hardware and operating system software. This information is useful if you need to work with your carrier's support team.

Specifications

<<This chapter to be completed by the phone manufacturer.>>