

PDA Phone

User Manual

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Please Read Before Proceeding

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

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





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

PRIVACY RESTRICTIONS

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

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Important Health Information and Safety Precautions

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

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

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

ELECTRICAL SAFETY

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**

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

- **Handle battery packs carefully**

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



WARNING: Danger of explosion if battery is incorrectly replaced.

To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60°C (140°F), or dispose of in fire or water. Replace only with specified batteries.

Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.



- **Take extra precautions**

- Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
- Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
- Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.

- Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.

If the battery leaks:

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

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

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

PREVENTION OF HEARING LOSS



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

NOTE: For France, Headphones and Earphones (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 name: HS S168 and S200.

SAFETY IN AIRCRAFT

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

ENVIRONMENT RESTRICTIONS

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

EXPLOSIVE ATMOSPHERES

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

ROAD SAFETY

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

SAFETY PRECAUTIONS FOR RF EXPOSURE

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

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

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

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

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

HEARING AIDS

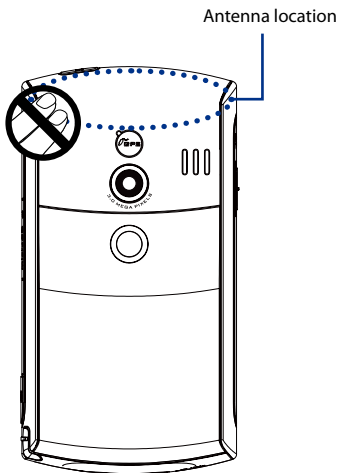
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

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

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

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



General Precautions

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

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

- **Heed service markings**

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

- **Damage requiring service**

Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:

- Liquid has been spilled or an object has fallen into the product.
- The product has been exposed to rain or water.
- The product has been dropped or damaged.
- There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions.

- **Avoid hot areas**

The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including 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 (For example, from warm indoor conditions in a cottage on a mountain to freezing outdoor conditions), condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

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

- **Avoid pushing objects into product**

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

- **Mounting accessories**

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

- **Avoid unstable mounting**

Do not place the product with an unstable base.

- **Use product with approved equipment**

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

- **Adjust the volume**

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

- **Cleaning**

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

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Chapter 1

Getting Started

- 1.1 Getting to Know Your PDA
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- 1.2 Installing the USIM/SIM Card
and Battery**
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- 1.9 TouchFLO™**
- 1.10 Status Icons**
- 1.11 Programs**
- 1.12 Settings**

1.1 Getting to Know Your PDA Phone and Accessories

Top panel

POWER

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



Left panel

VOICE COMMAND

- Press to activate or cancel voice recognition. See Chapter 14 for details.
- Press and hold to record a voice note.

Volume Control

During a call or when playing music, slide up or down to adjust the sound volume.



Right panel

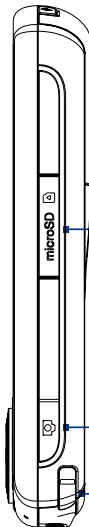
microSD Slot

See "Installing a Storage Card" for details.

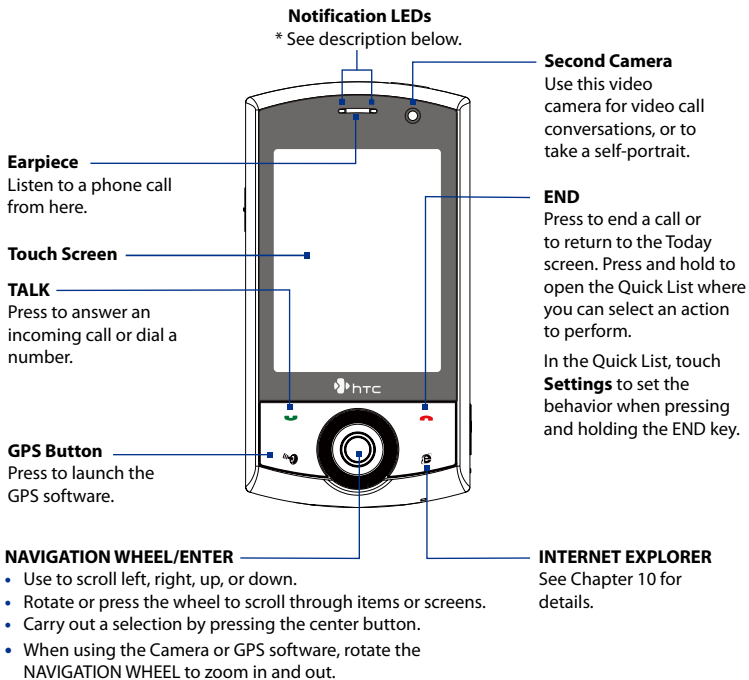
CAMERA

Press to launch the Camera. See Chapter 12 for details.

Stylus



Front panel



* Right LED: Shows green and amber lights for HSDPA/UMTS/EDGE/GSM/GPRS standby, message, and network status as well as for notification and battery charging status. Shows a flashing red light when the battery level reaches 5% or lower.

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

Back panel

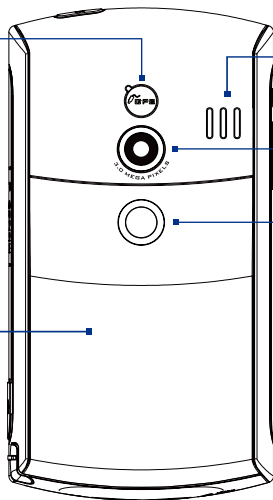
GPS Antenna Connector

Peel off the rubber cap and connect an external GPS antenna for better GPS signal reception.

Note Use only the external GPS antenna with model number **GA S120**.

Back Cover

Slide the back cover downward to remove it.



Speaker

3 Megapixel Camera

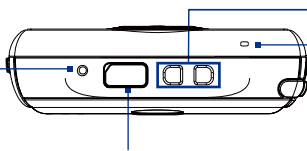
See Chapter 12 for details.

Self-portrait Mirror

Bottom Panel

RESET

Press the RESET button with the stylus to soft-reset your device.



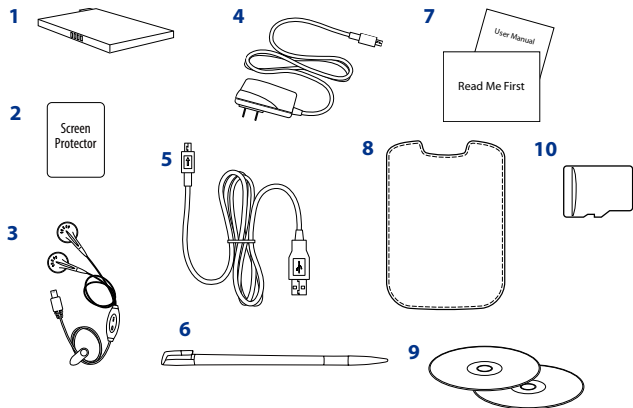
Lanyard/Strap Holder

Microphone

Sync Connector/Earphone Jack

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

Accessories



No.	Accessory	Function
1	Battery	Insert into the device before turning it on.
2	Screen protector	Protects the touch screen from scratches.
3	Stereo headset	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.
4	AC adapter	Recharges the battery.
5	USB sync cable	Connects your device to a PC and synchronizes data.
6	Extra stylus	Use to tap items onscreen.
7	User manual and ReadMeFirst	Provide instructions for using your device.
8	Pouch	Acts as a protective carrying case for your device.
9	Getting Started and Applications discs	Sources for additional tools and programs.
10	1G microSD™ Card	

1.2 Installing the USIM/SIM Card and Battery

Always turn off your device before installing/replacing the USIM/SIM card and battery. The USIM/SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function with your device. You should consult with your service provider for a replacement USIM/SIM card. There may be fees for this service.

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

Battery life estimates (approximations):

- Standby time: Up to **400** hours for GSM
Up to **450** hours for UMTS
- Talk time: Up to **7** hours for GSM
Up to **4** hours for UMTS
- **Note:** Battery life estimates subject to network and phone usage.
- Media playback time: Up to **8** hours for WMV
Up to **12** hours for WMA

Warning!

To reduce risk of fire or burns:

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

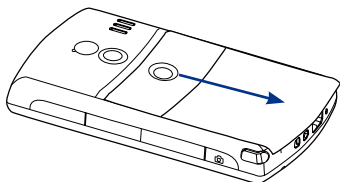
Important

Before opening the SIM card holder, make sure you turn off the device first. Opening the SIM card holder while the device is turned on may damage the device.

To remove the back cover

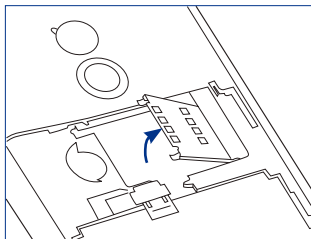
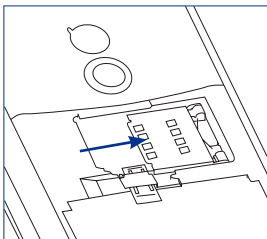
Before installing the USIM/SIM card or battery, remove the back cover.

1. Make sure your device is turned off.
2. Slide the back cover off to remove it.

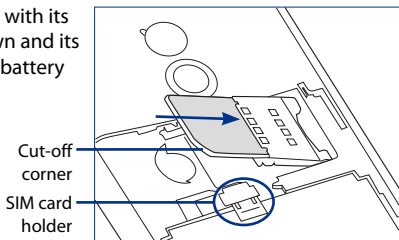


To install the USIM/SIM card

1. Make sure your device is turned off.
2. Push the SIM card holder to the right to unlock it and then flip the card holder up.



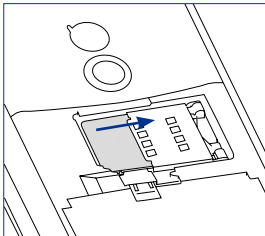
3. Insert the USIM/SIM card with its gold contacts facing down and its cut-off corner facing the battery compartment.



4. Push the SIM card holder down until it snaps into place to lock it. When you insert the battery, the SIM card holder secures the SIM card in place.

To remove the USIM/SIM card

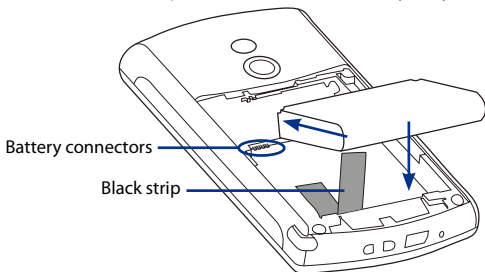
1. Remove the battery if it is installed.
2. Push the USIM/SIM card in to unlock the SIM card holder.



3. Flip the SIM card up, and then remove the SIM card.

To install the battery

Install the battery by aligning its exposed copper contacts with the battery connectors inside the battery compartment. Insert the contact's side of the battery first, then gently push the battery into place. Make sure that you leave the black strip extended to make it easy for you to remove the battery.



After you have inserted the battery, replace the back cover.

To remove the battery

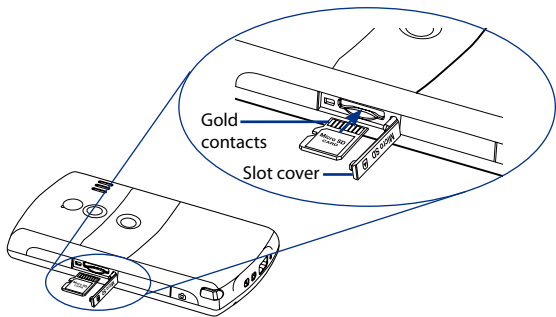
1. Make sure your device is turned off.
2. Slide the back cover off.
3. Remove the battery by lifting the black strip.

1.3 Installing a Storage Card

A storage card slot is located on the right side of your device. To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and insert it into the slot.

To insert a microSD card

1. Pry open the storage card slot cover.
2. Insert the microSD card into the slot with the gold contacts facing up.



3. Replace the card slot cover.

Note To remove the microSD card, press the microSD card to eject it from the slot.

1.4 Starting Up

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

Turn your device on and off

To turn on the power

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

When you turn on your device for the first time, a Quick Start Wizard guides you through the calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see “Calibrate the device” later in this chapter. After the Quick Start Wizard finishes, the device installs customization settings, and then the device will restart.

Note After the device restarts, you may be prompted to set up an e-mail account. Refer to Chapter 7 for details.

To turn off the power

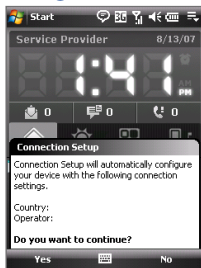
- Press and hold the POWER button for a few seconds.

A message prompts you to choose whether or not to turn off the device completely.

Auto configure the data connection settings

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

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



To automatically configure data connection settings

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

Note If you do not see the notification message, tap  on the title bar to display the message.

If your SIM card supports multiple network operator profiles, a message will appear with network profile choices.

2. Select the profile you want to use and tap **OK**.
3. Connection Setup then starts to configure your device's data connection settings.
4. After the Connection Setup completes the configuration, tap **Restart**.



For more information about Connection Setup, see Chapter 10.

Charge the battery

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

- Charging the device's battery by connecting the power adapter.
- Connecting your device to a PC using the provided USB Sync cable.

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

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

Warning!

- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

Calibrate the device

Calibrating the touch screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start > Settings > System tab > Screen**.
2. On the **General** tab, tap **Align Screen** and follow the on-screen instructions to complete the calibration.

Manage screen settings

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

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

To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.

To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

Switch your device to Sleep mode

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

Your device also automatically goes into Sleep mode when you leave the device idle after a certain period of time.

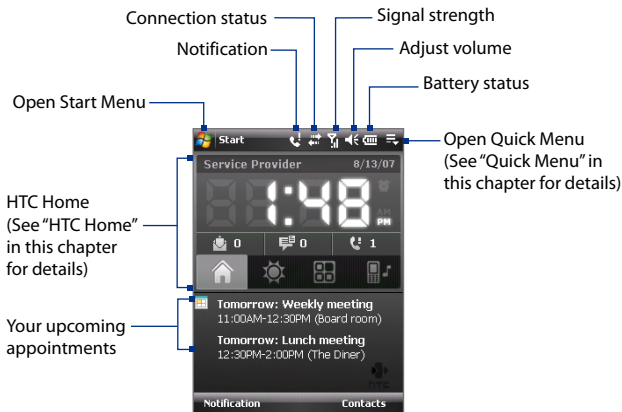
To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System tab > Power > Advanced** tab.
2. Under **On battery power**, make sure the **Turn off device if not used for** check box is selected.
3. Select the battery timeout period, then tap **OK**.

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

1.5 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. Tap items on the screen to open the associated program.



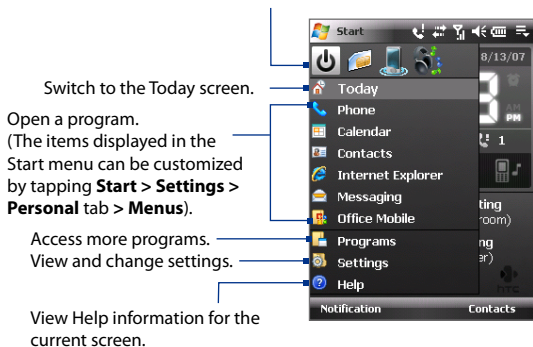
- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.

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

1.6 The Start Menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.

Open a recently-used program.



Tip By default, the Start menu is displayed in a large size to make it easier for you to select menu items by touching them with your finger. To display the Start menu in its normal size, tap **Start > Settings > Personal tab > Large Start Menu** then clear the **Enable large Start menu** check box.

1.7 Quick Menu

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


Customize Task Manager settings. (See “Using Task Manager” in Chapter 13.)

Tap this button to open the Quick Menu.

Stop all currently running programs.



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

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

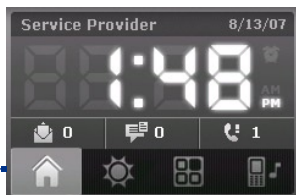
1.8 HTC Home™

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

HTC Home has four components: **Home**, **Weather**, **Launcher** and **Sounds**.

A toolbar at the bottom enables you to switch between these components.

HTC Home
Toolbar



Home Weather Launcher Sounds

To switch between the different components of HTC Home

Do any of the following:

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

Home

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

Time display.

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

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



Date

Alarm icon

Number of missed calls.

Touch this icon to view the Call History.

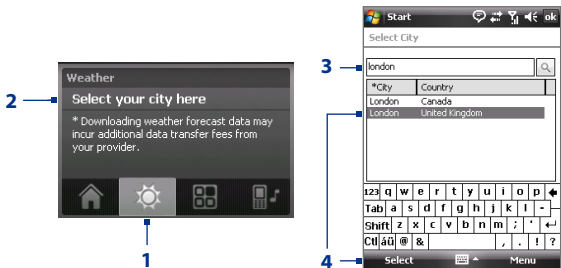
Number of new SMS/MMS messages.


Touch this icon to view your SMS and MMS messages.

Weather

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

To select your city



1. Select the **Weather** tab (☀).
2. Tap the area that shows **Select your city here**.
3. On the Select City screen, type in the city name whose weather information you want to track, then tap .
- Tip** You can also browse through the list of cities to choose your city.
4. Select the city on the list and tap **Select**.

To view weather information

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

Tap this area to select another city.



Current day's weather

Shows the time that has elapsed since the last download of weather information. Tap this item to download the latest weather data.

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

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



Weather for the next 4 days

Tip You can also use the Wi-Fi connection of your device to download weather data. For more information about using Wi-Fi, see Chapter 10.

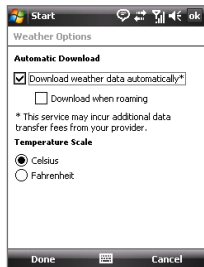
Note If you have not connected to the Internet and downloaded weather information for five days, the following error message will be displayed: "Unable to retrieve data for selected city. Select here to retry." Use GPRS/3G or Wi-Fi to connect your device to the Internet, then tap the area that shows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

To customize weather settings

1. Tap the city name.
2. On the Select City screen, select **Menu > Weather Options**.
3. Enable or disable the following options:
 - **Download weather data automatically.** When this check box is selected, weather information will automatically be downloaded from the AccuWeather Web site whenever you select the **Weather** tab, if the data has not been updated within the last three hours. Weather data will also be downloaded every time an ActiveSync connection occurs (through over-the-air or USB connections).

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

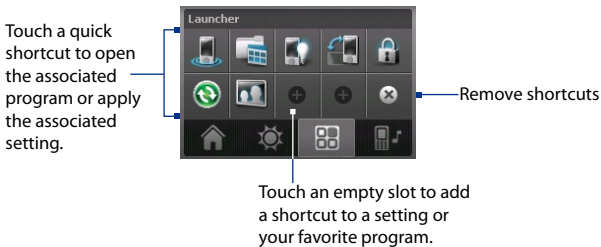
- **Download when roaming.** Select this check box only if you want to allow automatic download of weather data when roaming. This may incur additional costs.
- **Temperature Scale.** Choose whether to display temperature in Celsius or Fahrenheit.



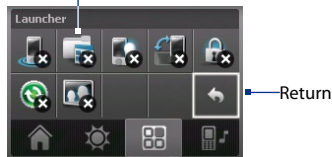
Tip To check for more detailed weather information on the AccuWeather Web site, select **Menu > About Weather** on the Select City screen and then tap the **AccuWeather.com** link. Internet Explorer Mobile then opens and displays the AccuWeather Web site.

Launcher

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



Touch a shortcut to remove it.




Note To replace a shortcut, you must delete it first and then add a shortcut to a program or setting.

Sound

Sound provides a selection of profiles, each preconfigured with a different volume setting. It also lets you quickly change the ring tone of your device.



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

Note For information about manually adjusting the device volume, see Chapter 3.

1.9 TouchFLO™

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

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

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

Touch Cube

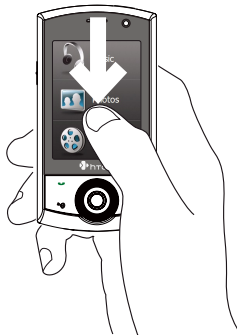
To open the Touch Cube

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



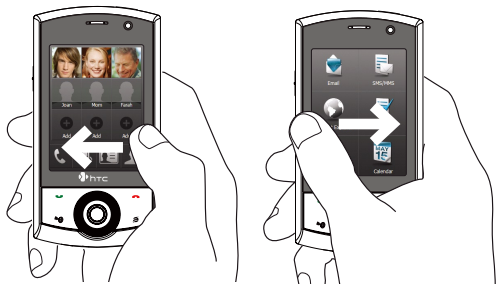
To close the Touch Cube

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



To navigate the Touch Cube

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



Touch Cube screens

There are three sides to the Touch Cube interface:

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

Note You must already have contacts with phone numbers stored on your device or SIM card before you can add them as favorite contacts. For more information about creating contacts, see Chapter 6.

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

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

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

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

Tap to call the number associated with the contact. Tap and hold to display the Contact card.

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

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

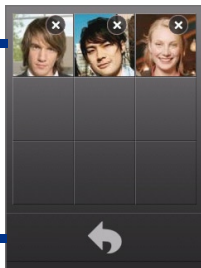


Delete favorite contacts.

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

Open Contacts.
(See Chapter 6 for details)

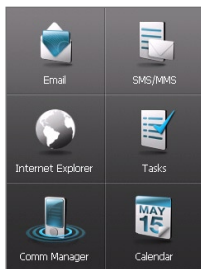
Select a favorite contact to remove it.



Return to your list of favorite contacts.

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

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



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

Touch this icon to open Audio Manager and play back music files. (For more information about using Audio Manager, see Chapter 12.)

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

Open Camera Album to view still images. (See Chapter 12 for details.)

Open Camera Album to browse videos. (See Chapter 12 for details.)

Touch these buttons to control music playback. From left to right: backward, play/pause, forward.

A screenshot of the Music application interface. At the top is a 'Music' header with a headphones icon. Below it, the current track is 'Winds' by Benjamin Winters, with a progress bar and a '00:07' timer. Playback controls (back, play/pause, forward) are in the center. Below the controls are three menu items: 'Photos' with a photo icon, and 'Videos' with a film reel icon. Callout boxes with blue lines point to the Music icon, the track information, the Photos icon, the Videos icon, and the playback controls.

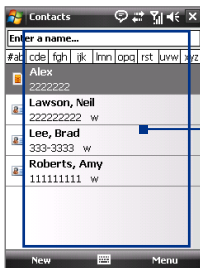
Finger scrolling and finger panning

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

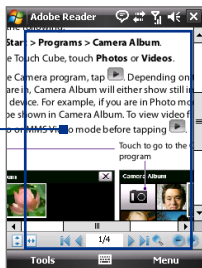
Note Finger scrolling and panning works in both portrait and landscape modes.

To use finger scrolling

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



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



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

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

To use finger panning

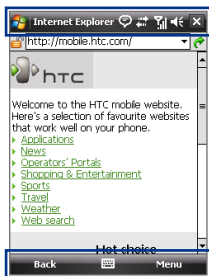
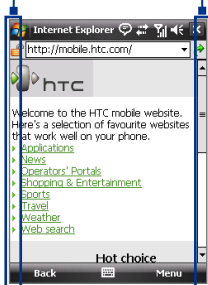
- To pan downward, touch and hold on the touch screen then drag your finger upward.
- To pan upward, touch and hold on the touch screen then drag your finger downward.
- To pan towards the right, touch and hold on the touch screen then drag your finger to the left.
- To pan towards the left, touch and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

Note Scrollbars on the screen indicate that there is content that doesn't fit on the screen. You can only use finger panning when scrollbars appear on the screen.

To continuously pan

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

Left and right boundaries



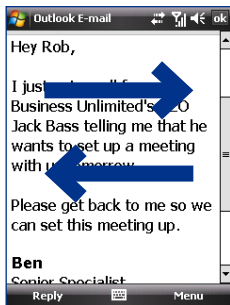
Top and bottom boundaries

2. Release your finger to stop panning.

To go to the next or previous message

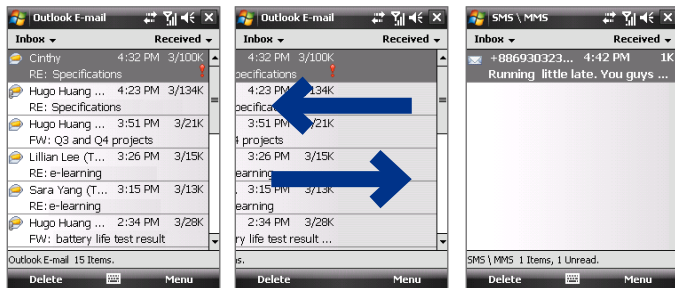
While reading a message, slide your finger across the screen to go to the next or previous message.

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



To go to the next or previous messaging account

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



TouchFLO settings


















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

1.10 Status Icons











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

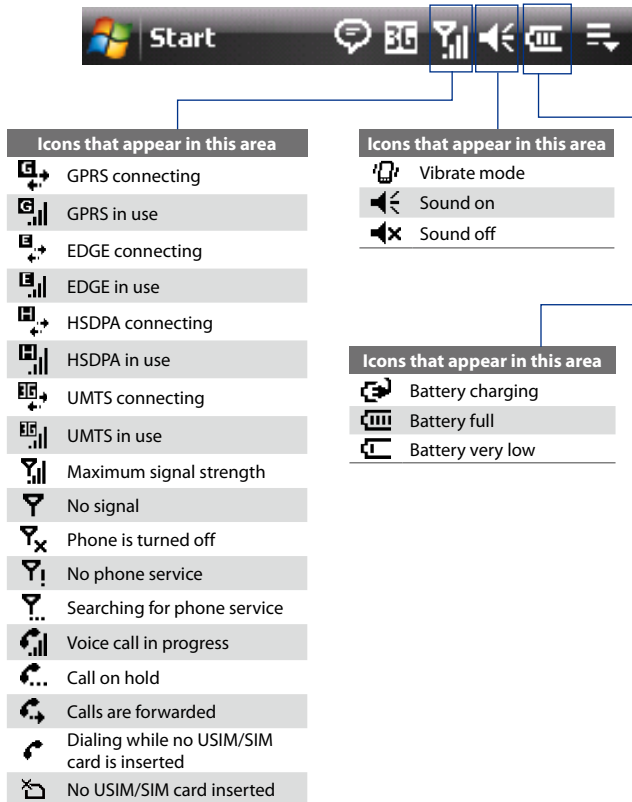


Icons that appear in this area

-  Connection Setup
-  Multiple notifications; tap the icon to view all
-  New text messages; SMS notification of voice mail
-  Sending MMS
-  Receiving MMS
-  MMS sent
-  Cannot send MMS
-  New incoming MMS
-  New Windows Live™ message
-  Missed call
-  Speakerphone on
-  Roaming
-  Alarm
-  Other wireless network(s) detected
-  Bluetooth headset detected
-  ActiveSync notification
-  Synchronization error

Icons that appear in this area











-  GPRS available
-  EDGE available
-  HSDPA available
-  UMTS available
-  Wi-Fi function enabled, but device not connected to a wireless network yet
-  Connected to a wireless network
-  Synchronizing via Wi-Fi
-  Connection is active
-  Connection is not active
-  Synchronization in progress





1.11 Programs

The following are programs you can find on your device or install from the Applications Disc.














Programs in the Start Menu



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

Programs screen

Icon	Description
	Games Play two pre-installed games: Bubble Breaker and Solitaire .
	ActiveSync Synchronize information between your device and a PC or the Exchange Server.

Icon	Description
	Adobe Reader LE View PDF (Portable Document Format) files on your device.
	Audio Booster Enhances your music experience by providing you with controls for adjusting equalizer, 3D sound, treble, and bass settings.
	Audio Manager Browse for music files by organizing music files into categories.
	Bluetooth Explorer Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.
	Calculator Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	Camera Take photos or shoots video clips with accompanying audio.
	Camera Album View photos that you captured using the device camera.
	Comm Manager Manage your device's connections (including Wi-Fi, GPRS, and Bluetooth), turn the phone on or off, and enable or disable the Direct Push function.
	File Explorer Organize and manage files on your device.
	FM Radio Lets you listen to your favorite FM radio stations.
	Internet Sharing Connect your notebook computer to the Internet using your device's data connection.
	Java Download and install Java applications, such as games and tools, on your device.
	Messenger This is the mobile version of Windows Live™ Messenger.
	Notes Create handwritten or typed notes, drawings, and voice recordings.
	Opera Browser The mobile version of the award winning browser.











Icon	Description
	Pictures & Videos View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card.
	QuickGPS Downloads satellite data over the Internet via ActiveSync, Wi-Fi or GPRS to speed up the time for determining your current GPS position.
	SAPSettings Enables Bluetooth Remote SIM access on your phone. See Chapter 3 for more details.
	Search Search contacts, data, and other information on your device.
	SIM Manager Manage the contacts that are stored on your USIM/SIM card. You can also use this program to copy USIM/SIM contents to Contacts on your device.
	Spb GPRS Monitor You will find this program in the provided disc. You can install and use this program to measure the amount of data transfers that you have made via the GPRS or GSM network connection, and calculate network usage costs. See Chapter 14 for details.
	Sprite Backup Provides you with a quick and easy way to create backups of your data.
	STK (SIM Tool Kit) Service Access information and other services offered by your wireless service provider.
	Streaming Media Stream live or on-demand video.
	Tasks Keep track of your tasks.
	Voice Recorder Record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your ring tone.
	Voice Speed Dial Allows you to record voice tags so that you can dial a phone number or launch programs by speaking a word.
	Windows Live Use this mobile version of Windows Live™ to find information on the Web. It also lets you sign into your Windows Live account so that you can access your Live Mail messages and send/receive instant messages in Live Messenger.

Icon	Description
	Windows Media Player Mobile Play back audio and video files.
	ZIP Save memory and free up storage space on your device by compressing files in the conventional ZIP format.











1.12 Settings












You can adjust the device settings to suit the way you work. To see all available settings, tap **Start > Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.

Personal tab






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

System tab

Icon	Description
	About This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.
	Backlight Set the backlight timeout and adjust brightness.
	Certificates See information about certificates that are installed on your device.
	Clear Storage Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.
	Clock & Alarms Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Customer Feedback Set your device to automatically send information about how you use Windows Mobile. By default, this option is disabled.
	Device Information See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Encryption Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	Error Reporting Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	External GPS Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.
	Key Lock Lock the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.

Icon	Description
	Long Press End Key Lets you set the behavior when you press and hold the END key.
	Memory Check the device memory allocation status and memory card information. You can also stop currently running programs.
	Microphone AGC Adjust the volume of your voice automatically when you are recording.
	Power Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	Regional Settings Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	Remove Programs Remove programs that you installed on your device.
	Screen Change the screen orientation, re-calibrate the screen, and change the screen text size.
	Task Manager Stop running programs and set the () button to end programs immediately when you tap the button. For more information, see "Task Manager" in Chapter 13.
	TouchFLO Enable or mute the finger scrolling and panning sound. See "TouchFLO settings" in this chapter for details.
	Windows Update Link to Microsoft's Web site and update Windows Mobile® on your device with the latest security patches or fixes.

Connections tab

Icon	Description
	Beam Set your device to receive incoming Bluetooth beams.
	Bluetooth Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	Comm Manager Manage your device's connections (including Wi-Fi, GPRS, and Bluetooth), turn the phone on or off, and enable or disable the Direct Push function.
	Connection Setup Configure your device's data connections, such as GPRS, WAP, and MMS, based on the detected or selected network operator. See Chapter 10 for details.
	Connections Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, and more, so that your device can connect to the Internet or a private local network.
	CSD Line Type Set the line type to use when making a circuit switch data (CSD) connection. Normally, you do not need to change the setting unless you encounter a problem on establishing a connection.
	GPRS Setting Set the GPRS authentication method.
	HSDPA Turn High Speed Data Packet Access (HSDPA on or off. HSDPA is a 3.5G digital data service that provides high-speed downstream data rates. In order for your device to attain the high connection speed of HSDPA, your wireless service provider must support this feature and you must be within the coverage area of your service provider's HSDPA network. Note: Your device supports up to 3.6 Mbps download speeds.
	SMS Service Enables sending of SMS text messages via a data connection, such as GPRS or a circuit-switched connection.
	USB to PC Set a USB serial connection between your device and PC when there are problems connecting ActiveSync.
	Wi-Fi Scan for available wireless networks.
	Wireless LAN See information about the active wireless network, and customize Wi-Fi settings.

Chapter 2

Entering Text and Searching for Information

2.1 Entering Information

2.2 Using the On-screen Keyboard

2.3 Using the Touch Keyboard

2.4 Using the Touch Keypad

2.5 Using the Symbol Pad

2.6 Using Letter Recognizer

2.7 Using Block Recognizer

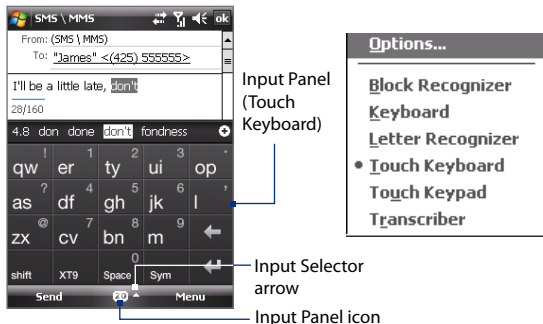
2.8 Using Transcriber






2.9 Searching for Information

2.1 Entering Information

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

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



Icon	Input method
	On-screen Keyboard
	Touch Keyboard
	Touch Keypad
	Letter Recognizer or Block Recognizer
	Transcriber

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

2.2 Using the On-screen Keyboard

When using Windows Mobile's standard on-screen **Keyboard**, you can enter text by tapping keys on the keyboard that is displayed on the screen.

To enter text using the on-screen Keyboard

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

To enlarge the on-screen Keyboard

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

2.3 Using the Touch Keyboard

The **Touch Keyboard** is another type of on-screen keyboard which features 20 keys. With its large, touch-friendly keys and enhanced features such as XT9 predictive input, you can enter text faster and more accurately.

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

Tap to enter letters or symbols.

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

Tap to delete the previous character.

Tap to create a new line.

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

Tap to open the Symbol pad.


To enter text using the Touch Keyboard

1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Touch Keyboard**.
3. On the last row of the Touch Keyboard, tap the second key from the left to cycle through these input modes: **XT9**, **Multitap** or **Numeric**.
See “XT9 mode”, “Multitap mode”, and “Numeric mode” to learn how to enter text with these modes.


XT9 mode

By default, the Touch Keyboard is set to **XT9** mode. XT9 is a predictive text input mode which displays a word candidate list as you enter the first few characters so you can just select the word that you want. XT9 can also be set to predict the next word based on previous phrases or sentences you have entered.

To enter text using XT9 mode

1. Start entering the first few letters of a word. As you enter each letter, predicted words will appear above the keyboard.
2. Tap the desired word to immediately insert it to your text.
Note Navigate through the word candidate list if there are more words to choose from.
3. If the **Next Word Prediction** setting is enabled, the next predicted word will appear in gray. If this is the correct word, tap the **Enter** key () to confirm.
See “To customize XT9 settings for the Touch Keyboard” to find out how to enable **Next Word Prediction** and other XT9 settings.

To add a word to the word candidate list

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

To customize XT9 settings for the Touch Keyboard

1. Tap the **Input Selector** arrow, and tap **Options**.
2. In the **Input Method** tab, select **Touch Keyboard** from the **Input method** drop-down list and then tap **Options**.
3. Tap **XT9 Settings**.

4. On the XT9 Settings screen, select or clear the following options according to your preferences:
 - **Spell Correction.** Lets you correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
 - **Next Word Prediction.** Predicts the next word in your text based on previous phrases you have constructed. As you enter more text, the software learns your pattern and attempts to predict the word that you will likely type next.
 - **Auto-Append.** Automatically adds your constructed words that are not in the dictionary to the predicted word list.
 - **Auto-Substitution.** Automatically inserts an apostrophe when you type common contracted words (e.g. “dont” automatically becomes “don’t”).
 - **Word Completion.** Lets you select from a list of possible words based on the keys that you tapped and on the words available in the dictionary.
 - **Multitap Word Completion.** Lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.
5. Tap **Done**.

Multitap mode

In **Multitap** mode (**abc**), enter a character by tapping a key until the desired character is displayed on the screen.

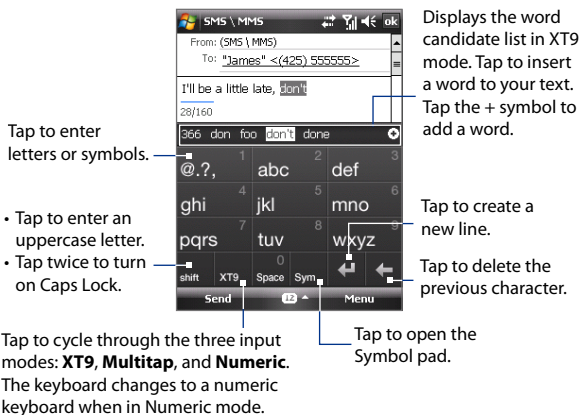
- To enter the first letter that shows on a key, tap the key once. To enter the second letter, tap twice.
- To enter a punctuation mark, symbol, or number that appears on the upper right corner of a key, tap and hold the key.

Numeric mode

Use **Numeric** mode (**123**) for faster data entry of numerical information such as phone numbers. Enter numbers by tapping the number keys on the keyboard.

2.4 Using the Touch Keypad

The **Touch Keypad** is a 12-key on-screen keypad that has a similar layout as mobile phone keypads, plus some additional keys. Touch Keypad has large keys and enhanced input features such as XT9 predictive input, which makes it faster for you to enter text in your messages and documents.



To enter text using the Touch Keypad

1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Touch Keypad**.
3. On the last row of the Touch Keypad, tap the second key from the left to cycle through these input modes: **XT9**, **Multitap** or **Numeric**.

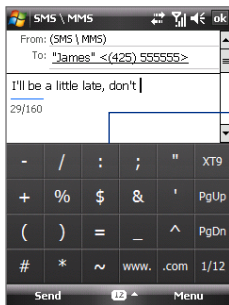
See “XT9 mode”, “Multitap mode”, and “Numeric mode” earlier in this chapter to learn how to enter text with these modes.

To customize XT9 settings for the Touch Keypad

Follow the same steps in “To customize XT9 settings for the Touch Keyboard”. Be sure to select **Touch Keypad** in the **Input method** tab before tapping **Options**.

2.5 Using the Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters. The Symbol pad is available when using both the **Touch Keyboard** and **Touch Keypad**.



Tap a symbol to insert it into the message.

Tap to close the Symbol Pad without selecting a symbol.

Tap to display the previous page of symbols.

Tap to display the next page of symbols.

Indicates the current page and the total number of symbol pages. Tap to go to the next page of symbols.

To open the Symbol Pad and select a symbol

- While using the Touch Keyboard or Touch Keypad, tap the **Sym** key. Browse through the symbols and then tap one to insert it to your text.
- By default, the Symbol Pad allows you to select only one symbol at a time and immediately closes after your selection. To be able to select several symbols at a time, follow these steps:
 1. Tap the **Input Selector** arrow, and tap **Options**.
 2. In the **Input Method** tab, select **Touch Keyboard** or **Touch Keypad** from the **Input method** drop-down list and then tap **Options**.
 3. Clear the **Enable single selection only in Symbol Pad** check box.

2.6 Using Letter Recognizer

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

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

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter uppercase letters by writing in the **ABC** (left) area of the box.
 - Enter lowercase letters by writing in the **abc** (middle) area of the box.
 - Enter numbers by writing in the **123** (right) area of the box.
 - Enter punctuation and symbols by writing the desired character in the **123** (right) area of the box.

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

2.7 Using Block Recognizer

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

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

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter letters by writing in the **abc** (left) area of the box.
 - Enter numbers by writing in the **123** (right) area of the box.
 - Enter symbols and punctuation by tapping the left or right area of the box (a gray dot appears) and then writing the desired character.

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


2.8 Using Transcriber

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


To write using Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears. Read the introduction and tap **OK**.
3. Position the cursor where you want text to appear.
4. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

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

The keyboard remains visible until you tap the button again.

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

To edit text

1. In a program, draw a line from left to right across the text you want to edit.
2. After you lift the stylus from the screen, the line disappears and the selected text will be highlighted.
3. Do either of the following:
 - Rewrite the text.
 - Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see [Help on your device](#).

2.9 Searching for Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start > Programs > Search**.
2. In the **Search for** field, you can:
 - Enter the file name, word, or other information you want to search for.
 - Tap the down arrow icon (▼), and from the list, select an item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

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

Chapter 3

Using Phone Features

3.1 Using the Phone

3.2 Making a Call

3.3 Receiving a Call

3.4 Making a Video Call

3.5 Receiving a Video Call

3.6 Smart Dialing

3.7 Additional Dialing

Information

3.8 Setting Up Bluetooth SIM

Access for Car Kit Phones

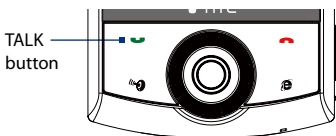
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do either of the following:

- Tap **Start > Phone**.
- Press the **TALK** button.



Enter your PIN

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

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

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

Turn the phone function on and off

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

To enable or disable the phone function

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

To enable or disable Airplane Mode

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

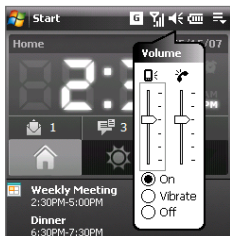
When you enable Airplane Mode, all wireless radios on your device are turned off, including the phone function, Bluetooth, and Wi-Fi.

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

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

Adjust the device volume

1. Tap the **Speaker** icon (🔊) in the title bar.
2. Under **Volume**, do the following:
 - Adjust the phone volume (🔊) or device volume (📱) by moving the slider to the desired volume level.
 - Tap **On**, **Vibrate**, or **Off** to change both the device and ringer volume settings.



Tip Use the volume control on the left side of the device to control the device volume when not in a call. When in a call, use the volume control to adjust the phone volume.


- Notes**
- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will only affect the ring, notification, and MP3 sound levels.
 - When you activate Vibrate mode, sound is automatically muted and your device will vibrate when an incoming call is received. The Vibrate icon (📱) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **TouchFLO**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

1. Tap **Start > Phone**.
2. On the Phone keypad, touch the keys with your finger or tap the keys using the stylus to enter the phone number.

Tip If you tap a wrong number, tap **Delete** () to erase each subsequent digit of a number. To erase the entire number, tap and hold Delete.
3. Press the **TALK** button on your device to place the call.



Make a call from Contacts

Tap **Contacts** on the Today screen or tap **Start > Contacts**, then do one of the following:

- Select a contact, and press **TALK**.
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To choose one of the numbers of a contact to dial

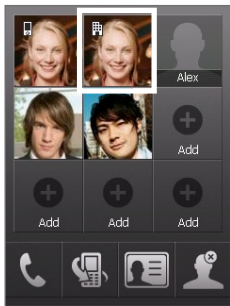
By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Start > Contacts**.
2. Select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from the Touch Cube


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

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



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

Make a call from Call History

1. On the Phone screen, tap the **Call History** button .

Tip On the phone screen, rotate the NAVIGATION WHEEL counterclockwise to view the Call History.

2. You can either finger-scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types: All calls, Missed calls, Outgoing calls, and Incoming calls.
3. Navigate to the desired contact or phone number, and press TALK or tap **Call**.

One-touch Speed Dial

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

To create a Speed Dial entry

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

Tip On the phone screen, rotate the NAVIGATION WHEEL clockwise to view Speed Dial entries.

2. Tap **Menu > New**.
3. Tap a contact. Select the phone number that you want assigned to a speed dial key.
4. In the **Location** box, select an available key to use as the speed dial key.
5. Tap **OK**.

Note If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

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

To call voicemail

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

Make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

To call a SIM contact

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

Wait for your SIM card contents to load.

2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

For more information about SIM Manager, see Chapter 6.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.


To answer or reject an incoming call



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

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

To check a missed call

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

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

To put a call on hold

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

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press **END** on the device.

To switch between two calls

Tap **Swap**.


To set up a conference call

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

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone


The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold **TALK** until the speakerphone turns on. The speakerphone icon  appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold **TALK** again until the speakerphone turns off.

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

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.


- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon  appears on the screen. Tap **Unmute** to turn on the microphone again.

3.4 Making a Video Call

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

To make a video call

Do any of the following:

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

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

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

Change Video Call settings

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

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



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

Swap Image options



**Both parties
(My video small)**

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



**Both parties
(My video large)**

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



Both parties (equal)

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



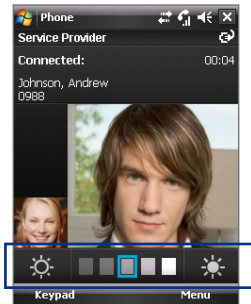
Other party only

Only the other party's image is displayed.

To adjust the brightness

You can adjust the brightness of the display image. When you press NAVIGATION up or down or rotate the NAVIGATION WHEEL during a video call, a brightness bar appears at the bottom the screen.

- Press NAVIGATION right or rotate the NAVIGATION WHEEL counterclockwise to increase brightness.
- Press NAVIGATION left or rotate the NAVIGATION WHEEL clockwise to decrease brightness.

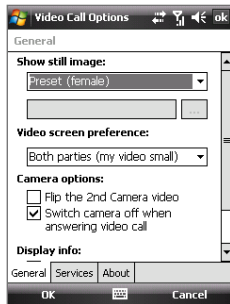


Brightness bar

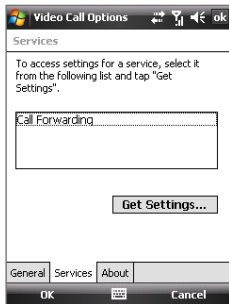
- Tips**
- You can also press NAVIGATION up or down to adjust the brightness.
 - You can also adjust the brightness by tapping **Menu > Brightness**.

Set up video call options

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



Video Call Options: General tab



Video Call Options: Services tab

General tab

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

Services tab

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

3.5 Receiving a Video Call

To answer or reject an incoming video call

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

To end a video call

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

3.6 Smart Dialing

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

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

Smart Dialing panel



To find a contact name or number

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

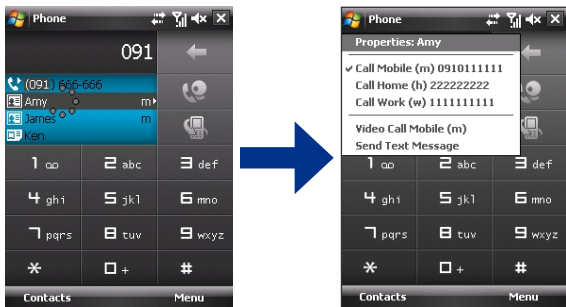
If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap “3” which is associated with [d, e, f], the matching list will be narrowed down to the following names: “Ben Miller”, “George Adams”, “Carter, Ellen”,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

Make a call or send a text message using Smart Dialing

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

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

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



3.7 Additional Dialing Information

Make an emergency call

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

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

Make an international call

1. Tap and hold the **number 0** key on the phone screen until the plus (+) sign appears.
The plus (+) sign replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and press the TALK button on your device. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

3.8 Setting Up Bluetooth SIM Access for Car Kit Phones

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

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

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see “Bluetooth modes” in Chapter 10.
2. Tap **Start** > **Settings** > **Connections** tab > **Bluetooth** > **SIM Access** tab.

3. Select the **Remote SIM Access** check box, then tap **OK**.
4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
5. If this is the first time you are pairing the car kit phone with your device, enter the car kit's passcode on your device.
6. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.
7. On the **Bluetooth** screen, tap the **SIM Access** tab, then tap **Connect**.

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

Chapter 4

Setting Up Your Device

4.1 Basic Settings

4.2 Personalizing the Today Screen

4.3 Protecting Your Device



4.1 Basic Settings

Time and date

To set the time and date

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

Regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System tab > Regional Settings**.
2. On the **Region** tab, select your region from the list.
Note This does not change the Operating System language of your device.
3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

Display settings

To adjust screen brightness

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

To set the backlight to dim after a time delay

1. Tap **Start > Settings > System tab > Backlight**.
2. Tap the **Battery power** or **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To increase or decrease the size of text on the screen

1. Tap **Start > Settings > System tab > Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

Device name

The device name is used to identify your device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start > Settings > System tab > About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Ringer settings


To change the ring type and ring tone

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

- Tips**
- You can use ***.wav**, ***.mid**, ***.mp3**, ***.wma**, or other types of sound files that you downloaded from the Internet or copied from your PC as ring tones. For a complete list of supported audio file formats for ring tones, see "Specifications" in the Appendix.
 - To use your sound files as ring tones, copy them first to the **/My Documents/My Ringtones** folder on your device, then select the sound from the **Ring tone** list of your device. For more information about copying files, see Chapter 9.

Alarms and notifications

To set an alarm

1. Tap **Start > Settings > System tab > Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. Select multiple days by tapping each desired day. Tap again to deselect the day.
4. Tap the time to open a clock and set the time for the alarm.
Tip You can drag the hour and minute hand of the clock to set the time.
5. Tap the alarm icon () to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To choose how to be notified about events or actions

1. Tap **Start > Settings > Personal tab > Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.

Phone services

Your device can directly link to the mobile phone network, and enable you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. Contact your wireless service provider to find out about the availability of phone services for your device.

To access and change settings of phone services

1. Tap **Start > Settings > Personal tab > Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Choose your desired options, then tap **OK**.

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

4.2 Personalizing the Today Screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize what to display on the Today screen.

To customize the Today screen

1. Tap **Start > Settings > Personal tab > Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

To use a custom background image

You can use one of your own pictures as the background image on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To display owner information

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

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

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

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:
 - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
 - Clear the **Display all day events** check box if you do not want to display all-day events.

For more information about using Calendar, see Chapters 6 and 8.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.

4. Do any of the following:
 - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
 - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

For more information about creating tasks on your device, see Chapter 6.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab > **Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear in the Start menu Programs folder. Navigate to the **/Windows/Start Menu/Programs** folder of your device, then create folders and shortcuts that you want.

4.3 Protecting Your Device

Protect your SIM card with a PIN

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

To change the PIN

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Select the **Require PIN when phone is used** check box.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

Protect your device with a password

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

To set a device password

1. Tap **Start > Settings > Personal tab > Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required.
3. In the **Password type** box, select the type of password you would like to use. If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
4. Enter the password in both the **Password** and **Confirm** boxes.
5. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

- Notes**
- To ensure you can always make emergency calls, do not begin your password with the digits of your local emergency number.
 - If you entered a hint, the hint will be displayed after the wrong password is entered five times.
 - Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.
 - If you forget your password, you can hard reset or clear the device memory. Before you do this, make sure you back up your data and files so that you can restore them back to your device. For more information about hard resetting the device and clearing the memory, see Chapter 13.

Encrypt files on your storage card

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

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

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

Chapter 5

Synchronizing Information With Your Computer

5.1 About Synchronization

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

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

5.4 Synchronizing With Your Computer

5.5 Synchronizing via Bluetooth

5.6 Synchronizing Music and Video

5.1 About Synchronization

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

- **Microsoft Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite web sites
- **Files**, such as documents and other files

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

Ways to synchronize

After you have installed the synchronization software to your computer, connect and synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable. Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth. You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 10. For information about synchronizing through Bluetooth, see “Synchronizing via Bluetooth” later in this chapter.

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

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 8.

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

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

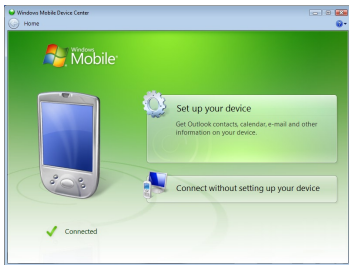
Note Some versions of Windows Vista come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista, you can install it from the Getting Started Disc that came with your device.

Set up synchronization in Windows Mobile Device Center

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

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

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



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

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

Use Windows Mobile Device Center

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



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

- Click **Mobile Device Settings** to change synchronization settings.
- When you click **Pictures, Music and Video > ___ new pictures/ video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your Windows Vista PC.
- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to synchronize music and video files using Windows Media™ Player. For more information, see “Windows Media® Player Mobile” in Chapter 12.
- Click **File Management > Browse the contents of your device** to view documents and files from your device.

Note See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows XP®

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

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

Install ActiveSync

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

Set up synchronization in ActiveSync

Follow the steps below to set up a synchronization partnership.

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

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

5.4 Synchronizing With Your Computer

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

Start and stop synchronization

You can manually synchronize either from your device or PC.

From your device


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

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

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

From Windows Mobile Device Center



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

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

To end synchronization before it completes, click .

From ActiveSync on your PC

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

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

Change which information is synchronized

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

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

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

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


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

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

Troubleshoot sync connection problem

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

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

The **USB to PC** () icon appears on the Today Screen when serial USB connection is used. You can tap this icon to disconnect from the PC.

5.5 Synchronizing via Bluetooth

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

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

To synchronize with a computer via Bluetooth

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

2. On your device, tap **Start > Programs > ActiveSync**.
3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see “Bluetooth” in Chapter 10.

If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see “Bluetooth partnerships” in Chapter 10.

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

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

5.6 Synchronizing Music and Video

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

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

- Install Windows Media Player Version 11 on the PC. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.
- Set up a sync partnership between your device and your PC’s Windows Media® Player.

For more information about using Windows Media® Player Mobile, see Chapter 12.

Chapter 6

Organizing Contacts, Appointments, Tasks, and Other Information

6.1 Contacts

6.2 SIM Manager

6.3 Calendar

6.4 Tasks

6.5 Notes

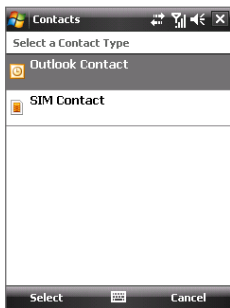
6.6 Voice Recorder

6.1 Contacts

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

- **Outlook contacts.** Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server.
- **SIM contacts.** Contacts that are stored on the SIM card. Only a name and phone number can be stored for each entry.
- **Windows Live contacts.** Contacts that you communicate with using Windows Live Messenger or MSN. Just like Outlook contacts, you can also enter complete information for a Windows Live contact. For more information, see “Add Windows Live contacts” in Chapter 10.

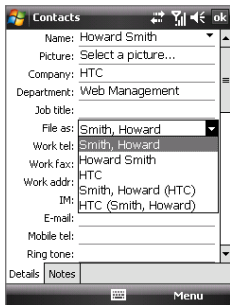
Note You can only add Windows Live contacts after you have set up Windows Live on your device.



Add new contacts

To add a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.
3. In the **File as** field, choose how you want the contact name to appear in the contact list.
4. To add a photo of the contact, tap **Select a picture**, then select the picture file or tap **Camera** to take a photo of the contact.



This photo appears on the Phone screen when you receive a call from the contact.

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

- Tips**
- If someone who is not in your list of contacts calls you, create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
 - To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
 - To edit contact information, tap the contact name then tap **Menu > Edit**.

To add a contact to your SIM card

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

- Tip** You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "SIM Manager" later in this chapter.

View, organize and search

To view contact information

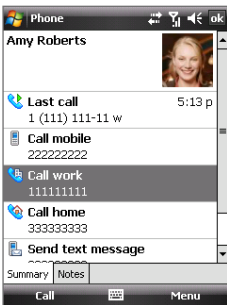
1. Tap **Start > Contacts**.
2. Slide your finger upward on the touch screen to scroll down the contact list.

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

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

3. Touch the name of a contact to open his or her contact card.

On the contact card, you will see the last outgoing or incoming call as well as detailed information such as phone numbers of the contact, e-mail address, and more.

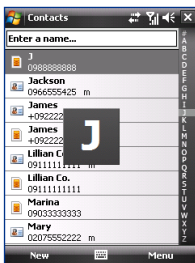


To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. Do one of the following:

- On the Quick Scroll bar on the right of the screen, scroll to or tap a letter to go directly to the part of the Contacts list where contact names start with that letter.



Quick Scroll bar

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

- Begin entering a contact name in the provided text box until the contact you want is displayed.
- Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **Menu > Filter > All Contacts**.

To group similar contacts

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

1. Create a new Outlook contact or edit an existing Outlook contact.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To view contacts by category

- Tap **Menu > Filter** then select the desired category.

Share contact information

To beam a contact's details

You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Beam** then select a device where to beam the contact to.

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

To send contact information via text messaging

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > SMS \ MMS**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

To send contact information as a vCard

A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the PC. From your device, you can send a vCard containing contact information as a file attachment in an MMS message.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send as vCard**.
3. A new MMS message is created with the vCard file attached. Enter the mobile phone number or e-mail address of the recipient then tap **Send**.

For more information, see “MMS” in Chapter 7.

6.2 SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

To create a contact on your SIM card

1. Tap **Start > Programs > SIM Manager**.
2. Tap **New** and enter a contact name and phone number.
3. Tap **Save** to save the information on your SIM card.

Tip: To change contact information on your SIM card, tap a SIM contact and edit it. After modifying, tap **Save**.

To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Programs > SIM Manager**.
2. Select the desired contact, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

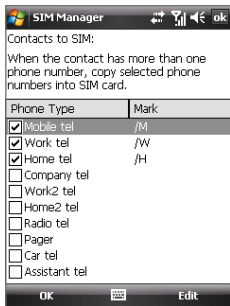
To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name.

By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

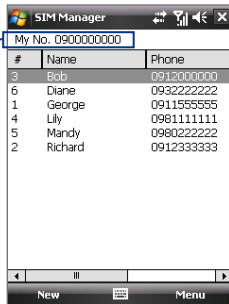
1. Tap **Start > Programs > SIM Manager**, then tap **Menu > Tools > Options**.
2. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.
3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number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



To store your SIM card's phone number

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

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



6.3 Calendar

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

Create appointments

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment.
4. Do one of the following:
 - If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
 - If there is a time frame for the appointment, select the start and end dates and time.
5. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
6. When finished, tap **OK** to return to the calendar.

- Notes**
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
 - To remove an appointment, tap **Menu > Delete Appointment**.

Tip To have the time entered automatically in Day view, tap and drag to select a time slot for the new appointment, and tap **Menu > New Appointment**.

To set a default reminder for all new appointments

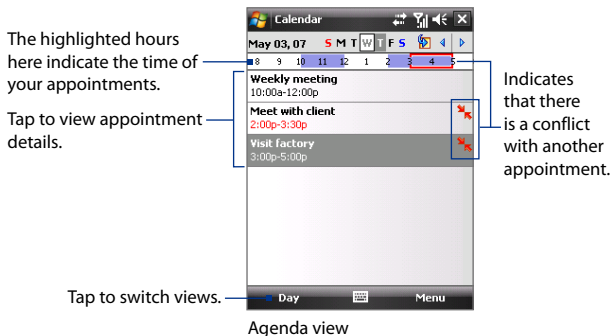
You can have a reminder automatically turned on for all new appointments that you schedule.





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

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

View appointments

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



- To see detailed appointment information in any view, tap the appointment.
- To view appointments by category, tap **Menu > Filter** then select the desired category.
- To change the default view that Calendar uses to display appointments, tap **Menu > Tools > Options > General** tab. Tap the **Start in** box then choose the calendar view.
- When in Month view, you will see the following indicators:
 -  Morning appointment
 -  Afternoon or evening appointment
 -  Both morning and afternoon/evening appointments
 -  All-day event

Send appointments

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Menu > Edit**.
3. Tap **Attendees**, then tap **Add Required Attendee** or **Add Optional Attendee** and add the contacts whom you want to invite.
Note You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 8.
4. When you have finished adding attendees, tap **Done**.
5. Tap **OK** to send.

Tip To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail, POP3/IMAP4 or Windows Live account.

- Notes**
- If you're sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your PC or Exchange Server.
 - When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To send appointment details as a vCalendar

A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the PC.

Tap **Menu > Send as vCalendar** to send a vCalendar containing appointment details as a file attachment in an MMS message. For more information, see "MMS" in Chapter 7.

6.4 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

Tip You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and tap a priority level in the **Priority** box.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set the default reminder for all new tasks

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
 - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
 - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

To send task information as a vCalendar

Tap **Menu > Send as vCalendar** to send a vCalendar containing task details as a file attachment in an MMS message. For more information, see “MMS” in Chapter 7.

6.5 Notes

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

To create a note

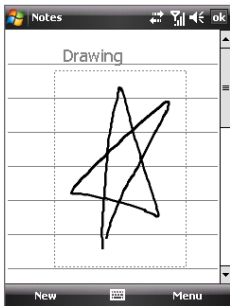
1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished,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

- Notes**
- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
 - If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note



1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen. A selection box appears around your drawing.
4. When finished, tap **OK** to return to the note list.

- Note** To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.



To record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

1. Tap **Start > Programs > Notes**.
2. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
3. Do one of the following:
 - To create a stand-alone recording, record from the note list.
 - To add a recording to a note, create or open a note.
4. Tap the **Record** icon () to begin recording your voice. Tap the **Stop** icon () when finished recording.

To change recording formats

1. Tap **Start > Settings > Personal tab > Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.



Note You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

6.6 Voice Recorder

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





Note Voice Recorder saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

To record your voice

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

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

To play back a voice recording

- On the Voice Recorder screen, select a voice recording then tap .
- Tips**
- Tap  to increase the volume; tap  to decrease the volume.
 - Tap  to toggle between muting and unmuting the volume.

To send the voice recording through MMS

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

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

To send the voice recording via e-mail

- Select a voice recording then tap **Menu > Send > Outlook E-mail**. This creates a new Outlook e-mail message with the voice recording inserted as a file attachment.

See “Using E-mail” in Chapter 7 to learn how to send e-mails.

To beam the voice recording

1. Select the voice recording(s) you want to beam then tap **Menu > Beam File**.

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

2. Tap the device you want to send the voice recording(s) to.
3. On the other device, accept the file transfer to receive the file.

To set the voice recording as a ring tone

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

To rename or move a recording

1. Select a voice recording then tap **Menu > Rename/Move**.

Tip To select multiple recordings, tap and drag over the desired recordings or tap **Menu > Select All**. Note that you can only move multiple files; you cannot rename them.

2. Enter the new **Name** for the voice recording.
3. To move the voice recording, select the new destination **Folder** and **Location**.
4. Tap **OK**.