

Chapter 7

Exchanging Messages and Using Outlook

7.1 E-mail and Text Messages

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7.1 E-mail and Text Messages

Messaging is where all of your e-mail accounts and your text message account are located. You can send and receive Outlook e-mail, Internet e-mail through an Internet service provider (ISP), as well as SMS (Short Messaging Service) text messages using your mobile phone network. You can also access e-mail from work using a VPN connection.

E-mail Setup Wizard

Before you can send and receive e-mails, you need to set up your e-mail account on your device. The E-mail Setup Wizard makes it easy and simple to set up your Outlook e-mail and POP3/IMAP4 accounts on your device.

To set up e-mail accounts using E-mail Setup Wizard

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account** to access the E-mail Setup Wizard.
3. The E-mail Setup Wizard guides you step-by-step through the setup process.

For more information on setting up your Outlook e-mail account, see “Set up Outlook e-mail”. For information on POP3 or IMAP4 setup, see “Set up a POP3/IMAP4 e-mail account”.

Set up Outlook e-mail

When starting ActiveSync on your computer for the first time, the Synchronization Setup Wizard prompts you to set up a synchronization relationship. This allows you to synchronize Outlook e-mail and other information between your device and your computer or the Exchange Server. If you have already set up synchronization through the wizard, then your device is ready to send and receive Outlook e-mail. For information about the Synchronization Setup Wizard, see “To install and set up ActiveSync on the computer” in Chapter 4.

If you have not set up a synchronization relationship yet, do the following to set up your device to synchronize Outlook e-mail:

1. To synchronize remotely, you need to set up and connect to an over-the-air connection. For more details, see the procedures in “Connecting to the Internet” in Chapter 6.
2. Disconnect your device from your computer or LAN. (If you have an over-the-air connection, there is no need to disconnect).
3. Tap **Start > Programs > ActiveSync**.
4. If you want to synchronize e-mails directly with the Exchange Server on a private network such as your corporate network, follow the steps in “Synchronize Outlook information with Exchange Server” in Chapter 4.
5. Choose which information types to synchronize. Make sure **E-mail** is selected. For details, follow the steps in “To change which information is synchronized” in Chapter 4.

Everytime you want to manually send or receive Outlook e-mail on your device, just connect your device to your computer, LAN, or over-the-air connection, then tap **Sync** on the ActiveSync screen or tap **Menu > Send/Receive** in Outlook on your device.

For details about scheduling automatic synchronization or setting a synchronization time with the Exchange Server, see “Schedule synchronization with Exchange Server” in Chapter 4.

Set up a POP3/IMAP4 e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account).

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. On the E-mail Setup screen, select **Other (POP3/IMAP)** in the **Your e-mail provider** list, then tap **Next**.

4. Enter your e-mail address, then tap **Next**. **Auto configuration** attempts to download necessary e-mail server settings so that you do not need to enter them manually.
5. Once **Auto configuration** has finished, tap **Next**.
6. Enter your name (the name you want displayed when you send e-mail), user name, and password; tap **Next**.

Select the **Save password** check box if you want to save your password so that you do not need to enter it again.

If **Auto configuration** was successful, the **Your name** and **User name** fields automatically get populated. Tap **Next**, then **Finish** to complete setting up your account, or tap **Options** under **Server information** to access additional settings. For example:

- Change the time intervals for downloading new messages.
- Limit the amount of messages that are downloaded and authentication method for outgoing mails.
- Download full messages or parts of messages.

If **Auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually:

Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password so you do not need to enter it each time you connect to your e-mail server.
Account type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.

Setting	Description
Incoming mail server	Enter the name of your e-mail server (POP3 or IMAP4).
Outgoing mail server	Enter the name of your outgoing e-mail server (SMTP).
Domain	Not required for an account with an ISP. May be required for a work account.
Require SSL connection	Select this to ensure you always receive e-mail for this account using an SSL connection. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing mail requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above will be used.
Use separate settings	Select this if your outgoing e-mail server requires a different user name and password than the ones you entered before.

Outgoing server settings:

User name	Enter your user name for the outgoing e-mail server.
Password	Enter your password for the outgoing e-mail server.
Domain	Enter the domain of the outgoing e-mail server.
Require SSL for outgoing mail	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

Tip You can set up several e-mail accounts in addition to your Outlook e-mail account.

Send and receive messages

To compose and send a message

1. In the message list, tap **Menu > Go To** and select an account.
2. Tap **New**.
3. Enter the e-mail address or mobile phone number of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the on-screen keyboard. To access more symbols, use the Symbol Pad. See Chapter 2 for details.
 - To set the priority, tap **Menu > Message Options**.
 - If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.
 - If you are sending a text message and want to know if it was received, before composing the message, tap **Menu > Tools > Options**. Tap **Text Messages** and select the **Request delivery notifications** check box.

To reply to or forward a message

1. Open the message and tap **Reply**, or **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

- Tips**
- To see more header information, scroll up.
 - To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an e-mail, your own e-mail address will also be added to the recipient list. You can customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **Primary e-mail address** text box, enter your e-mail address.
5. Tap **OK**.

To add an attachment to an e-mail message

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

To receive attachments

An attachment sent with an e-mail message or downloaded from the server appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded, or marks it for download the next time you send and receive e-mail. You can also download attachments automatically with your messages if you have an Exchange Server mail account.

If you have an Outlook e-mail account, do the following:

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

If you have an IMAP4 e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.

3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages** and **When getting full copy, get attachments**.

Tip To store attachments on a storage card rather than on the device, tap **Menu > Tools > Options > Storage** tab, and select the **Store attachments on storage card** check box.

Download messages

The manner in which you download messages depends on the type of account you have:

- To send and receive e-mail for an Outlook e-mail account, begin synchronization through ActiveSync. For more information, see “Set up Outlook e-mail” in this chapter.
- To send and receive e-mail messages for an e-mail account that you have with an ISP or that you access using a VPN server connection (typically a work account), download messages through a remote e-mail server. For more information, see “To download messages from the server” later in this chapter.
- Text messages are automatically received when the phone is turned on. When the phone is turned off, messages are held by your service provider until the next time the phone is turned on.

To download messages from the server

To send and receive e-mail messages for an e-mail account that you have with an ISP or that you access using a VPN server connection (typically a work account), you first need to connect to the Internet or your corporate network, depending on the account.

1. Tap **Menu > Go To** and tap the account you want to use.
2. Tap **Menu > Send/Receive**. The messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder,

messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.

Tip If you want to read the entire message, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and tap **Download Message**. The message will download the next time you send and receive e-mail. This will also download message attachments if you selected those options when you set up the e-mail account.

Individually sign and encrypt a message

Encrypting an Outlook e-mail message protects the privacy of the message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

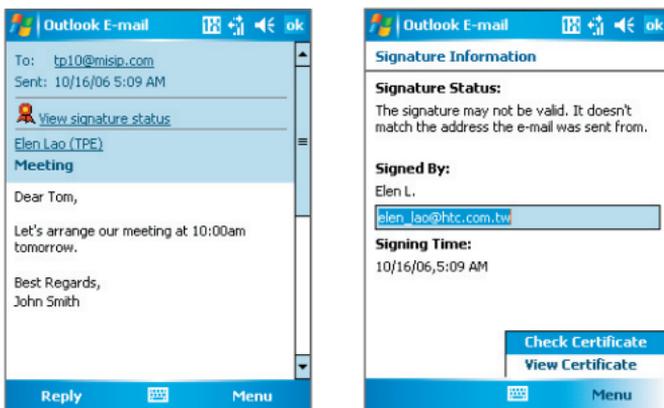
Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

To digitally sign and encrypt a new message

1. In the message list, tap **Menu > Go To > Outlook E-mail**.
2. Tap **New**.
3. Tap **Menu > Message Options**.
4. Select the **Encrypt message** and **Sign message** check boxes, and tap **OK**.

Verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.
3. Tap **Menu > Check Certificate**.



To view the details of the certificate in the message, tap **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

7.2 MMS Messages

Creating and sharing multimedia messages (**MMS**) with your friends and family are easy with your device. You can attach pictures or video, and an audio clip in an MMS. You can even use the device camera to capture photos and video clips while composing a new MMS message, and send them along with your message.

To access MMS

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To > MMS**.



MMS message folders

- Notes**
- Please note that MMS is a charged service. In order to use MMS successfully, this has to be provisioned on your mobile account. Please contact the wireless service provider to have this provisioned as part of your calling plan.
 - Please ensure the size of the MMS is within the limits of the wireless service provider if sending to another mobile phone user or sending to an e-mail address.

Change MMS settings

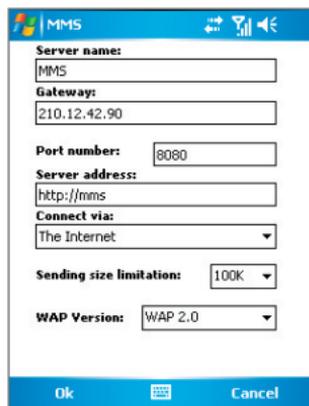
When you send an MMS message, an SMS notification message will first be sent to the recipient, while your MMS message will be temporarily stored on an MMS server of your wireless service provider. When others send you an MMS message, similarly, the MMS message will be stored on the MMS server until you retrieve it. Hence, your device must be configured with the location of the MMS server for you to be able to send and receive MMS messages on your device.

When you purchase your device, it is already preset with your wireless service provider's MMS server settings. If you accidentally lost the preset settings or you changed to another wireless service provider, follow the steps below to configure MMS settings.

To configure MMS settings

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > MMS Configuration**. The MMS Configuration screen appears.
3. In the **Preferences** tab, select or clear the provided check boxes according to your needs. You can choose to retrieve MMS messages immediately, accept or reject messages, request a delivery receipt, specify a resolution for images you send, and more.
4. Tap the **Servers** tab and check if your device is preset with MMS server settings.

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



- **Server name.** A descriptive name, such as your wireless service provider name.
- **Gateway.** Location of the MMS server, which is usually in the form of an IP address.
- **Port number.** HTTP port number used for connecting to the MMS server and for file transfer.
- **Server address.** URL address of the MMS server.
- **Connect via.** Select the connection that your device uses for MMS.

- **Sending size limitation.** Select the maximum MMS message size allowed by your wireless service provider.
- **WAP version.** Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your wireless service provider.

5. Tap **OK**.

The MMS server settings will then be added as an entry on the MMS Configuration screen.

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

Create and send MMS messages

After configuring the required settings, you can start to compose and send MMS messages.

To compose an MMS message

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

1. On the MMS screen, do one of the following:
 - Tap **New > New Flix Message** to create an MMS message containing video and text, then skip to step 3.
 - Tap **New > New Pix Message** to create an MMS message containing images, audio, and text.
2. When you see the Choose a Media Message screen, tap a preset template, or tap **Custom** to open a blank MMS message.

Note If you prefer to always use a blank MMS message, select the **Always choose custom** check box.

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

4. Enter a subject for your message.
5. Tap the **Insert** icon () to select and insert a photo, GIF animation, or video clip.
6. By default, My Documents will be displayed. Navigate folders by tapping the folder thumbnails. To return to an upper level folder, tap the Down arrow () and tap the folder name.
7. When selecting a photo, GIF animation, or video clip, you can:
 - Tap  to view it first, then tap  to insert the selected photo or video clip into the MMS message you are composing.
 - Tap  to take a photo and insert it into the MMS message.
 - Tap  to record an MMS video clip and insert it into the MMS message.
 - Tap  to quit selection and return to the MMS message.
8. Enter text. See “To add text to an MMS message” for details.
9. If you’re composing a pix message, you can insert an audio clip. See “To add an audio clip to an MMS message” for details.
10. Tap **Send** to send the MMS message.

Notes You can also send an MMS message directly from the Pictures & Videos or Camera program. Do one of the following:

- In Pictures & Videos, select a picture, GIF animation, or video, and tap **Menu > Send**. In **Select an account**, tap **MMS** if you’re sending video, or tap **New Pix Message (MMS)** if you’re sending an image or GIF animation.
- Capture a photo or an MMS video clip using the camera, and tap the **Send** icon. In the Send File dialog box, tap **Send via MMS**.

To add text to an MMS message

When entering text into an MMS message, you can do the following:

- Tap inside the text box and enter your own text.
- Choose from common words or phrases. Tap  to add a text string from the Canned Text list.

Tip To edit or delete a phrase on the Canned Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.

To add an audio clip to an MMS message

You can add an audio clip to a pix message.

1. While composing a pix message, tap **Tap here to insert an audio clip**.

Open the folder that contains audio files. When navigating folders, tap the Down arrow (▼) to return to the upper folder.

2. Select an audio file. When selected, you can:
 - Tap  to play the audio clip.
 - Tap  to pause, or tap  to stop playback.
 - Tap  to insert it into your MMS message, or tap  to quit selection and return to your MMS message.
 - To record a new audio clip and add it to your MMS message, tap  then tap  to start recording, and  to stop recording. The new audio clip is automatically inserted into your MMS message.

To add slides

If you're composing a pix message, you can add more slides to your message by tapping **Edit > Insert Slide**.

While on a slide, you can:

- Tap  to preview the entire MMS message.
- Tap  to go to the previous slide.
- Tap  to go to the next slide.

To customize the background color, text alignment and other options

While composing your MMS message, you can do the following:

- Tap **Options > Background** to choose a background color from the list.
- Tap **Options > Text on Top** to place text above the photo, GIF animation, or video.
- Tap **Options > Text Below** to place the text below the photo, GIF animation, or video.
- Tap **Options > Message Options** to specify the sending time, validity, priority, class, and other settings for a message.
- Tap **Edit > Attachments** to include a contacts card, calendar appointment, or any file as an attachment.

To create an MMS message from a template

- While on an MMS message, tap **Edit > New from Template** to compose a message using a predefined template.

Note To save a message as a template, open the message and tap **Edit > Save as Template**.

View and reply MMS messages

To view an MMS message

- Use the playback controls , , and .
- Tap **Menu > Objects** to see a list of files included in the message. On the Message Objects screen, you can do the following:
 - To save a file, select it, and tap **Tools > Save**.
 - To use an audio file as a ring tone, tap **Tools > Set as Ringtone**.

To reply to an MMS message

- Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

Warning!

There are two types of storage on the device memory, the data storage and program storage. When the data storage reaches below 0.5MB, a warning message appears to remind you to remove files and free up some data storage space. Make sure you delete some files or transfer them to a memory card.

If you do not delete files and continue to receive text, e-mail, and MMS messages, new incoming messages will automatically be saved to the program storage when the data storage is full. Messages that are stored on the program storage will be lost when you power off your device.

7.3 Pocket MSN

Pocket MSN delivers the features of Hotmail and MSN Messenger to your device. With MSN Messenger, you can do the following:

- Send and receive instant messages.
- See which contacts are online or offline.
- Subscribe to status updates for selected contacts so you know when they come online.
- Block contacts from seeing your status or sending you messages.

Before you can use MSN Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see “Connecting to the Internet” in Chapter 6.

Note

You must have either a Microsoft .NET Passport or Hotmail account to use MSN Messenger. If you have a Hotmail.com or MSN.com e-mail address, you already have a Passport. To get a Passport account, go to <http://www.passport.com>. To get a Hotmail account, go to <http://www.hotmail.com>.

To start MSN Messenger

1. Tap **Start > Programs > Pocket MSN**.
2. Tap **MSN Messenger**.

To sign in or out

- To sign in, tap anywhere on the MSN Messenger screen. Enter the e-mail address and password for your Passport or Hotmail account, and tap **Sign In**. Signing in may take several minutes, depending on your connection speed.
- To sign out, tap **Menu > Sign Out**. Your status changes to **Offline**.

To add or delete contacts

- To add a contact, tap **Menu > Add a Contact**, and follow the instructions on the screen.
- To delete a contact, tap and hold the contact's name, and tap **Delete Contact**.

To send an instant message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap **Send**.

Tip To quickly add common phrases, tap **Menu > My Text** and select a phrase in the list.

7.4 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda). To see detailed appointment information in any view, tap the appointment.

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment, and enter information such as start and end times.
4. To schedule an all-day event, in the **All Day** box, tap **Yes**.
5. When finished, tap **OK** to return to the calendar.

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

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

To 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 **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact you want to invite.

5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK**.
7. The meeting request will be sent to the attendees the next time you synchronize your device with your PC.

Note 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 set a default reminder for all new appointments

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

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

7.5 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Tap a contact in the list for a summary of contact information. From there, you can call or send a message.

If you use Outlook on your PC, you can synchronize contacts between your device and PC.

To create a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.

- Tips**
- If someone who is not in your list of contacts calls you, you can 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**.
 - In the list of contact information, you'll see where you can add a picture or assign a ring tone to a contact.

To change contact information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
 - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name**.
 - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
 - To see a list of available actions for a contact, tap and hold the contact.
 - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

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. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
 - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
 - Use the alphabetical index displayed at the top of the contact list.
 - Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

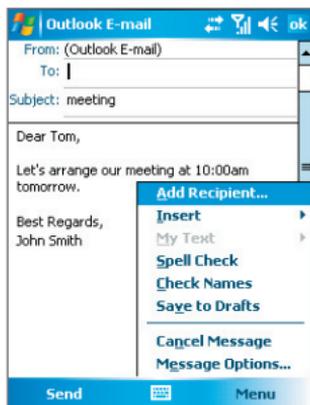
To find a contact online

In addition to having contacts on your device, you can also access contact information from your organization's Global Address List (GAL). GAL is the address book that contains all user, group, and distribution list e-mail addresses of your organization, and it is stored on the Exchange Server. By having direct online access to it from your device, it is quick and easy for you to plan a meeting and e-mail a meeting request immediately to anyone in your organization.

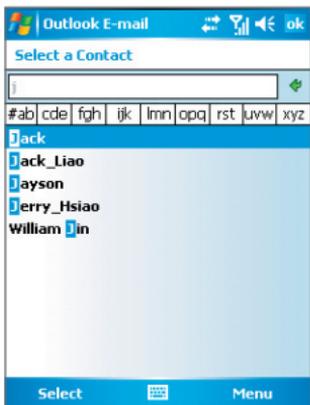
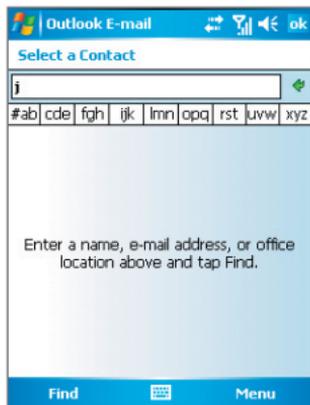
Access to the GAL is available if your organization is running Microsoft Exchange Server 2003 SP2 and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.
2. Tap **Start > Contacts > Menu > View By > Name**.
3. Do any of the following:

- In Contacts, tap **Menu > Find Online**.
- In a new message, tap the **To** box. Tap **Menu > Add Recipient > Menu > Find Online**.



- In a new meeting request using Calendar, tap **Attendees** and then tap **Menu > Find Online**.
4. Enter the part or full contact name and tap **Find**. Tap **Select** to choose the desired contact(s) from the list.



- Notes**
- Your device must be set up with a data connection.
 - You can search on the following information as long as that information is included in your organization's GAL: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

To send contact information via text messaging

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Text Message**.
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**.

7.6 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 and categorize a task

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for your 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 in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

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

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

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.

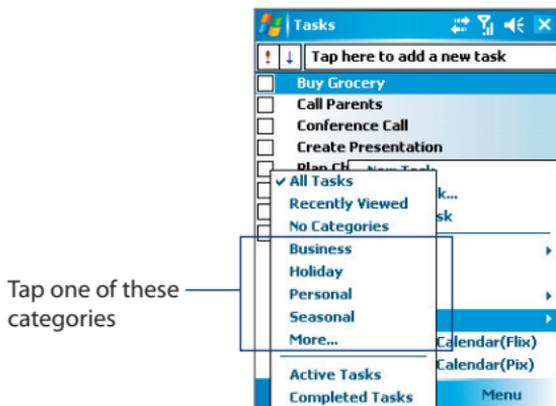
To show start and due dates in the task list

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**.

7.7 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:

- **Writing** if you want to draw or enter handwritten text in a note.
- **Typing** if you want to create a typed note.

4. Tap **OK**.

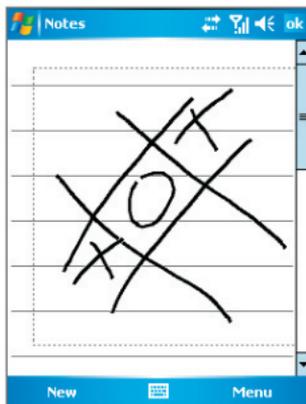
To create a note

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.



Drawing on the screen

4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

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

Record a voice note

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

To create a voice note

1. Tap **Start > Programs > Notes**.
2. 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.
3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** icon () to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon () when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

Tip To quickly create a recording, press and hold the **VOICE COMMAND** button, then you can begin to record after a beep sound. Release the button when you are finished.

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.

Chapter 8

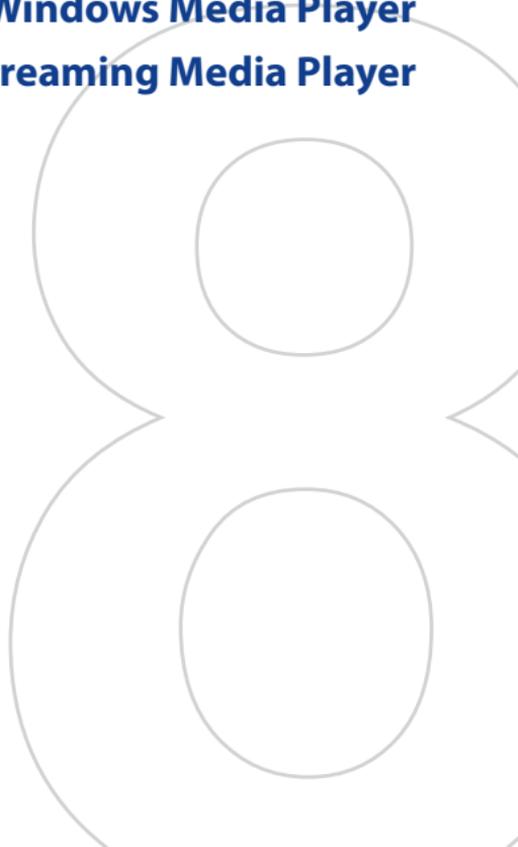
Experiencing Multimedia

8.1 Using Camera

8.2 Using Pictures & Videos

8.3 Using Windows Media Player

8.4 Using Streaming Media Player

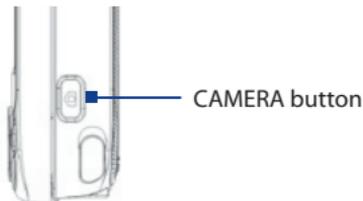


8.1 Using Camera

Taking photos and capturing video clips along with audio is easy with the built-in camera on your device.

To open the Camera screen

- Press the CAMERA button on your device; or



- Tap **Start > Programs > Camera**; or
- Tap **Start > Programs > Pictures & Videos > Camera** icon.

To exit the Camera

- Tap the Exit icon ().

Capture modes

The Camera program on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera is set to the Photo capture mode by default. The upper left corner of the screen displays the active capture mode. To switch to other capture modes, do any of the following:

- Tap  or  on the screen.
- Press NAVIGATION left or right.

Current capture mode



The available capture modes of the main camera are as follows:

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

File formats supported

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

Capture type	Format
Still image	JPEG
Video	MPEG-4 (.mp4) H.263 (.3gp) 3GP2 (.3g2)
MMS Video	MPEG-4 (.mp4) H.263 (.3gp) 3GP2 (.3g2)
Panorama / Sports / Burst	JPEG

Camera controls

Use the following device buttons and on-screen controls to take photos or video clips and to modify settings.

The CAMERA button, ENTER button and Jog Wheel

The CAMERA button, ENTER button, and Jog Wheel can all be used as the shutter release.

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

The Navigation Control

- Press NAVIGATION up or down to increase or decrease the zoom level.
- Press NAVIGATION left or right to go to the previous or next sequential capture mode.

On-screen controls and indicators

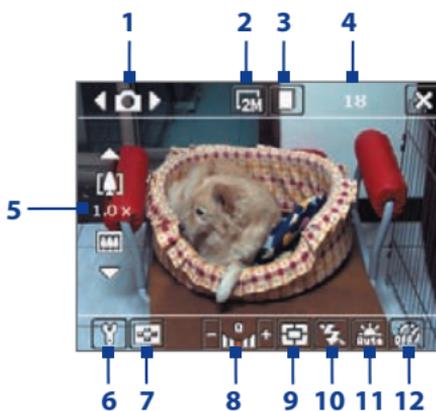


Photo mode

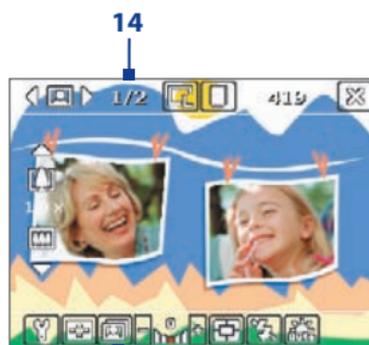
- 1 **Mode Switching control.** Tapping the left/right arrow (/) on the screen allows you to switch the capture mode.
- 2 **Resolution.** The resolution icon (////) indicates the current resolution. Tap to toggle among the different resolutions.
- 3 **Storage.** Tap to toggle between saving captured photos or video clips on the device memory () or on the memory card () .
- 4 **Remaining information indicator.** In Photo, Contacts Picture, Picture Theme, Panorama, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.
- 5 **Zoom control.** Tapping the up/down arrow (/) or tapping / on the screen allows you to zoom in or zoom out.
- 6 **Camera Settings.** Tap the **Tool** icon () to open the Camera Settings screen.
- 7 **Viewer.** Tap the **Viewer** icon () to open the Pictures & Videos screen.
- 8 **Brightness.** Tapping the minus/plus icon (/) decreases or increases the brightness level.
- 9 **Metering Mode.** Tap to toggle the metering mode between **Center Area** () and **Average** () .
- 10 **Flash Light.** Tap to turn on or off the flash light that is located at the back of your device. Turn on the flash light when taking shots in dark-lit environments.
- 11 **White Balance.** Tap to toggle among the different white balance settings: Auto () , Daylight () , Night () , Incandescent () , and Fluorescent () .
- 12 **Self-timer.** Tap to set the Self-timer to 2 seconds, 10 seconds, or off when in the Photo or Contacts Picture mode. When you press the ENTER button or the

CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).



Video mode

13 Recording indicator. This shows a red, blinking indicator while video recording is in progress.



Picture Theme mode

14 Progress indicator. In Picture Theme, Panorama, Sports, and Burst modes, this shows the total number of consecutive shots.

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



Panorama mode

- 16 Stop.** The **Stop** icon () appears only in Panorama mode. Tap this icon if you want to stop capturing the remaining shots and start composing the panorama.
- 17 Exit.** Tap the **Exit** icon () to exit the Camera program.

Still image capture modes

While using Still Image capture modes, such as **Photo**, **Contacts Picture**, **Picture Theme**, **Panorama**, **Sports**, and **Burst**, you can capture still image(s) by pressing the CAMERA button or Jog Wheel, or the ENTER button on the NAVIGATION. Still images will be saved in JPEG format.

While capturing an image in the Picture Theme capture mode, you can select a preset template. To view and select from different templates, tap  on the Camera screen. Depending on the chosen template, one or more photos may need to be taken for the template.

Video capture mode

In **Video** capture mode, press the CAMERA button, Jog Wheel, or the ENTER button to start recording a video clip. To stop recording, press again.

Before you capture a video clip, you can set the file format and specify the desired length of recording in terms of time or file size on the Camera Settings screen. For information

about the available capture formats for video, see “File formats supported” in this chapter.

MMS Video capture mode

The **MMS Video** capture mode makes it convenient for you to capture a video file and then send it via MMS. Press the CAMERA button, the ENTER button, or Jog Wheel to start recording a video clip. To stop recording, press again.

The recording length of MMS video is fixed. Recording automatically stops when the preset length is reached. However, you can manually stop recording the video anytime. The time indicator at the upper right side of the Camera screen indicates the time limit.

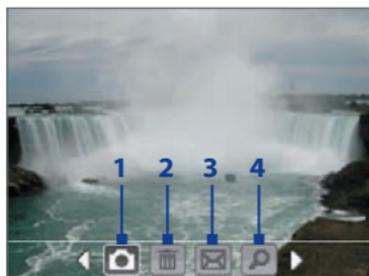
Before capturing, you can set the capture format on the Camera Settings screen. For information about the available capture formats for MMS video, see “File formats supported” in this chapter.

After you capture the video file, tap  on the Review screen to send the file through MMS.

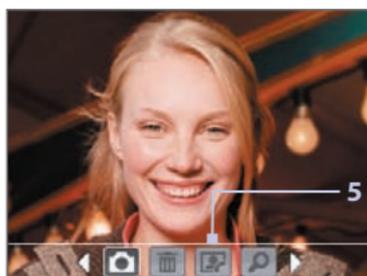
The Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**. In addition, you can tap the icons at the bottom of the Review screen to delete a captured image or video, send it via e-mail or MMS, and more.

Review screen icons



Photo, Video, MMS Video, Picture Theme, and Panorama modes



Contacts Picture mode



Sports and Burst modes

- 1 **Back.** Tap  to go back to the Camera screen.
- 2 **Delete.** Tap  to remove the captured image or video.
- 3 **Send.** Tap  to send via e-mail or MMS.
- 4 **View.** Tap  to view the image in the Pictures & Videos program, or play the captured video in Windows Media Player.
- 5 **Assign to Contacts.** Tap  to associate the photo to a selected contact.
- 6 **Browse.** After you have taken photos in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow () to browse through the sequence of photos.

To change the display duration of the Review screen

1. Tap  to open the Camera Settings screen.
2. On the Camera Settings screen, tap . The Advanced menu then appears.
3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.

Zooming

While capturing a still image or a video clip by using the camera, you can zoom in to make the object in focus move closer, and you can zoom out to make the object move farther away. In all capture modes, use NAVIGATION on your device, or tap the triangular Up arrow above the Zoom Ratio

indicator, to zoom in your subject. When the zooming limit is reached, you will hear a beep. To zoom out, press NAVIGATION down, or tap the Down arrow.

Zoom range

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

The following is a summary for the main camera.

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

Capture mode	Capture size setting	Zoom range
Burst	1M (1280 x 960)	No zooming available
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 8.0x

The Camera Settings screen

While capturing a still image or video clip using any capture modes, tap the **Tool** icon () to access the Camera Settings screen. The Camera Settings screen allows you to configure capture settings.



Camera Settings screen in Photo mode

When you tap the icons at the bottom of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

Tip You can also press the Navigation Control buttons to navigate menus.

For more information about the different menus and settings, see the succeeding sections.



Self-timer menu

- **Self-timer.** Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button, the ENTER button, or Jog Wheel.



Template menu

- **Template.** Select a template (in Picture Theme mode only).



Panorama Settings menu

- **Direction.** Choose in what direction images will be stitched in a panorama.
- **Stitch Count.** Select the desired number of snapshots to be taken and stitched into a panorama.
- **Auto Stitch.** When the Auto Stitch is **On**, the camera automatically stitches snapshots into one single file. If Auto Stitch is **Off**, the snapshots are saved as separate files.



Sports Settings menu

- **Snapshots.** Select the number of consecutive shots to capture (in Sports mode).



Flash Light menu

- **Flash Light.** Set this option to **On** to turn on the flash light (located at the back of your device) so that you can shoot photos or video clips in a low-light environment. The flash light is available for use in all capture modes except in Sports and Burst modes.



Ambience menu

- **White Balance.** Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect.** Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.



Capture Settings menu

- **Resolution.** Select the desired image or video size.
- **Quality.** Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.

- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light in the center and around the image and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Storage.** Select where you want to save your files. You can either save the files to the main memory or to a storage card.



Capture Mode menu

- **Mode.** Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see “Capture modes” earlier in this chapter.

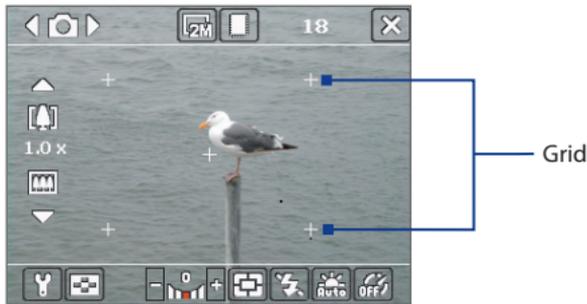


Advanced menu



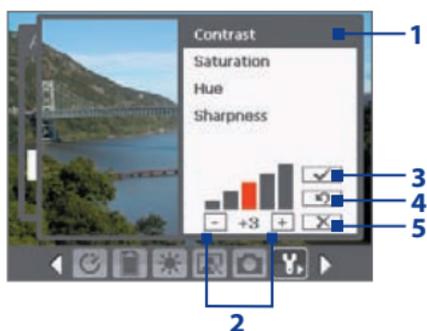
Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

- **Capture Format.** Select the desired file format.
- **Shutter Sound.** Choose whether or not you want the camera to make a shutter sound when you press the CAMERA button, the ENTER button, or Jog Wheel to take photos or record video clips.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.



- **Keep Backlight.** Choose whether to turn the backlight on or off while using the camera. This overrides your device backlight settings while you are using the camera.
- **Review Duration.** Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing.
- **Flicker Adjustment.** When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio.** Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.
- **Prefix.** Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

- **Counter.** By default, the newly captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to “001” for your captured files, tap **Reset**.
- **Recording Limit.** Specify the maximum time or file size for recording.
- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the \My Documents\ Templates folder on the device’s **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust.** This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.



- 1 In the submenu, tap one of the properties to adjust. Alternatively, press NAVIGATION up or down to select a property.
- 2 To increase/decrease the value, tap the plus/minus icon or press NAVIGATION left or right. The live Camera screen on the background immediately displays the effect of changes.
- 3 Tap to save the settings and close the submenu.
- 4 Tap to reset all properties to their default.
- 5 Tap to close the submenu without applying and saving the changes.

8.2 Using Pictures & Videos

The **Pictures & Videos** program collects, organizes, and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.bmp, *.jpg, *.gif
GIF animation	*.gif
Video	*.avi, *.wmv, *.mp4, *.3gp, *.3g2

You can view the pictures as a slide show, beam them, send them via e-mail, edit them, or set them as the background on the Today screen.

To copy images, GIF animation files, and video clips to your device

You can copy images, GIF animation files, and video files from your PC and view them on your device.

- Copy the images, GIF animation files, and video files from your PC or a storage card to the My Pictures folder on your device. (You can also copy video files to the My Videos folder.)

For more information about copying files from your PC to your device, see ActiveSync Help on your PC.

Note You can also copy images, GIF animation files, and video files from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device, then copy the files from your PC to the folder you created on the memory card.

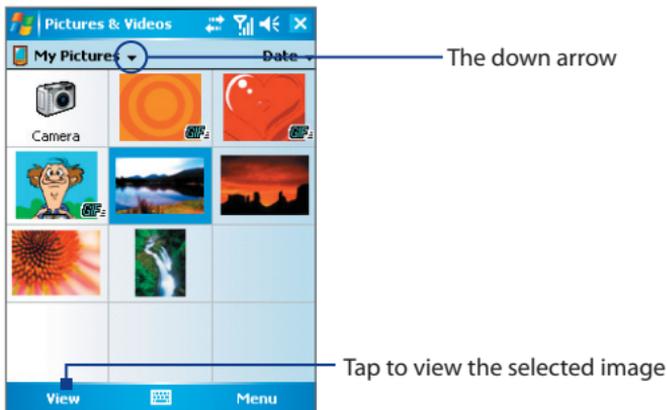
To view pictures

1. Tap **Start > Programs > Pictures & Videos**. The images in the My Pictures folder appear as thumbnails by default.
2. Select an image and tap **View**.

If you cannot find the desired image in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).

To play GIF animation files

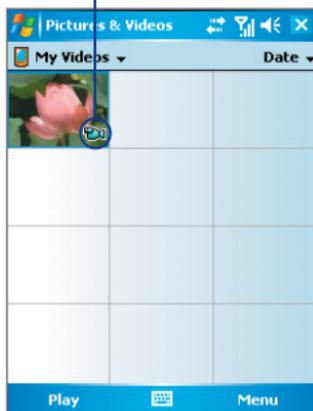
1. Tap **Start > Programs > Pictures & Videos**.
2. Select a GIF animation file and tap **View**. The GIF Animation program then opens and plays the animation.



To play videos with audio

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

The media icon



To view slide shows

You can view your pictures as a slide show on your device. Pictures are shown in full-screen view with 5-second intervals between slides.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimize their display in a slide show. Tap **Menu > Options**, then tap **Portrait pictures** or **Landscape pictures** on the **Slide Show** tab.

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more.

To sort pictures and video clips

If you store a large number of pictures or video clips on your device, you may find it helpful to sort them to quickly find a specific picture or clip. You can sort by name, date, and size.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the sort list (labeled **Date** by default), and select the item you want to sort by (**Name**, **Date**, or **Size**).

To delete a picture or video clip

Do any of the following to remove a picture or a video clip:

- Select a picture or video clip on the Pictures & Videos screen, and tap **Menu > Delete**.
- Tap and hold the thumbnail of the picture you want to delete, then tap **Delete**.

Tap **Yes** to confirm the deletion.

To edit a picture

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

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the picture you want to edit.
3. Tap **Menu > Edit**, and do any of the following:

- To rotate a picture 90 degrees clockwise, tap **Rotate**.
- To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
- To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

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

To set a picture as the Today screen background

You can use a picture as the background on the Today screen.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to set as the background.
3. Tap **Menu > Set as Today Background**.
4. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
5. Tap **OK**.

To send pictures and video clips via e-mail

You can send pictures and video clips to other devices via e-mail.

1. First, set up Messaging to send and receive messages.
2. From the program, select the item you want to send.
3. Tap **Menu > Send**, and select one account (such as Outlook E-mail or MMS) to send the attached item.
4. A new message is created with the item attached.
5. Enter the recipient name and subject, and tap **Send**. The message will be sent the next time you synchronize your device.

Note Pictures and video clips are saved automatically before they are sent.

To beam a picture or video clip

You can beam a picture or video file to another mobile device using Infrared.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture or video file you want to beam.
3. Tap **Menu > Beam**.
4. Select a device to beam the file to.
5. Tap **OK**.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any point of time.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to assign to a contact.
3. Tap **Menu > Save to Contact**.
4. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To customize more image settings

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture for which you want to configure further settings.
3. Tap **Menu > Options**. The Options screen appears, allowing you to:
 - Resize a picture so that it can be sent faster through e-mail.
 - Set the direction of rotation for the Rotate function.
 - Configure the view settings during slide shows and activate screensaver options.

8.3 Using Windows Media Player

You can use Microsoft Windows Media Player 10 Mobile for Pocket PC to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

Using Windows Media Player, you can play both audio and video files. These are the following file formats that are supported by this version of Windows Media Player.

Video File Formats Supported	File Extensions
<ul style="list-style-type: none"> • Windows Media Video • MPEG4 Simple Profile • H.263 • Motion JPEG • 3GPP2 	<ul style="list-style-type: none"> .wmv, .asf .mp4 .3gp .avi .3g2

Audio File Formats Supported	File Extensions
<ul style="list-style-type: none"> • Windows Media Audio • MP3 • MIDI • AMR Narrow Band • AMR Wide Band • AAC • 3GPP2 	<ul style="list-style-type: none"> .wma .mp3 .mid, .midi, .rmi .amr .awb .m4a .gcp

About the controls

The following are available controls on the Windows Media Player.



This control	Does this
1 	Plays/Pauses a file.
2 	Displays the video in full screen.
3 	Displays a Web site where you can find music and videos to play.
4 	Adjusts the playback progress of a selected file.
5 	Skips to the beginning of the current file or to the previous file.
6 	Skips to the next file.
7 	Decreases the volume level.
8 	Increases the volume level.
9 	Turns the sound on or off.

About the screens and menus

Windows Media Player has three primary screens:

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

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

About licenses and protected files

Some content (such as digital media files downloaded from the Internet, CD tracks, and videos) have associated licenses that protect them from being unlawfully distributed or shared. Licenses are created and managed by using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that have been copied to your device. Files that have licenses associated with them are called “protected files.”

If you want to copy a protected file from your PC to your device, use the desktop Player to synchronize the file to your device (instead of dragging the file from a folder on your PC to a folder on your device, for example). This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your device and other mobile devices, see desktop Player Help.

Note You can view the protection status for a file by checking its file properties (tapping **Menu** > **Properties**).

Copy media files to your device

Use the latest version of the desktop Player (Windows Media Player 10 or later) to synchronize digital media files to your device (instead of dragging a file from a folder on your PC to a folder on your device, for example). Using the desktop Player ensures that licenses are copied with protected files.

Always synchronize the files to a storage card that is inserted into your device. Do not synchronize to a storage card that is inserted into a storage card reader. In addition, do not synchronize to the internal storage location (RAM) in your device.

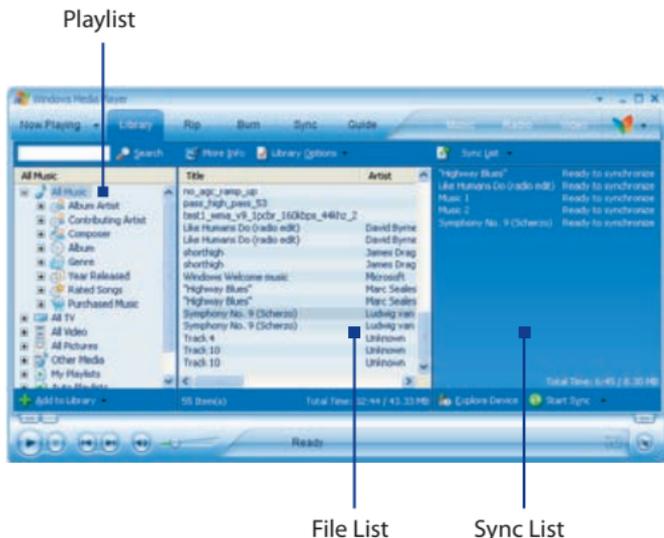
To synchronize content to your device automatically

1. Power off your device. Insert a 32-MB or larger storage card into your device, and turn the power back on.
2. On your PC, start Windows Media Player.
3. Connect your device to your PC.

4. If you have not set up synchronization between your device and PC, the Device Setup Wizard opens on your PC.
5. In the wizard, click **Automatic**, select the **Customize the playlists that will be synchronized** check box, and then select the playlists that you want to synchronize.
6. Click **Finish**.
7. The files begin synchronizing to your device. The next time you connect your device to your PC while the desktop version of Windows Media Player is running, synchronization will start automatically.

To synchronize and copy content manually to your device

1. If you have not set up synchronization between your device and PC, follow steps 1 to 6 in “To synchronize content to your device automatically”, except that you should click **Manual** synchronization.
2. To choose files to synchronize and copy to your device, do the following:
 - Click the **Library** tab.
 - In the rightmost pane, click the drop-down list and select **Sync List**.
 - In the Playlist which is the leftmost pane, select a desired playlist.
 - In the File List which is the middle pane, multi-select desired files then drag them to the Sync List.
 - Click the **Start Sync** button found at the bottom of the Sync List.



Note Audio files copy faster if the desktop Player is configured to automatically set the quality level for audio files copied to your device. For more information, see desktop Player Help on the PC.

Play media

To play items on your device

Use the library on Windows Media Player Mobile to find and play songs, videos, and playlists that are stored on your device or removable storage card.

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

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

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

To play an item on a network

Use the **Open URL** command to play a song or video that is stored on the Internet or on a network server.

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap **Menu > Open URL**.
3. Do one of the following:
 - In the **URL** box, enter a network address.
 - In the **History** box, tap a URL that you have previously used.

Note To play an item on a network, you must be connected to a network. For more information about creating a remote connection between your device and a network, see [Connections Help](#) on your device.

Use playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In the desktop Player, you can create a playlist of media files and synchronize the desktop Player with your device. For more information about synchronizing media, see “Copy media files to your device” earlier in this chapter.

In Windows Media Player on your device, your playlists are available in the Library under the My Playlists category. There is also a temporary playlist, called Now Playing, which lists the currently playing file, as well as any files that have been queued up to play next. You can create a new playlist on your

device by saving the current Now Playing playlist and by giving it a new name.

To save a new playlist

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

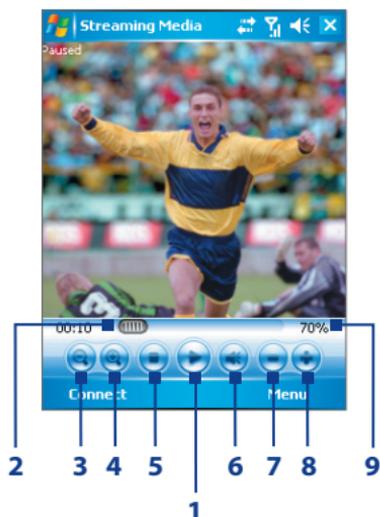
Troubleshooting

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

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

8.4 Using Streaming Media Player

The **Streaming Media** program allows you to stream live broadcasts or on-demand media content from the Web. You do not have to wait until the entire media content is completely downloaded before watching the video or hearing the sound. The media is sent in a continuous stream to your device and is played as it arrives, along with the audio.



Button control	Function
1	Play/Pause
2	Jog Bar (for scrubbing video)
3	Zoom out
4	Zoom in
5	Stop
6	Mute
7	Decrease volume
8	Increase volume
9	Current volume level

The Streaming Media program allows you to play **3GP** and **MPEG-4** files. It also supports playback of **SDP** (Session Description Protocol) files. An SDP file is a text file that contains the format, broadcast times, media content, and other information about a live broadcast, or it may contain a

playlist and links to prerecorded media files if you are viewing on-demand streaming media.

Tip To always display streaming media in landscape view when playing in full screen, tap **Menu > Options** then select the **Use Landscape mode when watching in full screen** check box.

To access streaming content via Internet Explorer Mobile

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

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

To stream media files directly on the Streaming Media program

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

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

1. Tap **Start > Programs > Streaming Media**.
2. From the program, tap **Connect**.
3. Enter the URL for the Web site (rtsp://) and the file name. Alternatively, if you already accessed RTSP links before, you can simply tap an RTSP link in the **History** list to play previously viewed content.
4. Tap **Connect**.

5. Streaming Media then starts playing the file. During playback, use the button controls to play/pause, zoom in or out, adjust the sound volume, and more.

To view streaming video file information

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

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

To configure streaming video connection settings

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

- **Connect via.** Choose whether you want to connect to the Internet or corporate network (intranet) to locate a streaming video clip.
- **UDP port range.** Specify a range of port numbers to use for streaming.
- **Media buffer.** Specify the memory space (in terms of duration) to allot for storing video and audio data while streaming media.

Chapter 9

Using Other Applications

9.1 Word Mobile

9.2 Excel Mobile

**9.3 Viewing Slide Shows with
PowerPoint Mobile**

9.4 Using Adobe Reader LE

9.5 Using Java

9.6 Using ZIP

9.7 Using Voice Speed Dial

9.1 Word Mobile

Word Mobile is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

To create a Word file

1. In Word Mobile, tap **New**. You will see either a blank document or template, depending on what you have selected as the default template.
2. Enter text as desired.
3. Tap **Menu**, then choose whether to set the font, paragraph alignment and indentation, insert the date, do a spelling check, and more.
4. When finished, tap **OK** to save and close the file.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

Note Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.

9.2 Excel Mobile

Excel Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.

To create an Excel file

1. In Excel Mobile, tap **New**. You'll see either a blank worksheet or template, depending on what you've selected as the default template.
2. Tap a cell to select it. Using the on-screen keyboard, enter your data then tap the **Enter** key.
3. Tap **Menu**, then choose whether to insert cells, charts, symbols or functions, format rows and columns, and more.
4. When finished, tap **OK** to save and close the file.

- Tips**
- Work in full-screen mode to see as much of your workbook as possible.
 - Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

Note Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Word Excel, see Help on your device.

9.3 Viewing Slide Shows with PowerPoint Mobile

With **PowerPoint Mobile**, you can open and view slide show presentations created on your PC. Slide shows in ***.ppt** and ***.pps** format created using PowerPoint '97 and later can be viewed in PowerPoint Mobile.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide

will advance to the next automatically. Links to URLs are also supported.

Features not supported in PowerPoint Mobile include:

- **Notes.** Notes written for slides will not be visible.
- **Rearranging or editing slides.** PowerPoint Mobile is a viewer only.
- **Some file formats.** Files created in *.ppt format earlier than PowerPoint '97 and HTML files in *.htm and *.mht formats are not supported.

To start a slide show presentation

1. Tap **Start > Programs > PowerPoint Mobile.**
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.
4. To navigate between slides, tap ▲ | > **Next** or **Previous**, or tap **Go to Slide** and tap the slide you want to view.

If the presentation is set up as a timed slide show, slides will advance automatically.

- Notes**
- If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.
 - Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

To stop a slide show

- In a PowerPoint Mobile presentation, tap ▲ | > **End Show.**

9.4 Using Adobe Reader LE

Adobe Reader LE allows you to open and view Portable Document Format (PDF) files. These files usually have a ***.pdf** file extension.

To open a PDF file on your device

1. Tap **Start > Programs > Adobe Reader LE**.
2. Tap **Open**.
3. Browse to a folder and tap the PDF file you want to view.

Note To open another PDF file, tap **Menu > Open**. Tap **Browse**, select the desired file, and tap **Open**. You can also open a PDF file from File Explorer.

To navigate through a PDF file

You can do any of the following:

- Tap the Up, Down, Right, and Left arrow keys on the horizontal and vertical scrollbars to move to the desired direction of the page.
- Press NAVIGATION up, down, right, and left to move up or down a page or scroll through the pages.
- Tap the space between the arrow keys and the scrollbar with your stylus to move one screen towards the desired position.
- Tap and drag the scrollbar tab to quickly scroll through pages and jump to a desired page number.
- Tap **Tools > Go To** and select an option to go to a specific page in a multi-page PDF file.

To enlarge or reduce the display size

1. Open a PDF file you want to view.
2. Tap **Tools > Zoom**.
3. Select **In** or **Out** to enlarge or reduce the display size. Otherwise, select **Fit Screen** or **Fit Width**.
4. Select **To %** to set an arbitrary zoom ratio.

To customize page view and orientation

1. Open a PDF file you want to view.
2. Tap **Tools > View**.
3. Select an option to suit your view.

To find text in a PDF file

1. Open a PDF file you want to view.
2. Tap **Tools > Find > Text**.
3. Enter the text to be searched.
4. Choose search parameters, such as Match case, Whole word, Backwards, and tap **Find**.

Note Adobe Reader LE offers you the following advance features.

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

To use the toolbar

You can also use the Adobe Reader LE toolbar to access the most commonly used functions. The following table lists the toolbar controls.

This Control	Does This
	Fits the entire page to the screen
	Fits the page width to the screen
	Displays the first page
	Displays the previous page
	Displays the next page
	Displays the last page

This Control	Does This
	Displays the text search screen
	Zooms out
	Zooms in

9.5 Using Java

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

To open the Java program

Tap **Start > Programs > Java**.

Install and launch MIDlets/MIDlet suites

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

To download and install from a URL address

1. On the Java screen, tap **Menu > Install > URL**.
2. Tap **Menu > Add**.
3. Enter a descriptive name for the web page.
4. Enter the URL address from where to download. The web page must contain links to .jad or .jar files.
5. Tap **OK**. The name of the web page you specified will then be listed on the screen.
6. Tap the name of the web page, or tap **Go**.
7. The program will then retrieve the links and display the file names of MIDlets/MIDlet suites. Select a file name then tap **Install**.

To download and install via Internet Explorer Mobile

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

To install from your device

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

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

To run a MIDlet/MIDlet suite

Do one of the following:

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

To stop running a MIDlet/MIDlet suite

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

Manage MIDlets/MIDlet suites

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

To create folders

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

To move a MIDlet to another folder

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

To rename a MIDlet or folder

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

To update a MIDlet/MIDlet suite

Tap and hold a MIDlet/MIDlet suite then tap **Update**.
Alternatively, you can tap **Menu > Actions > Update**.

Java will search for updates for the selected MIDlet/MIDlet suite where it was installed from before.

To view information about a MIDlet/MIDlet suite

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

To uninstall MIDlets

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

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

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

To set MIDlet permission settings

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

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

Note Some actions may not be available for certain MIDlets.

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

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

- **Prompt.** Asks for your confirmation whenever a MIDlet attempts to perform the action.

3. Tap **Save**.

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

9.6 Using ZIP

This feature allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new ***.zip** files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

- Tap **Start > Programs > ZIP**.

To open a ZIP file and extract files

1. Open a file using any of the following:
 - Select a file and tap **File > Open Archive**.
 - Tap and hold a file and tap **Open Archive**.
 - Double-tap a file.

Note You cannot select multiple ZIP files.

2. The files contained in the zip file are then displayed. Select files by doing one of the following:
 - Tap to select a file.
 - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it.)
 - To select all files, tap **Menu > Action > Select All**.

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

To create a zip archive

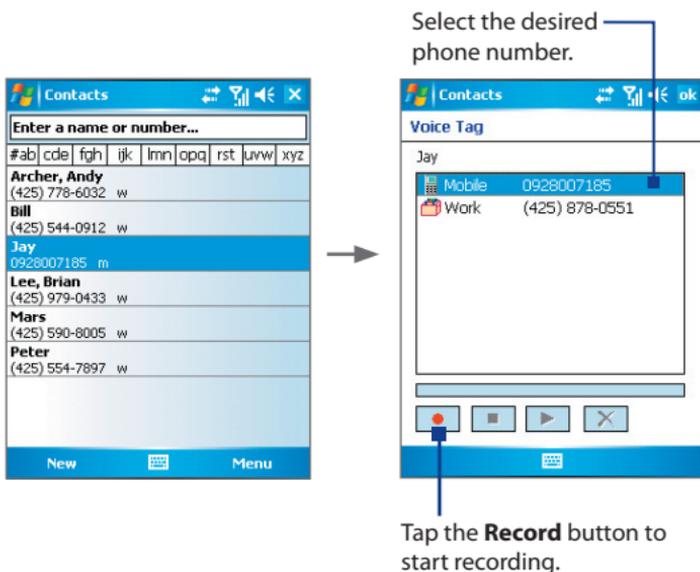
1. Tap **New** or **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Menu > Action > Add**.
5. Double-tap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

9.7 Using Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word.

Create a voice tag for a phone number

1. Tap **Start > Contacts** to open the Contacts list.
2. Do one of the following:
 - Tap and hold the desired contact, then tap **Add Voice Tag**.
 - Select the desired contact, then tap **Menu > Add Voice Tag**.
 - Tap the desired contact to open the contact's detailed screen, then tap **Menu > Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the **Record** button ().



4. When completed, a **Voice Tag** icon () will be displayed on the right of the item.

5. When you create a voice tag for the item, you can do one of the following:
 - Tap the **Record** button () to rebuild the voice tag.
 - Tap the **Play** button () to play the voice tag.
 - Tap the **Delete** button () to delete the voice tag.

Tip To ensure voice recognition accuracy, please record your voice in a quiet place.

Create voice tag for a program

1. Tap **Start > Settings > Personal tab > Voice Speed Dial**.
2. The **Application** tab displays a list of all installed programs on your device. The procedure for creating a voice tag for a program is the same as the procedure for creating a voice tag for a phone number.
3. After you have created a voice tag for a program, you can then launch the program by saying the recorded voice tag after tapping **Start > Programs > Voice Speed Dial**.

Make a call or launch programs using voice tags

1. Tap **Start > Programs > Voice Speed Dial**.
2. After a “beep” sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.

Note If the system cannot recognize your voice tag, please speak clearly and reduce the surrounding noise, then try again.

To view and test the voice tags you have created

1. Tap **Start > Settings > Personal tab > Voice Speed Dial**.
2. The **Voice Tag** tab displays a list that contains all the voice tags you have created. Select an item in the list, and you can do one of the following:
 - Tap the **Record** button () to rebuild the voice tag.
 - Tap the **Play** button () to play the voice tag.
 - Tap the **Delete** button () to delete the voice tag.

Appendix

A.1 Regulatory Notices

A.2 PC Requirement to Run ActiveSync 4.x

A.3 Specifications

A.1 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of TITA100.

FCC ID: NM8TITA100. IC: 4115A-TITA100.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your TITA100.

The Battery Pack has been assigned a model number of TRIN160.

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

Federal Communications Commission Notice

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

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

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

Modifications

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

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

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

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

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

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

M-Ratings: Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings. TITA100 is rated M3.

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



In the above example, if a hearing aid meets the M2 level rating and the wireless phone meets the M3 level rating, the sum of the two values equal M5. This should provide the hearing aid user with "normal usage" while using their hearing aid with the particular wireless phone. "Normal usage" in this context is defined as a signal quality that is acceptable for normal operation.

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

For information about hearing aids and digital wireless phones

FCC Hearing Aid Compatibility and Volume Control:

<http://www.fcc.gov/cgb/dro/hearing.html>

Gallaudet University, RERC:

<http://tap.gallaudet.edu/DigWireless.KS/DigWireless.htm>

SAR Information

SAR: 1.130 W/kg @1g (USA)

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the High Tech Computer Corp. accessories supplied or designated for this product. Use of other accessories may not ensure compliance with the FCC RF exposure guidelines.

Your wireless mobile CDMA phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies:

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

The exposure standard for wireless mobile CDMA phone employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg*.

The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model device is on file with the FCC and can be found under the Display Grant section of <https://gulfoss2.fcc.gov/prod/oet/cf/eas/reports/GenericSearch.cfm> after searching on FCC ID: NM8TITA100. Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications & Internet Association (CTIA) web-site as <http://www.phonefacts.net>.

- * In the U.S. and Canada, the SAR limit for mobile CDMA phone used by the public is 1.6 Watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

Normal condition only 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.

IC Statement

Operation is subject to the following two conditions:

1. This device may not cause interference; and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Important Note

IC Radiation Statement:

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. End users must follow

the specific operating instructions for satisfying RF exposure compliance.

This Class B digital apparatus complies with Canadian ICES-003.

Telecommunications & Internet Association (TIA) Safety Information

Pacemakers

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

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

Hearing Aids

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

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if 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.

WEEE Notice

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

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



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

RoHS Compliance

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

A.2 PC Requirement to Run ActiveSync 4.x

To connect your device to the PC, you must have Microsoft® ActiveSync® program installed on your PC. ActiveSync 4.x is included in the **Getting Started Disc**, which is compatible with the following operating systems and applications:

- Microsoft® Windows® 2000 Service Pack 4
- Microsoft® Windows Server® 2003 Service Pack 1
- Microsoft® Windows Server® 2003 IA64 Edition Service Pack 1
- Microsoft® Windows Server® 2003 x64 Edition Service Pack 1
- Microsoft® Windows® XP Professional Service Packs 1 and 2
- Microsoft® Windows® XP Home Service Packs 1 and 2
- Microsoft® Windows® XP Tablet PC Edition 2005
- Microsoft® Windows® XP Media Center Edition 2005
- Microsoft® Windows® XP Professional x64 Edition
- Microsoft® Outlook® 98, Microsoft® Outlook® 2000 and Microsoft® Outlook® XP, and Microsoft® Outlook® 2003 messaging and collaboration clients
- Microsoft® Office 97, excluding Outlook
- Microsoft® Office 2000
- Microsoft® Office XP
- Microsoft® Office 2003
- Microsoft® Internet Explorer® 4.01 or later (required)
- Microsoft® Systems Management Server 2.0

A.3 Specifications

System Information	
Processor	QUALCOMM® MSM7500, 384 MHz
Memory	- ROM : 256 MB embedded NAND Flash - RAM : 64 MB SDRAM (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).
Operating System	Microsoft® Windows Mobile® Version 5.0 Pocket PC Phone Edition
Power	
Battery	Rechargeable Lithium-ion polymer battery, 1500 mAh
Charging Time	Up to 4 hours
AC Adapter	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Display	
LCD Type	2.8" transmissive TFT-LCD with backlight LEDs, touch-sensitive screen
Resolution	240 x 320 dot pixels with 64K colors
Alignment	Portrait and Landscape
Cellular Radio Module	
Functionality	CDMA2000 1xEVDO/1xRTT and IS-95A/B voice or data
Mode	Dual-band (800 and 1900 MHz)
Internal Antenna	Yes
Physical	
Dimensions	110 mm (L) x 59 mm (W) x 18.5 mm (T)
Weight	165g (with battery)

Camera Module	
Type	2 Megapixel color CMOS camera with flash light
Resolution	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 352x288 (CIF), 320x240 (QVGA), 176x144 (QCIF), 128x96 MMS Video: 176x144 (QCIF), 128x96
Digital Zoom	Up to 8x
Connections	
Infrared	IrDA SIR
I/O Port	HTC ExtUSB™ : an 11-pin mini-USB and audio jack in one (ExtUSB is a proprietary connection interface that is trademarked by HTC).
Car Antenna Connector	For connecting to an external phone antenna (850MHz and 1900MHz)
Wireless Connections	Bluetooth®, Wi-Fi®
Controls and Lights	
Navigation Buttons	<ul style="list-style-type: none"> • 5-way Navigation Control • Five program buttons : CAMERA, COMM MANAGER, MESSAGING, INTERNET EXPLORER MOBILE, VOICE COMMAND • Two phone functions : TALK and END • START MENU button • Two OK buttons • Two soft keys • Jog Wheel • POWER button • RESET button • WLAN switch
Hardware Keyboard	QWERTY keyboard with two additional soft keys, and an ambient sensor that detects low light and automatically illuminates the keyboard.

Controls and Lights**LEDs**

The left LED shows the following:

- A blinking Blue light for Bluetooth system notification of powered-up and ready to transmit radio frequency signal.
- A blinking Green light for Wi-Fi status.
- When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.

The right LED shows Green and Amber lights for CDMA standby and network status, notification, and battery charging status.

Audio**Audio Controller**

AGC

**Microphone/
Speaker**

Built-in/Dual, Hands-free

Headphone

MP3/WAV/WMA/AAC/AAC+ codec

Expansion Slots**Memory Card Slot**

microSD™

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