Contents

Reading Before Proceeding

Safety Precautions

Please read the safety precautions carefully to ensure the correct use of your mobile phone. For detailed information, refer to the section "Warnings and Precautions" on page 151.

Do not crash, throw, or puncture your mobile phone. Avoid the falling, squeezing, and bending of your mobile phone.

Do not use your mobile phone in a moist environment, such as the bathroom. Prevent your mobile phone from being soaked or washed in liquid.

Do not switch on your mobile phone when it is prohibited to use phones or when the phone may cause interference or danger.

Do not use your mobile phone while driving.

Follow any rules or regulations in hospitals and health care facilities. Switch off your mobile phone near medical apparatus.

Switch off your mobile phone in aircraft. The phone may cause interference to control equipment of the aircraft.

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Switch off your mobile phone near high-precision electronic devices. The phone may affect the performance of these devices.

Do not attempt to disassemble your mobile phone or its accessories. Only qualified personnel are allowed to service or repair the phone.

Do not place your mobile phone or its accessories in containers with a strong electromagnetic field.

Do not place magnetic storage media near your mobile phone. Radiation from the phone may erase the information stored on them.

Do not put your mobile phone in a high-temperature place or use it in a place with flammable gas such as a gas station.

Keep your mobile phone and its accessories away from children. Do not allow children to use your mobile phone without guidance.

Use only approved batteries and chargers to avoid the risk of explosions.

Observe any laws or regulations on the use of wireless devices. Respect others' privacy and legal rights when using your wireless device.

Strictly follow the relevant instructions of this manual while using the USB cable. Otherwise your mobile phone or PC may be damaged.

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Customers shall comply with all applicable export or import laws and regulations and will obtain all necessary governmental permits and licenses in order to export, re-export or import the product mentioned in this manual including the software and technical data therein.

Getting to Know Your Mobile Phone

Ready to get hands-on with your touchscreen? To take every last gadget and gizmo for a spin? Great – here is where you will get to grips with the basics and best bits of your new mobile phone. So thumb through our manual and get up to speed with your mobile phone!

Box Clever with Your Mobile Phone

Take a peak in your mobile phone box and you will find much more in there than your new mobile phone– in fact, you will have all these handy items to play with:

- Mobile phone
- Battery
- Charger
- USB cable
- CD-ROM including the User Guide, PC Suite and drivers
- Quick start guide
- Safety information

Mobile Phone View

Key features at a glance
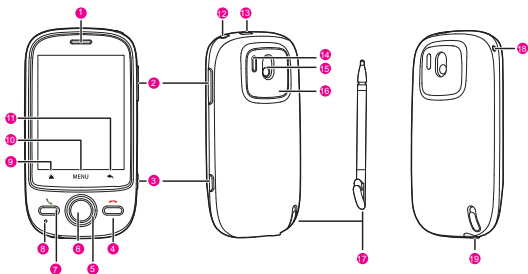
1	Earpiece	2	Volume control keys
3	Capture key	4	End key
5	Navigation key	6	OK key
7	Send key	8	Mircophone
9	Home button	1 0	MENU button
11	Back button	1 2	Power key
13	Charging/Data interface	1 4	Flash lamp
15	Camera	1 6	Speaker

17	Stylus	1 8	Hole for a wrist strap
19	Headset jack		

Key functions at your fingertips

Power key	• Press to turn on your mobile phone. • Press and hold to open the **Phone options** menu when the phone is unlocked. • Press to lock the screen when your mobile phone is on.
Send key	Press to go to the **Dialer** screen.
MENU button	• Press to open the menu on an active screen. • Press and hold to open the keyboard so you can perform quick searches. • Press to unlock the screen.
Navigation key	Press to navigate selectable items on the screen.
OK key	Press to select a highlighted item or action.
Home button	Press to return to the home screen.
Back button	• Press to return to the previous screen or exit the application you are running. • Press to hide the onscreen keyboard
End key	• Press to hang up a call. • Press to return to the Home screen.

Note: You can customize the function of the End key by selecting **Settings > General info & option > End button behavior**.

Installing the SIM Card and Battery

How to slot in your SIM card

It takes just two simple steps to install your SIM card:
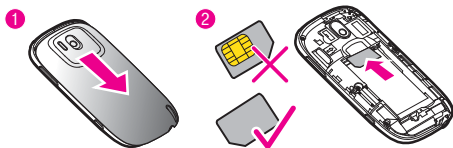
1. Remove the battery cover.
2. Insert the SIM card.

How to pop in your battery
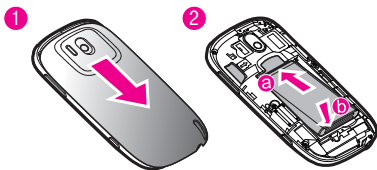
Note: Make sure the printed side of the battery points upwards.

1. Remove the battery cover.
2. Angle the edge labelled **a** (with the contacts) into the bottom end of the battery slot.
3. Push down the edge labelled **b** until the battery clicks firmly into place.

How to charge your mobile phone

Before charging the battery, make sure that the battery has been properly inserted into your mobile phone.

Before you charge the battery, read the following instructions:
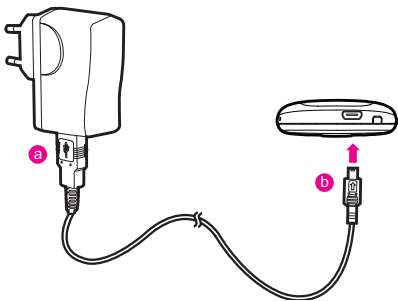
1. Connect your USB cable to your mobile phone, as shown in **a**.

2. Connect the other end of the cable to the charger, as shown in **b**.

3. Plug the charger into a power socket.

4. The phone starts charging, with the charging icon displayed in animation on the screen.

How to keep your battery in top shape

The longevity of battery power depends on the network that you connect to, and how you use your mobile phone.

Try the following to conserve battery power:

- When you do not need 3G services, set your phone to connect to a 2G network: choose **Main Menu > Settings > Wireless & controls > Mobile networks**, then select **Use only 2G networks**.

- When your mobile phone is not in use, press the **Power** key to switch off the screen.

- Reset the time it takes for your screen light to switch off when you leave your phone idle: choose **Main Menu > Settings > Sound & display > Screen timeout**.

- Lower the screen brightness. Choose **Main Menu > Settings > Sound & display > Brightness**.

- Use the AC adapter to plug your phone into an external power source whenever possible.

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- Turn Bluetooth off when you're not using it. Only make your phone visible to other Bluetooth devices when you need to establish a Bluetooth connection. Choose **Main Menu > Settings > Wireless & controls > Bluetooth > (Bluetooth settings)**.

- Switch off Wi-Fi when you're not using it. Choose **Main Menu > Settings > Wireless & controls > Wi-Fi > (Wi-Fi settings)**.

- Turn off your phone connection to GPS satellites when you're not using it. Choose **Main Menu > Settings > Security & location**, then clear the **Enable GPS satellites** option.

- Lower the volume.

- Close power-draining programs, like the Camera application, when you don't need them.

Turning Your Mobile Phone On and Off

How to turn on your mobile phone

1. Press the **Power** key.

2. The first time you do this, you will be asked to sign in to your account and set up your mobile phone.

Note: When personal identification number (PIN) protection is enabled on your mobile phone, you need to enter the PIN before using the mobile phone.

How to set up your mobile phone

The first time you power on your mobile phone, the phone displays a setup wizard to instruct you to set the phone, including:

- Using the onscreen keyboard.

- Setting up your accounts.

- Important settings.

1. Touch the Android image to know a few important things to get the most out of your phone.

2. Touch **Begin** to start learning how to use the onscreen keyboard.

3. Touch **Play** to watch the video about using the onscreen keyboard, or touch **Skip** to continue.

4. Touch the **Google mail**, **Email**, or **Exchange** icon to access the relevant settings.

> **Tip:** On the **Setting up your accounts** screen, you can press the **MENU** button, and then touch **APN settings** to set the APN. When a SIM card has been installed on your phone, the phone can automatically read the APN settings from the SIM card. Contact your operator for details.

5. After you set an email account, a tick is shown on the relevant email icon. You can also touch **Skip** to set an account later and go to the next step.

6. If you want to enable the date service, select the **Enable data service** check box, and then touch **Next**.

7. You'll be prompted whether to enable the Google's location service. This service gives you basic information about your location without using GPS. Then touch **Next** to go to the next step.

8. Set the date and time. If you want to set the time manually rather than use the system time, clear the **Automatic** check box. Touch **Finish setup** to finish and go to the Home screen.

How to turn off your mobile phone

1. Press and hold the **Power** key to open the **Phone options** menu.

2. Touch **Power off**.

3. Touch **OK** when prompted to turn off the mobile phone.

Using the Touchscreen

Enjoying the touchscreen at your fingertips

*   **Touch**: Touch a desired item with your finger or stylus to confirm your selection or start an application.

*   **Touch and hold**: Touch and hold the screen until your mobile phone responds. For example, you can always touch and hold the screen to open the options menu of the active screen.

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- **Flick**: Flick your finger or stylus vertically or horizontally across the screen. For example, you can flick left and right to switch between pictures.
- **Drag**: Touch and hold your desired item with your finger or stylus. Then, drag the item to any part of the screen to move the item. For example, you can drag an icon on the screen to move or delete it.

Rotating your mobile phone

Now you will never get in a spin – because when you turn your mobile phone, the screen twists too. And that means your screen is always the right way up, even if you are holding it portrait or landscape. But watch out – for this tricksy technology to work, you will always have to turn your mobile phone anti-clockwise.

Locking and Unlocking the Screen

How to lock the screen

- When your mobile phone is on, press the **Power** key to lock the screen. When the screen is locked, you can still receive messages and calls.
- If you leave your mobile phone undisturbed for a while, the screen will lock automatically.

How to unlock the screen
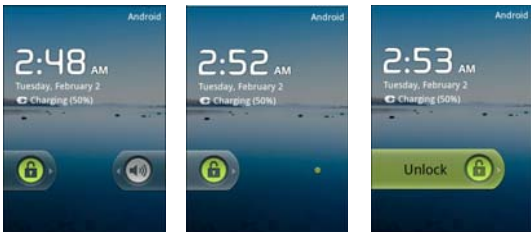
1. Press the **Power** key, **Send** key, **End** key or **OK** key to wake up the screen.

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2. Drag the lock icon to the right. Then the last screen you are working on opens.

Note: If you have set up a screen unlock pattern, you will be prompted to draw the pattern on the screen to unlock it.

Home Screen

The Home screen gives a lot of fun to play with and you can adds the items you need in one place.

Getting to know your home screen

1	Notifications bar: displays the reminders and status icons of your phone. Flick down to open the notifications panel.
2	Display area: shows the operation and display areas of your phone.
3	Interface switching buttons: include the **Main Menu**, **Dialer**, **Contacts**, **Messaging**, and **Zoom** buttons from left to right.

Notification and status icons

The notifications panel at the top of the screen contains icons that tell you about messages and phone status. To view your notifications, touch the notifications panel and drag it down.

	Call in progress		Call via a Bluetooth device
	Call forwarding on		Call on hold
	Missed call		Connected to a PC
	System error		***Memory is full**
	Problem with sign-in/sync		Preparing the mircoSD™ card
	Downloading data		Uploading data
	Roaming		Signal strength
	No signal		Airplane mode
	Synchronizing data		Sync failed
	Bluetooth is on		Connected to another Bluetooth device
	Wi-Fi is on		Connected to a Wi-Fi network
	GPS is on		GPS connected
	More undisplayed notifications		No SIM card
	Sound off		Loudspeaker on

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	Vibrate mode		Mobile phone is mute
	GPRS connected		GPRS in use
	EDGE connected		EDGE in use
	3G connected		3G in use
	Battery is full		Battery is very low
	Battery is charging		Alarm is set
	Music is playing		New calendar reminder
	New email		New message
	New voicemail		New instant message
	More undisplayed notifications		FM radio is on

*Memory is full

If you're running out of the storage space, an icon will appear in the notification bar. Just delete some old junk you don't want anymore - an application that's collecting dust, tired old texts from your ex - it's a big hint to spring clean your mobile memory!

1. Touch and hold the notification bar, and then flick your finger downwards to open the notification panel.

2. Touch **Low on space** to go to the file management screen of your mobile phone.

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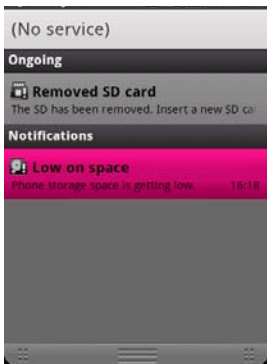
3. Touch **Manage applications**, and then uninstall unnecessary applications.

4. Touch **File Manager**, and then delete unnecessary files.
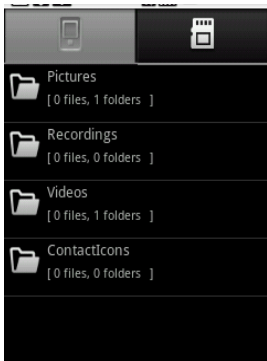
Notifications panel

Your mobile phone will tell you when you receive a new message or when an event in your calendar is due. The notifications panel also keeps you in the loop about alarms and settings – for example, when **Call forwarding** is activated. You can find out the wireless network operator, view a message, reminder, or event notification by opening the notification panel.

To open the notifications panel

1. When a new notification icon appears on the notification panel, touch and hold the notifications panel, and then flick down to open the notifications panel.

2. On the notifications panel, you can do the following:
   • Touch a notification to open the related application.
   • Touch **Clear Notifications** to clear all notifications.

To close the notifications panel

Touch and hold the bottom of the panel. Then flick up to close the notifications panel.

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Switching the Home Screen

There are five buttons underneath the Home screen, you can touch these to go to different screens.

Main Menu Screen

Touch 🔳 to open the **Main Menu** screen. Press the **Back** button to return to Canvas.

Tip: For more information, refer to You've got a blank Canvas
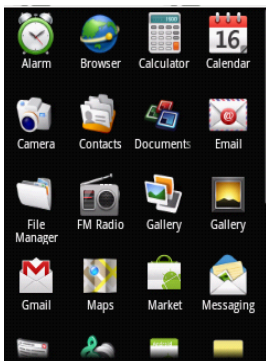
Note: This image is for reference only. The actual display on your screen may be different.

Dialer Screen

Touch the **Dialer** button to open the dialer screen. On this screen, you can open the dialing panel or press the **Back** button to return to the Home screen.

Contacts Screen
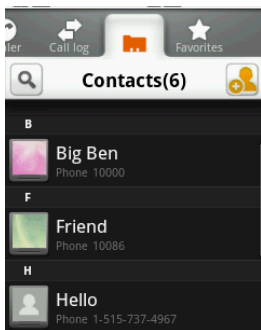
Touch the **Contacts** button to open the **Contacts** screen. Touch **Back** button to return to Home screen.

Messages Screen

Touch the **Messages** button to open the **Messaging** screen. Then, you can view or edit messages.

Zoom Screen

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Touch the **Zoom** button to zoom out home screen, you can slide the screen and click to zoom in.

How to customize the Home screen

To add a new screen item

1. Touch and hold the blank area on the Home screen until the **Add to Home screen** menu is displayed.

2. Select the item you want to add to the Home screen.

To move a screen item

1. Touch and hold an icon on the Home screen until the icon magnifies and the mobile phone vibrates.

2. Without lifting your finger, drag the icon to the desired position on the screen, and then release it.

To remove a screen item

1. Touch and hold an icon on the Home screen until the icon magnifies and the mobile phone vibrates.

2. Without lifting your finger off the item, drag it into the rubbish bin, and then release. The item and the rubbish bin will turn red, meaning the item is ready to be removed.

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Canvas

You've got a blank Canvas

Hmmmm, let's paint you a picture... Canvas is a kind of desktop. You can expand it and customise however you want, and it lets you do all this:

- Expand your screen display in any direction.
- Customize Home screen.
- Create and arrange shortcuts.
- Create and arrange widgets.
- Create and arrange folders.
- Define and switch between wallpapers.

Getting the Canvas down to a fine art

The desktop can be expanded. To expand the desktop, touch and hold an icon, drag the icon to the edge of the desktop, and then release it.

When you move the icon to an edge of the screen to expanding your desktop, you can see the following icons displayed on the edges of the desktop.
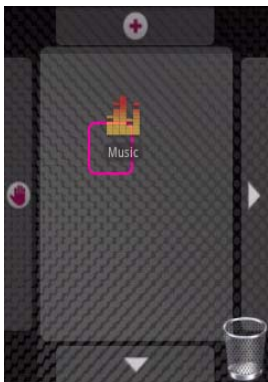
Move the item leftwards.

Expand the desktop.

The desktop cannot be expanded at this time.

- If there are lots of items on the screen, you can browse through them by pressing the **OK key or touching the Zoom** button on Canvas.

- On the zoom-out screen, you can flick vertically or horizontally or press the **Navigation** key to browse.

- To zoom in on the selected area, touch it or press the **OK** key.

- To switch to other screens, touch the screen and flick your finger vertically or horizontally.

Canvas top tips

- **When browsing the Canvas, press the Back or Home** button to quickly return to the default screen.

- To restore the default Home screen, press the **MENU button and touch More > Reset Canvas** from your current Home screen.

Widgets

A widget works as a shortcut to let you preview or use an application. You can stick widgets on your desktop as icons or preview windows. Besides the default widgets installed on your phone, you can also download more from Android Market.

FM radio
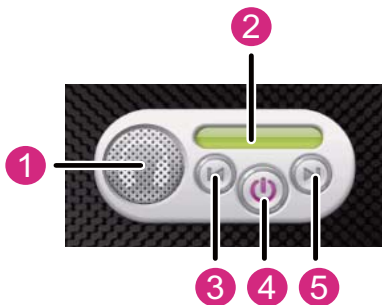
1	Touch to listen to the radio through the loudspeaker.
2	Displays the station name.
3	Touch to switch to the previous station.
4	Touch to turn on or off the radio.
5	Touch to switch to the next station.

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Music player
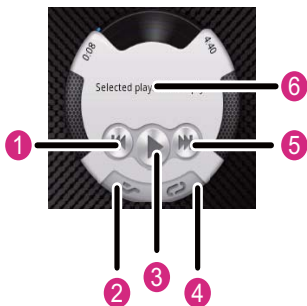
1	Touch to play the previous song.
2	Touch to turn Shuffle on or off.
3	Touch to play or pause the song.
4	Touch to switch between the repeat modes.
5	Touch to play the next song.
6	Shows the name of the current song.

My Notepad
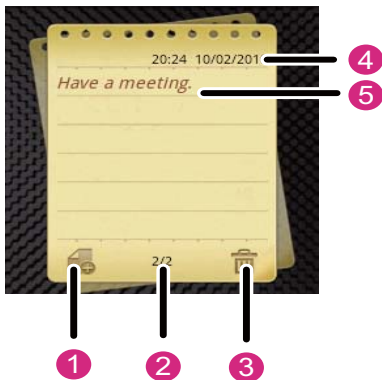
1	Touch to create a new note.
2	Show the page of the current note and the number of all notes respectively.
3	Touch to delete the current note.
4	Displays the time when you create the note.
5	Displays the note contents.

Flick the note upwards to display the next note, or downwards to display the previous one.

Other widgets

Besides the widgets earlier mentioned, you can also take advantage of other available widgets and customize the Home screen to fit your needs, interests and style.

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Folders

Creating a Folder

1. Touch and hold the screen to open the **Add to Home screen** menu, and then select **Folders**.

2. Choose **New folder**, **All Contacts**, **Contacts with phone numbers**, **Documents To Go Recently Used** to create folders of various types.

3. To add a shortcut to the folder, touch and hold an application or a shortcut icon to activate the move mode. Then drag it to the top of the folder.

4. Touch the folder to open it. When the folder is opened, touch the title bar of the folder to close it.

Note: When the move mode is activated, the item magnifies and the phone vibrates.

Renaming a Folder

1. Touch the folder to open it. Then touch and hold the title bar of the folder to open the **Rename folder** dialog box.

2. Enter the new folder name, and then touch **OK**.

To change the wallpaper

1. On the Home screen, press the **MENU** button, and then touch **Wallpaper**.

2. Do any of the following:

- Touch **Pictures** to select a picture and set it as the wallpaper.
- Touch **Wallpaper gallery** to select a picture and set it as the wallpaper.

Using the microSD™ Card as the USB Mass Storage

How to install the microSD™ card
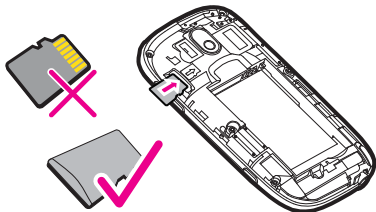
1. Remove the battery cover.
2. Insert the microSD™ card as shown in the diagram.

Note: When inserting the microSD™ card, make sure that the golden contact is facing downwards.

How to use the microSD card as the USB mass storage

To transfer all your favorite music and pictures from your PC onto your mobile phone's microSD card, set the microSD card as the USB mass storage.

1. Open **Main Menu > Settings**.
2. Scroll down the screen, and then touch **General info & option** to select the **USB Mass Storage** check box.
3. Press the **Back** button three times to return to the Home screen.
4. Connect your mobile phone to your PC with the USB cable. Your PC will detect the microSD card as a removable disk. You can now transfer files from your PC to your mobile phone's microSD card.

Note: When your microSD™ card acts as the USB mass storage, your mobile phone will not use this memory space. Your PC will tell you how to safely disconnect the USB mass storage device (that is your mobile phone by the way) when you have finished transferring files.

How to remove the microSD™ while your mobile phone is on

1. Open **Main Menu > Settings**.
2. Scroll down the screen, and then touch **SD card & phone storage > Unmount SD card**.
3. Carefully remove the microSD™ card.

Customizing Your Mobile Phone Settings

Let's get personal – if you want your mobile phone to feel near enough tailor-made, altering your settings is the only way to go. First, open the **Settings** screen by doing any of the following:

- Open the application menu, and then touch **Settings**.
- On any Home screen, press the **MENU** button, and then touch **Settings**.

Now tap into the features below and tweak them to your tastes:

Wireless & networks	Alter the wireless connections of your phone, such as Wi-Fi and Bluetooth, enable the Airplane mode, or set the options for roaming, networks, and more.
Call settings	Set up call services such as voicemail, call forwarding, call waiting, and caller ID.
Sound & display	Set up the call and notification ring tones, or set the screen brightness and screen timeout.

Location & security	Select the GPS location source to use, set the screen unlock pattern, or enable the SIM card lock.
Applications	Manage applications and installation of new programs.
Accounts & sync	Select the master synchronization server. You can also set up automatic synchronisation of **Google Mail**, **Calendar**, and **Contacts**, account switching, and synchronisation.
Privacy	Restore your mobile phone to factory settings and clear the data on the phone.
SD card & phone storage	Check the available storage card and phone memory, format the microSD card and update your phone.
Search	Set **Google Search**, including the search type and content.
Language & keyboard	Set the language and region where you want to use your phone. You can also set on screen keyboard options.
Accessibility	Enable or disable the accessibility plugins.
Text-to-speech	Set text-to-speech parameters, including the language and speech rate.
Date & time	Set the date, time, time zone, and date or time format.
About phone	From signal strength to battery power, your network name to the legal and software information on your phone - it's all here.

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Calling

You can place a phone call by dialing a phone number. You can also touch a number in your contacts, on web pages, and other places. When you are on a call, you can answer incoming calls or send them to your voicemail box. You can even set up conference calls with several participants.

Placing Calls

You can place calls with the **Phone** application. You can also place calls when working in **Call log** or in **Contacts**.

How to make a call on the Phone

1. Touch the Phone button to display the dialing panel.

   Tip: If you are already working with **Contacts** or **Call log**, touch the **Phone** tab.

2. Touch the keys to enter the phone number.

3. Press the Send key to dial.

   Tip: You can also touch the green send icon to dial.

Phone tab
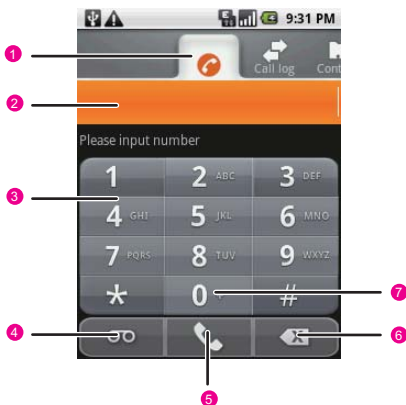
1	Touch to switch between **Phone**, **Call log**, **Contacts**, and **Favorites**.
2	Displays the number you enter.
3	Touch to enter the number.
4	Touch to make a voicemail.
5	Touch to dial.
6	Touch to erase each subsequent digit of a number. Touch and hold to erase the entire number.
7	Touch and hold to enter +.

How to make a call from the Contacts

1. Touch the Contact button to display the contacts list. Please refer to "Contacts list" on page 41.

   Tip: If you are already working with **Phone** or **Call log**, touch the **Contacts** tab.

2. Touch the contact that you want to call.

3. Touch the phone number to call.

How to make a call from the Call log

1. Press Send key to display the call log.

   Tip: If you are already working with **Contacts** or **Phone**, touch the **Call log** tab.

2. Touch the green icon at the right of the log to dial.

   Tip: You can also touch and hold the log to open an options menu for communicating with that contact in other ways.

Call log tab
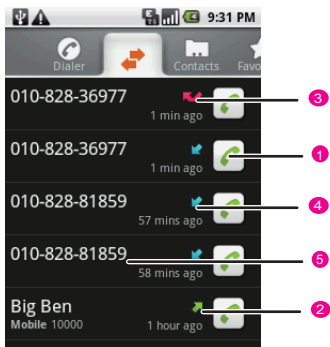
1	Touch to call back.
2	Outgoing call.
3	Missed call.
4	Incoming call.
5	Touch and hold a log for more options.

How to make a call from the Favorites

1. Touch **Main Menu > Contacts** to display the contact list.
2. Touch the **Favorites** tab to display the favorite list.
3. Touch the contact that you want to call.
4. Touch the phone number to call.

How to make a call by voice

1. Touch **Main Menu > Voice Dialer**.
2. Say "Call" followed by the name of the contact to call. Or say "Dial" followed by the phone number of the contact to call. The match results list opens.
3. If the voice dialer finds a match, it dials the contact's default number. If the voice dialer finds more than one match, it will lists the match results. You can touch one to dial.

Tip: You can also say "Open" followed by the name of an application to open it.

Ending and Disabling Calls

How to end a call

During a call, press the End key to hang up.

How to disable phone calls

Some locations may require you to turn off your phone's wireless connections by placing your mobile phone in **Airplane mode**.

1. Press and hold the Power key.

2. Touch **Airplane mode** in the options menu.

Answering and Rejecting a Call

How to answer an incoming call

When you receive a phone call, the incoming call screen opens with the caller ID and any additional information about the caller that you have entered in **Contacts**.

- Press the Send key to answer the call.

- Drag the green icon to the right.
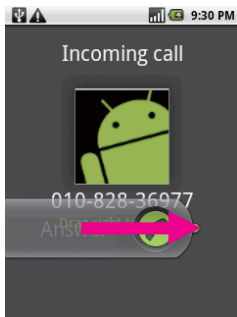
How to reject an incoming call

- Press the End key to reject a call.

- Drag the red icon to the left.
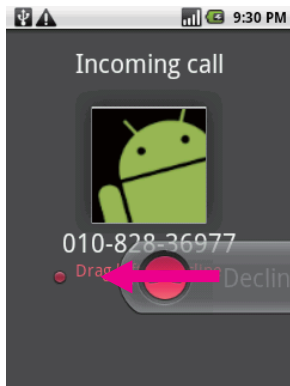
How to listen to your voicemail

When you have a new voicemail message, the voicemail icon appears in the notifications bar.

- Open the notifications panel, and then touch **New voicemail**.

- Open the **Phone** application, and then touch the voicemail icon.

Note: Typically, your carrier's voicemail system guides you through the process of listening to and managing your voicemail. The first time you call your voicemail, it also guides you through the process of recording greetings, setting a password, and so on.

How to mute the ringing sound

When there is an incoming call, press a Volume control key (volume up or volume down) to mute the speaker.

Working with the Call Log

Keep track of your mobile phone lifestyle with the **Call log** tab – the definitive list of missed calls, received calls and dialled numbers.

How to add a log's number to your Contacts

1. Press Send key to display the call log list. Please refer to "Call log tab" on page 33.

2. Touch and hold a log.

3. Touch **Add to contacts** in the options menu.

4. Touch **Create new contact**.

Tip: You can also scroll to find, and then touch an existing contact to which you want to add the number.

How to clear the Call log

1. Press the Send key to display the call log list.

2. Press the **MENU** key, and then touch **Clear call log**.

Tip: You can also touch and hold a log, and then touch **Remove from call log** in the options menu.

Operations During a Call

- While you are on a call, you can press the Home/Back key to return to the Home screen and use other functions. If you need to return to the calling screen, flick the notifications bar down and touch **Current Call**.

- During a call, you can touch the **Dialpad** tab and flick up to open the **Dialpad**. If you don not do any dialling for a while, the screen will automatically lock to avoid you pressing buttons accidentally. To unlock the screen, just touch the icon on the screen twice.

How to make a conference call

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

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

1. While you are on a call, press the **MENU** key, and then touch **Add call**.

2. Enter the phone number of the person you want to join the conversation and press the Send key, or select someone using the **Call log**, **Contacts**, or **Favorites** tab. The first call is automatically put on hold.

3. Once you have connected to the person you have added, press the **MENU** key, and then touch **Merge calls** to begin the conference call.

4. To add more people, repeat steps 1, 2 and 3.

5. To drop someone from the call or to talk privately to one person, press the **MENU** key, and then touch **Manage conference call**.

6. To end the conference call and disconnect everyone, press the End key.

How to switch between current calls

If you accept a new call when you are already on a call, you can switch between the two callers.

1. While you are on multiple calls, press the **MENU** key, and then touch **Swap**.

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

   Tip: You can also touch the call icon named "on hold" on the screen to switch to the call.

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How to put a call on hold

1. While you are on a call, press the **MENU** key, and then touch **Hold**. When someone is on hold, you will see the Hold icon in the notifications bar.

2. Touch **Hold** again to carry on the conversation.

How to mute the microphone during a call

1. While you are on a call, press the **MENU** key, and then touch **Mute**. When microphone is off, you will see the Mute icon in the notifications bar.

2. Touch **Mute** again to turn the microphone on.

How to turn the speaker on or off

1. While you are on a call, press the **MENU** key, and then touch **Speaker**. When speaker is on, you will see the Speaker icon in the notifications bar.

2. Touch **Speaker** again to turn the microphone off.

How to switch between a Bluetooth headset and the mobile phone

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

1. While you are on a call, press the **MENU** key, and then touch **Bluetooth** to switch the call to the Bluetooth headset.

2. Touch **Bluetooth** again to switch the call to the mobile phone.

Managing the Contacts

A contact enables you to save and manage information such as phone numbers and addresses of your contacts. The **Contacts** application gives you easy access to the people you want to reach.

Opening and Viewing Contacts

Open the **Contacts** application, you can add, view, and communicate with your friends and acquaintances.

How to open your contacts

- Touch the Contacts button on the Home screen.
- Touch **Main Menu > Contacts**.
- Press the Send key, and then touch the **Contacts** tab.

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

Tip: If you have a new mobile phone and have not added any contacts yet, **Contacts** displays a message with hints on how to start adding contacts to your mobile phone.

Contacts list
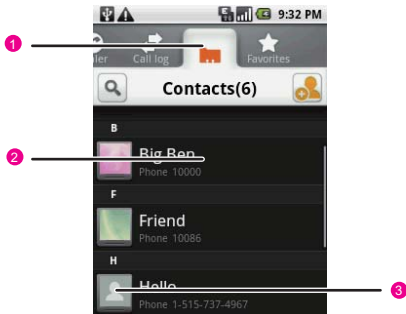
1	Touch or drag the icon to the white tab to view only your favorite contacts.
2	• Touch a contact to view its details. • Touch and hold a contact to open the options menu.
3	Touch an icon to open Quick Contact.

Operations in the contacts list

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

- Touch a contact to view its details.

- Touch and hold a contact to open the options menu.

- Press the **MENU** key to open the options panel.

How to open a list of your favorite contacts

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

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch the **Favorites** tab to display the favorites list.

How to view details about a contact

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch the contact whose details you want to view. Entries for communicating with the contact are followed by details.

Contacts details

1	Touch an icon to open Quick Contact. Please refer to "Quick Contact for Android" on page 50.
2	Touch a contact method to start communicating with the contact.

3	Touch an address to view it on **Google Maps**.
4	Touch an icon to call, send a message, chat, and so on.
5	Touch the **History** tab to view the communication history.
6	Touch to add the contact to your favorites.

Tip: Press the **Main Menu**, and then touch **Edit contact** to edit the contact's information.

How to hide contacts without phone numbers

You can hide contacts that do not have phone numbers.

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Press the **MENU** key, and then touch **Display options**.
3. Select the **Only contacts with phones** check box.

How to change what groups are displayed

You can configure which groups of contacts, for each account, you want to display in the contacts list.

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Press the **MENU** key, and then touch **Display options**.
3. Touch an account to open its list of groups.

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

4. Select or clear the groups check box whose contacts you want to view in contacts list.
5. Touch **Done**. A message appears while your changes are made. If your change affects a great many contacts, this can take a short while.

Adding and Deleting Contacts

You can add or delete contacts on your mobile phone and synchronize them with the contacts in your accounts that support synchronizing contacts.

How to add a new contact

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Press the **MENU** key, and then touch **Create contact**.

   Tip: In the contacts list, you can touch the New contact button to add a new contact.

3. If you have more than one account with contacts, touch the account to which you want to add the contact.
4. Enter the contact's name, and then edit it.
5. When you are finished, touch **Done** to save the contact.

How to delete a contact

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Touch and hold the contact which you want to delete, and then touch **Delete contact** in the options menu.

   Tip: In the contacts details screen. you can also press the **MENU** key, and then touch Delete contact to delete the contact.

3. Touch **OK** to confirm that you want to delete the contact.

Note: If the contact contains information from a read-only account, you cannot delete it.

How to delete contacts

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Press the **MENU** key, and then touch **More > Delete contacts** in the options panel.
3. Select contacts that you want to delete.

4. Touch **Delete** to confirm that you want to delete the contact.

How to add a contact to your favorites

Touch **Main Menu > Contacts** to display the contacts list, and then do the following:

- Touch and hold the contact you want to add to **Favorites**. Then touch **Add to favorites**.

- Access the favorites list, press the **MENU** key, and then touch **Add favorites** to select the contacts you want to add to **Favorites**.

- Touch a contact, and then touch the star to the right of the contact's name. The star turns gold.

How to remove a contact from your favorites

Touch **Main Menu > Contacts** to display the contacts list, and then do the following:

- Touch and hold the contact you want to delete from **Favorites**. Then touch **Remove from favorites**.

- Access the favorites list, press the **MENU** key, and then touch **Remove favorites** to select the contacts you want to remove from **Favorites**.

- Touch a contact, and then touch the star to the right of the contact's name. The star turns gray.

Editing Contact Details

You can change or add details about your contacts.

How to edit a contact

You can always make changes to the information you have stored for a contact.

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch and hold the contact whose details you want to edit, and then touch **Edit contact** in the options menu.

Tip: You can also press the **MENU** key, and then touch **Edit contact** while viewing a contact's details.

3. If you have more than one account with contacts, touch the account in which you want to edit the contact.

4. Enter the contact's name.

5. Touch a category of contact information, such as phone numbers and email addresses, to enter that kind of information about your contact.

6. Edit the contact information, and then touch **Done**. To cancel all changes you made to the contact information, touch **Revert**.

Contact editing screen
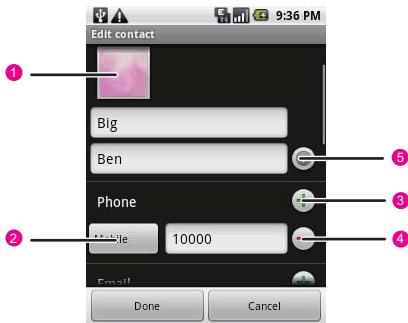
1	Touch the Picture Frame icon to select a picture to display next to the name in your lists of contacts and in other applications.
2	Touch to open a menu with preset labels, such as **Mobile** and **Work** for a phone number, or touch Custom in the menu to create your own label.
3	Touch to add more than one entry for that category.

4	Touch to remove the entry from that category.
5	Touch to open more preset information box.

Tip: Press the **Main Menu**, and then touch **Edit contact** to edit the contact's information.

How to change a contact's default phone number

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

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Touch the contact you want to change its default phone number.
3. Touch and hold the phone number, and then touch **Make default number** in the options menu. The default phone number is marked with a checkmark.

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

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Touch the contact you want to change its default phone number.
3. Press the **MENU** key, and then touch **Options**.
4. Select the **Incoming calls** check box. When this contact calls you, your phone doesn't ring and the caller is sent directly to your voicemail.

How to set a ringtone for a contact

1. Touch **Main Menu > Contacts** to display the contacts list.
2. Touch the contact you want to set a ringtone for.
3. Press the **MENU** key, and then touch **Options**.
4. Touch **Ringtone**.
5. Touch **Select from ringtone** or **Select from music** to select a ringtone. Or touch **Download ringtone** to download one. Then the ringtone plays a sample.

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6. Touch **OK** to confirm your select.

Importing, Exporting, and Sharing Contacts

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

How to import contacts from the SIM card

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

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Press the **MENU** key, and then touch **Manage contacts**.

3. Touch **Import from SIM card**. Wait for the SIM card contents to be loaded.

4. If you have more than one account on your mobile phone, touch the account into which you want to import the contacts.

5. Touch and hold a contact, and then touch **Import** in the options menu that opens. Or press the **MENU** key, and then touch **Import all**.

How to copy contacts to the SIM card

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Press the **MENU** key, and then touch **Manage contacts**.

3. Touch **Copy to SIM card**. Wait for the contacts list to be loaded.

4. Touch and hold a contact, and then touch **Export** in the options menu that opens. Or press the **MENU** key, and then touch **Export all**.

How to restore contacts from the microSD card

You can copy individual or group contacts in vCard format onto your microSD card and then import them into one of your accounts on the mobile phone.

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Press the **MENU** key, and then touch **Manage contacts**.

3. Touch **Restore from SD card**.

4. If you have more than one account on your mobile phone, touch the account into which you want to import the contacts.

5. If you have more than one vCard file on the microSD card, touch the option to import a single contact file, multiple contact files, or all of the contact files on the microSD card.

How to backup contacts to the microSD card

You can export all of the contacts on your phone to your microSD card, as a group vCard file. You can then copy this file to a computer or another device that can work with files in this format.

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Press the **MENU** key, and then touch **Manage contacts**.

3. Touch **Backup to SD card**.

4. Touch **OK. Contacts** creates a file with the .vcf extension on your microSD card.

How to share a contact

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

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch a contact which you want to share.

3. Press the **MENU** key, and then touch **Send contacts**.

4. Select the send method, the composing screen opens, with the contact attached as a vCard file.

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Searching Contacts

You can search for a contact by name.

How to search for a contact

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Press the **MENU** key, and then touch **Search**.

   Tip: In the contacts list, you can also touch the Search contact button to search a contact.

3. Enter the name of the contact you are searching for. As you type, contacts with matching names appear below the search box.

Communicating with Your Contacts

From the **Contacts** or **Favorites** tab, you can quickly call or send a text (SMS) or multimedia message (MMS) to a contact's default phone number. You can also open details to view a list of all the ways you can communicate with that contact. This section describes ways to initiate communication when viewing your list of contacts. The **Contacts** application shares your contacts with many other applications.

How to connect by using Quick Contact for Android

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

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

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

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

Quick Contact for Android

As you build up your list of contacts on your phone, you can use Quick Contact for Android in many applications to quickly start a chat, email,

or text message, to place a call, or to locate your contacts. Quick Contact for Android is a special icon that you can touch to open a bubble with options for quickly initiating a connection to that contact.

Contacts that you can access with Quick Contact are displayed differently in different applications, but usually with a picture frame.
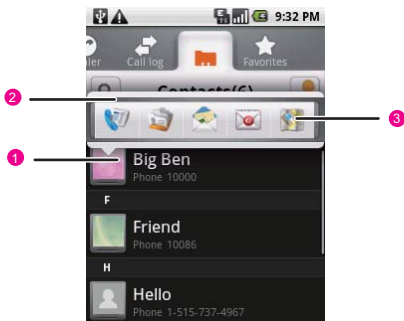
1	Quick Contact icon with a picture frame. Touch to open a bubble with icons for all the ways you can communicate with the contact.
2	A bubble with icons for all the ways you can communicate with the contact. If there are more icons than can fit in the bubble, drag them left and right to view them all.
3	Touch to open its application, where you can start communicating with your contact right away.

To add a shortcut for a contact to your Home screen

You can add a shortcut for a contact to your Home screen, which you can then touch to open Quick Contact for Android for that contact.

1. On the Home screen, open the applications on home screen panel.

2. Find **Key contact** and touch it.

3. Select a contact as your **Key contact** . A shortcut for the contact adds to your Home screen.

How to communicate with a contact

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch the contact that you want to communicate.

3. In the contact's details screen, you can just touch the Green icon to the right of the number to call or send messages.

Tip: Touch the **History** tab in the contact's details screen, and then touch a log. You can select the method to communicate.

How to call a contact's default number

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch and hold the contact that you want to call.

3. Touch **Call** in the options menu.

Joining and Separating Contacts Information

How to join contacts

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

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch the contact to which you want to add information.

3. Press the **MENU** key, and then touch **Edit contact**.

4. Press the **MENU** key, and then touch **Join**.

5. Select the contact you want to join with. The information from the second contact is added to the first contact, and the second contact is no longer displayed in the contacts list.

How to separate contacts information

Each contact on your mobile phone may contain information from a variety of sources—you may have entered it, **Contacts** may have joined information automatically when you added an account, you may have joined contacts, and so on.

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

1. Touch **Main Menu > Contacts** to display the contacts list.

2. Touch the contact to which you want to separate information.

3. Press the **MENU** key, and then touch **Edit contact**.

4. Press the **MENU** key, and then touch **Separate**. The contact information is separated into individual contacts in the list of contacts.

Getting down and QWERTY

Using the Onscreen Keyboard

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

- Press the **MENU** key to show the keyboard.
- Touch the space where you write text to show the keyboard.
- Touch and hold the space where you usually write your text to open the options menu.
- Press the Back key to hide the keyboard.

How to switch the input method

1. On the text screen, touch and hold the space where you usually write your text until the **Edit text** menu is displayed.
2. Touch **Input Method**.
3. Choose the input method and the keyboard panel will automatically appear.

How to switch the keyboard layout

You can switch the keyboard layout only when **TouchPal** is selected.

You have got three keyboard layouts to choose from: **Full QWERTY** (like you had have on a computer), **12-key Phonepad**, and **CooTek T+**.

To switch the keyboard layout, touch and hold one side of the keyboard panel, and then flick the panel to the edge of the screen. To enable the function, please refer to
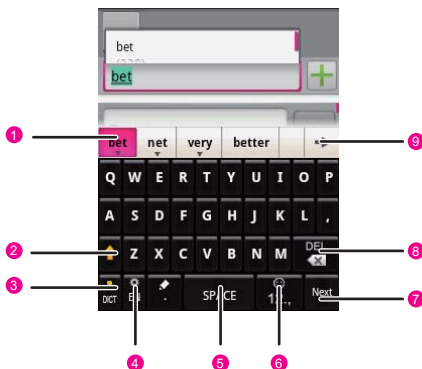
1	12–key Phonepad.
2	CooTek T+.
3	Full QWERTY.

Note: When you switch the keyboard layout, you need to touch and hold anywhere on the panel and then flick the panel to the edge of the screen. Otherwise, the keyboard layout cannot be switched.

TouchPal keyboard panel

1	Displays the word candidate list. Touch a word to insert it into your text. If Word suggestions is enabled, the suggested word is highlighted. To enable the function, please refer to "Customizing the Inputting Settings" on page 60.
2	Change from upper case to lower case.
3	Change from the intelligent mode to the normal mode.
4	Set the language of your mobile phone. You can select a language that your mobile phone supports by touching **Main Menu > Settings > Language & keyboard > TouchPal > Select languages**.
5	Touch to insert a space.
6	Switch to the numbers and symbols keyboard panel.