

LG-C310 User Guide — English

This guide will help you understand your new mobile phone. It will provide you with useful explanations of features on your phone.

Some of the content of this manual may differ from your phone depending on the software of the phone or your service provider.



Disposal of your old appliance

- 1 When this crossed-out wheeled bin symbol is attached to a product it means the product is covered by the European Directive 2002/96/EC.
- 2 All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
- 3 The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
- 4 For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

This device is not intended for sale in the USA.

Part 15.21 statement

" Change or Modifications that are not expressly approved by the manufacturer could void the user's authority to operate the equipment. "

Part 15.105 statement

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 or television reception, which can be determined by turning the equipment off and on, 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/TV technician for help.

Part 15 Class B Compliance

This device and its accessories comply with part15 of FCC rules.

Operation is subject to the following two conditions:

- (1) This device & its accessories may not cause harmful interference.
- (2) This device & its accessories must accept any interference received,
including interference that may cause undesired operation.

Body-worn Operation

This device has been tested for typical body-worn operations
with the distance of 0.79inches (2.0cm) from the user's body.

To comply with FCC RF exposure requirements, a minimum separation distance
of 0.79inches(2.0cm) must be maintained from the user's body.

Additionally, Belt clips, holsters & other body-worn accessories may not contain
metallic components.

Getting to Know Your Phone

Earpiece

Send key

- Dials a phone number and answers a call.
- **In standby mode:** Shows the history of calls.

Alpha numeric keys

- **In standby mode:** Input numbers to dial **Hold down**



- International calls



- Connect voice mail centre



2 to 9 - Speed dials



- Hold the key down to go Silent mode

- **In editing mode:** Enter numbers & characters

Soft keys (Left soft key / Right soft key)

- These keys perform the function indicated in the bottom of the display.

Main LCD

End key

- Switch on/off (hold down)
- End or reject a call.

Confirm key / OK key

- Selects menu options and confirms actions.

Navigation key

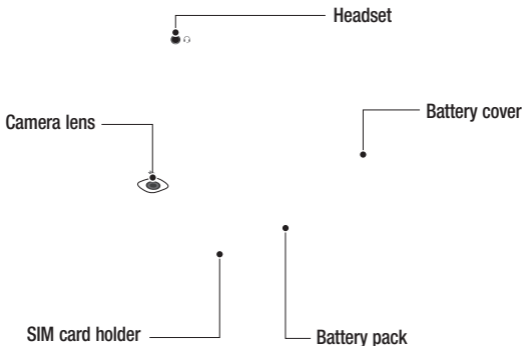
- **In standby mode**
- **In menu:** Scroll up & down.

Charger/USB cable connector

TIP: Please ensure the phone is powered on, external memory card is inserted and in idle mode before connecting the USB cable for Mass Storage.

Side keys


- In standby mode: Controls the ring volume.
- During a call: Earpiece volume adjustment
- During playing MP3 music: Audio volume adjustment



Installing the SIM and battery


1 Remove the battery cover

Press the battery cover release latch.

 **WARNING:** Do not replace or remove the SIM card while your phone is being used or turned on, or data may be lost or the SIM card might be damaged.

2 Remove the battery

Lever the bottom edge of the battery and remove it carefully from the battery compartment.

 **WARNING:** Do not remove the battery when the phone is switched on, as this may damage the phone.

3 Install the SIM card

Slide the SIM card into the SIM card holder. Make sure that the gold contact area on the card is facing downwards. To remove the SIM card, pull it gently in the reverse direction.

4 Install the battery

Insert the top of the battery first into the top edge of the battery compartment. Ensure that the battery contacts align with the terminals on the phone. Press down the bottom of the battery until it clips into place.

5 Replace the battery cover

6 Charging your phone

Pull open the cover of the charger socket on the top of your LG-C310. Insert the charger and plug into a mains electricity socket. Your LG-C310 will need to be charged until a message reading "Battery full" appears on screen.



Memory card

Installing a memory card

You can expand the memory available on your phone using a memory card.

Note: A memory card is an optional accessory.

Slide the memory card into the slot until it clicks into place. Make sure that the gold contact area is facing downwards.

Removing a memory card

Carefully remove the memory card by gently pushing it in to the phone and quickly releasing it.

Formatting the memory card

Your memory card may already be formatted. If your memory card isn't formatted, you will need to format it before you can begin using it.

- 1 From the home screen press **Menu** then select **Settings**.
- 2 Choose **Device** and **Memory info.** and select **External memory**.
- 3 Press **Format** and enter the password, which is set to 0000 as default. Your memory card will be formatted and ready to use.
- 4 To view the new formatted folders on your LG-C310 press **Menu** and select **My stuff**. Choose **My memory card**.












WARNING: When you format your memory card, all the content will be wiped. If you do not want to lose the data on your memory card, back it up first.





Your home screen

The status bar

The status bar uses various icons to indicate things like signal strength, new messages and battery life, as well as telling you whether your Bluetooth connection is active.




The table below explains the meaning of icons you're likely to see in the status bar.

Icon	Description
	Network signal strength (number of bars will vary)
	No network signal
	GPRS available
	EDGE available
	Flight mode is activated
	Calls are diverted
	Roaming service
	Bluetooth® is activated
	WAP service is connected

Icon	Description
	Multitasking available
	An alarm is set
	Schedule
	New message
	New voice message
	New Email
	Normal profile in use
	Silent profile in use
	Outdoor profile in use
	Headset profile in use
	Remaining battery life
	Battery empty
	External memory
	FM radio
	MP3 music playing

Calling


Making a call

- 1 Make sure your phone is on.
- 2 You can use the keypad. To delete a digit press  or the back arrow.
- 3 Press  to begin the call.
- 4 To end the call, press .

TIP! To enter + when making an international call, press and hold 0.

Making a call from your Contacts

It's easy to call anyone whose number you have stored in your **Phonebook**.

- 1 Press **Menu** to open the main menu. Select **Phonebook**.
- 2 Using the keypad, enter the first letter of the contact you want to call and scroll to the **Phonebook**.
- 3 Press  to begin the call.

Answering and rejecting a call

When your phone rings, press **Accept** or press  to answer the call.

While your phone is ringing you can press **Silent** to mute the ringing. This is useful if you have forgotten to change your profile to silent for a meeting.


Press  or select **Reject** in order to reject an incoming call.

Note: In call when speaker is activated, the speaker icon is displayed with red colour cross, when the speaker is deactivated speaker icon is displayed without red colour cross.

Speed dialling

You can assign a speed dial number to a contact you call frequently.

- 1 Press **Menu** to open the main menu. Select **Phonebook**, then select **Option** and **Speed dials**.
- 2 Your voicemail is preset to speed dial 1 and you cannot change this. Select any other number either by using the navigation keys and selecting **Set** or by pressing the hard key number.
- 3 Your **Phonebook** will open. Select the contact you'd like to assign to that number using the navigation keys then Press **Select**.

To call a speed dial number, press and hold the assigned number until the contact appears on screen. The call will begin automatically and there is no need to press .

Viewing your Call logs

Press **Menu** and select **Logs**.

All logs - View a complete list of all your dialled, received and missed calls.

Calls Only - View a list of all the numbers you have called or received calls.

Messages Only - View a list of all the numbers you have sent or received messages.

Missed logs - View a list of any calls you have missed.

Outgoing logs - View a list of all the numbers you have called.

Incoming logs - View a list of all the numbers that have called you.

TIP! From any call log select **Options** and then **Delete** to delete selected items.

Using call divert

- 1 Press **Menu** and select **Settings** and **Call**.
- 2 Select **Call divert**.

- 3 Choose whether to divert all calls, when the line is busy, when there is no answer and when you are out of reach.
- 4 Choose **Activate** and select whether to divert to voice mail, or to other number.
- 5 Enter your divert number or select **Search** to browse for your divert number.

Note: Charges are incurred for diverting calls. Please contact your network provider for details.

TIP! To turn off all call diverts, choose Call divert from calling menu then select Options then select Deactivate all.

Using call barring

- 1 Press **Menu** and select **Settings** and **Call**.
- 2 Select **Call barring**.
- 3 Choose any or all of the options:
All outgoing calls
Outgoing international
Outgoing international calls except home country
Incoming calls
Incoming when abroad

Calling

- 4 Enter the call barring password. Please check with your network operator for this service.

TIP! Select **Fixed dial numbers** from the **calling menu** to turn on and compile a list of numbers which can be called from your phone. You'll need your PIN2 code from your operator. When activated, only numbers included in the fixed dial list can be called from your phone.

Changing the call settings

- 1 Press **Menu** and select **Settings** and **Call**.
- 2 From here you can amend the settings for:
 - Call divert** - Choose whether to divert your calls.
 - Call barring** - Select which calls you would like to be barred.
 - Call waiting** - Be alerted when you have a call waiting.
 - Fixed dial numbers** - Choose a list of numbers that can be called from your phone.
 - Excuse message**

Call reject settings - Select **Off** or **On** and choose to reject all calls, those from specific groups, contacts, unregistered numbers (those not in your list of contacts) or those with no caller ID.

Send my number - Choose whether your number will be displayed when you call someone. (Depends on your network provider.)

Auto redial - Allows you to set the auto redial function when a call attempt has failed.

Minute minder - Determines whether to sound a tone every 1 minute when you are in the call.

Bluetooth answer mode - Choose how to answer a call when using a Bluetooth headset. Select **Hands-free** or **Handset**.

Save new number - Selecting this option will save numbers that are not already in your contacts upon ending the call.

Call costs - View the charges applied to your last call or all calls. This service is network dependent, some operators are unable to support this.

Camera

Taking a quick photo

- 1 Press **Menu** and select **Camera** and **Camera**.
- 2 When the camera has focused on your subject, select the Capture icon on the bottom-center of the screen and press **OK** to take a photo.

After taking a photo

Your captured photo will appear on the screen. The image name is shown on the bottom top of the screen with five icons on the bottom side.

Album - View the pictures and videos you have taken in your Album.

Send - Send the photo as **MMS**, as an **Email** or via **Bluetooth**.

New - Take another photo straight away.

Set as - Use the image as Wallpaper, as a **Contact** image, or in your Start up image or Shut down image.

Delete - Delete the photo you have just taken. The viewfinder will reappear.

Video Camera

Shooting a quick video

- 1 Press **Menu** and select **Camera** and choose **Video Camera**. The video camera's viewfinder will appear on screen.
- 2 Focus the camera on what to record.
- 3 Select the Rec. icon on the bottom-center of the screen and press **OK** to take a video. Rec will appear at the bottom of the viewfinder. Press **OK** again to stop recording.

After you've shot your video

A still image representing your captured video will appear on screen.

After recording a video clip, you can check the menu as follow:

Album - View the pictures and videos you have taken in your Album.

Play - Play the file.

New - Press to shoot another video straight away.

Send - Send the video as **Message**, as an **Email** or via **Bluetooth**.

Delete - Delete the video you have just made. The viewfinder will reappear.

Music

MP3 Player

Your LG-C310 has a built-in music player so you can play all your favourite music.

Note:

- Before using music player, you will need to transfer music file onto your phone.
- Music player supports codec types as follows: MP3, WMA, AAC. Music player does not necessarily support all features and variations of file formats.

To access the music player, press **Menu** and select **Music** and select **MP3 player**. From here you can access to:

Recently played - View all of the songs you have played recently.

All songs - Contains all of the songs you have on your phone.

My Playlists - Contains all playlists you have created.

Artists - Allows you to view all tracks sorted by artist.

Albums - Allows you to view all tracks sorted by album.

Genres - Allows you to view all tracks sorted by genre.

Shuffle all songs - Allows you to play all of the songs in random order.



Transferring music onto your phone

The easiest way to transfer music onto your phone is via Bluetooth or sync cable.

To transfer music using Bluetooth:

- 1 Make sure both devices have Bluetooth switched on and are visible to one another.
- 2 Select the music file on the other device and choose to send it via Bluetooth.
- 3 When the file is sent you should to accept it on your phone by selecting **Yes**.
- 4 The file should appear in **All songs**.

Playing a song

- 1 Press **Menu** and select **Music**, then choose **MP3 player**.
- 2 Choose **All songs** then select the song you want to play. Select .
- 3 Select  to pause the song.
- 4 Select  to skip to the next song.

Music

- 5 Select **⏮** to skip to the previous song.
- 6 Select **Back** to stop the music and return to the **All songs** menu.

TIP! To change the volume while listening to music, use the volume keys on the left hand side of your phone.

Note: The copyright of music files can be protected in international treaties and national copyright laws. Therefore, it may be necessary to obtain a permission or a license to reproduce or copy music. In some countries national law prohibits private copying of copyrighted material. Before downloading or copying the file, please check the national legislation of the applicable country concerning the use of such material.

Using options while playing music

Select **Options** and choose from:
Minimize - Hide the music player screen so that you can continue using your phone as normal while music is playing.

Repeat - You can listen the music repeated.

Shuffle - Play your tracks in a random order.

Equalizer - You can view **Equalizer** on the screen.

Visualization - Select a visual effect.

File info. - You can view information about the music file you are listening to.

Add to playlist - Adds the current track to a playlist.

Send - Send the song as a **Message, Email** or via **Bluetooth**.

Set as - Use the song as **Ringtone, Message tone, Start-up** or **Shut down**.

E-Mail

Setting up your email

You can stay on the move using email on your LG-C310. It's quick and simple to set up a e-mail or Other email accounts.

- 1 Press **Menu**, choose **Settings**.
- 2 Select **E-mail** and choose **accounts**.
- 3 Select **Add** and follow the pop up instruction and enter the information required.

Sending an email using your new account

To send/receive an email, you should set up an email account (see above).

- 1 Press **Menu**, select **E-Mail** and choose the account you want to use.
- 2 Choose **Write e-mail** and a new email window will open.
- 3 Write a subject line then press **OK**.
- 4 Enter your message using the keypad.

Retrieving your email

- 1 Press **Menu** and select **E-mail**.
- 2 Select the account you want to use.
- 3 Select **Inbox**.

- 4 Choose **Refresh** and the phone will connect to your email account and retrieve your new messages.

Message folders

Press **Menu** and select **Messaging**. The folder structure used on your LG-C310 should be self-explanatory.

Write e-mail - Create your new message.

Inbox - All the e-mails you receive are placed into your **Inbox**. From here you can reply, forward and more.

Drafts - If you don't have time to finish writing a e-mail, you can save what you have written so far in here.

Sent - Copies of all the e-mail you send are kept into your Sent folder.

Outbox - This is a temporary storage folder while e-mail are being sent or stores the messages that are failed to sent.

Trash - All the e-mail you remove are placed into your **Trash**.

E-Mail

Changing your email settings

1 Press **Menu**, choose **Settings**.

2 Select **Settings** then you can adapt the following settings:

Email accounts - You can set up an email account.

Allow reply e-mail - Choose to allow the sending of 'read confirmation' messages.

Request reply e-mail - Choose whether to request read confirmation messages.

Retrieve interval - Choose how often your LG-C310 checks for new email messages.

Include original message - Choose whether or not to include the original message.

Include attachment - Choose whether or not to include the original attachment.

Auto retrieval in roaming - Choose whether or not to automatically retrieve your messages when abroad.

New e-mail notification - Choose whether or not to be alerted to new emails.

Signature - Create an email signature and switch this feature on.

Priority - Choose the priority level of your email messages.

Maximum receive size - Choose the size of emails to be retrieved at any one time.

Mail sending size - Choose the size of emails to be sent at any one time.

FM Radio

Using the FM radio

Your LG-C310 has an **FM radio** feature so you can tune into your favorite stations and listen on the move.

Listening to the radio

- 1 Press **Menu**, select **Music** and choose **FM radio**.
- 2 Select the channel number of the station you would like to listen to.

Searching for stations

You can tune your phone to radio stations by searching for them either manually or automatically. They will then be saved to specific channel numbers, so you don't have to keep re-tuning

To auto tune:

- 1 Press **Menu** and select **Music**.
- 2 Select **FM radio** choose **Options**.
- 3 Select **Auto-scan**. A confirmation message appears. Select **Yes**, then the stations will be automatically found and allocated to a channel in your phone.

Note: If you are in an area with bad radio reception, you may have difficulty listening to the radio.

You will need to insert your headphones in order to listen to the radio. Insert them into the headphone socket.

Note: You can also manually tune into a station by using **■** and **■** displayed in the centre of the screen. If you press **■** and **■** hold and , the stations will be automatically found.

Web

Accessing the web

You can launch the WAP browser and access the homepage of the activated profile on web settings. You can also manually enter a URL address and access the associated WAP page.

- 1 Press **Menu** and select **Web**.
- 2 To go straight to the browser home page, select **Web**. Alternately, select **Enter address** and type in the URL, followed by **Connect**.

NOTE: You will incur extra cost by connecting to these services and downloading content. Check data charges with your network provider.

Messaging

Messaging

Your LG-C310 includes functions related to SMS (Short Message Service), MMS (Multimedia Message Service) as well as the network's service messages. To use these functions, press **Menu** and select **Messaging**.

Sending a message

- 1 Press **Menu**, select **Messaging** and choose **Write message**.
- 2 A new message editor will open. Message editor combines **SMS** and **MMS** in one intuitive mode that is easy to switch between. The default setting of the message editor is **SMS** mode.
- 3 Enter your message using the keypad. See **Entering text** on the right for more information on how to enter text.
- 4 Select **Options** and choose **Insert** to add an **Image, Video, Sound, Template, Symbols, Emoticon, Name & Number, New slide, Subject** or **More (Business card/Schedule/Memo/Task/My business card)**.
- 5 Choose **Send to**.

- 6 Choose a contact from the list of contacts or enter the phone number.
- 7 Select **Send**.



WARNING: Image, Sound, Video, New slide, Subject, Business card, Schedule or My business card is added to the message editor, it will be automatically converted to MMS mode and you will be charged accordingly.

Entering text

You can enter alphanumeric characters using the phone's keypad. For example, storing names in contacts, writing a message and creating scheduling events in the calendar all require entering text. The following text input methods are available in the phone: Abc mode, and 123 mode.

Note: Some fields may allow only one input mode (e.g. telephone number in contact fields).

Messaging

Text input mode using the keypad

When you want to enter text, for example when writing a message, the keypad will default to **Abc** mode. If you are entering a number, for example when making a call, the keypad number keys will default to numbers.

Message folders

Press **Menu** and select **Messaging**.

The folder structure used on your LG-C310 should be self-explanatory.

Write message - Create your new message.

Inbox - All the messages you receive are placed into your **Inbox**. From here you can reply, forward and more.

Conversation view - You can view the messages by each numbers.

Drafts - If you don't have time to finish writing a message, you can save what you have written so far in here.

Outbox - This is a temporary storage folder used while messages are being sent.

Sent - Copies of all the messages you send are kept into your **Sent** folder.

My folders - You can move messages of **Inbox** or **Sent** into **My folders**. Also you can move those messages of **My folders** into the original message box.

Templates - A list of pre written useful messages, useful for a quick reply.

Managing your messages

- 1 Press **Menu**, select **Messaging** and choose **Inbox**.
- 2 Select **Options** and then choose to:

Reply - Send a reply to the selected message.

Forward - Send the selected message on to another person.

Write message - Write a new message or email regardless who sent you message.

Call - Call the person who sent you the message.

Save number - Save the number of the message.

Delete - Delete the selected message.

Copy&Move - Choose to copy or move the selected message to the SIM card or phone and specially move selected message to **My folders**.

Selection mode - Mark a message or all.

Search - you can find messages by **Keyword** or **Sender**.

Filter - Displays messages by desired message types.

Delete all - Delete all messages.

Message info - You can check the message info of its type, subject, where it is from and its date.

If you see the message **No space for SIM message**, you should delete some messages from your inbox to create space.

If you see the message **No space for messages**, you can delete either messages or saved files to create more space.

TIP! When you receive the message, you can reply quickly by using **Quick reply** function. While you see the message, press **Options** and select **Template reply**. This is useful if you need to reply the message during a meeting.

TIP! While you see the message, press **Options** and select **Extract**. You can extract the information such as a number, email address or web address from the selected message.

Changing your text message settings

Press **Menu**, select **Messaging**, then choose **Settings** and **Text message**. You can make changes to:

Text message centre - Enter the details for your message centre.

Delivery report - Choose to receive confirmation that your message have been delivered.

Validity period - Choose how long your messages are stored at the message centre.

Message types - Convert your text into **Voice**, **Fax**, **X.400** or **Email**.

Character encoding - Choose how your characters are encoded. This affects the size of your message and therefore data costs.

Send long text as - Choose whether to send your message as Multiple SMS or MMS when you enter a text longer than 2 pages in the message field.

Messaging

Changing your multimedia message settings

Press **Menu**, select **Messaging**, then choose **Settings** and **Multimedia message**. You can make changes to:

Retrieval mode - Choose to automatically or manually download multimedia messages depending on whether you are at home or roaming.

Delivery report - Choose to request or allow a delivery report.

Read reply - Choose to request or allow a read reply.

Priority - Choose the priority level of your multimedia message.

Validity period - Choose how long your message is stored at the message centre.

Slide duration - Choose how long your slides appear on screen.

Creation mode - Allows you to select the contents type supported by MMS.

Delivery time - Configures the delivery time of message to the recipient. The multimedia message centre will deliver the message after the delivery time.

Multi msg centre - Allows you to configure network information such as the multimedia service centre and the internet profile to send a multimedia message.

Changing your other settings

Press **Menu**, select **Messaging**, and choose **Settings** then:

Text message - You can configure text message related options.

Multimedia message - You can configure multimedia message related options.

Voicemail - Add a new voicemail service. Contact your network operator for more information on the service they provide.

Service message - Choose to receive or block service messages. You can also set your message security by creating trusted and untrusted lists of senders.

Save sent message - You can select to save message you sent.

Message counter - You can check amount of messages you sent during period you want to know.

Info. service - Choose the reception status, channels and language of your info messages.

My stuff

You can store any multimedia files on your phone's memory in **My stuff** so that you have easy access to all of your pictures, sounds, videos and games. You can also save your files to a memory card. The advantage of using a memory card is that you can free up space on your phone's memory.

Images

The **Images folder** contains a folder of default images on your phone, images downloaded by you, and images taken on your phone's camera.

Sounds

The **Sounds folder** contains default sounds, your voice recordings, radio recordings and sound files downloaded by you. From here you can manage and send sounds, or set them as ringtones.

Videos

The **Videos folder** shows the list of downloaded videos and videos you have recorded on your phone.

Games

Your LG-C310 comes with preloaded games to keep you amused in your spare time. If you choose to download any additional games they will be saved in this folder.

Applications

If you choose to download any applications they will be saved in this folder.

Others

In the **Others folder**, you can view files that are not saved in the **Images**, **Sounds** or **Videos folders**.

Phonebook

Searching for a contact

- 1 Press **Menu** and select **Phonebook**.
- 2 Using the keypad enter the first letter of the name of the contact you want to call.
- 3 To scroll through the contacts and their different numbers use the navigation keys.

Or, using the slightly quicker method...

- 1 Enter the number you wish to search on the home screen and select **Options**.
- 2 Choose **Search contacts** in option menu.

Adding a new contact

- 1 Press **Menu** and select **Phonebook**.
- 2 Press **Option** and select **New contact**.
- 3 Choose whether to store your new contact on your **Handset** or **SIM** card.
- 4 Enter the information you want in the fields provided and select **Done**.

Or to use a slightly quicker method...

- 1 Enter the number you wish to store and press **Options**.
- 2 Choose **Save number**, and choose either **New contact** or **Update contact**.
- 3 Enter the relevant information and select **Done**.

Contact options

There are many things you can do when viewing a contact. Here's how to access and use the options menu.

- 1 Press **Menu** and select **Phonebook**.
- 2 Select **Options** to open the list of options. From here you can:
 - Message** - Send a message to the contact.
 - Send contact** - Send the contact's details to another person as a business card. Choose to send as a **Text message**, **MMS**, **E-mail** or via **Bluetooth**.
 - Call** - Directly make voice call to a contact you choose.
 - New contact** - Add a new contact.

Edit - Change any of the contact's details.

Selection Mode - Choose whether to mark a contact or unmark.

Search by - Search a contact by **Number** or **Group**.

Storage location - Choose to move or copy to the phone or SIM card (depending on where you originally saved the contact).

Delete - Delete the contact. Select **Yes** only if you are sure.

Speed dials - You can assign a frequently-called contact to a speed dial number.

Creating a group

- 1 Press **Menu** and select **Phonebook**.
- 2 Select **Groups** and choose **Options**.
- 3 Select **New group**.
- 4 Enter a name for your new group.
- 5 Press **Done**.

Note: If you delete a group, the contacts which were assigned to that group will not be lost. They will remain in your contacts.

TIP! You can edit an existing group by highlighting it and selecting **Options**. Choose to **Add member** to the group from your contacts, select **Edit group** or **Delete** the group.

Changing your contact settings

- 1 Press **Menu** and select **Phonebook**.
- 2 Select **Option** and choose **Settings**. From here you can adjust the following settings:
 - Display name** - You can select to show the **First name first** or **Last name first** or **Last name, First name**.
 - Main store and view** - Choose whether to store contacts **SIM** or **Handset**. And also choose whether to view contacts saved to **both handset & USIM**, **Handset only** or **USIM only**.

Phonebook

Copy all - Copy your all contacts from your SIM card to your handset or from your handset to your SIM card.

Move all - This works in the same way as **Copy all**, but the contact will only be saved to the location you've moved it to. If you move a contact from the SIM card to the handset it will be deleted from the SIM card memory.

Export contacts - You can save all the phonebook data in the handset to an external memory card by the form of vcard.

Import contacts - You can restore all the phonebook data in an external memory card to the phone memory by the form of vcard.

Send all contacts via Bluetooth - Send all contacts information to another handset by Bluetooth.

More

Setting your alarm

- 1 Press **Menu** and select **More**, then choose **Alarm clock**.
- 2 Press **Options** and select **New alarm**.
- 3 Scroll down and enter the time you would like the alarm to sound at.
- 4 Choose the repeat type to indicate whether you would like your alarm to sound **Not repeated, Daily, Mon - Fri, Mon - Sat, Select days**.
- 5 Scroll down and choose whether you would like the alarm to **Always sound, Always vibrate, Always sound and vibrate** or **As in profile**.
- 6 Scroll down to choose the alarm tone. Press **OK** and choose a sound from the My stuff.
- 7 Scroll down and enter a name for the alarm or keep the suggested name.
- 8 Finally you can set the snooze interval at 5, 10, 20, 30 minutes, 1 hour or off.
- 9 Select **Done**.

Adding an event to your calendar

- 1 Press **Menu** and select **More** and select **Organiser**, then choose **Calendar**.
- 2 Select the date you would like to add an event to. You can choose a date either by scrolling to it using the navigation keys or by selecting **Options** and **Go to date** in order to enter a date.
- 3 Select **Options** then select **New schedule** and scroll down to enter the time you would like your event to begin. Scroll down and enter the end time of your event.
- 4 Enter a **Subject** for the event. Use the keypad to type letters and numbers.
- 5 Scroll down again and choose whether you would like to set an **Alarm** for the event. Scroll left or right to see the available options. You can set the alarm to go off at the starting time of the event or at a set period of time before the event starts to remind you the event is coming up.

More

- 6 Scroll down once more to select whether the event is occurring **Not repeat** or repeated at **Daily**, **Weekly**, **Monthly** or **Annually** intervals. If the event is repeated, you can also scroll down to enter an **Expiration date** for when the events will stop completely.
- 7 Select **Done** and your event will be saved in the calendar. A square cursor will mark the days of any saved events.

Adding an item to your task list

- 1 Press **Menu** and select **More** and choose **Organiser**.
- 2 Select **Tasks** and select **New task**.
- 3 Set the date for the to do item, add notes and choose alarm and select a priority level: **High**, **Normal** or **Low**.
- 4 Save your to do list item by selecting **Done**.

TIP! You can edit an item by selecting it, pressing **Options** and **Edit**. Confirm your amends by selecting **Done**.

Adding a memo

- 1 Press **Menu** and select **More** and select **Organiser**, then **Memo**.
- 2 Select **New memo** and type your memo.
- 3 Select **Save**.
- 4 Your memo will appear on the screen.

TIP! You can lock the memo. Press **Option** and select **Lock** for the private memo to protect privacy.

Date finder

Date finder is a handy tool to help you calculate what the date will be once a certain number of days have passed.

Voice recorder

Using the Voice recorder

Use your **Voice recorder** to record voice memos or other sounds.

Recording your voice memo

- 1 Press **Menu** and select **More**, then choose **Voice recorder**.
- 2 Press **OK** to begin recording.

- 3 Choose **Stop** to end the recording.
- 4 Press **Options** and select **Play** to listen to the recording.

Note: You can listen to all of the voice recordings you have saved by selecting **Options** and **Go to Voice recordings**.

Sending a voice recording

- 1 Once you have finished recording, select **Options**.
- 2 Select **Send** and choose from **MMS**, **E-mail** or **Bluetooth**. If you choose **MMS** or **E-mail**, the recording will be added to the message and you can write and send it as normal. If you choose **Bluetooth**, you will be prompted to turn Bluetooth on.

Using your calculator

- 1 Press **Menu** and select **More**, then choose **Calculator**.
- 2 Press the numeric keys to input numbers.
- 3 For simple calculations, select the function you require (+, -, ×, ÷) using the navigation keys followed by =.

- 4 For more complex calculations, select **Options** to choose a command.
- 5 Select **☐** to clear the screen and start a new calculation.

Using the stopwatch

- 1 Press **Menu** and select **More**, then choose **Stopwatch**.
- 2 Select **Start** to begin the timer.
- 3 Choose **Lap** if want to record a lap time. Up to 99 lap times can be saved.
- 4 Select **Stop** to end the timer.
- 5 Choose **Resume** to restart the stopwatch at the time you stopped it at or select **Reset** to return to zero.

Converting a unit

- 1 Press **Menu** and select **More**, then choose **Unit converter**.
- 2 Choose whether you would like to convert **Currency**, **Area**, **Length**, **Weight**, **Temperature**, **Volume** or **Velocity**.
- 3 Scroll left and right to select a unit, then scroll down and enter the unit quantity.

More

- 4 Scroll down to the unit conversion box and choose the unit measurement you want to convert into. The conversion will show automatically in the line below.

Note: For **Currency** convert, you need to set **Rate** according to current exchange rate first.

Adding a city to your World clock

- 1 Press **Menu** and select **More**, then choose **World clock**.
- 2 To find out the time of specific city, press **Options** and select **New city**.
- 3 Move a city by navigator key and select a city on the Map. Select **Options** and choose **View city list**, then also you can select the list or enter the first letter of the city.
- 4 Press **Select**.

Settings

Changing your profiles

- 1 Press **Menu** and select **Settings**.
- 2 Select **Profiles** and then choose the profile you want to edit.
- 3 Select **Options** and choose **Personalise**.
- 4 You can change all of the tones, its volumes and alert options from here.

Using flight mode

To turn on flight mode, press **Menu** and then select **Settings** and **Profiles**. Select **Flight mode** to activate. Flight mode will not allow you to make calls, connect to the internet or send message.

Changing your Device settings

- 1 Press **Menu** and select **Settings**.
- 2 Select **Device** settings and choose from the list below.
 - Power save** - Choose to switch the factory set power saving settings On or Off.
 - Languages** - Change the language of for your LG-C310's display.
 - Auto key lock** - Choose a duration for locking the key automatically.

Primary storage settings - If you insert an external memory card in your phone, you can also select Primary storage settings then choose the default location you prefer items to be saved to.

Device info - View the technical information for your LG-C310.

Changing the date & time

- 1 Press **Menu** and select **Settings**.
- 2 Select **Device** and choose **Date and Time** and choose from the list below:
 - Date and time settings** - Select On Auto update, and the phone will automatically update the date and time.
 - Date format** - You can enter the current date. You can set the date format (DD/MM/YYYY, MM/DD/YYYY, YYYY/MM.DD).
 - Date separator** - You can enter the current date. You can set the date separator (DD/MM/YYYY, DD.MM.YYYY, DD-MM-YYYY).
 - Time format** - You can set the date format **12 hours** or **24 hours**.

Settings

Changing your security settings

Change your security settings to keep your LG-C310 and the important information it holds protected.

- 1 Press **Menu** and select **Settings** and choose **Device**.
- 2 Select **Security** and choose from the list below:

PIN code request - Choose a PIN code to be requested when you turn your phone on.

Device lock - Choose a security code to lock your phone **Never, At device start up, When SIM card is changed** or **Immediately**.

Application lock - You can lock the contents you want to hide. (Phonebook, Messaging, E-mail, etc.)

Change codes - Change your PIN code (This menu item will appear if PIN code request is set to On), PIN2 code, Security code.

Note: Security code

The security code protects the unauthorized use of your phone. The default security code is set to '0000' and the security code is required to delete all phone entries and to activate the **Reset settings** menu. Also, the security code is required to enable or disable the phone lock function to prevent unauthorized use of the phone. The security code default setting can be modified from the **Security > Change codes**.

Viewing memory status

Your LG-C310 has three memories available: the phone, the SIM card and an external memory card (you may need to purchase the memory card separately).

You can use the memory manager to determine how each memory is used and see how much space is available.

Press **Menu** and select **Settings**, select **Device** and choose **Memory info**. You will then see the current status of the memories in your LG-C310.

Resetting your phone

Use **Reset Device** in **Device of Settings** menu to reset all the settings to the factory definitions. You need the security code to activate this function.

Changing your display settings

- 1 Press **Menu** and select **Settings**.
- 2 Select **Screen** and choose from:

Screen theme - Choose the theme of your home screen or start-up/shut down screen.

Menu style - Change the menu view from **List style** or **Grid style**.

Dialling - Adjust the font style and size for when you are dialling a phone number.

Font - Adjust the font size.

Backlight - Choose how long the backlight remains on. Also, use the navigation keys to adjust the main screen brightness.

TIP! The longer the backlight is on for, the more battery power is used and you may need to charge your phone more often.

Handset theme - Quickly change the whole look of your screen.

Greeting message - After selecting **On**, you can write a welcome message. The message will appear on screen whenever you start-up the phone.

Social network services (SNS)

Your LG-C310 has SNS that lets you enjoy and manage your social network.

NOTE: An additional costs may be incurred when connecting and using online services. Check your data charges with your network provider.

Phone Software update

LG Mobile Phone Software update from internet

For more information on using this function, please visit the <http://update.lgmobile.com> or <http://www.lg.com/common/index.jsp> → select country → Support.

This Feature allows you to update the firmware of your phone to the latest version conveniently from the internet without the need to visit a service center.

Settings

As the mobile phone firmware update requires the user's full attention for the duration of the update process, please make sure to check all instructions and notes that appear at each step before proceeding. Please note that removing the USB data cable or battery during the upgrade may seriously damage your mobile phone.

Connectivity

Changing your connectivity settings

USB connection mode

Your connectivity settings have already been set up by your network operator, so you can enjoy your new phone straightaway. If you want to change any settings, use this menu. Press **Menu** and select **Settings** then choose **Connectivity**. Your options are:

Bluetooth - Set up your LG-C310 for Bluetooth use. You can adapt your visibility to other devices or search through devices your phone is paired with.

USB connection mode - You can select the USB connection mode on your phone for several uses.

Changing your Bluetooth settings

- 1 Press **Menu** and select **Settings** and choose **Connectivity**.
- 2 Choose **Bluetooth** then **Settings**.

Make your changes to:

My device visibility - Set **Visible** or **Visible for 1 min** so that other devices can detect your phone when they are searching for a Bluetooth device. If you select **Hidden**, other devices will not be able to detect your phone when they are searching for a Bluetooth device.

My device name - You can name or rename your phone as it will appear on other devices. Your phone's name will be shown on other devices only when **My device visibility** is set to **Visible**.

Supported services - You can view the list of devices such as headsets and handsfree supported by Bluetooth enabled phone.

My address - Check your Bluetooth address here.

Note: To improve security, we recommend that once you have configured or paired with a device, **Visibility** be set to **Hidden**. For incoming connections, regardless of whether or not the other device has been paired with your phone, you can choose to accept or reject the connection.

Pairing with another Bluetooth device

By pairing your LG-C310 and another device, you can set up a passcode protected connection. This means your pairing is more secure.

- 1 Check your Bluetooth is **Turn on** and **Visible**. You can change your visibility in the **Settings** of **Bluetooth** menu, by selecting My device visibility, then Visible.
- 2 From **Bluetooth**, choose **Activate Bluetooth** and select **Search new device**.
- 3 Your LG-C310 will search for devices. When the search is completed **Add** and **Refresh** will appear on screen.

- 4 Choose the device you want to pair with, select **Add** and enter a passcode then choose **OK**.
- 5 Your phone will then connect to the other device, on which you should enter the same passcode.
- 6 Your passcode protected Bluetooth connection is now ready.

Using a Bluetooth headset

- 1 Check your Bluetooth is **Activate Bluetooth** and **Visible**.
- 2 Follow the instructions that came with your headset to place it in pairing mode and pair your devices.
- 3 Your LG-C310 will automatically connect to your Bluetooth headset and switch to headset profile.

Settings

Sending and receiving your files using Bluetooth

Bluetooth is a great way to send and receive files as no wires are needed and connection is quick and easy. You can also connect to a Bluetooth headset to make and receive calls. Before you can start sharing files using Bluetooth, you will need to pair your phone with another Bluetooth device. For information on pairing devices, see **Pairing with another Bluetooth device**.

To switch Bluetooth on:

- 1 Press **Menu** and select **Settings**. Choose **Connectivity** then select **Bluetooth**.
- 2 Select **Activate Bluetooth**.
- 3 Select **Deactivate Bluetooth** to switch Bluetooth off.

To send a file:

- 1 Open the file you want to send, typically this will be a photo, video or music file.
- 2 Select **Options** and choose **Send**, then **Bluetooth**.
- 3 Select **Yes** to turn Bluetooth on if it is not already activated.

- 4 Your LG-C310 will automatically search for other Bluetooth enabled devices within range.
- 5 Choose the device you want to send the file to and select **OK**.

To receive a file:

- 1 To receive files, your Bluetooth must be both **Activate Bluetooth** and **Visible**.
- 2 A message will prompt you to accept the file from the sender. Select **Yes** to receive the file.

TIP! Keep an eye on the progress bar to make sure your file is sent.

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