



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

## **GW620** User Guide

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.

Congratulations on your purchase of the advanced and compact GW620 phone by LG, designed to operate with the latest digital mobile communication technology.



**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.

## Getting to know your phone

### Charger, cable and handsfree connector

**TIP:** To connect the USB cable, wait until the phone has powered up and has registered to the network.

### End/

#### Power key

- Ends or rejects a call. Turns the phone on/off. Press once to return to the standby screen.

#### Multi-tasking key

#### Call key

- Dials a phone number and answers incoming calls.

**WARNING:** Putting a heavy object on the phone or sitting on it while it is in your pocket can damage the phone's LCD and touch screen functionality.

### Side keys

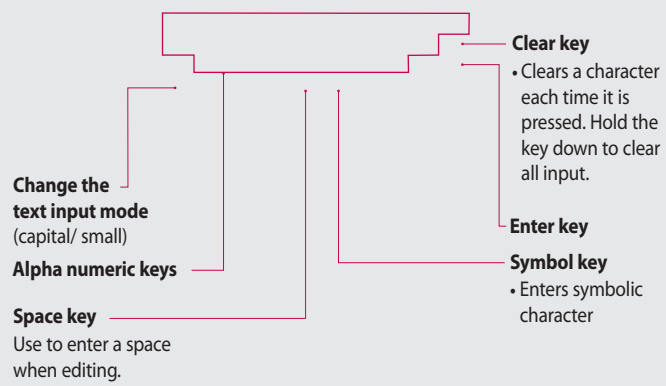
- When the screen is idle: volume of ring and touch tone.
- During a call: earpiece volume.

Micro SD memory card socket

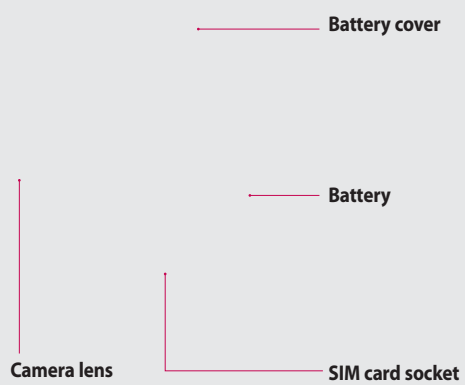
Lock/Unlock key

Camera key

## Open view



## Open view




## Installing the SIM and battery


### 1 Remove the battery cover

Slide the battery cover towards the top and away from the phone.

### 2 Remove the battery

Using the cut-out at the bottom, lift it from the battery compartment.

 **WARNING:** Do not use your fingernail to remove the battery.

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



## Installing the SIM and battery

### 3 Install the SIM card

Slide the SIM card into the SIM card holder making sure that the gold contact area on the card is facing downwards. To remove the SIM card, gently pull it outwards.

### 4 Install the battery

First insert the top of the battery into the top edge of the battery compartment. Ensure that the battery contacts align with the phone's terminals. Press the bottom of the battery down until it clicks into place.

### **5 Charging your phone**

Lift and twist the charger socket cover on the top of your GW620. Insert the charger and plug it into a mains socket. Your GW620 needs to be charged until the "Battery full" message appears on the screen.

## Memory card

### Installing a memory card

You can increase the memory space on your phone by using a Micro SD memory card.



**NOTE:** A memory card is an optional accessory.

- 1 Open the memory card slot cover on the right-hand edge of the phone.
- 2 Slide the memory card into the slot until it clicks into place. Make sure the gold contact area is facing downwards.

- 3 Close the cover.

### Formatting the memory card

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


- 1 From the standby screen select , then touch  and choose **Phone settings**.
- 2 Touch **Memory manager** then choose **External memory**.
- 3 Touch **Format** and then confirm your choice.
- 4 Enter the password, if one has been set. The card will then be formatted and ready to use.

**TIP!** To change your default storage destination, open Memory manager from the Phone settings menu and select the Primary storage settings.


**NOTE:** If your memory card already contains files, they will automatically be put in the correct folder; for example, videos will be stored in the My Videos folder.

### **Transferring your contacts**

To transfer your contacts from your SIM to your phone:

- 1** From the **Communication** menu, select  and choose **Settings**.
- 2** Touch **Copy**.
- 3** Choose **SIM to handset**.
- 4** Choose **Select all** or choose names one by one and touch **Copy**.

## Menu map

Touch  on the standby screen to open the **Main menu**. From here you can access further menus: **Communication**, **Entertainment**, **Utilities** and **Settings**.



### Communication

- 1 Address book
- 2 Call history
- 3 Messaging
- 4 Email
- 5 Dialling
- 6 Orange messenger



### Entertainment

- 1 Camera
- 2 Orange music
- 3 Gallery
- 4 Media album
- 5 Muvee studio
- 6 Games & Apps
- 7 FM radio



### Utilities

- 1 Orange world
- 2 World clock
- 3 Alarm
- 4 Organiser
- 5 Memo
- 6 Voice recorder
- 7 More



### Settings

- 1 Profiles
- 2 Screen settings
- 3 Phone settings
- 4 Call settings
- 5 Bluetooth
- 6 Touch settings
- 7 Connectivity

## Your standby screen

From here you can access all the menu options, make a quick call, view the status of your phone and much more.

### Touch screen tips


The standby screen is also a great place to get accustomed to the touch screen.

To select an item, touch the centre of the icon. Your GW620 will vibrate slightly when it recognises you have touched an option.

To scroll through lists, touch the last item visible and slide your finger up the screen. The list will move up to display more items.

- There is no need to press too hard; the touchscreen is sensitive enough to pick up on a light, firm touch.
- Use the tip of your finger to touch the option you require. Be careful not to touch any other options around it.

- When the screen back light is off, press the Unlock/Lock key on the right hand side to bring back the home screen.
- Don't cover the phone with a case or cover. The touchscreen won't work if any material is covering it.
- There are two types of idle screen. Flick left or right to change your idle screen type on the standby screen.



- 1 Widget idle** - When you touch , the mobile widget panel appears. You can drag icons displayed on the widget panel to the main screen.
- 2 Livesquare** - On the Livesquare screen, making a call, sending a message and saving a number is easy using the number allocated to an avatar. To use the call, message or Address book function, select an avatar and choose the Quick key icon you want to use.

## Your standby screen

### The quick keys

The quick keys provide easy, one-touch access to your most used functions.



Touch it to bring up the touch dialling pad, which lets you make a call. Enter the number as you would on a normal key pad and touch  or press the  hard key.



Touch to open your address book. To search for the number you want to call, enter the name of the contact at the top of the screen using the touchpad. You can also create new contacts and edit existing ones.



Touch to access the Messaging options menu. From here you can create a new SMS or MMS or view your message folder.

























Touch to open the full main menu, which is divided into four vertical sub-menus. Touch the tab for each sub-menu to view further options.

### 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 or GPRS is active.

Below is a table which explains the meaning of the icons you are most likely to see in the status bar.

Icon	Description
	Multi-tasking
	Network signal strength (number of bars will vary)
	No network signal
	Remaining battery life
	Battery flat
	New text message
	New voice message
	Message inbox is full

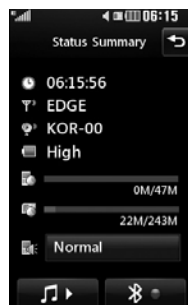
Icon	Description
	Message sending failed
	An alarm is set
	Customised profile in use (number in the icon will vary)
	Normal profile in use
	Outdoor profile in use
	Silent profile in use
	Headset profile in use
	Calls are diverted
	EDGE in use
	Roaming
	Flight mode is on
	Bluetooth is active
	BGM play
	BGM pause




## Your standby screen


### Changing your status from the status bar

Touch the status bar to open the Status Summary. It shows the current time, network, SVC ID, battery, handset memory, external memory, profile, MP3 and Bluetooth status. Here you can set the Profile type, play/pause MP3s and activate/deactivate Bluetooth.







### Using the Multi-tasking function


Press the Multi-tasking hard key  to open the Multi-tasking menu. From here you can view all applications that are running and access them with one touch.


When an application is running in the background (e.g. a game or the FM radio),  will appear on the status bar.


## Calls


### Making a call


- 1 Touch  to open the keypad.
- 2 Key in the number using the keypad. To delete a digit touch the clear key.
- 3 Press  on the key pad or the  hard key to initiate the call.
- 4 To end the call press the  hard key.

**TIP!** To enter + for making an international call, press and hold .



**TIP!** Press the lock/unlock hard key  to lock the touchscreen and prevent calls being made by mistake.

**TIP!** To bring up the keypad during a call, press .

**TIP!** Touch to unlock. You can unlock the phone by holding down the button until the screen is able to work or pressing the Unlock hard key .



**TIP!** You can send a message, save a number and search contacts by tapping .

### Changing the dialling keypad display settings



- 1 Touch  to open the keypad.
- 2 Touch  and select Dial screen setting to change the dialling pad display.
- 3 You can change the size and colour.


## Calls



### Calling your contacts

- 1 From the standby screen touch  to open the address book.
- 2 Tap the search field box and enter the first few letters of the contact you would like to call.
- 3 From the filtered list, touch the contact you want to call and select the number to use if there is more than one for that contact.
- 4 Press the  hard key.

### Answering and rejecting a call

When your phone rings press the  hard key or touch  to answer the call.

Tap  to mute the ringing. This is useful if you forgot to change your profile to Silent for a meeting.


Press the  hard key or touch  to reject an incoming call.

### Adjusting call volume





To adjust the volume during a call, use the up and down button on the left edge of the phone.

### Speed dialling

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

- 1 From the standby screen touch  and select **Address book** in the Communication menu and then tap **Speed dials**.
- 2 Your voicemail is already set to speed dial 1. You cannot change this. Touch any other number to assign it to a speed dial contact.
- 3 Your address book will open. Select the contact you want to assign to that number by touching their phone number once. To find a contact tap the search field box and enter the first letter of the name of the contact required.

### Making a second call


- 1 During your initial call, touch  and select the number you want to call.
- 2 Dial the number or search your contacts.
- 3 Press  to connect the call.
- 4 Both calls will be displayed on the call screen. Your initial call will be locked and the caller put on hold.
- 5 To change between the calls, touch  and choose **Swap call** or press the number of the held call.
- 6 To end one or both calls press  and select **End** followed by **All**, **Held** or **Active**.

**TIP!** You can combine your calls by selecting **Accept** then **Join**. Check that your network provider supports conference calling.

**NOTE:** You will be charged for each call you make.



### Turning off DTMF

DTMF lets you use numerical commands to navigate menus within automated calls. DTMF is switched on by default.


To turn it off during a call (to make a note of a number for example) touch  and select **DTMF off**.


### Viewing your call logs

**TIP!** To scroll through a list of options, touch the last item visible and slide your finger up the screen. The list will move up to display more items.


**Touch**  and tap  in the Communication menu.


Choose to view:


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

**Dialled**  - View a list of all the numbers you have called.

## Calls




**Received**  - View a list of all the numbers that have called you.

**Missed**  - View a list of all the calls you have missed.

**TIP!** From any call log, touch  and **Delete all** to delete all recorded items.

**TIP!** Touch any single call log entry to view the date, time and duration of the call.

### Using call divert

- 1 Touch , select  and choose .
- 2 Touch **Call divert**.
- 3 Choose whether to divert all calls when the line is busy, when there is no answer or when you cannot be contacted.
- 4 Enter the number you want to divert to.
- 5 Touch **Request** to activate.

**NOTE:** Diverting calls will incur charges. Please contact your network provider for details.

**TIP!** To turn off all call diverts, select **Deactivate all** from the **Call divert** menu.

### Call waiting

If call waiting is activated, the handset is also able to warn you about an incoming call when you are already on a call.

### Using call barring

- 1 Touch , select  and choose .
- 2 Touch **Call barring**.
- 3 Choose any or all of the six options:
  - All outgoing**
  - Outgoing international**
  - Outgoing international calls except home country**
  - All incoming**

### Incoming when abroad Deactivate all

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

### Fixed dial number

Select Fixed dial numbers to turn on and compile a list of numbers that 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.

### Using Reject call with SMS

You can send a message to explain why you do not receive an incoming call using "Excuse message" before you reject an incoming call.

### Call costs

View the charges applied to your dialled numbers (this service is network-dependant and some operators are unable to support it).

### Call durations




View the duration of all your dialled and received calls or both.

### Data volume

View the amount in kilobytes of all received data, sent data or both.

**TIP!** Select **Fixed dial number** to turn on and compile a list of numbers that can be called from your phone. You'll need your PIN2 code from your operator. Only numbers included in the fixed dial list can be called from your phone.

### Changing the common call setting

- 1 Touch , select  and choose .
- 2 Touch **Common settings**. From here you can adjust the settings for:

## Calls

**Call reject** - Slide the switch to **On** to highlight the Reject list. You can touch the text box to choose from all calls, specific contacts or groups, those from unregistered numbers (those not in your contacts), or no caller ID. Touch **Save** to change this setting.

**Send my number** - Choose whether to display your number on an outgoing call.

**Auto redial** - Slide the switch left for **On** or right for **Off**.

**Answer mode** - Choose whether to answer the phone using the send key or any key.

**Minute minder** - Slide the switch left to **On** to hear a tone every minute during a call.

**BT answer mode** - Select **Hands-free** to be able to answer a call using a Bluetooth headset, or select **Handset** to press a handset key to answer a call.

**Save new number** - Select **Yes** to save a new number.



**TIP!** To scroll through a list of options, touch the last item visible and slide your finger up the screen. The list will move up to display more items.

## Contacts



### Searching for a contact

There are two ways to search for a contact:


#### From the standby screen

- 1 From the standby screen touch  to open the address book.
- 2 Touch  next to the contact you would like to call. This is only available when you set the **Quick command key** as **Make voice call** in **Contact list settings**.

#### From the main menu

- 1 Touch .
- 2 Touch  in the Communication menu and select **Search**.
- 3 Your address book will bring up a list of contacts corresponding to the letters you have entered.

### Adding a new contact

- 1 From the standby screen touch  and touch **Add contact**.
- 2 Choose whether to save the contact to your **Handset** or **SIM**.

- 3 Enter the first and last name of your new contact. You do not have to enter both, but you must enter at least one.

- 4 You can enter up to five different numbers per contact. Each entry is assigned a preset type: **Mobile**, **Home**, **Office**, **Pager**, **Fax** or **General**. When you have finished, touch **Close**.

- 5 Add an email address.

- 6 Assign the contact to one or more groups, choosing between **No group**, **Family**, **Friends**, **Colleagues**, **School** or **VIP**.

- 7 You can also add a **Ringtone**, **Birthday**, **Anniversary**, **Homepage**, **Home address**, **Company name**, **Job title**, **Company address** or a **Memo**.

- 8 Touch **Save** to save the contact.


**TIP!** You can create customised groups for your contacts.



## Contacts

### Contact options

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

- 1 Open the contact you would like to use.
- 2 You can edit the contact or send a message directly from here.
- 3 Press  to open the list of options.



**Delete** - Delete the contact. Touch **Yes** if you are sure.

**Copy or Move to SIM/Handset** - Choose to move or copy to the SIM card or handset (depending on where you originally saved the contact).

**Send business card** - Send the contact's details to another person as a business card. Choose to send as a **Text message**, **Multimedia msg**, **Email** or via **Bluetooth**.

**TIP! Send message** - Send a message to the contact. If the contact has an email address, select whether you'd like to send an email or SMS/MMS.



### Creating a group

- 1 Touch .
- 2 Touch  in the Communication menu then **Groups**.
- 3 Touch .
- 4 Select **Add group**.
- 5 Enter a name for your new group in the Name field.
- 6 Touch **Save**. You can also assign a ringtone to the group.

**NOTE:** Even if you delete a group, the contacts which were assigned to that group will not be lost. They will remain in your address book.

## Changing your contact settings

You can adapt your contact settings so that your address book suits your own preferences.

- 1 From the standby screen, touch  in the Communication menu.
- 2 Touch  and select **Settings**.
- 3 From here, you can adjust the following settings:

**Contact list settings** - Choose whether to view contacts saved to both your **Handset and SIM**, **Handset** only or **SIM** only

You can also choose to show the first name or last name of a contact first and whether to display a quick command key next to the contact or not.

**Synchronise contact** - Connect to your server to synchronise your contacts.

**Copy** - Copy your contacts from your handset to your SIM or from your SIM to your handset.

You can choose all contacts by touching **Select all** or select each contact to copy one by one.

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



**Send all contacts via Bluetooth** - Send all your contacts to another device using Bluetooth. Bluetooth will be automatically turned on if you select this option.

**Backup and Restore contacts** - Backup and restore contacts to the Memory Card.

**Clear contacts** - Delete all your contacts on your handset or SIM. Touch **Yes** if you are sure you want to delete all your contacts from your address book.

## Contacts

### Viewing information

- 1 From the standby screen, touch  in the Communication menu.
- 2 Touch  and select **Information**.
- 3 From here you can view your **Service dial numbers**, your **Own number**, your **Memory info.** (how much memory space you've got left) and **My business card**.




**TIP!** To add your own business card, select **My business card** and enter your details as you would for any contact. Touch **Save** to finish.

## Messaging



### Messaging

Your GW620 combines SMS and MMS into one intuitive and easy to use menu.


There are two ways to enter the messaging centre:

Touch  from the standby screen, or touch  from the standby screen and choose  in the Communication menu.

### Sending a message

- 1 Touch  and choose **New message** to open a blank message.
- 2 From here you can send an SMS or MMS. To send an email, touch  from the standby screen, then  in the Communication menu.
- 3 To send an SMS or MMS, touch New message. In case of Email. Touch New Email.
- 4 Touch **Insert** to add an image, video, sound, template etc.

- 5 Touch **To(1)** at the top of the screen to enter the recipient's number, or touch the search icon to open your address book. You can add multiple contacts. Touch **Send** when ready.

 **WARNING:** If an image, video or sound is added to an SMS it will be automatically convert to an MMS and you will be charged accordingly.

**TIP!** Quick reply - Send a reply to the selected message promptly, using a template.

## Messaging

### Entering text

There are three ways to enter text: T9 text mode/ Normal text mode/ Qwerty keypad.



**T9** Touch to turn T9 predictive text on or off.

**Globe** You can choose the writing language.

**123** Tap to change between the number, symbol and text keypad.

Use **↑** to scroll through the different keyboards in each text entry mode (e.g., capital or lower

case letters) when the screen is in Landscape mode.

To enter a space touch **␣**.

To delete a character or remove the sentence, touch clear **✖**.

**TIP!** Simply touch each letter to write your message and press:

**↑** to switch to upper case

**␣** to add a space

### T9 predictive

In T9 mode, you will see **T9**.


T9 uses a built-in dictionary to recognise your words based on the key sequences you touch. Simply touch the number key associated with the letter you want to enter, and the dictionary will predict the word you want to use.

For example, press 8, 3, 5, 3, 7, 4, 6, 6, 3 to write 'telephone'.

If the word you want doesn't appear, touch **Spell**. If you touch

**Spell** you can then enter the word using ABC manual mode and your word or name will be added to the dictionary.

### ABC manual


In ABC mode, you will see . In ABC mode you must touch the key repeatedly to enter a letter if T9 mode is switched off. For example, to write 'hello', touch 4 twice, 3 twice, 5 three times, 5 three more times, then 6 three times.

### Qwerty keypad


#### 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 you to enter text. The following text input methods are available on the phone: ABC manual mode and 123 mode.

**TIP!** Some fields may allow only one text input mode (e.g. telephone number in address book fields).

To enter a symbol in the text entry field, press the  key and select a symbol, then select **OK**.


Scroll using the navigation keys to show more symbol options.

Separate each word with a space by pressing .

To delete a character, press the  key.

#### Text input mode using the keypad

When you are required 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.


In ABC mode, you can enter numbers by first pressing  and then the number you require.

## Messaging

### Setting up your email

You can stay in touch on the move using email on your GW620. It's quick and simple to set up a POP3 or IMAP4 email account.

**TIP!** To scroll through a list of options, touch the last item visible and slide your finger up the screen. The list will move up to display more items.

- 1 Touch .
- 2 Select  from the **Communication** menu then .
- 3 Touch **Add Account**.
- 4 The Setup Wizard will help you set up your email settings. If no email account is set, you can set one up by using the email set-up wizard.
- 5 You can now choose how to set up your account:

**Email address** - Enter email address

**Server address** - Enter server address (Microsoft Exchange only).

**Domain** - Enter domain (Microsoft Exchange only).

**Username** - Enter the account username.

**Password** - Enter the account password.

**Mailbox type** - Enter mailbox type: **POP3** or **IMAP4**.

**Incoming server** - Enter incoming email server address.




**Outgoing server** - Enter outgoing email server address.

**SMTP authentication** - Choose security settings for outgoing mail server.

**Account name** - Now your account is set up, it will appear in the list of accounts in your Email folder.

### Retrieving your emails

You can automatically or manually check your account for new emails.





- 1 Touch  then select  from the **Communication** menu.
- 2 Touch the account you want to use then .
- 3 Choose **Retrieve** and your GW620 will connect to your email account and retrieve your new messages.

### Sending an email using your new account

- 1 Touch **New Email** in the email account you want to use and a new email will open.
- 2 You can enter the recipient's address and write your message. You can also attach images, videos, sounds or other file types.
- 3 Touch **Send** and your email will be sent.

### Changing your email settings

You can change your email settings based on your own preferences.

- 1 Touch  then select  and .
- 2 Tap  and select **E-mail settings** to change the following settings:

**Email accounts** - Set up the Email account.

**Preferred Email** - Select the email account you want to use.

**Allow reply email** - Choose to allow the sending of 'read confirmation' messages.

**Request reply email** - Choose whether to request read confirmation messages.

**Retrieve interval** - Select how often your GW620 checks for new email messages.

**Retrieve amount** - Select the number of emails to be retrieved at any one time.



## Messaging

**Include message in Fwd. & Reply** - Select whether to include the original message in your reply.

**Include attachment** - Select whether to include the original attachment in any reply.

**Auto retrieval in roaming** - Choose whether to retrieve messages automatically when abroad (roaming).

**TIP!** Costs for retrieving email may be higher when roaming. Check with your network supplier.

**New email notification** - Choose whether to be alerted to new emails.

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

**Priority** - Select the priority level of your email messages.

**Mail sending size** - Select the size limit of your emails.

**Email counter** - view email information.

### Message folders

You'll recognise the folder structure used on your GW620, and it is fairly self-explanatory.

**Inbox** - All the messages you receive are placed into your inbox. From here you can view, delete and more; see **Managing your messages** below for details.

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

**Sent items** - All the messages you have sent are placed in this folder.





**Drafts** - If you do not finish writing a message, you can save what you have done in this folder.

**My Folders** - Create folders to store your messages.

**Trash** - All the messages you have trashed are placed in this folder (email only)

## Managing your messages

You can use your Inbox to manage your messages.



- 1 Touch  then select  and .
- 2 Select **Inbox**.
- 3 Touch  and then choose to:
  - Delete** - Delete marked messages.
  - Change view** - Select Threaded view or Standard view.
  - Create new message** - Open a new blank message or email.
  - Move to My folders** - Move the marked messages to My folders.
  - Filter** - Choose one of the filter options.
  - Delete all** - Delete all messages in Inbox.

If you see the message **No space for SIM messages** you should delete some messages on the SIM.

If you see the message **No space for messages** you should delete some messages to free up memory space.

## Using templates

Create templates for the SMS and MMS messages you send most often. There are already some templates on the phone, which you can edit.

- 1 Touch  then choose **Templates** from the **Communication** menu.
- 2 Choose **Text templates** or **Multimedia templates**. You can then touch  to **Add new**, **Delete** or **Delete all** templates.
- 3 Touch **Add template** to create a new template.
- 4 You can view the template by selecting it on the list and edit it by touching it on the view screen.

## Using emoticons


Liven up your messages using emoticons. There are some commonly used emoticons already on your phone.

## Messaging

- 1 Touch  then choose **Emoticons** from the **Communication** menu.
- 2 Touch  to **Add new**, **Delete** or **Delete all** emoticons.
- 3 Touch **Add emoticon** to create a new emoticon.
- 4 You can view the emoticon by selecting it on the list and edit it by touching it on the view screen.

### Changing your text message settings

Your GW620 message settings are pre-defined so that you can send messages immediately. These settings can be changed based on your preferences.

Touch  then choose **Settings** from the **Communication** menu. Select **Text message**. You can make change the following:

**Text message centre** - Enter the details of your message centre.

**Delivery report** - Slide the switch left to receive confirmation that your messages have been delivered.

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




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

**Character encoding** - Choose how your characters are encoded. This impacts on the size of your messages and therefore on your data charges.

**Send long text as** - Choose to send long messages as Multiple SMS messages or as an MMS.

### Changing your multimedia message settings

Your GW620 message settings are pre-defined so that you can send messages immediately. These settings can be changed based on your preferences.

Touch , select  then . Choose **Settings** and **Multimedia message**. You can make change the following:

**Retrieval mode** - Choose **Home network** or **Roaming network**. If you then select Manual you will only receive notifications about MMS messages. You can then decide whether to download them in full.

**Delivery report** - Choose whether to allow and/or request a delivery report.

**Read report** - Choose to allow and/or request a read report.

**Priority** - Choose the priority level of your MMS.

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

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


**Creation mode** - Choose your message mode.

**Delivery time** - Choose how long to wait before a message is delivered.

**Multi msg centre** - Enter the details of your message centre.

### Changing your other settings

Touch  in the **Communication** menu and choose **Settings** then:

**Voicemail** - Touch  to add a new Voicemail service. Contact your network operator for more information about the service they provide.

**Service message** - Choose whether to receive or block service messages. You can also set message security levels by creating trusted and not trusted sender lists.

**Message counter** - Choose to set or reset the message counter.

**Info. service** - Select your reception status, language and other settings.

## Messaging



### Orange Messenger

**Note:** This service is not available in all countries. Please contact your service provider for further information.

You can chat to other people using this menu. Orange Messenger can only be used with a supporting SIM and country.

## Camera


### Taking a quick photo


- 1 Press and hold down the  key on the right side of the phone.
- 2 The viewfinder will appear on screen.
- 3 Holding the phone horizontally, point the lens towards the subject of the photo.
- 4 Position the phone so you can see the subject of your photo in the preview screen.
- 5 When the camera has focused on your subject, either press the  on the side of the phone firmly or press the red box on the lower right of the screen to take the photo. The sending options then appear on the screen.


### After taking a photo


Your captured photo will appear on screen. The name of the image runs along the bottom of the screen along with six icons on the right-hand side.





 Touch to move to your gallery.

 Touch to send the photo as a message, email or via Bluetooth.

 Touch to upload the picture to the web.

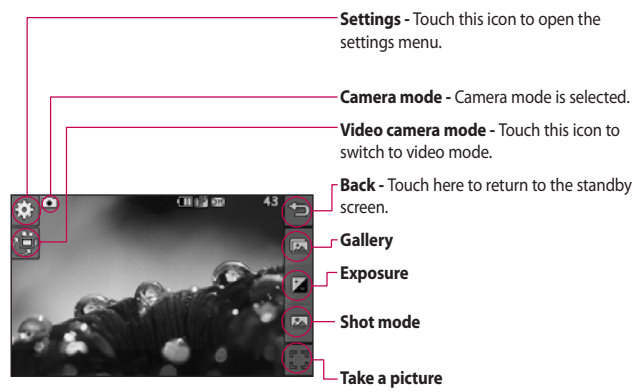
 Touch to set the picture you have taken as Wallpaper.

 Touch to delete the photo you have just taken and confirm by touching **Yes**. The viewfinder will reappear.

 Touch to take another photo immediately. Your current photo will be saved.


## Camera

### Getting to know the viewfinder



**TIP!** You can bring up the options by tapping the screen. They automatically turn off after a few seconds.

### Choosing a shot type

1 Touch  to open the available shot types.


2 Choose from two options:

**Normal shot** - This is the default shot type - the photo will be taken in the normal way, as outlined in taking a quick photo.

**Burst shot** - This enables you to take three, six or nine shots automatically in very quick succession.


### Adjusting the exposure

Exposure defines the difference between light and dark (contrast) in an image. A low contrast image will appear fuzzy, whereas a high contrast image will appear much sharper.

1 Touch .

2 Slide the contrast indicator along the bar - left for a lower exposure and hazier image, or right for a higher exposure and sharper image.

### Using the advanced settings

From the viewfinder, touch  to open all advanced settings options.



#### Preview settings

**Size** - Change the size of the photo to save memory space or take a picture of the correct size for a contact.

**Colour Effect** - Choose a colour tone to use on your new photo.

**White balance** - Choose from Auto, Incandescent, Sunny, Fluorescent or Cloudy.

**Night mode** - Useful for use in dark places.



## Camera

**Self-timer** - The self-timer allows you to set a delay after the capture button is pressed before the camera takes the picture. Choose from Off, 3 seconds, 5 seconds or 10 seconds. This is ideal if you want to be included in a photo.

**Quality** - Choose between Super fine, Fine and Normal. The finer the quality, the sharper a photo will be, but the file size will increase. This means you'll be able to store fewer photos in your memory.

**View Mode** - Choose between Full screen or Full image. In Full screen, the image may be cropped to fit the screen.

### Other settings

**Memory** - Choose whether to save your photos to the Handset memory or to the External memory.

**Shutter sound** - Select one of the three shutter sounds.

**Grid screen** - Choose from Off,


Simple cross or Trisection.

**Reset settings** - Reset all the camera settings.

**TIP!** When you exit the camera all settings will return to their defaults except image size and image quality. Any non-default settings will need to be reset, for example colour tone. Check these before you take your next photo.






**TIP!** The settings menu is superimposed over the viewfinder, so when you change elements of the image colour or quality you will see a preview of the image change behind the settings menu.

### Viewing your saved photos

**1** You can access your saved photos from within camera mode. Simply touch  and your gallery will appear on screen.

## Video camera

### Making a quick video


- 1** Press and hold down the camera key on the right-hand side of the phone.
- 2** In Camera preview mode, touch the Video camera icon  in the view finder to switch to video mode. The video camera's viewfinder will appear on the screen.
- 3** Holding the phone horizontally, point the lens towards the subject of the video.
- 4** Press the camera key once to start recording. Or press the red dot  at the bottom right of the screen.
- 5** **Rec** will appear in the top right corner of the viewfinder and a timer in the bottom right corner showing the length of your video.
- 6** To pause the video, touch  and resume recording by selecting .
- 7** Touch  on the screen or press the capture button a second time to stop recording.

## Video camera

### After making a video


A still image representing your captured video will appear on the screen. The name of the video runs along the bottom of the screen along with six icons on the right-hand side.





 Touch to play the video.


 Touch to send the video as a **Message or Email** or via **Bluetooth**.

You can also upload the video to YouTube

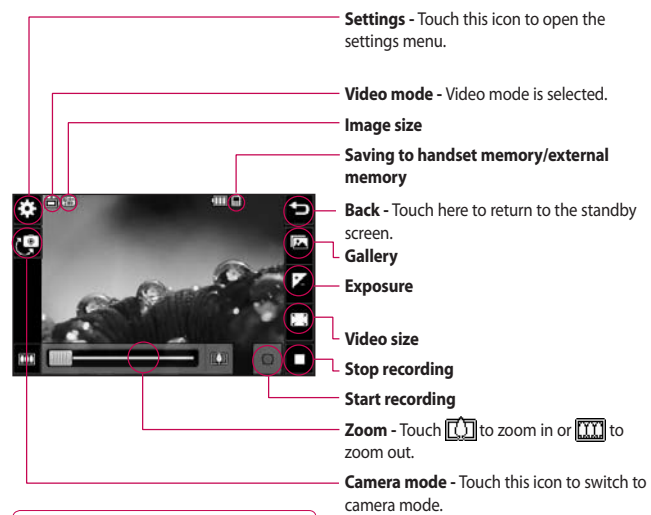
 Touch to edit the video.

 Touch to view a gallery of saved videos and images.

 Touch to delete the video you have just made and confirm by touching **Yes**. The viewfinder will reappear.

 Touch to make another video immediately. Your current video will be saved.

## Getting to know the viewfinder




**TIP!** You can close all shortcut options for a clearer viewfinder screen. Simply touch the viewfinder once. To recall the options, touch the screen again.

## Video camera

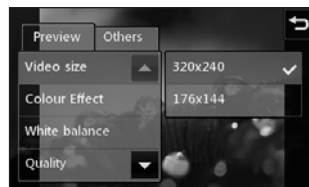
### Adjusting the exposure

Exposure defines the difference between light and dark (contrast) in a video. A low contrast video will appear fuzzy, whereas a high contrast video will appear much sharper.

- 1 Touch .
- 2 Slide the exposure indicator along the bar, left for a lower exposure and hazier video, or right for a higher contrast and sharper video.

### Using the advanced settings

Using the viewfinder, touch **Settings** to open all the advanced settings options.



### Preview settings

**Video size** - Change the size of the video to save memory space.

**Colour Effect** - Choose a colour tone to use on your new video.

**White balance** - The white balance ensures any white in your video is realistic. To enable your camera to adjust the white balance correctly, you may need to determine the light conditions. Choose between **Auto**, **Incandescent**, **Sunny**, **Fluorescent** or **Cloudy**.

**Quality** - Choose between **Super fine**, **Fine** and **Normal**. The finer the quality, the sharper a video will be but the file size will increase. As a result, you will be able to store fewer videos in the phone's memory.

**Set time** - Set a time limit for your video. Choose from **No limit**, or **MMS** to limit the size so that you can send the video as an MMS.

**View Mode** - Choose between Full screen or Full image. In Full screen, the image may be cropped to fit the screen.

**TIP!** If you choose MMS duration, choosing a lower image quality will enable you to shoot a longer video.


#### **Other settings**

**Memory** - Choose whether to save your videos to the **External memory** or to the **Handset memory**.

**Voice** - Choose Mute to record a video without sound.




**Reset settings** - Reset all the video camera settings.

#### **Watching your saved videos**


- 1 In the viewfinder, touch .
- 2 Your gallery will appear on the screen.
- 3 Touch the video you want to view once to open it fully.
- 4 Touch the Play icon in the centre of the screen.

## Your photos and videos

### Viewing your photos and videos

- 1 Touch  on the camera preview screen.
- 2 Your gallery will appear on the screen.
- 3 Touch the video or photo to open it fully.
- 4 To play the video, touch . To pause playback, touch the screen once and touch .

**TIP!** Flick left or right to view other photos or videos.

**TIP!** To delete a photo or video, open it and select . Touch **Yes** to confirm.





### Using zoom when viewing a photo

To zoom in press  repeatedly. To zoom out press .

### Adjusting the volume when viewing a video

To adjust the audio volume on a video while it is playing, touch the speaker icon on the screen and slide the bar to the left or right.


### Capturing an image from a video

- 1 Select the video you want to capture an image from.
- 2 Touch  to pause the video on the frame you'd like to convert to an image and touch .
- 3 From the options menu select .
- 4 The image will appear on the screen with its assigned image name.
- 5 Touch  to return to the gallery.
- 6 The image will be saved in your Media Album folder and will appear in the gallery. You will have to exit the gallery and then re-open it for it to be shown.

**WARNING:** Some functions will not work properly if the multimedia file has not been recorded on the phone.





### Viewing your photos as a slide show

Slideshow mode will show all the photos in your gallery one at a time as a slideshow. Videos cannot be viewed as a slideshow.


- 1 Touch the photo you would like to begin the slideshow twice to open it.
- 2 Select  on the lower left side of the screen.
- 3 The slideshow will begin.



There are options within slideshows:

-  Touch to show a random slide.
-  Touch to pause the slideshow on a particular photo.
-  Touch again to resume playback.
-  Touch to increase or decrease the speed of the slideshow.

### Setting a photo as wallpaper


- 1 Touch the photo you want to set as wallpaper to open it.
- 2 Touch the screen to open the options menu.
- 3 Touch .
- 4 You can then change the size of the picture.
- 5 When you are happy with the picture touch **Set**.
- 6 The display of the picture is changed depending on whether portrait mode or landscape mode is used.




## Your photos and videos


### Editing your photos


You can do lots of great things to your photos to change them, add to them or liven them up.


**1** Open the photo you want to edit and touch  to bring up the options.


**2** Touch the icons to alter your photo:


 Crop your photo. Choose a square or circular crop area and move your finger across the screen to select the area.


 Draw something on your photo freehand. Select the line thickness from the four options, then the colour you want to use.


 Add writing to the picture.


 Decorate your photo with stamps. Choose from the different stamps available and touch **OK**. Touch your photo wherever you would like the stamps to appear.


 Erase whatever you draw. You can select the size of the eraser from the four options.

 Save the changes you have made to the photos. Select to save the changes over the **Original file**, or as a **New file**. If you select **New file**, enter a file name.


 Undo the last effect or edit you made to the photo.

 Touch to open more effect options including **Rotate**. There are also more advanced editing options. See **Resize, Morphing, Colour Accent, Add images** etc.







 Touch to add a filter effect such as Blur, Sharpen, Sketch etc. to a photo.

 Touch to edit an effect to a photo.






 Touch to return to the gallery.

### Trimming the length of the video

- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Trim**.
- 3 Touch  and set the new start and end points using .
- 4 Touch the Save icon or, alternatively, touch  to return to the gallery and discard the changes.

### Merging two videos







- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Video merge**.
- 3 The Media album will open. Choose the video you want to merge.
- 4 Touch and slide the photo to move it to the end or the beginning of the video.
- 5 Touch the Effect icon to choose how the videos merge together: **None, Pan zoom, Uncover, Checker board, Split, Shape diamond, Oval, Blind or Dissolve**.
- 6 Press the Save icon followed by **Yes** to save the new merged video. Select whether to replace the original file or save as a new file.
- 7 Repeat these steps to merge more videos.

## Your photos and videos

### Merging a photo with a video

- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Image merge**.
- 3 The Media album folder will open. Choose the photo you want to merge with your video.
- 4 Touch and slide the photo to move it to the end or the beginning of the video.
- 5 Touch the Effect icon to choose how the photo and video merge together: **None, Pan zoom, Uncover, Checker board, Split, Shape diamond, Oval, Blind or Dissolve**.
- 6 Press the Save icon followed by **Yes**. Select whether to replace the original file or save as a new file.
- 7 Repeat these steps to merge more photos.

### Adding text to a video








- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Text overlay**.
- 3 Enter your text using the keypad and select **Save**.
- 4 Touch  and indicate when you want the text to appear using .
- 5 Touch the area of the screen where you want the text to appear and touch **OK**.
- 6 Touch  to indicate when you want the text to disappear.
- 7 Touch **Preview** to ensure you are happy with the text overlay.
- 8 Touch the Save icon and choose to save over the original file or as a new file.
- 9 Repeat these steps to add more text.

### Overlaying a photo

- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Image overlay**.
- 3 The Media album will open. Choose the photo you want to overlay your video.
- 4 Touch  and indicate when you want the photo to appear using .
- 5 Touch the area of the screen where you want the photo to appear and touch **OK**. If the photo is too big it will overlay the whole screen, not just the selected area.
- 6 Touch  to mark when you want the photo to disappear.
- 7 Touch **Preview** to ensure you are happy with the photo overlay.
- 8 Touch the Save icon and choose to save over the original file or as a new file.


- 9 Repeat these steps to add more photos.

### Adding a voice recording




- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Voice recording**.
- 3 The quality of the original audio will be affected by adding a voice recording. Touch **Yes** to continue.
- 4 Touch  to view your video. When you get to the part you want to record your voice over, press .
- 5 Press  to stop recording and press  to play it back.
- 6 Touch **Preview** to ensure you are happy with the voice recording.
- 7 Touch the Save icon and choose to save over the original file or as a new file.
- 8 Repeat these steps to add more voice recordings to the video.

## Your photos and videos

### Adding a soundtrack to your video



- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Audio dubbing**.
- 3 The Media album will open. Choose the track you want to add to your video.
- 4 The original audio track on your video will be erased. Touch **Yes** to continue.
- 5 If the audio is shorter than the video, choose whether to play it **Once** or to **Repeat** it.
- 6 Select whether to replace the original file or save as a new file.

### Changing the video speed

- 1 Open the video you want to edit, select  and touch .
- 2 Select  and choose **Time scaling**.
- 3 Select one of the four speed options: **x4, x2, x1/4, x1/2**.
- 4 Select whether to replace the original file or save as a new file.  
**NOTE:** Only 3gp Video files can be edited.


## Media album

You can store any multimedia files on your phone's memory 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. Using a memory card allows you to free up space in your phone's memory.

To access the Media album menu, touch  then . Touch  to open a list of folders that store all of your multimedia files.

### Pictures

**Images** contains a list of pictures, including default images pre-loaded onto your phone, images downloaded by you and images taken on your phone's camera.

Touch  to change the view from Grid view to List view or vice versa.

### Sending a photo



- 1 Touch  then .
- 2 Touch  then choose **Images**.
- 3 Select an image you want to send. Then select **Send** if the phone is in Portrait mode or touch the send icon in Landscape mode and choose from **Message, Email, Bluetooth**.
- 4 If you choose **Multimedia message** or **Email**, your photo will be attached to a message and you can write and send the message as normal. If you choose **Bluetooth**, Bluetooth will be turned on automatically and your phone will search for a device to send the picture.

### Using an image

You can choose images to use as wallpapers and screensavers or even to identify a caller. The phone should be in Portrait mode.

- 1 Touch  then .

## Media album

- 2 Touch  then **Images**.
- 3 Select an image and touch .
- 4 Touch **Use as** and choose between:





**Wallpaper** - Set a wallpaper for the standby screen.

**Contacts image** - Allocate an image to a particular person in your contacts list so that their picture shows when they call you.

**Start up image** - Set an image to appear when you switch the phone on.





**Shut down image** - Set an image to appear when you switch the phone off.

### Printing an image





- 1 Touch  then .
- 2 Touch  then **Images**.
- 3 Select an image and touch .
- 4 Touch **Print** then choose between **Bluetooth** and **PictBridge**.

**TIP!** You can print via bluetooth or by connecting to a PictBridge compatible printer.

### Moving or copying an image

- 1 Touch  then .
- 2 Touch  then **Images**.
- 3 Touch  and select **Move** or **Copy**.
- 4 You can mark/unmark images by tapping them sequentially. Mark the image that you want to move or copy and touch **Copy/Move**.





### Creating a slide show

- 1 Touch  then .
- 2 Touch  then **Images**.
- 3 Choose a start image for your slide show.
- 4 Touch  then **Slide show**.

## Sounds

The **Sounds** folder contains Downloaded sounds, **Default sounds** and **Voice recordings**. From here you can manage or send sounds or set them as ringtones.




### Using a sound

- 1 Touch  then .
- 2 Touch  then **Sounds**.
- 3 Select a sound and it will start to play.
- 4 Touch  and select **Use as**.
- 5 Choose from **Ringtone**, **Message tone**, **Start-up** or **Shut down**.

## Videos

The **My videos** folder shows a list of videos you have downloaded or recorded on your phone.

Watching a video

- 1 Touch  then .
- 2 Touch  then **Videos**.
- 3 Select a video to play.

## Using options while the video is paused

Touch  while in pause mode and choose from:

**Capture** - Capture the frozen frame as a picture.


**Send** - Send the video in a message or email or via Bluetooth. You can also send the video to YouTube.

**Delete** - Delete the video.

**Edit** - Edit the video.

**File info**. - View the Title, Size, Date, Type, Duration, Protection status and Forwarding details.

### Sending a video clip




- 1 Select a video and touch .
- 2 Touch **Send** and choose from **Message**, **Email**, **Bluetooth** or **YouTube**.
- 3 If you choose **Message** or **Email**, your video clip will be attached to the message and you can write and send the message as normal.



## Media album




If you choose **Bluetooth**, you will be prompted to turn Bluetooth on and your phone will search for a device to send the video.

### Installing a game/application via a local install

- 1 Touch  then .
- 2 Touch  and **Others** or **My memory card** if external memory is inserted.
- 3 Select the file (\*.jad or \*.jar) to install and press **Install** command. The application will be installed.

**NOTE:** The jad file should contain its own jar file.

### Playing a game

- 1 Touch  then .
- 2 Touch .
- 3 Open the **Games** folder, choose a game and touch the icon to launch.

### Using the games options menu

Within the Games and Application folders, the following options are available:

**File info.** – View the Vendor, Version, Size and Domain.

**Sort by** - Sort the games and applications by **Date**, **Size** or **Name**.

**Memory manager** - View the memory status of Handset memory and External memory.

### Using the Fun stuff

Fun stuff contains preloaded flash games which use the integrated motion sensor.

### Flash contents

The Flash contents folder contains all your default and downloaded SWF files.

### Documents

From the Documents menu, you can view all of your document files. From here, you can view your Excel, PowerPoint, Word, Text and pdf files.




### Transferring a file to your phone

Bluetooth is probably the easiest way of transferring a file from your computer to your phone. You can also use the LG PC Suite via your sync cable.

To transfer using Bluetooth:

- 1 Make sure your phone and computer have Bluetooth switched on and can see each other.
- 2 Use your computer to send the file via Bluetooth.
- 3 When the file is sent you will have to accept it on your phone by touching **Yes**.
- 4 The file should appear in your **Documents** or **Others folder**.

### Viewing a file





- 1 Touch  then .
- 2 Touch  then **Documents**.
- 3 Select a document.

### Others

The **Others** folder is used to store files which are not pictures, sounds, videos, games or applications. It is used in the same way as the **Documents** folder. You may find that when you transfer files from your computer to your phone that they appear in the **Others** folder rather than the **Documents** folder. If this happens, you can move them.

To move a file from **Others** to




#### **Documents:**

- 1 Touch  then .
- 2 Touch  then **Others**.
- 3 Select a file and touch .
- 4 Touch **Move** and choose the destination folder from the list by touching the arrow icon. The

## Media album

screen will display **Moved** when the transfer is complete.

### Music

Your LG GW620 has a built-in music player so you can play all your favourite tracks. To access the music player, touch  then  then . From here, you can access a number of folders:

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

**Music store** - Connect to the online music store.

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

**Artists** - Browse your music collection by artist.

**Albums** - Browse your music collection by album.

**Genres** - Browse your music collection by genre.

**Playlists** - Contains all playlists you have created.


**Shuffle tracks** - Play your tracks in a random order.

**TIP!** The Orange Music Store application allows you to download music.








### Transferring music onto your phone

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

To transfer using Bluetooth:

- 1 Make sure both devices have Bluetooth switched on and can see each other.
- 2 Select the music file on the other device and select send via Bluetooth.
- 3 When the file is ready to be sent you should accept it on your phone by touching **Yes**.
- 4 The file should appear in  > **All tracks**.

### Playing a song

- 1 Touch , then .
- 2 Touch , then **All tracks**.
- 3 Select the song you want to play.
- 4 Touch  to pause the song.
- 5 Touch  to skip to the next song.
- 6 Touch  to go back to the previous song.
- 7 Touch  to return to the music list.

### Creating a playlist





You can create your own playlists by choosing a selection of songs from the **All tracks** folder.

- 1 Touch , then .
- 2 Touch , then **Playlists**.
- 3 Touch **Add new playlist**, enter the playlist name and touch **Save**.
- 4 The **All tracks** folder will show all the songs on your phone. Touch all the songs that you want to include in your playlist. A tick will appear on the left-hand side of the track names.

- 5 Touch **Done**.

### Editing a playlist

From time to time, you may want to add new songs or delete songs from a playlist. You can do this by editing the playlist.

- 1 Touch , then .
- 2 Touch , then **Playlists**.
- 3 Select the playlist.
- 4 Touch  and select:

**Add new songs** – To add more songs to the playlist. Mark the ones you want to add and touch **Done**.

**Change order** - Change the playing order of the playlist.





**Remove** – Remove a song from the playlist. Touch **Yes** to confirm.

**Memory status** - View the memory status of the Handset memory and External memory.

**Remove all** - Remove all tracks from the playlist.

## Media album

### Deleting a playlist

- 1 Touch , then .
- 2 Touch , then **Playlists**.
- 3 Touch , then **Delete** or **Delete all** to delete all of the playlists.

### Using the radio

Your LG GW620 has an FM radio feature so you can tune into your favourite stations and listen on the move.





**NOTE:** You will need to attach your headphones to listen to the radio. Insert them into the headphone socket (this is the same socket that you plug your charger into).





### Searching for stations

You can tune your phone to radio stations by searching for them manually or automatically. They will then be saved to specific station numbers, so you don't have to keep re-tuning. You can save up to 50 stations in your phone.





You must first attach the headset to the phone as this acts as the aerial.

### To auto tune:





- 1 Touch , then .
- 2 Touch , then .
- 3 Touch **Auto** scan. Then the stations will be automatically found and allocated to a channel on your phone.

**NOTE:** You can also manually tune into a station by using  and  displayed next to the radio frequency. If you press and hold  and , the stations will be found automatically.

### Resetting channels





- 1 Touch , then .
- 2 Touch , then .
- 3 Choose **Reset** to reset the current channel or choose **Reset all** to reset all of the channels. Each channel will return to the starting frequency of 87.5Mhz.


### Using Muvee studio

- 1 Touch  then .
- 2 Touch .
- 3 Touch  to add an image. Touch the images you want to include. The checkboxes in the images will be checked. Then select **Insert**.
- 4 Touch the style tab to choose a Muvee style. You can choose between **Classic Sepia**, **Forever Yours** etc.
- 5 Touch **Default sound** to change the sound.
- 6 Touch  to see what you've created.
- 7 You can save it while it is playing by touching the save icon.




## Organiser

### Adding an event to your calendar

- 1 From the standby screen, select , then touch  and choose . Select **Calendar**.
- 2 Select the date to which you want to add an event.
- 3 Touch  then **Add event**.

**TIP!** You can set holiday dates in your calendar. Touch each day you are on holiday one at a time, then touch  and select **Set holiday**.

### Adding an item to your To Do list

- 1 From the standby screen, select , then touch  and choose .
- 2 Select **To do** and touch **Add to do**.




- 3 Set the date for the task, add notes and select a priority level: **High, Medium or Low**.
- 4 Save your task by selecting **Save**.

**TIP!** You can edit an item by selecting it, touching the tab and entering the changes. Confirm the changes by selecting **Save**.

### Using 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.


This helps you keep track of deadlines.

- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Date finder**.
- 3 Set the required date in the **From** tab.

- 4 Set the number of days in the **After** tab.
- 5 The **Target date** will be shown below.

### Setting your alarm

- 1 From the standby screen, select , then touch  and choose .
- 2 Touch **Add alarm**.
- 3 Set the time you would like the alarm to sound and touch **Save**. The screen then automatically returns to the alarm list.
- 4 Select the item on the list and choose whether you would like your alarm to repeat **Once**, **Daily**, **Mon - Fri**, **Mon - Sat**, **Sat - Sun**, **Except holiday** or **Choose weekday**. The icons indicate the weekday you select.
- 5 Select **Alarm type** to select the type of alarm you want.





- 6 Touch **Alarm bell**. You can choose a sound from the media album list. To listen to sounds touch  on the right of the sound.
- 7 Add a memo to the alarm.
- 8 Finally, you can set the snooze interval to 5, 10, 20 or 30 minutes or 1 hour, or turn it off.
- 9 After setting the alarm, touch **Save**.

**NOTE:** You can set up to 5 alarms.

**TIP!** Touch the on/off icon on the right-hand side of the alarm to set it.

### Voice recorder

Use your voice recorder to record voice memos or other audio files.

- 1 Touch  then .
- 2 Touch  then  and **Settings** and choose from:









## Organiser

**Duration** – Set the recording duration. Choose from No limit, MMS msg. size or 1 min.


**Quality** – Select the sound quality. Choose from Super fine, Fine or Normal.

**Memory in use** - Choose whether to save recorded sounds to the External memory or to the Handset memory.


### Recording a sound or voice

- 1 Touch  then .
- 2 Touch .
- 3 Touch  to begin recording.
- 4 Touch  to end recording.
- 5 Touch  to listen to your recording.




### Sending the voice recording

- 1 Once you have finished recording, touch .
- 2 Touch **Send via** and choose from **Message**, **Email** or **Bluetooth**. If you choose **Message** or **Email**,





the recording will be added to the message and you can write and send it as normal. If you choose Bluetooth, it will automatically turn Bluetooth on and search for a device.

**NOTE:** After you have finished recording, touch  and choose Send via, File, Delete, Use as (to use the recording as your voice ringtone) Settings or Go to my sounds.




### Adding a memo

- 1 From the standby screen, select , then touch  and choose .
- 2 Touch **Add memo**.
- 3 Type your memo, then touch **Save**.
- 4 Your memo will appear on the screen.

### Using your calculator




- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Calculator**.
- 3 Touch the number keys to enter numbers.
- 4 For simple calculations, touch the function you require (+, -, x or ÷), followed by =.
- 5 For more complex calculations, touch  and choose from **sin**, **cos**, **tan**, **log**, **ln**, **exp**, **deg** or **rad** etc.

### Converting a unit

- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Unit converter**.
- 3 Choose whether you would like to convert **Currency**, **Surface**, **Weight**, **Length**, **Temperature**, **Volume** or **Velocity**.

- 4 You can then select the unit, and enter the value you would like to convert from, followed by the unit you would like to convert to.
- 5 The corresponding value will appear on the screen.

### Using the stopwatch





- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Stopwatch**.
- 3 Touch **Start** to begin timing.
- 4 Touch **Lap** if you want to record a lap time.
- 5 Touch **Stop** to end the timer.
- 6 Touch **Resume** to restart the stopwatch from the time you stopped it, or touch **Reset** to start the time again.

## Organiser

### STK

This menu may be different, depending on whether you have STK support services on the SIM card or not (i.e. SIM Application Toolkit).




### Adding a city to your world clock

- 1 From the standby screen select , then press  and select .
- 2 Touch , followed by **Add city**. Touch the icon in the upper left-hand side of the screen and type the name of the city you require on the search tab. It will then be displayed at the top of the screen.

## PC Sync

You can synchronise your PC with your phone to make sure all your important details and dates match. You can also backup your files to put your mind at ease.

### Installing the LG PC Suite on your computer

- 1 From the standby screen, press , select  and choose .
- 2 Scroll and touch **USB connection mode** and choose **PC suite**.
- 3 Connect your phone to your PC.

### Backing up and restoring the information on your phone

- 1 Connect your phone to your PC.
- 2 Double click on the **LG PC Suite** icon on your desktop.
- 3 Click on the **Backup** icon, and select **Backup** or **Restore**.
- 4 Mark the content you would like to back up or restore. Select the location you want to back up the information to, or restore it from. Click **OK**.

- 5 Your information will be backed up or restored.

### Viewing phone files on your PC

- 1 Connect your phone to your PC.
- 2 Double click on the **LG PC Suite** icon on your desktop.
- 3 Click on the **Contents** icon.
- 4 All the documents, flash contents, images, audio files and videos you have saved on your phone will be displayed on the screen in the LG Phone folder.

**TIP!** Viewing the contents of your phone on your PC helps you to arrange files, organise documents and remove content that you no longer need.

### Synchronising your contacts

- 1 Connect the phone to your PC.
- 2 Double click on the **LG PC Suite** icon on your desktop.
- 3 Click on the **Contacts** icon.

## PC Sync

- 4 Your PC will now import and display all the contacts saved on your SIM card and handset.
- 5 Click on **File** and select **Save**. You can now select where you want to save your contacts to.  
**NOTE:** To backup contacts saved to your SIM card, click on the SIM card folder on the left side of the PC screen. Select Edit at the top of the screen, then Select all. Right-click your contacts and select Copy to contact. Now click on the Handset folder on the left side of the screen and all your numbers will be displayed.

### Synchronising your messages

- 1 Connect the phone to your PC.
- 2 Double click on the **LG PC Suite** icon on your desktop.
- 3 Click on the **Messages** icon.
- 4 All of your PC and phone messages will be displayed in folders on your screen.

- 5 Use the tool bar at the top of the screen to edit and rearrange messages.

### Using your phone as a mass storage device




Your phone can be used as a mass storage device.

- 1 Disconnect your phone from your PC.
- 2 From the standby screen select , then touch .
- 3 Select , then **USB connection mode**.
- 4 Touch **Mass storage**. This mode will be saved.
- 5 Connect the phone to your PC. Your phone will read: **Connected**.
- 6 All of your phone files will automatically be stored onto your PC hard drive.  
**NOTE:** Your phone must be unplugged from your PC to initiate Mass Storage.

### Using your phone as a Music Sync device

Your Phone can be used as a Music Sync device for Sync Music Files only.

Music Sync can be carried out using Windows Media Player 11 and supports both Handset Memory and an external Memory Card.

- 1 Disconnect your phone from your PC.
- 2 From the standby screen select , then touch .
- 3 Select  and then **USB connection mode**.
- 4 Touch **Music sync**. This mode will be saved.
- 5 Connect the phone to your PC. Your phone will read: **Connecting as Music Sync ...** followed by **Disconnect Cable to Stop Music Sync**.

### Using your phone as a modem

Your GW620 can double as a modem for your PC, giving you email and internet access even when you can't connect using wires. You can do this via the USB cable or by Bluetooth.

#### Using the USB cable:

- 1 Ensure you have the LG PC Suite installed on your PC.
- 2 Connect your GW620 and PC using the USB cable and launch the LG PC Suite software.
- 3 Click **Internet Kit** on your PC.
- 4 Create the Profile that can connect to the Internet and save the settings.
- 5 The profile that you create will appear on your PC screen. Select it and click **Connect**. Your PC will connect through your GW620.

## PC Sync

### Using Bluetooth:



- 1** Ensure Bluetooth is switched **On** and is **Visible** to both your PC and GW620.
- 2** Pair your PC and GW620 so that a passcode is required for the connection.
- 3** Use the **Connection wizard** on your LG PC Suite to create an active Bluetooth connection.
- 4** Click **Internet Kit** on your PC.
- 5** Create the Profile that can connect to the Internet and save the settings.
- 6** The profile that you create will appear on your PC screen. Select it and click **Connect**. Your PC will connect through your GW620

## Orange World

### Orange World

**Orange World** gives you a fast, full colour world of games, music, news, sport, entertainment and lots more, straight to your mobile phone. Wherever you are and whatever you like.

### Accessing the web

- 1 From the standby screen, select , then touch  and choose .
- 2 To go straight to the browser home page, select **Home**. Alternatively, select **Enter address** and type in your desired URL, followed by **Connect**.

**NOTE:** You will incur an extra cost by connecting to this service and downloading content. Check the data charges with your network provider.

### Adding and accessing your bookmarks

For easy and fast access to your favourite websites, you can add bookmarks and save web pages.

- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Bookmarks**. A list of your Bookmarks will appear on the screen.
- 3 To add a new bookmark, touch **Add bookmark**. Enter a name for your bookmark followed by the URL.
- 4 Touch **Save**. Your Bookmark will now appear in the bookmark list.
- 5 To access the bookmark simply touch it and then touch Connect. You will be connected to the bookmark.




## Orange World

### Using the RSS reader

RSS (Really Simple Syndication) is a family of web feed formats used to publish frequently updated content, such as blog entries, news headlines or podcasts. An RSS document, called a feed, web feed, or channel, contains either a summary of content from an associated web site or the entire text. RSS makes it possible for people to keep up with their favourite web sites in an automated way that is easier than checking manually.




The user subscribes to a feed by entering its link into the reader or by clicking an RSS icon in a browser that starts the subscription process. The reader checks the user's subscribed feeds regularly for new content and downloads any updates it finds.

### Saving a page




- 1 Access your required webpage as described above.
- 2 Touch  and select **Save this page**.
- 3 Enter a name for the webpage so you can easily recognise it.
- 4 Touch **Save**.

**TIP!** This menu will also allow you to edit titles of saved pages, protect or unprotect the screen memo, and delete saved pages.




### Accessing a saved page

- 1 From the standby screen, select , then touch  and choose .
- 2 Select **Saved pages**.
- 3 Select the required page and it will open.

### Viewing your browser history

- 1 From the standby screen, select , then touch  and choose . Select **History**.
- 2 A list of web page titles you have accessed recently will be displayed. To access one of these pages, simply select it.

### Changing web browser settings

- 1 From the standby screen, select , then touch  and choose . Select **Settings**.
- 2 You can choose to edit **Profiles**, **Appearance settings**, **Cache**, **Cookies**, **Security**, or to reset all settings, select **Reset settings**.




## Settings

This folder lets you adapt your settings to personalise your GW620.




### Personalising your profiles

You can quickly change your profile on the standby screen. Just touch the status summary bar on the top, then touch the profile tab.

You can personalise each profile setting using the settings menu.

- 1 Press  and then choose .
- 2 Touch  and then choose the profile you want to edit.
- 3 You can then change all of the sounds and alert options available in the list, including your **Ringtone** and **Volume, Message alerts** settings and more.

### Changing your screen settings

- 1 Touch  then choose .
- 2 Touch  and then choose from:  
**Wallpaper** - Choose the theme for your standby screen.

**Livesquare** - It is possible to change Liveplace and Livecon. If you set Daily reset ON, your livesquare is reset every morning at 4 AM.

**Top Menu** - Choose the style of the top menu.

**Dialling** - Adjust the number size and colour.

**Font** - Adjust the font style and size.

**Backlight** - Choose how long the backlight stays on for.

**NOTE:** The longer the backlight stays on, the more battery power it uses and so you may need to recharge your phone more often.




**Brightness** - Adjust the screen brightness.

**Greeting message** - Choose on or off and fill in the greeting message.

**Start-up/Shut down** - Choose the theme for your start-up/shut down screen.

## Changing your phone settings

Enjoy the freedom of adapting the GW620 to your own preferences.

- 1 Touch  then choose .
- 2 Touch  then choose from the list below.

**Date & Time** - Adjust your date and time settings or choose to auto update the time when travelling or for daylight saving.

**Power save** - Choose to switch the factory set power saving settings: **Off**, **Night only** and **Always on**.

**Languages** - Change the language on your GW620's display.

**Auto key lock** - Lock the keypad automatically in standby screen.

**Security** - Adjust your security settings, including PIN codes and handset lock.

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

### **Handset common memory**

- View the memory available on your GW620 for Pictures, Sounds, Videos, Flash contents, Flash, MMS, Email, Java applications and others.

### **Handset reserved memory**

- View the memory available on your handset for SMS, Contacts, Calendar, To do list, Memos, Alarms, Call history, Bookmarks and Miscellaneous items.

**SIM memory** - View the memory available on your SIM Card.

**External memory** - View the memory available on your external memory card (which you may need to purchase separately).

## Settings




### **Primary storage setting** -

Choose the location you prefer items to be saved between Handset memory and External memory.

**Reset settings** - Restores all settings to their factory defaults.

**Information** - View the technical information for your GW620.

### **Changing your touch settings**

From the home screen select  then , Select .




**Touchpad calibration** - You can adjust calibration of your touchpad.

**Touchscreen effect** - You can change touchscreen effect. You can choose between Type, Tone, Tone volume etc.

### **Changing your connectivity settings**

Your connectivity settings have already been set up by your network operator, so you can enjoy your new phone immediately. To

change any settings, use this menu:

Touch , then .  
Select .

### **Network settings**

**Select network** - If you set to **Automatic**, the GW620 automatically searches for the network and registers the handset to the network. This is recommended for best service and quality.

**NOTE:** When your handset loses the network in manual mode, the popup message to select the available network will be shown on the Idle screen.

**Network mode** - You can set a type of network to search for when networks are searched in the Select network menu.

**Preferred lists** - If the network is searching automatically, you can add a preferred network to be connected to. The following options are available:

**Internet profiles** - This menu shows the Internet profiles. You can create, delete or edit new profiles by using the Options Menu. However, you cannot delete or edit default configurations depending on country variant.

**Access points** - Your network operator has already saved this information. You can add new access points using this menu.

**Packet data conn.** - Choose when your device should be connected to network for packet data.

**USB connection mode** - Choose Data service and synchronise your GW620 using the LG PC Suite software to copy files from your phone.

If you use Music sync with Windows Media Player, select Music sync in this menu. Music sync is only available for music content.

**Backup Upload settings**

**NOTE:** This service is not available in all countries. Please contact your service provider for further information.

You can send your information to an operator server or receive information s from an operator server.

**Streaming settings** - Your network operator has already saved this information. You can edit it if you want to make changes.

**Java settings** - You can add or choose a profile and view the certificate information.

### **Sending and receiving files using Bluetooth**

Bluetooth is a great way to send and receive files as it uses no wires and connection is quick and easy. You can also connect to a Bluetooth headset to make and receive calls.

## Settings

### To send a file:

- 1 Open the file you want to send, which will typically be a photo, video or music file.
- 2 Choose **Send**.  
Choose **Bluetooth**.
- 3 If you have already paired the Bluetooth device, your GW620 will not automatically search for other Bluetooth devices. If not, your GW620 will search for other Bluetooth enabled devices within range.
- 4 Choose the device you want to send the file to and touch **Select**.
- 5 Your file will be sent.





**TIP!** Check the progress bar to make sure your file is sent.

### To receive a file:

- 1 To receive files, your Bluetooth must be both **On** and **Visible**. See Changing your Bluetooth settings on the right for more information.

- 2 A message will prompt you to accept the file from the sender. Touch **Yes** to receive the file.
- 3 You will see where the file has been saved and you can choose to **View** the file or **Use as wallpaper**. Files will usually be saved to the appropriate folder in your Media Album.

### Changing your Bluetooth settings:

- 1 Touch  and choose .
- 2 Choose  then touch  and choose **Settings**.

#### Make your changes to:

**My device visibility** - Choose to be **Visible**, **Hidden** or **Visible for 1 min**.

**My device name** - Enter a name for your GW620.

**Supported services** - Select how to use Bluetooth in association with different services.

**Remote SIM Mode** - Turn on or off.

**My address** - Show your Bluetooth address.

### Pairing with another Bluetooth device

By pairing your GW620 with another device, you can set up a passcode protected connection. This makes your pairing more secure.

- 1 Check your Bluetooth is **On** and **Visible**. You can change your visibility in the **Settings** menu.
- 2 Touch **Search**.
- 3 Your GW620 will search for devices. When the search is completed, **Retry** will appear on the screen.
- 4 Choose the device you want to pair with and enter the passcode, then touch **OK**.
- 5 Your phone will then connect to the other device, on which you will need to enter the same passcode.

- 6 Your passcode protected Bluetooth connection is now ready.

### Using a Bluetooth headset

- 1 Check your Bluetooth is **On** and **Visible**.
- 2 Follow the instructions that came with your headset to put it in pairing mode and pair your devices.
- 3 Touch **Ask before connect** or **Always connect** and touch **Yes** to Connect now. Your GW620 will automatically switch to Headset profile.

### Software Upgrade

#### LG Mobile Phone Software Upgrade Program

For more information on installing and using this program, please visit <http://update.lgmobile.com>.

This feature allows you to upgrade your software to the latest version



## Settings

quickly and conveniently on the Internet without needing to visit our service centre.

As the mobile phone software upgrade program requires the user's full attention for the duration of the upgrade process, please be sure to check any instructions and notes that appear at each step before proceeding. Please note that removing the USB data communication cable or batteries during the upgrade may seriously damage your mobile phone. As the manufacturer takes no responsibility for loss of data during the upgrade process, you are advised to note down any important information in advance for safekeeping.