FCC RF Exposure Information

WARNING! Read this information before operating the phone.

In August 1996, the Federal Communications Commission (FCC) of the United States, with its action in Report and Order FCC 96-326, adopted an updated safety standard for human exposure to Radio Frequency (RF) electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this phone complies with the FCC guidelines and those international standards.

Bodily Contact During Operation

This device was tested for typical use with the back of the phone kept 0.39 inches (1.0 cm) from the body. To comply with FCC RF exposure requirements, a minimum separation distance of 0.39 inches (1.0 cm) must be maintained between the user's body and the back of the phone, including the antenna. Third-party belt-clips, holsters, and similar accessories containing metallic components should not be used. Avoid the use of accessories that cannot maintain 0.39 inches (1.0 cm) distance between the user's body and the back of the phone and have not been tested for compliance with FCC RF exposure limits.

HAC Statement

This phone has been tested and rated for use with hearing aids for some of the wireless technologies that it uses.
However, there may be some newer wireless technologies used in this phone
that have not been tested yet for use with hearing aids.
It is important to try the different features of this phone thoroughly
and in different locations, using your hearing aid or cochlear implant,
to determine if you hear any interfering noise.
Consult your service provider or the manufacturer of this phone for information on hearing aid compatibility.
If you have questions about return or exchange policies, consult your service provider or phone retailer.

FCC Notice and Cautions

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

Any changes or modifications not expressly approved in this user guide could void your warranty for this equipment. Use only the supplied antenna. Use of unauthorized antennas (or modifications to the antenna) could impair call quality, damage the phone, void your warranty and/or violate FCC regulations.

Don't use the phone with a damaged antenna. A damaged antenna could cause a minor skin burn. Contact your local dealer for a replacement antenna.

Part 15.21 statement

Changes 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 you experience interference with reception (e.g., television), determine if this equipment is causing the harmful interference by turning the equipment off and then back on to see if the interference is affected. If necessary, try correcting 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.

Phone Overview

1. **Proximity Sensors** Senses proximity towards other objects (such as your head) so that touch commands are not accidentally activated during a call.

2. **Quick Keys**
   - **Phone Key** Opens the **Phone** application for access to the dialpad, Call log, Contacts, and Groups.
   - **Contacts Key** Opens the **Contacts** application.
   - **Messaging Key** Opens the **Messaging** application.
   - **Apps Key** Opens the Apps screen, where you can view all your installed applications.

3. **Menu Key** Opens an options menu with options that affect the current screen or application.

4. **Home Key** Returns to the Home screen. If you're already viewing one of the Home screen extension panes, it navigates you to the central Home screen pane. Touch and hold to view the most recently used applications.

5. **Back Key** Returns to the previous screen. Also closes pop-up display items, such as menus and dialog boxes.

6. **Search Key** Opens the Quick Search Box^{TM} from the Home screen to search the phone and the web.

7. **Touchscreen** Displays all the information needed to operate your phone, such as applications, call status, date, time, signal status, and battery strength.

8. **Front Camera Lens** Use to take pictures and video. Keep clean for optimal performance.

9. **Power/Lock Key** Locks the screen with a single press. Press and hold to open the phone options menu for the following options: Silent mode, Airplane mode, and Power off.

10. **Earpiece** Lets you hear callers and automated prompts.

11. **Microphone** Transmits your voice to the other caller and for Voice-activated functions.

12. **3.5mm Headset Jack** Allows you to plug in an optional headset for convenient, hands-free conversations. You can also plug in headphones to listen to music.

13. **Camera Lens** Use for taking pictures and recording videos. Keep clean for optimal performance.

14. **Back Cover** Encloses the battery compartment.

15. **Accessory/Charger Port** Allows you to connect the phone charger, USB cable, or other compatible accessories.

16. **Volume Keys** Allow you to adjust the ringer, media volumes, or the in-call volume during a call.

Installing the Battery and microSD Card

NOTE It is important to fully charge the battery before initial use of the phone.

Installing the battery

The phone comes with a rechargeable battery. Keep the battery charged while not in use in order to maximize talk, use, and standby time. The battery charge level is shown at the top right corner of the screen.

1 Use the fingertip cutout at the bottom of the phone to remove the battery cover.

2 Align the battery contacts with the terminals in the battery compartment.

3 Push the battery down until it clicks into place.

4 Place the battery cover over the battery compartment, then press it downward until it clicks into place.

Removing the battery

Turn the power off. Remove the battery cover (as demonstrated in the previous instructions). Then flip the phone to its normal position and use the fingertip cutout at the top left corner of the battery compartment to lift the battery out.

Inserting a microSD card

Turn the power off. Remove the battery cover and the battery (as demonstrated in the previous instructions). Locate the microSD card slot (microSD is inscribed near the slot opening). Position the microSD card with the label side facing up and slide it into place until it is fully inserted and locked in place.

> **NOTE** The microSD card can be easily damaged by improper operation. Please be careful when inserting, removing or handling it.

To remove the microSD card

Turn the power off. Remove the battery cover and take the battery out. Locate the microSD card slot. Gently push the exposed edge of the microSD card to release it. Then gently pull it out to remove it.

Charging the Phone

Your MS840 comes with a wall/USB charger and a USB cable which connect together to charge your phone. To charge your phone:

> **NOTICE**
> Please use only an approved charging accessory to charge your LG phone. Improper handling of the accessory/charger port, as well as the use of an incompatible charger, may cause damage to your phone and void the warranty.

1. Connect the USB cable into the wall/USB charger. When connecting, as shown below, the LG logo on the USB cable should face toward you.

2. Plug the USB cable (as shown below) into the phone's accessory/charger port.

Charging with USB

You can use your computer to charge your phone. To be able to charge with the USB cable, you need to have the necessary USB drivers installed on your PC first. Connect one end of the USB cable to the charger port on your phone and connect the other end to a USB port on your PC. It is best to use the rear USB port when connecting to a desktop PC. The USB hub should be powered by an external power source.

To unmount the microSD card

It is important to unmount the card to avoid damage to the card or data saved on the card.

1. Touch the **Apps Key** .
2. Touch **Settings** > **SD card & phone storage**.
3. Touch **Unmount External SD card**.

Optimizing Battery Life

You can extend your battery's life between charges by turning off features that run in the background. You can also monitor how applications and system resources consume battery power.

Tips to extend the life of your battery

▸ Turn off radio communications that you aren't using. If you aren't using Wi-Fi, Bluetooth, or GPS, use the Settings menu to turn them off (Note that the GPS receiver is only turned on when you're using an application that makes use of it).

▸ Turn down screen brightness and set a shorter screen timeout.

▸ Turn off automatic syncing for Gmail, Calendar, Contacts, and other applications if you don't need it.

▸ Use the Power Control widget to control the wireless connections, GPS connection, Bluetooth power, display brightness, and syncing activity.

To check the battery charge level

▸ Touch the **Apps Key** ⊞ > **Settings** ⚙ > **About phone** > **Status**. The battery status (Charging or Discharging) and level (as a percentage of fully charged) will be displayed at the top of the screen.

To monitor and control what uses the battery

The Battery use screen allows you to see which applications are consuming the most battery power. Information on this screen allows you to identify downloaded applications you may want to turn off when not being used, so you can get the most out of your battery power.

▸ Touch the **Apps Key** ⊞ > **Settings** ⚙ > **About phone** > **Battery use**. The screen will display battery usage time. Either how long since last connected to a power source, if connected to a power source, and how long you were last running on battery power. The list of applications or services using battery power are displayed in order of energy used, from greatest amount to least.

▶ Touch an application in the Battery use screen to see the details about its power consumption.
Different applications offer different kinds of information, and they may even include options to modify the settings so you can reduce power consumption by that application.

Setup Wizard

The first time you turn on your phone, the Setup Wizard guides you through signing in to your Google Account. If you don't have one, don't worry, the Setup Wizard will help you create one.

You can also set up social networking accounts, such as Facebook or Twitter.

> **NOTE** This phone supports several applications and services. It is recommended that you purchase a data plan that meets your needs. Contact your service provider for details.

1. Press and hold the **Power/Lock Key** ━ on the top edge of your phone to turn it on.

2. Select a language and touch **Next**.

3. Follow the Setup Wizard to configure your phone set up including creating or logging in to your Gmail Account.

> **NOTE** If you have an existing Google Account, your contacts from that account are synced to your phone.

Turning the Phone On and Off

Turning the phone on

▸ Press and hold the **Power/Lock Key** ▬ for a couple of seconds until the screen turns on.

Turning the phone off

1. Press and hold the **Power/Lock Key** ▬ until the pop-up menu appears.

2. Touch **Power off** in the pop-up menu.

3. Touch **OK** to confirm that you want to turn off the phone.

To unlock the phone

If you don't use the phone for a while, the screen and backlight will shut off to conserve battery power. To unlock the phone:

1. Press the **Power/Lock Key** ▬.
   Your Lock Screen will appear.

2. Slide the screen up to unlock.
   The last screen you were working on opens.

   NOTE This is the default Lock Screen. If you've set up an Unlock Pattern, use your fingertip to draw the pattern.

To turn the phone sounds off

If you're in a place where your phone sounds may disturb others, you can quickly silence your phone from the Home screen.

1. Press the **Power/Lock Key** ▬, then unlock the screen.

2. Press and hold the **Power/Lock Key** ▬, then touch **Silent mode**.
   OR
   Press the down **Volume Key** on the side of the phone ▭▭ until all sounds are turned off or vibration is set.

   NOTE The Vibration setting in the Sound menu affects this mode. If the Vibration setting is set to **Only when not in Silent mode** (or **Never**), then the down **Volume Key** turns all sounds off. If the Vibration setting is set to **Only in Silent mode** (or **Always**), the down **Volume Key** will set the phone to vibrate.

Setting Up Your Device

When you turn on your wireless device for the first time, you have the option to quickly set up various accounts. Simply follow the on-screen instructions to complete the initial setup of your wireless device.

To set up your device, follow the steps below:

1. Select your language and touch **Next**.

2. Select whether to **Skip** or **Start** the Backup Assistant application.

3. Select whether to **Skip** or **Start** the Google Account setup. With a Google Account, Google applications are automatically synced between your phone and computer regardless of where you make an update.

4. Select the other accounts you want to set up. (**Email, Facebook, Twitter**, etc.).

5. Select the Location Consent (**Location Services/ Standalone GPS Services/ Google Location Services**).

   > **NOTE** A successful set up message is displayed. You can choose to view options that teach you about your new phone including **Watch & Learn / My Mobile / Guided Tours**. These options can be viewed later by accessing the Tools section of the Apps screen.

7. Touch **Done** to start using the phone.

Phone's Status Icons

The Status Bar appears at the top of every screen. It displays icons indicating that you've received notifications (on the left) and icons indicating the phone's status (on the right), along with the current time.

Notification icons   Status icons

If you have more notifications than can fit in the Status Bar, a plus icon ✚ prompts you to open the Notifications panel to view them all.

The following icons indicate the status of your phone.

Call icons

🎤	Microphone muted during a call	📞	Missed call notification
📞	In call	📞	In call using Bluetooth device
📞	Speaker on	📞	Privacy call

Calendar & Alarm icons

1	Calendar event notification	⏰	Alarm set

Email and Messaging icons

	Email received		Email sending failed
	New message received		Sending message failed
	High priority message received		New Gmail message received
	Google Talk message received		New voice mail received

Sound icons

	Music currently playing		Silent mode
	Vibrate mode		Wired headset connected

Network icons

	4G network connected		Download through 4G network
	Using 4G network		Upload through 4G network
	Connected to a 3G network		3G network is in use
	Downloading data		Uploading data
	GPS on		No service
	Acquiring GPS access		Strong network signal
	Airplane mode is on		Weak network signal
	Roaming		Location service on
	Location service off		

Connectivity icons

The following icons indicate the status of your phone.

	Wi-Fi connection detected		Android debugger connected
	Bluetooth on		Bluetooth device connected
	USB connected		USB tethering on
	No Wi-Fi signal		Strong Wi-Fi signal
	SmartShare on		SmartShare sharing request

System icons

The following icons indicate the status of your phone.

	More notifications		System secure
	Internal memory full		System alert
	SD card inserted		No SD card inserted
	Google sync started		Error during Google sync
	Battery empty		Battery full
	Battery charging		Battery status unknown(error)
	No SIM card		Unknown SIM card

Getting to Know the Home Screen

The Home screen is your starting point to access all the features on your phone. It displays application shortcuts, icons, widgets, and other features.

Status Bar
Shows device status information, including the time, signal strength, battery status, and notification icons.

Application Icon
Touch an icon (application, folder, etc.) to open the application and use it.

Quick Keys
Provide easy, one-touch access to the functions you use the most.

Apps Key
Touch to open the Apps screen to view all of your installed applications.

Quick Keys

The Quick Keys are located at the bottom of the Home screen and Apps screen.

: Opens the **Phone** application which displays the dialpad so you can dial an unsaved number. It also provides additional tabs to access the Call log, Contacts, and your Groups.

: Opens your Contacts list. You can also access the **Phone** application, Call log, and your Groups by touching the tabs across the top of the screen.

: Opens the **Messaging** application.

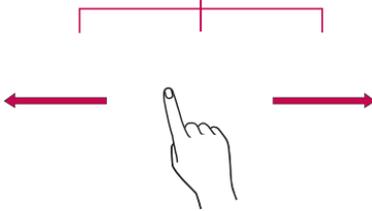: Opens the Apps screen and displays phone options and applications.

To return to the Home screen

▸ Touch the **Home Key** ▪ at any time, from any application.

To view other Home screen panes

▸ Slide your finger left or right across the Home screen. The Home screen spans seven screen widths, allowing more space for icons, widgets, shortcuts, and other items.

Home Screen Pane Indicator
The dots indicate which Home screen pane you are viewing.

Touchscreen

Your touchscreen provides an excellent way to interact with and use your Android phone. With the touch of your finger, you can download and use available applications, make menu selections, and access data saved to your phone.

The following terms are used for describing the different available actions using the touchscreen:

Touch A single finger touch selects items. For example, touch an icon (e.g., application or menu item), touch words (e.g., menu selection or to answer onscreen question), or touch letters and numbers to type.

Touch and hold Touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. For example, to open a pop-up menu for customizing the Home screen, touch an empty area on the Home screen until the menu pops up.
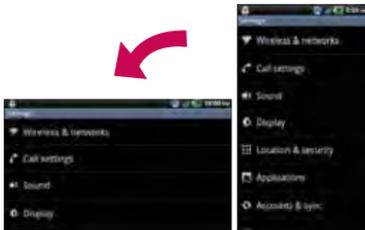
Drag Touch and hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. You can drag items on the Home screen to reposition them.

Swipe or slide To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you can drag or slide the screen up or down to scroll a list, or browse through the different Home screens by swiping from left to right (and vice versa).
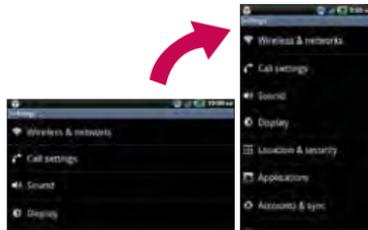
Double-tap Double-tap to zoom a web page or a map. For example, quickly double-tap a section of a web page to zoom that section to fit the width of the screen. You can also double-tap to control the zoom in Maps and in other applications.

Pinch-to-Zoom Use your index finger and thumb in a pinch or spread motion to zoom in or out when using the browser, a map, or pictures.

Rotate the screen From many applications, the orientation of the screen rotates with the phone as you turn it from upright to sideways and back again.

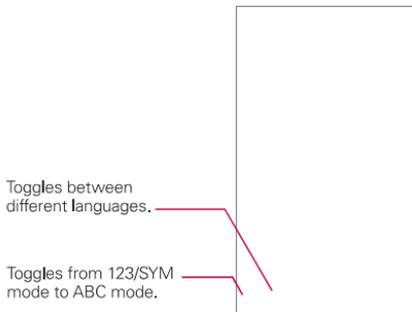Rotate the phone counter-clockwise for landscape orientation.

Rotate the phone clockwise for portrait orientation.

Text Input Methods

On-screen Keyboard

You can easily enter text using the on-screen keyboard. The on-screen keyboard displays automatically on the screen when you need to enter text. To manually display the keyboard, simply touch a text field where you want to enter text.

Toggles between different languages.

Toggles from 123/SYM mode to ABC mode.

Typing tips	
Enter other characters	From the numbers keyboard, touch ⬚. Touch ⬚ to return to the numbers keyboard.
Enter one capital letter	Touch Shift ⬚.
Enter all capital letters	Touch Shift ⬚ twice. Touch again to revert to lowercase.
Cut or copy selected text	Tap the text to highlight it. Then touch and hold the text, then touch **Cut** or **Copy**.
Paste cut or copied text	Touch and hold the location to paste the text, then touch **Paste**.
Delete a character (hold to delete faster)	Touch Delete ⬚.

Text input settings

To change your text entry settings and see the dictionary of terms you've used, from the Home screen, touch the **Apps Key** ⬚ > **Settings** ⬚ > **Language & keyboard**.

• To change the default language, touch **Select language**.

Working with Menus

There are two kinds of Android menus: Options menus and Context menus.

Options menus

Options menus contain tools that apply to the activities of the current screen or application, not to any specific item on the screen. To open the available options menu, touch the **Menu Key** ▪▪. Not all applications have Options menus; if you touch the **Menu Key** ▪▪ on a screen that has no Options menu, nothing will happen.

Some applications have more Options menu items than can fit in the options menu. To view the additional menu items, touch **More**.

Touch **More** to view additional menu items.

Context menus

Context menus contain options that apply to a specific item on the screen. To open a Context menu, touch and hold an item on the screen. Not all items have Context menus. If you touch and hold an item that has no Context menu, nothing will happen.
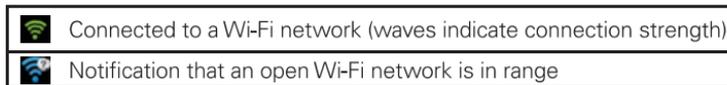
Connecting to Wi-Fi Networks

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

To use Wi-Fi on your phone, you must connect to a wireless access point. Some access points are open and you can simply connect to them. Others are hidden or implement other security features, so you must configure your phone so it can connect to them.

Turn off Wi-Fi when you're not using it, to extend the life of your battery.

The following Status Bar icons indicate your Wi-Fi status.

📶	Connected to a Wi-Fi network (waves indicate connection strength)
📶	Notification that an open Wi-Fi network is in range

When you connect to a Wi-Fi network, the phone obtains a network address and other information it needs from the network, using the DHCP protocol. To configure the phone with a static IP address and other advanced settings, from **Wi-Fi settings** touch the **Menu Key** ▪ > **Advanced**.

To turn Wi-Fi on and connect to a Wi-Fi network

1. Touch the **Apps Key** ▪ > **Settings** ▪ > **Wireless & networks** > **Wi-Fi settings**.

2. If the Wi-Fi box is not checkmarked, touch **Wi-Fi** to turn it on and scan for available Wi-Fi networks.

3. Touch a network to connect to it.

   - If the network is open, you will be prompted to confirm that you want to connect to that network by touching **Connect**.

   - If the network is secured, you will be prompted to enter a password (Ask your network administrator for details).

   - When you're connected to a network, you can touch the network name in the Wi-Fi settings screen for details about the speed, security, address, and related settings.

To receive notifications when open networks are in range

By default, when Wi-Fi is on, you receive notifications in the Status Bar when your phone detects an open Wi-Fi network.

1. Turn on Wi-Fi, if it's not already on.

2. From the Wi-Fi settings screen, touch **Network notification** to checkmark the box. Touch again to remove the checkmark and stop receiving notifications.

To add a Wi-Fi network

You can add a Wi-Fi network so the phone will remember it, along with any security credentials, and connect to it automatically when it is in range. You can also add a Wi-Fi network manually if it does not broadcast its name (SSID) or if you want to add a Wi-Fi network when you are out of its range. To add a secured network, you need to contact the network's administrator to obtain the password or other required security credentials.

1. Turn on Wi-Fi, if it's not already on.

2. From the Wi-Fi settings screen, touch **Add Wi-Fi network**.

3. Enter the **Network SSID** (name) of the network. If the network is secured, touch **Security** and touch the type of security deployed on the network.

4. Enter the required passwords and security credentials.

5. Touch **Save**.

   The phone will connect to the wireless network. Any credentials that you entered are saved, so you are connected automatically the next time you come within range of this network.

To forget a Wi-Fi network

You can make the phone forget about the details of a Wi-Fi network that you added. For example, if you don't want the phone to connect to it automatically or if it's a network that you no longer use.

1. Turn on Wi-Fi, if it's not already on.

2. In the Wi-Fi settings screen, touch and hold the name of the network that you want to forget.

3. Touch **Forget network.**

Mobile hot-spot

Mobile hot-spot makes it easy to get connected to WiFi when you're using the mobile. Mobile hot-spot is a large network of hotspots all over the world and you can also add any WiFi accounts you have, choosing from the thousands which Mobile hot-spot supports, to personalize and extend your coverage.

Placing and Ending Calls

You can place calls using the **Phone** application. Calls can be manually dialed using the **Phone** tab. You can also dial from your phone's memory using the **Call log** tab, the **Contacts** tab, or the **Groups** tab.

To open the Phone application

▶ From the Home screen, touch the **Phone Key** 📞 in the Quick Keys bar.

To place a call by dialing

1. Open the **Phone** application.

To dial an international number, touch and hold the 0 key to enter the plus (+) symbol. Then, enter the international prefix for the country; followed by the full phone number.

Touch to erase a digit. Touch and hold to erase the entire number.

Touch the **Call Key** 📞 to dial the number that you entered.

Touch the Message Key to send the message

2. Touch the keys on the dialpad to manually enter a phone number.

   • If you enter a wrong number, touch the **Delete Key** ⌫ to erase digits one by one.

   • To erase the entire number, touch and hold the **Delete Key** ⌫.

   • To dial an international number, touch and hold the **0+** key to enter the plus (+) symbol. Then, enter the international prefix for the country; followed by the full phone number.

3. Touch the **Call Key** 📞 to dial the number that you entered.

- You can use other phone features while the call is underway. If you open another application, the Call icon appears in the Status Bar for the duration of the call.

- Press the **Volume Keys** to adjust the call volume.

- Use the on-screen buttons to enter additional numbers, place the call on hold and take an incoming call, add another call, use the speakerphone, end the call, and other options.

  NOTE If you opened other applications while on a call, you'll need to return to the Call screen to end the call. You can touch the **Home Key** 🔲, then the **Phone Key** 📞 or drag the Notifications panel down and touch the Call icon.

Airplane mode

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

1. Press and hold the **Power/Lock Key** ▬.

2. Touch **Airplane mode**.

  NOTE The Wireless & networks setting also has a checkbox to enable or disable Airplane mode.

MetroWEB

The MetroWEB feature allows you to access the internet from your vdevice. Access and selections within this feature are dependent upon your service provider. For specific information on MetroWEB access through your phone, contact your service provider.

Internet

Learn to access and bookmark your favorite web pages.

> **NOTES** • You may incur additional charges for accessing the web and downloading media. For details, contact your service provider.
>
> • Available icons may vary depending on your region.

Browse web pages

1. Touch the **Apps Key** ⊞ > **MetroWEB** 🌐. To access a specific web page, touch the URL input field, enter the web address (URL) of the web page, and touch ➔.

2. Navigate web pages using the following:

URL Input Field ————
Touch here to enter a web
address for the web page
you wish to access.

—Voice Search
Touch here to search by voice.

While browsing the web page, use the following options:

▸ To zoom in or out, double-tap the screen. You can also use the pinch-to-zoom method. Place your two fingers on the screen and slowly pinch or spread them apart.

▸ To open a new window, touch the **Toolbar Menu** > **New window** ⊕.

▸ To view the list of bookmarks, touch **Bookmarks** 🔖 next to the URL field. You can also add, edit, or delete a bookmark from this menu.

▸ To bookmark the current web page, touch **Bookmarks** 🔖 > **Add**. Enter the name for the bookmark and touch **OK**.

▸ When a web page finishes loading, the RSS Indicator will appear if an RSS feed is available. Touch the **Menu Key** ▪ > **Add RSS Feed** 📑 and select the feed you want to save.

▸ To view the currently active windows, touch the **Toolbar Menu** > **Windows** 🗔. You can open multiple pages and switch back and forth between them.

▸ To reload the current web page, touch the **Refresh Icon** ⟳. The Refresh menu appears after the web page finishes loading.

▸ To stop loading a web page, touch the **Stop Icon** ⊖. The Stop menu appears while a web page is loading.

▸ To go to previous page, touch the **Back Key** ▪.

▸ To go to a next page in history, touch the **Toolbar Menu** > **Forward** ➡.

▸ To search for text on the web page, touch the **Menu Key** ▪ > **Find on page**.

▸ To select text on the web page, touch the **Menu Key** ▪ > **Select text**. Highlight the text you want with your finger. The highlighted text is copied to the clipboard and you can paste it anywhere that allows text to be entered.

▸ To view the web page details, touch the **Menu Key** ▪ > **More** ⊙ > **Page info**.

▸ To set homepage, touch the **Menu Key** ▪ > **More** ⊙ > **Set home page**.

> **NOTE** When you are in a secure page, you can see the certificate of the current page by touching the **View certificate** button on Page info.

▸ To send the web address (URL) of the web page to others, touch the **Menu Key** ▪ > **Share page**.

▸ To view the download history, touch the **Menu Key** ▪ > **More** ⊙ > **Downloads**.

▶ To customize the MetroWEB settings, touch the **Toolbar Menu** > **Settings**.

Bookmark your favorite web pages

If you know the web address of the web page, you can manually add a bookmark. To add a bookmark:

1. Touch the **Apps Key** ▣ > **MetroWEB** ◉ .

2. Touch **Bookmarks** ▣ next to the URL field.

3. Touch **Add**.

4. Enter a page title and a web address (URL).

5. Touch **OK**.

From the bookmark list, touch and hold a bookmark and use the following options:

▶ To open the web page in the current window, touch **Open**.

▶ To open the web page in a new window, touch **Open in new window**.

▶ To edit the bookmark details, touch **Edit bookmark**.

▶ To add the bookmark shortcut to one of the Home screen panes, touch **Add shortcut to Home**.

▶ To send the web address (URL) of the web page to others, touch **Share link**.

▶ To copy the web address (URL) of the web page, touch **Copy link URL**.

▶ To delete the bookmark, touch **Delete bookmark**.

▶ To use the web page as your MetroWEB homepage, touch **Set as homepage**.

Maps

To search for a location

1. Touch the **Apps Key** ▦ > **Maps**.

2. Touch the search box at the top of the screen.

3. In the search box, enter the place you're looking for. You can enter an address, a city, or a type of business or establishment. For example, "theater in New York".

4. Touch the **Search Key** 🔍.

   Orange markers indicate search matches on the map.

   You can touch a marker to open a balloon that contains a label. Touch the balloon to open a screen with more information about the location, as well as options for obtaining directions.

To get directions

1. Touch the **Apps Key** ▦ > **Maps**.

2. Touch the **Menu Key** ▪ > **Directions**.

3. Enter a starting point in the first text box and your destination in the second text box. You can also select an address from your Favorites, contacts or history.

   To reverse directions, touch the **Reverse** icon ⇅.

4. Touch the **Car** icon 🚗 for driving directions or the **Walking** icon 🚶 for walking directions.

5. Touch **Go**.

6. Choose how to view directions on **Maps** from the Directions pop-up menu that is displayed.

   Your route is displayed on a map.

7. To view the directions in a list format, touch the **Menu Key** ▪ > **List view**.

   To switch back to your map route from List view, touch the **Menu Key** ▪ > **Map view**.
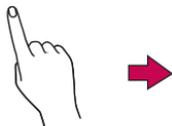
Checking the weather

The **Weather** application provides weather forecasts. You can place a Weather widget on your Home screen for a summary of your local weather. Access the **Weather** application for more detailed weather information.

To get details about the weather

Touch the Weather widget on the Home screen to open the **Weather** application to view summarized and detailed weather information.

▸ Touch a tab at the top of the screen to view the weather forecast for different times.

▸ Touch the **Hourly** or **15 Days** tab for a more detailed forecast. Tap the **Weather** application screen to access the Accuweather website.

▸ Touch a time on the weather graph for a detailed, hour-by-hour forecast.

Selecting Which Contacts are Displayed

You can hide contacts that don't have phone numbers. You can also configure which groups of contacts you want to display in the Contacts list.

To set whether contacts without phone numbers are displayed

If you use your list of contacts only to call people, you can hide any contacts that don't have phone numbers.

1. Open the **Contacts** application.
2. Touch the **Menu Key** ▣ > **More** > **Display options**.
3. Touch **Only contacts with phones** to select or deselect this option. When selected, a checkmark will appear.
4. Touch **Apply** to save the settings.

> **NOTES** • You can sort the Contact list by Given name or Family name.
> • You can also view contact names as Given name first or Family name first.

To change which groups are displayed

1. Open the **Contacts** application.
2. Touch the **Menu Key** ▣ > **More** > **Display options**.
3. Touch an account to open its list of available groups.
4. Touch each group whose contacts you want to view in your Contacts application. Contact types with a checkmark will appear in your contacts list. This action affects only which contacts are displayed. Your sync settings will not be affected.
5. Touch **Apply** to save your settings.

Joining Contacts

When you add an account or add contacts in other ways, such as by exchanging emails, the **Contacts** application attempts to avoid duplication by joining contact information automatically. You can also join contacts manually.

To join contacts

1. Open the **Contacts** application.
2. Touch the contact entry to which you want to add information. The contact name for this entry will remain unchanged after you join with another contact.
3. Touch the **Menu Key** ▪▪ > **Edit contact**.
4. Touch the **Menu Key** ▪▪ > **Join**.
5. Touch the contact whose information you want to join with the first contact. The information from the two contacts will be merged and displayed under the name from the first contact.
6. Touch **Save** to confirm you want to join the entries. The contact information will be displayed in one contact entry.

Separating Contact Information

Each contact entry on your phone may contain 'joined' information from a variety of sources.
If contact information from different sources was joined in error, you can separate the information back into individual contact entries on your phone.

To separate contact information

1. Open the **Contacts** application.
2. Touch the contact entry whose information you want to separate.
3. Touch the **Menu Key** ▪▪ > **Edit contact**.
4. Touch the **Menu Key** ▪▪ > **Separate**.
5. Touch the **OK** button to confirm you want to separate the entries. The contact information will separated into individual contact entries in the Contacts list.

Email

Opening Email and the Accounts Screen

You can use the **Email** application to read email from services other than Gmail™. The **Email** application supports the following account types: Microsoft Exchange, Windows Live Hotmail, Yahoo! Mail, Gmail, AOL Mail, and other accounts.

To open the Email application

▶ Touch the **Apps Key** ![icon] > **Email** ![icon].

The first time you open the **Email** application, a setup wizard opens to help you add an email account.
After the initial setup, Email displays the contents of your Inbox.

The Accounts screen

The Accounts screen lists all your accounts.

▶ Open the **Email** application. If you're not on the Account screen, touch the **Menu Key** ![icon] > **Accounts**.

Each folder and account on the Accounts screen displays the number of unread messages in green, or will display the number of messages in Starred, Drafts and Outbox in gray.

You can touch an account to view its Inbox.

The account from which you send email by default is indicated with a checkmark.

Working with Conversations in Batches

You can archive, label, delete, or perform other actions on a batch of conversations at once, in your Inbox or in another label.

1. From the Inbox, or a folder with another label, touch the checkbox for all the messages you want to include in the batch.

   When you checkmark a conversation, the **Archive**, **Labels**, and **Delete** buttons appear at the bottom of the screen.

2. Touch **Archive**, **Delete**, or **Labels** or touch the **Menu Key** ▄ > **Add star**, **Report spam**, **Mute**, **Mark unread**, or **Deselect all**.

   Your action affects the selected batch of messages.

   If you accidentally delete a batch of conversations, you can touch **Undo** in the green bar (that appears briefly after the action) at the top of the screen to undo the action and restore the message(s) to the previous location. You can also use Undo after muting, archiving, and reporting spam.

Labeling a Conversation

As mentioned previously, conversations are organized by labels. Gmail has several default labels, but you can also add your own through Gmail on the web.

To label a conversation

1. When reading a conversation's messages, touch the **Menu Key** ◼ > **Change labels**.

2. In the dialog box that opens, check the labels you want to assign to the conversation and touch **OK**.

To label a batch of conversations at once

You can assign or change the labels of one or more conversations at once.

1. From your Inbox, or a folder with another label, checkmark the conversations to select a batch.

2. Touch **Labels** at the bottom of the screen.

3. In the dialog box that opens, check the labels you want to assign to the conversation.

4. Touch **OK**.

Starring a Message

You can star an important message or conversation to make it easy to locate again.

To star a message

▸ When reading a message, touch the star ⭐ in its header.

   OR

▸ When viewing a list of conversations, touch its star ⭐ to star the newest message in the conversation.

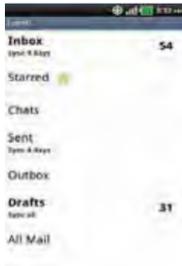### To unstar a message

▸ Touch its star again.

To star or unstar all messages in a conversation

▸ When viewing the Inbox, or another label, touch a conversation's star.

Viewing Conversations by Label

You can view a list of the conversations that have the same label, including conversations with starred messages.

1. When viewing your Inbox, or a folder with another label, touch the **Menu Key** ▪ > **Go to labels**.

2. Touch a label to view a list of conversations with that label.

   NOTE The conversation list will resemble your Inbox. Most of the options available while using your Inbox will also be available while viewing these lists of labeled messages.

Reporting Spam

The Gmail service is quite effective at preventing spam (junk mail) from reaching your Inbox. But when spam does make it through, you can help improve the Gmail service by reporting the conversation as spam.

To report a conversation as spam

▶ When reading the email, touch the **Menu Key** ▪ > **More** > **Report spam**.

   OR

▶ From the Inbox, touch the checkmark box to select the messages you want to report as spam > **Menu Key** ▪ > **Report spam**.

   When you report a conversation as spam, the conversation (and all its messages) are removed from your Inbox. You can view the messages you've marked as spam by viewing messages with the Spam label.

The Phone application

The phone features of your device include many ways to make calls.

▸ Touch the **Home Key** and then the **Phone Key** in the Quick Keys bar at the bottom of the screen.

The **Phone** application has four tabs across the top of the screen: **Phone**, **Call log**, **Contacts**, and **Groups**. Using these tabs, you can dial manually or make calls automatically from information you've stored in your phone.

Phone

This tab allows you to dial a phone number manually. You can also call voicemail using this keypad.

Call log

This tab displays the history of all your calls. From here you can call or contact any of the entries. To delete an entry, touch and hold the entry and then touch **Remove from call log**. To delete your Call log, touch the **Menu Key** > **Delete all** or **Multiselect** > **Delete**.

Contacts

This tab displays your Contacts list. From here you can call or contact any of the entries based on the saved information or manage your Contacts list. Touch the **Menu Key** to select **New contact**, **Delete**, **Send**, **Share**, **Back up now**, or **More** (**Display options**, **Speed dials**, **Accounts**, **Import/Export**, **My profile**).

Groups

This tab displays your contacts by group for each account type you have set up, starting with Favorites, followed by a list of recent frequent contact. From here you can call or contact any of the entries based on the saved information or manage your list. For additional options, touch the **Menu Key** to select **New group**, **Send**, **Share**, or **Delete**.