

Push-to-Talk


one or more, talk to them all

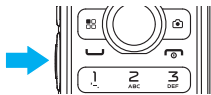
Private calls

Private calls are push-to-talk calls between two people.

Make and answer private calls


To **make** a private call:

- Enter the recipient's PTT number.
- Press Menu  > **C** **Contacts**, and select a contact that has a PTT number.




To **talk**, press and hold the PTT Button. To **listen**, release the PTT Button.

To **answer** a private call, press the PTT Button after the caller has stopped talking.


To **end** a private call, press End/Power  or do nothing. The call will end after a few seconds.

Set push-to-talk speaker

You can listen to push-to-talk calls through your phone's speaker or earpiece. Press Speaker  to turn the speaker on or off.

One touch PTT

You can customize the PTT Button for quick access to push-to-talk functions from the home screen.

Find it: Menu  >  **Push To Talk** > **PT Manager** > **Configure** > **One Touch PTT**

options	
Off	Turn off One Touch PTT .
Quick PTT	Go to Quick PTT . See "Quick PTT" on page 16.
Last Call	Call the most recent Private ID or SDG list on the Recent Calls list.
PTT Contacts	Launch the PTT Contacts list from the home screen by pressing the PTT Button.
Assigned No.	Call a Private ID you assigned. Enter the number using your keypad, or press Search and select from Contacts , Recent Calls , or Memo .
PT Manager	Go to the PT Manager . See "PT manager" on page 16.

options	
Send Message	See "Send messages" on page 17
Send Picture	See "Send pictures" on page 18.
Send Event	See "Send a datebook event" on page 19
Send My Info	See "Send my info" on page 19
Send Contact	See "Send contact information" on page 20
Send Location	See "Send location information" on page 20

Quick PTT

With Quick PTT, you can quickly make a PTT call, create an SDG list, or make an SDG call when accessing any Private ID on your phone.

Find it: Menu  >  **Push To Talk** > **Quick PTT**


Press the Navigation Key right or left to move between **Contacts**, **Recent Calls**, or **Memo**.

To make a PTT call or SDG call:

- 1 Select the entries you want to call.

- 2 Press **Done**.

- 3 Press the PTT Button.

To save your selections as an SDG list, press Menu  > **Save SDG**. For more information about SDG lists, see "SDG calls" on page 21.

PT manager

The PT Manager lets you quickly access PTT features, and other PTT call features, from the main menu.

Find it: Menu  >  **Push To Talk** > **PT Manager**

- Select **Quick PTT**, **Send Message**, **Send Picture**, **Send Event**, **Send My Info**, **Send Contact**, or **Configure**. After choosing what PTT item you're sending, select a contact and press the PTT Button to send.
- Select configure to configure your **PTT Quick Notes**, **PTT My Info**, **PTT Location**, **One Touch PTT**, or **On/Off PTT**.

Call alerts

Use call alerts to tell someone you want to speak to them.

To **send** a call alert:

- Enter a Private ID, and press **Alert**. When prompted, press the PTT Button.

- Press **Contacts**, and select a contact containing a Private ID. Press **Alert**, and press the PTT Button when prompted.

When you **receive** a call alert, you can:

- **Answer:** Press the PTT Button to begin a private call with the sender.
- **Queue:** Press **Queue** to store the call alert to the call alert queue.
- **Clear:** Press **Clear** to dismiss and delete the call alert.


Note: Call alerts will automatically be moved to the queue after a few minutes of inactivity. You won't be able to make phone calls or private calls until the call alert is moved, or you've chosen one of these options.

Turn off a call alert

You can press the volume keys to turn off a call alert before answering the call.

Switch from a PTT call to a phone call

For longer calls, you can switch from a PTT call to a phone call if the other caller has a phone number stored in **Contacts**.

During a PTT call press Talk . When prompted, press **Yes** to begin the phone call.

Push to send

During a private call, you can send short text messages, contacts, photos, events, or your contact info.

When you make or receive a PTT call, your phone automatically determines if the phone you're calling is able to receive push to send items. Your phone saves this information for Private IDs on your **Recent Calls** list or stored in **Contacts**. Your phone updates the saved information each time it's on a PTT call to that Private ID.


Note: You can't send PTT feature items during Talkgroup calls or SDG calls.




Send messages

You can send short messages through a PTT call.

Note: Availability of this feature is dependent on your service provider.

You can begin a message during a PTT call, from the **Contacts** list, the **Recent Calls** list, or from the **PT Manager**.

- To send a message during a PTT call, press Menu  > **Use PTT Feature** > **Send Message**. Write your message and press the PTT Button to send it.

- To begin a message from **Contacts** or the **Recent Calls** list, select the entry containing the Private ID you want to send the message to and press Menu  > **Use PTT Feature** > **Send Message**. Write your message, and press the PTT Button to send it.
- To begin a message from the PT Manager, press Menu  >  **Push To Talk** > **PT Manager** > **Send Message**. Select **A Contact** or **A Recent Call** to see a list of entries from **Contacts** or the **Recent Calls** list that can receive messages. Select an entry, write your message, and press the PTT Button to send it.

Note: The first time you send a message, **Messaging Fees May Apply Continue?** appears. Press **Yes** to continue and send your message.

Receive messages

When you receive a message, a message notification appears on the display.

To view the message, press **Read**.

To dismiss the message, press **Dismiss**.

Reply to a message

- 1 View the message.
- 2 Press **Reply**.


- 3 Create the message and press the PTT Button to send it.

Send pictures


You can send pictures stored in the **Media Center** through private calls.

Note: The first time you send a picture, **Picture Fees May Apply Continue?** appears. Press **Yes** to send your picture.



To send a picture during a PTT call:

- 1 Press **Picture**, or press Menu  > **Use PTT Feature** > **Send Pictures**.
- 2 Select the picture you want to send.
- 3 Press the PTT Button to send the picture. When prompted, press the PTT Button to resume the PTT call.

To send a picture from the media center:



- 1 Scroll left or right to **Media: Pictures**.
- 2 Select a picture and press Menu  > **Send Via... > Send Via PTT**.
- 3 Choose **A Contact** or select a recipient from **A Recent Call**.
- 4 Press the PTT Button to send the picture. When prompted, press the PTT Button to resume the call.

To send a picture from the PT Manager:

- 1 Press Menu  >  **Push To Talk > PT Manager > Send Picture.**
- 2 Choose **A Contact** or select a recipient from **A Recent Call.**
- 3 Select **Browse Picture**, and choose a picture to send.
- 4 Press the PTT Button to send the picture. When prompted, press the PTT Button to resume the PTT call.


Receive a picture

When someone sends you a picture, you hear a tone or your phone vibrates and a message appears asking if you want to accept the picture.

Pictures you receive are saved to your phone's memory. To see them press, Menu  >  **Media Center.** See "View pictures" on page 46.

When you see a message asking if you want to accept the picture, press **Yes** to accept or **No** to decline.

Clear a picture from the display

If you want to clear a picture from your phone's display while still on a call, press Menu  > **Clear Screen.**

Send a datebook event

You can also send a **Datebook** event during a PTT call.





- 1 Press Menu  > **Use PTT Feature > Send Event.**

Note: If this option doesn't appear, the Private ID you're engaged in a PTT call with is not able to receive **Datebook** events.

- 2 Choose an existing event, or press **New** to create a new event.
- 3 If the event is a recurring event, select **This Event Only** to send only the event selected. Select **Repeat Events** to send all occurrences of the event.
- 4 Press the PTT Button to send the event.

Send my info

To send your phone's contact information through a PTT call:

- While in a PTT call, press Menu  > **Send Via PTT > Send My Info**, and press the PTT Button to send.
- From the home screen, press Menu  >  **Tools > My Info > Menu  > Send My Info via PTT.** Enter a Private ID or press **Browse** to choose a recipient from **Contacts, Recent Calls, or Memo.** Press the PTT Button to send.

Configure my info

You can control what portion of the information in My Info is sent and whether it is sent automatically in every PTT call or only when you choose to send it.

Find it: Menu  >  **Push To Talk > PT Manager > Configure > PTT My Info > Info to Send**




- 1 Select or remove the fields you want to send.
- 2 Press **Done**.

The information your phone always sends includes **My Name**, and **Private**. You may also send **Mobile**, **Other**, **IP**, **Private2**, **Work1**, **Work2**, **Home**, **Email1**, **Email2**, **Fax**, and **Pager**.

To control whether My Info automatically sends your information, press Menu  >  **Push To Talk > PT Manager > Configure > PTT My Info > Auto Send**. Select **On** or **Off**.

Send contact information

You can send contact information through PTT calls.

- To send contact information during a PTT call, press Menu  > **Use PTT Feature**. Select **Send Contact** and select the contact you want to send. Press the PTT Button to send the information.
- To send a contact from the home screen, press Menu  >  **Push To Talk > PT Manager > Send Contact**. Enter the Private ID number of the

recipient or press **Browse** and select a Private ID from **Recent Calls**, **Contacts**, or **Memo**. Select the contact information you want to send and press the PTT Button to send it.

Send location information

Using your phone's GPS feature, the following can be shared through PTT calls:

- Time stamped latitude/longitude
- Relative location or direction and distance from the sender in miles or kilometers

Find it: Menu  >  **Push To Talk > PT Manager > Send Location**

- 1 Select **A Contact** or **A Recent Call**, and select a recipient.


Note: Only contacts and recent calls able to receive your location information will be shown.

- 2 Press the PTT Button.

Turn PTT features on and off

You can turn on and off your phone's ability to send and receive messages, pictures, and **Datebook** events through PTT calls.

You can't turn off your phone's ability to send and receive My Info and contact information.

To turn PTT features on and off, press Menu  > **Push To Talk > PT Manager > Configure > On/Off PTT Features**. PTT features with a check mark next to them are turned on. To turn a feature off, select it. The check mark next to it will disappear. Select the feature again to turn it back on.

Unanswered calls

If you receive a PTT call and dismiss it, or make a PTT call that isn't answered, you can send an automatic text message to the other caller.

Find it: Menu  > **Push To Talk > PTT Options > Busy Text Response > Incoming PTT or Outgoing PTT**

options	
Off	Turn feature off.
Soft Key	Press Send Msg to send text message.
Automatic	Send message automatically without being prompted.

SDG calls

Need to talk to more than one person at a time? With SDG (Selective Dynamic Group) calls you can talk to up to 20 people at a time.

Note: To store groups on your phone you need a group-call-capable SIM card. Contact your service provider for more information.

Create SDG lists in contacts

Find it: Menu  > **Contacts**

- 1 Select **[New SDG List]**.
- 2 If you want to assign a name to the SDG list, enter the name.

Note: If you do not assign a name, the SDG list is named "SDG" followed by the number of members in the SDG list. For example, "SDG (8)" for an SDG list with eight members.

- 3 Add Private IDs.
- 4 Press **Save**.

Add Private IDs

You can add Private IDs to an SDG list by selecting them from **Contacts**, the **Recent Calls** list, or **Memo**. You can add all members in an existing SDG list by selecting the list. You can select more than one

member from **Contacts** and the **Recent Calls** list. A check mark appears next to each selected item.

- 1 While creating an SDG list, select **[Add Member]** or select **[Add Number]** and press **Browse**.

If you choose **[Add Number]** in step one, you can enter a Private ID from the keypad.

- 2 Scroll to the members you want from **Contacts**, the **Recent Calls** list, or **Memo** and press **OK**. A check mark appears next to each selected member.
- 3 Press **Done**.

Remove members or SDG lists

Remove one member from an SDG list

- 1 From **Contacts**, scroll to the SDG list you want to delete the member from.
- 2 Press **Edit**.
- 3 Scroll to the number you want to remove.
- 4 Press Menu **☰** > **Remove Member**.
- 5 Press **Save**.

Remove all members from an SDG list

- 1 From **Contacts**, scroll to the SDG list you want to delete the member from.
- 2 Press **Edit**.

- 3 Press Menu **☰** > **Remove All Members**.
- 4 Press **Yes** to confirm.

Delete an SDG list from contacts

- 1 Scroll to the SDG list you want to delete.
- 2 Press Menu **☰** > **Delete SDG List**.

Make SDG calls

- 1 From **Contacts** or the **Recent Calls** list, scroll to or select the SDG list you want.
- 2 Press the PTT Button.

Start an SDG call with a Private ID

- 1 From the home screen, enter the Private ID, or from the **Contacts** list or the **Recent Calls** list, scroll to an entry containing the Private ID.
- 2 Press Menu **☰** > **Call SDG**.
- 3 Add more Private IDs. See “Add Private IDs” on page 21.

If you want to save the SDG list you have created, press Menu **☰** > **Save SDG**, or if you do not want to save the SDG list, press **Done**.

- 4 Press the PTT Button to make the call.

SDG call information





While you are in an SDG call, the following appears on the screen:

- The name of the SDG list.
- The name or the Private ID of the person speaking.
- The number of participants in the SDG call.

SDG call details

During an SDG call, you can view details about the other SDG list members, such as their name or Private ID, and their status on the call. To view SDG call details, press **Details**.

In the SDG call details view, these icons appear next to member names or Private IDs:

icon	
	The member of the SDG list who is speaking.
	A member of the SDG list who is active on the SDG call, but not speaking.
	A member of the SDG list who has exited the call.
	A member of the SDG list who could not be reached on the SDG call.

icon



A member of the SDG list whose status is unknown.

MOTOtalk™

Note: Availability of this feature is determined by your service provider.

Make off-network calls between MOTOtalk enabled phones and Family Radio Service products.

Note: Range will vary based on terrain, man-made structures and atmospheric conditions.

With MOTOtalk, you don't need your carrier's network to stay in touch with friends and family. You can:

- Use code or private mode operation
- Use up to 10 channels and 15 codes
- Communicate with standalone MOTOtalk radios

While in MOTOtalk, you're not using your carrier's network. Some features are unavailable:

- On-network phone or PTT calls
- Data transmission
- Incoming message notification

• **Datebook**


- Call forwarding
- Call timers
- Call alerts

Note: You can't use MOTOtalk with older Family Radio Service products.

Switch to MOTOtalk

- 1 Press Menu  >  **Push To Talk > MOTOtalk.**
- 2 Select **Go to MOTOtalk.**

When you see **MT Ready**, you can begin using MOTOtalk.

While in MOTOtalk, this icon  is displayed on the status bar.

Exit MOTOtalk

To switch to network mode:

- 1 While in MOTOtalk, press Menu  >  **Push To Talk > MT Options.**
- 2 Select **Exit MOTOtalk.**

Talk range

While in MOTOtalk mode, phones should be a minimum of 6 feet apart.


Channels and codes

Note: When making a code call, all parties that are on your code and channel can hear your conversation.

Set channels and codes

To set a channel:


- 1 From the MOTOtalk home screen, press **Edit.**

2 Select the channel field, scroll to a channel and press  to select it.

3 Press **Back**.

To set a code:

1 From the MOTOTalk home screen, press **Edit**.

2 Select the code field, scroll to a code and press  to select it.

3 Press **Back**.

Make code calls

To make a code call:

1 Press and hold the PTT Button. You'll see **Transmit** appear on the display. Begin speaking after you hear the MOTOTalk tone.

2 Release the PTT Button to listen.


If you receive an error message, it may mean:

- No one is on your channel or code.
- You are out of range.

Receive code calls

When you receive a code call, you'll see **Receive**. After hearing the MOTOTalk tone, you have 6 seconds to reply before the call times out.

To reply to the call, press the PTT Button.

Note: A MOTOTalk call can be ended at any time by pressing End/Power .

Receive all MOTOTalk calls

If you set the code to **Receive All**, your phone can receive MOTOTalk transmissions from any phone that is set to the same channel, regardless of the code (1-15). When you receive transmissions with the code set to **Receive All**, the code that the transmission was received on will replace **Receive All** on the display.

Note: You cannot initiate a code call when the code is set to **Receive All**.

To set the code to **Receive All**:

1 From the MOTOTalk home screen, press **Edit**.

2 Select the code field, scroll to **Receive All** and press  to select it.

3 Press **Back** to return to the MOTOTalk home screen.

Press the PTT Button to reply to the call.


Private MOTOTalk calls

If you want to have a private conversation without other parties listening in, you can make a private MOTOTalk call. The person you are calling must be in MOTOTalk and set to the same channel to receive your call.

Private only

To set MOTOtalk to ignore code calls, so that you only make or receive private MOTOtalk calls, set your code to **Pvt Only**.

To set the code to **Pvt Only**:

- 1 From the MOTOtalk home screen, press **Edit**.
- 2 Select the code field, scroll to **Pvt Only** and press  to select it.
- 3 Press **Back** to return to the MOTOtalk home screen.

Make a private MOTOtalk call

- 1 Enter the Personal Telephone Number (PTN) of the person you want to call on your channel. If the PTN is more than 10-digits, enter the last 10-digits of the PTN, or scroll to a number or name in **Contacts** or the **Recent Calls** list.
- 2 Press and hold the PTT Button. Begin speaking after your phone emits the MOTOtalk tone.
- 3 Release the PTT Button to listen.

The number or name of the person you are calling will appear in the display.

If you receive an error message:

- The PTN you entered is invalid.
- The person that you are trying to reach is in network mode.

- The person that you are trying to reach is set to a different channel.
- The person that you are trying to reach is out of range.

Receive a private MOTOtalk call

The number or name of the person who is calling appears in the display.

To reply, press the PTT Button.

End code calls and private MOTOtalk calls

Code calls and private MOTOtalk calls will end automatically after 6 seconds of inactivity.

The MOTOtalk home screen will display.

Note: A private or code MOTOtalk call can be interrupted during the 6 second idle time by another code call or private call.

make emergency calls while in MOTOtalk

If you attempt to make an Emergency 911 call while in MOTOtalk mode, your phone will automatically exit MOTOtalk mode and attempt to find a network signal.

If you are out of network coverage your phone will not be able to make an emergency 911 cellular call until you go back into the network coverage area.

You must wait until the phone reconnects to the network before attempting to make an emergency 911 cellular call.

Setup options

You can set up MOTOtalk options on the MT Options screen. You can access this screen in both network and MOTOtalk modes.

To access setup options:


- 1 Press Menu  >  **Push To Talk** > **MOTOtalk** or **MT Options**.
- 2 Select **Setup**.



You can set the following MOTOtalk options:

options	
Direct Launch	Launch directly into MOTOtalk when you select MOTOtalk from the main menu.
State Tone	Have an alert sound notify you that you have used MOTOtalk for a specified interval.


Direct launch

To set your phone to launch MOTOtalk when you select **MOTOtalk** from the main menu:

- 1 From the Setup screen, scroll to **Direct Launch** and press .
- 2 Select **On**.

Note: If **Direct Launch** is set to **On**, the MOTOtalk setup options will be unavailable from the main menu. However, you can still access setup options while in MOTOtalk by pressing Menu  >  **Push To Talk** > **MT Options** > **Setup**.


To turn off Direct Launch:

- 1 From the Setup screen, scroll to **Direct Launch** and press .
- 2 Select **Off**.

MT Options will now display when you select **MOTOtalk** from the main menu.


State Tone

To set your phone to alert you after you have used MOTOtalk for a specified interval:

- 1 From the Setup screen, scroll to **State Tone** and press .
- 2 Select the interval after which you want the tone to sound.

For example, if you select 1 hour, you will be notified every hour that you are in MOTOtalk.

To turn off State Tone:

- 1 From the Setup screen, scroll to **State Tone** and press .
- 2 Select **Off**.

Talkgroups

Have a larger audience than 20 people? Talkgroups are the solution.



Note: Availability of Talkgroups, and the maximum number of Talkgroup members, is dependent on your service provider. Contact your service provider to establish a Talkgroup.

Join a Talkgroup

Before you can make a Talkgroup call, you'll need to join the Talkgroup.

- 1 Press Menu  >  **Contacts**.
- 2 Select the Talkgroup.
- 3 Touch **Join**.


Make a Talkgroup call

- Enter the Talkgroup number and press the PTT Button.
Tip: Talkgroup numbers begin with a #. For example #155.
- Press Menu  >  **Contacts**, select the Talkgroup and press the PTT Button.

Text entry

Your phone provides convenient ways to enter words, letters, punctuation, and numbers whenever you are prompted to enter text (for example, when adding a **Contacts** entry or when sending a message).


Change character input mode

- 1 When you see a screen where you can enter text, press Menu  to change the character input mode.
- 2 Select one of the following options:

options	
Alpha	Press a key one or more times to cycle through the letters and numbers of that key. When you see the character you want, just press another key or wait a second or two to move on.

options

Word

Predictive text – predicts the word you want, with just one keypress per letter. If the prediction is correct, press the Navigation Key right to accept the word. If the prediction is not correct, press and hold the Navigation Key down to see other options. Highlight the correct word and press  to select.

Symbols

Enter symbols.

Numeric

Enter numbers.

Text Input Settings

Select the desired entry language and Word Prediction features.

Insert

Select an item to be inserted, such a picture, an audio clip or a voice recording.

Note: Only available when using MMS messaging.

Tip: When entering text, press and hold # to change letter capitalization (**Abc** > **ABC** > **abc**).

Contacts


Store a phone number or Private ID

Find it: Menu  >  **Contacts** > **[New Contact]**

- 1 Enter a name for the new entry. Each entry's name can contain 20 characters.
- 2 Select a ring tone.
- 3 Select a type for the entry (**Mobile, Private1, Private2, Work1, Work2, Home, Email, Email2, Fax, Pager, Talkgroup, SDG, Msg Group, IP, or Other**). Choose **Private1** or **Private2** to store a Private ID.
- 4 Enter the number for the entry and press **Save**.

Call a stored phone number or Private ID

Find it: Menu  >  **Contacts**

- 1 Scroll to the **Contacts** entry.
- 2 If the **Contacts** entry contains more than one number, scroll left or right until the type of number you want to call is displayed (such as **Mobile, Private1, Private2, Work1, Work2, Home**).
- 3 If you chose a phone number, press Talk  to begin a call. If you chose a Private ID, Talkgroup ID, or SDG list, press and hold the PTT Button to start a call.



Messaging

Find it: Menu  >  **Messages**

Your phone can use SMS and Multimedia Messaging service messaging. The type of messaging your phone uses is determined by your service provider.


Create & send messages

Find it: Menu  >  **Messages** > **[Create Message]**


- 1 Enter the phone number of the person you want to send the message to and press , or press **Search** to select a contact or recent call.
 - 2 Enter your message in the **Message** field.
 - 3 Insert (embed) or attach a picture, sound, or quick note.
 - Quick notes are short, pre-written phrases. Press **QNotes** to enter a quick note.
 - To insert pictures, sounds, (audio files), or voice recordings into the body of your message, press Menu  > **Insert** > **Insert QNotes, Insert Picture, Insert Audio, Insert Video, Capture Video, Capture Picture, or Record Voice**.
- Note:** You can insert one item at a time. To remove an item from a message, highlight it and press **Delete**.

- To attach a file to the end of your message, select **....MORE.... > Attach > [New Attach] > Browse Pictures, Capture Pictures, Browse Audio, Record Voice, Browse Video, or Record Video.**

Note: You can only attach pictures and audio files if they're not forward locked and if they're not DRM-protected.

Tip: To remove an attachment, select **Attach**. Select the attachment to remove, and press Menu  > **Unattach**.



Note: You cannot attach or insert pictures, sounds (audio files), or voice records in SMS messages. These features are only available with MMS messaging.

- When finished writing your message, press .
- To send the message, press **Send**.

Receive messages

When you receive a message, your phone plays an alert and shows a notification.

- To view the message, press **Read**.
- To dismiss the message notification, press **Exit**.


To read your messages later, press Menu  >  **Messages > Inbox**.

Tip: While viewing a message, press the Navigation Key left or right to scroll through your messages.

Manage received messages

features


forward a message

Highlight the message and press Menu  > **Forward**.

Embedded objects and attachments are also forwarded.

reply to a message

Open the message and press **Reply** to reply to the sender only.

For MMS messages you can also reply to all recipients: Press Menu  and select **Reply All**.

Select **[Create Reply]** to create your message, or select a short phrase from the list.

view, play, or open an embedded object or attachment

Highlight the embedded picture or audio file to view or play it.

For attachments, press .

Note: Attachments of an unknown type cannot be opened, but can be deleted.


features

save an embedded object


Highlight the picture or audio file and press

Menu  > **Save Picture** or **Save Audio**.

save an attachment

Highlight the attachment and press Menu  > **Save Attachment**.

delete an embedded object or attachment

Highlight the embedded picture, audio file, or attachment and press Menu  > **Delete Picture**, or **Delete Audio**, or **Delete Attachment**.

delete a message

Highlight the message and press **Delete** and then **Yes** to confirm.

Multimedia message options

Multimedia messages (MMS) can contain text, pictures, and audio files. When you create an MMS message you have more options than for a simple text message.

When creating the message, select **....MORE....** for these options:

options

Subject	Create or edit the subject line.
Attach	Attach a picture, audio file, or voice record.
Cc	Send a copy of the message to someone else.
Auto Replies	Create a list of short answers for the recipient to choose when replying to your message.
Priority	Set priority Normal or High .
Valid Until	Set the date after which attempts to deliver the message end, or press No Date .

Manage your messages

Cleanup messages

Set how long and/or how many messages are stored in the inbox and sent items folders. This feature deletes only read messages, unlocked messages, and sent messages.

Find it: Menu  >  **Messages**, press Menu  > **Setup > Cleanup**

- 1 Select Inbox or Sent Items.
- 2 Chose a cleanup option from the following list:

options	
Off	Messages are never automatically deleted.
5 Messages	Messages are deleted in the order they were received, starting with the oldest, until five are left.
10 Messages	Messages are deleted in the order they were received, starting with the oldest, until 10 are left.
1 Day	Messages are deleted if they're older than one day.
3 Days	Messages are deleted if they are older than three days.
FirstIn FirstOut	Messages are deleted as necessary on a first-in first-out basis.

options

Custom Specify cleanup settings of up to 199 messages or 99 days for the inbox and sent items.

- 3 Press **Yes** to automatically delete messages now, or press **No** to delete messages later.

Message threads

If message threads are supported by your service provider, you can organize your messages by subject or sender.

Find it: Menu  >  **Messages**, press Menu  > **Threading > None, Subject, or Sender**

Note: Threading by subject is only available with Multimedia messages.

Edit & send drafts

Save unsent messages are stored in the drafts folder.

Find it: Menu  >  **Messages > Drafts**

- 1 To edit a draft, select it to open it. You can change or add recipients, and edit the message.