Conference calls

To start a conference call, call the first number. After they answer, touch **Add call** and call the next number. When the next number answers, touch **Merge calls**. To remove individual callers, touch **Manage**.

Call waiting

If you are on a call and a new call arrives:

• With call waiting on, you can drag ⊙ to the right to answer the new call and put the old call on hold. Then, touch **Swap** to switch between calls, or **Merge calls** to combine them.

• With call waiting off, the new call goes straight to your voicemail.

To turn on call waiting, touch Menu 🔡 > **Settings** > **Call settings** > **Additional settings** > **Call waiting**.

Call forwarding

To forward calls, touch Menu 🔡 > **Settings** > **Call settings** > **Call forwarding**. You can forward calls all the time, or only when your phone is busy, unanswered, or unreachable (not on the network)

Restricted calls

To restrict your phone so that it can only dial a few numbers, touch Menu 🔡 > **Settings** > **Call settings** > **Fixed Dialing Numbers**.

• To turn fixed dialing on, touch **FDN activation**.

• To add or delete the allowed numbers, touch **FDN list**.

Your phone number

To show your phone number, touch Menu 🔡 > **Settings** > **About phone** > **Status** > **My phone number**.

Your caller ID

To hide your number from the people you call, touch Menu 🔡 > **Settings** > **Call settings** > **Additional settings** > **Caller ID**.

Cool down

In very limited circumstances, such as where your phone has been exposed to extreme heat, you may see "Cool Down" messages. To avoid possible damage to your battery and phone, you should follow these instructions until the phone is within its recommended temperature range. When your phone is in "Cool Down" mode, only emergency calls can be made.

Emergency calls

Note: Your service provider programs one or more emergency phone numbers that you can call under any circumstances, even when your phone is locked. Emergency numbers vary by country. Your pre-programmed emergency number(s) may not work in all locations, and sometimes an emergency call cannot be placed due to network, environmental, or interference issues.

1 Open the phone, then touch 📞 (if your phone is locked, touch **Emergency Call**).

2 Enter the emergency number.

3 Touch **Call** to call the emergency number.

Note: Your mobile device can use AGPS satellite signals to help emergency services find you ("**Location Services (GPS & AGPS)**" on page 35).
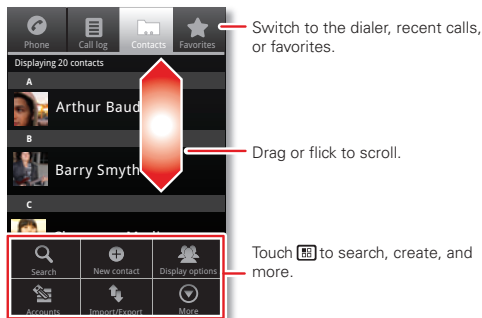
Contacts

contacts like you've never had before

Keep each friend's email, phone number, and even address all in your **Contacts** for quick access.

Quick start: Contacts

From the home screen, touch 🔘 > 👤 **Contacts**.

Switch to the dialer, recent calls, or favorites.

Drag or flick to scroll.

Touch 🔳 to search, create, and more.

- To **create** a contact, touch 🔘 > 👤 **Contacts** > Menu 🔳 > **New contact**, choose where you want to store the

contact, then enter details (to close the display keyboard, touch Back ⤺).

Contacts shows the contacts from your Google™ account, which you can open from any computer at contacts.google.com (or open your contacts within mail.google.com). To stop synchronizing with your account, touch ⊙ > ☰ **Contacts** > Menu ⊞ > **Accounts**, touch your Google account, then uncheck **Sync Contacts**.

- To **call**, **text**, or **email** a contact, touch ⊙ > ☰ **Contacts**, touch the contact, then touch 📞 (call), 💬 (text), or ✉ (email).
- To **edit** or **delete** a contact, touch ⊙ > ☰ **Contacts**, touch the contact, then touch Menu ⊞.

Favorites

For quick access to a favorite contact, open the contact, then touch the star next to their name. To show your favorites, touch ☷ and touch **Favorites** at the top.

To add a shortcut to your favorites, touch and hold a blank spot on your home screen, then touch **Folders** > **Starred contacts**. You can also add a shortcut for an individual contact: Touch and hold a blank spot on your home screen, then choose **Shortcuts** > **Contacts**.

Storage & transfer

When you create a new contact, your phone asks if you want to store it in your Google™ account, phone memory, or SIM card. Contacts in all three places appear in your **Contacts** list, but if you change phones:

- Contacts in your Google™ account can download when you log into your Google account on a new Android™ device. You can open these contacts from any computer at contacts.google.com.
- Contacts on your SIM card can load to a new device when you insert your SIM card.
- Contacts in your phone memory stay in your old phone, unless you export them.

To import or export contacts between your phone memory and a SIM or memory card, touch ⊙ > ☰ **Contacts**, then touch Menu ⊞ > **Import/Export**.

Messaging

sometimes it's best to text or email...

Send and receive text with photos or other attachments, in quick text messages or full emails.

Quick start: Text messaging

From the home screen, touch **O** > ✉ **Messaging**.

Drag or flick to scroll.

Touch 📧 to change settings and more.

Tip: To see more messages, flick or drag up.

- To **create** a text message, touch **O** > ✉ **Messaging** > **New message**. For options like attaching files, touch Menu 📋.

- To **open** text messages, touch **O** > ✉ **Messaging**, then touch the sender's name.

  When you see 😃 in the status bar at the top of your screen, flick down the status bar and touch the new message to open it.

- To **respond** to a text message, just open it and enter your response in the text box at the bottom.

- To **forward**, **copy**, and more, touch **O** > ✉ **Messaging**, touch the sender's name, then touch and hold the message.

Attachments

To send a file in a text message, touch **O** > ✉ **Messaging** > **New message**, then touch Menu 📋 > **Attach**.

When you open a message with an attachment, touch **Download** to download it. Touch the downloaded attachment to open it, then touch it again to save it, share it, and more.

Tip: To send and receive large attachments faster, use "**Wi-Fi networks**" on page 25.

Email

- To **set up Google** or **Corporate** (Microsoft™ Exchange server) accounts, touch Menu 🔡 > **Settings** > **Accounts & sync** > **Add account**. For details, contact the account provider.

  To set up standard email accounts (not Gmail™ or Microsoft™ Exchange), touch 🔘 > 🔘 **Email** and follow the wizard. To add more standard accounts, open 🔘 **Email** and touch Menu 🔡 > **Accounts** > Menu 🔡 > **Add account**. For details, contact the account provider.

- To **open** email, touch 🔘 > 🔘 **Email** or 🔘 **Gmail**. Touch a message to open it.

  Tip: Touch Menu 🔡 for options like **Refresh** or **Search**.

- To **create** an email, touch 🔘 > 🔘 **Email** or 🔘 **Gmail**, then touch Menu 🔡 > **Compose**.

  Tip: Touch Menu 🔡 for options, like **Attach** or **Add Cc/Bcc**.

Gmail synchronizes with your Google™ account mail, which you can open from any computer at mail.google.com. To stop synchronizing with your account, touch Menu 🔡 > **Settings** > **Accounts & sync**, touch your Google account, then uncheck **Sync Gmail**.

Voicemail

When you have a new voicemail, ∞ shows in the status bar at the top of your screen. To hear voicemails, touch 🔘 then touch and hold **1**.

If you need to change your voicemail number, in the home screen touch Menu 🔡 > **Settings** > **Call settings** > **Voicemail settings**. For your voicemail number or other details, contact your service provider.

Text entry

keys when you need them

When you enter text, like in a message or search, you have keyboard options.

Quick start: Text entry

To **change the keyboard**, touch and hold a blank spot in a text box. A menu opens, where you can choose **Input Method** > **Android keyboard** or **Swype**.

Note: Swype is not available in all regions. Your keyboard might change depending on what you're entering.

Swype lets you drag your finger over the letters of a word, in one continuous motion.
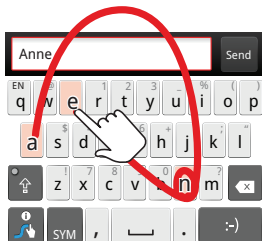
To enter a word, just trace a path through the letters.
To capitalize, go above the keypad.
For double letters, circle the letter.

• To **move the cursor**, touch and hold a word you entered. This opens a magnifier where you can drag the cursor.

• To **copy and paste**, double-tap a word to highlight it (if needed, drag the ends of the highlight). Then touch and hold a blank spot for the copy and paste menu.

• To add a word to **your dictionary**, double-tap the word to highlight it. Then touch and hold a blank spot to open the menu where you can add the word.

• To enter the small **number or symbol** at the top of a key, touch and hold the key.

  To enter several numbers or symbols, touch **SYM**.

• If Swype doesn't know a word, touch individual letters to enter it. Swype remembers, so next time you can just drag over the letters.

Android keyboard lets you enter letters by touching them one at a time.

Touch and hold an empty spot to open a menu.

— **Delete**

Symbols/Numbers
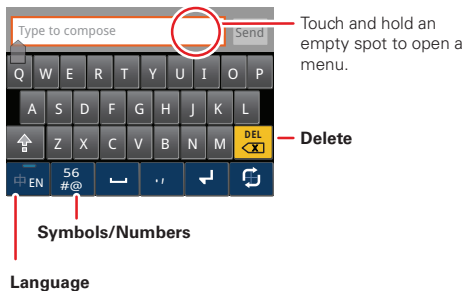
Language

Text entry dictionary

Your phone's dictionary stores special words or names to recognize when you enter them.

To open your dictionary, from the home screen touch Menu [⚏] > **Settings** > **Language & keyboard** > **User dictionary**.

• To **add** a word, touch Menu [⚏] > **Add**.

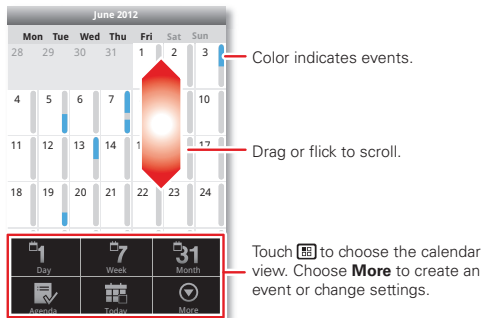• To **edit** or **delete** a word, touch and hold it.

Schedule

helping you stay in control

Your **Calendar** events can synchronize with your Google™ account, and the **Clock** can wake you up!

Quick start: Schedule

From the home screen, touch [◯] > [📅] **Calendar**.

Color indicates events.

Drag or flick to scroll.

Touch [🔲] to choose the calendar view. Choose **More** to create an event or change settings.

• To **create** an event, touch [◯] > [📅] **Calendar** > Menu [⚏] > **More** > **New event**, then enter details (to close the display keyboard, touch Back [↩]).

Calendar synchronizes with your Google™ account calendar, which you can open from any computer at

calendar.google.com (or open your calendar within mail.google.com). To stop synchronizing with your account, touch Menu 🔲 > **Settings** > **Accounts & sync**, touch your Google account, then uncheck **Sync Calendar**.

- To **edit** or **delete** an event, touch **O** > **31 Calendar**, touch the event to open it, then touch Menu 🔲 > **Edit event** or **Delete event**.

Alarm clock

To set an alarm (like to wake up), touch **O** > ☀ **Clock**, then touch the ⏰ alarm.

- To turn an alarm **on** or **off**, touch ⏰ next to it.
- To **add** an alarm, touch **Add alarm**, then enter alarm details.
- To **change** an alarm, touch the time.
- To set a **snooze** period, in the **Alarm Clock** list touch Menu 🔲 > **Settings** > **Snooze duration**.

When an alarm sounds, touch **Dismiss** to turn it off or **Snooze** to delay it. To cancel a snoozed alarm, drag down the status bar bar and touch the alarm name.

Date & time

To set the date, time, time zone, and formats, touch Menu 🔲 > **Settings** > **Date & time**.

Web

surf the web with your phone

Open **Browser** or just touch Search 🔍 to find a page, then bookmark it, send it, or just explore.

Quick start: Web

From the home screen, touch **O** > 🌐 **Browser**.

Connection
Mobile Network: 📶
Wi-Fi: 📶

Enter a web page URL.

Drag or flick to scroll.

Touch 🔲 to open bookmarks, windows, and more.
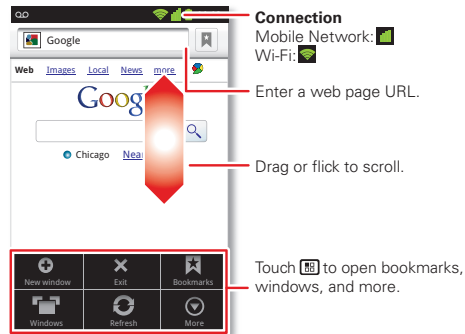
- To enter a **website address** in the browser or your home screen, just touch Search 🔍.

- To **zoom** in or out, pinch two fingers together or apart.
- To **send** the website address in a message, touch Menu 🔲 > **More** > **Share page**.

www.google.com: Google

Note: Your phone automatically uses your mobile phone network to connect to the web. Your service provider may charge to surf the web or download data. If you can't connect, contact your service provider.

Tip: You can connect to the web with "**Wi-Fi networks**" on page 25.

Downloads

To download files in your browser, touch a file link or touch and hold a picture to choose **Save image**.

To show the files you downloaded, touch ⭕ > ⬇ **Downloads**. Touch and hold an item to open it, see details, or remove it from the list.
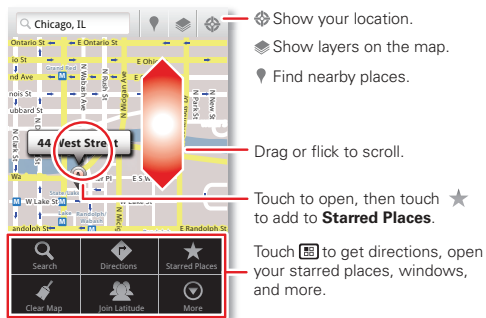
You can download "**Apps**" on page 6.

Location

where you are, and where you're going

Open **Maps** or just touch Search 🔍 to find an address, then get directions, check in, or save the location.

Quick start: Location

From the home screen, touch ⭕ > 🗺 **Maps**.

⊕ Show your location.

⬦ Show layers on the map.

▾ Find nearby places.

Drag or flick to scroll.

Touch to open, then touch ★ to add to **Starred Places**.

Touch 🔲 to get directions, open your starred places, windows, and more.

Google Maps™ offers powerful, user-friendly mapping technology and local business information—including business locations, contact information, and driving directions.