

CALL OR EMAIL CONTACTS

Find it:  >  **Contacts**

For **View contact**, **Call contact**, **Text contact**, or other options, touch and hold the contact.


VIEW & USE CONTACTS

When you set up a social networking account (see “**SOCIAL NETWORKING**” on page 29), you’ll know what everybody’s up to and when. Every time you pick up a call, check a message, or look up a friend’s contact info, sure, you’ll see their name and number, but you can see their social network status and smiling face, too.

Find it:  >  **Contacts**

Touch a contact to open its details. While viewing details, you can start a call or message by touching a phone number or other info.

SORT CONTACTS

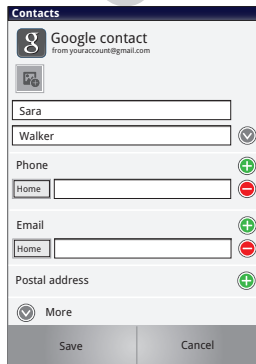
To sort contacts or set display options, touch Menu  > **Display options** and touch:

- **Only contacts with phones:** hide email-only contacts.
- **Sort list by:** sort by first or last name.
- **View contact names as:** view contacts as first name or last name first.

- **Choose contacts to display:** select which source to use contacts from.

CREATE CONTACTS

Find it:  >  **Contacts** > Menu  > **Add contact**




Touch any entry area to open the touchscreen keypad. When you’re finished, touch **Save**.

Where are contacts saved? Your phone saves new contacts in its memory and on the Google Server or

Backup Assistant™, if you have a subscription. It also updates your social networking account.

EDIT OR DELETE CONTACTS

Find it:  >  **Contacts**

Touch the contact, then touch Menu  > **Edit contact** or **Delete contact**.


SYNCHRONIZE CONTACTS

When you change one of your contacts, your phone automatically updates your other social networking accounts. Likewise, if you change a social networking friend, your phone updates your contacts.

GROUPS

Find it:  >  **Contacts** >  > 

You can put your **Contacts** into groups that you create (like “friends,” “family,” or “work”). Then, you can find contacts faster by showing one group at a time.

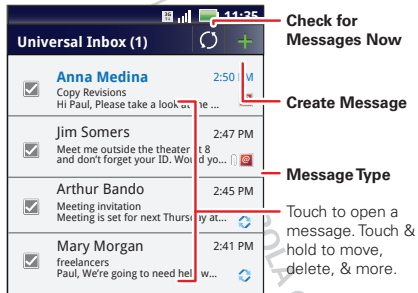
Tip: Touch Menu  to choose which groups to show (like **All** or **Favorites**).

MESSAGING

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

QUICK START: MESSAGING

Find it:  >  **Messaging** > **Universal Inbox**



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

READ & REPLY TO MESSAGES


Find it:  >  **Messaging** > **Universal Inbox**

Note: **Universal Inbox** shows all of your messages together—text, email, and social networking

messages. To show only one type of message, touch a message type instead of **Universal Inbox**.

- To open a text message or social networking message and all of its replies, touch it.
- To respond to a message, just open it and enter your response in the text box at the bottom.


To forward a text message, touch and hold a message in the conversation, then touch **Forward message**.

For email, touch  to choose a reply or forward option.


- To open options, touch and hold a message.

CREATE MESSAGES

Find it:  >  **Messaging** > 

Choose a message type, such as **Text Messaging** or **Facebook**. Then, enter the recipient and message. In text messages and emails, touch Menu  for options like **Insert...** or **Attach Files**.

SEND & RECEIVE ATTACHMENTS

To send a file in a message, open a new message and touch Menu  > **Insert**.

When you receive a message with an attachment, open the message and touch the file name to

download it. Then, touch the name again to open it. Some file formats can be converted to HTML for faster viewing, and your phone will show **Get HTML version**.

While viewing the attachment, touch it to save it, share it, and more.

Tip: To send and receive large attachments faster, use a Wi-Fi connection (see “**Wi-Fi**” on page 43).




SET UP MESSAGING




To add email accounts, touch  >  **Accounts** > **Add account**.

- **Corporate Sync** is for Exchange server work email accounts. Enter details from your IT administrator.

Tip: You might need to enter your domain name with your user name (like *domain/username*).

- **Email** is for most personal email accounts. For account details, contact the account provider.

Note: To add other email accounts to your **Messaging** widget and **Universal Inbox**, touch  >  **Messaging**, then touch Menu  > **Manage accounts** > **Add account** > **Email**.

To change your settings, touch  >  **Messaging** > Menu , then touch:

- **Manage accounts** to add or remove an account.

- **Edit Universal Inbox** to choose which accounts show messages in the **Universal Inbox**.
- **Messaging Settings** to set the notification for each account type (along with other preferences, for email).

GMAIL™

CREATE A NEW EMAIL

Find it: > Gmail > Menu > **Compose**

Enter the recipient email address and message, then touch **Send**.

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

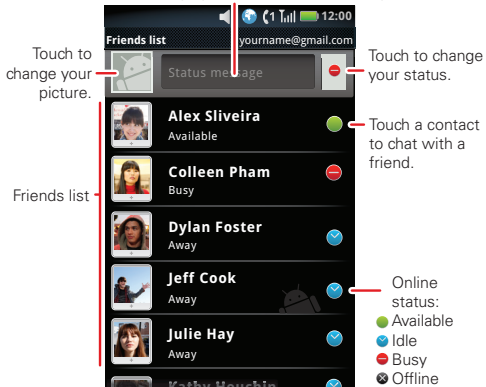
Features
search for email Press Menu > Search in a messages list.
choose email notifications Press Menu > More > Settings > Email notifications .
apply a label to a thread Touch and hold a message, then touch Change labels .

GOOGLE TALK™

Google Talk instant messaging lets you chat via instant message with other Google Talk users on phones or on the web.

Find it: > Talk


Touch to change your online status message.



Press Menu to send invitations, add new friends, and more.

Tip: You can also download an instant messaging app from the Android Market:

VOICEMAIL



When you have a new voicemail,  appears at the top of your screen. Drag down the status bar and touch the notification.

If you need to change your voicemail number, in the home screen touch  >  **Settings** > **Call settings** > **Voicemail settings**.

TEXT ENTRY

keys when you need them

TOUCHSCREEN KEYPAD

You can open a keypad on your screen by touching a text field, or touching and holding Menu . To close the keypad, touch Back .



Letters/Numbers

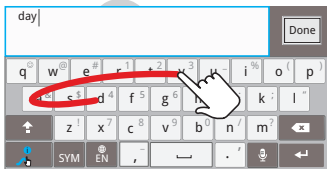
Touch to open a keypad for symbols or numbers.

INPUT METHODS

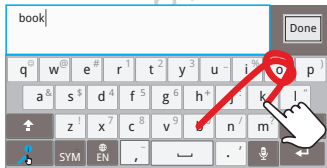
To select an input method, touch and hold a text entry area on the screen to open the **Edit text** menu. Touch **Input method**, then touch the method you want.

SWYPE™ TEXT ENTRY

Enter words with one continuous motion. Just drag your finger over the letters in the word.

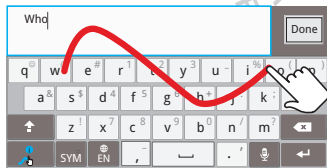


day



book

For double letters, circle the letter.




Who

To capitalize, go above the keypad.





Tips:



- To enter apostrophes in common words (like “I’ll”), drag through the **n** as though it was an apostrophe.
- To enter several symbols, other punctuation, or numbers, touch **SYM**.
- To correct a word, double-tap it. Swype shows a small menu of other word options. Swype might also show a menu if it can’t guess your word.
- If Swype doesn’t know a word, you can still touch the letter keys to enter it. Swype remembers, so next time you can just drag over the letters.

MULTI-TOUCH TEXT ENTRY

Enter text a letter at a time. As you type, your phone suggests words from your dictionary and chosen language. Your phone also automatically enters apostrophes in some words, like “dont.” You can also touch two keys at the same time, such as Shift  with a letter.

TYPING TIPS

To...	
Enter alternate characters	From the number keypad, touch Alternate ALT . Touch again to return to numbers.
Enter one capital letter	Touch Shift  .
Enter only capital letters, until you touch Shift Lock  again	Touch Shift Lock  twice. Touch again to revert to lowercase.
Select text	Touch and hold text to select it.
Cut or Copy selected text	Touch and hold text, then touch Cut or Copy .
Paste cut or copied text	Touch and hold location to paste then touch Paste .
Move the cursor	Touch the location you want to go to
Delete a character (hold to delete more)	Touch Delete  .

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

TEXT INPUT SETTINGS










Find it: Touch  >  **Settings** > **Language & keyboard**

- To edit your dictionary, touch **User dictionary**.
- To change the language and the style for your touchscreen keypad, touch **Select locale**.
- To change input method and settings, touch **Swype** or **Multi-touch keyboard**.

TIPS & TRICKS

a few handy hints








GENERAL TIPS

- To see your screen in bright sunlight, take off your sunglasses. Your phone senses lighting conditions.
- To return to home screen, touch Home .
- To see recently dialed numbers, touch  **Dialer** > **Recent**.
- To sleep/wake your phone, press Power .
- To set screen timeout, touch  > **Settings** > **Display** > **Screen timeout**.
- To search, press Search .
- To voice search, press and hold Search .
- To show the last few apps—as many as eight—touch and hold Home .
- To choose apps for the app dock along the bottom of the home screen, first touch and hold an app icon for a few seconds. Then, select an app from the **Add to Dock** menu.
- To turn sound on/off, press and hold Power  > **Silent mode**.
- To turn airplane mode on/off, press and hold Power  > **Airplane mode**.

- To use the FM radio app, you need a wired headset. The wires in your headset act as the antenna. For best performance, use a Motorola Original headset. Indoor reception may vary.

BATTERY TIPS

Want to extend your battery life? Try these:

- To select a battery profile that suits your phone use, touch  > **Settings** > **Battery & data manager** > **Battery mode**.
- To turn off automatic applications sync, touch  >  **Settings** > **Battery & data manager** > **Data delivery**.
- To turn off Bluetooth power, touch  >  **Settings** > **Wireless & networks** > **Bluetooth**.
- To turn off Wi-Fi, touch  >  **Settings** > **Wireless & networks** > **Wi-Fi**.