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Chapter 4 Messaging Features

This chapter introduces messaging features, such as sending and receiving e-mail, viewing and managing your message folders, customizing message notifications, and using MSN® Messenger and Short Message Service (SMS) messages, sending and receiving Enhanced Message Service (EMS) messages, sending and receiving Multimedia Message System (MMS) messages.

☞ Before you can use e-mail, you must have set up your Z100 to send and receive e-mail messages. The easiest way to do this is to visit www.sendo.com/config. The configurator sends an SMS to your phone (or sends the information to your phone directly if it's connected to your PC using ActiveSync) containing the settings you require to start using e-mail.

☞ Note: EMS and MMS messages are handled by the Multimedia Inbox. See for more information.

SMS messages

You can send and receive SMS messages of up to 160 GSM characters, or 70 Unicode characters. GSM characters are used for all the Latin based languages, whereas non-Latin characters use Unicode characters which take up more space.

☞ Note: Unicode characters are used to enter non-Latin characters on your phone. Unicode characters take up more room on your phone, so the length of the messages you can send is restricted.

If an SMS message you send, or receive, is longer, it is automatically broken down into several small SMS messages, which are joined together as one SMS message when all of the small SMS messages have been received.

☞ Note: When you send a long SMS message, if the phone receiving the messages is not concatenated SMS enabled, then the messages are separate and not necessarily in the correct order. The Z100 IS concatenated SMS enabled.

The advantages of SMS messages include the following:

• SMS messages are sent instantly.

• SMS messages can be sent or received during a voice or data call.

• Most mobile phones support SMS, so most recipients can read SMS messages you send.

☞ Note: SMS messages are not synchronized, so you cannot use them to send or receive attachments.

▶To import SMS messages from the SIM card to your Inbox
1. On the Home screen, press Programs ⬜, select Inbox/SMS, and then press Action ⬤.

2. Press Menu ⬜, select Options, Import Messages from SIM, and then press Action ⬤.

☞ Note: You cannot export anything in your Inbox from your phone to a SIM card.
SMS messages are not moved from the SIM

card when they are imported to Inbox, they are copied.

Sending e-mail and SMS messages

There are several ways to send e-mail and SMS messages using your Z100. The easiest way to send messages is from Inbox or from a contact card.

☞ Note: For information on text input see Entering text and numbers on your phone

Sending messages from Inbox

You can send SMS messages directly from your phone to any compatible device.

You can send e-mail messages by synchronizing with your PC, or by connecting directly to an e-mail server through your Internet service provider (ISP) or a corporate network.

For more information on setting up your phone to send and receive e-mail, please see E-mail set up.

For more information on Microsoft ActiveSync™ see Chapter 6 - Synchronizing Information

▶ To compose an e-mail or SMS message from Inbox

1. On the Home screen, press Programs ⌷, select Inbox/SMS and then press Action ⊙.

2. Select New ⌷, enter an e-mail address or SMS number in the To field.

☞ Tip: You can also select a name from your Contacts. Press Action ⊙ and use the joystick to select the relevant address or number for the contact. Press Action ⊙.

3. Move Down ⌄ and enter a subject in the Subj: field.

4. Move Down ⌄, enter your message, and then select Send ⌷.

☞ Note: To insert the @ sign for an e-mail address, press ⌷ repeatedly, in multitap mode, until the @ sign is displayed.

☞ Note: To send e-mail messages to multiple recipients, separate each name with a semicolon by repeatedly pressing ⌷, in multitap mode, until a semicolon is displayed. If you add the recipients from the contact list the semicolon is inserted automatically.

☞ Note: If you have started to compose a message and you decide you do not want to send it press Menu ⌷ and select Cancel compose.
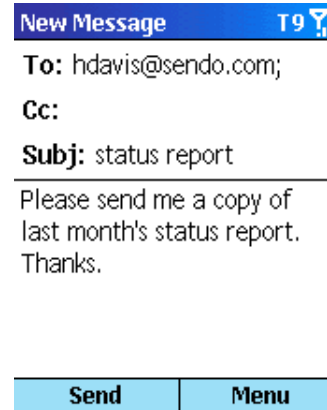

Figure 10   New e-mail

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▶ **To request a delivery receipt for a SMS message**

1. Before you send the SMS message, select Menu , select Message Options, and then press Action .

2. Select the Request SMS text message delivery notification check box by pressing Action and then select Done .

Sending messages from a Contact card

You can send a message to a contact quickly if you have an e-mail address or SMS number included in their contact card.

▶ **To compose an e-mail or SMS message from a contact card**

1. On the Home screen, press Contacts .

2. Use the and keys to select a contact and press Action .

3. Use the and keys to select the e-mail address or SMS number and press Action .

4. Move Down to enter a Subj: (subject).

5. Press Down , enter your message, and then press Send .

Inserting predefined text into messages

You can save time when writing messages by inserting predefined text. Your phone comes with some predefined text already set up, but you can change it to words or phrases that you use most often.

▶ **To insert predefined text into a message**

1. On the Home screen, select Programs , select Inbox/SMS, and then press Action .

2. Press New and enter the contact details and subject as required. When the cursor is in the body text field, press Menu , select Insert Text, and press Action .

3. Use the and keys to select the text you want to insert into your message and press Insert .

▶ **To edit predefined text**

1. On the Home screen, press Programs , select Inbox/SMS, then press Action .

2. Press Menu , select Options, Predefined Text, and then press Action .

3. Select the text you want to modify using the and keys. Overtype the text as required and press Done .

Inserting voice recordings into e-mails

You can insert a voice message into an e-mail message.

▶ **To insert a voice recording into an e-mail**

1. On the Home screen, press Programs , select Inbox/SMS, and then press Action .

2. Press New and enter the contact details and subject as required. Move down to the body text field and press Menu , Insert Recording.

3. Press Record to start recording and select Stop to stop recording.

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4.   Select Done ⌧ to insert the recording into your message.

☞ Note: Only one voice recording can be stored. When you make a new voice recording, it replaces the previous one.

☞ Note: You cannot insert a voice message into an SMS message.

Receiving e-mail and SMS messages

This section deals with how you are notified when you receive messages and how you can view and manage all messages that you receive.

Message notifications

Your phone makes a sound to alert you when a new message arrives. The number of unopened messages is displayed on the Home screen (depending on your Home screen settings) and an envelope icon is displayed in the title bar. You are notified in different ways for the types of messages you receive.

SMS messages: These messages are delivered immediately to your phone. If your phone is turned off when SMS messages arrive, you are notified the next time you turn your phone on. A closed envelope

icon ⌧, indicating an unopened SMS message, is displayed in the title bar, accompanied by an SMS sound alert. Use your Inbox to view new SMS messages.

E-mail messages: When you connect to your e-mail server, you are notified of new e-mail messages by a

closed envelope icon ⌧ displayed in the title bar, accompanied by an e-mail sound alert. Use your Inbox to view new e-mail messages.

Voice mail messages: You are notified of new voice mail messages by the new voice mail icon ⌧ displayed in the title bar. You can listen to your new voice mail messages by selecting the Voice Mail soft key if it is displayed, by pressing ⌧, which is the default speed dial for voice mail services, or by calling your voice mail service number.

▶ To modify a sound alert for notifications

1.   On the Home screen, press Programs ⌧, select Settings, Sounds, and then press Action ⌧.

2.   Select the item to modify, move Left ◁ or Right ▷ to select a new sound, and then press Done ⌧.

All SMS and e-mail messages you received are displayed in the Inbox. You can receive e-mail messages through Inbox synchronization with your PC or by connecting to your e-mail server. When you connect to the e-mail server, or synchronize your Inbox with your desktop, only the first 1000 bytes of each new message are downloaded to your phone, by default. If you are using an IMAP4 or POP3 server, only the first 1 KB of each new message is downloaded. Only small attachments are downloaded and the original messages remain on the e-mail server or your desktop computer.

☞ Note: For more information on synchronizing your Inbox, see Chapter 6 - Synchronizing Information.

Opening messages

E-mail and SMS messages sent to you are stored in your Inbox.

▶ **To open a message**

1. On the Home screen, press Programs ⬒, select Inbox/SMS, and then press Action ⦿.

2. Select the message to open using the ⬒ and ⬐ keys and press Action ⦿.

☞ Tip: If you want to create a contact card for the sender, press Menu ⬓, select Add Sender to Contacts, and then press Action ⦿.

▶ **To forward a message**

1. On the Home screen, press Programs ⬒, select Inbox/SMS, and then press Action ⦿.

2. Use the ⬒ and ⬐ keys to select the message to forward. Press Action ⦿.

3. Press Menu ⬓ and select Forward. Press Action ⦿.

4. Enter the phone number or e-mail address to forward the message to in the To field. Press Send ⬒.

▶ **To delete a message**

1. On the Home screen, press Programs ⬒, select Inbox/SMS, and then press Action ⦿.

2. Use the ⬒ and ⬐ keys to select the message to forward. Press Action ⦿.

3. Press Menu ⬓ and select Delete. Press Action ⦿.

☞ Note: When you delete a message on your phone, it is also deleted from the e-mail server the next time you connect.

Receiving meeting requests

When you accept a meeting request that arrives in Inbox, the meeting is displayed in Calendar, and an acceptance message is returned to the meeting organizer the next time you synchronize Inbox.

▶ **To accept a meeting request**

1. On the Home screen, press Programs ⬒, select Inbox/SMS, and then press Action ⦿.

2. Select the meeting request, press Action, and then select Accept ⦿.

Receiving complete messages

You can receive messages in full, instead of only receiving the default 1000 bytes.

▶ **To receive a complete message**

1. On the Home screen, press Programs ⬒, select Inbox/SMS, and then press Action ⦿.

2. Select the message to receive in full, press Menu ⬓, select Mark for Download, and then press Action ⦿.

3. The complete message is retrieved the next time you synchronize or connect to your e-mail server.

Receiving message attachments

You can download message attachments to your phone. Attachments are displayed as a list of icons and hyperlinks at the bottom of an e-mail message. The text of the hyperlink contains the file name followed by the size of the attachment, so you can decide whether to download the attachment.

☞ Note: On POP3 messages, the attachment size is not displayed.

The attachment icon appears in three different ways, depending on the attachment status:

📄	Not downloaded
📑	Downloaded
📥	Marked for download

▶ **To download an attachment**
- In an open message containing an attachment for download, use the 🔼 and 🔽 keys to select the attachment and press Action ⬤.
  The attachment is downloaded when you synchronize or request to send and receive e-mail.

▶ **To view a downloaded attachment**
- In an open message containing a downloaded attachment, select the attachment and press Action.

☞ Note: You can only view attachments for file types that are supported by your phone.

Managing your Inbox

All e-mail and SMS messages are stored in the Inbox. The most recently received messages are displayed at the top. You can quickly create, delete, forward, and reply to messages in your Inbox. You can also customize your Inbox settings to control the way you send, receive, and view messages.

Indicates opened e-mail

Indicates new e-mail
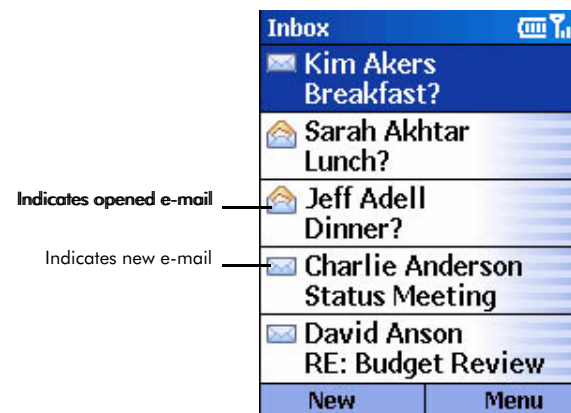
Figure 11   Inbox

▶ **To view your Inbox**
- On the Home screen, press Programs ⬚, select Inbox/SMS, and then press Action ⬤.

Using Inbox menu options

It's easy to complete common messaging tasks using your Inbox.

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Messaging Features

▶ To view Inbox menu options

• On the Inbox/SMS screen, press Menu 🔲.

Select	To:
New Message	Open a new message.
Reply	Reply to an open or selected message.
Forward	Forward the selected message.
Delete	Delete the selected message.
Mark for Download	Retrieve the entire e-mail message from the e-mail server the next time you connect.
Mark as Read	Display the header text of a message in your Inbox in lightface, indicating that the message has been read.
Mark as Unread	Display the header text of a message in your Inbox in bold, indicating that the message has not been read.
Options	Display a list of Inbox options that you can customize. For more information see Customizing your Inbox
Send/Receive E-mail	Connect to your e-mail server to send and receive messages.
Show Folders	Display all message folders.

Customizing your Inbox

You can set up your Inbox to work the best way for you. For example, you can change the way your messages are displayed, specify how you want your messages to be sorted, specify the volume or limit the size of messages you want to automatically download, change your synchronization schedule, and more.

▶ To view Inbox Options
1. On the Inbox/SMS screen, press Menu 🔲, select Options, and then press Action ⊙.

Display

Use the Display settings to change the message information displayed in your Inbox.

▶ To show date and time information in the message list
1. On the Options screen select Display.
2. Select the Show Date and Time in the message list checkbox, by selecting the field and pressing Action ⊙. A tick is displayed in the box.
3. Press Done 🔲.

▶ To Sort messages
1. On the Options screen select Display and press Action ⊙.
2. Use the ⊽ key to move to the Sort messages by fields.
3. Use the ◁ and ▷ keys to select whether to display messages by Date received, Subject or Sender and whether the messages are displayed in Ascending or Descending order.
4. Press Done 🔲.

Sending

Use the Sending options to set up defaults for sending messages. Select one of the following checkboxes:

Select this	To
Include copy of original message when replying to an e-mail	Always include the e-mail you are replying to in your outgoing e-mail message.
Save copies of sent items	Always save copies of outgoing e-mails. This does not apply to SMS messages which are always stored.
Use Unicode for SMS when necessary	If you insert a Unicode character into a message, the whole message is changed to Unicode. Remember that using Unicode characters limits the size of your message.
Server requires Authentication	This is only relevant if you are using an SMTP server to send e-mails. If you select this checkbox, every time you send an e-mail your user details are verified by the SMTP server before the e-mail is delivered.

Receiving

Use the Receiving options to limit the size of new messages that are automatically downloaded.

▶ To set the size limit of messages which are downloaded automatically

1. On the Options screen select Receiving and press Action ⊙.
2. Use the ◁ and ▷ keys to scroll through the options: Header only, Entire message, first 500 bytes, first 1000 bytes or first 5000 bytes.

3. Press Done ⊏⊐.

Pre-defined text

Use this option to edit the predefined text that you can insert in messages.

▶ To amend pre-defined text

1. On the Options screen select Pre-defined text and press Action ⊙.
2. Use the ⒶΛ andⓋ keys to select the text you want to change. You can edit the existing text or change it completely.
3. Press Done ⊏⊐.

E-mail set up

The easiest way to set your Z100 up to send and receive e-mail is to visit www.sendo.com/support/config to autoconfigure your e-mail settings. The configurator sends an SMS to your phone (or sends the information to your phone directly if it connected to your PC using ActiveSync) containing all the settings you require to start using e-mail.

☞ Note: You can also use the Smartphone Configuration Wizard on the Z100 Companion CD to set up e-mail, but you will need to know the required settings.

Alternatively, use this option to configure your phone to send and receive e-mail messages. Your service provider or network administrator will need to provide you with the necessary information to connect to your e-mail server.

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Messaging Features

☞ **Warning:** Before you can complete the e-mail set up, you must have set up data connections which allow you to connect to the internet. Refer to Data Connections.

▶ To set up an e-mail connection
1. On the Home screen, Press Programs ⬗, select Inbox/SMS and press Action ⦿.
2. Press Menu ⬗, select Options and then press Action ⦿.
3. Select E-mail Setup and press Action ⦿.
4. Press Next ⬗.
5. Enter Your Name, your E-mail address and the Server type (This defines the mail protocol your mailbox service provider recommends). You can use the ◁ and ▷ keys to select the type of server: POP3 or IMAP4. You can get this information from your Internet Service Provider or your corporate IT admistrator. Press Next ⬗.
6. Enter the Incoming mail server - this could be an IP address or the host name. You can get this information from your Internet Service Provider or your corporate IT admistrator.
7. Enter the outgoing mail server - This could be the IP address or host name). You can get this information from your Internet Service Provider or your corporate IT admistrator.
8. Use the ◁ and ▷ keys to select the type of Network to connect to: Internet, secure WAP network, WAP network or My Corporate Network.

☞ **Note:** You must have already set up the data connections for the type of network you want to connect to. Please refer to Data Connections for more information on how to do this.

9. Press Next ⬗.
10. Enter your Username, Password and Domain, if required. You can also select the Save Password checkbox if you want your password to be remembered on your phone.
11. Press Next ⬗.
12. Press Finish ⬗. You can now send and receive e-mails.

Automatic Synchronization

Use this option to define how often your Z100 synchronizes with your desktop PC or server automatically.

▶ Set up your Synchronization schedule
1. On the Options screen select Automatic Synchronization and press Action ⦿.
2. Under the Connect on timed basis field, use the ◁ and ▷ keys to select how often the phone synchronizes.
3. Press Done ⬗.

☞ **Note:** The processing speed of the phone is considerably slowed while synchronising, so that you may not be able to receive calls. Do not set automatic synchronisation too often if it will interrupt useof your phone.

Import Messages from SIM

Use this option to import SMS messages from a SIM card to your Inbox. The messages are not removed from the SIM card when they are imported, they are copied.

▶ **Import messages from a SIM card**

1. On the Options screen select Import Messages from SIM and press Action .

2. The messages are imported – the next time you check your Inbox, all the messages from your SIM card are displayed.

Transport Options (IMAP only)

This option is only displayed when you are using an IMAP server. Select this to set up mail transport options for IMAP servers. For example, IMAP4 allows you to download e-mail messages received during a specified number of days.

▶ **Set up IMAP server options**

1. Under the When downloading e-mail, get: field, use the and keys to select how often e-mails are downloaded from the server: All messages, Today's messages, last 3 days of e-mail, last 5 days of e-mail, last 30 days of e-mail.

2. Press Done .

Managing your message folders

All *incoming* messages are stored in your Inbox, but there are more folders, which you can use to manage your messages more effectively.

Messages are stored in the following folders:

Folder	Messages
Inbox	All messages that you receive are sent here by default.
Deleted Items	Messages that you delete are stored here until you empty this folder.
Drafts	Messages that you save before sending are stored here.
Outbox	E-mail messages are stored here until you synchronize or connect to your e-mail server. SMS messages are sent immediately over the network and only appear in your Outbox folder for a few seconds.
Sent Items	Copies of all e-mail and SMS messages that you send are stored here.

▶ **To view message folders**

1. On the Home screen, press Programs , select Inbox/SMS, and then press Action .

2. Press Menu , Show Folders, and then press Action .

☞ **Note:** If your e-mail account supports folders, you can view multiple folders to reflect the folder structure that you have created on your e-mail server. Messages you download from the server are automatically placed in the correct folders on your phone.

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Messaging Features

☞ Note: Remember to make backup copies of all important data. In the event that your phone needs to be sent for repair, delete all security sensitive data.

Communicating with MSN Messenger

You can use MSN® Messenger on your phone to send instant messages. MSN Messenger on your phone has the same chat environment as MSN Messenger on your desktop computer, so you can chat to anyone who is using MSN Messenger anywhere in the world. Features include:

• Sending and receiving instant messages.

• Seeing the status of others in your Messenger contacts list, or changing your own status (e.g., available, busy, out to lunch).

• Inviting other people to a chat conversation.

• Blocking contacts from seeing your status or sending you messages.

Getting started with MSN Messenger

• To use MSN Messenger, you need a Microsoft® .NET Passport account unless you already have a Hotmail account. To set up a Microsoft .NET Passport account, go to: http://www.passport.com.

▶ To sign in and out of MSN Messenger

1. On the Home screen, press Programs ⬛, select MSN Messenger, press Action ⬤, and then press Sign In ⬛.

2. Enter your Sign-in name and Password, and press Sign In ⬛.

3. To sign out, press Menu ⬛, select Sign out, and then press Action ⬤.

☞ Note: If you do not sign out of MSN Messenger, the internet connection stays open. This may result in additional charges from your service provider.

▶ To send an instant message

1. Sign in to MSN Messenger. A list of all your contacts is displayed – these are split into online contacts and offline. You can only send instant messages to the online contacts.

2. Use the ⬛ and ⬛ keys to select the person to send an instant message to and press Send ⬛.

3. Enter your message, and press Send ⬛.

☞ Note: To quickly add common messages, press Menu, select My Text, and then select the text you want to use in the message.

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Messaging Features

☞ For information on text input, see Entering text and numbers on your phone.

Figure 12   MSN Messenger Options

▸ ▸ To invite a contact to an ongoing chat
• Press Menu ⬚, select Invite, and then use the ⬚ and ⬚ keys to select a contact.

▸ To see who is already chatting, or to switch between chats
• Press Menu ⬚, and select Chats.

▸ To accept or switch between chats
• Press Menu ⬚, select Chats, and then select the contact to begin chatting.

▸ To add a contact
1. In the Messenger contacts list, press Menu ⬚, select Add Contact, and press Action ⬚.
2. Enter the full address for the contact and press Next ⬚.

3. A message is displayed which tells you that the contact has been added successfully. Press Done ⬚.

▸ To delete a contact
• In the Messenger contacts list, use the ⬚ and ⬚ keys to select the contact's name, press Menu ⬚, and then select Delete Contact.

▸ To block or unblock a contact from seeing your status and sending you messages
• In the Messenger contacts list, use the ⬚ and ⬚ keys select the contact's name, press Menu ⬚, and then select Block or Unblock.

▸ To change your status
1. In the Messenger contacts list, select your name, and press Action ⬚.
2. Use the ⬚ and ⬚ keys to select a status description, such as Away, and press Action ⬚.

Highlight your status and press the Action button

Figure 13   Changing Status

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▶ To change your displayed name

1. In the Messenger contacts list, press Menu ⬒,
    select Options, Passport Account and press
    Action ⦿.

2. Enter the name that you want other users to see
    when you send instant messages and press
    Done ⬓.

☞ Note: You must be signed in to MSN Messenger
   to change your displayed name.

☞ Note: Using the Passport account option you
   can also change your sign-in name, Password
   and select whether MSN Messenger should
   always run when you have an internet
   connection running.

5

Contacts, Calendar,

Chapter 5 Contacts, Calendar, and Tasks

This chapter introduces features on your phone that help you manage and keep track of contacts, appointments, your schedule, and maintain a task list. This chapter also explains how to send and receive contact and appointment information between your phone and another IR equipped compatible mobile device or an IR equipped compatible desktop PC, sometimes called beaming data, by using infrared.

For more information on using ActiveSync to synchronize Contacts, Calendar, and Tasks, see Chapter 6 - Synchronizing Information

Using Contacts

Use Contacts like an address book on your phone. You can set up a contact card for each person or business you communicate with. This "card" stores lots of information about the contact, for example, multiple phone numbers, e-mail and street addresses, web pages, plus more personal information, such as birthdays and anniversaries.

You can also store your contacts in categories, so that you can identify business, personal and miscellaneous contacts at a glance. You can set up more categories using Outlook on your desktop PC. Please refer to Outlook Help on your desktop PC for more information.

☞ **Warning:** You should store all contact phone numbers, both in Outlook and your phone, in international GSM format. That is, the international access code(+), the country code without leading zeros, city or area code and

phone number. For *most* contries, including the leading zero in the country code will cause the call to fail, however it is required for others. Please check locally.

You can make a call and write e-mails and SMS messages, directly from a contact card.

New Contacts

You can create a new contact card to add to the Contacts list at any time.

When you create a new contact on your phone, you can synchronize Contacts with your desktop PC, or a server to keep your contact information up-to-date in all locations.

▶To add a new contact
1. On the Home screen, press Contacts ⬡, and then press New ⬡.

2. Enter the details for the contact such as name, phone numbers and e-mail address. Use the ⬡ and ⬡ keys to move through the fields and enter as much or as little information as you want. Press Done ⬡.

☞ **Note:** You must enter full phone numbers including the international access code and country code. Remember you must leave the leading zeros out of the country code for most countries.

☞ **Note:** To assign the contact to a category, select the Categories field and press Action ⬤. You can add the contact to more than one category – simply select each relevant checkbox.

▶ **To add a new contact from a call**

1. During a call, select Menu ⬡.

2. Use the ⬆ and ⬇ keys to select Save Contact and press Action ⬤.

3. Select New Item and press Action ⬤.

4. Use the ⬆ and ⬇ keys to scroll through the fields and enter the information for the new contact. Press Done ⬡. You can continue with your call throughout.

☞ Tip: To copy the incoming number into a phone number field, select the relevant filed and press Insert ⬡.

The Contacts list

The Contacts list displays the names of all your contacts alphabetically, along with an abbreviation for the default communication method. If you prefer, you can filter the list so that only contacts belonging to a certain category are displayed.

☞ Note: If the contact card includes a work phone number, it is always automatically set it as the default number, but you can change this.

▶ **To view Contacts**

• On the Home screen, press Contacts ⬡.

Figure 14   The Contacts list

The following table shows the abbreviations that are used in the Contacts list:

w	Work phone
w2	Second work phone
h	Home phone
h2	Second home phone
m	Mobile phone
pgr	Pager
car	Car phone
sms	Mobile phone number for SMS messages.
e	E-mail address
e2	Second e-mail address
e3	Third e-mail address

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Contacts, Calendar,

▶ **To call a contact using the default number**

1. On the Home screen, press Contacts ⬡.

2. Select the contact to call using the ⬡ and ⬡ keys, and press Talk ⬡.

☞ Tip: If you have a long list of contacts and you can't see the contact you want to call on the first screen, enter the first few letters of the contact's name. See To find a contact by entering their name below.

▶ **To call a contact using a number other than the default number**

1. On the Home screen, press Contacts ⬡.

2. Select the contact using the ⬡ and ⬡ keys. Now move Left ◁ or Right ▷ until the abbreviation for the number you want to use is displayed. Press Talk ⬡.

☞ Note: Whatever abbreviation you select here becomes the default number for this contact.

▶ **To find a contact by entering their name**

1. On the Home screen, press Contacts ⬡.

2. Begin entering the name of the contact you want until the name is displayed.

☞ Note: To find Sandra, press ⬡, ⬡, ⬡, ⬡, ⬡, ⬡ because these numbers correspond with the letters for that name on the keypad. The phone finds all matches for the letters you enter. For example, when you type ⬡ for S, all contacts that begin with S are displayed, as you type ⬡ for a, all contacts that begin with Sa are displayed and so on.

▶ **To filter contacts**

1. On the Home screen, press Contacts ⬡, select Menu, Filter, and then press Action ⬤.

2. Select a filter, for example Business or Personal, and press Action ⬤.

▶ **To delete a contact**

1. On the Home screen, press Contacts ⬡.

2. Select the contact to delete, press Menu ⬡, select Delete, and press the Action key ⬤. You will be asked whether you are sure you want to permanently delete this contact - press Yes ⬡.

Contact cards

A contact card displays all of the information that you have entered for a contact, such as name of the person or business, phone numbers, e-mail addresses, and more. From a contact card, just select a phone number and press the Talk key ⬡ to call that contact. You can also select an e-mail address and press Action to start writing a message.

▶ **To view a contact card**

1. On the Home screen, press Contacts ⬡.

5

Contacts, Calendar,

2. Select the contact to view, using the ⬆ and ⬇ keys, and press Action ⦿.

Number in bold denotes default number ── Work number ── Mobile number ── E-mail number ── SMS message number
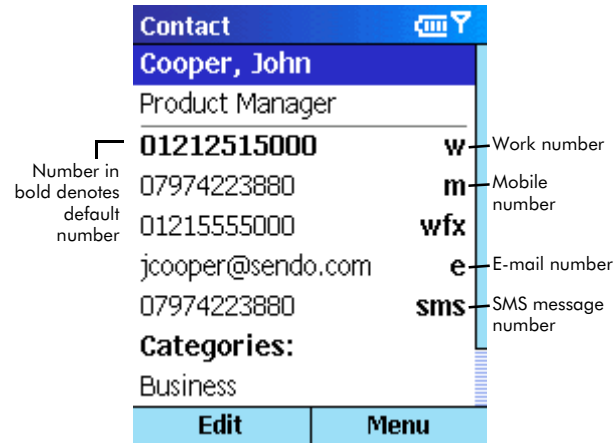
Figure 15   Contact card

▶ **To call a contact from a contact card**

1. On the Home screen, press Contacts ⬅.

2. Select the contact, using the ⬆ and ⬇ keys, and press Action ⦿ to open the contact card.

3. Select the number to use, using the ⬆ and ⬇ keys, and press Talk ⬅.

▶ **To send an e-mail from a contact card**

1. On the Home screen, press Contacts ⬅.

2. Select the contact to send an e-mail message to and press Action ⦿ to open the contact card.

3. Select the e-mail address, and press Action ⦿.

4. Move down to enter a subject, and down again to enter your message in the body text field. Press Send ⬅.

▶ **To edit a contact**

1. On the Home screen, press Contacts ⬅.

2. Select the contact to edit, and press Action ⦿ to open the contact card.

3. Press Menu ⬅, select Edit, and then press Action ⦿.

4. Make the changes, and press Done ⬅.

Using contact card menu options

Using the contact card menu options, you can quickly attach a speed dial or voice tag to the contact, change the default method for communicating with the contact, beam the contact card to another mobile device or a desktop PC using infrared, delete the entire contact card, or edit the contact card information.

▶ **To view contact card menu options**

1. On the Home screen, press Contacts ⬅, and then press Action ⦿.

2. Select the contact to open, and press Menu ⬅.

The following table lists the contact card menu options and their functions:

Select	To
Add Speed Dial	Create a shortcut to a phone number, e-mail address, or Web URL by assigning one or two keypad numbers as a speed dial. For more information about creating speed dials, see Speed dials.
Add Voice Tag	Create a shortcut to a phone number, e-mail address, or Web URL by assigning a recording. For more information about creating voice tags, see Voice tags.
Set As Default	Make the selected phone number or e-mail address the default for the contact.
Beam Contact	Send the contact card to another IR equipped compatible mobile device, or an IR equipped compatible desktop PC, using infrared.
Delete	Remove the whole contact card from the Contacts list.
Edit	Modify information in the contact card.

Using Calendar

Use the Calendar to schedule your appointments, you can create or view appointments and view your calendar by day, week, or month.

▶ To access Calendar

• On the Home screen, press Programs ⬔, select Calendar, and then press Action ⬤.

▶ To create a new appointment

1. On the Home screen, press Programs ⬔, select Calendar, and then press Action ⬤.

2. Press Menu ⬡ and select New. Press Action ⬤.

3. Enter information in the fields displayed.

4. Press Done ⬔.

☞ Tip: To set a reminder for the appointment, under Reminder, select the amount of time before the appointment that you want the reminder to appear.

☞ Note: When you have created a new appointment on your phone, you can synchronize Calendar with your desktop PC or a server to keep your schedule information up-to-date in all locations.
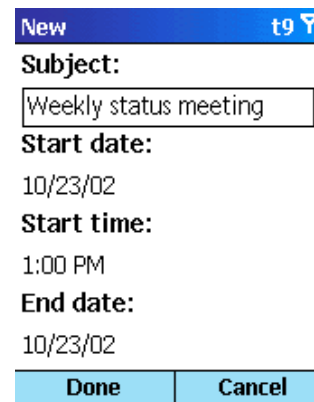
Figure 16   New Appointment

▶ To view an appointment

1. On the Home screen, press Programs ⬔, select Calendar, and then press Action ⬤.

2. Select the appointment to open, using the △ ands ▽ keys, and press Action ⬤.

▶ To edit an appointment

1. On the Home screen, press Programs ,
select Calendar, and then press Action .

2. Select the appointment to edit, press Action, and
then select Edit.

3. Make the necessary changes, and press Done
.

▶ To delete an appointment

1. On the Home screen, press Programs ,
select Calendar, and then press Action .

2. Using the ands keys, select the
appointment to delete and press Menu .
Select Delete, and then press Action . An Alert
message is displayed - you are asked whether
you want to permanently delete this
appointment. Press Yes .

Viewing your schedule

You can view your schedule using three different
views: Agenda, Week, and Month.

Agenda view

The Agenda is the default view in Calendar. It
displays all meetings and appointments scheduled
for the current day in chronological order (according
to start time). All-day appointments are shown as a
single line at the top of the Agenda screen. Up to
three all-day events can be displayed.

You can quickly change to the Week view by pressing
Week .
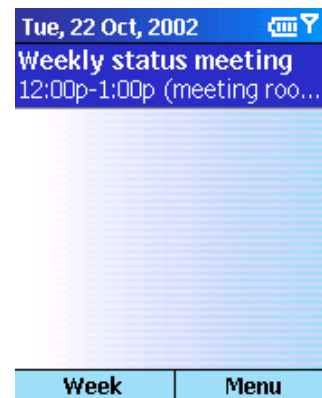
Figure 17   Agenda View

▶ To view your agenda for the current day

• On the Home screen, press Programs , select
Calendar, and then press Action .

• If you are using the Week or Month view in
Calendar, press Menu , select Agenda View,
and then press Action .

☞ Tip: To view your agenda for previous dates
press Left , or to check future dates move
Right .

▶ To view your agenda for a specific date

1. On the Home screen, press Programs and
select Calendar.

2. Press Menu , select Go to Date, and press
Action .

5

Contacts, Calendar,

3. Enter the date you want to view, and press Done ⌨.

Week view

The Week view displays your schedule for the current week.

The Week view below displays the hours from 9:00 am to 5:00 pm on the left side of the screen. Move Up Ⓐ or Down Ⓥ to display all 24 hours.

Press ◁ to scroll through previous weeks or ▷ to scroll through future weeks.

You can quickly change to the Month view by pressing Month ⌨

☞ Tip: When you go to Week view, the hours last shown are displayed until you change them..
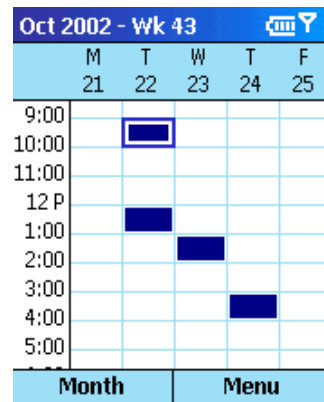
Figure 18   Week View

▶ To view appointments for the week

1. On the Home screen, press Programs ⌨, select Calendar, and then press Action ⊙.

2. Press Menu ⌨, select Week View, and then press Action ⊙.

☞ Note: To change settings for Week View, press Menu, select Options, and then press Action ⊙.

Month view

The Month view displays an overview of your monthly schedule. Arrows indicate your appointments - An up arrow represents a morning appointment and a down arrow represents an afternoon appointment. If you have morning *and* afternoon appointments a blue box is displayed on the relevant day. An all day event is indicated by a clear box on the relevant day. If you have morning and afternoon appointments *and* an all day event, a blue box is displayed with a further box around it. See the screen below for examples.

The selected date is indicated by a red box.

You can move Up 🔼 to scroll through previous months and Down 🔽 to scroll through future months.

All day appointment

Afternoon appointment

AM, PM and all-day apointment

currently selected date

All-day event*y*

morning appointment
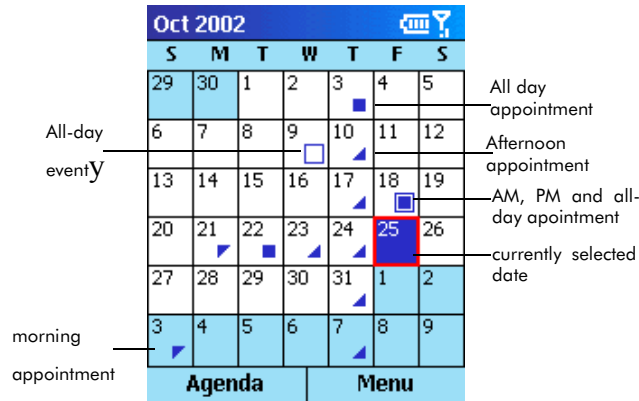
Figure 19   Month View

▶ **To view your schedule for the month**

1. On the Home screen, press Programs 📩 , select Calendar, and then press Action ⦿.

2. Press Menu ◺ , select Month View, and then press Action ⦿.

Receiving reminders

If you have set reminders for the appointments on your calendar, you will receive notification before the appointment. You can dismiss the reminder (the item will still remain on your calendar, but you won't receive any further reminders), or you can be reminded again later and at regular intervals – this is sometimes called Snooze. If you select snooze, the

reminder for this appointment will keep appearing at five minute intervals until you press Dismiss 📩 .

☞ Tip: You can select the way in which the phone alerts you to reminders using the Sounds option from the Settings menu.
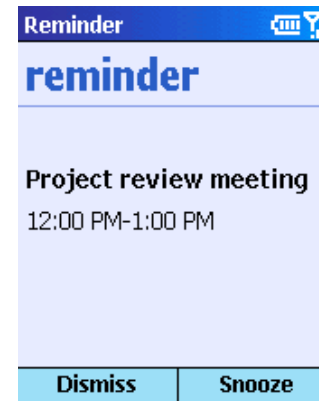
Figure 20   Reminder screen

▶ **To "snooze" on an appointment**

1. On the Reminder screen, press Snooze ◺ . You are alerted to the appointment again after five minutes.

Importing Calendar information

You can import calendar information from another calendar program, providing it uses the iCal or vCal format. Calendar information can be imported from attachments in e-mail messages, SMS text messages, links in Microsoft® Pocket Internet Explorer, or by infrared.

Using Tasks

A task is a personal or work-related project, assignment, or errand, which you can track through to completion. A task can occur once or repeatedly. A recurring task can be repeated at regular intervals or repeated based on the last date you mark the task complete. For example, you might want to pay a bill either on the 1st of every month, or when one month has passed since your last payment.

You can set tasks on your phone, but you must set all timescales in Outlook on your desktop PC. Please see Outlook Help on your desktop PC for more information.

The task list

The Task list displays your "things to do" list. An item is followed by an exclamation mark if it has been marked as high priority and a down arrow if it has been marked as low priority. Overdue tasks are displayed bold and red. Completed tasks are displayed with the corresponding check box selected.

☞ Note: If you synchronize Tasks with your desktop PC, completed tasks are removed from your

phone after synchronization. They are displayed in grey with a strikethrough on your desktop PC.
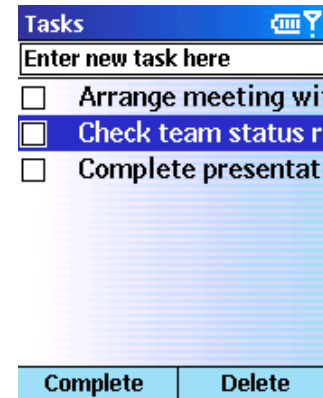
Figure 21   Task List

Using the task list

▶ To create a new task

1. On the Home screen, press Programs ⎗, select Tasks, and then press Action ⦿.

2. Select the Enter new task here field, and press Up ⬆.

3. Enter the text for the task, and press Action ⦿. The task is displayed in the list below.

☞ Note: When you create a new task on your phone, you can synchronize Tasks with your desktop PC to keep your Task list up to date in both locations.

☞ Note: If you create a new task with a reminder on your desktop PC, you can synchronize Tasks

with your phone so that you will get a reminder on your Z100.

▶ **To mark a task as complete**
1. On the Home screen, press Programs, select Tasks, and then press Action.
2. Select the task using the ▲ and ▼ keys and press Action to place a tick in the checkbox. Press Complete.

▶ **To mark a completed task as incomplete**
1. On the Home screen, press Programs, select Tasks, and then press Action.
2. Select the task, and press Activate.

▶ **To delete a task from the Task list**
1. On the Home screen, press Programs, select Tasks, and then press Action.
2. Select the task, and press Delete.

Sending information via Infrared

You can use the infrared port on your phone to send and receive information , for example calendar appointments and contact cards, between your phone and another mobile device, or a desktop PC. The other device must have an infrared port and support vCard and vCal formats.

☞ Note: The IR ports of your phone and any other IR equipped devices must be pointed at each other, with no obstructions, and must be within 0.5 m of each other.

▶ **To beam a contact**
1. On the Home screen, press Contacts.
2. Select the contact to beam, press Menu, select Beam Contact, and then press Action. Align the infrared ports so that they are unobstructed and within close range of each other, now press Beam.

☞ Note: While the information is transferred, status information is displayed about the device your phone is beaming to. When the process is complete a message is displayed to tell you whether the transfer is pending, done, or failed.

▶ **To beam an appointment**
1. On the Home screen, press Programs, select Calendar and press Action.
2. Select the appointment to beam, and press Action to open the appointment.
3. Press Menu, select Beam Appointment, and press Action.
4. Align the infrared ports so that they are unobstructed and within close range of each other, and press Beam.

☞ Note: While the information is transferred, status information is displayed about the device your phone is beaming to. When the process is complete a message is displayed to tell you whether the transfer is pending, done, or failed.

▶ **To receive beamed information**
1. On the Home screen, press Programs, select Accessories, and then press Action.

Contacts, Calendar,

2. Select Infrared Receive and press Action ⊙.

3. Align the infrared ports so that they are unobstructed and within close range of each other. When the Z100 is ready to receive the information, the left soft key changes to Yes. Press Yes, ⌷ to receive the information.

☞ Note: Your phone can receive beamed files of any type, but some files may need to be copied to your desktop computer for viewing.

6

Chapter 6 Synchronizing Information

This chapter introduces basic concepts and features of Microsoft® ActiveSync®, and explains how to set up Server ActiveSync®, synchronize remotely, and create a synchronization schedule. This chapter also gives an overview of the different types of Microsoft® Outlook® information you can synchronize.

For more information about ActiveSync®, see ActiveSync® Help on your desktop computer.

When creating a partnership, you can connect using infrared, a USB cable, or a cradle connection.

You can use an infrared connection to create a direct connection between your phone and another mobile device or desktop computer. This method is ideal for quickly switching between multiple devices since there are no cables or adapters to change.

☞ Note: Before synchronizing data with a third party network/server, including your employer's server, please check with the system administrator for any restrictions.

☞ Note: Remember to make backup copies of all important data. Be careful not to lose or misplace your phone. If your phone is lost or misplaced there is a risk that your data could be viewed or stolen. Delete security sensitive data before sending your phone in for repair.

Using Activesync

You can synchronize information on your desktop computer and/or a Microsoft® Exchange server with the information on your phone.

ActiveSync®compares the information on your phone with the information on your desktop computer and/or the server and updates all locations with the most recent information. With ActiveSync®, you can:

• Keep your Outlook information up-to-date by synchronizing your phone with your desktop computer.

• Choose to synchronize Inbox, Calendar, and Contacts with a server so that you have the latest information, even when your desktop computer is turned off.

• Copy, rather than synchronize, files between your phone and your desktop computer.

• Control when synchronization occurs by selecting a synchronization schedule.

• Select which information types are synchronized and control how much information is synchronized. For example, you can choose how many weeks of past appointments to synchronize.

☞ Note: You can synchronize information directly with a Microsoft Exchange Server if your company, or in some cases, your service provider, is running Microsoft® Mobile Information Server 2002 or later.

6

Synchronizing Informa-

Microsoft® ActiveSync® 3.6 System Requirements

Minimum Desktop Computer Requirements

• Microsoft® Windows® XP, Microsoft® Windows® 2000, Microsoft® Windows® Millennium Edition, Microsoft® Windows NT® Workstation 4.0 with SP 6 or later, or Microsoft® Windows® 98

• Microsoft® Outlook® 98 or later required for synchronization to the desktop or portable computer of e-mail, calendar, contacts, tasks, and notes.

• Microsoft® Internet Explorer 4.01 SP1 or later

• Hard disk drive with 12 to 65 MB of available hard disk space (actual requirements will vary based on selection of features and user's current system configuration)

• Available 9 or 25-pin communications port (adaptor required for 25-pin communications port), infrared port, or USB port (available for Windows 98, Windows Millennium Edition, Windows 2000, Windows® XP only)

• One CD-ROM drive

• VGA graphics card or compatible video graphics adapter at 256 colour or higher

• Keyboard

• Microsoft® Mouse or compatible input device

☞ Note: If you're using NT4.0, ActiveSync only works with Service Pack 6 or greater. Contact your local Microsoft country office or check the local Microsoft website for upgrade details.

Options for Windows XP, Windows 2000, Windows Millennium Edition, Windows NT Workstation 4.0, or Windows 98

• Audio card/speakers for sound

• Microsoft® Office 97, Microsoft® Office 2000, or Microsoft® Office XP

• Modem for remote synchronization

• Ethernet LAN connection for remote synchronization

Getting Started with ActiveSync®

ActiveSync®is already installed on your phone, but before you can begin synchronizing with your desktop PC you may need to install ActiveSync® on your desktop. You can install ActiveSync®, from the Z100 Companion CD.

When ActiveSync® is installed you must connect your phone to your desktop PC.

▶ To connect the Z100 to your desktop computer using a cable

1. Plug the data cable into the Accessory connector on the bottom of your Z100.

2. Plug the other end of the cable into the USB port of your desktop computer.

▶ To connect the Z100 to your desktop computer using a cradle

1. Plug the cable into the USB port on your desktop computer.

2. Plug the other end of the cable into the cable connector on the underside of the cradle.

3. Slot the accessory connector on the phone firmly into the cradle.

Creating a Partnership

After ActiveSync® installation on your desktop PC is complete, the New Partnership Wizard helps you set up a partnership between your phone and your desktop computer (and/or a server) so that you can start synchronizing information and customizing your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard. After the first synchronization, you will notice that your Outlook information now appears on your phone.

☞ Warning: To prevent synchronization problems, only select Synchronize with Microsoft Mobile Information Server and/or this desktop computer in the New Partnership Wizard if you are certain that your company is running Microsoft Mobile Information Server 2002 or later and you know the server name. Otherwise, select Synchronize with this desktop computer.

☞ Tip: When your Z100 is actively synchronizing, the performance of the phone is significantly slower. This may cause you to miss calls or prevent you from using other functions on the phone. Sendo recommends that you select to synchonize manually instead of automically. If you do want to synchronize automatically, select only the time intervals required.

l

Connection status

Desktop synchronization status

Server synchronization status

Select to synchronize via IR or change synchronization settings

Server synchronization status
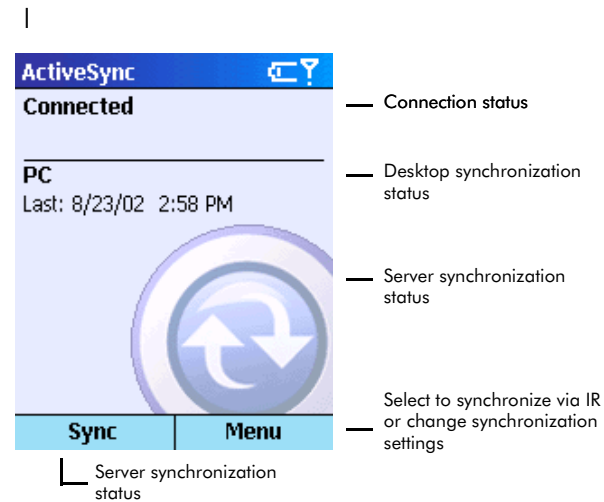
Figure 22   Synchronization in progress

▶ To start synchronization
1. Depending on the connection you are using to synchronize, either line up the infrared ports on your Z100 and your PC, connect the USB cable to your Z100 and your desktop PC or place your Z100 in the synchronization cradle.

2. On the Home screen, press Programs ⌷, select ActiveSync®, and press Action.

3. To start synchronization, press Sync ⌷.

Setting up Server ActiveSync®

Before you can begin to synchronize information with a server, you may need to request server

configuration information, such as your user name, password, and the name of the Microsoft Mobile Information Server, either from your service provider or from your corporate network administrator. This configuration information may have already been set up on your phone, or you may have already been given this information.

▶ To set up Server ActiveSync®

1. On the Home screen, press Programs ⌐⌐, select ActiveSync®, and then press Action ⊙.

2. Press Menu ⌐⌐, select Options, and press Action ⊙.

3. Select Connection, and press Action ⊙.

4. Under Username, enter your Microsoft Exchange user name.

5. Under Password, enter your Microsoft Exchange password.

6. Under Domain, enter the name of the domain for your Microsoft Exchange Server (if required).

7. Select the Save password checkbox, by selecting it and pressing Action, if you want your phone to save your password so that you need not enter it every time you synchronize.

8. In Server name, enter the name of the Microsoft Mobile Information Server to connect to.

9. Press Done ⌐⌐ twice.

10. To begin synchronizing with the server, press Sync ⌐⌐.

☞ Note: You can also set up a connection to synchronize remotely with a server when you

first create a partnership between your phone and desktop computer.
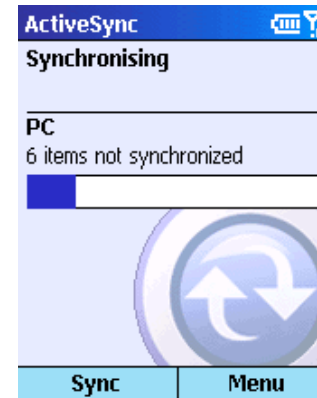
Figure 23   ActiveSync® Status screen

▶ To stop synchronizing with a server

You can stop synchronizing an information type with a server on your phone. However, to switch to synchronizing that information type with your desktop computer instead, you will need to change the synchronization settings on the desktop computer. For more information about synchronization, see ActiveSync®Help on your desktop computer.

1. On the Home screen, press Programs ⌐⌐, select ActiveSync®, and then press Action ⊙.

2. Press Menu ⌐⌐, select Options, and then using the ▲ and ▼ keys, select the information type that you no longer want to synchronize with a server, for example, Calendar, Contacts, or Inbox.

3. Press Action ⊙ to clear the checkbox – the tick in the box disappears, and press Done ⊏.

Synchronizing Remotely

You can synchronize remotely with your desktop computer or with a server if you have set up Server ActiveSync®.

> **To synchronize remotely with a desktop computer**

1. On the Home screen, press Programs ⊏, select ActiveSync®, and press Action ⊙.

2. Press Menu ⊏, select Options, and press Action ⊙.

3. Select PC Settings, and press Action ⊙.

4. Select Include PC sync remotely when synchronizing, and press Action ⊙.

5. Under Connect To, select the appropriate computer name, and press Done ⊏.

6. To start synchronization, press Sync ⊏.

> **To synchronize remotely with a server**

1. On the Home screen, press Programs ⊏, select ActiveSync®, and press Action ⊙.

2. Press Menu ⊏, select Options and then press Action ⊙.

3. Select the information type to synchronize with the server and press Action ⊙. Select the Synchronize check box by selecting it and pressing Action so that a tick appears in the box. Press Done ⊏.

Creating a server synchronization schedule

You can create a server synchronization schedule so that your information is automatically synchronized with the server at time intervals that you specify.

> **To create a schedule to synchronize with a server when your phone is connected to a desktop computer**

1. On the Home screen, press Programs ⊏, select ActiveSync®, and then press Action ⊙.

2. Press Menu ⊏, select Options, Schedule, and press Action ⊙.

3. Select the When connected to my PC, synchronize with the server every check box by pressing Action, and select a length of time. This is the time interval at which the phone will check the server.

4. Press Done ⊏.

> **To create a schedule to synchronize with a server when your phone is not connected to a desktop computer (sync wirelessly)**

1. On the Home screen, press Programs ⊏, select ActiveSync®, and press Action ⊙.

2. Press Menu ⊏, select Options, Schedule, and then press Action ⊙.

3. Select the When not connected to my PC, synchronize with the server every check box and select a length of time. This is the time interval at which the phone will check the server.

4. Press Done ⊏.

☞ Note: When you set up a wireless sync schedule, you phone will briefly connect to the server to check for new information and to send and receive data at the intervals you choose. You may be charged for every connection and the amount of data sent and/or received. See your service providers rate information for details.

Synchronizing information

This section provides an overview of the types of Outlook information you can synchronize. By default, ActiveSync® does not automatically synchronize all types of Outlook information. Use ActiveSync® options on your desktop PC to turn synchronization on and off for specific information types.

Synchronizing Inbox

When you select Inbox for synchronization in ActiveSync®, e-mail messages are synchronized as part of the general synchronization process. During synchronization, the following events occur:

• Messages are copied from the Outlook Inbox folder on your desktop computer, or from a Microsoft Exchange Server, to the Inbox folder on your phone.

• By default, when synchronizing Inbox information with your desktop computer, you'll receive only messages from the last three days and only the first 5k of each new message. You can also choose to download file attachments.

• The messages on your phone and on your desktop computer are linked. When you delete a message on your phone, it is deleted from your desktop computer the next time you synchronize, and vice versa.

• Messages in subfolders in Outlook are only synchronized if you have selected the folders for synchronization, in your phones Inbox.

☞ Note: SMS messages are not received through synchronization. They are sent to your phone via your service provider.

Synchronizing Calendar

Calendar items stored on your phone can be synchronized with calendar items stored on your desktop computer or on a Microsoft Exchange Server. By default, only calendar items from the last two weeks are synchronized.

Calendar items created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, Calendar items deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your calendar information up to date in all locations.

Synchronizing Contacts

Contacts stored on your phone can be synchronized with contacts stored on your desktop computer or on a Microsoft Exchange Server. By default, all your contacts are synchronized.

Contacts created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, contacts deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your contact information up to date in all locations.

☞ Warning: You should store all contact phone numbers, both in Outlook and your phone, in international GSM format. That is, the international access code(+), the country code without leading zeros, city or area code and phone number. For *most* contries, including the leading zero in the country code will cause the call to fail, however it is required for others. Please check locally. You should also change your e-mail signature to follow this format as the Z100 converts all phone numbers to clickable links.

☞ Tip: ActiveSync and Mobile Information Server cannot copy your corporate e-mail addres book to your phone, but you don't have to copy each address over individually. In Outlook, put the name of colleagues you mail frequently into one of the e-mail fields in Contacts. You don't have to enter their e-mail address, just type their name and Outlook will automatically convert it to the appropriate e-mail address. When you write a new e-mail on your Z100, the address is available for you to select.

Synchronizing Tasks

Tasks stored on your phone can be synchronized with tasks stored on your desktop computer. By default, all of your incomplete tasks are synchronized.

Tasks created on your phone are copied to your desktop computer during synchronization, and vice versa. Similarly, tasks deleted from your phone are deleted from your desktop computer during synchronization, and vice versa. This keeps your Task information up to date in all locations.

☞ Note: Tasks can only be synchronized with your desktop computer; they cannot be synchronized with a server.

ActiveSync® Errors

Whenever ActiveSync® cannot successfully synchronize your information; it displays an error message on your phone.

▶ To view more information about an ActiveSync® error

• Press Action when the error text is displayed. ActiveSync® displays more information about the error that has occurred.

☞ Note: Some types of errors can interfere with automatic synchronization. If you suspect that a scheduled automatic synchronization has not occurred, you should try to manually synchronize your information. If manual synchronization is successful this resets automatic synchronization. For more

6

information, see the Synchronizing Information section of ActiveSync® Help on your desktop computer.

7

Internet, Entertainment

Chapter 7 Internet, Entertainment and More

This chapter explains how to browse the Web using Pocket Internet Explorer, play audio and video files using Windows Media™ Player, set up a modem link, play Solitaire, and use the Calculator.

Using Pocket Internet Explorer

You can browse the Web on your Z100. Pocket Internet Explorer on your phone supports WAP (Wireless Application Protocol), HTML (Hypertext Markup Language), and cHTML (compact Hypertext Markup Language).

☞ Note: The browser supports images and sounds, but it does not support frames on a Web page.

▶ To connect to the Internet
• On the Home screen, press Programs , select Internet Explorer, and press Action .

▶ To disconnect from the Internet
• Press the End key .

☞ Note: If you are using a GPRS connection, you never lose your connection to the internet. When you have finished browsing, press the Home key .

Navigating in Pocket Internet Explorer

Your Favorites list is displayed as the default main screen in Internet Explorer instead of a home page. You can add your own favorite web addresses to this list.

☞ Tip: Press Favorites to access your Favorites list from any web page.

▶ To view a favorite
1. On the Home screen, press Programs , select Internet Explorer, and press Action .
2. Select a favorite to view, and press Go .

☞ Note: You can stop the connection at any time, by pressing Stop .

▶ To activate a link
• Select a link, and press Action .

☞ Note: Use the and keys to move through the list and view all available links.

▶ To enter the address of a Web site
1. On the Home screen, press Programs , select Internet Explorer, and press Action .
2. Press Menu , select Go To, and press Action .
3. Enter the Web address, and press Go .

▶ To return to a Web page you previously visited in the same session
1. On the Home screen, press Programs , select Internet Explorer, and press Action .
2. Press Back .

▶ To view a list of Web pages you visited most recently
1. On the Home screen, press Programs , select Internet Explorer, and press Action .
2. Press Menu , select Go To, and press Action.

3. Select View History, and press Go ⬡.

▶ To visit a Web page on the History list

1. On the Home screen, press Programs ⬡, select Internet Explorer, and press Action ⬤.

2. Press Menu ⬡, select Go To, and press Action ⬤.

3. Select View History, and press Go ⬡.

4. Using the ⬆ and ⬇ keys, select the URL for a Web page, and press Go ⬡.

☞ Tip: While you are connected to the Internet, you can switch between Pocket Internet Explorer and other programs – simply press the Home key ⬡. This does not close your Internet connection (you must select End ⬡ to do this), to return to the web page you were viewing, press Back ⬡.

Using the Favorites list

If you find a Web page you want to visit again, you can save it as a favorite. The next time you want to visit that web page, you can just select it from your Favorites list instead of having to enter the whole address. You can also create different folders within your Favourites folder, so that you can split your favourites by category - for example, you could have separate folders for work, music and travel addresses.

▶ To add a Web page to your Favorites list

1. On the Home screen, press Programs ⬡, select Internet Explorer, and press Action ⬤.

2. Press Menu ⬡, select Add Favourite, and press Action ⬤.

3. Enter the Name for the web site, as you want it to appear on your Favorites list, and press Add ⬡.

Figure 24   Adding a favorite

4. Enter the web Address (URL) for the website.

5. Press Add ⬡.

☞ Tip: You can also add a favourite at any time when you are browsing the internet. Just press Menu ⬡, Add Favourite and press Add - the website you are looking at is added to your Favourites folder.

▶ To create a new folder in Favorites

1. On the Home screen, press Programs ⬡, select Internet Explorer, and press Action ⬤.

2. Press Menu ⬡, select Add Folder, and press Action ⬤.

3. Under Name, enter a name for the folder, and press Add ⬚. The folder is added to your Favourites list and is displayed in alphabetical order.

▶ To delete a favourite

1. On the Home screen, press Programs ⬚, select Internet Explorer, and press Action ⬤.

2. Select the favorite to delete, press Menu ⬚, select Delete, and press Action ⬤. An Alert message is displayed – you are asked whether you're sure you want to permanently delete the favourite, press Yes ⬚.

Cached web pages

The phone caches Web pages as they are downloaded to your phone and stores them on your phone until the cache is full. If you go to a web page that is already stored on your phone, you will see the stored version when you select the page. Choose Refresh from the menu to see the latest Web content for that page.

▶ To refresh a Web page you have recently visited

1. On the Home screen, press Programs ⬚, select Internet Explorer, and press Action ⬤.

2. Select the Web page to revisit from your Favorites list or the History list, and press Go ⬚.

3. Press Menu ⬚, select Refresh, and press Action ⬤.

Pocket Internet Explorer options

Use Pocket Internet Explorer options to change the way Web pages are displayed, change the network you connect to, and manage free space on your phone.

▶ To view Pocket Internet Explorer Options

1. On the Home screen, press Programs ⬚, select Internet Explorer, and then press Action ⬤.

2. Press Menu ⬚, select Options, and then press Action ⬤.

Select	To
General	Change the way Web pages are downloaded and displayed. For example, you can choose to turn off images or sound, fit the Web page to the screen, request a warning before viewing non-secure Web pages, allow cookies, or change the language.
Connections	Change the network you connect to. For example, change from Internet to your corporate network.
Memory	Clear all temporary Internet files, cookies, and Web history.

Media Player

You can play Windows Media audio and video files, and MP3 audio files on your phone Using Microsoft Windows Media™ Player 7.0. You can also copy digital music and video directly from your desktop computer to your phone using Media Player or ActiveSync™. For more information about copying

files to your phone, see the Media Player Help on your desktop PC.

Media Player is easy to use as the controls are similar to the keys on a compact disc player.

☞ Note: You can also install other media players on your Z100.

▶ To access Media Player
• On the Home screen, press Programs ⬗, select Windows Media, and press Action ⦿.
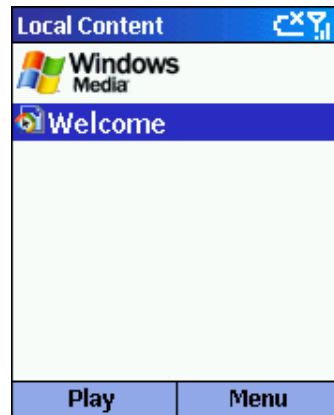
Figure 25   Local Content Screen

Playing files

You can play audio or video files, skip to another song or video, or increase and decrease the volume.

▶ To play or stop a file
• On the Local Content screen, press Play ⬗.
• To stop, press Action at any time.

▶ To skip to the beginning of the current file
• Move Left ◁ with the joystick.

▶ To skip to the beginning of the previous file
• Move Left ◁ twice, quickly.

▶ To skip to the next file
• Move Right ▷ with the joystick.

▶ To adjust the volume
• Use the Volume control, on the side of the phone, to increase or decrease the volume.

▶ To play a streaming media file on a network
1. On the Local Content view, press Menu ⬗, select Open URL, and press Action ⦿.
2. Enter the Web URL, and press Play ⬗.

☞ Note: You can also select an audio or video link in Pocket Internet Explorer to play streaming media.

▶ To play files in a random order
1. On the Local Content screen, press Menu ⬗, select Settings, and press Action ⦿.
2. Select the Shuffle check box and press Done ⬗. To select the checkbox, use the ⬘ and ⬙ keys to move to the checkbox and press Action – a tick is displayed in the box.

▶ To play files repeatedly
1. On the Local Content screen, press Menu ⬗, select Settings, and press the Action button ⦿.

2. Select the Repeat check box, and press Done ⬦.

▶ **To stop playback while using another program**

1. On the Local Content screen, press Menu ⬦, select Settings, and press the Action ⬥.

2. Select Background play, and press Done ⬦. To select the checkbox, use the ⬥ and ⬦ keys to move to the checkbox and press Action – a tick is displayed in the box.

Menu options when playing a file

When you are playing a file, you can use the menu options to start and stop playback, skip to the next or previous file, display information about a file, configure volume and playback settings, or add files to your Favorites playlist.

▶ **To access menu options when playing a file**

• Press Menu ⬦.

Figure 26   Playback Controls

The following table lists the menu options and their functions that are available when you play a file.

Select this	To
Play/Stop	Play or stop playback of the current file.
Next	Skip to the next file on the current playlist. This option is not available if the last file is the current selection.
Previous	Skip to the beginning of the current file on the current playlist. If no file is playing, this command skips to the previous file on the current playlist.
Open URL	Play a streaming media file on a network, for example, content streamed from an Internet radio station.
Properties	Display information about the file that is playing.

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Select this	To
Settings	Display the Settings options, which enable you to adjust the volume and various playback options.
Add to Favorites	Add the streaming media file that is playing, to the Favorites playlist.

Local Content screen menu options

By using the menu options from the Local Content screen, you can start and stop playback, add files to your Favorites playlist, display information about a file, configure volume and playback settings, or delete a file.

▶ To access Local Content screen menu options

• On the Local Content screen, press Menu ⬡.

This table lists the Local Content screen menu options and their functions.

Select this	To
Play/Stop	Play or stop playback of the current file.
Local Content	Display the Local Content view playlist.
Favorites	Display the Favorites view playlist.
Open URL	Play a streaming media file on a network, for example, content streamed from an Internet radio station.
Properties	Select this to display information about the selected file.
Settings	Select this to display the Settings screen, which you can use to adjust the volume and specify various playback options.
Delete	Select this to permanently delete the selected file from the phone.

Using Media Player favorites

You can connect to your favorite streaming media file and add it to your Favorites. The next time you want to listen to the streaming media file, just select it from Favorites.

▶ To connect to a streaming media file

1. On the Local Content screen, press Menu ⬡, select Open URL, and press Action ◉.

2. Enter the URL, and press Play ⬡.

▶ To add a streaming media file to Favorites

1. Connect to a streaming media file on the Internet or other network.

2. Press Menu ⬡, select Add to Favorites, and press Action ◉.

▶ To play a favorite

1. On the Local Content screen, press Menu ⬡, select Favorites, and press Action ◉.

2. Select an item, and press Play ⬡.

▶ To delete a favorite

1. On the Local Content screen, press Menu ⬡, select Favorites, and press Action ◉.

2. Select an item, press Menu ⬡, select Delete, and press Action ◉.

Licenses

Some digital media content from the Internet, CD tracks, and videos have associated licenses that

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protect them from being unlawfully distributed or shared.

Licenses are managed and created using digital rights management (DRM), which is the technology for securing content and managing the rights for its access. Some licenses prevent you from playing content that is copied to your phone.

☞ Note: To ensure that the license is copied with the content, use the Portable Device (or Copy to CD or Device) feature in Windows Media Player 7 or later on your desktop PC to copy content to your phone. For more information about copying content to your phone and other portable devices, see the Windows Media Player Help on your desktop PC.

Supported File Formats

The Media Player supports the following types of file formats.

Format	File name extensions
Windows Media	.asf, .asx, .wax, .wm, .wma, .wmv, .wmx, .wvx
Moving Picture Experts Group (MPEG)	.mp3

Supported Audio and Video Codecs

Media Player can play files that have been compressed by using any of the following audio and video codecs.

Audio codecs	Microsoft Windows Media Audio codec version 2.0, 7.0, and 8.0 Fraunhofer IIS-A MPEG-1 Audio Layer-3 codec
Video codecs	Microsoft Windows Media Video codec version 7.0 and 8.0 Microsoft MPEG-4 video codec version 3.0 ISO MPEG-4 video codec version 1.0

Modem Link

Using Modem Link, you can use your phone as an external modem for another device or a computer. Modem Link allows you to use a serial port, infrared, or USB port for this connection.

▶ To set up an infrared or USB modem connection

1. Make sure that your phone is not connected to another device.

2. On the Home screen, press Programs ⌨, select Accessories, and press Action ⊙.

3. Select Modem Link, and press Action ⊙.

4. Under Connection, select USB or IrCOMM, and press Menu ⌨. Select Activate.

5. Connect your phone to the device with which you want to use your phone as a modem, or if you are connecting using infrared line up the infrared ports on the devices.

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▸**To set up a serial port modem connection**

1. Make sure that your phone is not connected to another device.

2. On the Home screen, press Programs ⬚, select Accessories, and press Action ⬤.

3. Select Modem Link, and press Action ⬤.

4. Under Connection, select Serial (COM1), and press Menu ⬚. Select Activate.

☞ Note: (For serial ports only). The default baud rate is set at 115,200. You do not need to change this default unless the port speed of the phone or computer requires you to do so.

▸**To activate the Modem Link**

1. On the Home screen, press Programs ⬚, select Accessories, and press Action ⬤.

2. Select Modem Link, and press Action ⬤.

3. Press Menu ⬚, select Activate, and press Action ⬤.

4. Align the phone's IR port or connect the cable to the device

▸**To deactivate the Modem Link**

1. On the Home screen, press Programs ⬚, select Accessories, and press Action ⬤.

2. Select Modem Link, and press Action ⬤.

3. Press Menu ⬚, select Deactivate, and press Action ⬤.

☞ Note: Failing to deactivate the Modem Link when you are finished using it may result in

problems with using ActiveSync™ in the same session.

Voice Notes

Voice Notes are used to create short voice recordings. Recordings are included in the All Notes list and are named consecutively (Recording 1, Recording 2, and so on). The notes are named automatically but you can rename them.

☞ Note: You can only use the Voice Note functionality when the radio functionality is active.

▸**To create a Voice Note**

1. Hold the phone's microphone close to your mouth.

2. Do a quick press on the Record key, located on the side of the Z100, and then press Record ⬚ to begin recording.

3. Press Stop ⬚ when you've finished recording the voice note.

▸**To view Voice Notes**

1. Do a quick press on the Record key on the side of the phone to display the All Notes screen. All existing voice notes are listed.

▸**To play a Voice Note**

1. Do a quick press on the Record key, and use the ⬚ and ⬚ keys to select the recording you want to play.

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2. Press Menu ⬡, select Play, and press Action ⬤.

Voice Note menu

Use the Voice Note menu options to perform further tasks:

Select this	To
Play	Play the selected voice note.
Record	Start recording a new voice note.
Rename	Rename the selected voice note.
Delete	Delete the selected voice note.

Solitaire

The object of Solitaire is to use all the cards in the deck to build up the four suit stacks in ascending order, beginning with the aces. You win the game when all cards are on the suit stacks.
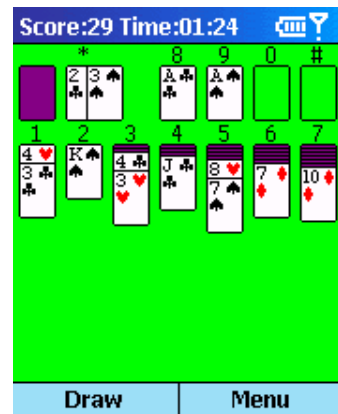
Figure 27   Solitaire

▶ **To start a game of Solitaire**

• On the Home screen, press Programs ⬡, select Games, Solitaire, and press Action ⬤.

• In Solitaire, press Menu ⬡ and select New Game.

Playing Solitaire

▶ **To move cards in Solitaire**

• Press the number or character above the card stack displaying the card you want to move, and then press the number or character above the card stack to move the card to.

☞ Tip: Move Up △ to move a card to one of the four card stacks on the upper right corner of the screen if it belongs there. For example, if you have an ace displayed on top one of the seven stacks, press the number above the ace, and then move Up.△.

▶ **To play Solitaire**

1. Move any aces on the seven stacks to the four card spaces at the top right of the screen, and then make any other available plays.

2. When you have made all available plays, press Draw ⬡ to turn over new cards from the stack in the top left corner.

☞ Tip: The card that is face up on the deck is always available for play.

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▶ **To prevent the Home screen from displaying during a game**

1. On the Home screen, press Programs ⬟, select Settings, Home Screen, and press Action ⬤.

2. Move to the Time out field, and press Left ◁or Right ▷ to change the value to Never. Press Done ⬟.

Calculator

You can use Calculator to perform any of the standard operations for which you would normally use a handheld calculator. The Calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

▶ **To open Calculator**

• On the Home screen, press Programs ⬟, select Accessories, Calculator, and then press Action ⬤.

▶ **To enter numbers and perform calculations**

• Use the keypad to enter numbers.

• Press Hash ⌗ to cycle through the available mathematical symbols, and press the Asterisk ✳ key to enter a decimal point.

• Press Action ⬤ to display the answer.

☞ Tip: You can also use the joystick to display the available mathematical symbols. Move Up △ for the plus sign (+), Down △ for the minus sign (-), Left ◁ for the division sign (/), and Right ▷ for the multiplication sign (X).

▶ **To clear the current calculation or displayed number**

• Press Clear ⬟.

▶ **To clear the last digit entered in a multiple digit entry**

• Press Back ↩.

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Z-i Capture

You can use your Z-i to take snapshots of your friends and family. The Z-i is an easy to use, high performance digital camera. All you need to do is slot the camera onto your phone and use the screen non the handset as the viewfinder.

You can send your photos by e-mail, data-call or ActiveSync.

If you receive a call when you are using the camera, the Incoming Call screen is displayed. You can accept or reject the call as you would normally. If you accept the call, the camera screen is displayed when the call ends. If you reject the call, the camera screen is redisplayed.

Getting Started

Simply slot the camera onto your Z100 handset to get ready. Once the camera is attached to your phone, the Z-i capture screen is displayed automatically.

Picture

☞ Warning: If the camera is not attached correctly, an Alert message is displayed. Remove the camera and replace it firmly on the handset. Try again.

▶ Take a photo

The camera lens is located on the back of the camera, so it's on the back of the phone at the bottom.

1.   Use the screen as the viewfinder for your picture.

2.   Once your happy with the picture on screen, press any of the keys on the side of the camera (Record or Volume). The picture is displayed on the screen:

- If you don't like the photo press Discard ⬅.
- If you want to keep the photo press Save ➡. The picture is stored in the location you've specified for new photos.

The following options are also available from the Z-i Capture screen:

Select this	To
Light Level	Select whether the llight level is low or normal - where?
Preview Level	Choose the quality level yu want to view the image previews ar
Image Size	Choose from 3 pre-defined sizes for your images
Image Quality	
Save Images to	Specify whether to save the

Using the Viewer

Use the Z-i Viewer to display all the photos stored on your phone, or on your storage card if you are using one.

▶ To display the Z-i Viewer

On the Z-i Capture screen, press Viewer ➡.

Your photos are displayed as thumbnail images. Use the ⬆ and ⬇ and ◁ and ▷ keys to scroll to select the image you want.

▶ View photos in detail

1. Select the required photo using the joystick.

2. Press Action ⬤ to view image as full screen.

▶ Rename a photo

1. On the enlarged image screen, press Menu ⬜.

2. Select Rename.

3. Delete the number assigned to the image and enter the new name. Press Confirm ⬜.

The following menu options are also available from the Z-i Capture screen:

Select this	To
View	View the selected image at full screen size.
Send As	Send the selected image as either an MMS message or an e-mail. The Send Message screen is displayed.
Delete	Delete the selected image. You will be asked to confirm the delete.
Rename	All images are called numbers by default Enter a new name for the image
Thumbs	Update the images in the Viewer file to include recent photos you have taken
	Display thumbnails as large or small.

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Chapter 8 Further Z100 Applications

This chapter explains

Packet Video

You can experience wireless access to multimedia content using Packet Video mobile media technology on your Z100. Use Packet Video Player software to play clips directly from your device or memory card, and download, or stream, clips from a web site. Packet Video delivers audio, video, animation and graphics.

▶ To install Packet Video on your Z100

1. Connect the device to your desktop PC, using the Serial/USB cable. (Plug the data cable into the USB port on your PC and then plug the other end of the cable into your Z100 or cradle)

2. Start ActiveSync (version 3.6 andabove) by selecting Programs ⬅, ActiveSync, press Action ◉ and then press Sync ⬅.

3. Double click on the PacketVideo.exe file on your desktop.

4. Follow the install instructions (Next, Next, Next etc) displayed. Now you can open PacketVideo on your Z100.

Playing Clips

You can play clips stored on your Z100, a memory card if you are using one or play streaming media files.

▶ Open and play a clip stored on your Z100 or memory card:

1. On the Home screen, press Programs, select Accessories, Packet Video and press Action ◉.

2. All clips that are either stored on your phone or on the memory card (if you have one installed) are displayed.

3. Using the ⬆ and ⬇ keys, select the clip you want to watch. Press Play ⬅ or Action ◉.

▶ View a stream or clip located on a web site

1. On the Home screen, press Programs ⬅ and select Internet Explorer.

2. Browse to the web site that has the clip or stream you want to play. For more information about how to browse the Internet, see ????

3. Select the clip or stream, Packet Video Player automatically starts playing the content.

☞ Note: You can play clips from links that you have received via email. Just select the link and Packet Video Player automatically starts playing the clip.

▶ Pause a clip

1. To pause a clip, press Pause ⬅.

▶ Stop a clip

1. ????????

Managing clips

By using the menu options from the Clips screen, you can start playback, delete a file or rename a clip.

▶ **To access Clips screen menu options**

• On the Clips screen, Press Menu ⊏⊐.

Select this	To
Play	Play a clip from the list.
Delete	Delete a clip from your device or memory card. Note that this option is only available when you are viewing a list of clips stored on your device.
Properties	Rename a clip or change the location of the clip.

Managing clips accessed from a web site

How to ??? Are clips from website stored differently?

Manage clips you have accessed from a web site using the following features:

Select this	To
Play	Play a clip.
Pause	Pause a clip or stop a stream that is playing.
Clips	Display a list of all clips stored on your Z100 or memory card.
Save	Saves a clip to your device or memory card. Please note that this option is not available for streaming media.

Select this	To
Options	Note: The media buffer only applies to streaming media. The media buffer controls the amount of data that is stored before playback begins. Increasing the media buffer may improve the consistency of your viewing, but will increase the time before the media playback starts. To adjust the buffer, move Left ◁or Right ▷, depending on your preference. You can also move Down ∇ to scroll through the list of available media buffer values. Accepting the default setting is recommended.

Emblaze Player

Where do you install it from?

You can use the Emblaze Player to view offline media clips, that is, clips stored on your Z100 or on your memory card if you are using one. The main screen displays the name of the clip, the total length of the clip and a counter to show how much of the clip has already played.

▶ **To install the Emblaze Player**

1. Connect the device to your desktop, using the Serial/USB cable. (Plug the data cable into the USB port on your PC and then plug the other end of the cable into your Z100 or cradle)

2. Start ActiveSync (version 3.6 and above) by selecting Programs ⊏⊐, ActiveSync, press Action ◉ and then press Sync ⊏⊐.

3. Double click on the EmblazePlayer.exe file on your desktop.

4. Follow the install instructions (Next, Next, Next etc) displayed.

5. Now you can open the Emblaze Player on your Z100.

▶ **To open Emblaze Player**

1. On the Home screen, press Programs, select Accessories, Emblaze Player and press Action.

▶ **To close the Emblaze Player**

• Press Quit.

Name of clip

Total duration of clip

Current time counter

Loop indicator
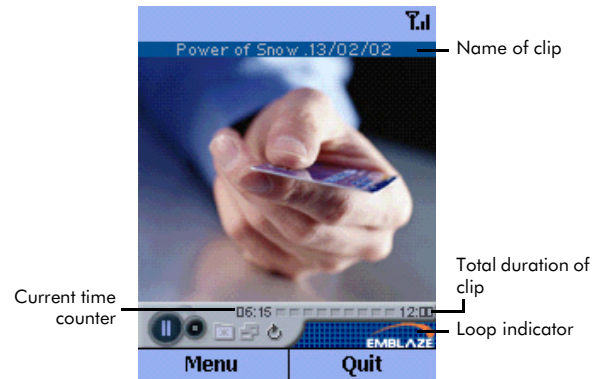
Figure 28 Emblaze main screen

▶ **To play a clip**

1. On the Emblaze main screen, press Menu, select Open and press Action.

2. Use the and keys to select the clip from the Emblaze directory. Press Action.

3. Press Menu, select Play and press Action.

☞ Tip: The name of the clip is displayed at the top of the screen and the duration of the clip is displayed at the bottom of the screen.

Using Emblaze menu options

Use the menu options to perform all the functions within Emblaze Player.
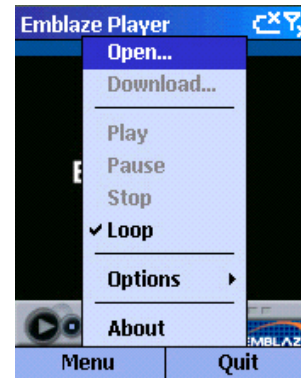
Figure 29 Emblaze menu options

▶ **To view the Emblaze menu options**

1. On the Emblaze main screen, press Menu.

Select	To
Open	Open a clip
Play	Play an opened clip
Pause	Pause a clip that's playing
Stop	Stop the clip that's playing
Loop	Plays the selected clip in a loop
Options	Display Emblaze automatic feature options.

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Further Z100 Applica-

Select	To
About	Displays information about the Emblaze Player software version.

Automatic features

You can set certain features within Emblaze to run automatically. Auto Loop plays clips you have opened in a constant loop until you stop it. Auto start plays all clips you have opened.

▶ To set Auto Loop

1. On the Home screen, press Programs , select Emblaze Player and press Action .

2. On the Emblaze main screen, press Menu .

3. Select Options and press Action .

4. Select Auto Loop and use the and keys to switch to On.

▶ To set Auto Start

1. On the Home screen, press Programs , select Emblaze Player and press Action .

2. On the Emblaze main screen, press Menu .

3. Select Options and press Action .

4. Select Auto Start and use the and keys to switch to On.

IA Album

Use IA Album to browse and view photo images stored on your Z100 or storage card, if you are using one. You can simply view the photos or you can use the various features of IA Album to manipulate the images. You can:

- View images as thumbnails, in enlarge the size. There's also a Zoom function to see pictures in more detail.
- Images that are too big for the Viewing area can be panned into view.
- Rotate photos to the left or right, "flip them over" horizontally or vertically,
- Display at actual size or fit-to-viewing-are.
- You can use all the functions with animated .gif files.

▶ To start the IA Album

- On the Home screen, press Programs , select Accessories, IA Album and press Action .

Viewing Modes

There are three ways of viewing your files using IA Album:

- Thumbnail View
- Image View
- Slide Show

Thumbnail Mode

When you start the Album, the Thumbnail mode is always started. All the pictures in the My Documents folder are displayed by default. Use Thumbnail

mode to quickly scroll through all the images in a selected folder.

Figure 30   IA Album Thumbnail mode

▶ **To view an image in more detail**

1. Use the <img>, <img>, <img> and <img> keys to select an image.

2. Press Menu <img> and select View Image (Action). Press Action <img>. The image is displayed in View Image mode (to fit the screen).

or,

1. Use the <img>, <img>, <img> and <img> keys to select an image.

2. Press Action <img>.

▶ **To view information about the image**

1. Press Menu <img> and select Show Image Info.

Thumbnail View menu options

The following options are available when you are in Thumbnail mode.

Select	To
Slide Show (O)	Switch to Slide Show mode. All the items in the current folder are displayed one by one. See the Slide Show section for more information.
View Image (Action)	Switch to Image View mode. The selected thumbnail is enlarged to fit the screen. See the Image View section for more information.
Show Image Info	Open a status pane at the bottom of the screen which displays data about the selected image. Note: This reduces the number of pictures you can view on screen in Thumbnail mode.
Thumbnail	Choose the size of the thumbnails displayed. Select Large to display six at a time (four if the status pane is displayed) or Small to display twelve at a time (nine if the status pane is displayed).
Refresh	Refresh the display. The Album re-reads and re-displays the thumbnail images in the current folder. For example, if you have added new pictures to the folder while you've been running IA Album, you can refresh to include all the new images.
Delete	Delete the selected image. You must confirm that you want to delete the file.
Folder	Browse the folders on your Z100 and search for image files. . When you select a folder, the IA Album scans the folder for image files – it opens any that it finds. Select the folder you want to change to. If you select All Folders, IA Album searches all the folders on your Z100 and memory card (if you are using one).
About	Display copyright and version information.
Exit	Close the IA Album.

Image View mode

Use Image View mode to view the image in detail. You can zoom in and out, pan the image, rotate and flip the image.
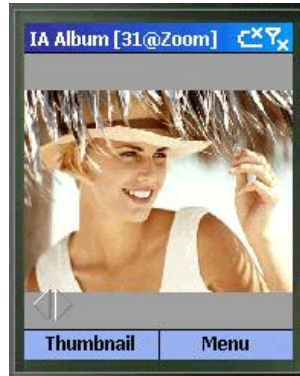
Figure 31   IA Album Image View Mode

▶ **To view in Image View mode**

1. On the Thumbnail mode screen, press Menu and select View Image (Action).

2. Press Action .

▶ **To zoom in on an image**

1. On the image view screen, press Menu and select Zoom (Action). Use the following keys to control the zoom function:

	Zoom in on the image
	Zoom out on the image
	Display the image in it's actual (1:1 pixel ratio) size

#	Display the image so that it fits the window

☞ Note: When you're in zoom mode, # @ zoom is displayed in the title bar. Where # denotes the image number.

☞ Tip: To toggle between zoom and pan mode, press Action .

▶ **To pan on an image**

1. On the image view screen, press Menu and select Zoom (Action). Use the following keys to control the pan function:

	Moves the image down in a display area
	Moves the image up in a display area
	Moves the image right in a display area
	Moves the image left in a display area
*	Display the image in it's actual (1:1 pixel ratio) size
#	Display the image so that it fits the window

☞ Note: When you're in panning mode, # @ pan is displayed in the title bar. Where # denotes the image number.

Image View menu options

Select this	To
Slide Show Mode	Switch to Slide Show mode. All the items in the current folder are displayed one by one. See the Slide Show section for more information.
Thumbnail	Switch to Thumbnail mode. All the images in the folder are displayed as thumbnails. The number of thumbnails displayed on screen depends on the thumbnail size you have set. See the Thumbnail mode section for more information.
Zoom (Action)	Use Zoom mode.
Pan (Action)	Use panning mode.
Delete	Delete the selected image.
View Ratio	Zoom in and out on an image even when the IA Album is in Panning mode.
Rotate/Flip	Rotate and flip images
Exit	Close the IA Album.

Slide Show View Mode

Use Slide Show View mode to view the images in an automatic slide show sequence. All the images in the selected folder are displayed in sequence. You can customize the way your slide show works.

▶ To use Slide Show View mode

1. On the Image View mode screen, press Menu and select Slide Show Mode.

2. Press Action .

Slide Show View menu options

Select this	To
Delay Time	Choose the amount of time that each individual picture is displayed. Select None, 0.5, 1, 2, 3, 5, 10 or 30 seconds.
Rotate	Specify a rule for the orientation of each image displayed during a slide show. The default is Never, which means that the picture is displayed in it's unaltered state every time you use this view mode.
Transitions	Choose the effect between pictures.
Stop (Action)	To stop Slide show mode and return to the previous view you were using.
Exit	Close the IA Album.

Sendo Explorer

Use the Explorer function to navigate easily around all the files in your Z100's internal memory or the memory card if you are using one.

Soft Texter

Use the Softtexter to use

The Softexter provides you with an innovative way to use your Z100. You can:

• Type information quickly and accurately, using a fully functional keyboard similar to the one you would use with your desktop computer.

• Select, cut, copy and paste text.

• Launch applications and choose commands with a single key press.

• When you want to use your Softexter, it opens out flat on any hard surface. No cable or adapter is required, the Softexter plugs directly into your Z100.

☞ Note: The Softexter cover has been treated to be resistant to common accidents such as spilt drinks. The coating can be wiped clean with a damp cloth or soft sponge. Use clear water only, do not apply detergent.

Setting up the Soft Texter

The Soft Texter comes with default settings, but you can amend these so that the keypad is most suited to you.

▶ To view the Soft Texter Settings

1. From the Home screen, press Programs ⬚, select Texter and press Action.

2. Keyclicks on

3. Backlight on

4. Settings

5. Calibrate

6. Hotkeys

Typing and Editing

This section explains how to type and edit text using the Softtexter. It describes techniques that will help you speed up your data entry, and some of the subtle differences between text entry using your Softexter and a conventional keyboard.

The Softextter is smaller than a conventional keyboard, and the keys have a different feel, but it's easy to adapt to using it. Most users find that they can enter text quickly with only a few minutes practice.

The main differences are:

• Keys are pressure sensitive.

• You cannot press keys simultaneously. This impacts on the way you use the Shift and Ctrl keys and type upper case letters. With a conventional keyboard, the primary keys that you press in conjunction with other keys are Shift and Ctrl. For example, you would hold down the Shift key and press a letter to type it in upper case, or hold down the Ctrl key and press C to copy, and so on.

• Text shortcuts can be used to speed up data entry. You can enter text shortcuts as you type, to speed up the entry of commonly used words or phrases. They work similarly to the AutoText feature on some word processors, whereby a word is completed for you based on the first couple of characters you type. For example, if you are in shortcut mode and enter the letters 'br', your handheld computer assumes that you require the word 'Breakfast', and so completes this for you.

• Additional functions are available to carry out functions you would perform with a mouse on a desktop computer, such as move the cursor, select text and cut copy and paste When typing, you can use the arrow keys to move the cursor within the text as you would normally, either

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Further Z100 Applica-

character or line at a time. The arrow keys are pressure sensitive, for speed control.

Selecting Text

To select text, you must use Select mode. When you are in Select mode, you can select characters or lines of text using the arrow keys. You can also work in Select mode and Shift mode concurrently to select entire words or chunks of text.

▶ To enter Select mode

• Press the Select key on the top row of the keypad. You remain in Select mode until you press the Select key again.

▶ Select Text

Whilst in Select mode, press one of the following keys:

Press	To Select
←	From the character to the left of the cursor
→	From the character to the right of the cursor.
↑	From the current cursor position to the same position in the line above.
↓	From the current cursor position to the same position in the line below.
Shift ←	From the current cursor position to the beginning of the current word. If the cursor is already at the beginning of a word, selects the previous word.
Shift →	From the current cursor position to the end of the current word. If the cursor is already at the end of a word, selects the next word.
Shift ↑	From the current cursor position to the top of the page.

Press	To Select
Shift ↓	From the current cursor position to the bottom of the page.

▶ Use the Shift and Ctrl keys

1. Press the Shift or Ctrl key, release the key, and then press the key that the Shift or Ctrl applies to.

☞ Note: You can also use Shift mode to jump to the beginning or end of a line or page, or skip between words

▶ Insert a Tab

1. To generate a tab while typing, press and release Ctrl, and then press Tab.

▶ Type Upper Case letters

1. Press and release the Shift key. The next character you type is uppercase; subsequent characters are lower case.

2. Press and release the Caps Lock key. All characters you type are uppercase until you deactivate upper case mode by pressing Caps Lock again.

3. An onscreen indicator, ? or ?, is displayed to show the Shift or Caps Lock state.

▶ Use Text Shortcuts

1. Press Shift, Cmd ? and ?. The icon is displayed indicating that you are in shortcut mode.

2. Type the first couple of characters of the word or phrase you require. Your handheld checks these characters against the shortcuts it recognizes.

When it finds a match, it completes the word for you.

▶ Move the Cursor

1. Press ⇐ to skip to the beginning of the current word. If the cursor is already at the beginning of a word, moves to the beginning of the previous word

2. Press ➔ to skip to the end of the current word. If the cursor is already at the end of a word, moves to the end of the next word.

3. Press ⬆ to skip to the top of the page.

4. Press ⬇ to skip to the bottom of the page.

Cut, Copy and Paste

Press	To
Cut	Equivalent to selecting Cut from the Edit menu. Deletes the selected text and stores it temporarily in the memory of your handheld. You can then paste the text into another area of the application, or into a different application.
Copy	Equivalent to selecting Copy from the Edit menu. Copies the selected text (leaving it intact) and stores it temporarily in the memory of your handheld. You can then paste the text into another area of the application, or into a different application.
Paste	Equivalent to selecting Paste from the Edit menu. Inserts the text cut or copied into the current application at the cursor position.

Special Characters

You can type special characters using the Softexter, including:

• Accented characters, such as à á â.

• Fractions, such as ½, ¾.

• Symbols, such as ™, ®.

To generate special characters, press the Alt key. Each key press then generates the corresponding character from the extended character set. When you have finished, you return to normal typing either by pressing the Alt key again, or by pressing any key different to the last one pressed. For example, pressing Alt, a, Alt, a generates àa; pressing Alt, a, b generates àb.

Some keys have more than special character associated with them, such as the a key which is

used to generate all of the following special characters: à á â ã ä å æ. After Alt, keep pressing a until you get the character you want. For example, pressing Alt, a generates à; pressing Alt, a, a generates á.

You can use the Shift or Caps keys to generate upper case special characters, in the same way that you would when typing normally. For example, pressing Alt, Shift, a generates À.

The following table lists the special characters available with Alt:

Press	To display Upper Case	To display Lower Case
1	¡	¡
A	À Á Â Ã Ä Å Æ	à á â ã ä å æ
B	• ß	• ß
C	Ç © ¢	ç © ¢
D	° ÷	° ÷
E	_ È É Ê Ë	_ è é ê ë
F	ƒ	ƒ
H	½	½
I	Ì Í Î Ï Ð	ì í î ï ð
M	µ	µ
N	Ñ	ñ
O	Ò Ó Ô Õ Ö Ø Œ	ò ó ô õ ö ø œ
P	£ ¶ ±	£ ¶ ±
Q	¼	¼
R	®	®
S	ß §	ß §
T	Þ ™ ¾	Þ ™ ¾
U	Ù Ú Û Ü µ	ù ú û ü µ
Y	Ý ¥ Ÿ	ý ¥ ÿ
[	«	«
]	»	»

Press	To display Upper Case	To display Lower Case
?	¿	¿
	"	'
.	"	'

Comfort Guidelines - Important Ergonomic Information

THIS DEVICE IS NOT INTENDED FOR EXTENDED OR INTENSIVE USE.

Long periods of repetitive hand motions, incorrect body posture, and poor work habits may be associated with physical discomfort and injury to nerves, tendons, and muscles. To reduce the risk of such injuries, follow these precautions when using this device:

• Take frequent short breaks.

• Keep your wrists straight.

• Take frequent short breaks.

• Keep your wrists and shoulders relaxed.

• Avoid supporting your wrists on sharp edges.

• Be alert to signs of discomfort. If you feel pain, numbness, tingling, weakness, swelling, burning, cramping, or stiffness in your hands, wrists, arms, shoulders, neck, or back, see a qualified health professional.

Chapter 9 Troubleshooting

Problem	Possible Cause	Possible Corrective Action
Phone does not power on	Battery empty	Fully charge the battery and press ⊙.
	Battery contacts dirty	Clean contacts on the battery and on the phone with a dry cloth. Re-insert battery, wait for a few seconds and press ⊙.
Phone does not charge	Battery empty	Charge for 2 hours. Don't worry if the battery charging icon does not appear immediatly, if the battery has been completely discharged, it can take up to 2 hours for the icon to appear.
		Disconnect and try again
	Charger incorrectly inserted	Check the charger is properly inserted into the mains socket and properly connected to the phone. Check that the mains socket is switched on.
Battery	How long should I charge the battery the first time?	12 hours continuous
I don't get as much battery life as I expected	The phone uses battery power all the time it is switched on, even if it is not in a call. Making calls and using the different functions of the phone, for example, games, playing MP3's and synchronizing with your PC will run down the battery faster. The stated battery life is under optimum conditions.	Charge the phone regularly
	ActiveSync manually not automatically	
'No Network' displayed when I switch on my phone	SIM card is inserted incorrectly or missing	Check that the SIM card is inserted correctly and press ⊙.
	SIM card is damaged or dirty	Visally check the SIM and clean the golden coloured contacts with a dry cloth. Try again.
The PIN code is blocked	3 incorrect entries	Enter the PUK code. This may have been supplied with your SIM, but if not you must contact your service provider. Sendo cannot supply your PUK code.

Problem	Possible Cause	Possible Corrective Action
The PIN2 code is blocked	3 incorrect entries	Enter the PIN2 code. This may have been supplied with your SIM, but if not contact your service provider. Sendo cannot supply your PUK code.
'NCK code' is displayed on my phone	The handset is locked to a network and a SIM from another network has been inserted into the phone.	Remove the SIM and insert the correct netwrok SIM. Contact your service provider
'Blocked' is displayed on my handset.	The NCK code has been incorrectly entered 10 times and the phone has been security disabled.	Return the phone to your service provider or to an authorized Sendo service centre to be reset.
Poor display	Low temperature	Ideally the phone should be kept at room temperature. Move to a warmer place and allow the phone to warm up. Try again.
	High temperature	Ideally the phone should be kept at room temperature. Move to a cooler place and allow the phone to cool down.
	Display and backlight settings power saving	Check the phone is set up with a bright enough display and that the display time out is not too fast.
	Wallpaper settings	If you've added your own wallpaper, check that the colours do not clash with the text colours used on screen as this could make it difficult to distinguish.
Can't connect to the network	Weak signal	Move into an area of better coverage. If you are inside try moving closer to a window
	Invalid SIM card	Contact your service provider
	'Network denied'/'No network'	Try reselecting the netwrok. Switch the phone off and on again.
	operating band is incorrect	Check the band you are operating on. North America operates on 1900, but Europe and Aisa operate on 900/1800 band. Check with your service provider.

Problem	Possible Cause	Possible Corrective Action
Can't make or receive call	Weak signal	Check that the service provider name is displayed on the screen. If not try to reconnect to the network
	Phone is switched off	Press .
	Check the number	Use the full area code and country code in the correct international format.
	Call key not pressed	After dialling the number, you must press the Call key .
	Network is busy	If you hear rapid beeps, the network is busy. Hang up and try again.
	Call barring or fixed dialling is activated	Check the Telephony settings on your phone. Check your call barring settings with your service provider.
	Not registered with service provider	After purchasing your phone, you may need to call your service provider to activate the line.
	No credit left on your prepaid card	Recharge your credit in the normal way
	Check operating band	Check the band you are operating on. North America operates on 1900, but Europe and Aisa operate on 900/1800 band. Check with your service provider.
	Roaming agreement	Check with your service provider on the terms and conditions of your roaming agreement
I am missing lots of calls	Synchronizing too often	The phones performance is slowed considerably while synchronization is taking place between your phone and your desktop computer. This could cause some calls to be missed. Check the ActiveSync settings (Programs>ActiveSync>Schedule). You can set it up so that the phone and PC only synchronize manually instead of at regular intervals which may be too often for your needs.

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Problem	Possible Cause	Possible Corrective Action
Low earpiece volume	Low setting	Increase the volume using the Volume key llocated on the side of the phone.
Low ringer tone	low setting	Check which profile you are using. Some profiles are designed to have low ringtones. If this is unsuitable you can either select a different profile or edit the current one.
Cannot enter some words	Wrong entry mode	Your phone has T9 predictive text input. To enter a word which is not in the T9 dictionary, do a long press on ? to switch to multitap mode. Enter the word you require.
Check the language settings for the T9 dictionary
Some features do not work	Feature not supported by your service provider or your subscription	Call your service provider
Some menus are missing	There are restrictions on your SIM card or subscription
Licence has expired	Call your service provider
Names on my contact card are not stored on my SIM card		Contacts that you store on your Z100 are only stored on the phone and are not copied to your SIM
Received messages are not stored on my SIM		Messages are stored on your phone only and not copied to your SIM
Phone does not recognize MMC card	Type of MMC card not supported	Check www.sendo.com to make sure the MMC card type is supported
	MMC card not inserted	Make sure that the MMC card is inserted and try again
	MMC card is dirty	Remove MMC card and clean contacts with a dry cloth. Reinsert and try again
	MMC card is not formatted	Reformat the card and try again
My infrared link does not work	Infrared is not activated on your phone	Activate IrDA on your phone. Programs>Settings>Power Settings
	Infrared is not activated on your PC	Check infrared settings on your PC
	Infrared drivers are not installed	Download infrared drivers onto your PC

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Troubleshooting

Problem	Possible Cause	Possible Corrective Action
	Infrared lenses are too far apart	Check that both IrDA lenses are within close range (about 0.5m) of each other and that they are unobstructed
	Infrared lens is dirty	Check that both lenses are clean. Clean only with a dry cloth
I can't synchronize with my PC	ActiveSync has not been installed properly	Check ActiveSync is installed correctly. INSTALL WIZARD
	USB cable is not connected	Check that both ends of the USB cable are securely plugged in
	PC does not meet minimum requirements for use of ActiveSync	Check the minimum PC requirements for ActiveSync. You can find these listed in the Z100 User Guide.
	PC is NT	USB is not supported by NT
E-mail	I can't send e-mail	
	I can't receive e-mail	
Can't find contacts stored on my SIM	All SIM contacts are listed at the bottom of your contacts list	Do a short press on ; to jump to the bottom of the list. All SIM contacts are indicated by the ? symbol.
Low memory	Too many applications or data have been stored on your phone.	Check Programs>Settings>About to view the available memory on your phone. You may need to remove applications or data to free some memory.
MP3/4 is not in stereo	Type of headset	You must use an authorized Sendo headset
	Poor connection	Make sure that the headset connector is pushed fully home into the Z100 accessory connector
'Can't save photos'message	Camera settings	Check ? to make sure that the camera photos are stored in the correct place. For example, you cannot save new photos to the MMC card if there is not an MMC card inserted.

Chapter 10 Safety

Important Safety Information

You should observe and follow these guidelines for the safe and efficient use of your phone. Failure to comply with these guidelines and requirements may void your warranty and may invalidate any approvals given to your phone.

Drive Safely

Do not use a hand-held telephone while driving. Give your full attention to driving. If using a hand-held phone, pull over safely and park the vehicle in a safe location first. Always place the phone in its holder; do not place the phone on the passenger seat or where it can break loose in a collision or sudden stop.

Always obey local laws and regulations regarding the use of a cellular phone in the areas where you drive. In some areas, it is illegal to use a cellular telephone while driving, and hands free operation is required in many other areas. Do not hold your phone in your hand while driving.

Do not use a headset (such as a headset that covers both ears) that interferes with your ability to hear emergency vehicle sirens or the warning horns of other vehicles. Driving safely always comes first!

Operation

Remember to follow any special regulations in force in any area and always switch off your phone whenever you are instructed not to use it, or when its use may be illegal or cause interference or danger. Most modern electronic equipment is shielded from RF signals. However, certain electronic equipment may not be shielded against the RF signals from your wireless phone.

Read the user's manual of any accessory or device and its operation and safety instructions before using it with your phone. Do not connect incompatible products.

Do not use your phone if the antenna is damaged. Replace the antenna only with one approved by the manufacturer. Unapproved antennas or modifications may damage your phone, degrade its performance and violate local regulations. Do not touch the antenna unnecessarily while a call is in progress. Contact with the antenna affects call quality and may cause your phone to transmit at a higher power level than otherwise needed. Hold your phone as you would any other phone. The antenna should point up and over your shoulder.

Do not point the infrared beam at anyone's eye or allow it to interfere with other infrared devices.

The charger is compatible only with power sources indicated on its label. Do not connect the charger to a power source of a different voltage or frequency. Do not use the charger outdoors or in areas where it may become wet. Unplug the charger from the wall socket using the body of the charger, not the cord. Locate the cord so that it will not be tripped over, stepped on or damaged. Do not use the charger if it is damaged. Unplug the charger from the wall socket before cleaning it. Use a slightly damp cloth for cleaning, and allow the charger to dry fully before plugging it in.

Only use accessories approved by Sendo. Using unapproved accessories with your phone may result

in degraded performance, fire, electric shock or injury, and may void the warranty. Please check with your dealer for the availability of approved accessories. Your phone is intended for use only with chargers approved by the manufacturer. Any other use will invalidate any approval given to your phone and may be dangerous.

Children

Your phone is not a toy. Do not allow small children to play with it. They could hurt themselves or others. Children could also damage the phone or make calls that increase your telephone bill.

Pacemakers

Sendo recommends that a minimum separation of 20 cm (or 6 inches) be maintained between a wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

• Should always keep the phone more than 20 cm (or 6 inches) from their pacemaker when the phone is switched on;

• Should not carry the phone in a breast pocket;

• Should use the ear opposite the pacemaker to minimize the potential for interference.

• If you have any reason to suspect that interference is taking place, switch off your phone immediately.

Hearing Aids

Some wireless phones may interfere with some hearing aids. In the event of such interference, you should consult your service provider.

Medical Equipment

Operation of wireless phones may interfere with the inadequately protected medical devices. Consult a physician or the manufacturer of the medical device to determine if they are adequately shielded from external RF energy. Turn off your phone in hospital and other health care facilities when any regulations posted in these areas instruct you to do so, as equipment that could be sensitive to external RF energy may be in operation.

Vehicles

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles (e.g. electronic fuel injection systems, electronic anti-skid (anti-lock) braking systems, electronic speed control systems, air bag systems). Check with the supplier or its representative regarding your vehicle. You should also consult the supplier of any equipment that has been added to your vehicle.

Do not place your phone or any accessories in the area over an airbag or in the airbags deployment area. An airbag inflates with great force, and serious injury could occur.

Using your phone in a vehicle demands special considerations. The fitting of any accessories to a

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Safety

vehicle should only be undertaken by a suitably qualified person to ensure that vehicle systems are not adversely affected, and that the accessory gives optimum performance.

Posted Areas

Turn off your phone in any area where posted notices so require.

Potentially Explosive Atmospheres

Turn off your phone and do not remove its battery when in any area with a potentially explosive atmosphere and obey all signs and instructions. It is rare, but your phone or its accessories could generate sparks. Sparks in such areas could cause an explosion or fire resulting in property damage, bodily injury or even death. Areas with potentially explosive atmospheres are often, but not always, clearly marked. They include: Fuelling areas, such as petrol stations, below deck on boats, and fuel or chemical transfer and storage facilities. Follow these guidelines also when you enter areas where fuel odors are present, such as when a gas leak occurs in a home; areas where the air contains chemicals or particles, such as grain, dust or metal powders; and any other area where you would normally be advised to turn off your vehicle engine.

Turn off your phone when at gas or petrol stations (service station). Users are reminded of the need to observe restrictions on the use of radio equipment in fuel depots (fuel storage and distribution areas), chemical plants or where blasting operations are in progress.

Areas with a potentially explosive atmosphere are often but not always clearly marked. They include below deck on boats; chemical transfer or storage facilities; vehicles using liquefied petroleum gas (such as propane or butane); areas where the air contains chemicals or particles, such as grain, dust or metal powders; and any other area where you would normally be advised to turn off your vehicle engine.

Blasting Areas

To avoid interfering with blasting operations, turn your phone off when in a "blasting area" or in areas posted "turn off two-way radio". Obey all signs and instructions.

Vehicles

Only qualified personnel should service the phone, or install the phone in a vehicle. Faulty installation or service may be dangerous and may invalidate any warranty that may apply to the unit.

Check regularly that all wireless phone equipment in your vehicle is mounted and operating properly.

Do not store or carry flammable liquids, gases or explosive materials in the same compartment as the phone, its parts or accessories.

For vehicles equipped with an air bag, do not install or place wireless equipment in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

Safety

Switch off your phone before boarding a non-commercial aircraft or when instructed to do so on a commercial airline. The use of wireless telephones in an aircraft may interfere with the operation of the aircraft and may be illegal.

Emergency Calls

IMPORTANT!

This phone, like any wireless phone, operates using radio signals, wireless and landline networks as well as user-programmed functions that cannot guarantee connection in all conditions. Do not rely solely upon your wireless phone for emergency communications (e.g. medical emergencies).

Remember, to make or receive any calls the phone must be switched on and in a service area with adequate signal strength. Emergency calls may not be possible on all wireless phone networks or when certain network services and/or phone features are in use. Check with local service providers.

To make an emergency call:

1. If the phone is not on, switch it on.

☞ Note: Some networks may require that a valid SIM card is properly inserted in the phone.

2. Press and hold the Home s key for several seconds to ready the phone for calls.

3. Key in the emergency number for your present location (e.g. 911, 112 or other official emergency number). Emergency numbers vary by location.

4. Press the Talk key f.

If certain features are in use (Keyguard, Locking, Call Restricting etc.), you may first need to turn those features off before you can make an emergency call.

When making an emergency call, follow all instructions of the emergency operation and do not hang up until requested do so.

Servicing

Do not attempt to disassemble or repair your phone, as you may damage the phone or injure yourself and will void your warranty. Only qualified personnel at an authorized service center should perform repairs. Your phone does not contain any consumer serviceable parts. Make back up copies of all data and delete security sensitive data before sending your phone in for repair.

Back Up Data

To avoid loss of important information, remember to make back up copies of all data regularly.

Disposal

Your battery and other components may require precautions to be taken for safe disposal. The battery type is indicated on the battery label. Please follow all local and/or governmental laws and regulations when disposing of your phone or battery.

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Care and Maintenance

Follow these care and maintenance instructions to improve the performance and life of your phone. Failure to follow the suggestions may invalidate you phone's warranty:

• Keep it and all its parts and accessories out of small children's reach.

• Keep it dry.

• Do not use or store it in dusty or dirty areas.

• Do not attempt to take the phone apart.

• Do not drop, throw or shake it.

• Do not use soaps, chemicals, cleaning solvents, or strong detergents to clean it. Use a moist cloth to wipe it.

• Avoid exposing your phone to any severe shocks, extreme (hot or cold) temperatures or moisture.

• Keep your phone away from open flames such as lit candles or cigarettes

• Use only the supplied or an approved replacement antenna. Unauthorised antennas, modifications or attachments could damage the phone and may violate regulations governing radio devices. When removing the antenna, keep it out of small children's reach.

• If the phone, battery, or any accessory is not working properly, take it to your nearest qualified service facility. Back up all data before taking your phone to a service center as maintenance or recovery of data is not guaranteed. If you have any sensitive information, please back it up and then delete it from your phone before taking your phone to the service center.

SAR Statement

This mobile phone meets requirements for exposure to radio frequency energy.

Your mobile phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the limits for exposure to radio frequency (RF) recommended by international guidelines. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The guidelines include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit recommended by international guidelines is 2.0 Watts/kg*. Tests for SAR are conducted using standard operating positions with the phone transmitting at its highest operating power level. Although the SAR is determined at the highest operating power level, the actual SAR of the phone while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to communicate with the network. In general, the closer you are to a base station, the lower the power output of the phone.

The highest SAR value for Sendo Z100 phone when tested for use at the ear is 0.00 W/Kg

Always read and follow the operating and safety instructions that came with your phone.

* The SAR limit for mobile phones used by the public is 2.0 Watts/Kg (W/kg) averaged over ten grams of body tissue. The guidelines incorporate a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.

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The U.S. Food and Drug Administration's Center for Devices and Radiological Health Consumer Update on Mobile Phones

FDA has been receiving inquiries about the safety of mobile phones, including cellular phones and PCS phones. The following summarizes what is known—and what remains unknown—about whether these products can pose a hazard to health, and what can be done to minimize any potential risk. This information may be used to respond to questions.

Why the concern?

Mobile phones emit low levels of radiofrequency energy (i.e., radiofrequency radiation) in the microwave range while being used. They also emit very low levels of radiofrequency energy (RF), considered non-significant, when in the stand-by mode. It is well known that high levels of RF can produce biological damage through heating effects (this is how your microwave oven is able to cook food). However, it is not known whether, to what extent, or through what mechanism, lower levels of RF might cause adverse health effects as well. Although some research has been done to address these questions, no clear picture of the biological effects of this type of radiation has emerged to date. Thus, the available science does not allow us to conclude that mobile phones are absolutely safe, or that they are unsafe. However, the available scientific evidence does not demonstrate any adverse health effects associated with the use of mobile phones.

What kinds of phones are in question?

Questions have been raised about hand-held mobile phones, the kind that have a built-in antenna that is positioned close to the user's head during normal telephone conversation. These types of mobile phones are of concern because of the short distance between the phone's antenna—the primary source of the RF— and the person's head. The exposure to RF from mobile phones in which the antenna is located at greater distances from the user (on the outside of a car, for example) is drastically lower than that from hand-held phones, because a person's RF exposure decreases rapidly with distance from the source.The safety of so-called "cordless phones," which have a base unit connected to the telephone wiring in a house and which operate at far lower power levels and frequencies, has not been questioned.

How much evidence is there that hand-held mobile phones might be harmful?

Briefly, there is not enough evidence to know for sure, either way; however, research efforts are on-going. The existing scientific evidence is conflicting and many of the studies that have been done to date have suffered from flaws in their research methods. Animal experiments investigating the effects of RF exposures characteristic of mobile phones have yielded conflicting results. A few animal studies, however, have suggested that low levels of RF could

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accelerate the development of cancer in laboratory animals. In one study, mice genetically altered to be predisposed to developing one type of cancer developed more than twice as many such cancers when they were exposed to RF energy compared to controls. There is much uncertainty among scientists about whether results obtained from animal studies apply to the use of mobile phones. First, it is uncertain how to apply the results obtained in rats and mice to humans. Second, many of the studies that showed increased tumor development used animals that had already been treated with cancer-causing chemicals, and other studies exposed the animals to the RF virtually continuously—up to 22 hours per day. For the past five years in the United States, the mobile phone industry has supported research into the safety of mobile phones. This research has resulted in two findings in particular that merit additional study:

1.   In a hospital-based, case-control study, researchers looked for an association between mobile phone use and either glioma (a type of brain cancer) or acoustic neuroma (a benign tumor of the nerve sheath). No statistically significant association was found between mobile phone use and acoustic neuroma. There was also no association between mobile phone use and gliomas when all types of types of gliomas were considered together. It should be noted that the average length of mobile phone exposure in this study was less than three years.

When 20 types of glioma were considered separately, however, an association was found

between mobile phone use and one rare type of glioma, neuroepithelliomatous tumors. It is possible with multiple comparisons of the same sample that this association occurred by chance. Moreover, the risk did not increase with how often the mobile phone was used, or the length of the calls. In fact, the risk actually decreased with cumulative hours of mobile phone use. Most cancer causing agents increase risk with increased exposure. An ongoing study of brain cancers by the National Cancer Institute is expected to bear on the accuracy and repeatability of these results.[1]

2.   Researchers conducted a large battery of laboratory tests to assess the effects of exposure to mobile phone RF on genetic material. These included tests for several kinds of abnormalities, including mutations, chromosomal aberrations, DNA strand breaks, and structural changes in the genetic material of blood cells called lymphocytes. None of the tests showed any effect of the RF except for the micronucleus assay, which detects structural effects on the genetic material. The cells in this assay showed changes after exposure to simulated cell phone radiation, but only after 24 hours of exposure. It is possible that exposing the test cells to radiation for this long resulted in heating. Since this assay is known to be sensitive to heating, heat alone

1.   Muscat et al. Epidemiological Study of Cellular Telephone Use and Malignant Brain Tumors. In: State of the Science Symposium;1999 June 20; Long Beach, California.

could have caused the abnormalities to occur. The data already in the literature on the response of the micronucleus assay to RF are conflicting. Thus, follow-up research is necessary.[1]

FDA is currently working with government, industry, and academic groups to ensure the proper follow-up to these industry-funded research findings. Collaboration with the Cellular Telecommunications Industry Association (CTIA) in particular is expected to lead to FDA providing research recommendations and scientific oversight of new CTIA-funded research based on such recommendations. Two other studies of interest have been reported recently in the literature:

1. Two groups of 18 people were exposed to simulated mobile phone signals under laboratory conditions while they performed cognitive function tests. There were no changes in the subjects' ability to recall words, numbers, or pictures, or in their spatial memory, but they were able to make choices more quickly in one visual test when they were exposed to simulated mobile phone signals. This was the only change noted among more than 20 variables compared.[2]

2. In a study of 209 brain tumor cases and 425 matched controls, there was no increased risk of brain tumors associated with mobile phone use. When tumors did exist in certain locations, however, they were more likely to be on the side of the head where the mobile phone was used. Because this occurred in only a small number of cases, the increased likelihood was too small to be statistically significant.[3]

In summary, we do not have enough information at this point to assure the public that there are, or are not, any low incident health problems associated with use of mobile phones. FDA continues to work with all parties, including other federal agencies and industry, to assure that research is undertaken to provide the necessary answers to the outstanding questions about the safety of mobile phones.

What is known about cases of human cancer that have been reported in users of hand-held mobile phones?

Some people who have used mobile phones have been diagnosed with brain cancer. But it is important

1. Tice et al. Tests of mobile phone signals for activity in genotoxicity and other laboratory assays. In: Annual Meeting of the Environmental Mutagen Society; March 29, 1999, Washington, D.C.; and personal communication, unpubished results.

2. Preece, AW, Iwi, G, Davies-Smith, A, Wesnes, K, Butler, S, Lim, E, and Varey, A. Effect of a 915-MHz simulated mobile phone signal on cognitive function in man. Int. J. Radiat. Biol., April 8, 1999.
3. 4 Hardell, L, Nasman, A, Pahlson, A, Hallquist, A and Mild, KH. Use of cellular telephones and the risk for brain tumors: a case-control study. Int. J. Oncol., 15: 113-116, 1999.

to understand that this type of cancer also occurs among people who have not used mobile phones. In fact, brain cancer occurs in the U.S. population at a rate of about 6 new cases per 100,000 people each year. At that rate, assuming 80 million users of mobile

phones (a number increasing at a rate of about 1 million per month), about 4800 cases of brain cancer would be expected each year among those 80 million people, whether or not they used their phones. Thus it is not possible to tell whether any individual's cancer arose because of the phone, or whether it would have happened anyway. A key question is whether the risk of getting a particular form of cancer is greater among people who use mobile phones than among the rest of the population. One way to answer that question is to compare the usage of mobile phones among people with brain cancer with the use of mobile phones among appropriately matched people without brain cancer. This is called a case-control study. The current case-control study of brain cancers by the National Cancer Institute, as well as the follow-up research to be sponsored by industry, will begin to generate this type of information.

What is FDA's role concerning the safety of mobile phones?

Under the law, FDA does not review the safety of radiationemitting consumer products such as mobile phones before marketing, as it does with new drugs or medical devices. However, the agency has authority to take action if mobile phones are shown

to emit radiation at a level that is hazardous to the user. In such a case, FDA could require the manufacturers of mobile phones to notify users of the health hazard and to repair, replace or recall the phones so that the hazard no longer exists. Although the existing scientific data do not justify FDA regulatory actions at this time, FDA has urged the mobile phone industry to take a number of steps to assure public safety. The agency has recommended that the indusry:

• support needed research into possible biological effects of RF of the type emitted by mobile phones;

• design mobile phones in a way that minimizes any RF exposure to the user that is not necessary for device function; and

• cooperate in providing mobile phone users with the best possible information on what is known about possible effects of mobile phone use on human health.

At the same time, FDA belongs to an interagency working group of the federal agencies that have responsibility for different aspects of mobile phone safety to ensure a coordinated effort at the federal level. These agencies are:

• National Institute for Occupational Safety and Health

• Environmental Protection Agency

• Federal Communications Commission

• Occupational Health and Safety Administration

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• National Telecommunications and Information Administration

The National Institutes of Health also participates in this group.

In the absence of conclusive information about any possible risk, what can concerned individuals do?

If there is a risk from these products—and at this point we do not know that there is—it is probably very small. But if people are concerned about avoiding even potential risks, there are simple steps they can take to do so. For example, time is a key factor in how much exposure a person receives. Those persons who spend long periods of time on their hand-held mobile phones could consider holding lengthy conversations on conventional phones and reserving the hand-held models for shorter conversations or for situations when other types of phones are not available. People who must conduct extended conversations in their cars every day could switch to a type of mobile phone that places more distance between their bodies and the source of the RF, since the exposure level drops off dramatically with distance. For example, they could switch to

• a mobile phone in which the antenna is located outside the vehicle,

• a hand-held phone with a built-in antenna connected to a different antenna mounted on the outside of the car or built into a separate package, or

• a headset with a remote antenna to a mobile phone carried at the waist.

Again, the scientific data do not demonstrate that mobile phones are harmful. But if people are concerned about the radiofrequency energy from these products, taking the simple precautions outlined above can reduce any possible risk.

Where can I find additional information?

For additional information, see the following websites:

Federal Communications Commission (FCC) RF Safety Program (select "Information on Human Exposure to RF Fields from Cellular and PCS Radio Transmitters"):
http://www.fcc.gov/oet/rfsafety

World Health Organization (WHO) International Commission on Non-Ionizing Radiation Protection (select Qs & As):
http://www.who.int/emf

United Kingdom, National Radiological Protection Board:
http://www.nrpb.org.uk

Cellular Telecommunications Industry Association (CTIA):
http://www.wow-com.com

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U.S. Food and Drug Administration (FDA) Center for Devices and Radiological Health: http://www.fda.gov/cdrh/consumer/

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Declaration of Conformity

We: Sendo International Ltd

Of: 1601-1603 Kinwick Centre, 32 Hollywood Road, Central, Hong Kong.

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Declare under our sole responsibility that the product depicted on the front cover of this manual and uniquely identified by the IMEI and type number affixed to the transceiver, to which this declaration relates, is in compliance with the essential requirements of the Radio and Telecommunications Terminal Directive (R&TTE) 1999/5/EC

The conformity assessment procedure referred to in Article 10 and detailed in Annex IV of directive 1999/5/EC has been followed with the involvement of BABT, Claremont House, 34 Molesey Road, Walton-On-Thames, KT12 4RQ England.

A copy of the declaration of conformity is available for download from the Sendo website http://www.sendo.com/

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Warranty

Chapter 11 Warranty

Limited Warranty

Sendo International Limited ("Sendo") warrants, subject to the exclusions and limitations set forth below, that your cellular phone, battery and accessories (collectively "Product") will be free from defect in materials and workmanship according to the following terms and conditions:

1. The limited warranty extends from the date of purchase (as evidenced by your receipt) and in respect of the cellular phone for a period of 12 months thereafter and in respect of your battery and accessories for a period of 6 (six) months after the date of purchase (as evidenced by your receipt).

2. The limited warranty extends to the original purchaser of the Product ("Consumer") and is not assignable or transferable to any subsequent purchaser or user.

3. The warranty extends only to Consumers who purchase the Product in the market for its intended sale.

4. During the limited warranty period, Sendo will repair, or replace, at Sendo's sole option, any defective parts, or any parts that will not properly operate for their intended use with new or refurbished replacement items if such repair or replacement is needed because of a malfunction or failure of the Product during normal usage. No charge will be made to the Consumer for any such parts. Sendo will also pay for the labour charges incurred by Sendo in repairing or replacing the defective parts. This warranty

does not apply to any damage or failure to operate caused by use of the Product other than in accordance with the instructions contained in the User Manual, or for periodic maintenance or repair due to normal wear and tear. Sendo's limit of liability under the limited warranty shall be the actual cash value of the Product at the time the Consumer returns the Product for repair, determined by the price paid by the Consumer for the Product less a reasonable amount for usage. Sendo shall not be liable for any other losses or damages. These remedies are the Consumer's exclusive remedies for breach of warranty

5. The warranty will be invalidated if any of the following circumstances are applicable:

   a) The Product has been subject to abnormal use, abnormal conditions, improper storage, exposure to moisture or dampness, unauthorized modifications, unauthorized connections, unauthorized repair, misuse, neglect, abuse, accident, alteration, improper installation, or other acts which are not the fault of Sendo, including damage caused by shipping.

   b) Physical damage to the surface of the Product, including scratches or cracks in or to the outside casing or LCD, or damages caused by dropping the Product.

   c) The Product has been damaged from external causes such as liquid, water, collision with an object, or from fire, flooding, sand, dirt, windstorm, lightening,

earthquake or damage from exposure to weather conditions, an Act of God, or battery leakage, theft, blown fuse, or improper use of any electrical source, damage caused by computer or internet viruses, bugs, worms, Trojan Horses, cancelbots or damage caused by the connection to other products not recommended for interconnection by Sendo.

d) The Product has been altered or repaired by anyone other than an approved Sendo service center or if it has been used with unapproved accessories or other ancillary items.

e) For adaptations or adjustments made to the Product to comply with local standards in any country other than one for which the Product was designed and manufactured.

f) Loss or integrity of any user data stored in the Product or any storage device used in conjunction with the Product at any time

g) The Sendo Authorised Service Centre was not advised by the Consumer in writing of the alleged defect or malfunction of the Product within fourteen (14) days after the expiration of the applicable limited warranty period.

h) The Product serial number plate or the accessory data code has been removed, defaced or altered.

i) The defect or failure to operate was caused by the defective function of the cellular system or by inadequate signal reception.

6. Any implied warranty of merchantability, or fitness for a particular purpose or use, shall be limited to the duration of the foregoing written warranty. Otherwise, the foregoing warranty is the Consumer's sole and exclusive remedy and is in lieu of all other warranties, express or implied. Sendo does not warrant uninterrupted or error free internet or data connections. Sendo shall not be liable for special, incidental or consequential damages, including but not limited to, loss of anticipated benefits or profits, loss of savings or revenue, punitive damages, loss of use of the product or any associated equipment, loss of data, cost of capital, cost of any substitute equipment or facilities, downtime, the claims of any third parties, including customers, and injury to property, resulting from the purchase or use of the product or arising from breach of the warranty, breach of contract, negligence, strict tort, or any other legal or equitable theory, even if Sendo knew of the likelihood of such damages. Sendo shall not be liable for delay in rendering service under the limited warranty, or loss of use during the period that the product is being repaired or loss of data.

7. Some jurisdictions do not allow limitations of warranty, and to the extent the limitations are not allowed, the above limitations do not apply to you (the Consumer). This limited warranty gives

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the Consumer specific legal rights and the Consumer may also have other rights that vary from jurisdiction to jurisdiction. Nothing contained in this limited warranty shall prejudice the statutory rights of the Consumer, except to the extent permitted by the law of the Consumer's jurisdiction.

8. The Consumer shall take the following steps to make a claim under this limited warranty:

• Please do not ship the Product for service without first contacting the nearest Sendo Authorised Service Centre.

• Contact information for the world-wide network of Sendo Authorised Service Centres is available at www.sendo.com

• If the Product qualifies for in-warranty service, the Consumer must prove the date of the original purchase of the Products by a dated proof of purchase.

• Back up all data. If the Consumer has sensitive information stored on the Product copy it to another device and delete it from the Product before repair.

• The Consumer must ship the Product prepaid and insured. Expenses related to removing the Product from an installation are not covered under this limited warranty.

• If the Product is returned for service and the Product is deemed out of warranty under the terms and conditions of this warranty, the Consumer will be notified and given an estimate of the applicable charges. If the estimate is

refused a minimum service fee for collection, inspection and quotation of said product would be due.

9. Sendo neither assumes nor authorizes any authorised service centre or any other person or entity to assume for it any other obligation or liability beyond that which is expressly provided for in this limited warranty including the provider or seller of any extended warranty or service agreement.

10. This is the entire warranty between Sendo and the Consumer, and supersedes all prior and contemporaneous agreements or understandings, oral or written, and all communications relating to the Product, and no representation, promise or condition not contained herein shall modify these terms.

11. This limited warranty allocates the risk of failure of the Product between the Consumer and Sendo. The allocation is recognized by the Consumer and is reflected in the purchase price of the Product.

12. Diagnostic instructions and other service information is available free of charge at www.sendo.com. Information on out of warranty repair costs and charges is available at www.sendo.com.