ZTE-G R352

GSM Digital Mobile Phone

User Manual

Security

- To protect your mobile phone from illegal use, take the security measures as follows:
  - ➢ Set PIN codes of the SIM card.
  - ➢ Set handset lock code.
  - ➢ Set call restrictions.

Safety Precautions

> This section includes some important information on safe and efficient operation. Please read this information before using the phone.

Operational Precautions

- Please use your phone properly. When making or receiving a call, please hold your phone as holding a wireline telephone. Make sure that the phone is at least one inch (about two point five centimeters) from your body when transmitting.
- Do not touch the antenna when the phone is in use. Touching the antenna area affects call quality and may cause the phone to operate at a higher power level than needed.
- Some people may be susceptible to epileptic seizures or blackouts when exposed to flashing lights, such as when watching television or playing video games. If you have experienced seizures or blackouts, or if you have a family history of such occurrences, please consult your doctor before playing video games on your phone or enabling a flashing-light feature on your phone. (The flashing-light feature is not available on all products.)
- Keep the phone out of the reach of small children. The

phone may cause injury if used as a toy.

Precautions While Driving
- Please pay attention to the traffic safety. Check the laws and regulations on the use of your phone in the area where you drive. Always obey them.
- Use hands-free function of the phone, if available.
- Pull off the road and park before making or answering a call if conditions require.

Precautions for Medical Devices and Facilities
- When using your phone near pacemakers, please always keep the phone more than eight inches (about twenty centimeters) from the pacemaker when the phone is switched on. Do not carry the phone in the breast pocket. Use the ear opposite the pacemaker to minimize the potential for interference. Switch off the phone immediately if necessary.
- Some phones may interfere with some hearing aids. In the event of such interference, you may consult your hearing aids manufacturer to discuss alternatives.
- If you use any other personal medical device, please consult the manufacturer of your device to determine if it is adequately shielded from RF energy.
- In those facilities with special demand, such as hospital or health care facilities, please pay attention to the restriction on the use of mobile phone. Switch off your phone if required.

Mobile Phone
- Please use original accessories or accessories approved

by the phone manufacturer. Using any unauthorized accessories may affect your mobile phone's performance, damage your phone or even cause danger to your body and violate related local regulations about telecom terminals.

- Turn off your phone before you clean it. Use a damp or anti-static cloth to clean the phone. Do not use a dry cloth or electrostatically charged cloth. Do not use chemical or abrasive cleaners as these could damage the phone.
- As your mobile phone can produce electromagnetic field, do not place it near magnetic items such as computer disks.
- Using the phone near electrical appliances such as TV, telephone, radio and personal computer can cause interference.
- Do not expose your mobile phone to direct sunlight or store it in hot areas. High temperatures can shorten the life of electronic devices.
- Keep your phone dry. Any liquid may damage your phone.
- Do not drop, knock or harshly treat the phone. Rough handling can break internal circuit boards.
- Do not connect the phone with any incompatible enhancement.
- Do not attempt to disassemble the mobile phone or battery.
- Do not store the phone with flammable or explosive articles.
- Do not charge the mobile phone without battery.

Precautions for Potentially Explosive Atmospheres
- Switch off your phone prior to entering any area with potentially explosive atmospheres, such as fueling areas, fuel or chemical transfer or storage facilities.
- Do not remove, install, or charge batteries in such areas.

Spark in a potentially explosive atmosphere can cause an explosion or fire resulting in bodily injury or even death.

■ To avoid possible interference with blasting operations, switch off your phone when you are near electrical blasting caps, in a blasting area, or in areas posted "Turn off electronic devices." Obey all signs and instructions.

Precautions for Electronic Devices

■ Some electronic devices are susceptible to electromagnetic interference sent by mobile phone if inadequately shielded, such as electronic system of vehicles. Please consult the manufacturer of the device before using the phone if necessary.

Safety and General Use in Vehicles

■ Safety airbag, brake, speed control system and oil eject system shouldn't be affected by wireless transmission. If you do meet problems above, please contact your automobile provider. Do not place your phone in the area over an airbag or in the airbag deployment area. Airbags inflate with great force. If a phone is placed in the airbag deployment area and the airbag inflates, the phone may be propelled with great force and cause serious injury to occupants of the vehicle.

■ Please turn off your mobile phone at a refueling point, and the same to the place where the use of two-way radio is prohibited.

Aircraft Safety

■ Please turn off your mobile phone before the airplane takes off. In order to protect airplane's communication system from interference, it is forbidden to use mobile

phone in flight. Safety regulations require you to have permission from a crew member to use your phone while the plane is on the ground.

■ If the mobile phone has the function of automatic timing power-on, please check your alarm setting to make sure that your phone will not be automatically turned on during flight.

Battery Use

■ Do not short-circuit the battery, as this can cause the unit to overheat or ignite.

■ Do not store battery in hot areas or throw it into fire. Otherwise, it will cause explosion.

■ Do not disassemble or refit the battery. Otherwise, it will cause liquid leakage, overheating, explosion and ignition of the battery.

■ Please store the battery in a cool dry place if you don't use it for a long period.

■ The battery can be recharged for hundreds of times, but it will eventually wear out. When the operating time (talk time and standby time) is noticeably shorter than normal, it is time to replace it with a new one.

■ Please stop using the charger and battery when they are damaged or show evidence of aging.

■ Return the worn-out battery to the provider or dispose of it in accordance with environment regulations. Do not dispose of it in household rubbish.

■ Please use original batteries or batteries approved by the phone manufacturer. Using any unauthorized battery may affect your handset performance or may cause danger of explosion, etc.

Warning: If the battery is damaged, do not discharge it. If the leakage does come into contact with the eyes or skin, wash thoroughly in clean water and consult a doctor.

Health and safety information

The phone with internal antenna has been tested for compliance with FCC RF Exposure (SAR) limits and is complied with FCC RF exposure compliance requirements.

Exposure to radio frequency energy

Radio wave exposure and Specific Absorption Rate (SAR) information The handset is designed to comply with safely, requirements for exposure to radio waves. This requirement is based on scientific guidelines that include safety margins designed to assure the safety of all persons, regardless of age and health.

The radio wave exposure guidelines employ a unit of measurement known as the Specific Absorption Rate, or SAR. Tests for SAR are conducted using a standardized method with the

Phone transmitting at its highest certified power level in all used frequency bands. While there may be differences between the SAR levels of various ZTE phone models, they

are all designed to meet the relevant guidelines for exposure to radio waves.

The SAR limit recommended is 1.6W/kg averaged over one (1) gram of tissue. The highest SAR value for this device when tested at the ear was 0.605 W/kg, and when tested at the body it was 1.32 W/kg SAR compliance for bodyworn operations is restricted to belt-clips, holsters, or similar accessories that have no metallic component in the assembly and which provide at least 1.5 cm separation between the device, including its antenna, and the users body.

Body Worn Operation

Important safety information regarding radiofrequency radiation(RF) exposure.

To ensure compliance with RF exposure guidelines the phone must be used with a minimum of 15 mm separation from the body.

Failure to observe these instructions could result in your RF exposure exceeding the relevant guideline limits.

FCC Compliance

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

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

—Reorient or relocate the receiving antenna.

—Increase the separation between the equipment and receiver.

—Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

—Consult the dealer or an experienced radio/ TV technician for help.

Caution: Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

Limitation of Liability

ZTE shall not be liable for any loss of profits or indirect, special, incidental or consequential damages resulting from or arising out of or in connection with using this product, whether or not ZTE had been advised, knew or should have known the possibility of such damages. The user should refer to the enclosed warranty card for full warranty and service information.

Note: The pictures and icons shown in the manual are just schematic drawings for function demonstration. If they are inconsistent with your handset, please take your handset as the standard. If the inconsistency exits in the manual because of the handset function updating, please refer to the follow-up public information from ZTE CORPORATION
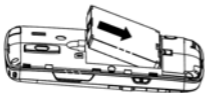
Contents

1. Getting Started

1.1. Starting Up

Battery

The lithium ion battery of the mobile phone can be immediately used after unpacking.

Installing the battery

1.*Remove the battery cover.
2. Insert the battery by aligning the gold-colored contacts with the contacts in the battery slot.
3. Push down the upper section of the battery until it clicks into place.
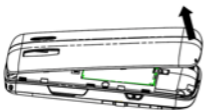4. Replace the battery cover and close it gently until you hear a click.
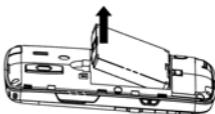

Pull down the battery   Press the cover

Removing the battery

1. Make sure that your mobile phone is switched off.
2. Remove the battery cover.
3. Pull the battery up and remove it from the mobile phone.

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Open the cover   Pull up the battery

How to insert the SIM card

You want a mobile phone that is sophisticated yet easy to use and here it is in your hands! Naturally you are eager to start using it, but first you need to insert the SIM card.

Insert the SIM card as follows:

- Make sure that the phone is switched off and the charger is disconnected from the phone.
- Turn the phone over and remove the battery cover.
- Remove the battery if it is already installed.
- Hold your SIM card with the cut corner oriented as shown and then slide it into the card holder with the gold-colored contacts facing downward.
- Replace the battery first.
- Replace the battery cover.

Insert the SIM card   Pull out the SIM card

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What is a SIM card?

Every mobile phone has a SIM card (Subscriber Identity Module). This is a micro-chip that holds your personal information such as names and phone numbers. Your phone won't work without it. If you already have contacts on your SIM card, they can be transferred in most cases.

How to charge the battery

The battery needs to be charged for at least 6-8 hours before you can make your first call.

1. Connect your travel adapter to the left side of your mobile phone as shown in the diagram.

   Note: The side with an arrow should be upright while connecting.

2. Connect the other end of the travel adapter to the mains socket.

- When the battery is being charged, the display will show the animation of a battery being filled up.
- When the battery is fully charged, disconnect the charger.

Inserting and Removing a Memory Card

ZTE-G R352 supports microSD memory cards up to 2GByte. Please follow the instructions from your microSD card vendor.

To insert a card,

1. Open the cover of the memory card slot on the right side of the phone.
2. Insert the memory card carefully with the metal contacts facing upwards until it clicks into the right position.

To remove the card, press and release the card so it clicks out. Then, remove it carefully from the slot.

Powering On/Off

Make sure that your SIM card is in your mobile phone and that the battery is charged.

Please hold the End/Power key to power on/off the phone. The phone will automatically search for the network.)

1.2. My Phone
Front View

- Torch
- Earpiece
- Volume Keys
- 4-Way Navigation Keys and OK Key
- USB Interface/ Earphone Jack
- Memory Card Slot
- Display
- Left Soft Key
- Right Soft Key
- Browser Key
- Messaging&Email
- Send Key
- End/Power Key
- QWERTY Keyboard

Back View

Camera
Take photos and
short video clips.

Speaker

Back Cover

Camera Key
Launch the camera
in idle screen.
Take photos or video
clips.

1.3. Idle screen

When you turn on the phone, it starts with the idle screen where you can find the following Indicators as shown below.

Indicators

Indicator	What it means
𝕩×	No signal
𝕝ɪll	Strongest signal
▥	Battery full
⊏	Battery low
E	EDGE available
▼G	GPRS available
▤	EDGE in use
▤	GRPS in use
✉	Unread Message (flashes when inbox full)
@	Unread Email
✉	Unread voice mail
@	Receiving Email

Indicator	What it means
	Sending Email
	Sending message
	Receiving MMS
	Alarm activated
	Music playing
	Bluetooth on
	Call forwarding normal
	Headset inserted (headset profile activated)
	Memory card inserted
	Normal profile activated
	Meeting profile activated
	My profile activated
	Outdoor profile activated
	Silent profile activated
	Silent profile with vibration
	Offline profile activated

Indicator	What it means
📳	Vibration activated
🔌	USB mode
💼	Roaming

1.4. Text Input

Text Mode

Your mobile phone provides the following input methods: word predictive text (**Zi Abc**) mode, lowercase alphabetic (**abc**) mode, uppercase alphabetic (**ABC**) mode and numeric (**123**) mode. The current input mode is displayed on the screen above the input field. You can press 🔑 to change the input mode.

Word Predictive Text Mode

Word predictive text mode is based on a built-in dictionary. It gives word choices for you from the combination of letters you have pressed.

- Press each key associated with the letter you want to enter. The letters you have entered appear on the display. The candidate words change with each key you press. When the candidate word you need is displayed, press

Navigation Key Up or **Navigation Key Down** to highlight the word and press **OK Key** to confirm.

- Press **Left Soft Key [Spell]** to add new word suggestions to the phone dictionary.
- Press ▭ to insert space.
- Press ▭ to delete letters left of the cursor.

Alphabetic Modes

- Press A ~ Z to enter desired characters.
- Press ▭ to switch between uppercase and lowercase.
- Press ▭ to enter a space.
- Press ▭ to delete letters left of the cursor.

Numeric Mode

In numeric mode, use the numeric keys to enter numbers.

Notes: Letters cannot be entered in this mode.

Entering Symbols

In word predictive text mode and alphabetic modes, press ▭ to enter "." For other symbols, press ▭ first and then press the keys with the symbols you need on it.

1.5. Basic Operation

Menu Navigation

The phone features various functions and settings organized in menus and submenus.

To select a function, first press **OK Key** or **Left Soft Key** in idle screen to open the main menu. Use **Navigation Keys** to scroll up, down, left or right to select an item. Find the desired item and press **OK Key** or **Left Soft Key** to open the item. If necessary, continue to use **Navigation Keys** to scroll and select, **OK Key** or **Left Soft Key** to open selected items, until you find the item you need.

Notes: In this user manual, the steps needed to access a menu are shown in a condensed form, for example: **Menu > Settings > Display settings > Backlight time > 10 seconds.**

Navigation Keys in Idle Mode

You can press the four **Navigation Keys** to access functions or menus from idle mode.

Navigation Key Up: Quick Menu

Quick menu allows you to access your frequently used functions quickly and with ease. By default, you can press **Navigation Key Up** to open **Quick Menu**. Select the function you need and press **OK Key [Select]** to launch it.

You can set as many as ten items in the **Quick Menu**. To add a new item,

1. Select a **<New item>**.
2. Press **OK Key** to open a short list of functions.
3. Use **Navigation Keys** to select a function from the short list.
4. Press **OK Key** or **Left Soft Key** to add the function to **Quick Menu**.

Notes: You can press **Left Soft Key** to edit, delete or reset the items in Quick Menu.

Navigation Key Down: Access to Contacts.

Navigation Key Left: Create a new text message.

Navigation Key Right: Access to My Files.

Keypad Lock

You can use the keypad lock to prevent the keys from being accidentally pressed.

In idle screen, hold ▢ **key** to lock the keypad.

To unlock the keypad, press **Left Soft Key [Unlock]** first and then press ▢ **Key**.

2. Using the Phone

2.1. Making a Call

Making a Call in Idle Screen

Enter the phone number in idle screen and then press **Send Key**, **OK Key** or select **Options > Voice call** to dial the call.

Press **End Key** to cancel the call or end the call.

Making a Call from Contacts

In idle screen, press **Right Soft Key**, select **Menu > Contacts** or press **Navigation Key Down**. Use **Navigation Keys** to select a contact and then press **Send Key** or select **Options > Call > Voice call** to dial the call.

Tips: You can also select **Options > Call > Edit before call** to modify the number (for instance, adding an IP call prefix or an area code) before making the call.

If the contact has multiple phone numbers, select the number you want to dial and press **OK Key** or **Left Soft Key** to dial the call.

Making a Call from Call History

First, press **Send Key** or select **Menu > Calls** in idle screen to open call log. Use **Navigation Key Left/Right** to select call type, **Missed/Received**/**Dialed** and **All**. Then use **Navigation**

Key Up/Down to select the number you need and press **Send Key** or select **Options > Call > Voice call** to make the call. You can also select **Options > Call > Edit before call** to modify the number before dialing.

Making a Call from Messages

In idle screen, select **Menu > Messaging > Inbox** and select a message. Select **Options > Call sender** to call the sender of the selected message.

Making a Speed Dial Call

In idle screen, hold the number key (2~9) corresponding to the phone number in the speed dial list to make a call.

Notes: is reserved for your voice mail number.

Setting speed dial

1. In idle screen, select **Menu > Contacts > Options > Advanced > Speed dial number**.
2. Use **Navigation Keys** to select a number between 2 and 9.
3. Press **Left Soft Key [Assign]**.
4. Use **Navigation Keys** to select a contact, **OK Key** or **Left Soft Key** to confirm.

Note: You can only set speed dial for contacts in your default contact list. See "Default contact list" in Section 6.2.

Making Emergency Calls

Enter the emergency number from idle screen and press **Send Key** or Select **Call**. It is possible to dial emergency numbers when the keypad is locked.

Caution:

▸ The available emergency numbers depend on the area you are in and the service provider you use. Please contact your local service provider for more information.

▸ Do not rely solely on the phone for emergency communication, because you need network coverage to make any call and connections cannot be guaranteed every time you dial a number.

Tips: You can dial the emergency numbers when the SIM card is not inserted.

2.2. Answering Incoming Calls

Press **Send Key** or **OK Key** to answer. Press **End Key** to reject the call.

Tips:

▸ Press **Right Soft Key** to mute the ringtone.

▸ Select **Options > Reply by message** to reject the call and send a message to the caller.

Caution: Adjust the volume of the earpiece to a moderate level to avoid injury to your ear.

2.3. In-Call Options

After you have answered the call, the following options are available.

- Press **Right Soft Key** to mute the call. The microphone will be turned off to prevent the opposite party from hearing your voice. To turn on the microphone, select **Unmute**.

- Press **OK Key** to turn on the speaker. To turn off the speaker, press **OK Key** again.

  Caution: To avoid damage to your hearing, do not place the phone close to your ears while the speaker is turned on.

- Press **Left Soft Key** to access more options.

  - ▸ **Hold**/**Resume**: Put the current call on hold or retrieve the call.
  - ▸ **End**: End the current call.
  - ▸ **Handsfree**/**Earpiece**: Turn on/off the speaker.
  - ▸ **Other applications**: Go to **Contacts**, **Messaging**, **Calls** or **Calendar**.

2.4. Call History

In idle screen, select **Menu > Calls** to check recent calls and duration.

Use **Navigation Key Left/Right** to switch among **Missed, Received, Dialed** and **All.**

In each list, select a call record and press **OK Key** to view its detail, including the name of the opposite party, the phone number, the time and date of the call, and call duration. You can press **OK Key** to call the number, or select **Options** to find more choices.

- **Send message**: Send a message to the number.
- **Call**: Make a phone call to the number or after editing the number.
- **Save number**: Save the number as a new contact or update existing contact number.
- **Delete**: Delete the call record.

2.5. Using SIM Card Services (STK)

To use the SIM card services, insert your SIM card into the phone at first. SIM card information services rely on the service provider.

Select **Menu > Organizer & Tools > STK**. The displayed name on the STK Service is provided by your service provider.

2.6. Flight Mode

In areas where the usage of mobile devices is restricted, you can activate the flight mode to disable the mobile phone function but still use other functions of your phone such as calendar, music playback, games. You will not be able to make/receive calls, send/receive messages, or browse to the

Internet in flight mode.

To activate/deactivate the flight mode:

In idle screen, select **Menu > Settings > Phone settings > Profiles**. Choose **Offline** to activate the flight mode. The ✈ indicator will appear. Choose other profiles to deactivate the flight mode.

3. Messaging

Select **Menu > Messaging** to access your messages.

3.1. Composing and Sending a Message

In idle screen, select **Menu > Messaging > Create message** and enter the text content of the message. You can select **Options > Input options** to set input mode and input language, or select **Options > Advanced** to insert contact, email or template to the text.

If you want to compose an MMS, press **Left Soft Key [Options]** in the text composing interface. Select **Add picture**, **Add video**, **Add sound** or **Add attachment** to add relevant files to the message, or select **Advanced > Add subject**. The message will switch from an SMS to an MMS automatically.

After the message has been switched to an MMS, press **Left Soft Key [Options]** to add more pictures, videos, sounds or attachment to the message. You can also select **Page options** to add/delete slide pages, set page timing, go to next/previous page, or select **Preview** to preview the message.

Press **OK Key [Add recipient]** or select **Options > Add recipient** to enter recipients' numbers. You can select **Options > Edit** to enter the numbers, or **Options > Add from contacts** to select numbers from **Contacts**.

Press **OK Key [Send]** to send the message.

3.2. Other Actions Related to Messages

To reply a message

Open the message and press **OK Key** or select **Options > Reply** to reply to the message sender. You can also select **Options > Forward** to forward the message to someone else.

To view messages in different folders

Select **Menu > Messaging** and choose from the following folders:

- **Inbox**: Store all received messages.
- **Drafts**: Store message drafts.
- **Outbox**: Store messages that are being sent or failed to be sent in the last attempt.
- **Sent**: Store sent messages.

To select messages and delete them

In each message folder, select **Options > Delete** to delete the selected message. To delete multiple messages, select the messages and press **Options > Mark/Unmark**. Then you can select **Options > Delete** to delete all the marked messages.

To use numbers in a message

Open a message and select **Options > Extract numbers** to extract all possible numbers from the message. You can select a number and save it to contacts, or send a message to or make a call to.

To manage message templates

Go to **Menu > Messaging > Templates**. There are 10 preloaded text templates that you can insert to your messages.

Press **OK Key** or select **Options > Insert** to create a new message with the selected templates. You can also select **Options > Create template** to create your own templates. You can edit or delete the templates you created.

To configure message settings

Go to **Menu > Messaging > Settings** to configure various settings for SMS and MMS.

SMS settings

- **SMS message center**: Set SMS message center number. You need the correct number to send and receive SMS normally. Your service provider may have set the number for you. Contact your service provider if you need more information.
- **Validity period**: Set the time that the message center will attempt to deliver the message until it is received.

- **Delivery report**: Turn on/off delivery report that informs you if the message is delivered to the recipient.
- **Save to location**: Select the location to save your SMS.
- **Save sent SMS**: Select whether you want to save the sent SMS.

MMS settings

- **MMS accounts**: Select your MMS accounts. You can also edit these accounts by pressing **Left Soft Key**. Detailed settings include **Account name**, **MMS centre**, **WAP gateway** and **Network Access Point**. Contact your service provider if you need more information.
- **MMS options**: Set Validity period, Delivery report, Save sent MMS and MMS limit.
- **Retrieval method**: Choose to retrieve MMS immediately or later.

To receive cell broadcast messages

Go to **Menu > Messaging > Cell info.**

- Select **Subject** to add the topic that you are interested in. You can also edit or delete existing topics.
- Select **Language** to choose the language of the broadcast messages that you want to receive.
- Select **Service status** to turn on/off the service.

3.3. Voice Mail

When callers cannot reach you, they can leave voice mail messages. This function requires network support. Please contact your service provider for more information.

Before using the voice mail function, select **Menu > Messaging > Voice mail > Voice mail number** and enter your voice mail number obtained from your service provider.

To get voice mail, select **Menu > Messaging > Voice mail >**

Get voice mail or hold in idle screen.

4. Email

The Email function allows you to set up business Email accounts and other personal Email accounts.

4.1. Configuring Email Account

If you want to send/receive Emails through remote servers, you have to set up a POP3/IMAP4 Email account first. You can set up five Email accounts on your phone.

1. In idle screen, select **Menu > Email** to start **Email wizard**. If there is an Email account already, select a new account, **Account name**, and press **OK Key** to open **Email wizard**.
2. Select your Email service provider.
3. Enter your Email address and password.
4. Press **OK Key**. If you have selected **Gmail**, the phone will try to log in automatically. If you have selected **Other email accounts**, you need to enter more user information. Select **OK** and enter **User name**, **Incoming server address** and **Outgoing server address** before the phone tries to log in.
5. Go back to the account list and select the account you have created.
6. Press **Left Soft Key** and select **Edit** for more options. You can change the account name, enable periodic Email auto download, select network access point, change receive options, set signature, etc.

4.2. Creating a New Email

Go to **Menu > Email**. Choose an Email account and then select **Create email**.

Initially, the **To** field is highlighted. Press **OK Key** to add Email recipients from Contacts or enter recipients' addresses directly. Press **OK Key [Done]** to return to the Email composing interface.

Press **Navigation Key Down** to highlight the **Subject** field. Press **OK Key** to enter the Email subject. Press **OK Key** to save the subject.

Press **Navigation Key Down** to highlight the **Message** field. Press **OK Key** to edit the Email text. Press OK Key to save the text.

If necessary, press **Left Soft Key [Options]** to add attachments or cc/bcc recipients. You can also select **Mailbox in use** to choose the Email account that sends the Email.

Notes: To, Cc and Bcc fields can each hold 10 recipients.

When you are done with editing the Email, select **Options > Save to drafts** to save the Email or **Options > Send** to send the Email.

4.3. Checking and Replying to Emails

To receive and read incoming Emails

For POP3 Email accounts, go to **Inbox** of your Email account and select **Receive** to start receiving Emails from the remote server.

For IMAP4 Email accounts, go to **IMAP mailbox** of your Email account and open the inbox folder. Press **Sync** to start receiving Emails.

By default, only the Email headers are downloaded. To read the whole Email, select **Options > Retrieve**.

To reply to or forward an Email

Open the Email and select **Reply**. You can also select **Options > Reply > Reply message** to reply with an MMS, or select **Options > Reply > Reply all** to reply to the sender and all the recipients.

1. Enter your response.
2. Send the Email or MMS as you do after you have created a new Email or MMS.

5. Personal Information

5.1. Contacts

Select **Menu > Contacts**. You can create a new contact with a name and a phone number in the SIM card, or a contact with more information on the phone. The phone can store 500 records. The capacity of the SIM card may vary.

Creating a Contact on Your Phone

Go to **Menu > Contacts** and select **Add new contact**. If the current contacts on the screen are your SIM card contacts, select **Options > View phone contacts** first.

Enter information for the new contact and then select **Options > Save**.

Creating a Contact on SIM Card

Go to **Menu > Contacts** and select **Add new contact**. If the current contacts on the screen are your phone contacts, select **Options > View SIM card contacts** first.

Enter the name and number for the contact. Then, select **Options > Save**.

Viewing and Editing Contact Information

Select **Options > View phone contacts**/**View SIM card contacts** to switch between the contacts on your phone and

your SIM card.

Highlight the contact you need. Select **View** to view the information. Select an item and press **OK Key** to edit. Press **Options > Save** to save the change.

Finding a Contact

To quickly locate the contact you need from the contact list, enter the name of the contact directly. The phone will find the closest match. You can also search for a contact by selecting **Options > Advanced > Search**.

More Options

Select a contact and press **Left Soft Key** for a series of options. You can call the contact, send a message or an Email, delete the contact, or set up speed dial. You can also send the contact information to someone else, copy selected contacts between phone and SIM card, back up or restore your phone contacts, or check the memory status.

Select **Settings** for contact settings. See Section 6.2.

Select **Advanced > Synchronize** to synchronize your contacts with a remote server. See Section 9.6.

Notes: You can only backup or restore all contacts when a memory card is inserted. Your important personal information, such as backup files for contacts and calendars, will be stored in a folder automatically created on the memory card.

Groups

In the contact list, press **Navigation Key Right** to open **Groups**. There are four preloaded groups: **Family**, **Friends**, **Colleagues** and **Classmate**. Six additional groups, **Default 1** to **Default 6**, are available for you to customize.

Open a group and you can view the contacts in the group. Press **Left Soft Key** to add a new contact to the group, remove the selected contact from the group, call the contact or send a message/Email, etc. Open a contact record, you can view the details of the contact and edit them.

Notes: If there is no contact in the group, press **Left Soft Key** to select contacts and add them to the group.

In the group list, press **Left Soft Key** to open options. You can send a message to all members in the group, rename the group, set a ringtone for all calls from contacts in the group, or remove all members from the group.

5.2. Calendar

Select **Menu > Organizer & Tools > Calendar**. You can use the calendar to arrange and remind you of your schedule.

Notes: On a date for which you have arranged schedule, a red triangle is displayed on the lower right corner of the date on the calendar.

Adding New Schedules

First, select the date for the new schedule from the calendar. Select **Options > New > Appointment/Birthday reminder/Task** and enter information about the new schedule. When you are done, press **OK**.

Viewing and Editing Schedules

You can view your schedule in four different modes: **Day view**, **Week view** and **Task view**. Press **Options > View mode** to choose the view.

To edit a schedule, select the date and then the schedule, and press **OK Key**.

Sending Schedules

Select a schedule or mark multiple schedules and press **Options > Send**. You can send your schedules as SMS, MMS, Email or via Bluetooth.

Configure Calendar Options

Select **Options > Settings** to open the calendar settings. You can change the save location, default view mode and first day of week.

5.3. Voice Recorder

Select **Menu > Music > Voice recorder** to record voice notes.

Adding a Record

Press **OK Key** to start recording. Press **OK Key** to pause and continue.

To stop recording and save the note, press **Left Soft Key**. To stop recording without saving, press **Right Soft Key** and select **No**.

Playing a Record

When the record is saved, press **OK Key** to play it, pause or continue.

Options

Before recording voice notes, press **Left Soft Key** to open the voice recorder options. You can start the recording, set time limit, change save location or open the music library.

After a voice note is recorded, you can select **Options** to send the note, set it as ringtone or delete it.

6. Settings

6.1. General Settings

Function	Description	Menu Selection
Date and time	Set device time, date, format and time zone.	Menu > Settings > Phone settings > Date and time
Profiles	Select the profile for your current environment.	Menu > Settings > Phone settings > Profiles
Phone language	Set language for the phone interface.	Menu > Settings > Phone settings > Phone language
Input language	Set the language for input text. This will influence the dictionary used for word predictive text mode.	Menu > Settings > Phone settings > Input language
Sound	Edit the current profile.	Menu > Settings > Phone settings > Sound
Keypad	Set keypad lock	Menu > Settings >

Function	Description	Menu Selection
lock	countdown or disable automatic lock.	Phone settings > Keypad lock period
Shortcuts	Set the functions for the Navigation Keys in idle screen.	Menu > Settings > Phone settings > Shortcuts
Automatic powering on	Enable/Disable automatic powering on of your phone at the time you set.	Menu > Settings > Phone settings > Auto ON
Wallpaper	Select wallpaper for idle screen.	Menu > Settings > Display settings > Wallpaper
Brightness	Adjust the brightness of the screen display.	Menu > Settings > Display settings > Brightness
Backlight time	Select the time countdown for the screen and keypad backlight.	Menu > Settings > Display settings > Backlight time

6.2. Function Settings

Function	Description	Menu Selection

Function	Description	Menu Selection
Message settings	Settings for SMS and MMS. See Section 3.2.	Menu > Settings > Message settings
Call forwarding	Use call forwarding by specifying forwarding conditions and services.	Menu > Settings > Call settings > Call forwarding
Call barring	Restrict incoming or outgoing calls.	Menu > Settings > Call settings > Call barring
Call waiting	Enable/Disable call waiting notifications.	Menu > Settings > Call settings > Call waiting
Auto redial	Enable/Disable auto redial.	Menu > Settings > Call settings > Auto redial
Answer mode	Answer by pressing Send Key or any key other than **End Key**, **Left Soft Key**, and **Right Soft Key**.	Menu > Settings > Call settings > Answer mode
Auto answer	Enable/Disable auto answer.	Menu > Settings > Call settings > Auto

Function	Description	Menu Selection
		answer
Caller ID	Choose to display or hide your number to the party you call.	Menu > Settings > Call settings > Caller ID
My number	Save your name and phone number to the SIM card.	Menu > Settings > Call settings > My number
Default contact list	Only default contact list is displayed when you open **Contacts**.	Menu > Settings > Contact settings > Default contact list
Default save location	Choose the default save location for new contacts.	Menu > Settings > Contact settings > Default save location
Sort contacts	Sort the contact list by first name or last name.	Menu > Settings > Contact settings > Sort mode
Bluetooth	Use Bluetooth to connect your phone with other compatible Bluetooth devices. See Section 8.3.	Menu > Settings > Connectivity > Bluetooth

Notes:

▸ Some of the services may require network support. Consult your service provider for more information.

▸ Default save location and Default contact list settings are related. The change of one setting will affect the other.

6.3. Management

Function	Description	Menu Selection
Network access point setting	Manage network access point for accessing wireless mobile network.	Menu > Settings > Connectivity > Network Access Point
Network setting	Select network automatically or manually and turn on/off cell information display.	Menu > Settings > Network
Reset settings	Reset all the changes you have made in **Settings**.	Menu > Settings > Security > Reset settings
Password lock	Turn on/off phone lock or PIN lock.	Menu > Settings > Security > Password lock
Change password	Change phone password, PIN code and PIN2 code.	Menu > Settings > Security > Change password

Function	Description	Menu Selection
Fixed dialer number	Activate or deactivate **Fixed dialer number** function.	Menu > Settings > Security > Fixed dialer number > Fixed dialer number
Fixed dialer number list	Enter the PIN2 code to edit the list of numbers that you can dial.	Menu > Settings > Security > Fixed dialer number > Fixed dialer number list
Delete licenses	Delete all licenses on the phone. All license-protected contents will be unusable.	Menu > Settings > License setting > Delete all licenses

Notes:

▸ You need to enter the phone password before carry out the reset.

▸ The default phone password is 0000. Please change it and remember the new password. If you forget the password, please contact your service provider.

▸ If you turn on password lock, you must enter the corresponding code (phone password or PIN code) each time you turn on your phone.

Warning: If you enter the PIN code incorrectly for three times, the SIM card will be locked. Please contact your service provider to get the PIN Unblock (PUK) code to unlock the card.

7. Experiencing Multimedia

7.1. Camera

Starting the Camera

In idle screen, select **Menu > Camera** or press **Camera Key** to start the camera. You can capture still images and videos.

Capturing a Photo or Recording a Video Clip

The camera is in photo-capturing mode when it is started. Press **Navigation Key Right** to switch to video recording. Aim the camera at the subject and then press **OK Key** or **Camera Key** to take the shot. To capture a video, press **OK Key** or **Camera Key** to start recording; press again to stop. During video recording process, you can pause/continue by pressing **Left Soft Key**.

Notes: The video recording will be stopped and saved when reaching the preset maximum time. You can change it from the video camera mode by selecting **Options > Video camera settings > Duration**.

When you have captured a photo, you can press **Left Soft Key** to send the photo, set it as Wallpaper or contact image, delete it or go to your picture gallery.

When you have finished recording a video clip, you can press **Left Soft Key** to play the record, delete it or send it. You can also go to the video gallery.

Configuring Your Camera

Before taking photos or recording videos, press **Navigation Key Up/Down** to adjust brightness. Press **Volume Keys** to zoom in or zoom out.

Press **Left Soft Key** to open more options, including:

- **Switch to camera/video camera**: Switch between photo camera and video camera.
- **Go to gallery**: Go to the picture/video gallery on your phone and your memory card.
- **Capture mode**: Select **Single mode** to take a single photo. Select **2*2** or **3*3** to take 4 or 9 photos consecutively.
- **Night mode on/off**: You can turn on night mode when taking photos in a low-light environment.
- **Self-timer**: Set countdown time. The camera starts to count down when you press **OK Key** or **Camera Key** before taking a photo.
- **Camera/Video camera settings**: You can set the size, effects, white balance, shutter sound, image quality and save location for the photos. For the videos, you can set the duration limit, size, effects, audio, image quality, and save location. You can also select **Reset** to return to default settings.

7.2. Music Player

Select **Menu > Music > Music player** in idle screen. The supported audio file formats include mp3, mid, amr and wav.

Creating Playlists

To play music, you need to create playlists first. All playlists are displayed in **Music player** menu. You can play, rename or delete them.

Select **Create new playlist** to add a new playlist. You need to enter the name of the new playlist. Press **OK Key** to save the name, and then press **Left Soft Key** to add tracks to the playlist.

Press **OK Key** to add the selected track to the playlist. You can also select **Options > Mark/Unmark** to mark multiple tracks and then press **OK Key** to add them to the playlist.

Playing Music

Highlight a playlist and select **Options > Play**, or open the playlist and select **Play**. You can also select **Recently played** to start playing the last playlist.

About the Controls

In the music player interface, control the player as instructed below.

To	Press/Hold Key
Play or pause	Press **OK Key**
Stop	Press **Navigation Key Down**
Skip to the last track	Press **Navigation Key Left**
Rewind the current track	Hold **Navigation Key Left**
Skip to the next track	Press **Navigation Key Right**
Fast-forward the track	Hold **Navigation Key Right**
View the playlist	Press **Navigation Key Up**
Adjust speaker volume	Press **Volume Keys**
Minimize the player	Press **Right Soft Key**
Exit the player	Press **Navigation Key Down**, then **Right Soft Key**

Tips:

▸ When the player is minimized, you can carry out other operations while the music continues in the background. You can press **OK Key** in idle screen, or select **Menu > Music > Music player > Now playing** to restore the player.

▸ Press **Left Soft Key** to set repeating mode or equalizer. You can also mute/unmute the audio, view the file information or exit the player.

7.3. Playing Videos

Your phone can playback videos in mp4 and 3gp format. To play a video file, go to **Menu > My Files > Videos** or **Menu > My Files > Memory card** and select a video file. Press **OK Key** to play.

Notes: In the Videos folder, you can select **Download videos** and press **Left Soft Key** to download video files on line.

About the Controls

When a video file is being played, control the player as instructed below.

To	Press/Hold Key
Play or pause	Press **OK Key**
Stop	Press **Navigation Key Down**
Skip to the previous video file in the list	Press **Navigation Key Left**
Rewind the current video	Hold **Navigation Key Left**
Skip to the next video in the list	Press **Navigation Key Right**

To	Press/Hold Key
Fast-forward the video	Hold **Navigation Key Right**
Watch in full screen	Press **Navigation Key Up**
Exit the player	Press **Right Soft Key**

About Licenses and Protected Files

Some media files (pictures, audio and video files) have associated licenses that protect them from being unlawfully distributed or shared.

Your phone supports OMA DRM 1.0. The protected files have .dcf extension name. You can download and play/view this type of media files, but you may not be able to copy, modify or transfer them.

7.4. FM radio

With the radio, you can search for radio channels, listen to them, and save them on your phone. Note that the quality of the radio broadcast depends on the coverage of the radio station in that particular area. The wired headset works as an antenna, so always connect the headset when using the radio. When you receive an incoming call while listening to the radio, the radio will be turned off.

You can scan for channels automatically or tune them manually.

The channels can also be set by inputting valid frequencies.

To adjust the volume, press **Volume Keys** or **Navigation Key Up/Down**.

The channels can be stored in a channels list. Open the list to view the information of the saved channels.

8. Getting Connected

8.1. Connecting to the Internet

Network Access Point

You need network access point to connect to the Internet or to send and receive MMS. If the setting is not preset on your phone, obtain the **Access point name** from your service provider. Also, check with the provider if a user name and password are required.

To set up a new Network Access Point

Select **Menu > Settings > Connectivity > Network Access Point**. You can press **OK Key** to view existing settings. Press **Left Soft Key** and select **Access point name** to enter the access point name obtained from your service provider.

Select other items and enter the appropriate information in these areas, if required. Press **Save** to save the new setting.

8.2. Internet Browser

Your phone is preinstalled with Opera Mini™ Internet browser. In idle screen, select **Menu > Applications > Opera Mini** to launch the browser. You can also press **Browser Key** or select **Menu > Internet** in idle screen to launch the browser.

To exit the browser, select **Left Soft Key [Menu] > Exit**.

Internet Settings

To access the Internet with the browser, you need to set the Internet settings for the application first.

Go to **Menu > Application** and highlight **Opera Mini**. Then select **Options > Internet settings** and choose the profile you need. You can press **Options** to activate/rename the profile, or edit it by setting up gateway and network access point.

Start Page

After launching the Opera Mini™ Internet browser, you are in the start page.

Use **Navigation Keys** to scroll the start page. You can enter new address that you want to visit, search for information with Google, go to RSS feeds, etc.

When browsing web pages, press **Left Soft Key [Menu]** and select **Start Page** to return to the start page.

Opening Web Pages

In the browser, you can open web pages in the following ways:

- Select **Menu > Bookmarks**. Choose a bookmark and open the web site.
- Select **Menu > Enter Address**. Enter the web address directly, and press **Menu > Go to**.
- Select **Menu > Tools > History**. Then select a web site you have visited.

- If you are in the start page, select **www.** field and press **OK Key** to enter the web address.

Browsing Options

While browsing the web, press **Menu**. The following options are available.

- **Enter Address**: Enter web address and visit the web site directly.
- **Start Page**: Go to the start page.
- **Bookmarks**: Open bookmarks. You can manage your bookmarks or open the bookmarked web sites.
- **Tools**: Various selections are available. You can check your browsing history, set up the browser or look for help information. You can also go to the previous or next web page, view web page information, bookmark the current page, reload the current page, search for text in the page, and save the web page.
- **Exit**: Exit the Internet browser application.

8.3. Bluetooth

Bluetooth is a short-range wireless communications technology. When paired, devices with Bluetooth capabilities can exchange information within a distance of about 10 meters without any physical connection.

Setting up Bluetooth on Your Phone

Go to **Menu > Settings > Connectivity > Bluetooth** to set up Bluetooth. You can switch on or off the Bluetooth function, change phone visibility, set up device name or check Bluetooth properties of your phone.

Pairing a Bluetooth Device

To pair another Bluetooth device, you need to turn the Bluetooth function of both devices on and make the other Bluetooth device visible.

In the **Bluetooth** menu, select **My devices > Search for devices** and wait for the phone to search for other Bluetooth-enabled devices.

When the search is over, select one device from the displayed list and press **OK Key**. Enter the Bluetooth pass code as prompted and press **Left Soft Key**.

After the other device verifies the pass code, the devices will be paired successfully. The paired device will be added to the **My devices** list.

Select **Yes** to set the device as a trusted device, or **No** as an untrusted device.

You can press **Left Soft Key** to rename the device, delete the device, view device information or set the device as trusted or untrusted.

9. More Applications

9.1. My Files

In idle screen, select **Menu > My Files** to manage files on your phone and your memory card. Select **Pictures**, **Ringtones**, **Music**, **Videos** or **Others** to manage each type of files. Select **Memory card** to manage files on your memory card. You can also select **Memory status** to view used, available and total space on your phone and your memory card.

Caution: In Memory card, selecting **Options > Advanced > Format** will delete all files and folders on the card.

9.2. Alarms

Select **Menu > Organizer & Tools > Alarms** to set up alarms. You can set 6 alarms. The alarms can be one-time alarms or repeating ones.

To set an alarm, select an alarm and press **OK Key**. When finished editing, press **Left Soft Key** to enable the alarm. You can press **Left Soft Key** again to disable or enable the selected alarm.

9.3. Calculator

Select **Menu > Organizer & Tools > Calculator** for simple calculation.

Press digit keys 0~9 to input numbers. As displayed on the screen, press [icon] to enter decimal point, [icon] to calculate square root, **Navigation Keys** to input +, −, ×, ÷, and **OK Key** to carry out the calculation.

Press **Left Soft Key** to clear, and **Right Soft Key** to exit the calculator.

Notes: This calculator has limited accuracy. Rounding errors may occur especially in long division.

9.4. Currency Converter

Select **Menu > Organizer & Tools > Currency converter** to convert between different currencies.

Select **Input** field and enter the amount of one currency, and **Rate** field to enter the exchange rate from input currency to output currency. Use [icon] for decimal point. The amount of output currency will be displayed as you enter the exchange rate.

9.5. World Time

This function displays local time and date of major cities in the world. You need to set the date and time on the phone in order to use this function correctly. Select **Menu > Organizer & Tools > World time**.

Press **Navigation Key Left/Right** to change the city. If you want to set the date and time of the current city as your local

date and time, press **OK Key**.

Select **Options > DST** to turn on/off daylight saving time.

9.6. Synchronize

This function allows you to synchronize your contacts with a remote server. Please contact your service provider if you need more information on this service.

Select **Menu > Organizer & Tools > Synchronize**. Choose a server and press **OK Key** to start synchronization.

Select a server and press **Left Soft Key** to edit the settings for the selected server, create a new synchronizing server, delete/rename the server, or view synchronization log and help information.

9.7. Torch

Select **Menu > Organizer & Tools > Torch** to turn on/off the

torch (See Section 1.2). You can hold in idle screen to do so as well.

9.8. Games and Applications

Select **Menu > Games** or **Menu > Applications** to access the Java games and applications you have installed. Choose one game/application and press **OK Key** to launch it. You can also choose **Download games** or **Download applications** and press **OK Key** to download from the Internet.

- To download new games or applications from a website with .html end, enter the web address and select **Options > Go to**.
- Select **Options > Save** to save the web address you have entered.

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ZTE CORPORATION Address:

ZTE Plaza, Keji Road South, Hi-tech Industrial Park, Nanshan District, Shenzhen, P. R. China
Postal Code: 518057
Website: http://www.zte.com.cn

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