htc TOUCH CRUISE

User Manual

htc
smart mobility

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU DISASSEMBLE OR ATTEMPT TO DISABLE THE DEVICE.

PRIVACY RESTRICTIONS
Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your PDA Phone.

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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY
This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION
CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB Cable for connecting with desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting this product to the computer.

The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

- **Handle battery packs carefully**
  This product contains a Li-ion battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.

- **Take extra precautions**
  - Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
  - Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
  - The phone should be only connected to products that bear the USB-IF logo or have completed the USB-IF compliance program.
  - Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
  - Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.
  - If the battery leaks:
    - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
    - Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
    - Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT
Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS

CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

NOTE: For France, Earphone (listed below) for this device have been tested to comply with the Sound Pressure Level requirement laid down in the applicable NF EN 50332-1:2000 and/or NF EN 50332-2:2003 standards as required by French Article L. 5232-1.

•   Earphone, manufactured by HTC, Model HS S200.

SAFETY IN AIRCRAFT
Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off your phone by switching to Airplane Mode.

ENVIRONMENT RESTRICTIONS
Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, chemical plants, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES
When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress.

Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Antenna location
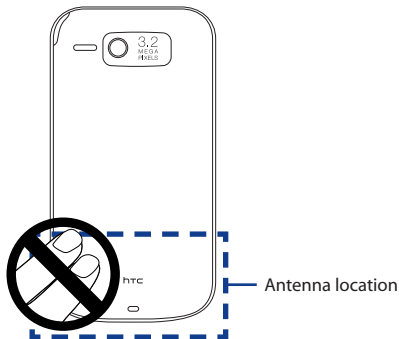
General Precautions

- **Avoid applying excessive pressure to the device**
  Do not apply excessive pressure on the screen and the device to prevent damaging them and remove the device from your pants' pocket before sitting down. It is also recommended that you store the device in a protective case and only use the device stylus or your finger when interacting with the touch screen. Cracked display screens due to improper handling are not covered by the warranty.

- **Device getting warm after prolonged use**
  When using your device for prolonged periods of time, such as when you're talking on the phone, charging the battery or browsing the web, the device may become warm. In most cases, this condition is normal and therefore should not be interpreted as a problem with the device.

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside the device should be done by an authorized service technician or provider.

- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen onto the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.

- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

- **Avoid wet areas**
  Never use the product in a wet location.

- **Avoid using your device after a dramatic change in temperature**
  When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

  NOTICE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on power.

- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

- **Mounting accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

- **Avoid unstable mounting**
  Do not place the product with an unstable base.

- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.

- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.

- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

Contents

Chapter 1

Getting Started

1.1 Getting to Know Your Touch Phone and Accessories

Top panel

POWER
Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see "Starting Up" in this chapter.
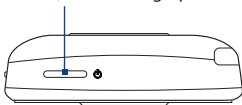
Left panel

Right panel

VOLUME UP
During a call or when playing music, press here to increase the volume.

VOLUME DOWN
During a call or when playing music, press here to lower the volume.

Stylus
(See "Stylus" in this chapter for details.)

Front panel

Notification LED
* See description below.

Earpiece
Listen to a phone call from here.

Touch Screen

GPS
Press to launch the GPS navigation software. See Chapter 10 for details.

TALK/SEND
• Press to answer an incoming call or dial a number.
• During a call, press and hold to toggle the speakerphone on and off.
• Press and hold to use Voice Commander. (See Chapter 12 for details.)

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4-WAY NAVIGATION WHEEL with ENTER button
• Rotate the wheel or press this multi-directional control up, down, left, or right to move through menus and program instructions; carry out the selection by pressing the center button.
• In some programs such as Camera and Opera Mobile, rotate the wheel to zoom in or out.

FOOTPRINTS
Press to launch Footprints. See Chapter 10 for details.

END
• Press to end a call or return to the Home screen.
• Press and hold to lock the device. (To customize the End key, tap **Start > Settings > Personal** tab **> Buttons > End Key** tab.

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* LED shows:
  • Flashing green light when there are new SMS, MMS or e-mail messages, missed calls, or reminders.
  • Solid green light when the device is connected to the power adapter or a computer and the battery is fully charged.
  • Solid amber light when the battery is being charged.
  • Flashing amber light when the remaining battery level reaches below 10%.

Back panel

Speaker

3.2 Megapixel Camera
See "Taking Photos and Videos" in Chapter 11 for details.

3.2
MEGA
PIXELS

Back Cover

Strap Holder
See "Using the Strap Holder" in this chapter for details.

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Bottom panel

Microphone

Sync Connector/Earphone Jack
• Connect the supplied USB cable to synchronize information.
• Connect the power adapter to recharge the battery.
• Connect the supplied USB stereo headset for hands-free conversation or for listening to audio media.

Accessories

The product package includes the following items and accessories:

- Battery
- Power adapter
- Screen protector
- Stereo headset
- USB sync cable
- Pouch

- In-car holder
- Car charger
- Quick Start Guide
- Getting Started and Application discs
- 1GB microSD card (with pre-loaded map content for bundled GPS software)

1.2 Installing the SIM Card, Battery, and Storage Card

You need to remove the back cover before you can install the SIM card, battery and storage card on your device. Also, make sure to always turn off the power before installing or replacing the SIM card and battery.

To remove the back cover

1. Make sure your device is turned off.
2. Hold the device firmly with its front facing down.
3. With your thumb or finger, lift up the bottom of the back cover from the groove in the device's bottom panel.
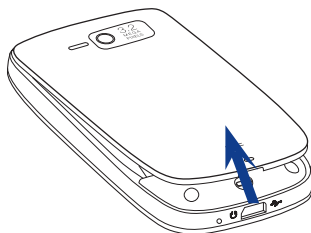
To replace the back cover

1. Locate two tabs on the inside top of the back cover.

2. Insert the back cover tabs to the holes near the top panel of the device.

3. Press the bottom part of the back cover until it clicks into place.
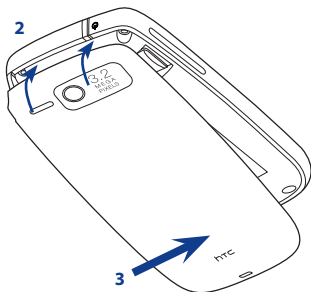
SIM card

The SIM card contains your phone number, service details, and phonebook/ message memory. Your device supports both 1.8V and 3V SIM cards.

Note   Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

To install the SIM card

1. Make sure your device is turned off.

2. Locate the SIM card slot, then insert the SIM card with its gold contacts facing down and its cut-off corner facing in the card slot.

3. Slide the SIM card completely into the slot.

Cut-off corner
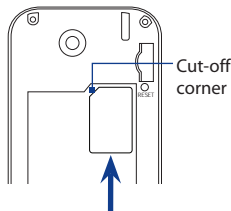
To remove the SIM card

1. Remove the battery if it is installed.

2. From the SIM card slot opening near the top of the device, push the SIM card out of the slot with the stylus.

3. Slide the SIM card completely out of the slot with your thumb or finger.
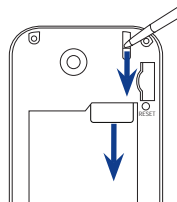
Battery

Your device comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the features or settings used, the temperature of the environment and the way in which you operate your device, and more.

Battery life estimates (approximations):

- Talk time: Up to **400** minutes for GSM
  Up to **375** minutes WCDMA

- Standby time: Up to **330** hours for GSM
  Up to **400** hours for WCDMA

Note Battery life is subject to network and phone usage.

Warning! To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

To install the battery

1. Align the battery's exposed copper contacts with the battery connectors inside the battery compartment. Ensure that the free end of the ribbon strip is visible above the battery.

2. Insert the contacts side of the battery first and then gently push the battery into place.

3. Replace the back cover.
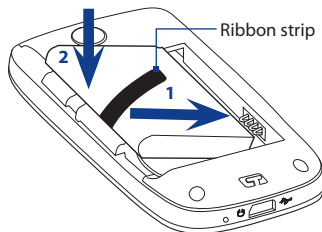
Ribbon strip

To remove the battery

1. Make sure your device is turned off.

2. Remove the back cover.

3. Pull up the ribbon strip to lift the battery from the compartment, then remove the battery.
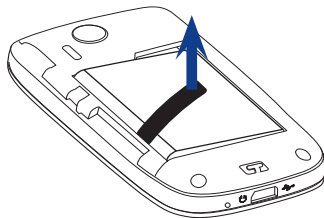
Storage card

To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and install it into your device.

To install a microSD card

1. Remove the back cover.

2. Insert the microSD card into the slot with its gold contacts facing down until it clicks into place.

Note To remove the microSD card, press it to eject it from the slot.
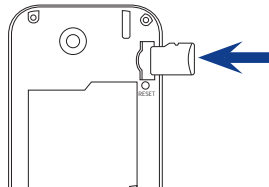
1.3 Charging the Battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles.

To charge the battery

1. Connect the USB connector of the AC adapter to the sync connector on your device.

2. Plug in the AC adapter to an electrical outlet to start charging the battery.

Note   Only the AC adapter and USB sync cable provided with your device must be used to charge the device.
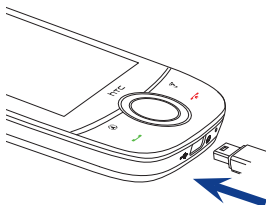
As the battery is being charged while the power is on, a charging icon $\mathbf{\mathcal{K}}$ appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon $\mathbf{IIII}$ appears in the title bar of the Home screen.

Depending on the battery charging status, the Notification LED shows a green or an amber light. See "Front panel" earlier in this chapter for details.

Warning!   • Do not remove the battery from the device while you are charging it using the AC or car adapter.

• As a safety precaution, the battery stops charging when it overheats.

1.4 Using the Strap Holder

The strap holder at the bottom panel of your device allows you to attach a wrist strap, neck lanyard, or string accessory.

To attach a strap, lanyard or string accessory to the strap holder

1. Remove the back cover.

2. Insert the loop of the strap, lanyard or string accessory through the strap holder hole at the bottom of the back cover.

3. Pull the loop from the inner side of the back cover, then attach it over the strap holder's T-shaped hook as shown on the illustration at the right.

    Tip Use a pointed object, such as a needle, to easily push the loop into the strap holder hole.

4. Replace the back cover.
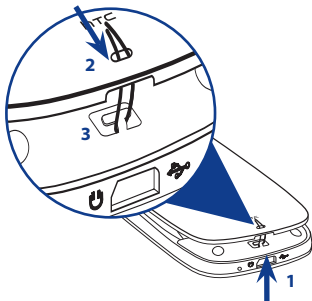
1.5 Using the In-car Holder

Assemble and install the supplied in-car holder so you can use your device while inside a vehicle.

Assemble the in-car holder

1. Insert the base tabs into the holes on the cradle.

2. Slide the cradle downward until the base tabs lock into place.

Warning! When sliding the cradle downward, do not exert too much pressure on the top or bottom cradle lock to avoid damaging it.

Cradle

Base tabs

Base
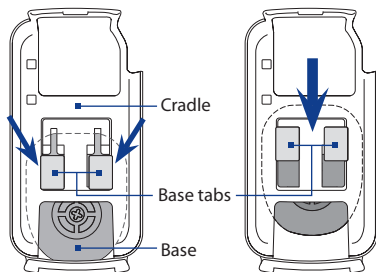
Mount the in-car holder

1. Press the in-car holder suction cup on a dry and smooth surface such as the inside windshield of your car.

2. Push the suction cup lever to attach the suction cup firmly on the surface.
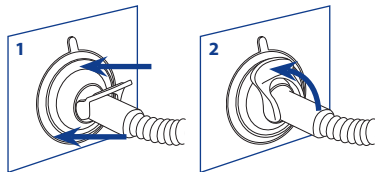
Warning! Make sure that the suction cup is firmly attached to the surface. Otherwise, it may detach and damage your device.

Put the device into the in-car holder

1. Place the bottom panel of the device to the bottom lock of the cradle.

2. Push the top part of the device against the top lock of the cradle until it clicks into place.

Bottom lock

Top lock

Note When the device is on and you installed it into the holder, NaviPanel automatically opens and offers you a convenient, one-touch access to Footprints, the phone, and the GPS navigation software. For more information about NaviPanel, see Chapter 10.
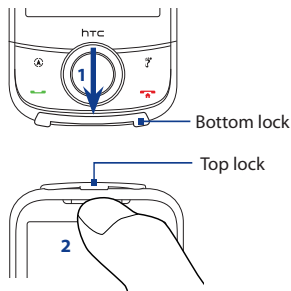
Remove the device from the in-car holder

1. Slightly pull up the top lock of the cradle.

2. From the hole behind the cradle, push the device out of the cradle with your fingers.

3. Lift the device up until it disengages from the cradle.
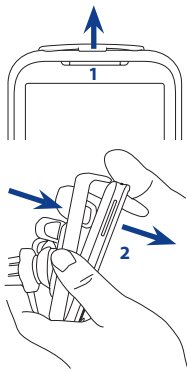
1.6 **Starting Up**

After installing your SIM card and battery and charging the battery, you can now power on and start using your device.

Turn your device on and off

To turn on the power
1. Press the POWER button.
2. When you turn on your device for the first time, a Quick Start Wizard guides you to set up the time zone, date and time, and password. For more information about these settings, see Chapter 13. After the Quick Start Wizard finishes, the device installs customization settings and then restarts.

To turn off the power
1. Press and hold the POWER button for a few seconds.
2. Tap **Yes** when a message prompts you to choose whether or not to turn off the device completely.

Auto configure the data connection settings
The first time you power on your device, you will see a notification message from **Connection Setup**. Connection Setup automatically configures your device's data connections, such as 3G/GPRS, WAP, and MMS, so that you do not need to enter the settings manually for your device.

To automatically configure data connection settings

1. When you see the notification message from the Connection Setup, tap **Yes**.

   Note If you do not see the notification message, tap the title bar to display the System Status screen and then tap 🌐 to display the message.

> **Connection Setup**
>
> Connection Setup will automatically configure your device with the following connection settings.
>
> Country: **Country Name**
> Operator: **Service Provider**
> **Do you want to continue?**
>
> | Yes | ⌨ | No |

2. If your SIM card supports multiple network operator profiles, a message will appear with network profile choices. Select the profile you want to use and tap **OK**.

3. Connection Setup then starts to configure your device's data connection settings.

4. After the Connection Setup completes the configuration, tap **Restart**.

For more information about Connection Setup, see Chapter 13.

Switch to Sleep mode when not in use

Press and immediately release the POWER button to turn off the display temporarily and switch your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device automatically goes into Sleep mode when you leave the device idle after a certain period of time. You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again will wake up your device.

1.7 Navigating On Your Device

There are different ways you can navigate and interact with the interface of your device.

Finger-touch control

A quick and easy way to interact with the home screen and the whole interface of your device is by touch. Basically, the following are the types of actions, called finger gestures, you would use when interacting with your device:

Touch or tap

When selecting items on the screen, such as the Home screen tabs, Start menu, programs and settings icons, and large on-screen buttons, simply touch them with your finger. Apply some pressure with your finger pad when touching an item on the screen.

Tapping means to touch lightly and quickly with your finger pad or fingertip. On screens that display smaller-size items, you can more accurately select an item by tapping it with your fingertip.

Swipe

To swipe means to drag your finger vertically or horizontally across the screen. The following are some instances when you would use swiping:

- **Flipping on the Home screen**

    Swipe your finger vertically to flip through favorite contacts, messages, music albums, photos, and more. For more information, see "Using the TouchFLO Home Screen" in Chapter 3.

- **Scrolling**

    When browsing the contacts list, web pages, documents, and certain selection lists on the Home screen (such as the **All Programs** list), slowly swipe your finger vertically across the screen to scroll. This allows you to scroll by page and to view the content or available selections as you scroll.

    For detailed instructions, see "Finger scrolling" in Chapter 3.

Slide

Sliding on the touch screen also involves dragging with your finger, but you need to press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.

The following are some instances when you would use sliding:

- **Switching between Home screen tabs**

    Slide your finger left and right to switch between the Home screen tabs. For more information, see "Using the TouchFLO Home screen" in Chapter 3.

- **Advancing playback**

  In Windows Media® Player Mobile, slide your finger horizontally on the progress bar to advance forward or move backward in the music or video you are playing. For more information about Windows Media® Player Mobile, see "Using Windows Media® Player Mobile" in Chapter 11.

Flick
Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts list. See "Finger scrolling" in Chapter 3 for details.

Finger zooming and panning
In programs such as Album and Opera Mobile, you can use finger gestures when zooming and panning. See Chapter 3, 8 and 11 for details.

Stylus
You can use the stylus to navigate and interact with the touch screen. To use the stylus, pull it out from the stylus compartment at the top of the right panel of your device. Basically, you tap with the stylus to open programs and select items on the screen, and you tap and hold on the screen to open a shortcut menu. You can also use the stylus the same way as what you do with finger gestures, such as swiping, sliding and flicking on the screen.

Navigation Wheel
On the home screen and in many programs on your device, you can use the Navigation Wheel to move through menus and instructions. Rotate the wheel or press the control up, down, left, and right to move around the screen. When an item has been selected on the screen, press the ENTER button (the center button) to confirm your selection.

In some programs such as Camera and Opera Mobile, you can also rotate the wheel to zoom in or out.

1.8 Home Screen

The main screen of the device is the TouchFLO™ Home screen which allows finger-touch access to the most important functions such as contacts, text messages, e-mail, Internet, and more.

Signal strength

Connection status

Notification

Adjust volume

Battery status

Start menu

Quick menu

Nov 13, 2008   3G Service Provider

TouchFLO Home screen

10:10 PM

7:00 AM

1 missed call(s)

Calendar

Open the Phone screen (see Chapter 2 for details)

Open the Camera screen to capture pictures and video clips (see Chapter 11 for details)

Phone   Camera
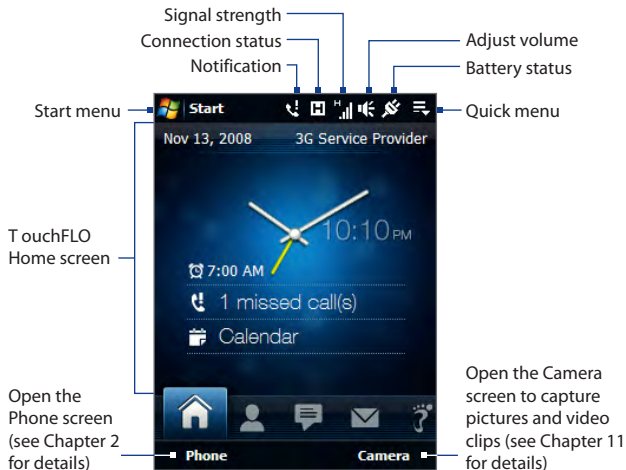
1.9 Status Icons

When you touch or tap the icon area of the title bar, the System Status screen opens and displays larger status icons so you can touch them with your finger more easily and accurately.
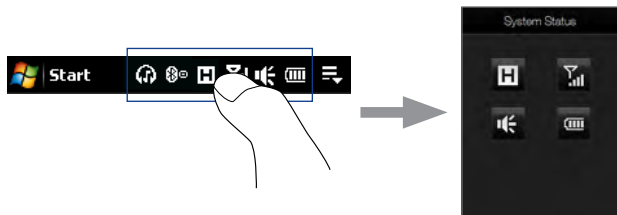
Tip The System Status screen can be disabled in TouchFLO settings. See "Settings on your Device" in Chapter 13 for details.

The following are some of the status icons that you may see on the device.

1

Icon	Description
🎧	Bluetooth stereo headset connected
🅱	Bluetooth on
🅱👁	Bluetooth visible mode on

Icon	Description
🌐	Connection Setup
💬	Multiple notifications; tap the icon to view all
📭	New text messages; SMS notification of voice mail
✍	Sending MMS
✍	Receiving MMS
📧	MMS sent
📧	Cannot send MMS
📩	New incoming MMS
👤	New Windows Live™ message
📞	Missed call
📞	Speakerphone on
📡	Roaming
🔔	Alarm
📶	Other wireless network(s) detected
🎧	Wired headset connected

2

Icon	Description
G	GPRS available
E	EDGE available
H	HSDPA available
3G	WCDMA/UMTS available

Icon	Description
📶	Connected to a wireless network
⇄	Connection is active
⇄x	Connection is not active
↻	Synchronization in progress

3

Icon	Description
G⇄	GPRS connecting
G📶	GPRS in use
E⇄	EDGE connecting
E📶	EDGE in use
H⇄	HSDPA connecting
H📶	HSDPA in use
3G⇄	WCDMA/UMTS connecting
3G📶	WCDMA/UMTS in use
📶	Maximum signal strength
𝑌	No signal

Icon	Description
$\mathbf{\nabla}_{\mathbf{x}}$	Phone is turned off
$\mathbf{\nabla}_{\mathbf{!}}$	No phone service
$\mathbf{\nabla}_{...}$	Searching for phone service
$\mathbf{\Omega}_{\mathbf{il}}$	Voice call in progress
$\mathbf{C}_{...}$	Call on hold
$\mathbf{\Omega}_{\mathbf{\rightarrow}}$	Calls are forwarded
$\mathbf{C}$	Dialing while no SIM card is inserted
$\mathbf{X_{sim}}$	No SIM card inserted

4

Icon	Description
$\mathbf{\square}_{\mathbf{s}}$	Vibrate mode
$\mathbf{I\!I\!\epsilon}$	Sound on
$\mathbf{I\!I\!x}$	Sound off

5

Icon	Description
$\mathbf{\mathscr{S}}$	Battery charging
$\mathbf{\overline{IIII}}$	Battery full
$\mathbf{\square}$	Battery low

1.10 Start Menu

The Start menu, which can be opened from the top left corner of the screen, gives you access to all the programs and settings of your Windows Mobile-powered device. Touch or tap to select an item on the Start menu.

Open the Start menu.

Open a recently-used program.

When you are on another screen, touch or tap this item to return to the TouchFLO Home screen.

Open a program.

Access more programs.

View and change settings.

View Help information for the current screen.
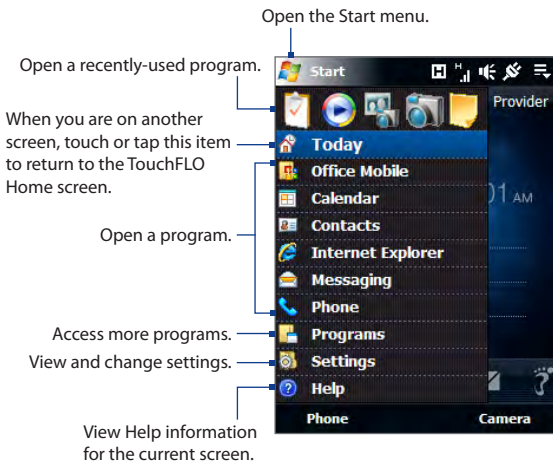
By default, the Start menu is displayed in a large size to make it easier for you to touch menu items with your finger when selecting them from the Start menu. The Start menu can also be displayed in a smaller size, if preferred.

Tap **Start > Settings > System** tab **> TouchFLO** and then clear the **Enable large Start menu** check box to display a smaller Start menu.

1.11 Quick Menu

The Quick menu, which can be opened from the top right corner of the screen, shows the currently running programs. You can quickly switch between running programs, stop programs, and see how much program memory is being used.

Customize Task Manager settings. (See "Using Task Manager" in Chapter 13.)

Touch this icon to open the Quick Menu.

Stop all currently running programs.

Shows the total percentage of program memory in use. Touch to open the Memory settings screen.

- To switch to a running program, touch the program name.
- To stop a running program, touch ✕.

1.12 **Adjusting the Volume**

Adjusting the system volume changes the volume level of sound notifications and audio/video playback, whereas adjusting the ring volume affects only the volume of the phone ring. The system volume and ring volume can be separately adjusted.

1. Touch the icon area in the title bar and then touch the **Speaker** icon (🔊) on the System Status screen.
2. To switch between the Ring Volume and System Volume screens, touch **Ring** or **System** on top of the screen.
3. On either screen, you can do the following:
   - To increase or decrease the volume level, drag your finger up or down the volume bars. You can also press the VOLUME button on the left panel of your device.

Volume bars
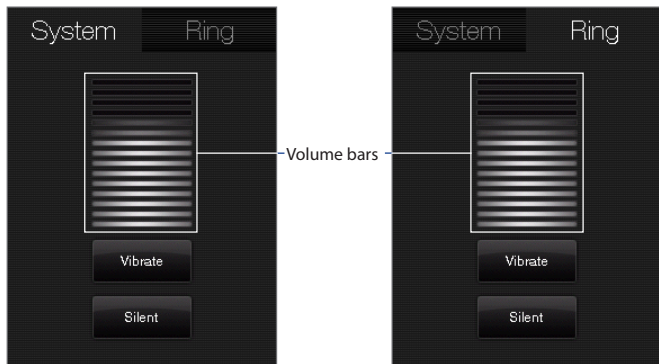
   - Touch **Vibrate** to switch both **System** and **Ring** to Vibrate mode.
   - Touch **Silent** to mute both the system and ring volume.

4. The System Volume or Ring Volume screen automatically closes. You can also manually close the screen by touching the screen.

Note On certain screens that do not show the volume status icon on the title bar, use the VOLUME button on the left panel of your device to adjust the volume. Also use the VOLUME button to adjust the conversation phone volume during an ongoing call.

1.13 Connecting to a Computer

Whenever you connect your device to the computer with the USB cable, the Connect to PC screen will be displayed and will prompt you to choose the type of USB connection:
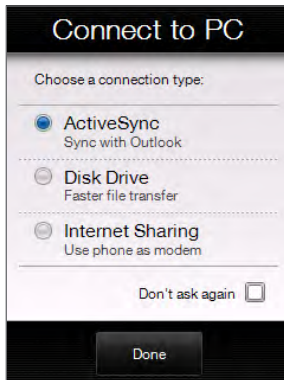
ActiveSync

Select this mode when you need to do the following:

- Synchronize Outlook e-mail messages, contacts, calendar appointments, files, and other data between your device and your computer.

• Have read and write access to the whole device.

For more information about using ActiveSync, see Chapter 5.

Disk Drive

This mode is available for selection only when there is a microSD storage card inserted on your device. Select this mode when you want to use your storage card as a USB drive. (This lets you copy files between your device's storage card and your computer faster.)

When Disk Drive mode is enabled while your device is connected to the computer:

• You will not be able to use your device to access files from the storage card or run applications that are installed on the storage card while the device is connected to your computer.

• Your computer will only connect to the device's storage card. When you access your device from the computer, you will only see the contents of the device's storage card.

Internet Sharing

When you do not have Internet access on your computer, you can select this mode to use your device as a modem for your computer. For more information about using Internet Sharing, see "Using Your Device as a Modem (Internet Sharing)" in Chapter 8.

Chapter 2

Using Phone Features

2.1 The Phone Screen

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send text messages.

To open the Phone screen, do one of the following:

- On the Home screen, tap **Phone**.
- Press the TALK/SEND button.

TALK/SEND button
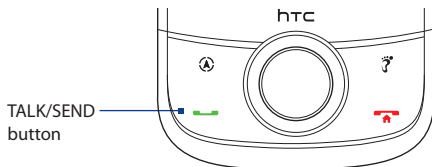
Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider.

1. Enter the preset PIN assigned by your wireless service provider.

2. Tap **Enter**.

Note If you entered the wrong PIN three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.

2.2 Making Calls

To make a call, you can either dial a number or select a contact you want to call.

Make a call from the Phone screen

The Phone's **Smart Dial** feature makes it quick and easy for you to place a call. When you start entering a phone number or contact name, Smart Dial automatically searches and sorts the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list.

You can just enter the first letter of the name or number of a contact. Smart Dial will search for contact phone numbers and the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" on the phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

To call a phone number or contact

1. Press the TALK/SEND button or tap **Phone** on the Home screen.
2. Begin entering the first few numbers or characters by tapping the keys on the Phone keypad. As you enter numbers or letters, the Smart Dial panel will display matches found.

   If you tapped a wrong number or character, tap ← to erase each subsequent digit or character. To erase the entire entry, tap and hold ←.

3. Tap ▮ to close the phone keypad and to see if there are more matching numbers or contacts in the Smart Dial panel. To browse through the filtered list, flick through the list, slide your finger up or down the list slowly, or press NAVIGATION up/down.

Smart Dial panel —
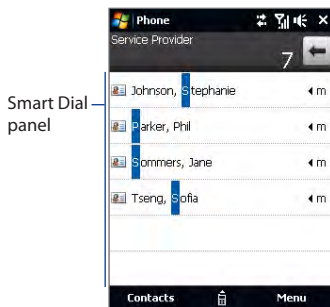
4. To call a number or contact, do one of the following:

- Tap the desired phone number or contact from the list.
- To call a different phone number associated with the displayed contact, select the contact and then press NAVIGATION left/right to select the number to call.

5. Press the TALK/SEND button to place the call.

Tips • After entering the beginning digits and the number you are dialing is not found in your contacts, a **Save to Contacts?** button will appear above the keypad. Tap this button and then choose whether to create a new contact to save the number or to add the number to an existing contact.

• When in a call, use the VOLUME UP/DOWN button on the side of the device to adjust the phone volume.

• To send a text message to a selected contact, tap **Menu > Send Text Message**. For more information about sending text messages, see "Text Messages" in Chapter 6.

Make a call from Contacts

On the Home screen, tap **Start > Contacts** to open the Contacts screen.

Do one of the following:

- Select the contact to call and then press TALK/SEND.

  Note If the contact has more than one number stored, press NAVIGATION right/left to select the number you want to call before pressing TALK/SEND.

- Tap the contact to open the contact details and then tap the phone number you want to call.

- Tap and hold the contact you want to call and then from the menu, select **Call Work**, **Call Home**, or **Call Mobile**.

Make a call from the TouchFLO Home screen

Refer to Chapter 3 to learn how to make a call from the TouchFLO Home screen.

Set the device to vibrate when the call is established

You can set the device to vibrate once to alert you that the call has been established with the other party.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.
2. Select the **Vibrate device when connection is established** check box and then tap **OK**.

Make an emergency call

Enter the international emergency number for your locale, and press the TALK/SEND button on your device.

Tip Additional emergency numbers may be included in your SIM card. Contact your wireless service provider for details.

Make an international call

1. Tap and hold the **number 0** key on the Phone screen until the plus (+) sign appears.
   The plus (+) sign replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and press the TALK/SEND button on your device. The full phone number includes the country code, area code (without the leading zero, if any), and phone number.

Call voice mail

Number 1 is generally reserved for your voice mail. Tap and hold this button on the Phone screen keypad to call voice mail and retrieve your voice mail messages.

2.3 Answering and Ending Calls

When you receive a phone call, the Incoming Voice Call screen appears, allowing you to either answer or ignore the call.

Accept or reject an incoming call

To answer a call
Press the TALK/SEND button.

To reject an incoming call
Press the END button.

To mute the ringing sound
To mute the ring without rejecting the call, tap the **Mute Ring** button.

To reject a call and send a text message

When you reject a call, you can choose to automatically send a text message to the mobile phone of the caller.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.

2. Select the **Reject call with text message** check box.

3. Change the default text message if needed, then tap **OK**.

When **Reject call with text message** is enabled, tap **Send Text** when the phone rings to reject the call and send the text message to the caller.

Call functions

When a call is in progress, tap the available buttons on the Phone screen to put a call on hold, dial another contact for a phone conference, enter notes about the conversation, and more.

These are the call functions.
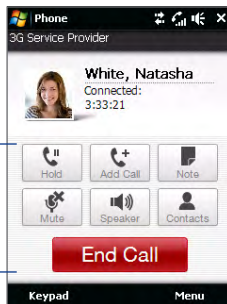
Notes	• When the Phone is dialing, only the **Speaker**, **Mute**, **Note**, **Contacts**, and **End Call** buttons can be used. Other buttons are disabled.
	• The display automatically turns off after a call is connected. This saves battery power and prevents you from accidentally pressing on-screen buttons. To turn the display on again, press the POWER button.

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the option of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Press the TALK/SEND button to take the second call and put the first call on hold.

2. To end the second call and return to the first call, tap **End Call** or press END on your device.

To switch between two calls

During a call, tap ![Swap icon] .

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.

Tip   To dial a second number, tap ![icon] on the screen.

2. Tap ![icon] .

Note   Not all mobile phone networks support conference calling. Contact your wireless service provider for details.

To open Notes during a call

Tap ![icon] .

To turn on and off the Speakerphone

During a call, tap ![Speaker icon] to toggle between turning on or off the speakerphone.

Tip   You can also press and hold TALK/SEND to toggle between turning on or off the speakerphone.

Warning!   To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute the microphone during a call

Tap 🎤 to toggle between turning on or off the microphone. When the microphone is turned off, the mute icon 🎤✗ appears on the screen.

To access the TouchFLO Home tab during a call

1. If the display is off, press the POWER button to turn it on.
2. Press and hold the END button.

To end a call

When a call is in progress, tap **End Call** or press the END button to hang up.

To add a new phone number to Contacts after a call

If the phone number of the person who called is not in Contacts, you can choose to save the number after you hang up.

1. On the Phone screen, tap **Menu > Options > Advanced** tab.
2. Select the **Add new phone number to Contacts at end of call** check box, then tap **OK**.

When you enable this option, a pop-up message appears after you end the phone call and lets you add the phone number to Contacts.

Check missed calls

When you have missed calls, you will see the 📞 icon in the title bar and the number of missed calls on the TouchFLO Home tab.

To check who the caller was, do one of the following:

- Tap the title bar, then tap 📞 and then tap **View**.
- On the TouchFLO Home tab, tap the **Call History** or **Missed Call** item. For more information about the TouchFLO Home tab, see "Home" in Chapter 3.
- On the Phone screen, tap **Menu > Call History** and then tap 📞 .

2.4 Call History

Use Call History to check for missed calls, dialed numbers, and calls received. To open the Call History screen, tap **Menu > Call History** on the Phone screen.

If you have a long list of calls in the Call History, tap one of the buttons at the bottom of the screen to filter the list according to the type of call.

All Calls ——— ———— Received

Missed ——— ——— Dialed
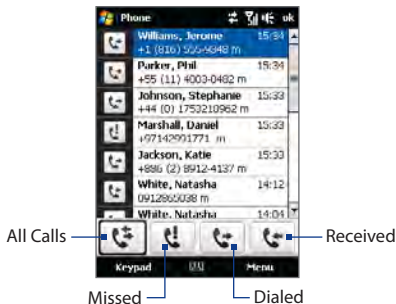
2.5 Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can tap and hold the **number 2** key on the Phone screen keypad to dial the contact's number.

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.

2. Tap **Menu > New.**

3. Tap a contact, then select the phone number of the contact that you want assigned to the speed dial key.

   4. In **Location**, select an available key to use as the speed dial key.

   5. Tap **OK**.

Tips • To create a Speed Dial entry from Contacts or SIM card contacts, tap the contact, select the number you want to add to Speed Dial, then tap **Menu > Add to Speed Dial**.

   • To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, then tap **Delete**.

2.6 **Turning the Phone Function On and Off**

In many countries, you are required by law to turn off the phone while on board an aircraft.

To enable or disable the phone function
   1. Tap **Start > Programs > Comm Manager**.

   2. On the Comm Manager screen, tap **Phone** to enable or disable the phone function. When enabled, the ON indicator is activated.

To enable or disable Airplane Mode
Another way to turn off the phone function is to switch your device to **Airplane Mode**.

When you enable Airplane Mode, all wireless radios on your device are turned off, including the phone function, Bluetooth, and Wi-Fi.

When you disable Airplane Mode, the phone function is turned back on and the previous state of Bluetooth and Wi-Fi are restored.

   1. Tap **Start > Programs > Comm Manager**.

   2. On the Comm Manager screen, tap **Airplane Mode** to enable or disable Airplane Mode. When enabled, the ON indicator is activated.

2.7 Setting Up Bluetooth SIM Access for Car Kit Phones

Bluetooth car kits that support the SIM Access Profile (SAP) can connect to your device and access its SIM card via Bluetooth. Once a SAP connection has been established, you can download SIM contacts from your device to the car kit phone. You can also use the car kit phone to answer and make calls using your device's SIM card.

Note   To enable downloading contacts onto the car kit, ensure that all contacts on the device are stored in the SIM card and not in the device memory. Configure the car kit to download contacts only from the SIM card.

   1. On your device, make sure that Bluetooth is turned on. For information about turning on Bluetooth, see "Bluetooth Modes" in Chapter 9.

   2. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > SIM Access** tab.

   3. Select the **Remote SIM Access** check box, then tap **OK**.

   4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.

   5. If this is the first time you are pairing the car kit phone with your device, enter the car kit's passcode on your device.

   6. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.

Note   You will not be able to make/receive calls, send/receive messages or perform related activities on your device when the SIM Access Profile connection is active. You'll be able to do all these from the car kit phone during this time. After the connection is disconnected, you will be able to use your device as before.

Chapter 3

TouchFLO™

3.1 About TouchFLO™

TouchFLO™ gives you touch control over your Windows Mobile-powered device. TouchFLO provides the following features:

- A Home screen that allows finger-touch access to the most widely-used functions, such as People, Messages, Mail, Music, Internet, and more
- Finger gestures that allow you to navigate screens

3.2 Using the TouchFLO Home Screen

The TouchFLO Home screen has the following tabs:

People   Mail

Home   Messages

Internet   Music

Footprints   Photos and Videos

Weather

Map Search   Programs

Settings

To switch between the tabs of the Home screen

Do one of the following:

- Touch or tap the desired tab on the Home screen.

- Press Navigation Right or Left to move to the next or previous tab.

- Press and hold your finger on the active tab, then slide your finger right or left over the tabs. Release when you have selected the desired tab.

  Note Apply some pressure when pressing and holding on the active tab to be able to slide over the tabs.
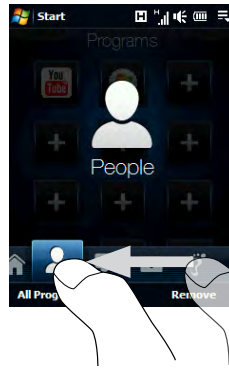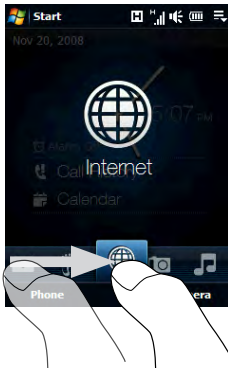
Home

The **Home** tab displays the current date, an analog and digital clock, and a yellow alarm hand that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointment are also shown on the Home tab.

To select an item on the Home tab

• Touch the item; or

• Press Navigation Up or Down first to navigate to the item you want to select and then press ENTER.

Touch this area to open the Clock & Alarms screen where you can set the date, time, and alarm.
(See Chapter 13 for details.)

Touch this area to view details about missed calls in the Call History.
(See Chapter 2 for details.)
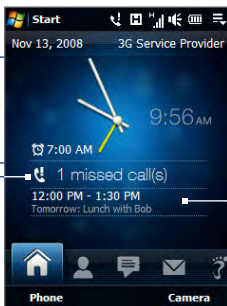
Touch this area to create, edit or view an appointment.
(See "Calendar" in Chapter 12 for details.)

Home tab

People

On the **People** tab, you can add favorite contacts who you most frequently communicate with. This allows you to quickly make calls, send text messages, and send e-mails to your favorite contacts.

Tip　You can add up to 12 favorite contacts on the **People** tab.

To add a favorite contact

1. On the Home screen, slide your finger to the **People** tab.
2. Touch an empty slot on the screen.
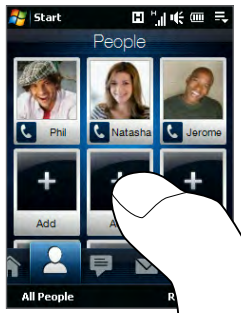
3. On the Select a Contact screen, touch the name of the desired contact.

    Tips　• To create a new contact, touch **Menu > New Contact**. See "Contacts" in Chapter 12 for details.

    • SIM contacts cannot be added as favorite contacts.

4. Select a phone number or e-mail address to associate to the favorite contact.

    Note　If there is no picture associated with the contact, the next screen prompts you to assign a picture to the contact.

The following icons will appear below the pictures to indicate the type of contact information you have associated to each favorite contact:

Icon	Description
	Mobile phone
	Home phone
	Work phone
	E-mail address
	SMS text messaging
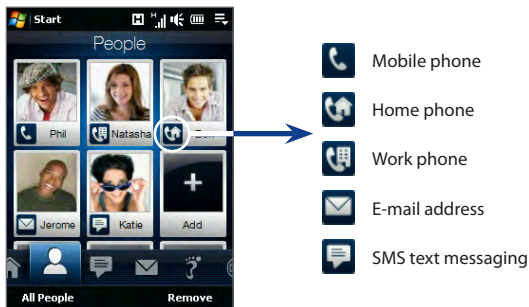
To choose from your favorite contacts

- Swipe your finger up to scroll down the favorite contacts on the screen, or swipe your finger down to scroll up.
- Touch the area below the contact picture to place a call, send a text message, or send an e-mail to the favorite contact.
- Touch the picture of a contact to access his or her contact card. On the contact card, you will see the last outgoing or incoming call as well as contact details such as phone numbers, e-mail address, and more.

Tip   On the People tab, touch **All People** to access SIM contacts and all contacts that are stored on your device.

To remove a favorite contact

1. Touch **Remove** and then touch the contact you want to remove.
2. After you have finished, tap **Done**.

Messages

On the **Messages** tab, you can read SMS text messages as they arrive and create a new SMS text message. You can also view the text of received MMS messages on this tab.

When there are new incoming SMS/MMS messages, the icon on the **Messages** tab will show the number of new messages. For example, ￼ indicates that there is a new message received.

Touch this icon to create a new SMS text message.

To view the entire message thread from the sender and reply, touch the message on the screen.

Touch to access all text messages in your inbox and other folders.

To flip through received SMS/MMS messages, swipe your finger upward/downward, touch the Up/Down arrow, or press Navigation Up/Down.

Touch to access more options.
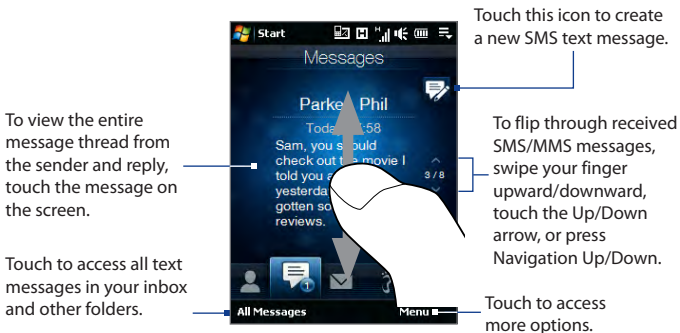
For more information about working with SMS and MMS messages, see "Text Messages" and "MMS" in Chapter 6.

Mail

The **Mail** tab is where you send and receive e-mail messages. Including Outlook E-mail, you can add up to seven POP3/IMAP4 and web-based e-mail accounts in this tab.

To add an e-mail account

1. On the Home screen, slide your finger to the **Mail** tab.

2. If this is your first time to add an e-mail account, touch **New Account** at the bottom-left side of the screen.

3. Set up your e-mail account using the E-mail Setup wizard.

4. To add another e-mail account, touch **Menu > Accounts > Setup E-mail** and use the E-mail Setup wizard to set up your account.

   For detailed instructions on setting up e-mail accounts using the E-mail Setup wizard, see Chapter 6.

To check e-mail

When there are new e-mails, the icon on the **Mail** tab and the respective icons of e-mail accounts will show the number of newly received messages.

• To browse through received e-mail messages, swipe up or down on the envelope image or press Navigation Up/Down.

• Touch the e-mail on the screen to open and read the message.
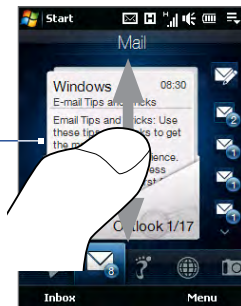
After selecting an e-mail account, touch this icon to create and send a new e-mail message.

These are your e-mail accounts.
• Touch an icon to select an e-mail account.

• If you have set up more than four e-mail accounts, touch the Down arrow to access the other accounts.

Tips • On the Mail tab, touch **Inbox** at the lower-left side of the screen to access all e-mail messages of the currently selected account.

• To manually download e-mail messages for the currently selected account, touch **Menu > Send/Receive**.

For more information about working with e-mail messages, see Chapter 6 and 7.

Footprints

On the **Footprints** tab, you can take photos of places you visit and store them together with information about those places. You can navigate to the places using the GPS navigation software.

To take a photo and add location information

1. On the Home screen, slide your finger to the **Footprints** tab.

2. Select the icon for the category that best describes your current location.

3. Touch the big plus icon.

Categories:
— Favorite
— Shopping
— Dining
— Leisure
— Others

4. Point the camera at the scene you want to show the location. Footprints starts to use GPS to search for your position.

> **Note** The GPS signal strength is indicated by the bars at the bottom left of the screen. The more blue bars that are shown, the stronger the signal, and the quicker your position will be found.

5. Press the ENTER button to capture the photo. Your photo is then displayed and you can add more location information.

> **Note** If your GPS position has not been found yet, you are asked whether to find the position on Google Maps, continue the GPS search, or stop the GPS search.
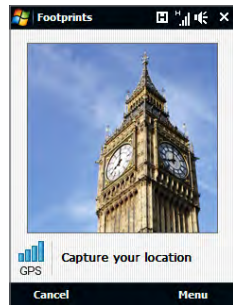
GPS status indicator. Icons appear here as follows:

◯ Searching for position

⬦ Position found

⊗ Position not found

Retry GPS positioning

Retake the photo

Save immediately

Add a voice recording

Edit location information

Exit Footprints

Find your position on Google Maps

To browse footprints

You can organize footprints in categories for convenient browsing.

To flip through footprints, swipe your finger upward/ downward, rotate the NAVIGATION WHEEL, or press Navigation Up/Down. To view the detailed location information, touch the photo.

Create a new footprint.

Touch a category icon to browse the entries in that category.

The total number of footprints in the current category, and the number of this photo

Open the Footprints program and access all footprints. For more information about using Footprints, see Chapter 10.

Navigate to the location with the GPS navigation software, delete the footprint, and more.

Internet

On the **Internet** tab, you can open Opera Mobile™ to browse the web and add web favorites for one-touch access to your favorite web sites.

Touch here to browse the web using Opera Mobile.

Touch to open Opera Mobile and add, view or delete web favorites.

Swipe upward or press Navigation Down to scroll down the screen and access more web favorites.

For more information about using Opera Mobile, see Chapter 8.

Photos and Videos

The **Photos and Videos** tab lets you visually flip through your photos and video clips and view them in full screen. From this tab, you can also activate the Camera so you can take pictures and record video clips.

The **Photos and Videos** tab displays pictures and video files from the current favorite album. By default, the Camera Shots album which stores the pictures and videos that you captured using the device camera is set as the favorite. You can change to another favorite album, if preferred.

To set an album as a Favorite

1. On the Photos and Videos tab, touch **Album** to open the Album program.

2. Touch **Albums** and then select one of the listed favorite albums.

3. Tap **Menu > Set Album as Favorite** and then tap **OK** on the confirmation screen.

To view photos and videos

Touch the photo or video on the screen to view or play it in full screen.

Touch here to open the Album program. (See "Viewing Photos and Videos Using Album" in Chapter 11 for details.)

Touch here to take a photo.

Touch here to shoot video.

To flip through photos and videos, swipe upward/downward, touch the Up/Down arrow, or press Navigation Up/Down.

Touch to view the photos as a slideshow. If a video is selected, touch **Play**.

Tips • For more information about viewing in full screen, see "View an image" and "Play back video" in Chapter 11. The file formats that can be viewed on the **Photos and Videos** tab are the same as the Album program.

• To transfer media files from a computer and view them on the **Photos and Videos** tab, copy or synchronize them to a folder under **\My Device** (the device memory) or **\Storage Card** (if a microSD card is installed).

Music

The **Music** tab allows you to visually browse through albums and music tracks and play music. The albums and music tracks that you see on the **Music** tab are from a selected category or playlist in the Library.

Note Your device searches for all music files that have the following audio formats: MP3 (.mp3), WMA (.wma), AAC/AAC+/eAAC+ (.aac), and MPEG-4 (.m4a).
It searches for music from the following locations:
Device: \My Music (including all subfolders)
          \My Documents (including all subfolders)
Storage Card: \Storage Card (including all subfolders)

To play music

On the **Music** tab, flip through albums and all the music in each album, then touch the **Play** icon on the middle-right side of the screen to start playback.

Swipe upward/downward on the screen or press Navigation Up/Down to flip through albums and the songs in an album.

Touch here to access Audio Manager.
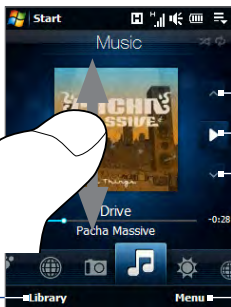
Touch here to go to the previous album or the previous song in the current album.

Touch here to play or pause. You can also press the ENTER button to play or pause.

Touch here to go to the next album or the next song in the current album.

Touch to set music playback to **Repeat**, turn **Shuffle** on or off, and more.

To move forward or backward in the music

Do one of the following:

*   Touch and hold on the thin bar below the album art to display the progress bar:

    Drag your finger right or left on the progress bar to move forward or backward in the current music.

*   Rotate the NAVIGATION WHEEL as follows:
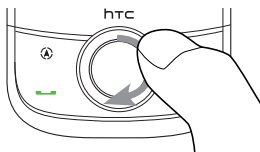
Rotate clockwise to advance
forward in the music
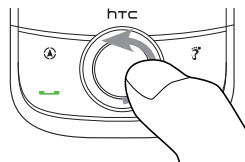
Rotate counterclockwise to
move backward in the music

To set repeat and shuffle modes

Touch **Menu > Repeat** to loop the songs. To toggle shuffle mode on and off, touch **Menu > Shuffle**.

The icons on the upper-right side of the **Music** tab show whether repeat and shuffle modes are enabled.

Repeat [On]   Shuffle [On]

To select music from Audio Manager
Audio Manager organizes music into categories, such as **Artists**, **Album**, **Genre**, **All Songs**, and more. After you have added more albums or music tracks to your device, go to Audio Manager to choose the new albums or music tracks that you want to play.

   1. On the **Music** tab, touch **Library**.

   2. Audio Manager displays the **All Songs** category which lists all the song tracks found on your device. Touch any song in the list to play it on the **Music** tab. When that song has finished, other songs in the All Songs category are played in sequence, or randomly if you have enabled shuffle mode.

For information about selecting other categories and creating playlists in Audio Manager, see Chapter 11.

Weather
The **Weather** tab shows you the current weather as well as weather information for the next four days of the week.

To add a city
The **Weather** tab can display weather information of your local city and other added cities. Follow the steps below to add a city on this tab.

Tip   You can add up to 10 cities on the **Weather** tab.

   1. On the **Weather** tab, tap **Menu > Add Location**. The Select City screen then appears.

   2. Scroll down the list of cities, or filter the list first by entering the first few letters of a country or city name and then tap the **Search** icon (🔍).

   3. Tap the desired city name and then tap **Select**.

To view weather information

Your device automatically connects to the Internet via the data connection or Wi-Fi to download and display weather information. The current temperature, highest and lowest temperature, type of weather (sunny, cloudy, showers, or others), and the time of day (daytime or nighttime) are shown on the **Weather** tab.

Shows the last weather update.

To switch between cities, swipe your finger upward/ downward, tap the Up/Down arrow on the screen, or press Navigation Up/Down.

Touch to update the weather information.

Touch to add or delete a city and configure weather settings.

To customize weather settings

1. On the **Weather** tab, touch **Menu > Settings**.

2. You can choose from the following options:

   • **Download weather data automatically**. When this option is selected, weather information is automatically downloaded from the AccuWeather web site whenever you select the Weather tab, if the data has not been updated within the last three hours. Weather data is also downloaded every time an ActiveSync connection is established (through over-the-air or USB connections).

   Clear this option if you prefer to manually download weather information.

- • **Download when roaming**. Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional costs.

- • **Temperature Scale**. Choose whether to display temperature in Celsius or Fahrenheit.

Tip   To check for more detailed weather information, tap **Menu > About** on the **Weather** tab to access the AccuWeather web site.

Map Search (Available by Country)

The **Map Search** tab uses Google Maps to search for locations and display maps. On this tab, you can type in and search for a street address or for places of interest near your current location, such as restaurants, hotels, and more.

To search for a location

Enter the street address or a place of interest (such as hotel, restaurant, or others) in the search bar.
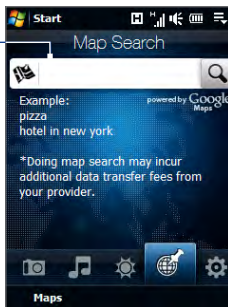
Tap this icon to perform the search.

Tip   Every time you search for places, they will be added to the history list and displayed on the Map Search tab. Next time you want to locate the same address or place of interest, you can just choose it from the history list. This list can store up to eight most recent entries.

To display a map that shows your current location
On the Map Search tab, touch **Maps** at the lower-left side of the screen. The Google Maps screen then opens and displays a map showing your current location.

For more information about using Google Maps, see Chapter 10.

Settings

The **Settings** tab allows you to synchronize information with your computer or the Exchange Server, select a phone profile and other sound settings, and choose a different wallpaper for the **Home** tab. You can also easily turn on and off the communications features of your device such as Wi-Fi and Bluetooth, and change what location data is sent and received on your device.

To select a phone profile
A profile is a preset that determines how your device will alert you when there are incoming phone calls. To select a profile, touch **Sounds** on the Settings tab and then choose one of the following: **Normal**, **Vibrate**, **Silent**, or **Automatic**.

Notes • **Automatic** sets your device to vibrate only when you receive phone calls during scheduled appointments in your Calendar.

• If your device has been set with the alarm clock and you set the profile to Vibrate or Silent mode, you will not hear any sound from the alarm. To enable the alarm sound, make sure you turn on the **Alarm Sound** option on the Sound Profiles screen.

To set sounds or notifications for events

To personalize your device with unique sounds or notifications for different events such as missed calls, new SMS, and more, touch **Sounds** on the Settings tab and then touch **Advanced**.

For more information about setting sounds and notifications, see "To choose how to be notified about events or actions" in Chapter 13.

To change the background image

You can change the background image of the Home tab by following these steps:

1. On the **Settings** tab, tap **Wallpaper**.

2. On the Select a Picture screen, navigate to the folder where the image you want to use is located. When you have found the desired background image, tap the image to select it.

3. Slide your finger to the **Home** tab. You will now see that the background image has changed.

Tips • To reset the Home tab back to the default background, tap **Wallpaper** on the **Settings** tab and then tap **Yes** when you see a confirmation message.

• On the **Settings** tab, tap **All Settings** at the bottom-left side of the screen to access all the available settings for your device. For more information about settings, see Chapter 13.

Programs

The **Programs** tab allows you to add your favorite programs for one-touch access.

Touch a program icon to open the corresponding program.

Touch to access all the programs of your device.

Touch an empty slot to add a favorite program.

Touch to choose which program to remove from the **Programs** tab.

When you have filled up the screen with programs, scroll down the **Programs** tab to access more empty slots and add more programs. To scroll down, press and hold on the screen and then drag your finger upward. You can add up to 18 favorite programs.

To scroll back up, press and hold on the screen and then drag your finger downward.

Note   To replace a slot with another program, you must delete the occupying program shortcut first and then add your desired program.

For more information about accessing, installing, and using programs on your device, see Chapter 12.

3.3 Finger Gestures

You can use finger gestures to scroll, zoom and pan on the touch screen.

Finger scrolling

Finger scrolling can be used to scroll up and down web pages, documents, and lists such as the contacts list, file list, message list, calendar appointments list, and more.
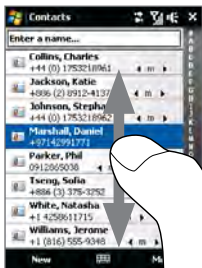
When finger scrolling, swipe or flick your finger on the touch screen.
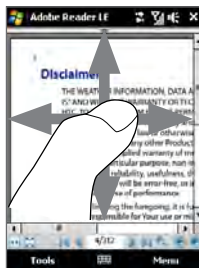
To scroll up and down

- To scroll down, swipe your finger upward on the touch screen.
  To scroll up, swipe your finger downward on the touch screen.

- To auto-scroll, flick your finger upward or downward on the touch screen. Touch the screen to stop scrolling.

To scroll left and right

- To scroll towards the right, swipe your finger to the left.
  To scroll towards the left, swipe your finger to the right.

- To auto-scroll, flick your finger left or right. Touch the screen to stop scrolling.

Finger zooming

The type of finger gesture to use when zooming varies in different programs.

- • To zoom in on a web page in Opera Mobile, tap your finger twice on the screen. See "Using Opera Mobile" in Chapter 8 for details.

- • To zoom in on a photo in Album, make a full-circle swipe on the touch screen. See "Viewing Photos and Videos Using Album" in Chapter 11 for details.

Finger panning

You can use finger panning to move to and view other parts of a zoomed photo, web page, document, or an e-mail. To pan, touch and hold on the touch screen and then drag your finger in any direction.

Tip   To enable or mute finger scrolling and panning sound, touch **Start > Settings > System** tab **> TouchFLO**, and then select or clear the **Enable sound when finger scrolling and panning** check box.

Chapter 4

Entering Text

4.1 Selecting an Input Method

When you start a program or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is displayed, which you can use to enter text.

Tip   Select **Other Input Methods** to display more input methods.

To show or hide the Input Panel, tap the **Input Panel** icon.

Key when pressed

Input Panel (Full QWERTY)

Input Panel icon

Input Selector arrow
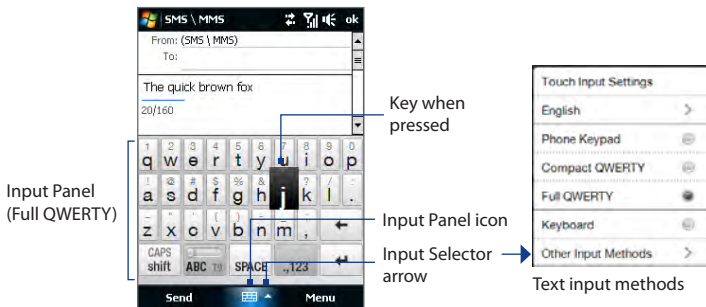
Text input methods

Icon	Input method	Icon	Input method	Icon	Input method
⌨	Full QWERTY	✎	Letter Recognizer or Block Recognizer	⊞	Phone Keypad
⊞	Compact QWERTY	✍	Transcriber	⌨	Keyboard

Note   Some text input methods may not be available in certain language versions of the device.

4.2 Using the Full QWERTY

The **Full QWERTY** is a full on-screen QWERTY keyboard layout similar to a desktop PC keyboard.

Tip You can also use the Windows Mobile on-screen keyboard which also has a QWERTY keyboard layout by selecting **Keyboard** (or **Other Input Methods > Keyboard**) on the Text input method menu.

• Tap to enter letters or symbols.
• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key.

• Tap to enter an uppercase letter.
• Tap twice to turn on Caps Lock.
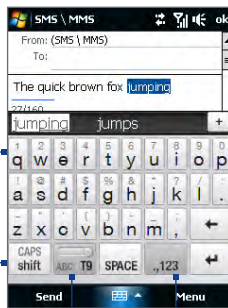
Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap + to add a word to the T9 dictionary.

Tap to delete the previous character.

Tap to create a new line.

Tap to toggle between using **Normal** or **T9** mode.

Tap to open a keyboard layout that lets you easily enter numbers and symbols. See "Using Numeric and Symbol Mode" for details.

To enter text using the Full QWERTY

1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, then tap **Full QWERTY**.
3. Start tapping keys on the keyboard as you would on a PC keyboard to enter your text. To learn how to enter text using T9 mode, see "Using Multitap and T9 Modes" in this chapter.

4.3 Using the Compact QWERTY

The **Compact QWERTY** is a type of on-screen keyboard which features 20 keys. With its large, touch-friendly keys and enhanced features such as T9 predictive input, you can enter text faster and more accurately.

• Tap to enter letters or symbols.
• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key

• Tap to enter an uppercase letter.
• Tap twice to turn on Caps Lock.

Tap to toggle between using **Multitap** or **T9** mode.

Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap + to add a word to the T9 dictionary.

Tap to delete the previous character.

Tap to create a new line.

Tap to open a keyboard layout that lets you easily enter numbers and symbols. See "Using Numeric and Symbol Mode" for details.

Tip   You can tap and hold to immediately open the numeric keyboard.

To enter text using the Compact QWERTY

  1. Start a program that accepts text input, such as Word Mobile.

  2. Tap the **Input Selector** arrow, then tap **Compact QWERTY**.

  3. Start tapping keys on the keyboard to enter your text. To learn how to enter text using Multitap or T9 mode, see "Using Multitap and T9 Modes" in this chapter.

4.4 Using the Phone Keypad

The **Phone Keypad** is a 12-key on-screen keypad that has a layout similar to mobile phone keypads, plus some additional keys. The Phone Keypad has large keys and enhanced input features such as T9 predictive input, which makes it faster for you to enter text in your messages and documents.

• Tap to enter letters or symbols.
• Tap and hold to enter a punctuation mark, symbol, or number that appears on top of a key

• Tap to enter an uppercase letter.
• Tap twice to turn on Caps Lock.
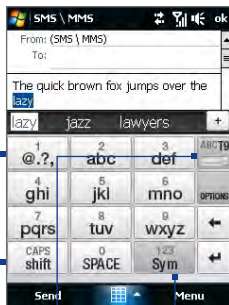
Displays the word candidate list in T9 mode. Tap a word to insert it into your text. Tap $+$ to add a word to the T9 dictionary.

Tap to open the input settings.

Tap to delete the previous character.

Tap to create a new line.

Tap to toggle between using **Multitap** or **T9** mode.

Tap to open a keyboard layout that lets you easily enter numbers and symbols. See "Using Numeric and Symbol Mode" for details.

Tip   You can tap and hold to immediately open the numeric keyboard.

To enter text using the Phone Keypad

  1. Start a program that accepts text input, such as Word Mobile.

  2. Tap the **Input Selector** arrow, then tap **Phone Keypad**.

  3. Start tapping keys on the keyboard to enter your text. To learn how to enter text using Multitap or T9 mode, see "Using Multitap and T9 Modes" in this chapter.

4.5 Using Multitap and T9 Modes

When using the on-screen keyboards, you can choose to enter text using Multitap or T9 mode.

Multitap mode

In **Multitap** mode (for Compact QWERTY and Phone Keypad), enter a character by tapping a key until the desired character is displayed on the screen.

- To enter the first letter that shows on a key, tap the key once. To enter the second letter, tap twice.
- To enter a punctuation mark, symbol, or number that appears on top of a key, tap and hold the key.

T9 mode

T9 is a predictive text input mode which displays a word candidate list as you enter the first few characters so you just select the word that you want.

To enter text using T9 mode

1. Start entering the first few letters of a word. As you enter each letter, predicted words will appear above the keyboard.
2. Tap the desired word to immediately insert it to your text.

   Note Navigate through the word candidate list if there are more words to choose from.

To add a word to the T9 dictionary

If the word that you have entered is not found in the dictionary, you can add it to the dictionary.

1. While in T9 mode, type a letter and then tap $\boxed{+}$ on right side of the word candidate list.

2. Type the word you want to add and then tap $\boxed{\checkmark}$.

Add My Word: non

Tap to not add the word.
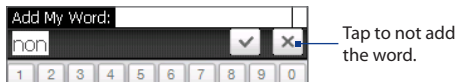
To customize Touch Input settings

1. Tap the **Input Selector** arrow, then tap **Touch Input Settings**.

2. On the Touch Input Settings screen, select or clear the following options according to your preferences:

   • **Spell Correction**. Lets you correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.

   • **Word Completion in T9 mode**. Lets you select from a list of possible words based on the keys that you have tapped and on the words available in the dictionary.

   • **Word Completion in ABC mode**. Lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.

   • **Auto-Substitution**. Automatically inserts an apostrophe when you type common contracted words (for example, "dont" automatically becomes "don't").

3. Tap **Done**.

4.6 Using Numeric and Symbol Mode

Switch to Numeric and Symbol mode to let you easily enter numbers and common symbols such as parentheses, braces, currency signs, punctuation marks, special characters, and more. Numeric and Symbol mode is available when using the **Full QWERTY, Compact QWERTY**, and **Phone Keypad**.

Tap a number or symbol to insert it into your text.

Tap to go to the previous or next page of symbols.

See "To lock the keyboard in Numeric and Symbol mode."

Tap to switch to the numeric keyboard.

Tap to switch back to the letter keyboard layout.

Compact QWERTY and Phone Keypad
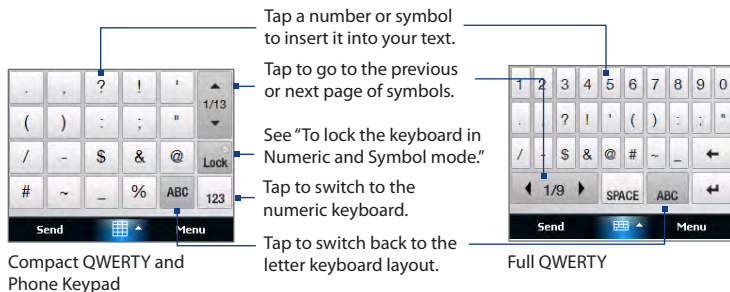
Full QWERTY

To switch to Numeric and Symbol mode

1. While using Full QWERTY, Compact QWERTY, or Phone Keypad, tap 123 / ,123 .

2. Locate the number or symbol, then tap it to insert it into your text.

To lock the keyboard in Numeric and Symbol mode

By default, the keyboard returns to the letter keyboard layout after you enter a symbol. If you need to enter several symbols consecutively, you can set the keyboard to remain in Numeric and Symbol mode.

1. Tap the **Input Selector** arrow and then tap **Other Input Methods > Options**.

2. In the **Input Method** tab, select a **Touch** input method in the **Input method** list, and then tap **Options**.

   3. Clear the **Turn on one-touch symbol entry** check box.

Tip   In Compact QWERTY and Phone Keypad, tap Lock / Lock to toggle between locking
         the keyboard in Numeric and Symbol mode and switching back to the letter keyboard
         layout after tapping a symbol.

4.7 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

   1. From a program, tap the **Input Selector** arrow and then tap **Other Input Methods > Block Recognizer**.

   2. Write characters, numbers, and symbols in the designated writing area.

   •   Enter letters by writing in the **abc** (left) area of the box.

   •   Enter numbers by writing in the **123** (right) area of the box.

   •   Enter symbols and punctuation by tapping the left or right area of the box (a gray dot appears), then writing the desired character.

Tip   For help with writing characters, tap the question mark near the writing area.

4.8 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation marks, which are then converted into typed text.

To use Letter Recognizer

   1. From a program, tap the **Input Selector** arrow and then tap **Other Input Methods > Letter Recognizer**.

   2. Write characters, numbers, and symbols in the designated writing area.

- • Enter uppercase letters by writing in the **ABC** (left) area of the box.
- • Enter lowercase letters by writing in the **abc** (middle) area of the box.
- • Enter numbers by writing in the **123** (right) area of the box.
- • Enter punctuation and symbols by writing the desired character in the **123** (right) area of the box.

Tip   For help with writing characters, tap the question mark near the writing area.

4.9 Using Transcriber

Transcriber is a handwriting recognition program that enables you to write in cursive, print, or a combination of both.

To write using Transcriber

1. Open a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow and then tap **Other Input Methods > Transcriber**. The Transcriber introductory screen appears. Read the introduction and tap **OK**.
3. Position the cursor where you want text to appear.
4. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text. To use this on-screen keyboard, tap ▦ on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

Tips • To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
  • When no text is selected, you can open the keyboard by using the ⫿ gesture (draw a line straight down and then straight up). For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a program, draw a line from left to right across the text you want to edit.

2. After you lift the stylus from the screen, the line disappears and the selected text will be highlighted.

3. Do either of the following:

    • Rewrite the text.

    • Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

4.10 Using CE-Star (Available by Country)

CE-Star is a language add-on application that enables you to easily enter Chinese or Japanese characters, as well as browse web pages and access e-mails that use Chinese or Japanese characters. In addition to using various input methods to enter characters, you can also use CE-Star's PenPower handwriting recognition program to input text by writing on the screen with the stylus.

Notes • CE-Star availability varies by country.
   • To get full functionality from this software, register your copy of CE-Star at www.mobem.com.

To install CE-Star

1. Make sure that your device is connected to your computer via ActiveSync.

2. Insert the Application disc to your computer.

3. Follow the on-screen instructions on your computer to complete the installation.

4. After installation is completed, the Setup Wizard on your computer will set up CE-Star on your device. Follow the on-screen instructions to complete the setup.

To input text using CE-Star

In a program that requires text input, tap the **Input Selector** arrow, and tap **CE-Star**.

Note   If the CE-Star input box is not shown on the keyboard, tap the **Ctl** button.

Ctl button —
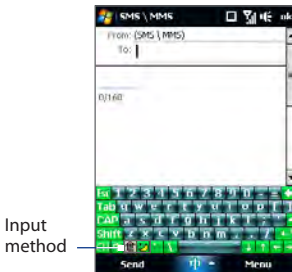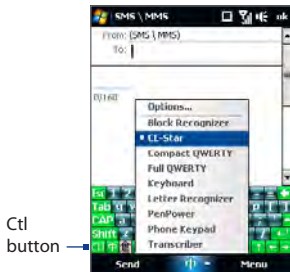
Input method —

To switch between input methods

1. Tap ⊞ to activate the Chinese keyboard and then tap the input method icon (for example 注).

2. Select the input method, then start entering text.

To use PenPower handwriting recognition

1. In a program, tap the **Input Selector** arrow, and tap **PenPower**.
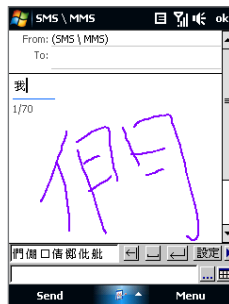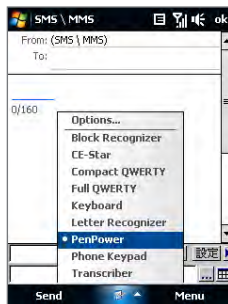
2. Start writing on the screen. The result is recognized and possible matches are displayed. You can correct the result by selecting the desired character shown in the text box at the bottom of the screen.

Chapter 5

**Synchronizing Information
With Your Computer**

5.1 About Synchronization

You can take information from your computer wherever you go by synchronizing them to your device. The following types of information can be synchronized between your computer and your device:

- **Microsoft® Office Outlook® information**, which include Office Outlook e-mail, contacts, calendar, tasks, and notes
- **Notes**, which are created using **Microsoft® Office OneNote® 2007**
- **Media**, such as pictures, music, and video
- **Favorites**, which are the bookmarked links to your favorite web sites
- **Files**, such as documents and other files

Before you can synchronize, you need to install and set up first the synchronization software on your computer. For more information, see "Setting Up Windows Mobile Device Center on Windows Vista®" and "Setting Up ActiveSync® on Windows® XP" in this chapter.

Note   ActiveSync or Windows Mobile Device Center only synchronizes data on your computer and device. If you have installed a storage card and you want to back up files from the storage card, use Windows Explorer on your computer to copy files from the storage card to your computer.

Ways to synchronize

After you have installed the synchronization software on your computer, connect and synchronize your device with your computer by:

- Using the supplied USB sync cable.
  Upon connecting the sync cable to your device and your computer, the synchronization process automatically starts.

- Using Bluetooth.
  You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using

Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 9. For information about synchronizing through Bluetooth, see "Synchronizing via Bluetooth" later in this chapter.

Try to synchronize regularly in order to keep information up-to-date in both your device and your computer.

Notes • You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 7.

  • If you are sending your device for repair or performing a hard reset, data from your device will be lost. It is recommended that you sync your device to your computer to back up your files. To back up files from the storage card to your computer, use Windows Explorer to copy files from the storage card to the computer.

5.2 Setting Up Windows Mobile® Device Center on Windows Vista®

Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista®.

Note Some versions of Windows Vista® come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista®, you can install it from the Getting Started Disc that came with your device.

Set up synchronization in Windows Mobile Device Center
When you connect your device to your computer and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your device. To create a partnership:

  1. Connect your device to your computer. Windows Mobile Device Center configures itself, then opens.

  2. On the license agreement screen, click **Accept**.

3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.

> **Note** Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not synchronize Outlook information.

4. Select the items you want to synchronize, then click **Next**.

5. Enter a device name, then click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information appear on your device after synchronization.

Use Windows Mobile Device Center

To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows Vista computer.

On Windows Mobile Device Center, you can do the following:

- Click **Mobile Device Settings** to change synchronization settings.

- When you click **Pictures, Music and Video > XX new pictures/video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your computer.

- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to synchronize music and video files using Windows Media® Player. For more information, see "Using Windows Media® Player Mobile" in Chapter 11.

- Click **File Management > Browse the contents of your device** to view documents and files on your device.

Note   See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows® XP

The Getting Started disc that comes with your device contains Microsoft ActiveSync 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

Note For a list of compatible Windows systems, go to http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx.

Install ActiveSync

1. Place the Getting Started disc to the disc drive of your computer.
2. Click **Setup and Installation**.
3. Select the **ActiveSync** check box, then click **Install**.
4. Read the license terms, then click **Accept**.
5. When installation is completed, click **Done**.
6. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization in ActiveSync

1. Connect your device to your computer. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your computer, clear the **Synchronize directly with a server running Microsoft Exchange** check box, then click **Next**.
3. Select the information types that you want to synchronize, then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information appear on your device after synchronization.

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your computer using the USB cable or Bluetooth connection.

Start and stop synchronization
You can manually synchronize either from your device or computer.

From your device
- On the TouchFLO Home screen, slide to the **Settings** tab and then touch **Sync Data**; or

- Tap **Start > Programs > ActiveSync**, then tap **Sync**. To end synchronization before it completes, tap **Stop**.

Tip   To delete a partnership with one computer completely, disconnect your device from that computer first. In ActiveSync on your device, tap **Menu > Options**, tap the computer name, then tap **Delete**.

From Windows Mobile Device Center
1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click 🔄 at the lower left of the Windows Mobile Device Center.

   To end synchronization before it completes, click ⭘.

From ActiveSync on your computer
When you connect your device to your computer, ActiveSync automatically opens on your computer and synchronizes.

- To manually start synchronization, click 🔄.
- To end synchronization before it completes, click ❌.

Change which information is synchronized

You can change the information types and the amount of information to synchronize for each type either on your device or your computer. Follow the steps below to change synchronization settings on your device.

Note   Before changing synchronization settings on your device, disconnect it from your computer.

1. In ActiveSync on your device, tap **Menu > Options**.

2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.

3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.

    You can then set the download size limit, specify the time period of information to download, and more.

Notes   • Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your computer's Windows Mobile Device Center or ActiveSync.

   • A computer can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two computers. To ensure that your device will synchronize properly with both computers, set up the second computer using the same synchronization settings you used on the first computer.

   • Outlook e-mail can be synchronized with only one computer.

Troubleshoot sync connection problem

In some cases, when the computer connects to the Internet or a local network, it may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab **> USB to PC**, then clear the **Enable faster data synchronization** check box. This makes your computer utilize a serial USB connection with your device.

5.5 Synchronizing via Bluetooth

You can connect and synchronize your device with the computer using Bluetooth.

Note   To connect and synchronize your device with a computer via Bluetooth, your computer must have a built-in Bluetooth or installed with a Bluetooth adapter or dongle.

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your computer to synchronize through Bluetooth. See the program's Help for instructions.
2. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. See "Bluetooth Modes" in Chapter 9 for details.

   If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth Partnerships" in Chapter 9.
3. On your device, tap **Start > Programs > ActiveSync**.
4. Tap **Menu > Connect via Bluetooth**.

Note   To conserve battery power, turn off Bluetooth when not in use.

5.6 Synchronizing Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Windows Media® Player on your computer to synchronize music and video with your device.

Other than selecting the **Media** information type to be synchronized, all media synchronization settings must be set in Windows Media® Player. Before media can be synchronized, you must do the following:

- Install Windows Media® Player Version 11 on your computer. (Windows Media® Player 11 works only in Windows XP or later versions).

- Connect your device to the computer with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.

- Set up a sync partnership between your device and your computer's Windows Media® Player.

For more information about using Windows Media® Player Mobile, see Chapter 11.

Chapter 6

Exchanging Messages

6.1 Messaging

Messaging is a central location where you will find all types of messaging accounts, which include text messages (SMS), multimedia messages (MMS), and e-mail accounts.

To select a messaging account
Do one of the following:

- On the TouchFLO Home screen, slide to the **Mail** tab and then touch **Menu > Accounts > Accounts**. The Account Picker screen then opens where you can select an account.

    Tip You can also tap **Start > Messaging** to access the Account Picker screen.

- While you are in a message list of a certain account, for example SMS \ MMS, tap **Menu > Go To** to switch to other types of messaging accounts.
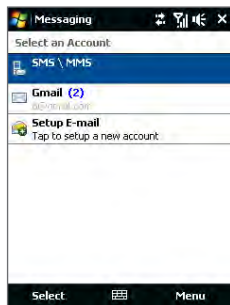
Account Picker screen

To configure message account settings
- Tap **Menu > Options** on the Account Picker screen; or
- Tap **Menu > Tools > Options** while you're in a message list.

To automatically add a signature in outgoing messages
You can automatically add your name and other information as your signature in outgoing SMS, MMS, and e-mail messages:

Note You need to specify your signature for each type of messaging account.

1. Tap **Start > Messaging**, then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select a messaging account in which to add a signature.

4. Select the **Use signature with this account** check box.

5. In the provided text box, enter the information that will be displayed as your signature.

6. If you want the signature to be added whenever you reply or forward messages, select the **Use when replying and forwarding** check box, then tap **OK**.

7. Repeat the steps to add a signature to other messaging accounts.

6.2 Text Messages

Send short text messages (SMS) to other mobile phones. SMS messages have a 160-character limit. If you continue to enter text after the limit is reached, the text message will be delivered to your recipients in two or more separate messages. These are called concatenated SMS messages. If your recipient's mobile phone supports concatenated messages, they will receive your complete SMS message at one time.

Create a new text message
Depending on your preference, there are a number of alternative ways you can create a new text message.

From the TouchFLO Home screen
1. On the Home screen, slide to the **Messages** tab.

2. Touch the **New Message** icon ( ) on the upper right side of the screen.

Tip   To send a text message to a favorite contact, first select the photo of the desired contact in the **People** tab to open his or her contact card and then touch **Send text message**. For more information about working with favorite contacts, see "People" in Chapter 3.

From the Account Picker screen

   1. Tap **Start > Messaging > SMS \ MMS**.

   2. Tap **Menu > New > SMS**.

From the Contacts screen

   1. Tap **Start > Contacts**.

   2. Tap the contact's name to open his or her contact card.

   3. Touch **Send text message**.

Compose and send a text message

After creating a new text message, follow the steps below to enter your message and then send it.

   1. To add recipients, enter their mobile phone numbers in the **To** field, separating them with a semicolon. You can also tap **To** or tap **Menu > Add Recipient** to add mobile phone numbers from Contacts**.**

   2. Enter your message.

   Tip   To choose from preset messages, tap **Menu > My Text** and tap a desired message. To check the spelling, tap **Menu > Spell Check**.

   3. Tap **Send**.

Tips   •   For more information about entering text and symbols, see Chapter 4.

   •   If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options**, then select the **Request message delivery notification** check box.

   •   To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **SMS \ MMS**, then select the **Request delivery notifications** check box.

Manage text messages

Text messages that are sent to and received from a contact (or number) are grouped as a single thread in your inbox. Threaded SMS lets you see exchanged messages (similar to a chat program) with a contact on the screen.
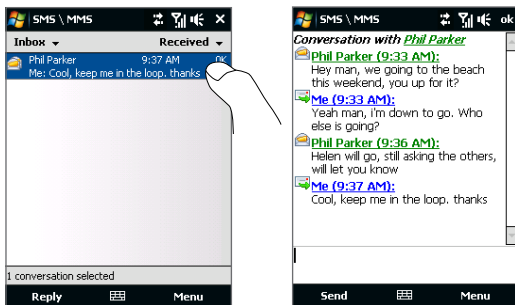
To reply to a text message

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. At the bottom of the screen, type your reply message and then tap **Send**.
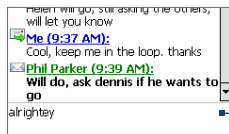
Enter your reply message here

To copy a message in the thread to the SIM card

1. In the SMS \ MMS inbox, tap the message to open it.

2. Use the Navigation Up or Down control to select a message in the thread that you want to copy to the SIM card.

   Note You cannot copy a sent message from the thread to the SIM card.

3. Tap **Menu > Copy to SIM**.

To copy a text message from the SIM card to the device

1. In the SMS \ MMS inbox, select the SIM message you want to copy.

2. Tap **Menu > Copy to Phone**.

Note Copying SIM text messages to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

To delete a message in the thread

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. Use the Navigation Up or Down control to select a message in the thread that you want to delete.

3. Tap **Menu > Delete**.

To delete all messages in a thread

1. In the SMS \ MMS inbox, select a message thread using the Navigation Up or Down control.

2. Tap **Delete**.

To reply to a text message with an MMS message

You can reply to a text message in a thread or to a SIM text message using an MMS message.

1. In the SMS \ MMS inbox, tap a message thread to open it.

2. Tap **Menu > Insert**, and then in the menu, select the item you want to insert: **Picture/Video**, **Audio** or **Attachment**.

Tip   Tap **Menu > Advanced Composer** after adding a picture/video, audio, or attachment to compose an MMS message complete with text, emoticons, media and attachments.

3. Tap **Send**.

Tip   You can also insert a vCard or vCalendar in your MMS message.

6.3 MMS

Sending multimedia messages (MMS) to your friends and family is fun and easy. You can include pictures, videos, and audio clips in a multimedia message.

Notes • Multimedia messaging is a charged service and has to be provisioned on your mobile phone account. Contact your wireless service provider to have MMS provisioned as part of your calling plan.

• Make sure the size of MMS messages that you send is within the limits allowed by your wireless service provider.

Change MMS settings

Check your device to see if it is preconfigured with your wireless service provider's MMS settings. Add the MMS settings of your wireless service provider if there are no preset MMS settings found on your device.

To configure MMS message settings

1. Tap **Start > Messaging > SMS \ MMS**.

2. Tap **Menu > MMS Options**. The Settings screen then appears.

3. In the **Preferences** tab, choose from the available options according to your needs.

4. Tap the **Servers** tab and check if your device is preset with MMS server settings.

If there are no preset settings, tap **New** and enter the following information, which you obtained from your wireless service provider:
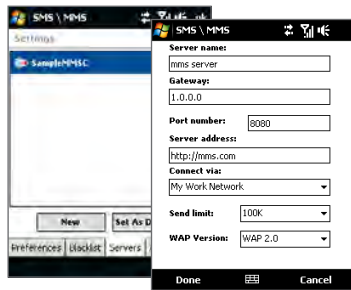
- **Gateway**. Location of the MMS server, which is usually in the form of an IP address.

- **Port number**. HTTP port number used for connecting to the MMS server and for file transfer.

- **Server address**. URL address of the server where MMS messages are stored.

- **Connect via**. Select the connection that your device uses for MMS messages.

- **Send limit**. Select the maximum MMS message size allowed by your wireless service provider.

- **WAP version**. Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your wireless service provider.

5. Tap **Done**.

Notes   • If your device already has preset MMS settings, it is recommended that you do not change these settings. If you change the preset settings, your device may not be able to send and receive MMS messages.

   • If you add several MMS message service providers to the Settings screen, you can choose one as your default provider. Select the provider's name in the list, then tap **Set As Default**.

Create and send MMS messages

You can compose MMS messages in a combination of slides, where each slide can consist of a photo, video or audio clip, and/or text.

To compose an MMS message

1. Tap **Start > Messaging > SMS \ MMS**, then tap **Menu > New > MMS**.

2. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

   Note If you prefer to start composing from a blank MMS message every time, select the **Always choose custom** check box.

3. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.

   Note You may need to scroll up to see Cc and Bcc.

4. Enter a subject for your message.

5. Tap the **Insert** icon (![insert icon])to select and insert a photo or video clip. When selecting a photo or video clip, you can:

   • Tap **Select** to insert the selected photo or video clip into the MMS message you are composing.

   • Tap ![camera icon] to take a photo and insert it into the MMS message.

   • Tap ![video icon] to record MMS video and insert it into the MMS message.

   • Tap **Exit** (![exit icon]) to quit selection and return to the MMS message.

6. Enter text and insert audio clips by tapping the respective areas. See "To add text to an MMS message" and "To add an audio clip to an MMS message" for details.

7. To add more slides, tap ![slide icon] or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to insert photos/videos, text, and audio onto your slides.

8. Tap **Send** to send the MMS message.

> **Tip** You can also send an MMS message from Pictures & Videos, Album, or the Camera program.

To add text to an MMS message
When you tap **Insert text here** on your MMS message, an empty screen appears where you can enter your text. You can insert the following types of information:

Enter your own text

Choose from common words or phrases from the My Text list

Include a Favorites link

Add an emoticon

Insert contact information

Insert calendar appointment
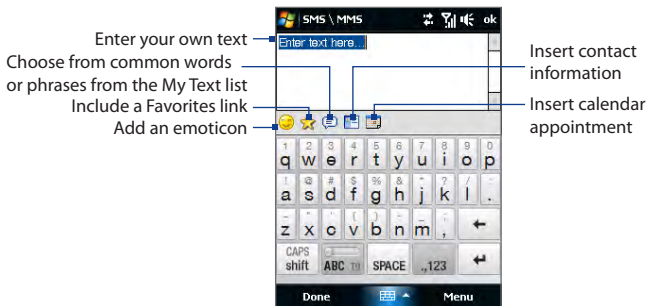
> **Tip** To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To add a new phrase, tap **New**.

To add an audio clip to an MMS message
You can add one audio clip per slide in your MMS message.

1. Tap **Insert audio** on your MMS message.

   By default, My Documents will be shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the down arrow ($\blacktriangledown$) to return to the upper folder.

2. Select an audio file. When selected, you can:

- Tap ▶ to play the audio clip, ⏸ to pause, or ■ to stop playback.
- Tap **Select** to insert it into your MMS message.
- Tap **Exit** (✕) to quit selection and return to your MMS message.

Note   To record a new audio clip and add it to your MMS message, tap ♫♫. The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted into your MMS message.

View and reply to MMS messages

To view an MMS message

- Use the playback controls ▶, ⏸, and ■.
- Tap **Contents** to see a list of files included in the message. On the Message Contents screen, you can do the following:
  - To save a file, select it, and tap **Menu > Save**.
  - To save the contents of a text file to the My Text list, tap **Menu > Save into My Text**.
  - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

To reply to an MMS message

1. In the SMS \ MMS inbox, press Navigation Up or Down to select the mobile phone number or name of the contact who sent you the MMS message.

2. In the threaded message, MMS messages will have the 📧 icon. Tap this icon to open and view an MMS message.

3. After viewing the MMS message, tap **Menu > Reply > via MMS** to reply with an MMS message or tap **Menu > Reply > via SMS** to reply with a text message.

To block a phone number from sending you MMS messages

If you do not want to receive MMS messages from a particular sender, you can add the sender's phone number to the MMS Blacklist.

1. When you receive a new MMS message, open and view the message.

2. To avoid receiving MMS messages from this sender next time, tap **Menu > Show > Message Detail**.

3. On the Message Detail screen, tap **Menu** > **Show Contact Details**.

4. Tap **Menu > Save to Blacklist**.

5. Tap **Done**.

Tip   To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Go to the SMS \ MMS inbox, tap **Menu > MMS Options > Blacklist** tab, tap and hold the phone number in the Blacklist, and then tap **Delete**.

6.4 Types of E-mail Accounts

You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you sync with your computer or the Exchange Server.

- E-mail account that you have from an Internet Service Provider (ISP) or other e-mail provider.

- Web-based e-mail accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, and others.

- Work account that you access using a VPN connection.

Set up your device to synchronize Outlook e-mail with the computer

If you have installed the synchronization software on your computer and created a partnership with your device, then your device is ready to send and receive Outlook e-mail.

If you have not yet installed the synchronization software nor created a partnership, do so by following the procedures in Chapter 5.

Tip   To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via an over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company e-mail server, see Chapter 7.

Add an e-mail account

To add a new e-mail account, you can do one of the following:

- On the TouchFLO Home screen, slide to the **Mail** tab and then touch **New Account** if you are adding an e-mail account for the first time or tap **Menu > Accounts > Setup E-mail**; or

- Tap **Start > Messaging > Setup E-mail**.

The E-mail Setup wizard then opens and lets you enter your e-mail account settings. See "E-mail Setup Wizard" in this chapter for details.

6.5 E-mail Setup Wizard

Windows Mobile's **E-mail Setup** wizard walks you through the process of setting up your e-mail account. It has an Auto Setup feature which can automatically set up your e-mail account based on the e-mail address and password that you enter, if your e-mail provider settings are preconfigured on your device. If the settings are not found on your device, Auto Setup then attempts to retrieve the settings online for which you may be charged when your device connects to the Internet and downloads them. If it cannot find the e-mail settings online, you need to enter them manually.

Note   For more information about setting up your company Outlook e-mail account, see Chapter 7.

Set up an Internet e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account from an Internet service provider (ISP) or other e-mail service provider, or a web-based account such as Gmail, Yahoo! Mail Plus, or AOL. You can also add a work account that you access using a VPN server connection as a POP3/IMAP4 account.

1. Add a new e-mail account. See "Add an e-mail account" for instructions.

2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.

3. If e-mail provider settings are found preconfigured on your device, the E-mail Setup wizard shows a successful message. Tap **Next**.

   If the settings are not found on your device, select the **Try to get e-mail settings automatically from the Internet** checkbox to find and download e-mail server settings from the Internet and then tap **Next**.

4. Enter **Your name** and the **Account display name** and then tap **Next**.

> **Note**   If the E-mail Setup wizard was unsuccessful in finding and downloading settings from the Internet, select **Internet e-mail** from the **Your e-mail provider** list on the next screen. You will be asked to enter e-mail server settings. See "To specify e-mail server settings" for details.

5. In the **Automatic Send/Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

> **Note**   Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see "To customize download and format settings."

6. Tap **Finish**.

To specify e-mail server settings

If Auto Setup is unsuccessful, contact your ISP or e-mail provider for the **Incoming mail server** and **Outgoing mail server** settings so you can enter them on your device.

Other options that you can select include the following:

- Select the **Outgoing server requires authentication** check box, if required by your provider.

- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the **Use the same user name and password for sending e-mail** check box. You will be prompted to enter this information.

- Tap **Advanced Server Settings**, then select the **Require SSL** check boxes if your e-mail provider uses an SSL connection for more secured e-mail. From the **Network connection** list, select the data connection that you use for connecting to the Internet.

To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap the **Review all download settings** link at the bottom of the screen to choose download options, message format, and other settings.

Options	Description
Automatic Send/Receive	You can select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your device.
Send/receive when I click Send	By default, messages are immediately delivered when you tap **Send**. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping **Menu > Send/Receive**).
Use automatic send/ receive schedule when roaming	This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your device.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

Set up a custom domain e-mail

When you are using an e-mail domain name that is hosted by a different e-mail provider (for example, your e-mail address may be Benjamin@startup.com but Email.com hosts the e-mail account and provides e-mail services), select the **Custom Domain** option in the E-mail Setup wizard to set up your e-mail account on your device.

1. Add a new e-mail account. See "Add an e-mail account" for instructions.

2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.

3. Clear the **Try to get e-mail settings automatically from the Internet** and then tap **Next**.

4. In **Your e-mail provider**, select **Custom domain** and then tap **Next**.

5. Enter the domain of your e-mail provider and then tap **Next**.

6. The E-mail Setup wizard then tries to find the e-mail provider settings on your device or from the Internet. If the settings are found, it shows a successful message. Tap **Next**.

7. Enter **Your name** and the **Account display name** and then tap **Next**.

   Note If the E-mail Setup wizard was unsuccessful in finding the settings, you will be prompted to enter e-mail server settings on the succeeding screens. See "To specify e-mail server settings" for details.

8. In the **Automatic Send/Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

   Note Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see "To customize download and format settings."

9. Tap **Finish**.

6.6 Using E-mail

After setting up e-mail accounts on your device, you can start sending and receiving e-mail messages.

Create a new e-mail message

Depending on your preference, there are two ways you can create a new e-mail message.

To start from an empty message

1. On the TouchFLO Home screen, slide to the **Mail** tab.

2. Select the e-mail account you want to use on the right side of the screen.

3. Touch the **New E-mail** icon ( ) to create a new e-mail.

To send an e-mail to a favorite contact

1. On the TouchFLO Home screen, slide to the **People** tab.

2. Swipe your finger on the screen to scroll through the photos of your favorite contacts.

3. Touch the photo of the desired contact and then touch **Send e-mail**.

For more information about working with favorite contacts, see "People" in Chapter 3.

Tip   You can also touch **Start > Contacts**, select a contact name, and then touch **Send e-mail**.

Compose and send an e-mail

After creating a new e-mail, follow the steps below to enter your message and then send it.

1. To add recipients, enter their e-mail addresses, separating them with a semicolon. You can also tap **To** if you want to add e-mail addresses stored in Contacts.

2. Enter a subject and compose your message.

   Tip   To choose from preset messages, tap **Menu > My Text** and tap a desired message. To check the spelling, tap **Menu > Spell Check**.

3. Tap **Send**.

Tips   • For more information about entering text and symbols, see Chapter 4.

• To set the message priority, tap **Menu > Message Options**.

• If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

To add an attachment to a message

1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.

2. Select the file or picture you want to attach, or record a voice note.

Filter the Inbox message list

When the Inbox on your device is full of messages, you can filter your Inbox to display only the messages that contain a particular sender or subject you are searching for.

To filter your Inbox

Enter the sender name or e-mail subject you want to look for. As you type characters, the message list narrows down to the sequence of characters you have entered.
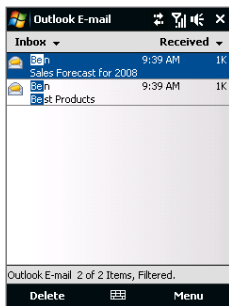
For example, entering "B", then "E" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "BE."

View and reply to messages

To download a complete e-mail

By default, each e-mail received in the inbox on your device contains only the first few kilobytes of the message. When you open an e-mail, it displays only the headers and part of the message. You must download the whole e-mail to view the complete content.

To download a complete e-mail message, open the e-mail and then do one of the following:

- Finger-scroll to the end of the message, and tap **Get entire message and any attachments** (POP3 e-mail account) or tap **Get the rest of this message** (IMAP4 and Outlook e-mail accounts).

- Tap **Menu > Download Message**.

Notes • The Fetch Mail feature, which is available for POP3 and IMAP4 Internet e-mail accounts, downloads an entire e-mail without the need for you to perform a full synchronization. This limits the download to just the e-mail message that you want and helps save data cost.

Fetch Mail is also available for Outlook E-mail. See "Instant download through Fetch Mail" in Chapter 7 for details.

• Download may take some time, depending on the speed of your Internet connection, size of the whole e-mail, and whether file attachments are automatically downloaded.

To download file attachments

• **POP3 e-mail account:**

File attachments of a POP3 Internet e-mail account are automatically downloaded when you download a complete e-mail.

• **IMAP4 and Outlook e-mail accounts:**

File attachments appear below the subject of an e-mail message. Tapping an attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

You can set automatic download of file attachments. See "Customize e-mail settings" in this chapter for details.

To reply to or forward a message

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.

2. Enter your response, then tap **Send**.

Notes • You can receive and view HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing. HTML e-mail support in Outlook Mobile is available only if you are synchronizing your device with Microsoft Exchange Server 2007.

• When replying using an Outlook e-mail account, you can customize ActiveSync to exclude addresses, including your own, from being added to the recipient list. Tap **Menu > Options** in ActiveSync, select the **E-mail** item, tap **Settings**, then tap **Advanced**. In the **My e-mail addresses** text box, enter e-mail addresses you want to exclude.

Synchronize e-mails

Synchronizing e-mails ensures that new e-mails are downloaded to the device Inbox folder, e-mails in the Outbox folder are sent, and e-mails deleted from the server are removed from your device. The manner in which you synchronize e-mails depends on the type of e-mail account you have.

To automatically synchronize an Outlook e-mail account

1. Connect device to your computer through USB or Bluetooth.

Otherwise, connect through Wi-Fi or a data connection if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 7.

2. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

To manually synchronize your Outlook or Internet e-mail account

1. Select your Internet e-mail account. (See "To select a messaging account" in this chapter.)

2. Tap **Menu > Send/Receive**.

Customize e-mail settings

To change the download size and format for Outlook e-mail

1. Disconnect your device from the computer.

2. Tap **Start > Programs > ActiveSync**.

3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.

4. On the E-mail Sync Options screen:

- Under **Message format**, select HTML or Plain Text. HTML is only available when connected to Microsoft Exchange Server 2007 or later.

- Under **Download size limit**, select the desired e-mail size.

5. Close ActiveSync and reconnect your device to the computer.

To change the download size and format for Internet e-mail

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your POP3 or IMAP4 Internet e-mail account.
3. Tap **Download Size Settings**.
4. Under **Message format**, select HTML or Plain Text.
5. Under **Download size limit**, select the desired e-mail size.
6. Tap **Done**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap the name of your IMAP4 e-mail account.
3. Tap **Download Size Settings**.
4. In **Download attachments**:
   - Select **All attachments** to always download file attachments; or
   - Select a file size limit for a uto-downloading attachments.
5. Tap **Done**.

To store attachments on the storage card

1. Tap **Start > Messaging**.
2. Tap **Menu > Options > Storage** tab.
3. Select the **When available, use this storage card to store attachments** check box.

Chapter 7

Working With Company E-mails and Meeting Appointments

7.1 Synchronizing with the Exchange Server

To keep up-to-date with your company e-mails and meeting schedules while you're out of the office, you can connect your device to the Internet through Wi-Fi or a data connection and synchronize with your company's Exchange Server.

Set up an Exchange Server connection

Before you can synchronize or access information on the Exchange Server, you need to set up an Exchange Server connection on your device. You need to get the following information from your network administrator and enter them on your device:

- Exchange Server name (must be Outlook Web Access server name)
- Domain name
- User name and password that you use at work

If you have not synchronized your device with your computer, follow these steps to set up an Exchange Server connection.

1. Add a new e-mail account. See "Add an e-mail account" in Chapter 6 for instructions.
2. Enter the **E-mail address** and **Password** for the e-mail account and select the **Save password** option. Tap **Next**.
3. Clear the **Try to get e-mail settings automatically from the Internet** option and tap **Next**.
4. In **Your e-mail provider**, select **Exchange server** and tap **Next**.
5. Tap **Next** again.
6. Select the **Attempt to detect Exchange Server Settings automatically** option and tap **Next**.
7. Enter the **Domain** name and tap **Next**.
8. In **Server address**, enter the Exchange Server address and tap **Next**.

9. Select the items that you want to sync with the Exchange Server.

> **Tips** • To change synchronization settings of an information item, for example, E-mail, select the item, then tap **Settings**.
>
> • To change the rules for resolving synchronization conflicts, tap **Menu > Advanced**.

10. Tap **Finish**.

Notes • If you synchronized e-mails with your computer before, open ActiveSync on your device, then tap **Menu > Add Server Source** to set up an Exchange Server connection. When prompted to select information types for synchronization, you must first clear the **E-mail** check box under the Windows PC item before you can select **E-mail** under Exchange Server.

 • To change Exchange Server settings, open ActiveSync on your device, then tap **Menu > Configure Server**.

Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a Wi-Fi or data connection to the Internet so that you can synchronize over the air. For more information about connections, see Chapter 8.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

To manually start synchronization, you can do one of the following:

 • On the TouchFLO Home screen, slide to the **Settings** tab and then touch **Sync Data**; or

 • Tap **Start > Programs > ActiveSync** and then tap **Sync**.

Note If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the computer to "pass through" to the network and download Outlook e-mails and other information to your device.

7.2 Working With Company E-mails

Your device gives you instant access to your company e-mails and lets you manage your messages easier. Direct Push, Fetch Mail, Remote e-mail search, and e-mail flags are just some of the tools you can use to manage your e-mails.

Note   Some messaging features depend on the Microsoft Exchange Server version used in your company. Check with your network administrator for the availability of these features.

Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. Items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a Wi-Fi or data connection on your device.

You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

Requirement   The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version**.

You can turn on Direct Push in the Comm Manager or ActiveSync.

To turn on Direct Push in Comm Manager

1. To open the Comm Manager, slide to the **Settings** tab on the TouchFLO Home screen and then touch **Communications**.

   Tip   You can also tap **Start > Programs > Comm Manager**.

2. On the Comm Manager screen, touch **Microsoft Direct Push**.

To turn on Direct Push in ActiveSync

   1. Tap **Start > Programs > ActiveSync** and then tap **Menu > Schedule**.

   2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

Note   When Direct Push is off, you need to manually retrieve your e-mails.

Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information.

   1. In ActiveSync on your device, tap **Menu > Schedule**.

   2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently. (Peak times usually refer to your working hours when e-mail volume is high).

   3. Select a longer interval in the **Off-peak times** box.

   Tip   To set the days and hours that make up your peak and off-peak times, tap the **peak times** link at the bottom of the screen.

Instant download through Fetch Mail

The **Fetch Mail** feature downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action. This limits the download to just the e-mail message that you want and helps save data cost.

Requirement   Fetch Mail works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.

   1. On the TouchFLO Home screen, slide to the **Mail** tab, select your **Outlook** account, and then tap **Inbox**.

   Tip   You can also tap **Start > Messaging > Outlook E-mail**.

   2. Open an e-mail message.

3. By default, only the first few words of the message is shown. To download the whole e-mail, finger-scroll to the end of the message, then tap **Get the rest of this message**.

4. Wait for the remainder of the message body to download.

Notes • For information about changing e-mail sync options such as setting the download size for e-mail, see "Customize e-mail settings" in Chapter 6.

• When you receive an e-mail that contains a link to a document such as a PDF or Microsoft Office document located on SharePoint or an internal file server, you can tap the link to view the document on your device. You can view the document only if you have a Microsoft Outlook account that synchronizes with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

Search for e-mails on the Exchange Server

You can access e-mails that are not available on your device by searching your Microsoft Exchange Server mailbox. The search results are downloaded and displayed in a Search Results folder.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.

2. Tap **Menu > Tools > Search Server**.

3. In the **Look for** text box, enter the search keyword.

4. Choose the date range of messages to search from.

5. In the **Look in** list, specify whether to search in the **Inbox**, **Sent Items**, or **All Folders**.

6. Tap **Search**.

Tip To clear the search results and return to the message list, tap **Menu > Clear Results**.

Flag your messages

Flags serve as a reminder for you to follow-up on important issues or requests contained in e-mail messages. Flagging messages, which has been a useful feature on desktop Outlook E-mail, can also be done in Outlook Mobile on your device. You can flag received e-mail messages on your device.

Requirement   Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

1. Open Outlook on your device and access the Inbox.

2. Select a message or open a message.

3. Tap **Menu > Follow Up** and select one of the following options:

   • **Set Flag** Mark the message with a red flag to indicate that it needs follow up.

   • **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.

   • **Clear Flag** Remove the flag to unmark the message.

Note   E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.
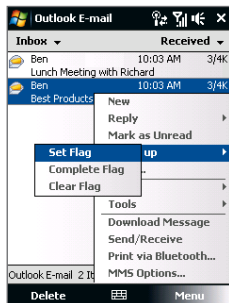
Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

To send out-of-office auto-reply messages

1. Tap **Start > Messaging > Outlook E-mail**.

2. Tap **Menu > Tools > Out of Office**.

3. In the **I am currently** list, select **Out of the Office**.

4. Enter your auto-reply message, then tap **Done**.
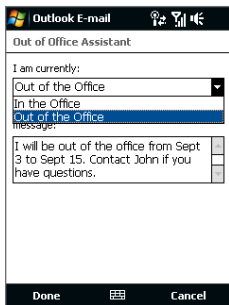
7.3 Managing Meeting Requests

When you schedule and send meeting requests from your device, you can invite attendees to your meeting and check their status to know about their availability.

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Requirement   Your company must be using **Microsoft Exchange Server 2007 or higher**.

To reply to a meeting request

1. When you receive a meeting request e-mail, a notification will be displayed on your device. Open the e-mail.

2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

    Tips • Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.

    • If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.

3. Choose whether or not to edit your response e-mail before sending, then tap **OK**.
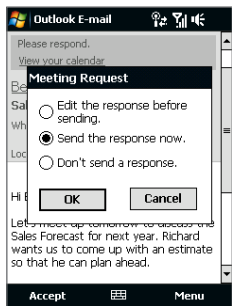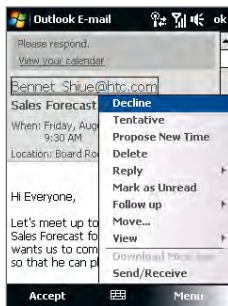
If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

To view the list of meeting participants

1. Tap **Start > Calendar**.

2. Tap a meeting request that you sent and then tap **Attendees**. The required and optional attendees will be listed.

Icons indicating whether each attendee has accepted or declined the meeting request will also be displayed.

Note To see the icon indicators in the attendees list, make sure Calendar is synchronized with the Exchange Server.

**Tips** • For information about creating a meeting request, see "To send a meeting request" in Chapter 12.

• To view an attendee's contact information, tap the attendee's name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

7.4 Finding Contacts in the Company Directory

In addition to having contacts on your device, you can access contact information from your organization's Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

Requirement   Access to the Company Directory is available only if your organization is running **Microsoft Exchange Server 2003 SP2 or higher**, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with the Exchange Server.
2. Do any of the following:
   - In Contacts, tap **Menu > Company Directory**.
   - In a new e-mail message, tap the **To** box (or tap **Menu > Add Recipient),** then tap **Company Directory** on the top of the list.
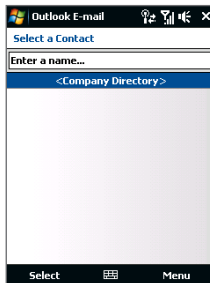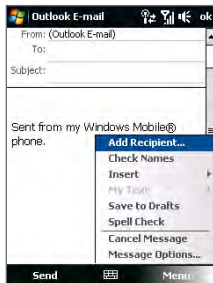
   - When creating a meeting request and selecting required and optional attendees in Calendar, tap **Company Directory**.
3. Enter a partial or full contact name and tap **Search**. In the search results list, tap a contact to select it.
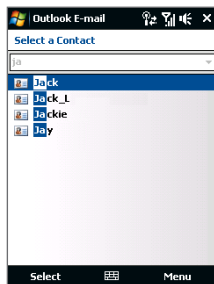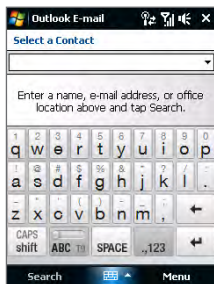
Notes • You can save a contact from the Company Directory to your device by selecting the contact, then tapping **Menu > Save to Contacts**.

   • You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

Chapter 8

Internet

8.1 Ways of Connecting to the Internet

Your device's networking capabilities allow you to access the Internet or your corporate network at work through one of the following connections:

- Wi-Fi
- 3G, GPRS, or EDGE
- Dial-up

Note   You can also add and set up the following connections:

- **VPN:** A VPN connection is used to access your corporate network by using an existing Internet connection.

- **Proxy:** A Proxy connection is used to access the Internet using an existing connection to your corporate or WAP network.

Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 meters (300 feet).

To use Wi-Fi on your device, you need access to a wireless access point or "hotspot".

Note   The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

To turn Wi-Fi on and off

1. On the Home screen, slide to the **Settings** tab.
2. On the Settings screen, tap **Communications** > **Wi-Fi** to enable/disable the wireless function.

   When enabled, the **On** indicator is activated and available wireless networks will be detected.

To connect to a wireless network

After Wi-Fi is turned on, your device scans for available wireless networks in your area.

1. The network names of the detected wireless networks are displayed on a pop-up message window. Tap the desired wireless network, then tap **OK**.

   Note When you select an open (unsecured) network, you will be automatically connected to the network after tapping OK. You do not need to do steps 2 and 3.

2. On the next pop-up message window, do one of the following:

   • Tap **The Internet** if the wireless network connects your device to the Internet.

   • Tap **Work** if the wireless network connects your device to a private network.

3. Enter the key and then tap **Connect**.

Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks.
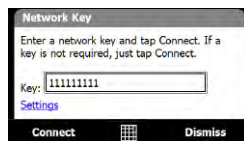
To check wireless network status

You can check the current wireless connection status from any of the following screens of your device:

- **Title bar**

   When you enable Wi-Fi on your device, the Wi-Fi ON icon ? appears on the title bar.

   After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon ?? appears on the title bar. The arrows in this icon move back and forth while your device is scanning for a wireless network signal. Once your device successfully connects to a wireless network, the arrows stop moving.

- **Wireless LAN screen**

   On the Home screen, slide to the **Settings** tab and then tap **Menu > Wireless Network**. On the **Main** tab, you will see the wireless network that your device is currently connected to.

   The configuration and signal quality of the wireless network are also shown.
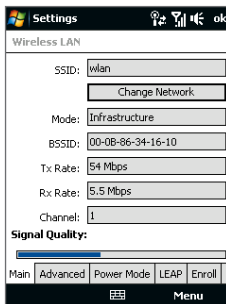
• **Configure Wireless Networks screen**

On the Home screen, slide to the **Settings** tab and then tap **All Settings**. In the **Connections** tab, tap **Wi-Fi**, then tap the **Wireless Networks** button. This screen displays the wireless networks currently available.

To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**. Tap a wireless network in the list to view or change its connection settings.

You can also add new wireless networks, if available, by tapping **Add New**.

To save battery power while connected to a wireless network

Using Wi-Fi quickly consumes battery power. Turn off Wi-Fi when not in use. You can also enable power saving settings.

1. On the Home screen, slide to the **Settings** tab.

2. On the Settings screen, tap **Menu > Wireless Network > Power Mode** tab.

3. On the **Power Mode** tab, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.

   For example, move the slider to the left (Best Performance) to have the optimal wireless network performance; move to the right (Best Battery) to obtain the maximum battery usage.
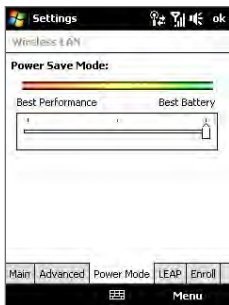
GPRS/3G

Use **GPRS/3G** (or **EDGE**, if available) to connect to the Internet and to send and receive e-mail and picture messages on your device. You will need a data plan to use your wireless service provider's GPRS/3G network. Check with your wireless service provider to find out about GPRS/3G rates.

If you completed the Connection Setup process for auto-configuring the data connection the first time you turned on your device, your device is then ready to use your wireless service provider's GPRS/3G services. Do not change the connection settings as this may cause services to stop working.

Note   If you did not complete the auto-configuration process before, follow the instructions in "To manually select the network operator to use for data connections" in Chapter 13 to configure the data connection for your device.

To add a new GPRS/3G connection

When you need to add another GPRS/3G connection on your device, obtain the **Access point name** from your wireless service provider. Also, check if the GPRS/3G network requires a user name and password.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **Connections** tab, tap **Connections**.

3. In **My ISP**, tap **Add a new modem connection**.
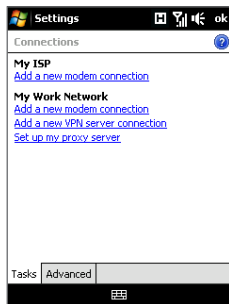
4. On the Make New Connection screen, enter a name for the connection.

5. In the **Select a modem** list, select **Cellular Line (GPRS , 3G)**, then tap **Next**.

6. Enter the Access point name, then tap **Next**.

7. Enter the user name and password, if required, then tap **Finish**.

Notes • To view help information for any screen, tap the help icon (🔵).

• To modify your connection settings, tap **Manage existing connections** and then tap **Edit**.

Dial-up

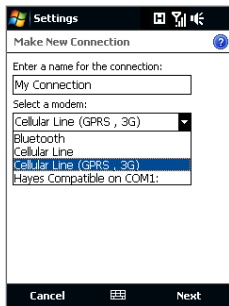To set up a dial-up connection to your Internet Service Provider (ISP) on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **Connections** tab, tap **Connections**.

3. In **My ISP**, tap **Add a new modem connection**.

4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.

5. Enter the ISP server phone number, then tap **Next**.

6. Enter your user name, password, and any other information required by your ISP, then tap **Finish**.

8.2 Starting a Data Connection

After setting up a data connection such as GPRS/3G or ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Opera Mobile.

To manually connect or disconnect a data connection
1. On the Home screen, slide to the **Settings** tab and then tap **Communications** to open the Comm Manager.
2. Tap **Data Connection** to connect or disconnect the data connection. When your device successfully establishes the data connection, the ON indicator is activated.

To choose from multiple types of data connections
If you have set up multiple types of data connections on your device, you can choose and manually start a desired connection.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Connections** tab, tap **Connections**.
3. Tap **Manage existing connections**.
4. Tap and hold the name of the desired connection, then tap **Connect**.

8.3 Using Opera Mobile™

Opera Mobile™ is a full-featured Internet browser, optimized for use on your device.

Note   You can also use Internet Explorer® Mobile to browse the web. To open Internet Explorer Mobile, tap **Start > Internet Explorer**.

To open Opera Mobile
On the Home screen, slide to the **Internet** tab and then tap the globe image on the screen or tap **Browser** at the bottom-right side of the screen.
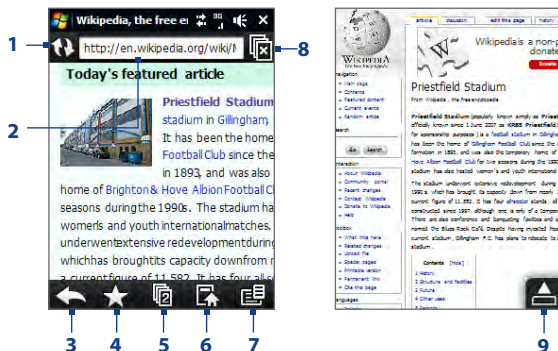
1 Refresh. Tap to reload the web page being viewed.

2 Address bar. Enter the URL of the web site here.

3 Back. Tap to go back to the previous web page viewed.

4 Bookmarks. Tap to go to the Bookmarks screen where you can add a bookmark, edit bookmarked web pages, and send the favorite URL link via one of the Messaging accounts.

5 Tabs. Tap to add a new browsing tab or switch to another existing browsing tab.

6 Home. Tap to go to the Home page.

7 Menu. Tap to open a list where you can change Opera Mobile settings, check downloads, view History, and more.

8 Close tab. Tap to close the current tab. This is only enabled if you have more than one tab opened.

9 Exit Full Screen mode. When browsing the web, Opera Mobile automatically switches to Full screen mode. Tap to show the address and Menu bars again.

To go to a web site

1. On the Opera Mobile screen, tap the address bar.

2. Enter the URL address and tap ▶.

Address bar —
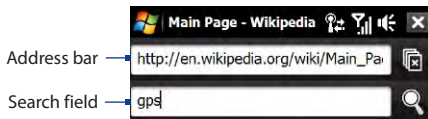
Search field —

Tip   When you tap the address bar, a search field also appears. Quickly search the web by entering the search item and tapping 🔍.

View web pages

While browsing web pages, use finger gestures to pan and zoom on the web page.

Tip   Touch and hold an empty area on a web page to open a shortcut menu that lets you go back to the previous page, reload the page, add the page as a Bookmark, and more. You can also tap and hold a link or image on a web page to open a menu with different options.
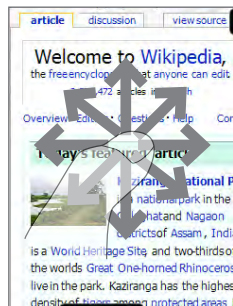
Zoom in and out on web pages

While viewing a web page in full screen, you can do one of the following to zoom in and out:

- Rotate the NAVIGATION WHEEL clockwise to zoom in, and counterclockwise to zoom out.

- Tap the screen twice to zoom in. To zoom out, tap the screen twice again.

Opera Mobile menu

On the menu bar, tap 📇 to open the menu.

Tap to open the Settings screen where you can set the default home page, change display settings, set privacy settings, and more.

Tap to view items being downloaded. You can also resume or stop current downloads.

Tap to view information about the Web page you are browsing.

Tap to see web pages that you have viewed.

Tap to manage and view web pages that you have saved.

Tap to open the Opera Mobile help file.

Tap to close Opera Mobile completely. Opera Mobile will not run in the background.

Note   For more information about using Opera Mobile, go to: http://www.opera.com/products/mobile/.

8.4 Using YouTube™

YouTube™ lets you browse, search, and watch video clips from the YouTube server.

Note You need an active connection to use YouTube. If you are using a GPRS/3G connection, your data connection bill may increase significantly due to large file sizes of the videos.

To open YouTube
Tap **Start > Programs > YouTube**.

Tap to open the Program Guide list. The Program Guide list only appears if you are subscribed to a channel.

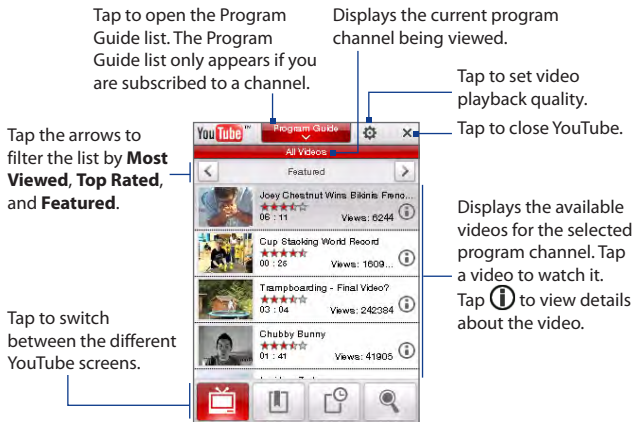Displays the current program channel being viewed.

Tap to set video playback quality.

Tap to close YouTube.

Tap the arrows to filter the list by **Most Viewed**, **Top Rated**, and **Featured**.

Displays the available videos for the selected program channel. Tap a video to watch it. Tap ⓘ to view details about the video.

Tap to switch between the different YouTube screens.

Browse for videos
The Program Guide list lets you change the program channel so you can browse different types of videos available on the YouTube server. By default, there is only one channel in the Program Guide.

To add a new program channel into the Program Guide list

1. On the YouTube screen, tap 🔍.

2. On the **Search** screen, enter the channel you want to add to the Program Guide list.

3. Tap **Search**. YouTube searches for the channel and then displays the available videos from it.

4. Tap ▣ and then on the confirmation screen, tap **OK**. The channel you just subscribed to will now be shown when you tap **Program Guide**.

Tip You can also add a YouTube user as a program channel. To add, tap ⓘ in any of the YouTube screens and then tap ▣.

To change the program channel

1. On the **Videos** screen, tap **Program Guide** at the top of the screen.

2. On the Program Guide list, select a channel.

3. The video list refreshes to display the available videos for the newly selected channel.

To delete a program channel from the Program Guide list

You can only delete program channels that you have added to the Program Guide list.

1. On the **Videos** screen, tap **Program Guide**.

2. Scroll down to the channel you want to delete and then tap ⊗.

3. On the confirmation screen, tap **Yes**.

Watching videos

On the Videos, Bookmarks, or History screen, tap a video to launch the YouTube Video Player and use the on-screen buttons to control the playback.

Note The YouTube Video Player always displays video in landscape orientation.

Drag to go forward or backward in the video.

Download progress

Buffered video
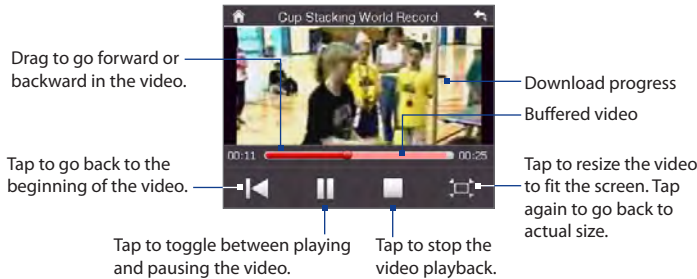
Tap to go back to the beginning of the video.

Tap to resize the video to fit the screen. Tap again to go back to actual size.

Tap to toggle between playing and pausing the video.

Tap to stop the video playback.

While watching YouTube videos, you can also use the following controls on your device:

This control	Does this
ENTER	Toggle between playing and pausing video playback.
NAVIGATION right (Landscape orientation)	Press and hold to go forward in the video.
NAVIGATION left (Landscape orientation)	Press and hold to go back in the video
VOLUME button	To adjust the volume, press the VOLUME button on the side of the device.

When you tap **Stop** ( ) or finish watching the entire video, you are presented with options on what you can do next.

Tap to go back to the previous page of related videos.

Tap to send the link to the video you just watched to another person using one of the Messaging accounts.

Tap to go to the next page of related videos. If no action is taken, it automatically goes to the next page after 10 seconds.

Tap to view details about the video you just watched.

Tap to add the video to your Bookmarks.

Tap to play back the video again.

Bookmarks

You can store frequently viewed videos into Bookmarks for quick access.

To view Bookmarks

On the YouTube screen, tap . Tap a video to watch it.

To add a video into Bookmarks

Do one of the following:

- After watching a video, tap .

- On the list of videos, tap on the video you want to add to Bookmarks and then tap .
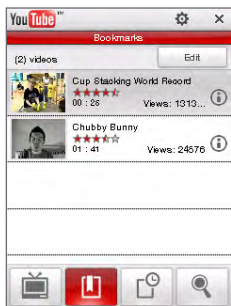
To delete a video from Bookmarks

1. On the **Bookmarks** screen, tap **Edit**.

2. Tap on the video you want to remove from Bookmarks.

3. On the confirmation screen, tap **Yes**.

4. Tap **Done**.

History

View recently watched videos on the History screen.

To view History

On the YouTube screen, tap . Tap a video to watch it.

Note   To clear the History list, tap **Clear**.

8.5 Using Streaming Media

Streaming Media lets you stream live broadcasts or on-demand media content from the web. The media is sent in a continuous stream to your device and is played as it arrives, along with the audio.

The Streaming Media program allows you to play **3GP** and **MPEG-4** files. It also supports playback of **SDP** (Session Description Protocol) files.

To access streaming content via Opera Mobile
In Opera Mobile, you can open a web page containing RTSP (Real Time Streaming Protocol) links to streaming media content then play the content in the Streaming Media program.

1. On the Home screen, slide to the **Internet** tab and tap **Browser**.

2. In the address bar, enter the URL address of the web page that contains the RTSP link to the desired *.3gp, *.mp4, or *.sdp file.

3. On the web page, tap the RTSP link.

4. Streaming Media then automatically opens and starts playing the file. During playback, use the button controls to play/pause, switch to full screen, rewind, and fast forward.

Rewind

Drag to go backward or forward on the video.

Tap to switch to full screen mode. In full screen mode, tap the screen to switch back.

Tap to toggle between playing or pausing the video playback.

Fast forward

00:28

Connect   Menu
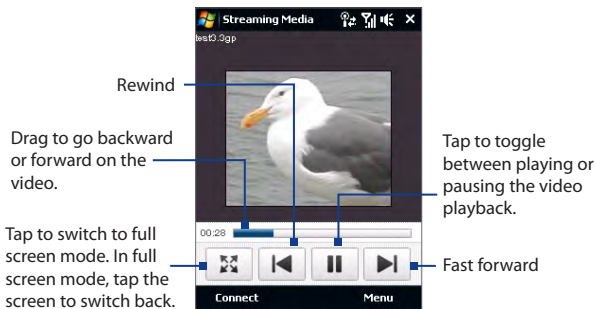
To stream media files directly on the Streaming Media Player
Streaming Media only supports RTSP links when you stream *.3gp and *.mp4 files directly on the program.

Note   Before you launch the Streaming Media program, make sure that you are connected to the Internet.

1. Tap **Start > Programs > Streaming Media**.
2. From the program, tap **Connect**.
3. Enter the URL for the web site (rtsp://) and the file name.
4. Tap **Connect**.
5. Streaming Media then starts playing the file. During playback, use the button controls to play/pause, switch to full screen, rewind, and fast forward.

To view streaming video information
Tap **Menu > Properties** to view the properties and general information of a streaming video clip, such as video codec, audio codec, dimension, frames, and duration of the video.

To configure streaming video connection settings

Tap **Menu > Options** to configure streaming settings:

- **Playback tab**. Specify the memory space (in terms of duration) to allot for storing video and audio data while streaming media.

- **Networks tab**. Choose the connection to use and specify a range of port numbers to use for streaming.

- **Video tab**. Select the **Use Landscape mode when watching in full screen** check box to automatically switch to landscape mode when watching in full screen.

8.6 Using Windows Live™

Windows Live™ gives you a full Internet experience on your device. Windows Live™ helps you to find information, pursue your interests, and get in touch with friends and family on the Internet easier.

Windows Live™ offers the following key features:

- **Live Search Bar**, which lets you search for information on the web.

- **Live Messenger**, the next generation of MSN Messenger Mobile.

- **Live Mail**, the next generation of Hotmail.

- **Live Contacts**, your address book for storing Live Mail, Live Messenger and Hotmail contacts.

Set up Windows Live™

The first time you use Windows Live™, sign in using your Windows Live™ ID, which is your Windows Live™ Mail or Hotmail address, and password.

To set up Windows Live™ for the first time

1. Tap **Start > Programs > Windows Live** and then tap **Sign in to Windows Live**.

2. Tap the links to read the Windows Live™ Terms of Use and the Microsoft Privacy Statement. After reviewing them, tap **Accept**.

3. Enter your Windows Live™ Mail or Hotmail address and password, select the **Save password** checkbox, then tap **Next**.

4. Tap **Next**.

5. Choose what information you want to sync online with your device.

   If you select **Store Windows Live contacts in your mobile phone's contact list**, your Windows Live™ contacts will be added to the contact list and to Windows Live™ Messenger on your device.

   If you select **Sync e-mail**, your Windows Live™ Mail or Hotmail inbox messages will be downloaded to your device.

6. Tap **Next**.

7. After synchronization is complete, tap **Done**.
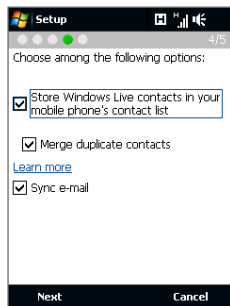
The Windows Live™ interface

On the Windows Live™ main screen, you will see a search bar, navigation buttons, and an area where you can show and customize your profile.


1 Search bar

2 Navigation buttons. Tap the left or right arrow to switch between Windows Live™ Messenger, Windows Live™ Mail, and Sync status.

3 Tap to change the display name, picture, or personal message.

4 Tap **Menu** to access and change settings.

Windows Live™ Messenger

With this mobile version of **Windows Live™ Messenger**, you enjoy many of the same cool features that you get from the desktop version, which include the following:

- Instant messaging via text and voice
- Multiple conversations
- Insert emoticons
- Contact list with presence
- Send and receive files including photos
- Change status/display name
- View contacts by online status, groups, and more
- Send messages even when a contact is offline
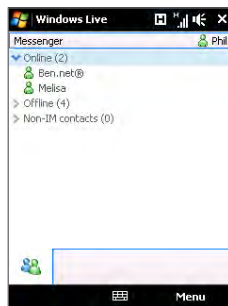
Note   Before you can use Windows Live™ Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see "Ways of Connecting to the Internet" in this chapter.

Launch Messenger and sign in

To open Windows Live™ Messenger
Do one of the following:

- Tap **Start > Programs > Messenger**.
- On the Windows Live™ main screen, tap the left or right arrow until you see **Messenger**, then tap it.

To sign in and out

1. Tap **Sign in** on the Messenger screen.

2. If this is your first time to sign in, a message appears to inform you that your messenger contacts will be added to the contact list on your device. Tap **OK** to add them.

   Signing in may take several minutes, depending on your connection speed.

3. To sign out, tap **Menu > Sign Out**.

To start and end conversations

1. In the contact list, select a contact, then tap **Send IM** to open a message screen.

2. Enter your text message in the text entry area of the message screen.

3. To add an emoticon, tap **Menu > Add emoticon** then tap an icon from the list.

4. Tap **Send**.

5. To end a conversation with the current contact, tap **Menu > End conversation**.

Tips
- To send a file, tap **Menu > Send**. You can choose to send a picture, voice clip or any file.
- To invite one or more contacts to the conversation, tap **Menu > Options > Add participant**.
- To send a voice message, tap Voice Clip on a message screen then start talking. After you have recorded a message, tap **Send**.

Add Windows Live™ contacts

You can add new Windows Live™ contacts in Windows Live™ Messenger or in Contacts.

To add a Windows Live™ contact in Live Messenger

1. Tap **Menu > Add new contact**.

2. Enter the e-mail address of the contact, then tap **OK**.

To add a Windows Live™ contact in Contacts

1. On the Home screen, slide to the **People** tab and then tap **All People**.

2. Tap **New**, then tap **Windows Live**.

3. In the **IM** box, enter the e-mail address of the contact, which can be a Windows Live ID or any other e-mail address.

   Tip   You can fill in other information about the contact, if desired. This is not necessary if you will communicate with the contact only through Windows Live™ Messenger or Live Mail.

4. Tap **OK**.

5. Follow the remaining instructions to add the new contact to your Windows Live™ contact list.
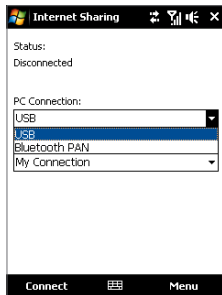
8.7 Using Your Device as a Modem (Internet Sharing)

Internet Sharing connects your desktop or notebook computer to the Internet by using your device's data connection (GPRS or EDGE, for instance). You can choose to connect via USB or Bluetooth.

Notes • Make sure your device has a SIM card installed, and your device has a GPRS/3G or phone dial-up modem connection. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen. For more information about setting up these connections, see "GPRS/3G" and "Dial-up" in this chapter.

• If you want to use a USB cable connection, you must first install Windows Mobile Device Center or Microsoft ActiveSync version 4.5 or later on the computer.

• If you want to use a Bluetooth connection, make sure your computer has built-in Bluetooth capability. If your computer does not have Bluetooth, you can connect and use a Bluetooth adapter or dongle.

• Before using Internet Sharing, disconnect from Windows Mobile Device Center or ActiveSync on your computer.

To set up your device as a USB modem

1. On your device, tap **Start > Programs > Internet Sharing**.

2. In the **PC Connection** list, select **USB**.

3. In the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.

4. Connect your device to the computer using the USB cable.

5. Tap **Connect**.

To use your device as a Bluetooth modem
For the computer to use the Internet connection of your device, activate Internet Sharing on your device, then set up a Bluetooth Personal Area Network (PAN) between the computer and your device.

1. On your device, turn on Bluetooth and set it to visible mode by following the steps in "To turn Bluetooth on and make your device visible" section in Chapter 9.
2. Initiate a Bluetooth partnership from your device by following the steps in "To create a Bluetooth partnership"
3. Tap **Start > Programs > Internet Sharing**.
4. Select **Bluetooth PAN** as the **PC Connection**.
5. From the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
6. Tap **Connect**.
7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your device:

    For Windows Vista:

    a. Click **Start > Control Panel > Network and Internet > Network and Sharing Center**.
    b. Click **Manage network connections** and then under **Personal Area Network**, double-click **Bluetooth Network Connection**.
    c. In the Bluetooth Personal Area Network Devices dialog box, select your device, then click **Connect**.

For Windows XP:

a. Tap **Start > Control Panel > Network Connections**.

b. Under **Personal Area Network**, click the **Bluetooth Network Connection** icon.

c. Under **Network Tasks**, click **View Bluetooth network devices**.

d. In the Bluetooth Personal Area Network Devices dialog box, select your device, then click **Connect**.

Note If the Bluetooth adapter or dongle on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter/dongle to connect your computer and device via Bluetooth. Refer to the Bluetooth adapter/dongle documentation for more information.

8. On the Internet Sharing screen on your device, check if a connected status message is displayed, which indicates that your computer has been successfully connected to the Internet using your device as a Bluetooth modem.

To end the Internet connection

On the Internet Sharing screen, tap **Disconnect**.

8.8 Using RSS Hub

RSS Hub is an RSS reader that keeps you up-to-date with the latest news from the Internet. It monitors Internet news channels and downloads the most current news updates and podcasts so you are instantly informed of breaking news and events.

For more information and tips on using RSS Hub, see Help on your device.

Note   Make sure you have an active Internet connection (such as EDGE or GPRS) before using RSS Hub.

Subscribe to and organize news channels
You must subscribe to news channels before you can receive RSS feeds.
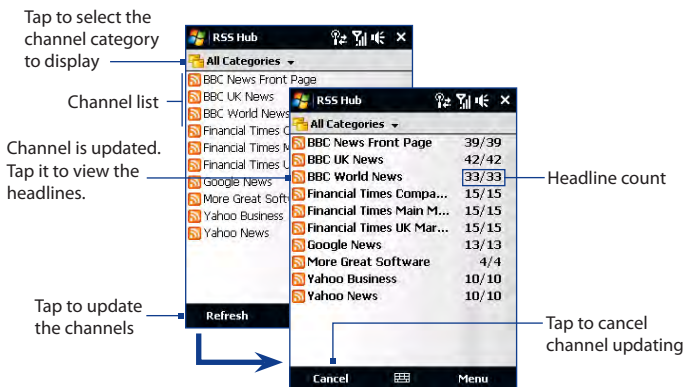
To subscribe to news channels
1. Tap **Start > Programs > RSS Hub**, then tap **Continue**.
2. In the New Channel Wizard screen, select the **Choose from a list of known Channels** option, then tap **Next**. A list of RSS channels is displayed.

Category
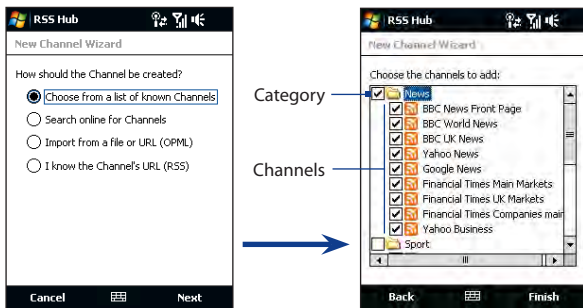
Channels

Tap to load pre-selected RSS channels.

Note If the RSS channel you want to subscribe to is not in the list of known channels, tap **Back**, then select another option on the New Channel Wizard screen. For more information on these other options, see the Help on your device.

3. Select the check boxes of the RSS channels you want to subscribe to, then tap **Finish**.

Tip Channels are grouped by categories. If you want to select all channels in a category, select the category check box.

4. The channel list appears. Tap **Refresh** to update the channels.

Tap to select the channel category to display

Channel list

Channel is updated. Tap it to view the headlines.

Tap to update the channels

Headline count

Tap to cancel channel updating

To add new channels

1. In the channel list, tap **Menu > Channel > New** to open the New Channel Wizard screen.

2. Select an option, then follow screen instructions to add new channels. For more information on New Channel Wizard options, see Help on your device.

To filter the channels in the display

In the channel list, tap **Menu > View**, then select:

- **Updated** to display only those channels with unread headlines.
- **All** to display all subscribed channels.

Manage channel categories

To view all the channels in a particular category, tap **All Categories** in the upper left area of the channel list, then tap the category you want to display.
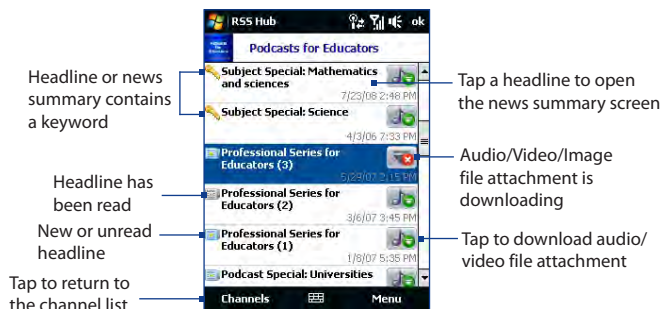
To add a new category, tap **Menu > Categories** in the channel list to display all categories, then tap **Menu > New**.

To rename or delete a category, tap **Menu > Categories** in the channel list to display all categories, select a category, then tap **Menu > Rename** or **Menu > Delete**.

If you want to change the channel category, tap and hold the channel in the channel list, then tap **Change Category**. Select a new category and tap **OK**.

View and organize headlines

Tap a channel in the channel list to display the headlines for that channel.

Headline or news summary contains a keyword

Headline has been read

New or unread headline

Tap to return to the channel list

Tap a headline to open the news summary screen

Audio/Video/Image file attachment is downloading

Tap to download audio/ video file attachment

New or unread headlines display in bold and are marked with a blue newspaper icon. Headlines that have been read are marked with a gray newspaper icon.

View the news summary
Tap a headline in the headline list to display the news summary.

Channel name

Headline and
read status

News summary

Tap to open the news
item in Opera Mobile.
See "Using Opera
Mobile" in this chapter
for details.

Audio/Video/Image
file attachment.
Tap to download
the file.

Tap to return to the headline list

To change view options
In the news summary screen, tap **Menu** to change the text size, fit the text to the
screen (text wrap), or enable **ClearType** for better viewing.

To download, play, or save podcasts

1. When you see an audio or video file attachment in the news summary, do one of the following to download the file:

   • Tap **Menu > Podcasts > Start Download**.

   • Tap the **Download audio/Download video** link below the audio/video file icon.

   Tip   To cancel the file download, tap **Menu > Podcasts > Cancel Download**, or tap **Cancel download** below the audio/video file icon.

2. After downloading the file, do one of the following:

   • Tap **Menu > Podcasts > Play** or tap **Play audio/Play video** below the audio/video file icon to play back the file.

   • Tap **Menu > Podcast > Save** to save a copy of the file to the device main memory or storage card.

To send the headline link via e-mail

1. In the news summary screen, tap **Menu > Send Link via Email**.

2. Messaging opens and displays the Account Picker screen. Tap the e-mail account you want to use to send the headline link.

   A new e-mail message is then created with the headline link.

3. Specify the e-mail recipients, then send it.

Note   For more information on how to compose e-mails, see "Using E-mail" in Chapter 6.

To view the next or previous news summary
In the news summary screen, tap **Menu > Next** or **Menu > Previous**, or press NAVIGATION left or right.

For more information about the features and configuring RSS Hub, refer to the online help. To open the online help, tap **Start > Help** while in RSS Hub.

Chapter 9

Bluetooth

9.1 Bluetooth Modes

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about eight meters (26 feet) without requiring a physical connection.

Bluetooth on your device operates in three different modes:
- **On**. Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth.

Notes   • By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

   • Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

To turn Bluetooth on and make your device visible
  1. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Mode** tab.
  2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
  3. Tap **OK**. The Title bar will show 🔵◎ to indicate that the device is in Visible mode.

To turn off Bluetooth visibility after a certain period of time
You can automatically turn off Bluetooth visibility after a specified period of time.

  1. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Timeout** tab.
  2. In **Turn off Visible mode**, select the time before your device's Bluetooth visibility turns off. Tap **OK**.

9.2 Bluetooth Partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner.

To create a Bluetooth partnership

1. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Devices** tab.

2. Tap **Add new device**. Your device displays the names of other Bluetooth devices within range.

3. Tap the device name in the box, then tap **Next**.

4. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.

5. Tap **Next**.

6. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.

7. After the receiving party enters the passcode, a message box appears on your device confirming the partnership.

   Tip Tap **Advanced** to change the paired device name and to set the services you want to use for the paired device. After setting the name and options, tap **Save**.

8. Tap **Done**.

Note Creating a Bluetooth partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.

2. Tap **Yes** when prompted to establish a partnership with the other device.

3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.

4. Tap **Next**.

5. Tap **Done**. You can now exchange information with the paired device.

Tips • To rename a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab of the Bluetooth screen, then tap **Edit**.

• To delete a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab, then tap **Delete**.

9.3 Connecting a Bluetooth Hands-free or Stereo Headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset with your device. Your device also supports A2DP (Advanced Audio Distribution Profile) which allows you to use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

To connect a Bluetooth hands-free or stereo headset

1. Make sure that the Bluetooth headset is turned on and within close range of your device, and that it is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.

2. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Devices** tab **> Add new device**.

   3. Tap the name of the Bluetooth headset, then tap **Next**. The device will automatically pair the device with the Bluetooth headset.

Windows Mobile will automatically try one of the preconfigured passcodes (0000, 8888) to pair the Bluetooth headset with the device. If this fails, you have to enter the passcode delivered with your headset manually.

Note   If the Bluetooth headset becomes disconnected, turn the headset on and repeat step 1 to 2 above. Tap and hold the name of the Bluetooth headset and tap **Set as Hands-free** or, for a stereo headset, **Set as Wireless Stereo**.

9.4 Set up the Default Bluetooth Device to Connect to

You can configure your device to prompt you to connect to a Bluetooth car kit or headset whenever you put your device in the supplied in-car holder. For more information, see "NaviPanel settings" in Chapter 10.

   1. On your device, make sure that Bluetooth is turned on.

   2. Connect the car kit or headset to your device via Bluetooth. If this is the first time you have used the car kit or headset with your device, you will need to create a partnership. For information on how to do this, see "To create a Bluetooth partnership" in this chapter.

   3. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Car Kit** tab.

   4. Select the device you want to set as the default, and tap **Set as Default**.

Note   Some car kits require that you initiate a Bluetooth connection from the car kit rather than from your device. If you are experiencing problems connecting to the car kit, refer to the car kit manufacturer's documentation.

9.5 Beaming Information Using Bluetooth

You can beam information, such as contacts, calendar items, tasks, and files from your device to your computer or to another Bluetooth-enabled device.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see "To turn Bluetooth on and make your device visible".

2. Set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

    Note If the Bluetooth adapter or dongle on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter/dongle and enable the adapter/dongle to be discovered by other devices. Refer to the Bluetooth adapter's documentation for more information.

    If your computer has **Windows Vista** or **Windows XP SP2** and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:

    a. On your computer, open **Bluetooth Devices** from the Control Panel, then click the **Options** tab on the **Bluetooth Devices** window.

    b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.
    For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.

    c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see "Bluetooth partnerships".

  d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.

  e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon 🔵 in the notification area at the bottom-right corner of your computer screen and select **Receive a File**. You are now ready to beam.

3. On your device, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.

4. To beam a contact, tap **Menu > Send Contact > Beam**.

  To beam other types of information, tap **Menu > Beam [type of item]**.

5. Tap the device name to which you want to send the item.

6. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile-powered device, follow steps 1 to 5 in the above procedure.

Tips • The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your_username\My Documents in Windows XP or C:\Users\your_username\My Documents in Windows Vista.

  • For your device to receive Bluetooth beams, tap **Start > Settings > Connections** tab **> Beam** and make sure the **Receive all incoming beams** check box is selected.

9.6 Bluetooth Explorer and Bluetooth File Sharing

Bluetooth Explorer searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

To enable Bluetooth Explorer and Bluetooth file sharing on your device

1. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > FTP** tab.

2. Select the **Enable Bluetooth Explorer** check box. This makes the **Bluetooth** device folder visible in File Explorer.

3. Select the **Enable File Sharing** check box.

   You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

4. Tap **OK**.

To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by tapping **Start > Programs > Bluetooth Explorer** or by tapping the down arrow (▼) on the upper left of File Explorer screen then tapping **Bluetooth**.

2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.

If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen.

3. Select one or more files, then tap **Menu > Edit** and choose to cut or copy the files.

4. Tap **Up** twice.

5. Navigate to the folder where you want to paste the files on your device, then tap **Menu > Edit > Paste**.
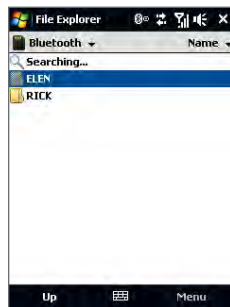
9.7 Printing Files via Bluetooth

Connect your device to a Bluetooth printer to print contact information, appointment details, images, and other file types.

Note   You can print files in the **.txt**, **.jpg**, **.xhtml**, **.vcf**, **.vcs** file formats.

Before you start printing, make sure to turn on the Bluetooth printer and to turn on Bluetooth on your device. To turn on Bluetooth, tap **Start > Programs > Comm Manager**, then tap the **Bluetooth** button.

To print contact information

1. On the Home screen, slide to the **People** tab and then tap **All People**.
2. Select the contact whose information you want to print.
3. Tap **Menu > Print via Bluetooth** > **Menu > Search Devices**. Your device starts to search for Bluetooth devices.
4. Select the Bluetooth printer and tap **Menu > Send File**.
5. Set the printing options you want, then tap **Print**.

To print a calendar appointment

1. Tap **Start > Calendar,** then select (highlight) the appointment whose details you want to print.
2. Follow steps 3 to 5 in the "To print contact information" procedure.

To print a JPEG file

1. In Pictures & Videos, locate the JPEG file you want to print.
2. Tap and hold the JPEG image file and then on the menu, tap **Print via Bluetooth**.
3. Follow steps 3 to 5 in the "To print contact information" procedure.

To print a text file

1. In File Explorer, locate the text file you want to print.
2. Tap and hold the txt file and then on the menu, tap **Print via Bluetooth**.
3. Follow steps 3 to 5 in the "To print contact information" procedure.

Chapter 10

Finding and Sharing Places

10.1 Guidelines and Preparation for Using GPS

Please follow these guidelines when using GPS on your device.

- When using GPS navigation software in the car, always plot your GPS route before starting to drive. Do not try to configure the GPS navigation software while driving.

- The plotted GPS route is only for driving reference. It should not interfere with actual driving behavior.

- Do not leave your device in a vehicle or expose the device to direct sunlight to avoid overheating the battery, which could pose damage to the device or risk to the vehicle.

- When using the device inside a vehicle, use the car holder to mount the device securely in place. Avoid placing the device in the areas shown in the following diagram:
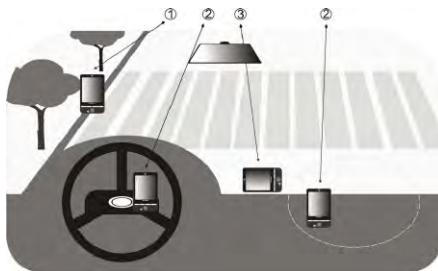
- **1** Do not place where it will block the driver's vision.
- **2** Do not place where air bags could deploy.
- **3** Do not place anywhere in the vehicle without securing the device in the holder.

- Please use the GPS system cautiously. Users shall be liable for any damages resulting from negligent operation of the system.

- The GPS signal cannot pass through solid non-transparent objects. Signal reception may be affected by obstructions such as high-rise buildings, tunnels, bridges, forests, weather (rainy or cloudy days), etc. If the vehicle's visor contains metal, it will be difficult for the GPS signal to pass through.

- Other nearby wireless communication products (such as mobile phones or radar-detecting devices) may interfere with the satellite signal, resulting in unstable signal reception.

- The Global Positioning System (GPS) is built and operated by the US Defense Department. The Department is responsible for the accuracy and maintenance of the system. Any changes that the Department makes may affect the accuracy and function of the GPS system.

10.2 Downloading Satellite Data via QuickGPS

Before you start using your device for GPS navigation, open the **QuickGPS** program first to download ephemeris data (current satellite position and timing information) onto your device. This data is needed to determine the GPS position of your current location.

QuickGPS downloads ephemeris data from a web server, instead of from the satellites, using the Internet connection on your device, which can be via Wi-Fi, ActiveSync or GPRS/3G. This significantly speeds up the time for determining your GPS position.

To open QuickGPS
Tap **Start > Programs > QuickGPS**.

To download data
Tap **Download** on the QuickGPS screen.

On the screen, initially, you will see the **Valid time** of the downloaded data. As time passes, the remaining days and hours of validity will be shown.

To speed up GPS positioning, download the latest ephemeris data when the validity of the data expires. You can improve GPS performance even more by downloading data more frequently.

Download options
To configure download times, tap **Menu > Options** and choose from the following:

- **Remind me when data expires**.
  Enables your device to display a reminder message when the validity of the ephemeris data has expired.

  When you see the reminder message, tap **Menu** to dismiss the reminder or to set the snooze time so that you will be reminded again. Tap **OK** to open the QuickGPS program and download the latest data.

- **Auto download when data expires**.
  Allows ephemeris data to be automatically updated onto your device when the data has expired.

- **Auto download when connected to PC via ActiveSync**.
  Allows ephemeris data to be automatically downloaded via ActiveSync to your device when your device is connected to your computer. Your computer must be connected to the Internet in order to download data.

  Note The ephemeris data is stored on HTC web servers. QuickGPS is preconfigured to connect to these servers.

10.3 HTC Footprints™

HTC Footprints™ provides an easy way to record favorite places and revisit those places. A footprint consists of a photo you take of a location such as a restaurant, a sightseeing destination, etc., stored together with a precise GPS position and other information about that location such as the street address and phone number.

The next time you want to visit the same place, simply access the footprint. You can then dial the phone number, view the location in Google Maps, or access the GPS navigation software to navigate to the location.

Create a footprint
To create a new footprint, you can either take a photo of your current location, or use a photo from Album. If the photo from Album is geotagged with a precise GPS position, this is shown as the GPS position on your new footprint.

To take a photo and add location information

1. Do one of the following:
   - Press the FOOTPRINTS button.
   - On the Home screen, slide to the **Footprints** tab, tap the category that best describes your current location, and touch the **New** icon ➕ on the upper right side of the screen.
   - Tap **Start > Programs > Footprints**, tap the category that best describes your current location, and tap **Menu > New**.
   - **Note**   For more information about categories in Footprints, see "Find a previously visited place" in this chapter.

2. Point the camera at the scene you want to show the location. Footprints starts to use GPS to search for your position. The GPS signal strength is indicated by the bars at the bottom left of the screen. The more blue bars that are shown, the stronger the signal, and the quicker your position will be found.

GPS signal strength indicator. Icons appear here as follows:

Strong GPS reception.

Weak GPS reception.

Position found. If you change location after your position is found, Footprints starts to search again.
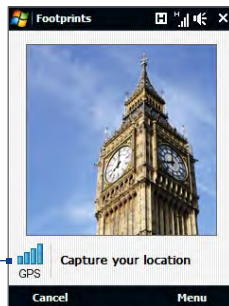
Tip To change brightness and white balance settings before you take a photo, tap **Menu > Brightness** or **White Balance**, and choose a setting.

3. Press the ENTER button to capture the photo. Your photo is then displayed and you can add more location information.

Note If your GPS position has not been found yet, you are asked whether to find the position on Google Maps (if available), continue the GPS search, or stop the GPS search.

GPS status indicator. Icons appear here as follows:

○ Searching for position

⟡ Position found

❌ Position not found

Retake the photo

Save immediately

Retry GPS positioning

Add a voice recording

Edit location information

Exit Footprints

Find your position on Google Maps
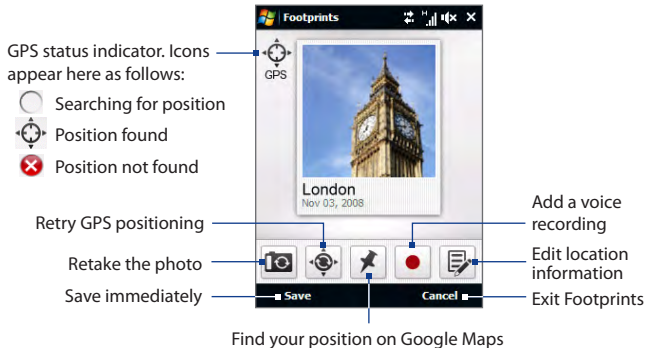
Note The photo is automatically named according to the district or area. To change the name, see "Edit a footprint" in this chapter. The date cannot be changed.

Tip To retry the GPS positioning search if your location was not found, or update your current location, tap ⟡.

4. To find your position on Google Maps (if available), touch 📌 . Tap and hold on the map position you want, and then tap the pop-up text or the red cross to confirm this position. The position information is stored in the footprint.

5. To add a voice recording, touch ● . To finish recording, touch ■ . To listen to your recording, tap ▶ .

6. To add more location information such as phone number, address, and more, or to assign a category if you did not do so before, touch 📝 . Follow steps 4 and onwards in "Edit a footprint" in this chapter.

Note Footprints uses a database of cell towers and Wi-Fi hotspots to estimate your position for the automatically assigned district or area name for your footprint, and for the initial map location if you choose to find a position on Google Maps. The database is continually being improved. If your nearest cell tower or Wi-Fi hotspot is new to the database, your estimated position may be inaccurate. If the automatically assigned district or area name is incorrect, you can rename the footprint (see "Edit a Footprint" in this chapter). If you choose to find a position on Google maps and the initial location is not near the position you want, simply scroll and zoom as necessary to find the position.

To select a photo from Album and add location information

1. On the Home screen, slide to the **Photos and Videos** tab and tap **Album**. Select the photo you want to add and tap **Menu > Save to Footprints**.

2. To add location information, follow any of steps 4 to 6 above.

Find a previously visited place

Footprints are organized in categories so that you can find the place you want quickly. Once you have found it, you can visit it again easily by ringing the specified phone number, navigating to the location using the GPS navigation software, and more.

1. Do one of the following:

   • Tap **Start > Programs > Footprints**.

   • On the Home screen, slide to the **Footprints** tab, and tap **Footprints**.

2. Select a category. The list of footprints in that category is displayed.

   Note By default, footprints are displayed with the most recent entries at the top. To display them in alphabetical order, tap **Menu > Sort by > Name**.

3. Touch the footprint for the place you want to visit again.
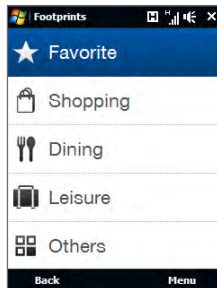
4. To call a phone number, if specified, touch 📞 .

5. To launch the GPS navigation software if there is a displayed GPS position, touch ⨁ .

> **Note** To navigate to the location in the GPS navigation software, you must have the appropriate map for that location.

6. To view the location in Google Maps if there is a displayed GPS position and if the application is available, touch 📍 .

7. To play a voice recording, if included, touch ▶ .

Tips • To edit the footprint, touch 📝 . For details, see "Edit a footprint" in this chapter.

       • To delete the entry, tap **Delete**.

Edit a footprint

You can add more location information to your footprints, such as a phone number, an address, and a note. This can be very useful for example when you want to take a quick "snapshot" of a place together with its GPS position, and add more detailed information later.

1. Tap **Start > Programs > Footprints**.

> **Tip** On the Home screen's **Footprints** tab, you can also tap **Footprints** on the lower-left side of the screen.

2. Tap the category under which the footprint was classified.

3. Scroll to find the footprint that you want to edit. Tap to select the desired footprint, and then touch 📝 .

4. To change the name, tap the name and enter text.

5. To delete an existing voice recording, tap 🔇 . To make a voice recording if there was no recording before, or to replace an existing recording, tap ● . To listen to the recording, tap ▶ .

6. Tap the fields to the right of the 📞 and 🏠 icons to enter the phone number and street address respectively.

7. To add a description of the location, tap the 📝 field and enter the text.

8. To change the category your footprint is stored in, tap a category icon at the bottom of the screen.

   Note If you want to use GPS to automatically locate your current position, tap ⊕ . To enter a map position manually, enter numbers in the map position fields next to the ⊕ icon. To find a position on Google Maps (if available), tap 📌 .

   Tip To change the photo, tap the photo and tap **Camera** to take a new photo, or tap an existing photo to use it.

9. To save your changes, tap **Done**.

Export and import footprints

You can back up all your footprints by exporting them to a storage card, if installed. When you import the backup from the card, any new footprints you have added on the device are kept.

To export all your footprints to a storage card

On the Categories screen, tap **Menu > Export**. If there is already a Footprints backup on the storage card, you are asked whether you want to overwrite it.

To import footprints from a storage card

On the Categories screen, tap **Menu > Import**. If any footprints on the device are the same as footprints on the card, you are asked whether you want to overwrite them.

10.4 Google™ Maps (Available by Country)

Google™ Maps lets you track your current location, view real-time traffic situations, and receive detailed directions to your destination. It also allows you to search and locate places of interest or even a contact address.

Note   You need an active data connection or Wi-Fi connection to use Google Maps.

To launch Google Maps
Tap **Start > Programs > Google Maps**.

Note   The first time you launch Google Maps, you will be asked to accept terms and conditions when using Google Maps. You must agree to the terms and conditions for you to be able to launch and use Google Maps.

The Google Maps screen

Tap to zoom in on the map.

Tap to zoom out on the map.

Tap to search for places of interest and addresses.

Your current location.

Tap to open a menu where you can set Google Maps to find and display your current location, get directions, see traffic information, look up a contact address, and more.
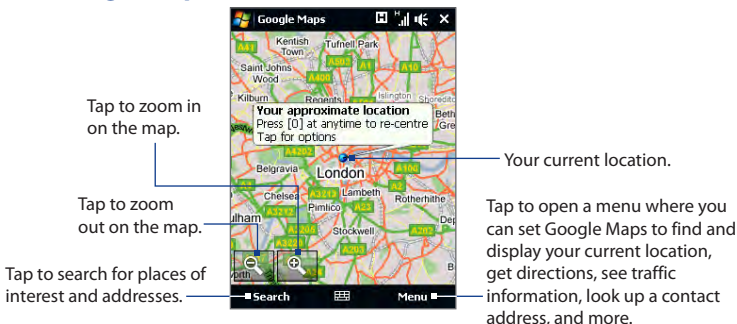
Notes • Currently, traffic information is only available for the U.S.

• Tap **Menu > Options > Reset Google Maps** to reset the Google Map cookies, history of search terms, preferences, and image cache.

• Tap **Menu > Help > Tips** to learn more about the program and its many features.

Search for a place of interest

You can easily search and locate a place of interest such as hotels, restaurants, and other places using Google Maps. Google Maps can also show details on how to contact and reach the place of interest from your current location.

Note   You can also enter keywords, street addresses, or postal codes when searching places using Google Maps.

1. On the Google Maps screen, tap **Search**.

2. Enter the place of interest you want to find, and then tap **Search**.

3. Search results will then be listed. Tap the desired place from the list to view its address, phone number, and other details.
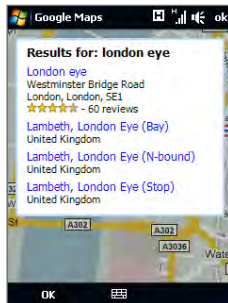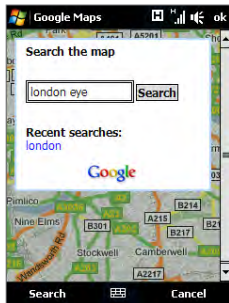
4. On the **Address** tab, you can:

- Tap the web address to go to the web site of the place of interest.

  Note This information only appears when the web site of the place of interest is available.

- Tap the **[phone number]** to call the place of interest that you have selected.

- Tap **Directions to here** or **Directions from here** to get directions on how to get to the place of interest from your current location or to go to another location from the place of interest.

- Tap **Search nearby** to search for other places of interest near your current location.

- Tap **Send as text message** to send the contact information of the place of interest via SMS.

For more information about Google Maps, you can visit the following web site: http://www.google.com/gmm/index.html.
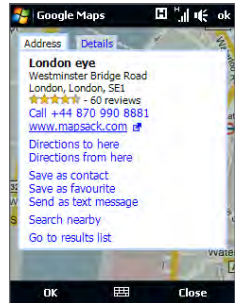
10.5 Location Settings

You can change what location data is sent and received on your device.

Do one of the following:

- On the Home screen, slide to the **Settings** tab, and tap **Location**.
- Tap **Start > Settings > System** tab **> Location Settings**.

Assisted GPS

Assisted GPS (A-GPS) reduces the time needed to determine your location with GPS. It does this by communicating with a network server using your data connection. Availability and costs depend on your service provider.

If A-GPS is available on your device, you can enable or disable it, and choose which data connection to use if there is more than one available (see "GPRS/3G" in Chapter 8). In the Location Settings screen, tap the **AGPS** tab and choose from the available options.

Important • If your service provider's networks contain Internet firewalls or DNS servers which block this service, contact the service provider for assistance on how to connect to a different network.

• If your device's data connection settings change in the future, remember to return to this screen and choose again the connection to use for AGPS.

Location service

Your device provides access to a network location service, allowing programs to determine your approximate location using cell towers or Wi-Fi hotspots. When you launch certain programs that can use this service, you are asked whether you want to use the service. You are also asked whether to improve the service by allowing location data to be collected at any time when the device is in use.

To change the location service settings at any time, in the Location Settings screen, tap the **Location Service** tab and choose from the available options.

10.6 NaviPanel

NaviPanel offers you a convenient, one-touch access to Footprints, the phone, and the GPS navigation software when you are using the device with the in-car holder. When you put the device in the holder, NaviPanel automatically opens, and your device will prompt you to connect to the default Bluetooth car kit or headset (Refer to the "Set Up the Default Bluetooth Device to Connect to" in Chapter 9 for details).

Go to Footprints

Navigate to your stored home address in the GPS software

Navigate to a recent destination stored in the GPS software

Open the Phone application

Enter an address in the GPS navigation software and be directed there

Open the GPS navigation software
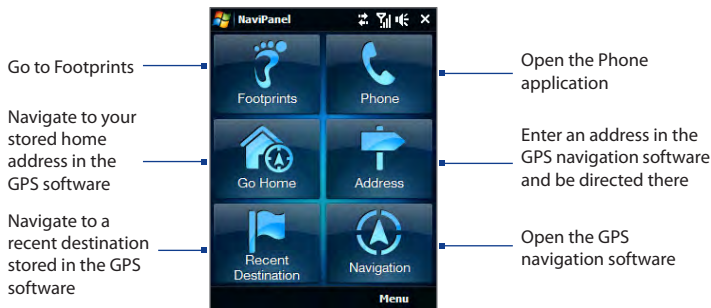
Notes • You can use other programs on your device while it is in the holder. While on another program screen, press the FOOTPRINTS button to return to the NaviPanel.

• When your device is in the holder but is not connected to a Bluetooth car kit or headset, the device's speakerphone is automatically turned on when you make or answer a phone call. To turn the speakerphone off during a call, see "Call Functions" in Chapter 2.

NaviPanel settings

You can change what happens when you put the device in the in-car holder (Car Kit Mode).

To open the Car Kit Mode screen and change settings

1. In NaviPanel, tap **Menu > Options**.

   Note   You can also tap **Start > Settings > System** tab **> Car Kit Mode** to open the Car Kit Mode screen.

2. Choose from the following options:

- **Auto launch NaviPanel in Car Kit Mode**. When you clear this option, NaviPanel will not automatically open when you put the device in the in-car holder. To manually launch NaviPanel when the device is in the holder, press the FOOTPRINTS button.

- **Auto connect to your chosen default Bluetooth device in Car Kit Mode**. When you clear this option, your device does not automatically connect to the default Bluetooth car kit or headset when you put it in the in-car holder. To manually connect at any time, ensure that Bluetooth is turned on, and then tap **Start > Settings > Connections** tab **> Bluetooth**, tap and hold the name of the car kit or headset, and tap **Set as Hands-free** or **Set as Wireless Stereo**.

Chapter 11

Experiencing Multimedia

11.1 Taking Photos and Videos

Use **Camera** to take photos and record video clips.

To open the Camera screen
   1. On the Home screen, slide to the **Photos and Videos** tab.
   2. Tap the **Camera** icon ( ) or the **Video Camera** icon ( ).

The screen orientation automatically switches to landscape mode when you open Camera.

Tip   You can also tap **Start > Programs > Camera** to open the Camera program.

To exit the Camera
Tap the screen first to display the Camera screen icons, and then tap the
Exit icon ( ).

Capture modes
The camera on your device allows you to capture pictures and video clips by using various built-in modes that provide you flexibility in taking your shots.

To change the capture mode
If icons are not showing on the screen, tap the screen first to display the Camera screen icons, and then do one of the following to select a capture mode:

   • Press NAVIGATION left or right (Landscape orientation).
   • Tap the middle icon at the bottom of the screen (the icon displayed is based on the current Capture mode). Tap **Next** or **Previous** to see all the available capture modes, and tap the capture mode you want to use.
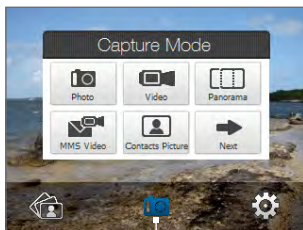
Current capture mode
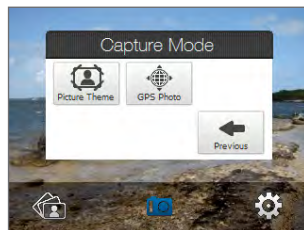
You can select from the following capture modes:

Icon	Capture Mode
	Photo Captures standard still images.
	Video Captures video clips, with or without accompanying audio.
	Panorama Captures a sequence of still images continuously in one direction, and stitches the images together to create a panoramic view of a scene.
	MMS Video Captures video clips suitable for sending with MMS messages.
	Contacts Picture Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
	Picture Theme Captures still images and places them within frames.
	GPS Photo Captures still images and uses GPS to tag them with your geographical location. When you tap this, the device searches for your GPS position. If this is not found, the device returns to Photo mode. (For information about ensuring GPS reception, see "Guidelines and Preparation for Using GPS" in Chapter 10.)

Supported file formats

Using the available capture modes, the camera in your device captures files in the following formats:

Capture mode	Format
Photo / Contacts Picture / Picture Theme / Panorama / GPS Photo	JPEG
Video / MMS Video	H.263 (.3gp) ; MPEG-4 (.mp4)

Capture photos and videos

Use the ENTER button as the shutter release when capturing photos and videos:

- Press the ENTER button to take a photo or to start capturing video.
- In Video or MMS Video mode, press ENTER again to stop recording.
- In Picture Theme or Panorama mode, press ENTER for each shot you need to take.

On-screen controls and indicators

Tap the screen to display the controls and indicators.

Photo, Video, MMS Video, Contacts Picture, and GPS Photo modes

When capturing in Video and MMS Video modes
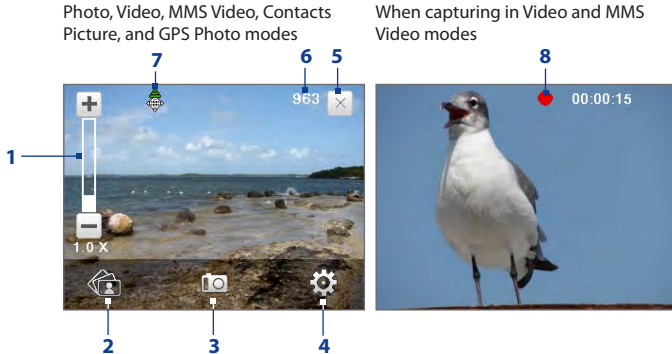
1. **Zoom control**. Tap ![+] to zoom in, or ![-] to zoom out.

   Tip You can also rotate the NAVIGATION WHEEL or press NAVIGATION up/down (Landscape orientation) to zoom in or out.

2. **Album**. Tap to open Album. See "Viewing Photos and Videos Using Album" for details.

3. **Capture mode**. Displays the current capture mode. Tap to open the Capture Mode menu where you can choose from available capture modes.

4. **Menu**. Tap to display the Menu Panel. See "Menu Panel" for details.

5. **Exit**. Tap to exit the Camera program.

6. **Remaining information indicator**. In Photo, Contacts Picture, Picture Theme, and Panorama modes, this shows the remaining/available shots of pictures based on the current settings.

   In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.

7 GPS icon. In GPS Photo mode, when your location has been found, is displayed. When your location has not been found, is displayed. See "Advanced Options" in this chapter for details.

8 Recording indicator. Flashes when recording a video.

Picture Theme mode
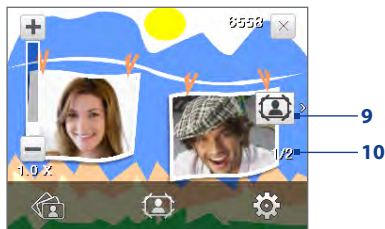
9 Template Selector icon. In Picture Theme mode, tap to toggle among different templates.

10 Progress indicator. In Picture Theme and Panorama modes, this shows the number of consecutive shots.

Menu Panel

The Menu Panel provides a quick way of adjusting the most common camera settings and lets you access more advanced camera settings. On the Camera screen, tap 🔲 to open the Menu Panel. To adjust a setting, keep tapping a button on the panel, for instance, **White Balance**, to cycle through the available settings. To access advanced options, tap 🔲 .

Note   The available settings on the panel depend on the selected capture mode.
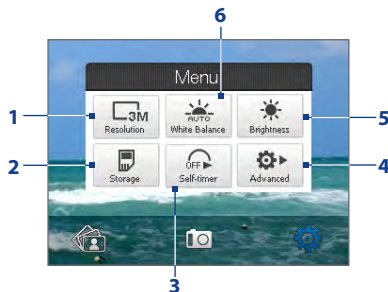
1. **Resolution**. Tap to select the resolution to use when taking photos or capturing videos.

2. **Storage**. Select where you want to save your files. You can either save the files to the main memory (🔲) or to a storage card (🔲) if one is installed.

3. **Self-timer**. Tap to set the self-timer to **2 seconds**, **10 seconds**, or **Off** when in the Photo, Contacts Picture, or GPS Photo modes. When you press the ENTER button to capture a still image, it starts to count down, then captures a still image after the time expires.

4. **Advanced**. Tap to access the advanced camera settings. See "Advanced Options" for details.

5 **Brightness**. Tap to open the Brightness bar at the bottom of the screen. On the Brightness bar, tap — to decrease, or + to increase the brightness level. Tap outside the Brightness bar to apply the change.

6 **White Balance**. White balance enables the camera to capture colors more accurately by adjusting to different lighting conditions. White balance settings include: Auto ( ), Daylight ( ), Night ( ), Incandescent ( ), and Fluorescent ( ).

Zooming

Before capturing a photo or a video clip, you can zoom in to make the object in focus appear closer, or zoom out to make the object appear farther away.

To zoom in

Rotate the NAVIGATION WHEEL clockwise, press Navigation Up (Landscape orientation), or tap +.

To zoom out

Rotate the NAVIGATION WHEEL counterclockwise, press Navigation Down (Landscape orientation), or tap —.

The camera zoom range for a photo or a video clip depends on the capture mode and resolution. Refer to the table for more information.

| Capture mode	Resolution	Zoom range
Photo, GPS Photo	3M 3M (2048 x 1536)	1.0x to 2.0x
	2M 2M (1600 x 1200)	1.0x to 2.0x
	1M 1M (1280 x 960)	1.0x to 2.0x
	L Large (640 x 480)	1.0x to 2.0x
	M Medium (320 x 240)	1.0x to 4.0x
Video	CIF CIF (352 x 288)	1x and 2x
	L Large (320 x 240)	1x and 2x
	M Medium (176 x 144)	1x and 2x
	S Small (128 x 96)	1x and 2x
Panorama	L Large (640 x 480)	1x and 2x
	M Medium (320 x 240)	1x, 2x and 4x
MMS Video	M Medium (176 x 144)	1x and 2x
	S Small (128 x 96)	1x and 2x
Contacts Picture	M Medium (240 x 320)	1.0x to 4.0x
Picture Theme	Determined by the current template	Depends on the size of the selected template

The Review screen

After capturing, the Review screen lets you view, send, or delete the photo or video clip by tapping an icon at the bottom of the screen.
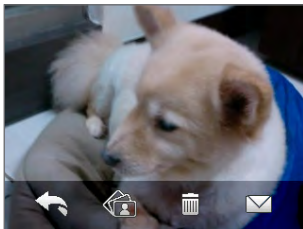
Review screen icons

Icon	Function
	Back Return to the live Camera screen.
	Delete Delete the captured image or video.
	View View the captured image in the Album program.
	Play Play back the captured video or MMS video in the Album program.
	Send Send the captured image or video via e-mail or MMS, or save the captured image to Footprints.
	Assign to Contact After capturing in Contacts Picture mode, tap this icon to assign the photo to a selected contact.

Advanced Options

The Advanced Options let you adjust options for your selected capture mode and set Camera program preferences. Access the Advanced Options by tapping **Advanced** on the Menu Panel.

You can either tap on-screen or press NAVIGATION up/down (Landscape orientation) to navigate through the Advanced Options screen.

Tap an item to change the setting.

Tap to go through the different Advanced Camera Settings screens.

Tap to go back to the Camera screen.
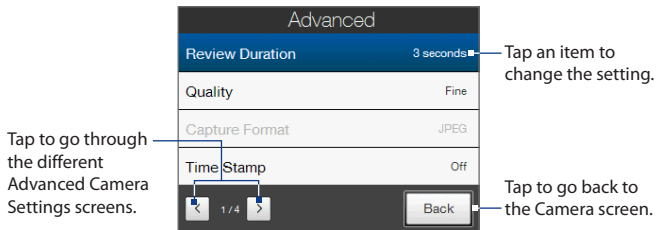
- **Review Duration**. Set a time length for displaying the captured image/video on the Review screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing and saving.

- **Grace Period**. (GPS Photo mode) Select the amount of time (**None**, **5 minutes**, **10 minutes**, or **30 minutes**) during which you can capture photos without having an active GPS signal on your device. If GPS reception is cut off for this amount of time, you are prompted to reinitiate the GPS signal. If the GPS signal is still not available, the capture mode changes to Photo. For information about ensuring GPS reception, see "Guidelines and Preparation for Using GPS" in Chapter 10.

- **Quality**. Select the JPEG image quality level for all captured still images. Choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.

- **Capture Format** (Video and MMS Video mode). Select the desired file format.

- **Time Stamp** (Photo and GPS Photo mode). Choose whether to include the shooting date and time on captured photos.

- **Storage**. Select where you want to save your files. You can either save the files to the main memory or to a storage card if one is installed.

- **Keep Backlight**. Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.

- **Shutter Sound**. Choose whether you want the camera to make a shutter sound when you press the ENTER button.

- **Image Properties**. This option lets you adjust the image **Contrast**, **Saturation**, and **Sharpness**.
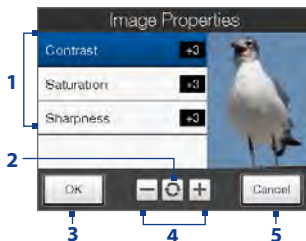
1 Tap a property to adjust.

2 Tap to reset all properties to their default values.

3 Tap to save the settings.

4 Tap ➕ / ➖ or press Navigation Right/ Left (Landscape orientation) to increase/ decrease the value.

5 Tap to close the Image Properties screen without applying and saving the changes.

- **Effect.** Choose a special effect such as Grayscale, Sepia, or Negative, to apply to your photos or video clips.

- **Metering Mode**. Select a metering mode to allow the camera to measure the amount of light and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the subject, or **Average** to measure light using the area around the subject.

- **Prefix**. When **Default** is selected as the prefix, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAG0001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

  Note If you set the Camera to save captured photos to a storage card, the prefix cannot be selected. Captured photos will be named using the convention IMAGnnnn.jpg (where 'nnnn' is the counter) which is the DCIM (Digital Camera Images) naming standard, and will be saved to the \DCIM\100MEDIA folder on the storage card.

- **Counter**. To reset the file naming counter back to 1, tap **Reset**.

- **Flicker Adjustment**. When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the power in the country where your device is being used.

- **Grid** (Photo mode). Choose whether to show a grid on the Camera screen. Showing a grid helps you frame and center your subject easily and accurately.

Grid marks

- **Record with Audio** (Video and MMS Video mode). Select **On** to record audio with the captured video clips, or select **Off** to capture video without audio.
- **Recording Limit** (Video mode). Set the maximum duration or file size for recording video.
- **Template** (Picture Theme mode). Select a template.
- **Template Folder** (Picture Theme mode). By default, templates are stored in the **\My Documents\Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Show Reminder** (Contacts Picture mode). Select **On** if you want the Camera to always display a message that confirms whether or not to assign the captured picture to a contact.
- **Direction** (Panorama mode). Choose in what direction images will be stitched in a panorama.
- **Stitch Count** (Panorama mode). Select the desired number of images to be captured and stitched into a panorama.
- **Help**. Tap to open the Camera program help file.
- **About**. Tap to display version and copyright information.

11.2 Viewing Photos and Videos Using Album

Use **Album** to view images and videos in your device. Album offers a host of features that let you rotate images, view your images as a slideshow, use images as contact pictures, and more.

Note   Album can only display files in the BMP, GIF, PNG, JPG, Animated GIF, 3GP, MP4, and WMV formats.

Launch Album
Do one of the following:

- On the Home screen, slide to the **Photos and Videos** tab and tap **Album**.

- In the Camera program, tap .

- Tap **Start > Programs > Album**.

Note   Album is always displayed in landscape mode.
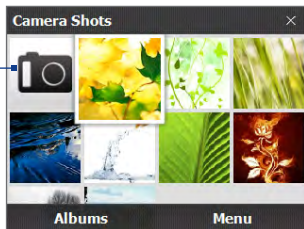
Tap to open the Camera program.

Select a photo or video to view

1. On the main Album screen, tap **Albums** and then select the album to view. The contents of the album are then displayed on the main Album screen.

2. Browse through the files by sliding your finger upward or downward.

3. Do one of the following:

   - Tap an image to view it in full screen mode. See "View an image" for details.

   - Tap a video file (files with the icon) to play back the video file. See "Play back video" in this chapter for details.

- Select a still image and then tap **Menu > Slideshow** to view the images in the album as a slideshow. Animated GIF and video files will not be played back in the slideshow. See "To view still images as a slideshow" in this chapter for details.

View an image

While viewing an image in full screen, tap the screen or press ENTER to open the on-screen menu.

Tap to send the image using one of the Messaging accounts.

Tap to start the slideshow.

Tap to go back to the main Album screen, **Photos and Videos** tab, or Camera.
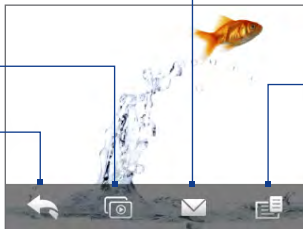
Tap to open a menu where you can save the screen image as a photo for a contact, save the current image as a new file, delete the image, and view file properties.

Tip You can delete multiple files at once by selecting **Menu > Delete Items** on the main Album screen and then selecting the files to delete.

To rotate the image

While viewing an image in full screen, make a half-circle gesture on the screen with your finger to rotate the image.
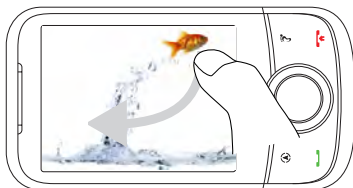
To rotate the image 90 degrees clockwise, make a downward half-circle gesture on the screen.
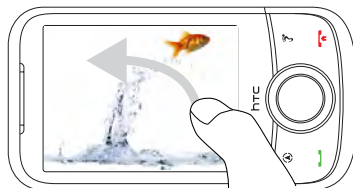
To rotate the image 90 degrees counterclockwise, make an upward half-circle gesture on the screen.

To view the next or previous image

When viewing images in full screen, go to the next image by swiping your finger across the screen from right to left. Go back to the previous image by swiping your finger from left to right.
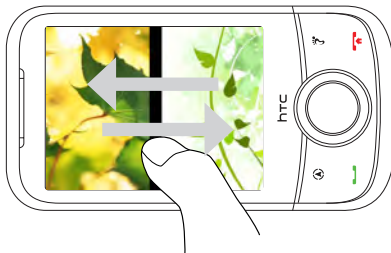
To zoom in or out of an image

While viewing an image, make a full-circle gesture on the screen with your finger.
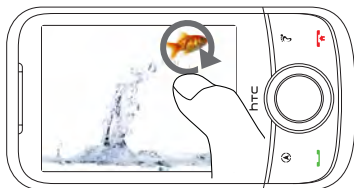
Slide your finger clockwise on an area to zoom in on that area.
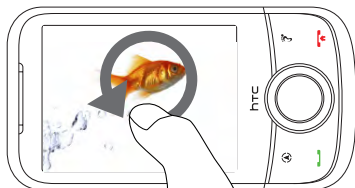
Slide your finger counterclockwise to zoom out.

Tips
- You can also zoom in and out by rotating the NAVIGATION WHEEL.
- When you zoom in on an image, double-tap the screen to automatically zoom out and fit the image to the screen.
- When you zoom in on an image, tap and hold the screen so you can pan the image.
- When you zoom in on an image, tap the screen to open the on-screen menu. On the on-screen menu, tap ⬛ and then select **Save Screen Image** to save the image on-screen as a new file.

To view still images as a slideshow
While viewing the slideshow, tap the screen to show playback controls.

Tap to return to the main Album screen or the **Photos and Videos** tab.

Tap to open the Slideshow Options screen where you can set the transition effect to use, time per slide, and orientation of the images.

Tap to go back to the previous image.

Tap to go to the next image.

Tap to play or pause the slideshow playback.
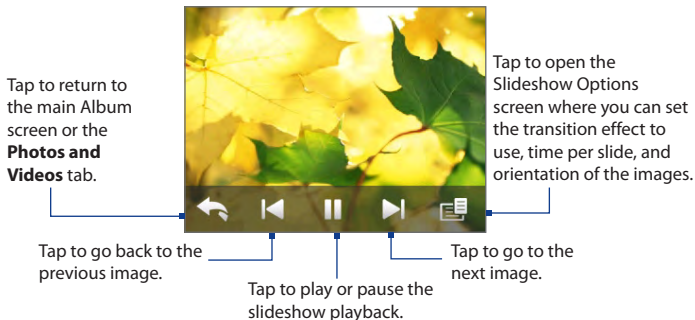
Tip   If the images are in your favorite album, you can start the slideshow from the **Photos and Videos** tab on the Home screen. On the Photos and Video tab, tap **Slideshow**.

Play back video

While playing back video, tap the screen to show the playback controls.

Drag to go forward or backward in the video.

Elapsed time

Total duration

Tap to go back to the beginning of the video.

Tap to stop video playback.

Tap to play or pause video playback.
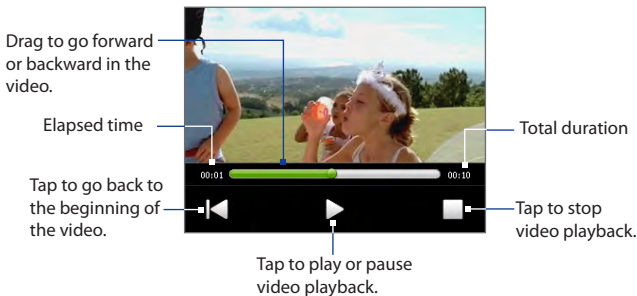
Tip   If the video is in your favorite album, you can start the video playback from the
Photos and Videos tab on the Home screen. On the Photos and Video tab, tap **Play**.

Close Album

Close Album by tapping ☒ on the main Album screen. When viewing files in full
screen mode, tap the screen to show the on-screen menu or playback controls and
then tap ↰ to go back to the main Album screen.

11.3 Using Windows Media® Player Mobile

Windows Media® Player Mobile plays digital audio and video files that are stored on your device or on a network, such as on a web site.

Video File Formats Supported	File Extensions
Windows Media Video	.wmv, .asf
MPEG4 Simple Profile	.mp4
H.263	.3gp, .3g2
H.264	.mp4, .3gp, .3g2, .m4v
Motion JPEG	.avi

Audio File Formats Supported	File Extensions
Windows Media Audio	.wma
WAVE	.wav
MP3	.mp3
MIDI and SP MIDI	.mid, .midi, .rmi
AMR Narrow Band	.amr, .3gp
AMR Wide Band	.awb,.3gp
AAC, AAC+, and eAAC+	.aac, .mp4, .m4a, .3gp
MPEG4 audio	.m4a
QCELP	.qcp, .3g2
EVRC	.qcp

To open Windows Media® Player Mobile
Tap **Start > Programs > Windows Media**.

About the controls

Tap and drag to jump to any part of the video or audio

Full screen

Visit WindowsMedia.com

Mute/Unmute

Increase volume

Decrease volume

Skip to the beginning of the current file or to the previous file

Play/Pause

Skip to the next file
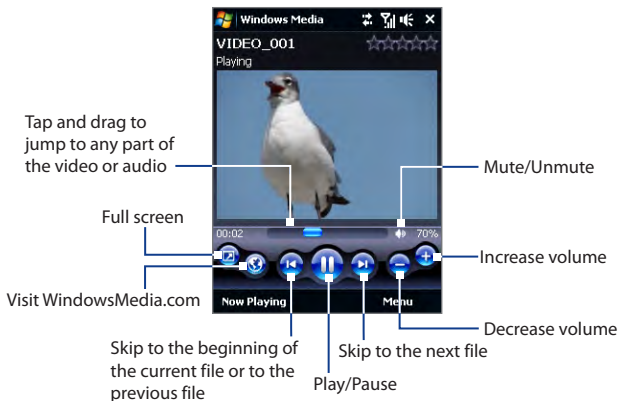
About the screens and menus

Windows Media® Player Mobile has three primary screens:

- **Playback screen**. The screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.

- **Now Playing screen**. The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are "queued up" to play next.

- **Library screen**. The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending on which screen you are viewing. For more information about the commands in these menus, see Help on your device.

Synchronize video and audio files

Use the latest version of Windows Media® Player on your computer to synchronize digital media files from your computer to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

To synchronize content to your device automatically

1. On your computer, open Windows Media® Player, then connect your device to your computer.

2. In the Device Setup Wizard, select **Yes, search my computer now**.

    Note If you have previously opened Windows Media® Player and searched for media on your computer, you will not be prompted to search your computer in Step 2.

3. On the Device Setup dialog box, enter a name for your device and click **Finish**.

    Note If you installed a storage card that has a capacity of more than 4GB and your entire library can fit into the storage card, Windows Media Player will automatically synchronize your music files. The device also needs to be set to **Disk Drive** mode for Windows Media Player to automatically synchronize.

4. On the left panel of Windows Media® Player, right-click the name of your device and click **Set Up Sync**.

    Note To set up media synchronization on a storage card, right-click Storage Card in the left panel of Windows Media® Player, then click **Set Up Sync**.

5. Select the playlist(s) that you want to sync between your computer and device, then click **Add**.

    Note On the Device Setup dialog box, make sure that the **Sync this device automatically** check box is selected.

6. Click **Finish**.

The files will begin synchronizing to your device. The next time you connect your device to your computer while Windows Media® Player is running, synchronization will start automatically.

To synchronize content manually to your device

1. If you have not set up media synchronization between your device and computer, follow steps 1 to 3 in "To synchronize content to your device automatically".

2. Click the **Sync** tab on the Windows Media® Player of your computer. Select a Playlist or a Library on the left panel of the Windows Media® Player.

3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.

Playlists and Library List   Content List   Sync List
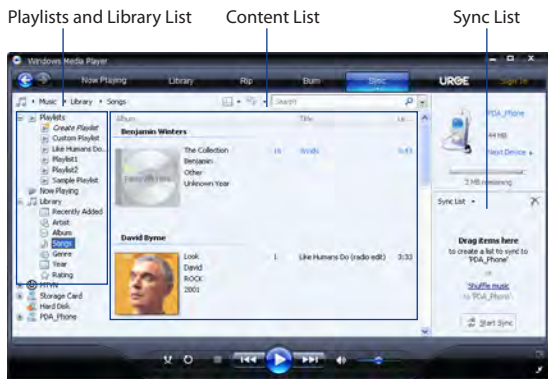
4. Click **Start Sync** to start synchronizing the selected files to your device.

Notes • Use Windows Media® Player 11 or higher on your computer to synchronize media files to your device.

• Audio files copy faster if Windows Media® Player is configured to automatically set the quality level for audio files copied to your device. For more information, see the Windows Media® Player Help.

Play media

Use the Library to find and play songs, videos, and playlists that are stored on your device or an installed storage card.

To update the Library

1. If you are not on the Library screen, tap **Menu > Library**.

2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the media storage that you want use, for example, Storage Card.

3. In most cases, Windows Media® Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.

To play video and audio files on your device

1. Select a category (for example, My Music or My Playlists).

2. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

Tips • To play a media file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.

• To play a media file from the Internet or a network server, tap **Menu > Library** then tap **Menu > Open URL**.

Playlists

In Windows Media® Player Mobile, you can create a new playlist by saving the current Now Playing playlist and giving it a new name.

To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.

2. Tap to select a category (for example, My Music or My Playlists).

3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.

   Repeat this step until you have added all desired media files to the Now Playing list.

   Note   You cannot select multiple files simultaneously.

4. After adding the media files, tap **Menu > Now Playing**.

5. On the Now Playing screen, tap **Menu > Save Playlist**.

6. Enter the playlist name, then tap **Done**.

7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

Troubleshooting

If you encounter a problem while using Windows Media® Player Mobile, see the Troubleshooting Windows Media® Player Mobile page at the Microsoft web site : http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx.

11.4 Using Audio Manager

In **Audio Manager**, you can access all the music files on your device. You can browse categories such as Artists, Genre, and more, and play them on the **Music** tab of the Home screen (see Chapter 3 for more information on playing music). You can create your own playlists. You can also set whole songs or parts of songs as ringtones.

Notes • Audio Manager searches for all music files stored on your device memory and memory card that have the following audio formats: MP3, WMA, AAC, and AAC+. It searches in the following locations:

Device: My Music (including all subfolders)
                    \My Documents (including all subfolders)
Memory card: \Storage Card (including all subfolders)

• Music files are categorized under **Artists**, **Album**, **Genre**, and more, if such metadata is found in the files.

To access Audio Manager

On the Home screen, slide to the **Music** tab and tap **Library**. The **All Songs** screen opens. To display the Main screen and access categories such as **Artists**, **Genre**, and more, tap **Up**. An arrow that appears to the right of a category indicates that it has submenus.

When you tap a category on the Main screen, you see more submenus which may have deeper levels of menus. For example, when you tap **Artists**, another level of submenus is listed showing artist names. When you tap an artist name, more submenus showing album names are displayed. Just keep opening the submenus until you reach the level where song titles can be selected for playback.
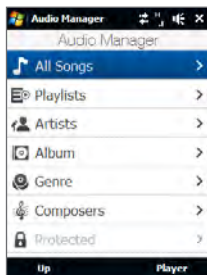
Audio Manager: Main screen

Audio Manager: Artists screen

Music files that are protected by Digital Rights Management (DRM) are listed under the **Protected** category. A lock icon shown before song titles indicates that the music files are protected. Select a file and tap **Info** if you want to view file information. A cross-marked lock icon shown before song titles indicates that the rights for the music files have expired, and you are not able to play them. Tap **Delete** if you want to delete these files.

Playlists

The Playlists screen shows the current playlists that are found on the device memory and memory card.

There are two types of playlists that are shown on the Playlist screen:

- **Windows Media® Player playlists**. These are playlists that are in Windows Media® Player Mobile's Library (which is synchronized with Windows Media® Player on your computer), and they are indicated by the Windows Media® Player icon (⬤). They can be played on the Music tab of the Home screen, but cannot be edited.

- **Custom playlists**. These are playlists that are created in Audio Manager and can be edited.

To create a playlist

1. On the Main screen, tap **Playlists**.

2. On the **Playlists** screen, tap **Menu > New**.

3. Enter a **Playlist name** and tap **OK**.

4. On the Playlists screen, tap the playlist you have just created and tap **Menu > Edit**.

5. Tap **Menu > Add**.

6. Tap the check boxes to select the songs you want to add to the playlist, or tap **Menu > Select All** to choose all the songs.

7. Tap **OK** three times to return to the Playlists screen.
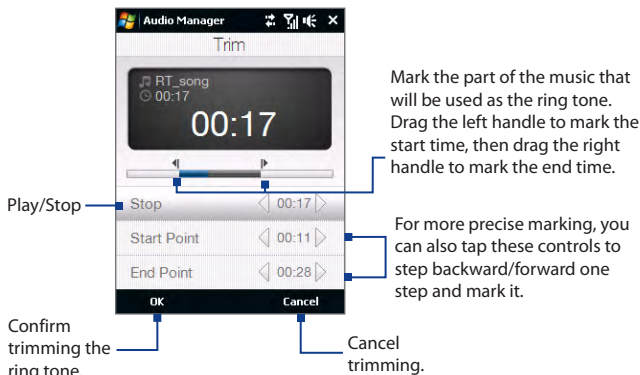
To play back a playlist

1. On the **Playlists** screen, tap to select a playlist.

2. Tap the first song in the selected playlist. Music Player automatically opens and starts playing the first song. After each song, the next one in the playlist is played.

Note   Playlists are not automatically updated when music files have been deleted from the device memory or memory card.

Set music as ring tone

You can set your favorite music as a ring tone for your device.

1. Use the NAVIGATION WHEEL to select a song in Audio Manager or tap a song to play it on the Music tab of the Home screen, and then tap **Menu > Set as Ring Tone**.

2. If the selected music is an MP3 file, tap **Trim** if you want to trim it first to make it shorter.

Mark the part of the music that will be used as the ring tone. Drag the left handle to mark the start time, then drag the right handle to mark the end time.

Play/Stop

For more precise marking, you can also tap these controls to step backward/forward one step and mark it.

Confirm trimming the ring tone.

Cancel trimming.

3. Tap **Set as Default Ring Tone**.

   Tip   If you only want to save the song to the ring tone folder for future use, tap **Save to Ring Tone Folder**. Later on, you can tap **Start > Settings > Personal** tab > **Phone** to set it as your ring tone.
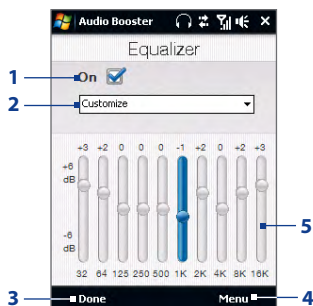
4. A confirmation message is then displayed. Tap **OK**.

11.5 Using Audio Booster

Audio Booster optimizes sound for a better listening experience. It provides preset moods, such as hip hop, jazz, rock, etc., and several enhancement presets that suit different types of music.

To access Audio Booster
Tap **Start > Programs > Audio Booster**.

This control	Does this
1 On	Select the check box to enable or disable the equalizer.
2 Equalizer presets	Tap to choose the Equalizer preset to use.
3 Done	Tap to apply the modified settings.
4 Menu	• Tap **Menu > Cancel** to exit Audio Booster without applying the modified settings. • Tap **Menu > Save as Preset** or **Delete Preset** to save or delete preset equalizer settings.
5 Frequency band	Drag the sliders to adjust the frequency.

To use an Equalizer preset
Tap the list box and select a desired preset.

To create a custom equalizer preset

1. Adjust the frequency bands to your desired values by dragging the equalizer controls. The selected values are indicated on top of the sliders.

2. Save your equalizer settings as a preset by tapping **Menu > Save as Preset**.

3. Enter a preset name and then tap **Done**. The preset you created is added to the list box.

To delete a custom equalizer preset

1. Tap the list box and select the Equalizer preset you want to delete.

2. Tap **Menu > Delete Preset**.

Note   You can only delete custom equalizer presets. Equalizer presets that are pre-installed cannot be deleted.

Chapter 12

Programs

12.1 Accessing Programs on Your Device

You will find preinstalled programs in the Start menu and on the Programs screen of your device.

To launch and use a program
Do one of the following:

- Tap **Start** to open the Start menu and then tap a desired program.
- To access more programs, tap **Start > Programs**, or slide to the **Programs** tab on the Home screen and then tap **All Programs**.

12.2 Adding and Removing Programs

Additional programs, such as the programs in the Application disc or other programs that you purchase, can be installed and uninstalled on your device. Your device does not allow you to uninstall most of the preinstalled programs.

Note Before you purchase additional programs for your device, make sure that they are compatible with your device.

To install a program
  1. Download the program to your computer (or insert the CD or disk that contains the program into your computer).

     You may see a single ***.exe** file, a ***.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select only the programs designed for your device.

  2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.

  3. Connect your device to the computer.

  4. Double-click the installation setup file.

To uninstall a program
1. Tap **Start > Settings > System** tab **> Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, then tap **Remove**.

12.3 Adobe® Reader® LE

Adobe® Reader® LE is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.

To open Adobe Reader LE
Tap **Start > Programs > Adobe Reader LE**.

To open a PDF file on your device
• Open a PDF file in Adobe Reader LE; or
• Open File Explorer, find the PDF file, then tap the file to open it.

To navigate through a PDF document
You can use the controls in the program and finger gestures to navigate a PDF document.

• To zoom in, rotate the NAVIGATION WHEEL clockwise or tap ➕ .
  To zoom out, rotate the NAVIGATION WHEEL counterclockwise or tap ➖ .
• While zoomed in, you can pan the current page by sliding your finger on the screen or pressing NAVIGATION up, down, left, and right.
• Tap ◀ to return to the previous page; tap ▶ to move to the next page.
  Tap ◀ to jump to the first page; tap ▶ to jump to the last page.
• Tap **Tools > Go To > Page Number** to enter a page number that you want to view.

12.4 **Calendar**

Use **Calendar** to create appointments, including meetings and other events. You can also synchronize Calendar appointments between your device and computer.

To open the Calendar screen
- On the TouchFLO Home screen, tap **Calendar** or a displayed appointment; or
- Tap **Start > Calendar**.

Create appointments

To schedule an appointment

1. Open the Calendar screen and then tap **Menu > New Appointment**.
2. Enter a name for the appointment.
3. Do one of the following:
   - If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
   - If there is a time frame for the appointment, set the start and end dates and times.
4. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
5. When finished, tap **OK** to return to the calendar.

Notes • All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

   • To remove an appointment, tap **Menu > Delete Appointment**.

Tip To have the time entered automatically in Day view, tap and drag to select a time slot for the new appointment, and tap **Menu > New Appointment.**
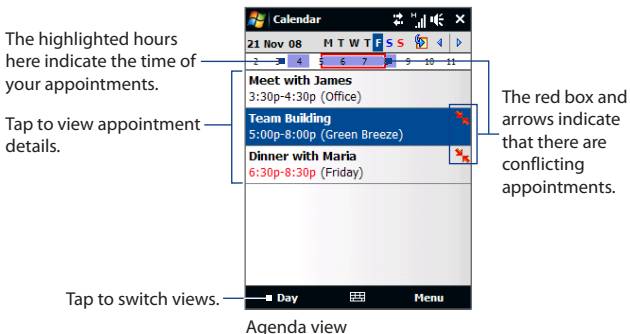
To set the reminder time for new appointments

By default, Calendar has been set to display a reminder alert when you have new upcoming appointments. You can change the reminder time.

1. Open the Calendar screen.

2. Tap **Menu > Tools > Options > Appointments** tab.

3. Make sure the **Set reminders for new items** check box is selected.

4. Set the time when you want the reminder to alert you.

5. Tap **OK** to return to the Calendar screen.

View appointments

By default, Calendar displays appointments in **Agenda** view. You can also look at your appointments in **Day**, **Week**, **Month**, and **Year** views.

The highlighted hours here indicate the time of your appointments.

Tap to view appointment details.

The red box and arrows indicate that there are conflicting appointments.

Tap to switch views.

Agenda view

- To see detailed appointment information in any view, tap the appointment.

- To view appointments by category, tap **Menu > Filter**, then select the desired category.

- • To change the default view that Calendar uses to display appointments, tap **Menu > Tools > Options > General** tab. Tap the **Start in** box, then choose the calendar view.
- • When in Month view, you will see the following indicators:
  - Morning appointment
  - Afternoon or evening appointment
  - Both morning and afternoon/evening appointments
  - All-day event

Send appointments

To send a meeting request
Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Open the Calendar screen.
2. Schedule a new appointment, or open an existing one and tap **Menu > Edit**.
3. Tap **Attendees**, then tap **Add Required Attendee** or **Add Optional Attendee** and add the contacts whom you want to invite.

   Note You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see "Managing Meeting Requests" in Chapter 7.

4. When you have finished adding attendees, tap **Done**.
5. Tap **OK** to send.

Tip To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail, POP3/IMAP4 or Windows Live™ account.

Notes • If you're sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your computer or Exchange Server.

• When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To send appointment details as a vCalendar

A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the computer.

After selecting the appointment to send in the Calendar screen, tap **Menu > Send as vCalendar** to send a vCalendar containing appointment details as a file attachment in an MMS message. For more information, see "MMS" in Chapter 6.

12.5 Contacts

Contacts is your address book and information storage for people and businesses you communicate with. You can add the following types of contacts to your device:

- **Outlook contacts**. Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server.

- **SIM contacts**. Contacts that are stored on the SIM card. Only a name and phone number can be stored for each entry.

- **Windows Live™ contacts**. Contacts that you communicate with using Windows Live™ Messenger or MSN.

  Note   You can only add Windows Live™ contacts after you have set up Windows Live™ on your device. See "Add Windows Live contacts" in Chapter 8 for details.

To open the Contacts screen

Do one of the following:

- On the TouchFLO Home screen, slide to the **People** tab and then tap **All People**; or
- Tap **Start > Contacts**.

Add new contacts

To add a contact on your device

1. Open the Contacts screen.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.
3. In the **File as** field, choose how you want the contact name to appear in the contact list.
4. To add a photo of the contact, tap **Select a picture**, and then select the picture file or tap **Camera** to take a photo of the contact.
5. To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.
6. When finished, tap **OK**.

Tips
- If a person who is not in your list of contacts called you and you want to save that person's phone number, tap and hold the phone number in the Call History and then tap **Save to Contacts** from the shortcut menu.
- To save a phone number that is contained in a message, open the message, tap the underlined phone number, and then tap **Menu > Save to Contacts**.
- To edit contact information, tap the contact name and then tap **Menu > Edit**.

To add a contact to your SIM card

1. Open the Contacts screen.
2. Tap **New**, then select **SIM Contact**.
3. Enter a contact name and phone number.
4. Tap **OK**.

Tip You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "SIM Manager" in this chapter.

## Organize and search contacts

To group similar contacts

For easier management, you can group similar contacts by assigning them to categories.

1. Create a new Outlook contact or edit an existing Outlook contact.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To find a contact on your device

There are several ways to find a contact when your contact list is long:

- Begin entering a contact name in the provided text box until the contact you want is displayed.
- On the Quick Scroll bar on the right of the Contacts screen, scroll to or tap a letter to go directly to the part of the contacts list where contact names start with that letter.
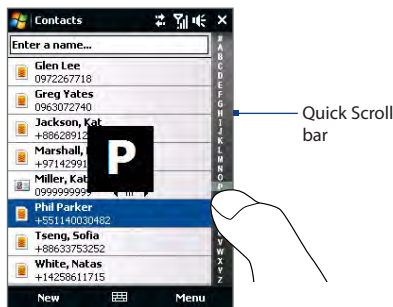
Quick Scroll bar

Note You can disable the Quick Scroll bar by tapping **Menu > Options** and selecting the **Show alphabetical index** check box. This will show the alphabetical index at the top of the Contacts list.

• Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **Menu > Filter > All Contacts**.

Share contact information

To beam a contact's details
You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. On the Contacts screen, select a contact.
2. Tap **Menu > Send Contact > Beam**, then select a device where to beam the contact to.

Note Before beaming, make sure Bluetooth is turned on and set to visible mode on your device and the target mobile device. You can also beam contact information to your computer. See Chapter 9 for details.

To send contact information via text messaging

1. On the Contacts screen, select a contact.
2. Tap **Menu > Send Contact > SMS \ MMS**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

To send contact information as a vCard

A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the computer. From your device, you can send a vCard containing contact information as file attachment in an MMS message.

1. On the Contacts screen, select a contact.
2. Tap **Menu > Send as vCard**.
3. A new MMS message is created with the vCard file attached. Enter the mobile phone number or e-mail address of the recipient, then tap **Send**.

For more information, see "MMS" in Chapter 6.

12.6 Comm Manager

Comm Manager is a central location where you can easily turn on and off the communication features of your device such as the phone, Wi-Fi, data connection, Bluetooth, and more.

To access the Comm Manager

Do one of the following:

- On the TouchFLO Home screen, slide to the **Settings** tab and then touch **Communications**.
- Touch **Start > Programs > Comm Manager**.

- Touch **Start > Settings > Connections** tab > **Comm Manager**.

1 Switch Airplane Mode on or off. Turning on Airplane Mode turns off the phone, Wi-Fi and Bluetooth functions. For more information, see "To enable or disable Airplane Mode" in Chapter 2.

2 Switch the phone on or off. Tap **Settings > Phone** to set the ring tone and other phone settings. See "Changing Basic Settings" in Chapter 13 for details.

3 Switch Bluetooth on or off. Tap **Settings > Bluetooth** to configure Bluetooth on your device. See Chapter 9 for details.

4 Switch Wi-Fi on or off. Tap **Settings > Wireless LAN** to configure wireless network connection settings. See "Wi-Fi" in Chapter 8 for details.

5 Switch between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 7 for details.

6 Turn your data connection (such as 3G or GPRS) on or off. See "Starting a Data Connection" in Chapter 8 for details.

12.7 JBlend

MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. The **JBlend** program lets you download, install and manage MIDlets or MIDlet suites on your device. Your device supports Java 2 Micro Edition, J2ME.

To open the Java program
Tap **Start > Programs > JBlend**.

Install and launch MIDlets or MIDlet suites
There are two ways to install a MIDlet or MIDlet suite:

To download and install via Internet Explorer Mobile
1. On the JBlend screen, tap **Install > Download** to open Internet Explorer Mobile.
2. Locate the MIDlet or MIDlet suite while connected to the Internet.
3. Select the MIDlet or MIDlet suite to download.
4. Information about the MIDlet or MIDlet suite is then displayed. Tap **Continue**.
5. Confirm to start downloading and proceed with the installation.

To install from your device
You can copy MIDlets or MIDlet suites from the PC to your device using the USB sync cable or Bluetooth connection. Copy them to the root folder or any subfolder on your device.
1. On the JBlend screen, tap **Install > Local Install**. The program then searches for MIDlets or MIDlet suites on your device and displays them in a list.
2. From the list, tap the MIDlet or MIDlet suite that you want to install.
3. Tap **Yes** to confirm and start the installation.

To run a MIDlet or MIDlet suite
Do one of the following:

- After installation of the MIDlet or MIDlet suite is complete, tap **Yes**.
- On the JBlend screen, tap the MIDlet or MIDlet suite.

To stop running a MIDlet or MIDlet suite
Tap **Exit** or **Quit** on the MIDlet's or MIDlet suite's screen or menu.

Manage MIDlets and MIDlet suites

You can organize MIDlets and MIDlet suites into folders for easy identification, renaming, updating, and more. If the device memory is full, uninstall some MIDlets or MIDlet suites to free up memory space.

To update a MIDlet or MIDlet suite
On the JBlend screen, select a MIDlet or MIDlet suite and then tap Menu > Application > Update Info. JBlend will search for updates for the selected MIDlet or MIDlet suite where it was installed from before.

To remove a MIDlet or MIDlet suite
Before you uninstall a MIDlet, make sure that it is not running.

1. On the JBlend screen, tap and hold the MIDlet and then tap **Delete**. Alternatively, you can tap **Menu > Application > Delete**.
2. Tap **Yes** to confirm.

Note To uninstall all MIDlets and folders from the current folder, tap **Menu > Application > Delete All**.

To configure the MIDlets environment setting
On the JBlend screen, tap **Menu > Java Settings**, and then clear the **Backlight always on** check box to minimize the power consumption.

To set MIDlet permission settings

For each MIDlet already installed, Java allows you to individually set permission options to perform certain actions. You can set permission options for performing each action by following these steps:

1. On the JBlend screen, tap and hold a MIDlet and then tap **Permissions**, or tap **Menu > Application > Permissions**.

2. For each action, choose one of the following permission options:

   • **Never**. Prohibits a MIDlet from performing the action.

   • **Allow and ask me next time**. Asks for your confirmation whenever a MIDlet attempts to perform the action.

3. Tap **OK**.

Note   Changes to permission settings for a MIDlet in a multi-MIDlet suite will be applied to the whole suite.

12.8 Microsoft® Office Mobile

Microsoft® Office Mobile consists of the following applications:

- **Microsoft® Office Excel® Mobile** lets you create and edit Excel workbooks and templates on your device.
- **Microsoft® Office OneNote® Mobile** lets you create notes with text, photos, and voice recordings for synchronization later with Microsoft® Office OneNote® 2007 on your computer.
- **Microsoft® Office PowerPoint® Mobile** allows you to view (not create) slide show presentations in ***.ppt** and ***.pps** formats.
- **Microsoft® Office Word Mobile** lets you create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

To use Microsoft Office Mobile
1. Tap **Start > Office Mobile**.
2. Tap the Office Mobile application that you want to use.

Word Mobile and Excel Mobile do not fully support some features of Microsoft® Office Word and Microsoft® Office Excel®. To see a complete list of features that are not supported in Word Mobile and Excel Mobile, see Help on your device.

Tips   • By default, Word Mobile saves documents in **.docx** format, while Excel Mobile saves workbooks in **.xlsx** format. If you want to open these types of files on a computer that uses Microsoft Office 2000, Office XP, or Office 2003, you need to download and install the **File Format Converter** in your computer. You can find this converter at http://www.microsoft.com/downloads/details. aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en.

• If you want Word Mobile to save documents in **.doc** format, tap **Menu > Tools > Options** (or **Menu > Options** when no document is opened), then change the **Default template** to **Word 97-2003 Document (.doc)**.

• If you want Excel Mobile to save workbooks in a format that is compatible with Microsoft Office 2000, Office XP, or Office 2003, tap **Menu > Options** (with no workbook opened), then change the **Template for new workbook** to **Blank 97-2003 Workbook**.

12.9 Notes

Using **Notes**, you can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and more.

To create a note

1. Tap **Start > Programs > Notes**. In the note list, tap **New**.

2. Choose an input method and then enter your text.

    Tip   For more information about input methods and entering text, see Chapter 4.

3. When finished, tap **OK** to save and return to the note list.

Notes • To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.

    • If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Create or open a note file.

2. Use the stylus to draw on the screen. A selection box then appears around your drawing.

3. Tap **OK** to save.

Note To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

To record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

1. Tap **Start > Programs > Notes**.

2. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.

3. Do one of the following:
   - To add a recording to a note, create or open a note.
   - To create a stand-alone recording, record from the note list.

4. Tap the **Record** icon (●) to begin recording your voice. Tap the **Stop** icon (■) when you are finished recording.

Tip To select the voice recording format, return to the note list and then tap **Menu > Options > Global Input Options** link (at the bottom of the Options screen). On the Input screen, tap the **Options** tab and choose the desired format from the **Voice recording format** list.

12.10 SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

To create a contact on your SIM card

1. Tap **Start > Programs > SIM Manager**.

2. Tap **New** and enter a contact name and phone number.

3. Tap **Save** to save the information on your SIM card.

Tip   To change contact information on your SIM card, tap a SIM contact, edit the information, and then tap **Save**.

To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. On the SIM Manager screen, select the desired contact, or select all SIM contacts by tapping **Menu > Select All**.

2. Tap **Menu > Save to Contacts**.

To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name.

By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

1. On the SIM Manager screen, tap **Menu > Tools > Options**.

2. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.

3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.

4. After modifying, tap **OK**.

5. Tap **Menu > Contacts to SIM**.

6. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then tap **Save**.
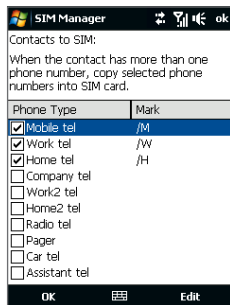
To store your SIM card's phone number

1. On the SIM Manager screen, tap **Menu > Tools > List of Own Numbers**.

2. Tap **Voice Line 1**.

3. Change the name, if desired, then enter your mobile phone number.

4. Tap **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.
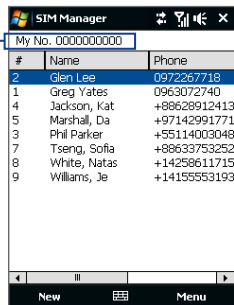
12.11 Spb GPRS Monitor

Using **Spb GPRS Monitor**, you can monitor how much data you have sent and received on your device, and check the network usage costs by taking into account your service plan details. You can also view connection cost and traffic charts, generate reports of network connection usage, and export reports to CSV files for use with Microsoft® Office Excel® and Access.

Install GPRS Monitor

The GPRS Monitor program is included in the Application disc. To install it onto your device, run the program's installer on your computer. Follow the on-screen instructions on your computer and your device to complete the installation.

The GPRS Monitor icon and pop-up window

You can enable the GPRS Monitor icon to be shown on the title bar. This icon shows the data connection or dial-up connection speed, data traffic, and battery status.

To show the GPRS Monitor icon on the title bar

1. Tap **Start > Programs > Spb GPRS Monitor**.

2. Tap **Tools > Options > Icon** tab.

3. Select the **Show taskbar icon** check box.

By default, the GPRS Monitor icon shows three bars that represent the following status information:

Icon Bar 2: Traffic
(Full bar corresponds to
100%. Each bar is 20%.)

Icon Bar 1: Speed
(Full bar corresponds
to 19KB/sec.)

Icon Bar 3: Battery
(Each bar corresponds to
20% of the total charge.)
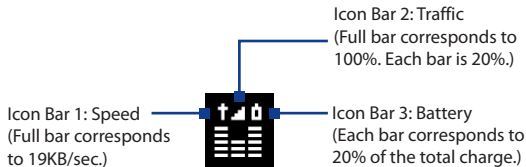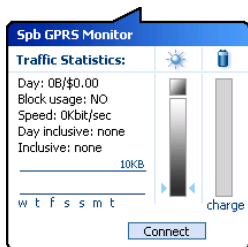
When you tap the GPRS Monitor icon on the title bar, a pop-up window opens and shows you detailed statistics about your data transfers, such as the data size you have just transferred and its cost, the allowable amount of data that you can transfer, and more.

Set up monitoring and notification

To select the connection to be monitored

1. On the GPRS Monitor screen, tap **Tools > Options > Connection** tab.

2. Select the **Enable connection monitoring** check box.

3. In the **Connection** list, select the connection you want to monitor.

To enter your service plan details

Service plan details, or tariffs, determine the price that you pay for your data transfers. The tariff may either be flat rate or time-based, depending on whether you're using GPRS or a phone dial-up connection for data transfers.

Contact your wireless service provider to find out about your tariff, and enter the information in the **Tariff** tab or the **Tariff Details** tab on the Options screen.

Note   The calculation of network usage costs is based on the information that you entered, and is only an estimate. The actual amount billed by your service provider may differ.

To set up traffic limit notifications

You can set up traffic limit notifications if you want to be notified when a traffic limit is reached.

1. On the GPRS Monitor screen, tap **Tools > Options**.

2. Enable the notifications on the **Day Warn** and **Month Warn** tabs. You can specify up to three daily and three monthly limits.

   Once traffic reaches one of these limits, you will receive a notification.

View charts and reports

On the GPRS Monitor, you can view network connection cost charts and traffic charts, as well as generate detailed reports of network connection usage during a given period of time. These reports can be exported to CSV files that you can open using Excel, Access, or other similar spreadsheet and database software applications.

To view charts and generate reports

On the GPRS Monitor screen:

- Tap the **Chart** tab to view the network connection cost charts and traffic charts.

- Tap the **Report** tab to generate reports on network traffic and tariff.

For more information about using Spb GPRS Monitor, see Help on your device.

12.12 Sprite Backup

Use **Sprite Backup** to back up data, which includes settings, files, contacts, and all other information, to the device memory, storage card or a computer.

Note If you are sending your device for repair or performing a hard reset, data from your device will be lost. It is recommended that you use Sprite Backup to back up your files including settings, contacts and other information to your computer or a storage card.

To install Sprite Backup

1. Make sure your device is connected to your computer via a USB cable.

2. Insert the Application disc on your computer's disc drive and start the Sprite Backup installation.

3. Follow the on-screen instructions to install the Sprite Backup PC Manager to your computer and the Sprite Backup program onto your device.

To open Sprite Backup

On your device, tap **Start > Programs > Sprite Backup**.

Before you start to back up or restore files, please check the following:

- **•** Make sure that the device storage memory has at least 15MB of free space. To check, tap **Start > Settings > System** tab **> Memory > Main** tab.

- **•** If you have a storage card installed, make sure that it has at least 100MB of free space. To check, tap **Start > Settings > System** tab **> Memory > Storage Card** tab.

To back up data

1. To back up data remotely to a computer, enable the PC backup feature first. See "To enable remote backup to a computer" for instructions.

2. On the Sprite Backup main screen, tap **Backup**.

3. On the Backup Data Selection screen, you will see a tree view of the data and files on your device. Tap "**+**" on the left of an item to view its sub-items.

Use the check boxes to select or exclude items for backup.

Main screen

Backup Data Selection screen

Notes • To prevent data restore problems, it is recommended that you exclude the device's **File System** from back up. To exclude File System from back up, tap "+" before the **System Data** item to expand the list, then clear the **File System** checkbox.

• When File System is excluded from back up, you need to reinstall all third party programs to your device after you do a hard reset and restored your files.

4. After selecting data items, tap **Next**. The Save As screen then appears.

5. Enter a file name for the backup file.

6. In **Location**, choose whether to save the backup file to **\Storage Card** (if one is installed), **\My Documents** on the device memory, or to a **PC**.

Tip When backing up to a storage card or to \My Documents on the device memory, you can also choose a specific folder where to save the backup file.

7. Tap **Next**.

8. On the Device Reset Required screen, tap **Next** to start the backup.

Note Do not start and use any programs on your device until the backup process is completed.

To restore data

1. On the Sprite Backup main screen, tap **Restore**. Sprite Backup then searches for all available backup files from the device memory and storage card and then displays them on the Open File screen.

   Tip To search for backup files created on your computer, connect your device to your computer and run Sprite Backup PC Manager on your computer. In Sprite Backup's Open File screen on your device, set **Location** to **PC**.

2. Select the backup file you want to restore and then tap **Next**.

3. In the tree view, select the items you want to be restored to your device and then tap **Next**.

   Note If your phone has SIM PIN lock enabled, a screen will appear asking you to set up Sprite Backup SIM Unlock feature. It is recommended that you set up this feature to avoid file restoration errors. To set up, tap **Setup Phone SIM Lock**.

4. On the Device Reset Required screen, tap **Next** to begin restoring data.

Note Sprite Backup soft resets your device first before it begins the backup or restoration process. It soft resets again after the operation is completed.

To enable remote backup to a computer

1. On the Sprite Backup main screen, tap **Options > Networking > PC**.

2. Select the **Enable PC Backup** check box and choose whether to do the remote backup to your computer via ActiveSync or network.

For more information about using Sprite Backup, see the Sprite Backup Help or download the Sprite Backup User Manual from http://www.spritesoftware.com/.

12.13 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring).

Your tasks are displayed in a task list. Overdue tasks are displayed in red. A reminder will be displayed when you have new tasks to be completed.

To create a task
1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

To change the priority of a task
Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and tap a priority level in the **Priority** box.
4. Tap **OK** to return to the task list.

Note   All new tasks are assigned a Normal priority by default.

To show start and due dates in the task list
1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box, then tap **OK**.

To send task information as a vCalendar
After selecting the task to send in the Task screen, tap **Menu > Send as vCalendar**
to send a vCalendar containing task details as a file attachment in an MMS message.
For more information, see "MMS" in Chapter 6.

12.14 Voice Commander

Voice Commander enables you to call contacts, open programs, or control
multimedia playback using voice commands. It also lets you create customized
voice tags for faster and more accurate voice recognition.

Open Voice Commander

1. Press and hold the TALK/SEND button.

    Tip You can also open Voice Commander by tapping **Start > Programs > Voice Commander**.

Progress bar —

Voice commands —

Please Say:
- Call <Contact> at
  <Home / Work / Mobile>
- Find <Contact>
- Digit Dial / Redial / Callback
- Play Music / Pause / Resume
- Play <Music File>
- Next / Previous
- Start <Application>
- <Today's / Tomorrow's / This
  week's> appointments
- Read <SMS / EMail> / Call history
- What time is it?

Tap to adjust the
Voice Commander
settings or view
information about
Voice Commander.

Re-Start   Menu
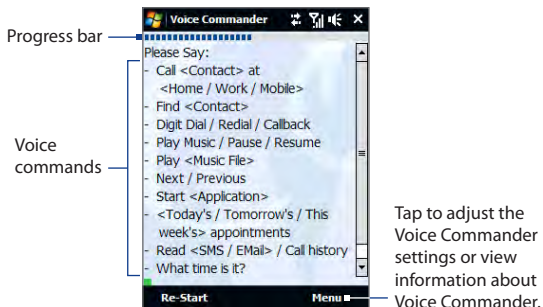
2. Voice Commander comes with preset voice commands for common tasks.
    Select a voice command on the screen, then say the command.

For example, say "**Call John**" to make a call to your contact named John, or "**Start File Explorer**" to open the File Explorer program.

Notes • Do not pause when you say a command. For example, no pause is required between "Call" and "John".

• If the program cannot recognize your voice command, move to a quiet place, then try again while speaking clearly. For better voice command recognition, say the command with the same voice that you would use in a call.

• Say the command completely before the progress bar reaches the end.

Create a voice tag for a contact

To improve voice command accuracy and convenience, you can create customized voice tags for your contacts. For example, you can create a voice tag "boss" to dial your supervisor's phone number.

1. Tap **Start > Settings > Personal** tab **> Voice Commander Settings**.

Tip You can also tap **Menu > Settings** in the Voice Commander screen to open the Voice Commander settings.

2. Tap the **Contacts** tab to display the list of contacts stored on your device, then select the desired contact.

3. Tap the **Record** button, then record your voice tag.
When finished recording, a voice tag icon ( ) appears on the right of the contact.

Tip To ensure better voice recognition, record your voice tags in a quiet place.

Voice tag icon

Record button
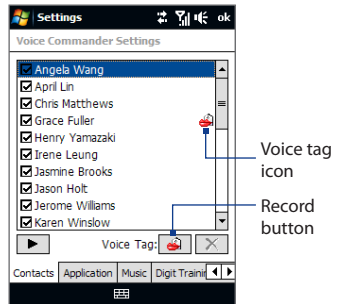
4. After you have created a voice tag for a contact, you can:
   - Tap ⛟ to rebuild the voice tag.
   - Tap ▶ to play back the voice tag.
   - Tap ✖ to delete the voice tag.

Create a voice tag for a program

You can create customized voice tags to open programs with commands that are not included in the preset voice command list. For example, you can create a voice tag "audio" to open the Audio Manager program.

1. Tap **Start > Settings > Personal** tab **> Voice Commander Settings**.

   Tip You can also tap **Menu > Settings** in the Voice Commander screen to open the Voice Commander settings.

2. Tap the **Application** tab to display the list of programs installed on your device, then select the desired program.

3. Follow steps 3 to 4 of the previous section to create the voice tag.

Note For details on creating customized voice tags, see Help on your device.

12.15 Voice Recorder

Voice Recorder lets you record your voice and quickly send it as an MMS or e-mail attachment, beam it via Bluetooth, or set the recorded voice as your ring tone.

Note   Voice Recorder saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

To record your voice

  1. Tap **Start > Programs > Voice Recorder**.

  2. Hold the device's microphone close to your mouth.

  3. Touch **Record** or ● to start recording. Tap **Stop** or ■ to end the recording.

To select or create a folder where to save voice recordings

By default, all recordings are saved in the **My Voices** folder of the device. You can choose another folder or create a new folder to save your voice recordings.

Note   If a storage card is installed before you open Voice Recorder, the recordings are saved in the **My Voices** folder on the storage card by default.

  1. Tap the arrow beside the folder name on the top-left of the screen.

  2. In the menu that opens, choose an existing folder or touch **Add/Delete** to create a new folder.

To play back a voice recording

On the Voice Recorder screen, touch a voice recording, or navigate to a voice recording and then tap **Play** (▶).

Tip   If you need to adjust the sound volume, touch any of the status icons on the title bar and then touch the **Volume** icon (🔊) to open the System Volume screen where you can adjust the volume.

To send a voice recording through MMS
Select a voice recording, then tap **Menu > Send via MMS**. A new MMS message is then created with the voice recording automatically inserted as an audio clip.

See "MMS" in Chapter 6 to learn how to compose and send MMS messages.

To send a voice recording via e-mail
Select a voice recording, tap **Menu > Send**, and then select an e-mail account. This creates a new e-mail message with the voice recording inserted as a file attachment.

See "Using E-mail" in Chapter 6 to learn how to send e-mails.

To beam a voice recording via Bluetooth
1. Select the voice recording you want to beam, then tap **Menu > Beam File**.
   Tip To select multiple recordings, tap and drag over the desired recordings or tap **Menu > Select All**.
2. Tap the device you want to send the voice recording to.
3. On the other device, accept the file transfer to receive the file.

To set a voice recording as ring tone
Select the voice recording, then tap **Menu > Set as Ringtone**.

To rename or move a recording
1. Select the voice recording, then tap **Menu > Rename/Move**.
   Tip To select multiple recordings, tap and drag over the desired recordings or tap **Menu > Select All**. Note that you can move multiple files, but you cannot rename multiple files simultaneously.
2. In **Name**, enter the new voice recording name.
3. To move the voice recording, select the new destination **Folder** and **Location**. Tap **OK**.

12.16 ZIP

The **ZIP** program increases the storage capacity of your device by allowing you to compress files in the conventional ZIP format. It also allows you to extract files from a zip file.

To start ZIP on your device
Tap **Start > Programs > ZIP**.

Each time you start ZIP, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To open a ZIP file and extract files
 1. Touch a zip file to open it, or navigate to a zip file and then touch **File > Open Archive**.

    Note   You cannot select multiple ZIP files.

 2. From the zip file, select files by doing one of the following:

    • Touch a file to select it.
    • To select several files, touch **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by touching each file. (Touch a selected file to deselect it).
    • To select all files, touch **Menu > Action > Select All**.

 3. Touch **Menu > Action > Extract**.

 4. Choose a folder where the files will be extracted to, then touch **Extract**.

 5. Touch **Menu > File > Close Archive** to close the zip file.

To create a new zip archive

1. Touch **File > New Archive**.

2. On the Save As screen, enter the zip file name and choose a folder where you want to save it. You can also choose whether to save the zip file on the device's main memory or a storage card.

3. Touch **Save**.

4. Touch **Menu > Action > Add**.

5. Navigate to the folder that contains the files you want to archive.

6. Select files to add by doing one of the following:
   • Touch a file to select it.
   • To select several consecutive files, drag over the files.
   • To select several non-contiguous files, use the stylus to tap and hold on the screen and then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it).
   • To select all files, use the stylus to tap and hold on the screen and then tap **Select All**.

7. Touch **Add**.

8. Touch **Menu > File > Close Archive** to save and close the zip file.

Chapter 13

Managing Your Device

13.1 **Copying and Managing Files**

You can copy files between your device and computer, or copy files to a storage card installed on your device. You can also efficiently manage your files and folders using File Explorer.

To copy files using Windows Mobile Device Center or ActiveSync

1. Connect your device to the computer.

2. Click **File Management > Browse the contents of your device** in Windows Mobile Device Center on your computer, or click **Explore** in ActiveSync on your computer. This opens Windows Explorer on your computer and displays the contents of your device.

3. To copy a file from your device to your computer:

   a. Browse the contents of your device, right-click the file you want to copy, then click **Copy**.

   b. Right-click a folder on your computer, then click **Paste**.

4. To copy a file from your computer to your device:

   a. Browse the folders on your computer, right-click the file you want to copy, then click **Copy**.

   b. Right-click a folder on your device, then click **Paste**.

To manage files on your device using File Explorer
File Explorer lets you browse and manage the contents of your device. The root folder on the device is named **My Device**, and contains the following folders: My Documents, Program Files, Windows, and more.

1. Tap **Start > Programs > File Explorer**.

2. Tap a folder or file to open it.

3. To return to an upper level folder, tap **Up** and select the folder.

4. To quickly delete, rename, or copy a file, tap and hold the file, then choose the desired operation on the shortcut menu. To copy or delete multiple files, tap and drag over the desired files to select, tap and hold the selection, then choose the desired operation on the shortcut menu.

To copy files to a storage card

1. Make sure that the storage card is properly installed on your device.

2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.

3. Tap and hold the file you want to copy, then tap **Copy**.

4. Tap the down arrow (▼), then tap **Storage Card** in the list.

5. Tap and hold an empty area on the screen and then select **Paste** on the menu.

Tip You can configure programs such as Word Mobile and Excel Mobile to directly save edited files onto a storage card. In the program's file list, tap **Menu > Options**, then select the **Storage Card** in the **Save to** box.

13.2 Settings On Your Device

You can adjust the device settings to suit the way you work. To see all available settings, slide to the **Settings** tab on the Home screen and tap **All Settings**.

Personal tab

Icon	Description
	Buttons Assign a program or function to a hardware button. You can also set the behavior when you press and hold the END key.
	Input Set options for each of the input methods.

Icon	Description
	Lock Set a password for your device.
	Menus Set which programs will appear in the Start menu.
	Owner Information Enter your personal information on your device.
	Phone Customize phone settings such as ring tone, set a PIN number for your SIM card, and more.
	Sounds & Notifications Enable sounds for events, notifications, and more, and set the type of notification for different events.
	Today Customize the appearance and the information to be displayed on the Today screen. **Note** You will not see the Today screen when the TouchFLO Home screen is enabled. To display the Today screen, you can disable TouchFLO by tapping **Start > Settings > Personal** tab **> Today > Items** tab and then clearing the **TouchFLO** check box. However, you will not be able to use the TouchFLO Home screen if you disable it.
	Voice Commander Settings Customize Voice Commander features or create personalized voice tags for contacts, programs, and music playback controls so Voice Commander can easily recognize your voice commands.

System tab

Icon	Description
	About This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.

Icon	Description
	Car Kit Mode Control what happens when you put your device in the supplied in-car holder. For more information, see "NaviPanel settings" in Chapter 10.
	Certificates See information about certificates that are installed on your device.
	Clear Storage Reset your device to factory default settings.
	Clock & Alarms Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Customer Feedback Set your device to automatically send information about how you use Windows Mobile. By default, this option is disabled.
	Device Information See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Encryption Encrypt files on your storage card. Encrypted files will only be readable on your device.
	Error Reporting Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	External GPS Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.
	Location Settings Change what location data is sent and received on your device. For more information, see "Location Settings" in Chapter 10.
	Managed Programs Displays the programs that were installed on your device using System Center Mobile Device Manager.

Icon	Description
	Memory Check the device memory allocation status and storage card information.
	Microphone AGC Adjust the volume of your voice automatically when you are recording.
	Power Check the remaining battery power. You can also set the brightness of the backlight and timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	Regional Settings Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	Remove Programs Remove programs that you installed on your device.
	Screen Recalibrate the screen, apply ClearType, and change the screen text size.
	Task Manager Stop running programs and set the ( ) button to end programs immediately when you tap the button. For more information, see "Using Task Manager" in this chapter.
	Text Messaging (available only on some models) Allows you to change the way text messages are organized and displayed.
	TouchFLO You can enable or mute the finger scrolling and panning sound. You can also enable or disable the large Start menu, and choose to show or hide the System Status screen when title bar icons are tapped.
	Windows Update Link to Microsoft's web site and update Windows Mobile® on your device with the latest security patches or fixes, if they are available.

Connections tab

Icon	Description
	Advanced Network Turn on/off HSDPA, set the line type to use when making circuit switch data (CSD) connection, and set the GPRS authentication method. HSDPA is a 3.5G digital data service that provides high-speed downstream data rates. In order for your device to attain the high connection speed of HSDPA, your wireless service provider must support this feature and you must be within the coverage area of your service provider's HSDPA network. Your device supports up to 7.2 Mbps download speeds.
	Beam Set your device to receive incoming Bluetooth beams.
	Bluetooth Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	Comm Manager Manage your device's connections (including GPRS, Wi-Fi, and Bluetooth), turn the phone on or off, and enable or disable the Direct Push function.
	Connection Setup Configure your device's data connections, such as 3G/GPRS, WAP, and MMS, based on the detected or selected network operator. See "Using Connection Setup" in this chapter for details.
	Connections Set up one or more types of modem connections for your device, such as phone dial-up, 3G/GPRS, and more, so that your device can connect to the Internet or a private local network.
	Domain Enroll Enroll your device in your company's domain to let System Center Mobile Device Manager to manage the device. Please ask your Server Administrator for more details.
	USB to PC Set the type of USB connection to your computer. Select the **ActiveSync** option for synchronizing data, or use **Disk Drive** mode to quickly transfer files to the storage card on your device. See "Connecting to a Computer" in Chapter 1 for details.
	Wi-Fi Turn Wi-Fi on and off, scan for available wireless networks, see information about the active wireless network, and customize Wi-Fi settings.

13.3 **Changing Basic Settings**

Date and time

To set the date and time

1. On the Home screen **Home** tab, tap the time display and then tap the **Time** tab.

   Tip Tap the **More** tab and select the **Display the clock on the title bar in all programs** option to show the clock on all screens.

2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your computer.

To set the date and time for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. On the Home screen **Home** tab, tap the time display and then tap the **Time** tab.

2. Tap **Visiting**.

3. Select the correct time zone and change the date or time.

Regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Regional Settings > Region** tab and then select your region from the list.

   Note This does not change the language of your device's operating system.

   The region you select determines which options will be available on the other tabs.

3. To customize regional settings further, tap the appropriate tabs and set the desired options.

Display settings

To adjust the screen brightness

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Power > Backlight** tab.

3. Clear the **Auto adjust backlight** check box to display the sliders for adjusting brightness.

4. Adjust the brightness by dragging the slider under **On battery power** and **On external power**.

To set the backlight to dim after a time delay

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Power > Advanced** tab.

3. In **On battery power** and **On external power**, select the **Turn off backlight if device is not used for** check box, then specify the time delay.

To increase or decrease the size of text on the screen

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Screen > Text Size** tab.

3. Move the slider to increase or decrease the text size.

Device name

The device name is used to identify your device in the following situations:

- Synchronizing with a computer
- Connecting to a network
- Restoring information from a backup

Note   If you synchronize multiple devices with the same computer, each device must have a unique name.

To change the device name

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **About > Device ID** tab.

3. Enter the device name.

Notes • The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

• If you enroll your device to your company's domain, the device name will be changed to be the same as the one used to enroll the device.

Ringer settings

To change the ring type and ring tone

1. Press the TALK/SEND button to open the Phone screen and then tap **Menu > Options**.

2. On the **Phone** tab, select the desired **Ring type** and **Ring tone** from the provided lists and then tap **OK**.

Tips • You can use ***.wav**, ***.mid**, ***.mp3**, ***.wma**, or other types of sound files that you downloaded from the Internet or copied from your computer as ring tones. To quickly set the music file as a ring tone, tap and hold the music file and then select **Set As Ringtone**. For a complete list of supported audio file formats for ring tones, see "Specifications" in the Appendix.

• To use your sound files as ring tones, copy them first to the **/My Documents/My Ringtones** folder on your device, then select the sound from the **Ring tone** list of your device. For more information about copying files, see "Copying and Managing Files" in this chapter.

Alarms and notifications

To set an alarm

1. On the Home screen **Home** tab, tap the time display and then tap the **Alarms** tab.

2. Tap **<Description>** and enter a name for the alarm.

3. Tap the day of the week for the alarm. Select multiple days by tapping each desired day. Tap again to deselect the day.

4. Tap the time to open a clock and set the time for the alarm.

   Tip   You can drag the hour and minute hands of the clock to set the time.

5. Tap the alarm icon (🔔) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.

6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To choose how to be notified about events or actions

1. On the Home screen, slide to the **Settings** tab and then tap **Sounds > Advanced**.

2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.

3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, a flashing light, or vibrate.

   Tips   • Turning off sounds and flashing light notifications helps conserve battery power.

   • The types of notifications that can be enabled depend on the event. For instance, only **Play sound** and **Vibrate** notifications can be enabled if it is an ActiveSync event.

Phone services

Your device can directly link to the mobile phone network, and enable you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. Contact your wireless service provider to find out about the availability of phone services for your device.

To access and change settings of phone services

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Personal** tab, tap **Phone > Services** tab.
3. Select the service you want to use, then tap **Get Settings**.
4. Choose your desired options, then tap **OK**.

For more information about customizing settings of phone services, see Help on your device.

13.4 Using Connection Setup

Connection Setup configures your device's data connections, such as GPRS, WAP, and MMS, for you so that you do not need to enter the settings manually onto your device. All you need to do is to select your network operator, then Connection Setup does all the configuration for you.

To automatically configure the device's data connections

The first time you power on your device, or when you insert a new SIM card and then power on your device, Connection Setup will display a notification message to inform you that it will automatically configure your device's connection settings.

1. Tap **Yes** on the notification message.

   Note If your SIM card supports multiple network operator profiles, the next message that appears will display network profile choices. Select the profile you want to use and tap **OK**.
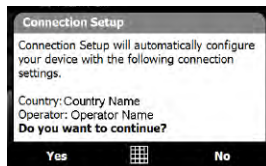
2. When prompted to automatically configure your device to the proper network settings, tap **Yes**.

   Connection Setup configures your device's data connection settings.

3. After the Connection Setup completes the configuration, tap **Restart**.

To manually select the network operator to use for data connections
You can also manually select your network operator from Connection Setup's settings screen. Connection Setup will then reconfigure your device's data connections settings based on the operator that you selected.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **Connections** tab, tap **Connection Setup**.

3. Select the network **Country** and **Operator** you want to use, then tap **OK**.

   Note If you choose a **Country** and/or **Operator** that is different from the installed SIM card network operator, you may not be able to access network services.

4. When prompted to confirm whether you want to configure the data connection settings based on the selected network, tap **Yes**.

   Connection Setup configures the data connection settings.

5. After the Connection Setup completes the configuration, tap **Restart**.

13.5 Using Task Manager

Task Manager lets you view and stop running programs, configure the ❌ button, and enable the Quick Menu on the Home screen.

To open Task Manager
- Tap the **Quick Menu** button on the top right corner of the Home screen to open the Quick Menu, then tap 🔧; or
- On the Home screen, slide to the **Settings** tab and then tap **All Settings**. On the **System** tab, tap **Task Manager**.

To switch back to a running program
- Tap the program name in the Quick Menu; or
- On the Task Manager screen, tap and hold the program name on the **Running** tab, then tap **Activate**.

To configure the Exit (❌) button
You can configure the **Exit** button to shut down running programs when the button is tapped, or to just temporarily close the program screen but keep the program running.

1. On the Task Manager screen, tap the **Button** tab.
2. Select the **Enable the "X" button to end running programs** check box.

   Note When the **Enable the "X" button to end running programs** check box is not selected, tapping the **Exit** button will only close a program screen. The program is not ended and continues to run in the background.

3. Choose the action for shutting down programs (by tapping the ❌ button, or by tapping and holding the ❌ button).
4. Tap **OK**.

To close running programs from the Task Manager

   1. On the Task Manager screen, tap the **Running** tab.

   2. Do one of the following:

   • Select the check box of the programs that you want to close, then tap **Stop Selected**.

   • Tap **Stop All** to close all programs in the list.

   • Tap **Menu > Stop All but Selected** to close all programs except those which check boxes are selected.

Tip   You can also close running programs from the Quick Menu on the Home screen. See "Quick Menu" in Chapter 1 for details.

To add a running program to the exclusive list

If you add a running program to the **Exclusive Programs List**, it will not be closed when you tap **Stop Selected** or **Stop All** and will not be listed in the Quick Menu on the Home Screen.

   1. On the Task Manager screen, tap the **Running** tab.

   2. Tap and hold the program name, then tap **Add Exclusive**.

Tip   To remove a program from the exclusive list, tap the **Exclusive** tab, select the check box of the program, then tap **Remove**.

To set the sorting preference and program icon size in the Quick Menu

   1. On the Task Manager screen, tap the **Others** tab.

   2. In **Sort programs in Quick Menu by**, choose whether to sort according to **Program name** or **Memory usage**. The list will be sorted in ascending order.

   3. In **Program icon size in Quick Menu**, choose whether to use **Small size** or **Large size**.

13.6 Protecting Your Device

Protect your SIM card with a PIN
You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). The default SIM card PIN is provided by your wireless service provider.

To enable the SIM card PIN
1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Personal** tab, tap **Phone > PIN/PIN2** tab.
3. Select the **Require PIN when phone is used** check box.
4. Enter the PIN number and then tap **OK**. To change the PIN at any time, tap **Change PIN**.

Tip   Emergency calls can be placed at any time, without requiring a PIN.

Protect your device with a password
You can help keep your data more secure by requiring a password every time the device is turned on.

To set a device password
1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Personal** tab, tap **Lock**.
3. Select the **Prompt if device unused for** check box, then specify the idle time before the device requires a password.
4. In the **Password type** box, select the type of password you would like to use.
   Tip   If your device is configured to connect to a network, use an alphanumeric password for increased security.
5. Enter the password in both the **Password** and **Confirm** boxes.
6. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes • To ensure that you can always make emergency calls, do not begin your password with the digits of your local emergency number.

• If you entered a hint, the hint will be displayed after the wrong password is entered five times.

• Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.

• If you forget your password, you can hard reset or clear the device memory. Before you do this, make sure you back up your data and files so that you can restore them back to your device. For more information about hard resetting the device and clearing the memory, see "Resetting Your Device" in this chapter.

Encrypt files on your storage card

You can set your device to encrypt files as they are saved on the storage card.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Encryption**.

3. Select **Encrypt files when placed on a storage card**.

Notes • Encrypted files can only be read on the device that encrypted them.

• Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.

Important If **Encrypt files when placed on a storage card** is enabled, backup all files from the storage card **before** using Clear Storage, hard reset, or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

13.7 **Managing Memory**

To see how much memory is available for use

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Memory** > **Main** tab. The amount of memory allocated to data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see the available space of the storage card

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Memory > Storage Card** tab.

If your device is running low on memory, try the following to free memory on your device:

- Close programs which are not in use.
- Install a storage card and then move files and e-mail attachments to the storage card.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find large files on your device, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Opera Mobile or Internet Explorer Mobile, delete temporary Internet files and clear history information.
- Remove programs you no longer use.
- Reset your device.

13.8 Resetting Your Device

Soft reset

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

To perform a soft reset

1. Remove the back cover.
   (See "To remove the back cover" in Chapter 1 for instructions.)

2. Pull out the stylus, and use the stylus tip to press the RESET button located near the battery compartment.
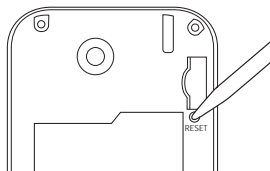
Your device then restarts and displays the Home screen.

Hard reset

You can also perform a hard reset (also known as a full reset). A hard reset should only be performed if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings—the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile® software and other pre-installed programs will remain.

Warning! Your device will be set back to factory default settings. Make sure that any additional installed programs and/or user data have been backed up before you perform a hard reset.

Important   If **Encrypt files when placed on a storage card** is enabled, backup all files from the storage card **before** using Clear Storage, hard reset, or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

To perform a hard reset

1. Power off your device.
2. Press and hold the VOLUME DOWN and ENTER buttons, and then press the POWER button.

   The following message then appears on the screen:

   ```
   This operation will delete
   all your personal data,
   and reset all settings
   to manufacturer default.
   Press Volume Up to restore
   manufacturer default, or
   press other keys to cancel.
   ```

3. Press the VOLUME UP button to perform the hard reset, or press any other button to cancel the reset.

Clear Storage

You can also use Clear Storage to reset your device back to factory default settings.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **System** tab, tap **Clear Storage**.
3. Enter "**1234**" and then tap **Yes**.

13.9 **Windows Update**

You can update Windows Mobile® on your device with the latest updates, security patches or fixes, if these are available.

To set up Windows Update
The first time you run Windows Update, you need to set up how you want Windows Update to check for patches on the Microsoft web site.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Windows Update**.

3. On the Update Setup screen, tap **Next**.

4. Choose how you want to check for updates, **Manual** or **Automatic**, then tap **Next**.

   Note If you select **Automatic**, you will be asked if you want to use your current data plan to check for updates. Select or clear the **Use my data plan to check for and download updates** check box and tap **Next**.

5. Tap **Finish**.

To check for updates
1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Windows Update**.

3. Tap **Check Now**.

Note Windows Mobile® updates may not be available at all times. Check the Windows Mobile® web site for update information.

To change Windows Update options

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.

2. On the **System** tab, tap **Windows Update**.

3. Tap **Menu** and select the option you want to change.

   • Tap **Connections** to change how the device connects to the Internet when checking for updates.

   • Tap **Change Schedule** to change how Windows Update checks for Windows Mobile® updates**.**
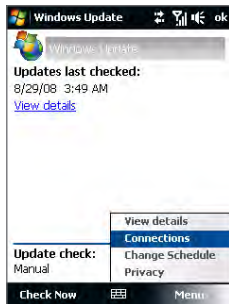
13.10 Battery Saving Tips

How long your battery power lasts depends on the battery type and how you use your device. Try the following to help conserve battery life:

• When the device is not in use, press POWER to switch off the display.

• On the Home screen, slide to the **Settings** tab and then tap **All Settings**. On the **System** tab, tap **Power > Advanced** tab of the Power settings screen. Here, you can specify the time before your device automatically turns off the display and backlight to conserve battery power. For optimum conservation, specify 3 minutes or less.

• On the Home screen, slide to the **Settings** tab and then tap **All Settings**. On the **System** tab, tap **Power > Backlight** tab. Clear the **Auto adjust backlight** check box to be able to adjust the backlight brightness settings.

- Use the AC adapter to plug your device into an external power outlet whenever possible, especially when using a storage card or when using a modem or other peripherals.

- Turn Bluetooth off when you are not using it. Make your device visible to other devices only when you are trying to establish a Bluetooth partnership. For more information about Bluetooth, see Chapter 9.

- On the Home screen, slide to the **Settings** tab and then tap **Communications**. On the Comm Manager screen, turn off Wi-Fi or your active data connection when not in use.

- Tap **Start > Settings > Connections** tab **> Wi-Fi**, tap the **Wireless Networks** button, then tap **Menu > Advanced**. From the **Turn off Wi-Fi if not connected in** list, select a timeout period so that Wi-Fi can be automatically turned off when your device is not connected to any wireless network for some time.

- Lower the volume.

- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background. Refer to "Using Task Manager" in this chapter for information on closing programs.

Appendix

A.1 Specifications

Processor	Qualcomm® MSM7225™, 528 MHz
Operating System	Windows Mobile® 6.1 Professional
Memory	• ROM : 512 MB • RAM : 256 MB
Dimensions (LxWxT)	102 x 53.5 x 14.5 mm (4.02 x 2.11 x 0.57 inches)
Weight	103 grams (3.63 ounces) with battery
Display	2.8-inch TFT-LCD touch-sensitive screen with QVGA resolution
Network	HSDPA/WCDMA: • 900/2100 MHz • Up to 384 kbps up-link and 7.2 Mbps down-link speeds Quad-band GSM/GPRS/EDGE: • 850/900/1800/1900 MHz (Band frequency and data speed are operator dependent.)
Device Control	• HTC TouchFLO™ • 4-Way navigation wheel with Enter button • HTC Footprints™ button
GPS	Internal GPS antenna A-GPS capable (service provided by Google)
Connectivity	• Bluetooth® 2.0 with Enhanced Data Rate and A2DP for stereo wireless headsets • Wi-Fi®: IEEE 802.11 b/g • HTC ExtUSB™ (11-pin mini-USB 2.0 and audio jack in one)
Camera	3.2 megapixel color camera with fixed focus
Audio supported formats	AAC, AAC+, eAAC+, AMR, AWB, QCP, MP3, WMA, WAV, MIDI
Video supported formats	WMV, ASF, MP4, 3GP, 3G2, M4V, AVI

Battery	Rechargeable Lithium-ion battery
	Capacity: 1100 mAh
	Standby time: • Up to 400 hours for WCDMA • Up to 330 hours for GSM
	Talk time: • Up to 375 minutes for WCDMA • Up to 400 minutes for GSM
	(The above are subject to network and phone usage.)
Expansion Slot	microSD™ memory card (SD 2.0 compatible)
AC Adapter	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Special Features	Includes proprietary in-car holder Photo geotagging

Notes • The memory size figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the operating system, applications, and data, the actual available memory is less than what is specified.

• Specifications are subject to change without prior notice.

A.2 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of **IOLI100**.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your **IOLI100**.

The Battery Pack has been assigned a model number of **JADE160**.

Note   This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (2004/108/EC), and the Low Voltage Directive (2006/95/EC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

- **EN 60950-1 (IEC 60950-1)**
  Safety of Information Technology Equipment.

- **ETSI EN 300 328**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques.

- **EN 300 440-1**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Short range devices; Radio equipment to be used in the 1 GHz to 40 GHz frequency range; Part 1: Technical characteristics and test methods.

- **EN 300 440-2**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Short range devices; Radio equipment to be used in the 1 GHz to 40 GHz frequency range; Part 2: Harmonized EN under Article 3(2) of the R&TTE Directive.

- **EN 301 489-24**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 24: Specific conditions for IMT-2000 CDMA direct spread (UTRA) for mobile and portable (UE) radio and ancillary equipment.

- **EN 301 489-3**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 3: Specific conditions for Short-Range Devices (SRD) operating on frequencies between 9 kHz and 40 GHz.

- **ETSI EN 301 511**
  Global system for mobile communications (GSM); Harmonized EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2 of the R&TTE directive (1995/5/EC).

- **ETSI EN 301 489-1**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.

- **ETSI EN 301 489-7**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).

- **ETSI EN 301 489-17**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Electromagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems.

- **ETSI EN 301 908-1 & -2**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Base Stations (BS), Repeaters and User Equipment (UE) for IMT-2000 Third Generation cellular networks; Part 1: Harmonized EN for IMT-2000, introduction and common requirements, covering essential requirements of article 3.2 of the R&TTE Directive.

- **EN 50360 / 50361**
  Product standard to demonstrate the compliance of mobile phones with the basic restrictions related to human exposure to electromagnetic fields (300 MHz ~ 3 GHz).

- **EN 50371:2002 / EN 50392:2004**
  Generic standard to demonstrate the compliance of low power electronic and electrical apparatus with the basic restrictions related to human exposure to electromagnetic fields (10 MHz - 300 GHz) - General public.

CE0700①

This equipment may be operated in:							
AT	BE	BG	CH	CY	CZ	DE	DK
EE	ES	FI	FR	GB	GR	HU	IE
IT	IS	LI	LT	LU	LV	MT	NL
NO	PL	PT	RO	SE	SI	SK	TR

Safety Precautions for RF Exposure

Use only original manufacturer-approved accessories, or accessories that do not contain any metal.

Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Exposure to Radio Frequency (RF) Signals

Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Your device has an internal antenna. Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call.
Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

Body-worn measurements were tested for typical body-worn operations with the back of the device kept 1.5 cm from the body.

SAR Information
0.465 w/kg @10g (Head)
1.340 w/kg @10g (Body)

Telecommunications & Internet Association (TIA) Safety Information
Pacemakers
The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld 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 six inches from their pacemaker when the phone is turned 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, turn the phone OFF immediately.

Hearing Aids

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.

The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

Index