

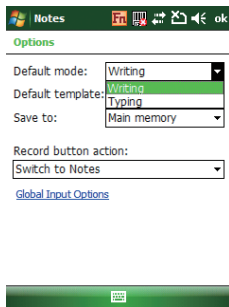
## 2.6 Using Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Your notes and recordings are displayed in the note list. If you have a long list, tap the sort list (labeled Name by default), and select the option you want. To open a note or play a recording, tap it. To see a list of available actions for a note or recording, tap and hold the note or recording.

### Setting the Default Input Mode

1. Tap  > **Programs** > **Notes**.
2. Tap **Menu** > **Options**.
3. Select one of the following modes in **Default mode**:
  - Select **Writing** if you prefer your notes to be handwritten.
  - Select **Typing** if you would like your notes to be typed.
4. Tap .



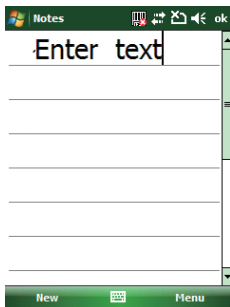
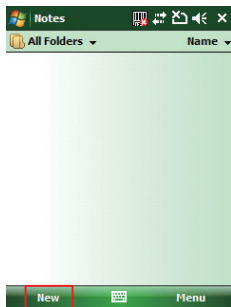
### Creating a Note

1. Either tap  > **Programs** > **Notes** or press the Voice Record button on the left side of the device.



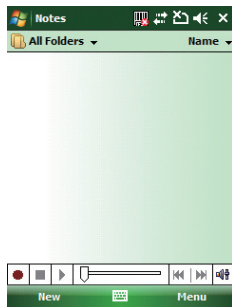
Press the Voice Record button on the left side to launch Notes.

2. Tap **New** and enter text.
3. Tap **ok** to save your note.



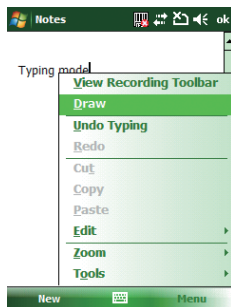
## Creating a Stand-alone Voice Recording

1. Tap  > **Programs** > **Notes**.
2. If the recording toolbar is not shown, tap **Menu** > **View Recording Toolbar**.
3. Tap the RECORD button  on the recording toolbar and speak into the device's microphone to record your voice in the notes list.
4. Tap the STOP button  on the recording toolbar when finished.

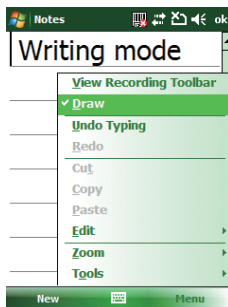


## Switching between Typing/Writing Modes

1. Tap  > **Programs** > **Notes**.
2. Create a new note or open an existing note from the notes list.
3. Tap **Menu** > **Draw** to switch to a different mode.



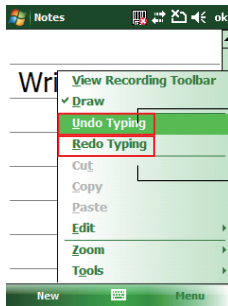
While in typing mode, tap Draw to switch to writing mode



While in writing mode, tap Draw to switch to typing mode

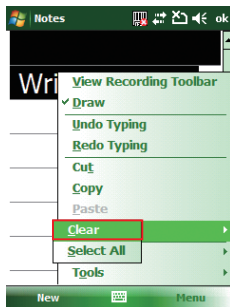
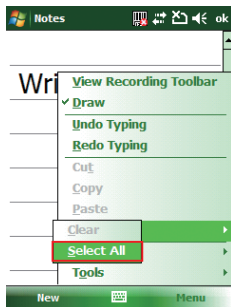
### Editing a Handwritten Note

- Tap **Menu** > **Undo/Redo Ink**.
- Tap **Edit** > **Select All/Clear**.



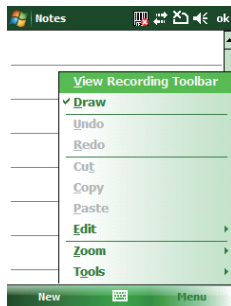
Tap Undo Ink to cancel or reverse an action.

Re-execute an undone action by tapping Redo Ink.

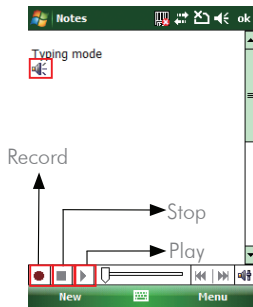


### Adding a Voice Recording to a Note

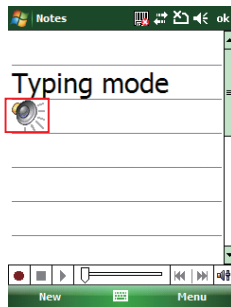
1. Tap  > **Programs** > **Notes**.
2. Create a new note or open an existing note from the notes list.
3. If the recording toolbar is not shown, tap **Menu** > **View Recording Toolbar**.



4. Tap the **RECORD**  button on the recording toolbar and speak into the device's microphone.
5. Tap the **STOP**  button on the recording toolbar when finished.
6. Tap **ok** to return to the notes list if you are adding a voice recording to a note.



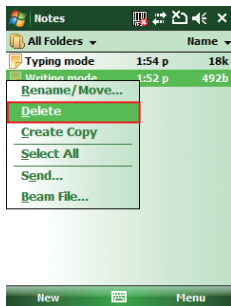
Add a voice recording to  
a note in typing mode



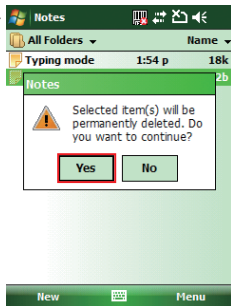
Add a voice recording to  
a note in writing mode

## Deleting a Note

1. Tap  > **Programs** > **Notes**.
2. Tap and hold the note and tap **Delete**.

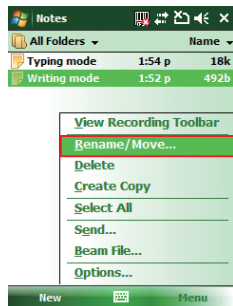


3. Tap the **Yes** button to delete the selected note.

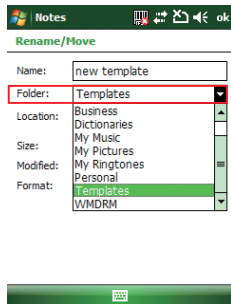


## Creating a Default Template

1. Tap  > **Programs** > **Notes**.
2. Create a note that you would like to save as a template.
3. In the note list, select the new note and tap **Menu** > **Rename/Move**.

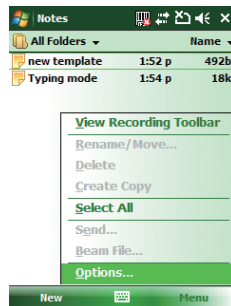


4. Enter a name for the new template in the **Name** box.
5. In the **Folder** list, select **Templates**.
6. Tap **ok** to return to the note list.

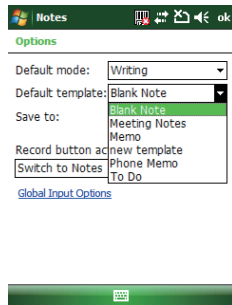


## Creating a Note by Using a Template

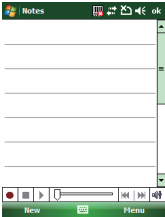
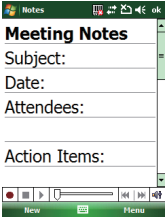
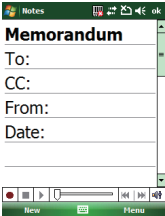
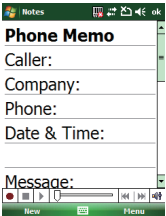
1. Tap > **Programs** > **Notes**.
2. Tap **Menu** > **Options**.



3. Select a template from **Default template**.





| Template | Screen                                                                            | Template      | Screen                                                                             |
|----------|-----------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------|
| Blank    |  | Meeting Notes |  |
| Memo     |  | Phone Memo    |  |
| To Do    |  |               |                                                                                    |

## 2.7 Using Tasks

Use Tasks to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them by using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

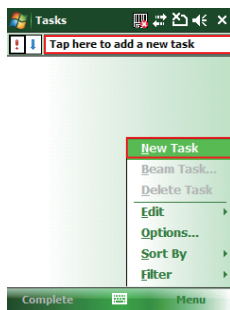
If you use Outlook on your PC, you can synchronize tasks between your device and PC so that tasks you create or update on your PC will also be updated on your device and vice versa.



To quickly see the number of active tasks you have, tap **Start > Today**.

### Creating a Task

1. Tap  > **Programs > Tasks**.
2. Do one of the following:
  - In the **Tap here to add a new task** box enter the task name and press the ENTER key.
  - Tap **Menu > New Task** and enter details about the new task.



i. Enter or select a subject.

The screenshot shows the 'Tasks' form with the following fields:

- Subject:
- Priority: Normal
- Status: Not Completed
- Starts: None
- Due: None
- Occurs: Once
- Reminder: None
- Categories: No categories...
- Sensitivity: Normal

At the bottom, there is a 'Task' tab, a 'Notes' field, and a 'Menu' button.

ii. Select a completion status.

The screenshot shows the 'Tasks' form with the 'Status' dropdown menu open. The options are:

- Completed (highlighted)
- Not Completed
- Completed

The other fields remain the same as in the previous screenshot.

iii. Pick the start and due time.

The screenshot shows the 'Tasks' form with the 'Starts' and 'Due' date pickers open. The 'Starts' date is 3/31/10. The 'Due' date is also 3/31/10. The calendar shows the month of March 2010.

At the bottom, there is a 'Task' tab, a 'Notes' field, and a 'Menu' button.

- iv. Set a reminder date/time and pick a task

The diagram illustrates the steps to set a reminder date/time and select a task category. It features two screenshots of the 'Tasks' application interface. The first screenshot shows the 'Reminder' field with a date of '3/31/2010' and a time of '8:00 AM' selected, with an arrow pointing to the text 'Set reminder date and time.' The second screenshot shows the 'Categories' list with 'Business', 'Holiday', 'Personal', and 'Seasonal' options, with an arrow pointing to the text 'Multi-selection'. A 'New' button is also visible at the bottom right.

- v. Select task sensitivity.

The screenshot shows the 'Tasks' application interface with the 'Sensitivity' dropdown menu open. The menu options are 'Normal', 'Personal', 'Private', and 'Confidential'. The 'Normal' option is currently selected. The 'Task' and 'Notes' fields are visible at the bottom.



NOTE

You can synchronize information on your device with your PC to keep your task list up to date in both locations.

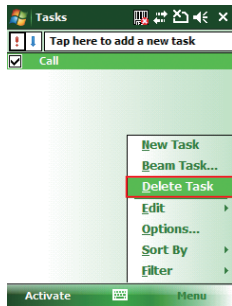


NOTE

If you create a new task with a reminder on your PC and then synchronize tasks with your device, the reminder will play at the time it was set on your PC.

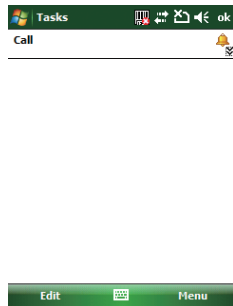
## Deleting a Task

1. Tap  > **Programs** > **Tasks**.
2. Select the task, and tap **Menu** > **Delete Task**.



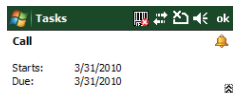
## Changing a Task

1. Tap  > **Programs** > **Tasks**.
2. Select the task, and tap **Edit**.



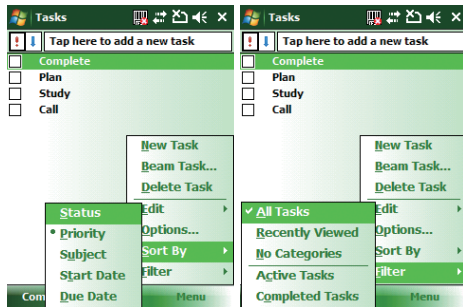
## Viewing Task Details

1. Tap  > **Programs** > **Tasks**.
2. Tap twice on a task to view the details.



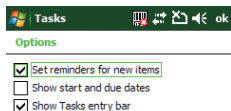
## Sorting/Filtering Your Tasks

1. Tap  > **Programs** > **Tasks**.
2. Do one of the following:
  - To sort the tasks, tap **Menu** > **Sort by** and select a sorting option.
  - To filter the tasks by category, tap **Menu** > **Filter** and select a category to display.



## Setting Tasks Options

1. Tap  > **Programs** > **Tasks**.
2. Tap **Menu** > **Options**, there are 3 options you can set:
  - Set reminders for new items
  - Show start and due dates
  - Show Tasks entry bar



## Setting Options for Displaying Tasks on the Today Screen

You can specify the kind of tasks that show on the Today screen.

1. Tap  > **Settings** > **Personal** tab > **Today** > **Items** tab.
2. Select **Tasks**, and then tap **Options**.
3. Under **Display number of**, select the type of task that you want to show on the Today screen.
4. Tap **ok** to save this setting.





# Chapter 3.

## Phone Features

- 3.1 Making a Call
- 3.2 Configuring the Phone
- 3.3 In-Call Options
- 3.4 SIM Manager
- 3.5 Blocking Unwanted Phone Calls

You can use your device to make, receive, and keep track of calls, and send text messages (SMS, Short Message Service) and MMS (Multimedia Messaging Service) messages. You can also dial a phone number directly from Contacts, and easily copy SIM contacts to Contacts on the device.

### 3.1 Making a Call

#### The Phone Screen

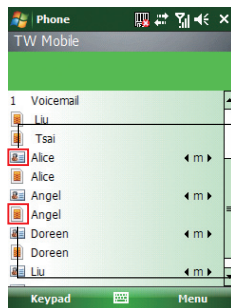
From the Phone screen, you can open, call, or find a contact, and even save a new number in Contacts. To access the Phone screen, do any of the following:

- Press the Talk key (  ).
- Tap  > **Phone**.

#### Making a Call by Entering a Phone Number

To enter phone numbers by tapping the screen directly, you have to open the Phone Keypad.

1. On the Phone screen, if the Phone Keypad doesn't show automatically, tap **Keypad**. A Phone Keypad will show, you can then enter the phone number.

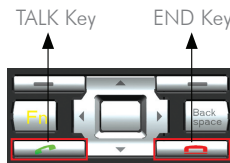
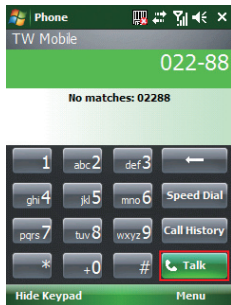


Outlook Contact

SIM Contact

2. Do one of the following after entering the phone number:

- If you see the number or contact name to call, select it, then tap  or press the TALK (  ) key.
- If you do not see the number or contact name, finish entering the number, then tap  or press the TALK (  ) key.



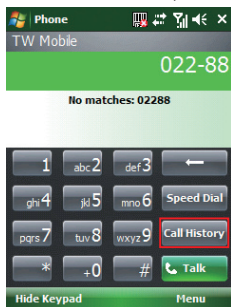
NOTE

Tap  on the screen once to erase one single number; tap and hold it to erase a whole string of numbers.

### Making a Call from Call History

Call History displays calls you have made, received, and missed.

1. On the Phone screen, tap the **Call History** button on the Phone keypad.



#### Call History

1. Calls you received 
2. Calls you made 
3. Calls you missed 

2. Select the name or phone number to call.
3. Tap **Call** or press TALK (  ).



**NOTE**

Tap a phone number or a contact in the Call History list displays history on all the calls related to the contact or the phone number.

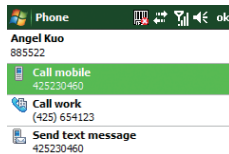
When someone who isn't in your list of contacts calls you, you can create a contact during the call from or from Call History by tapping **Menu > Save to Contacts**.

## Making a Call from Contacts

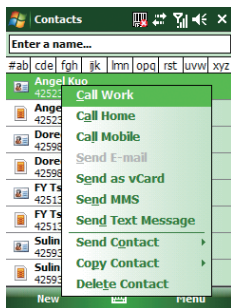
1. On the Phone screen, tap on the desired contact in the list. You can quickly search through Contacts by entering the first letter of the contact or the first number of his/her phone number.



2. Do one of the following:
  - Tap on the number you want to dial; otherwise, you can tap Call on the screen or press TALK (  ).



- Tap **Contacts** on the Today screen to open contact list, tap and hold the desired contact, and then select **Call Work**, **Call Home**, or **Call Mobile** from the pop-up submenu.



### Making a Call from Speed Dial

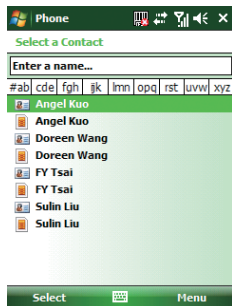
You can create speed dial entries for frequently called numbers or frequently accessed items so you can dial a number by pressing a single key. For example, if you assign location 2 to a contact in Speed Dial, you can simply press and hold 2 on the Phone keypad to dial the contact's number. Speed dials can be created only for numbers that are stored in Contacts.

To create a speed dial entry for a contact

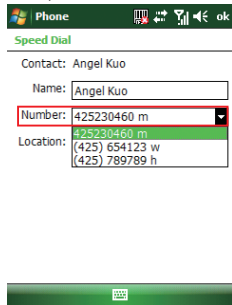
1. On the Phone screen, tap **Speed Dial**.
2. Tap **Menu** > **New**.



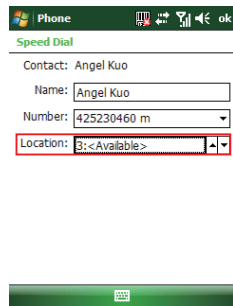
3. Tap the contact for whom to create a speed dial.



4. Select the phone number for which to create a speed dial.



5. In Location, select the speed dial number to use.



6. Tap **ok** when finished.



NOTE

The first speed dial location is generally reserved for your voicemail. Speed Dial uses the next available location by default. If you want to place a number in a location that is already used, the new number replaces the existing number.



NOTE

Tap the **Speed Dial** button on the phone screen to check the success of creating a Speed Dial entry.

To retrieve a voicemail message

- On the Today screen, press and hold 1 to access your voice mailbox, and follow the prompts to retrieve your message.

To delete a speed dial entry

- In the Speed Dial list, tap **Menu** > **Delete**.

### Receiving/Rejecting a Call

When you receive a phone call, you have the option to answer it or ignore it.

To receive a call

- Tap **Answer** or press the TALK (  ) key to accept an incoming call.

To end a call

- Tap **Ignore** or press END (  ) to hang up a call.



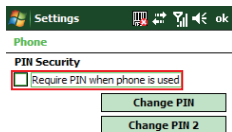
## 3.2 Configuring the Phone

Your wireless service provider may provide useful services such as Call Barring, Caller ID, Call Forwarding, Call Waiting, Voice Mail and Text Messages and Fixed Dialing. You can get their settings from the Network and change them.

### Activating PIN Security

Most Subscriber Identity Module (SIM) cards are preset with a personal identification number (PIN) that is provided by your wireless service provider. When PIN Security is activated, you need to enter the PIN whenever you use your device.

1. Tap  > **Settings** > **Phone** > **Security** tab > Select **Require PIN when phone is used**.



2. Enter the preset PIN provided by your wireless service provider.
3. Tap **Enter**.



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

### Changing the Ring Type and Ring Tone

You can choose how to be notified for incoming calls.

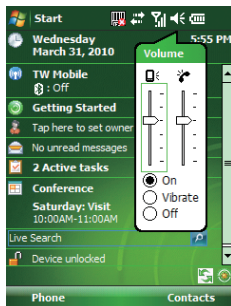
1. Tap  > **Settings** > **Phone**.
2. In the **Ring type** list, tap the desired option.
3. In the **Ring tone** list, select a ring tone.
4. Tap **ok**.

**NOTE**

To use custom .wav, .mid, or .wma files as ring tones, use ActiveSync on your PC to copy the file to the /Windows/Rings folder on your device. Then select the sound from the Ring tone list.

### Changing the Ringer Volume

1. Tap the volume button  on the screen.
2. Move the slider to the desired volume level.





Select On, Vibrate or Off to quickly change both the ringer and system volume and settings.

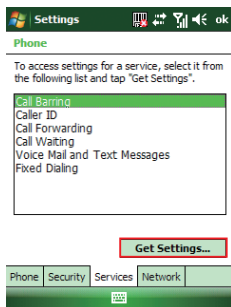


To adjust the earpiece volume during a call, press the VOLUME control on the device side panel. Adjusting the volume at any other time can affect the ring and notification and MP3 sound levels.

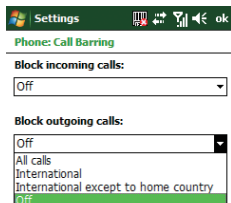
## Blocking Incoming or Outgoing Calls

You will not be able to receive or make calls according to the options you choose.

1. Tap  > **Settings** > **Phone** > **Services** tab.
2. Tap Call **Barring** > **Get Settings**.



3. Choose the calls you want to block, and tap **ok**.
- **Block incoming calls:** All calls, When roaming, Off.
  - **Block outgoing calls:** All calls, International, International except to home country, Off.



## Displaying Caller ID

You can provide a way for people to know your identity when you are calling them.

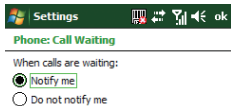
1. Tap  > **Settings** > **Phone** > **Services** tab.
2. Tap **Caller ID** > **Get Settings**.
3. Select **Everyone**, **No one** or **Only to contact**, and tap **ok**.



## Call Waiting

When you are in another call, you will be notified of an incoming call if this option is selected.

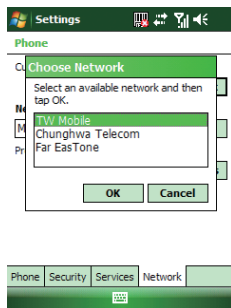
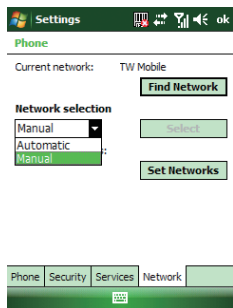
1. Tap  > **Settings** > **Phone** > **Services** tab > **Call Waiting** > **Get Settings**.
2. Select **Notify me** or **Do not notify me**, and tap **ok**.



To change phone settings alternatively, tap **Menu** > **Options** > **Services** tab from the Phone keypad.

## Selecting a Network Manually

1. Tap  > **Settings** > **Phone** > **Network** tab. Alternatively, you can tap **Menu** > **Options** > **Network** tab from the Phone screen.
2. In the **Network selection** list, tap **Manual**. The list of available network is displayed.



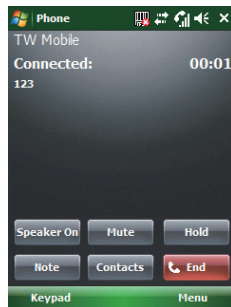
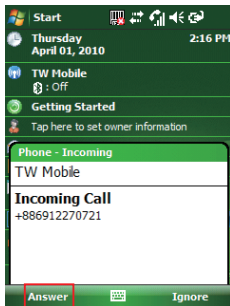
3. Select the network you want to use, then tap **OK** .

### 3.3 In-Call Options

Your device provides various options for managing multiple calls at the same time. You are notified when you have another incoming call, and you have the choice of ignoring 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.

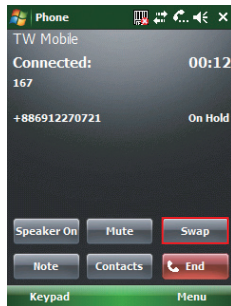
#### Answering Another Call

1. Tap **Answer** to take the second call and put the first call on hold.



In-Call Options

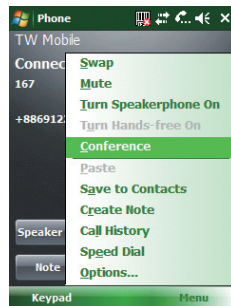
2. To switch between two calls, tap **Swap**.



3. To end the second call and return to the first call, press END (  ).

## Conference Call

1. Either put a call on hold and dial a second number; or accept a second incoming call when you have one in progress.
2. Tap **Menu** and select **Conference**.

**NOTE**

If the conference connection is successful, the word “Conference” will appear at the top of the screen. To add additional persons to your conference call, tap **Hold**, enter the phone number, and then tap **Swap** to return and continue.

**NOTE**

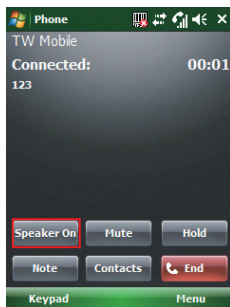
Not all service providers support conference calling. Contact your service provider for details.

## Turning On/Off the Speakerphone

Talk hands-free or let others hear your conversation with the built-in speakerphone in your device.

- Tap **Speaker On** during a call to turn the speaker on.
- Tap **Speaker Off** to turn the speaker off.



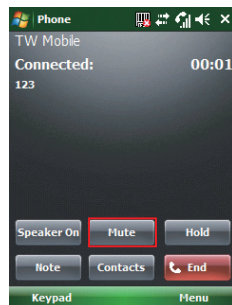


To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

### Muting the Microphone

The device's microphone can be turned off during a call. If you turn off the microphone the caller cannot hear you. However, you can still hear the caller.

- Tap **Mute** during a call to turn the microphone off.
- Tap **Unmute** to turn the microphone on.

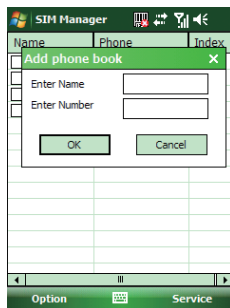
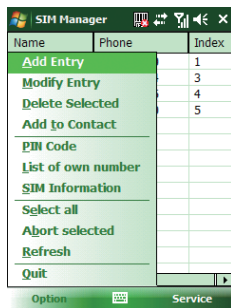


### 3.4 SIM Manager

The SIM Manager helps you to manage the phonebook in your SIM card. Using the SIM Manager, you can easily transfer phonebook entries from your SIM card to Contacts.

#### Adding a Phonebook Entry to the SIM Card

1. Tap  > **Programs** > **SIM Manager**.
2. Tap **Option** > **Add Entry** and enter the name and phone number you want to add.



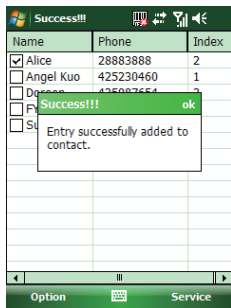
3. Tap .

#### Deleting Phonebook Entries from the SIM Card

1. Tap  > **Programs** > **SIM Manager**.
2. Select the entries you want to delete by checking the checkboxes in front.
3. Tap **Option** > **Delete Selected**.

### Saving Phonebook Entries to Contacts

1. Tap  > **Programs** > **SIM Manager**.
2. Select the entries you want to save to Contacts by checking the checkboxes in front.
3. Tap **Option** > **Add to Contacts**.
4. Tap **ok** to close the notification dialog box.



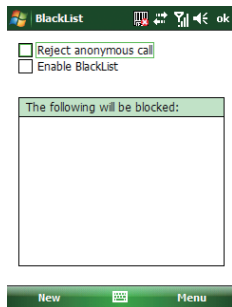
### 3.5 Blocking Unwanted Phone Calls

You can set up a blacklist to block incoming calls from certain phone numbers. If a call is received from a blacklisted number, your device will not ring or vibrate. Instead, this call will be blocked automatically.

#### Rejecting Anonymous Calls

1. Tap  > **Programs** > **Blacklist**.

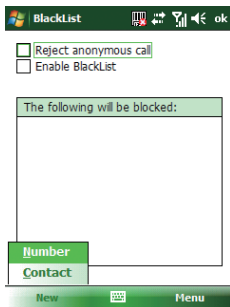
2. Select or clear the checkbox in front of **Reject anonymous calls** to enable or disable this feature.



3. Tap **ok**.

### Adding a Phone Number to the Blacklist

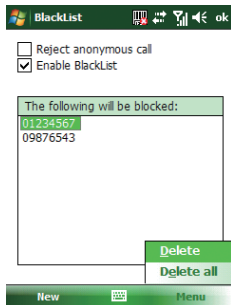
1. Tap  > **Programs** > **Blacklist**.
2. Tap new and do one of the following:
  - Tap **Contact** and select a contact to add to the blacklist.
  - Tap **Number** to add a phone number directly.



3. Select the check box of **Enable Blacklist** to block numbers listed in the Blacklist.

## Removing a Phone Number from the Blacklist

1. Tap  > **Programs** > **Blacklist**.
2. Select the number you want to remove from the blacklist.
3. Tap **Menu** > **Delete**.



4. Tap **ok** .



# Chapter 4.

## Synchronizing Information

- 4.1 Installing and setting up ActiveSync
- 4.2 Synchronizing Information
- 4.3 Changing Settings for an Information Type
- 4.4 Synchronizing with Exchange Server
- 4.5 Synchronizing via Bluetooth

ActiveSync synchronizes information on your device with information on your PC such as Outlook content. ActiveSync can also synchronize over a wireless or cellular network with Exchange Server, if your company or service provider is running Exchange Server with Exchange ActiveSync.

Specifically, you can use ActiveSync to:

- Synchronize information such as Outlook e-mail, contacts, calendar, or tasks information on your device with your PC, as well as pictures, video, and music.
- Synchronize Outlook e-mail, contacts, calendar appointments, and tasks on your device directly with Exchange Server so that you can stay up to date even when your PC is turned off.
- Copy files between your device and your PC without synchronizing.
- Select which types of information are synchronized and specify how much information is synchronized. For example, you can choose how many weeks of past calendar appointments to synchronize.

## 4.1 Installing and setting up ActiveSync

1. Install ActiveSync on your PC, as described on the Windows Mobile Getting Started Disc. After Setup completes, the Synchronization Setup Wizard automatically starts when you connect your device to the PC.
2. Follow the instructions on the screen to complete the wizard. In the Sync Setup Wizard, you can:
  - Create a synchronization relationship between your PC and the device.
  - Configure an Exchange Server connection to synchronize directly with Exchange Server. To synchronize your device with Exchange Server, obtain the name of the Exchange Server, your user name, password, and domain name from your administrator before completing the wizard.



- Choose information types to synchronize.



When you finish the wizard, ActiveSync synchronizes your device automatically. Once synchronization completes, you can disconnect your device from your PC.

## 4.2 Synchronizing Information

To synchronize using ActiveSync, you must install ActiveSync on your PC before connecting your device to the PC.

### Starting and Stopping Synchronization Manually

1. Turn on the device.
2. Connect your device to your PC using a USB cable or Bluetooth. For more detailed information, see "Connecting a mobile device to a PC" in ActiveSync Help on your PC.
3. Tap  > **Programs** > **ActiveSync**.
4. To start synchronizing, tap **Sync**.
5. To stop synchronizing, tap **Stop**.



You can start and stop synchronization only if your device already has a sync relationship with a PC or Exchange Server.



Some Anti-Virus software may conflict with ActiveSync.

ActiveSync synchronizes a limited amount of information by default to save storage space on your device. You can change the amount of information that is synchronized by performing the following steps.

### Changing Which Information is Synchronized



You can change this setting only if your device already has a sync relationship with a PC.



Please disconnect your device from your PC before changing this setting.

1. Tap  > **Programs** > **ActiveSync**.
2. Tap **Menu** > **Options**.
3. Do one or more of the following:
  - Select the check box for the 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.
  - Clear the check box for any items you want to exclude.
  - To customize synchronization of a computer, select the computer name then click **Settings**.
  - To customize synchronization of particular information, select the information type then click **Settings**.
  - To stop synchronizing with one computer completely, select the computer name and click **Delete**.



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

## 4.3 Changing Settings for an Information Type



Before changing settings for an information type on the device, disconnect it from your PC.

1. Tap  > **Programs** > **ActiveSync** > **Menu** > **Options**.
2. Select one of the information types.
3. Do one of the following:
  - To view or change settings for an information type (when available), tap **Settings**.
  - To view or change settings for a computer or Exchange Server, tap **Settings**.
4. Change the amount of information to be synchronized or other settings.
5. Tap **ok** (or **Finish** in the Exchange Server settings wizard).

## 4.4 Synchronizing with Exchange Server

To set up your device to synchronize directly with Exchange Server, you will need to get the name of the server and the server domain name from your service provider or system administrator. You must also know your Exchange user name and password.



Before changing synchronization settings on the device, disconnect it from your PC.

1. On your device screen, tap  > **Programs** > **ActiveSync** > **Menu** > **Configure Server**.  
If you have not yet set up sync with Exchange Server, this will say **Add Server Source**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain name, and tap **Next**.
4. If you want the device to save your password so that you will not need to enter it again when

connecting, select the **Save password** check box.

5. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
6. To change available synchronization settings, select the type of information, and tap **Settings**.
7. To change the rules for resolving synchronization conflicts, tap **Advanced**.
8. Tap **Finish**.

**NOTE**

You can also use the Sync Setup Wizard to set up the device to synchronize remotely with the Exchange Server. This wizard is started when you connect your device to your PC after installing ActiveSync on the PC.

## 4.5 Synchronizing via Bluetooth

### Connecting to a PC Using Bluetooth

1. Follow the instructions in ActiveSync Help on the PC for configuring Bluetooth on your PC to support ActiveSync.
2. Tap  > **Programs > ActiveSync**.
3. Tap **Menu > Connect via Bluetooth**. Ensure that the device and PC are within close range.
4. If this is the first time you have connected to this PC via Bluetooth, you must complete the Bluetooth wizard on the device and set up a Bluetooth partnership with the PC before synchronizing.
5. Tap **Sync**.
6. When finished, tap **Menu > Disconnect Bluetooth**.

**NOTE**

To preserve battery power, turn off Bluetooth.