

Smart Phone

User Manual

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Congratulations on the purchase of your new Windows Mobile® Smartphone!

Please Read Before Proceeding.

THIS PHONE IS NOT FULLY CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

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







YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE PHONE'S OUTER CASING.

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 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 equipped with a USB Cable for connecting with desk-top 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 authorised 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.

This product should be operated only with the following designated power supply unit(s):

1. Delta, Model ADP-5FH X
2. Phihong, Models PSAA05X-050

Car Adapter

1. Phihong, Model CLM10D-050

- **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.



Note This product should be operated only with the following designated Battery Pack(s).

- HTC, Model LIBR160
- Simplo, Model LIBR160

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, mobile headphones, earphones, and wired remote controllers (listed below) for this device have been tested to comply with the Sound Pressure Level requirement laid down in NF EN 50332-1:2000 and/or NF EN 50332-2:2003 standards as required by French Article L. 5232-1.

1. Earphone, manufactured by Merry, Model EMC220.

SAFETY IN AIRCRAFTS

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 the phone by switching to Flight 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, 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 device near metal structures (for example, the steel frame of a building).
- Avoid using your device 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 it is 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.

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

This product should be operated in the suggested normal condition only 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.

General Precautions

- **Heed service markings**

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments 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 into 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, but limited to, 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.

NOTE: 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 the 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.

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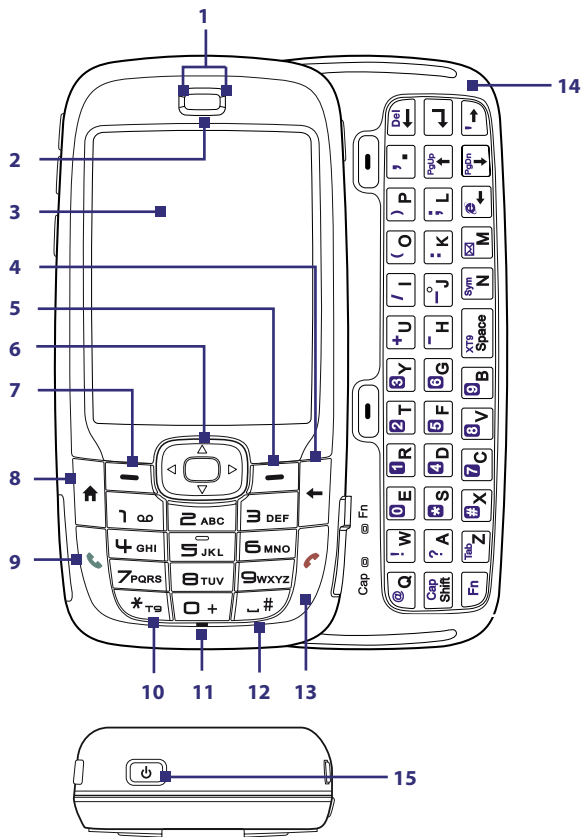
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Chapter 1

Getting Started

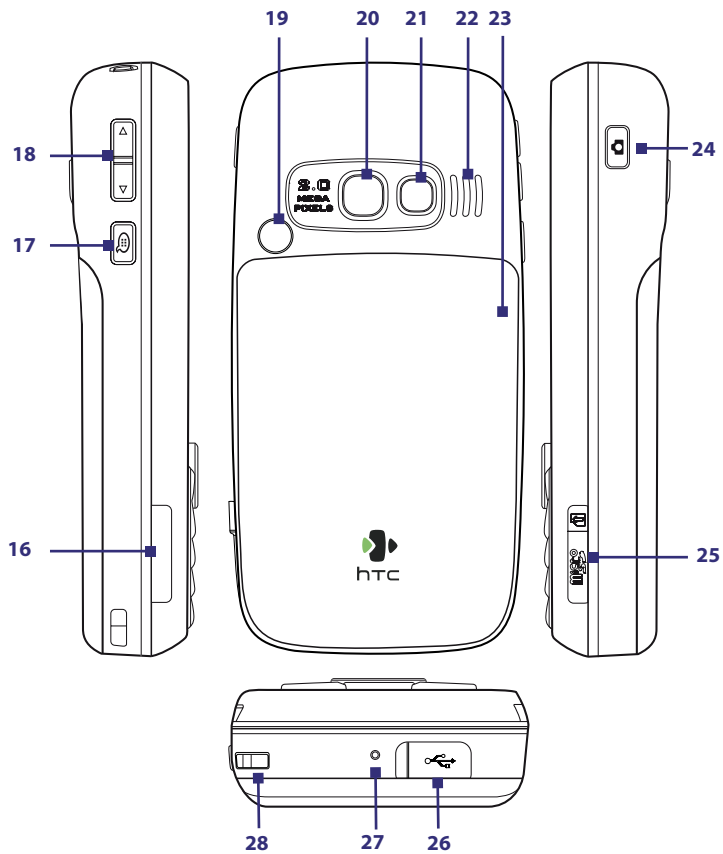
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1.1 Getting to Know Your Phone and Its Accessories



Item	Function
1. LED Indicators	The left LED indicators (blue/green) notify you of Bluetooth and Wi-Fi connectivity status, while the right indicators (green/red/orange) notify you of the battery and network status of your phone respectively. For more information about LED Indicators, see the table at the end of this section.
2. Ear piece	Listen to a phone call.
3. Display Screen	
4. BACK	Press to go to the previous screen, or backspace over characters.
5. Right SOFT KEY	Press to perform the command shown in the label above the button.
6. NAVIGATION CONTROL/ CENTER OK	Use to scroll left, right, up, or down. Press the center to use as the CENTER OK button.
7. Left SOFT KEY	Press to perform the command shown in the label above the button.
8. HOME	Press to go to the Home Screen.
9. TALK	Press to dial a phone number, answer a call, switch to another call, or put a call on hold. Press and hold to activate/deactivate speakerphone mode.
10. *T9	Press to switch to different input modes or press and hold to choose an input mode from a list.
11. Light Sensor	Dark conditions sensed here will activate a backlight under the keypad and keyboard.
12. #Space	Press to add a space or press and hold to display a list of symbols.
13. END	Press to end a call, or press and hold to lock the phone.
14. QWERTY Keyboard	Slide out to use the QWERTY keyboard. This is similar to a standard keyboard on a PC. For more information about the QWERTY keyboard, see "Using the QWERTY Keyboard" in this chapter.
15. POWER	Press to turn on (more than 1 second) and off the phone. Or press and quickly release the POWER button to display the Quick List. See "Quick List" later in this chapter for more details.


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Item	Function
16. SIM card door	Slide open the QWERTY keyboard to open the SIM card door. To learn how to insert the SIM card, see "Inserting the SIM Card" in this chapter.
17. VOICE COMMAND/VOICE NOTES	Press to open the voice recognition program; Press and hold to open the Voice Notes program where you can record your voice.
18. Volume buttons	Press to turn the volume up or down.
19. Car Antenna connector	Lets you attach your phone to the car antenna for better network reception. Remove the back cover, then peel off the rubber cap and connect the antenna jack.
20. Camera Lens	
21. Self-portrait mirror	Turn the back side of your phone to face yourself so that your image reflects on the mirror when taking self-portrait shots.
22. Speaker	Listen to audio media or a phone call when using speakerphone mode.
23. Battery Cover	Remove to insert battery.
24. CAMERA	Press to open the Camera program. If the Camera program is already opened, press to take the photo or to start shooting video.
25 microSD slot	Pry open the rubber cover to insert the microSD card.
26 HTC ExtUSB™ port	Pry open the rubber cover to connect the USB cable to synchronize data or recharge the battery. You can also connect the earphone to listen to audio media or use the phone's hands-free kit.
27 Microphone	Speak into the microphone when in a call or recording voice.
28 Strap Holder	Lets you attach a strap to carry your phone. Loop the end of a strap through this opening.

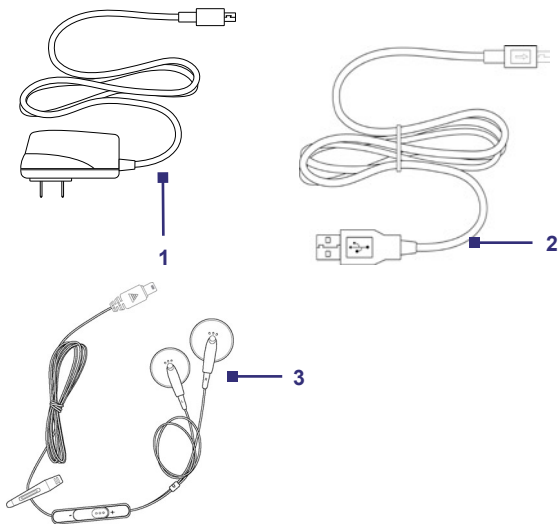
LED indicator lights

Various colors that might display in the two LED Indicators are summarized here.

Left LED	Status
Flashing blue	Bluetooth mode set to “On” or “Visible” mode.
Flashing green	Connected to Wi-Fi network.
Right LED	Status
Solid green	Battery is fully charged.
Blank	Battery case is empty, no SIM card inserted or phone is off.
Solid orange	Battery is charging or the phone is using ActiveSync to synchronize with a PC.
Solid red	Battery is not installed or battery is over-discharged.
Flashing green	Connected to the network.
Flashing red	Battery very low (less than 10%).
Flashing orange	Battery temperature is hotter or colder than the functional limits of 0 to 48 degrees Celsius (32 to 118 degrees Fahrenheit), and has stopped charging.
Orange/Green LED off	Battery fault. The “Battery Fault” indicator () is displayed. In this case, the flashing green LED can be recovered by unplugging the AC adapter.

Accessories

The following accessories are provided with the phone:



Accessory	Function
1. AC adapter	Recharge the phone battery.
2. USB cable	Connect your phone to a PC to synchronize data and/or to charge the phone.
3. Stereo headset	Provide a volume control slider and a Send/End button. You can press the button to pick up a call or put a call on hold or press and hold the button to end the call. Plug into Earphone Jack to listen to audio files.

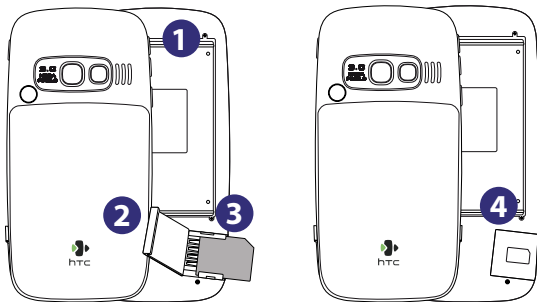
1.2 Inserting the SIM Card

Your SIM (Subscriber Identity Module) card is given to you by your wireless service provider and contains your basic subscriber information, such as your phone number and your address book.

Before you begin, make sure the phone is turned off.

To insert the SIM card

1. Slide out the QWERTY keyboard.
2. Open the SIM card door by pulling it out and then flipping it open.
3. Insert the SIM card into the slot.
4. Close and lock the SIM card door. The SIM card door is locked when you hear a “click” sound.

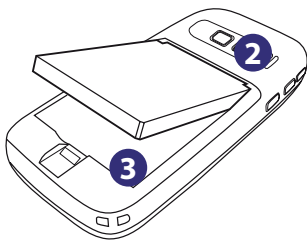


Notes

- The phone will not turn on if the SIM card door is not locked.
- Opening the SIM card door while the phone is turned on will turn off the phone.
- DO NOT open the SIM card door while the phone is turned on.

1.3 Inserting the Battery

1. Slide the battery cover down to remove it.
2. Align the exposed metal contacts on the edge of the battery with the prongs in the body of the phone.
3. Push the bottom of the battery into place and then replace the battery cover.

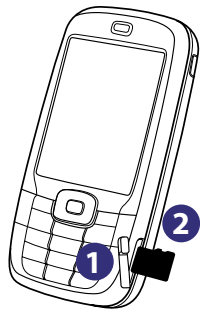


1.4 Installing a microSD Card

1. Pry open the rubber cover of the microSD slot on the right side of the phone.
2. Insert the microSD card into the slot with the gold contacts facing up and then close the cover.

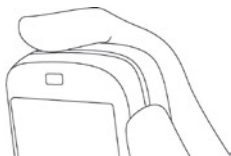
To remove the microSD card, press it to pop it out of the slot.

Note microSD card is not included in the box.



1.5 Turning On and Off the Phone

Press and hold the POWER button for about 3 seconds to turn on or off the phone.



1.6 Home Screen

The Home screen displays important information, such as upcoming appointments, status indicators, the current date, time, and profile, and icons of programs that you have recently used.

- To access the Home screen from anywhere, press HOME.



- Displays the name of your wireless service provider, date, and the time. Click to open Comm Manager.
- Select a recently-used program, and open it directly from the Home screen.





3. Displays the current profile. Click to change the profile.
4. Click to view the details of a missed call.
5. Click to open the Messages folder.
6. Displays the time of your next appointment. Click to open the Calendar program.
7. Click to display the available programs in your phone.
8. Displays notifications, such as missed calls or new messages.
9. Displays the network or connectivity status.
10. Displays the power status.
11. Displays the network signal strength.
12. Click to open Contacts, Call History, or Messages.

Use the NAVIGATION CONTROL to scroll down the Home screen to see more information.














To learn about the different icons/notifications that you may see on the Title bar of the screen, please see “Status Indicators” at the end of this chapter.

1.7 Programs On Your Phone

The following table lists icons of the programs that are already installed on your phone or are available on the discs that came with your phone.

Icon	Program	Description
	ActiveSync	Synchronizes information between your phone and PC.
	Adobe Reader LE	View PDF files.
	Audio Manager	Browse for music files by organizing music files into categories.
	Bluetooth Explorer	Searches for other Bluetooth devices that have file sharing enabled and allows you to access their Bluetooth shared folder.

Icon	Program	Description
	Calculator	Do basic arithmetic and calculations.
	Calendar	Keeps track of your appointments, and creates meeting requests.
	Call History	Keeps track of all phone calls made, received, and missed.
	Camera	Captures photos in various modes.
	Clear Storage	Clears the memory and restores the phone back to factory default settings.
	Comm Manager	A central switch where you can manage phone and connection settings.
	Contacts	Keeps track of contact information.
	File Explorer	Organize and manage files and folders.
	Games	Play two games: Bubble Breaker and Solitaire come with your phone.
	Internet Explorer	Browse Web and WAP sites, and to download new programs and files from the Internet.
	Internet Sharing	Lets your phone act as an external modem for your computer.
	Messaging	Send and receive e-mails, MMS and text messages.
	Messenger	Connect to the Windows Live Messenger service.
	MIDlet Manager	Download and install Java-based applications, such as games and tools, on your phone.
	Office Mobile	Lets you view Excel worksheets, PowerPoint files and Word documents with your phone

Icon	Program	Description
	Pictures & Videos	Collects, organizes, and sorts media files.
	Quick Notes	Type and save often used text messages.
	SAPSettings	Enables Bluetooth Remote SIM access on your phone. See chapter 2 for more details.
	Settings	Personalize your phone to suit the way you use it.
	SIM Manager	Manage the contacts that are stored on your SIM card. .
	STK (SIM Tool Kit) Service	Access information and other services offered by your wireless service provider.
	Speed Dial	Create speed dial entries for dialing frequently-called phone numbers or for opening frequently-accessed programs.
	Task Manager	Keeps track of all running programs on your phone.
	Tasks	Keeps track of your tasks.
	Video Recorder	Captures video clips in various modes and duration.
	Voice Notes	Create short voice recordings.
	Windows Live	Connect and use the Windows Live services.
	Windows Media	Play back video and audio files.

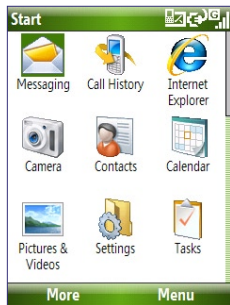
1.8 Start Menu

Your phone comes with several bundled programs that you can start using immediately. You can also install additional programs from the included Windows Mobile® Getting Started Disc or from other sources and install them on your phone.

To see the available programs on your phone

On the Home screen, click **Start**.

To see more programs, click **More** or use the NAVIGATION CONTROL to scroll down.



1.9 Quick List

The Quick List offers convenient access to a list of functions, such as locking your phone and keypad, opening Comm Manager, and choosing a different profile.

To access the Quick List

1. Briefly press (press and quickly release) the POWER button.
2. Select the desired option and click **Select**.
3. To exit the Quick List at any time, click **Cancel**.

1.10 Entering Information

You can enter text, numbers, and symbols using the keypad or QWERTY keyboard. The status indicator on the top-right side of the display screen displays the input mode that you are currently using.

abc	Lowercase text input
ABC	Uppercase text input, caps lock
ABC	Uppercase text input
12#	Numeric or symbol (labeled in blue color) input, locked (Keyboard only)
12#	Numeric or symbol (labeled in blue color) input
xT9	XT9 text input mode, lowercase
XT9	XT9 text input mode, uppercase
XT9	XT9 text input mode, caps lock

Using the Keypad

Use the keypad to dial phone numbers or type short text messages.

To change the input mode

1. Press and hold the ***T9** key.
2. On the menu, click the input mode you want.

Using Multipress mode

In Multipress mode, you enter a character by pressing the numeric key on which the character appears.

To enter text in Multipress mode

- To enter the first character on the numeric key, press once. To enter the second character on the numeric key, press twice, and so on.
- To enter character that are on the same numeric key, pause after you enter the first character.
- To enter punctuation, press **1** repeatedly until you see the punctuation you want.

To change the Multipress time out

You can change the length of time to pause between keypresses on the same numeric key.

1. On the Home screen, click **Start > Settings > Accessibility**.
2. In **Multipress time out**, select the length of the pause between keypresses.

Using XT9 mode

To form a word in XT9 mode, press the numeric keys that contain the letters you want. As you enter letters, XT9 analyzes your keypresses and attempts to complete the word. For example, to enter the word “shoe,” press **7, 4, 6, 3**.

To enter text in T9 mode

1. Press and hold the ***T9** key.
2. On the menu, click **XT9 English**.
3. Do any of the following to start entering text in XT9 mode:
 - Enter letters by pressing the keys on which the letters appear. Press a key only once for each letter. If there is more than one choice in the XT9 dictionary for your entry, a list of available words is displayed at the bottom of the screen.
 - Press the **_#** key to enter a space after the word.
 - To enter punctuation, press **1**, and then select from the list at the bottom of the screen.

Using Numeric mode

If a text box permits a numeric entry only, such as a phone number, the input mode automatically defaults to Numeric mode. However, if you need to enter numbers within a line of text, change to Numeric mode, and then change back to Multipress or XT9 mode to finish entering the text.

To enter numbers in text boxes

1. Press and hold the ***T9** key to change to Numeric mode (**12#**).
2. On the keypad, enter the number or numbers you want.
3. Change back to Multipress or XT9 input mode by pressing and holding the ***T9** key, and then finish entering your text.

More text entry tasks

In both Multipress and XT9 modes, the first letter of a sentence is by default capitalized.

To change between uppercase, lowercase, and caps lock

- Press the ***T9** key to change between uppercase, lowercase, and caps lock within a text input mode.

To delete characters

- To backspace and delete a single character in any input mode, press (←).
- To backspace and delete an entire text or numeric field in any input mode, press and hold (←).

To enter a space

- In Multipress or XT9 mode, press the **_#** key.

To enter a symbol

1. Press and hold the ***T9** key.
2. On the menu, click **Symbols** to display the Symbol page.
3. Select the symbol you want and press CENTER OK.

To start a new line

In a multi-line text box such as the notes area of a contact or a calendar appointment, do the following:

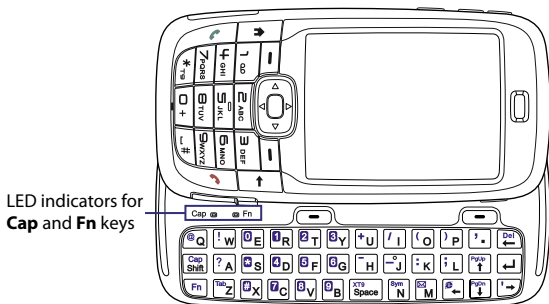
- In any input mode, press CENTER OK.

Using the QWERTY Keyboard

Slide the upper half of the phone (with the screen) to the left to reveal the QWERTY keyboard. Use the QWERTY keyboard to type e-mails and long messages.

When you slide open the QWERTY keyboard, the display orientation of the screen automatically changes to landscape mode; when you close it, the screen orientation switches back to portrait mode.

Note To enable/disable the QWERTY keyboard sliding open or closing sound, click **Start > Settings > Sounds**. In **Keyboard sliding**, select **None** to disable the sound or select a sound to enable the sound.



The LED indicators corresponding to the **Cap** and **Fn** keys on the keyboard display solid orange color when the **Fn** and **Cap Shift** keys are pressed to turn on their functionality. Pressing a desired corresponding key after use turns them off.

You can do the following with the QWERTY keyboard:

- To type lowercase letters, press the keys using your thumbs or fingers.
- To type all uppercase letters, press **Fn** first, and then press **Cap Shift**.
To turn off this function, press **Fn** first, and then press **Cap Shift** again.
- To type a single uppercase letter, press **Cap Shift** and then press the corresponding key.
- To enter a number or symbol (labeled in blue color) or to carry out a command like scrolling a page, press **Fn** and then press the corresponding key.
- To remain in the scrolling mode or to continue entering numbers or symbols (labeled in blue color), press **Fn** twice and then press the corresponding keys.
- Press the left or right SOFT KEY to perform the command shown in the label above the key.

1.11 Battery Information

Battery performance depends on many factors, including but not limited to your wireless service provider's network configuration, signal strength, and the temperature of the environment.

Battery life estimates (approximations):

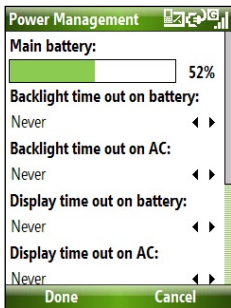
- Talk time: Up to **7** hours
- Standby time: Up to **175** hours
- Playing WMV: Up to **8** hours
- Playing WMA: Up to **12** hours

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 regulation.

To check and optimize battery power

- On the Home screen, click **Start** > **Settings** > **Power Management**, and adjust the backlight, display, and light sensor settings.



To not charge the battery while the phone is connected to the computer, click **Start > Settings > Power Management** and in **When device is turned on, do not charge the battery when connected to the PC**, select **On**.

To manage low battery

When the low-battery warning appears, do the following:

1. Immediately save your current data.
2. Synchronize with your PC or use the AC adapter to charge the battery.
3. Turn off your phone. Turn it back on only when you need to use it.

1.12 Status Indicators

The following table lists common status indicators.

Icon	Description	Icon	Description
	New SMS message		Wi-Fi enabled, but phone not connected to a wireless network
	New e-mail message		Wi-Fi connected
	Roaming		Connecting to wireless network
	New MSN Messenger message		Synchronizing via Wi-Fi
	Dialing while no SIM card is inserted		GPRS available
	Voice call in progress		GPRS connecting
	Data call in progress		GPRS in use
	Calls forwarded		EDGE available
	Call on hold		EDGE in use
	Missed call	abc	Lowercase text input
	Battery level	ABC	Uppercase text input, caps lock
	Low battery	ABC	Uppercase text input
	Very low battery	12#	Numeric or symbol (labeled in blue color on keyboard) input, locked
	Battery charging	12#	Numeric or symbol input (labeled in blue color on keyboard)
	No battery or battery fault	XT9	XT9 text input mode, lowercase
	Signal strength	XT9	XT9 text input mode, uppercase
	Radio connected or no signal	XT9	XT9 text input mode, caps lock
	Radio off		Ringer off
	No SIM card installed		Speakerphone on
	SIM card with fault		Vibrate call alert
	Sync error		Bluetooth on or visible mode
	Microphone muted		Bluetooth headset connected

Chapter 10

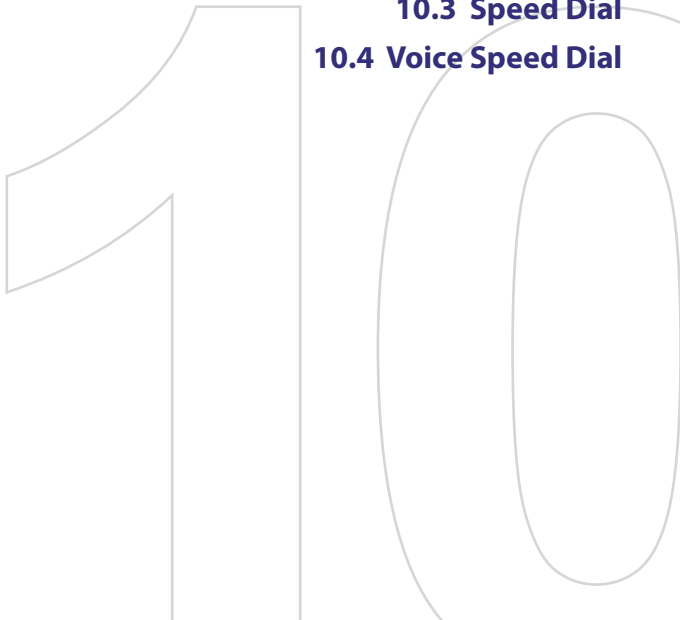
Using Other Applications

10.1 Office Mobile

10.2 Adobe Reader LE

10.3 Speed Dial

10.4 Voice Speed Dial



10.1 Office Mobile

Office Mobile consists of three applications that let you view various types of documents, such as Word documents, Powerpoint presentation files, and Excel worksheets. The Office Mobile consists of the following:

- Excel Mobile (displays Excel files)
- PowerPoint Mobile (displays PowerPoint files)
- Word Mobile (displays Word files)

To access the Office Mobile, click **Start > Office Mobile** and locate the program you want to open.

Note Not all fonts, colours, features, and versions of the desktop versions of PowerPoint, Word and Excel, are supported, but these programs will show a close approximation.

Excel Mobile

Excel Mobile gives you the ability to view native Excel worksheets. It also lets you view embedded charts and chart sheets as well.

Notes

- Excel Mobile only supports Excel files created in Office 97 or later versions.
- Excel macros that might be in the original file will not run when loaded.
- Three-dimensional charts will be mapped into a two-dimensional space.
- Worksheet does not display images selected as a background in an AutoShape.

To open a worksheet file

1. Click **Start > Office Mobile > Excel Mobile** and locate the **.xls** file.
2. Click **Open**.

To change the zoom ratio

- Click **View** and select a magnification.

To view another sheet in your worksheet file

- Click **View > Sheet** and select the sheet you want to view.

PowerPoint Mobile

PowerPoint Mobile is a complete PowerPoint viewer solution with the ability to view native PowerPoint presentations.

Note PowerPoint Mobile only supports Powerpoint files created in Office 97 or later versions.

To open a presentation file

1. Click **Start > Office Mobile > PowerPoint Mobile** and locate the **.ppt** or **.pps** file.
2. Click **Open**.

To change the zoom ratio of the view mode

- Click **Menu > Zoom In** or **Zoom Out**.

To set up your presentation show

1. Click **Menu > Options**.
2. Select the **Orientation** when viewing the presentation.
3. Customise the playback functions by selecting the **Override playback options** item and the related options.

Word Mobile

Word Mobile lets you view Word documents, complete with tables, images, columns, bulleted lists, and more. It also allows you to edit functions on the current document file.

Note Word Mobile only supports Word files created in Office 97 or later versions.

To open a document file

1. Click **Start > Office Mobile > Word Mobile** and locate the **.doc** or **.rtf** file.
2. Click **Open**.

To change the zoom ratio

- Click **View** and select a magnification.

To edit the document file

1. Click **Menu > Edit** to enter the edit mode.
2. Edit the current docemunt, and click **Menu > File > Save As** or **Send** when done.

10.2 Adobe Reader LE

Adobe Reader LE allows you to view Portable Document Format (PDF) files. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

To open a PDF file on your phone

1. Click **Start > Office > Adobe Reader LE**.
2. Click **Open**.
3. Browse to a folder and click the PDF file you want to open.

Note To open another PDF file, click **Open > Menu > Browse For File**. You can also open a PDF file from File Explorer by clicking it.

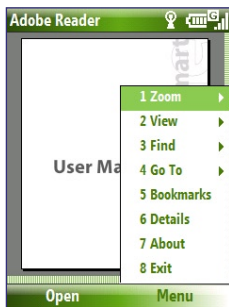
To navigate through a PDF file

You can do any of the following:

- Use the NAVIGATION CONTROLS to scroll through the pages.
- Click **Menu > Go To** and select an option to go to a specific page in the PDF file.

While reading a PDF file, click

Menu to open a list of options that lets you zoom in, directly go to a bookmark, find text in the file, and more.



10.3 Speed Dial

You can create speed dial entries for frequently-called numbers or frequently-accessed items so you can dial a number or access an item by pressing a single key.

To create a speed dial entry for a contact

1. On the Home screen, click **Start > Calls > Contacts**.
2. Select a contact.
3. Press CENTER OK to view the contact details.
4. Select the desired phone number and click **Menu > Add to Speed Dial**.
5. Enter appropriate details in Name, Value, and Keypad assignment .
6. Click **Done**. To quit at any time during this process, click **Menu > Cancel**.

To create a speed dial entry for an item

1. On the Home screen, click **Start** then choose (just highlight) the item you want.
2. Click **Menu > Add Speed Dial**.
3. Enter details in Name, Value, and Keypad assignment.
4. Click **Done**. To quit at any time during this process, click **Menu > Cancel**.

Note The first speed dial location is generally reserved for your voice mail. 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.

To retrieve a voice mail message

- On the Home screen, press and hold **1** to access your voice mailbox, and follow the prompts to retrieve your messages.

To make a call or launch a program using Speed Dial

- If you have assigned a speed dial (for example, the second location) to a contact or a program in Speed Dial, you can simply press and hold the 2 key on the phone keypad to dial the contact's number or open the program.

To delete a speed dial entry

1. On the Home screen, click **Start > Speed Dial**.
2. Select the desired entry and click **Menu > Delete**.

10.4 Voice Speed Dial

You can record a voice tag for a phone number, e-mail address, or Web page address that is stored on your phone. Then, when you say the voice tag using Voice Speed Dial, your phone automatically dials the associated phone number, opens an e-mail message using the associated address, or goes to the associated Web page.

To create a voice tag for a phone number, e-mail address, or URL in Contacts

1. On the Home screen, click **Start > Contacts**.
2. Select the desired contact, and press CENTER OK to open the contact card.
3. Select the item to which you want to assign a voice tag.
4. Click **Menu > Add Voice Tag**.
5. After a "beep" sound, begin recording the voice tag (preferably one easy-to-recognize word).
6. When the voice tag is successfully trained, the phone will play back the voice tag. Click **OK**.
7. Enter appropriate details in Name, Value, and Keypad assignment.
8. Click **Done** to save the new voice tag.
To quit at any time during this process, click **Menu > Cancel**.

To create a voice tag for a program

To create a voice tag for a program, for example, Camera, do the following:

1. On the Home screen, click **Start** > **Camera**. (Do not press CENTER OK when Camera is selected.)
2. Click **Menu** > **Add Voice Tag**.
3. After the message/beep, say “Camera.”
4. When the voice tag is successfully trained, the phone will play back the voice tag. Click **OK**.
5. Enter appropriate details in Name, Value, and Keypad assignment. Click **Done** to save the new voice tag. To quit at any time during this process, click **Menu** > **Cancel**.

To make a call or launch a program using the voice tag

1. Press VOICE RECOGNITION on the left side of the phone.
2. After a “beep” sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The phone plays back the voice tag and then dials the number or launches the associated program.

Tip If the phone cannot recognize your voice tag, please try again and speak clearly and reduce the surrounding noise.

To edit, delete, and play voice tags

1. On the Home screen, click **Start** > **Speed Dial**.
2. Select the desired voice tag from the list.
3. Do any of the following:
 - To change the voice tag, click **Menu** > **Edit**, make changes, and click **Done**.
 - To delete the voice tag, click **Menu** > **Delete**.

To play back an existing voice tag at any time, click **Menu** > **Play Voice Tag**.

Chapter 2

Using Phone Features

2.1 Using the Phone

2.2 Making a Call

2.3 Receiving a Call

2.4 In-Call Options

2.5 Additional Dialing Information

2.6 SIM Tool Kit (STK)


**2.7 Setting Up Bluetooth SIM Access for
Car Kit Phones**

2.1 Using the Phone

You can use your phone to make, receive, and keep track of voice calls, and send text messages (SMS, Short Message Service) and MMS (Multimedia Messaging Service) messages.

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 ().
- Enter the phone number by pressing the keys on the keypad.

Enter your PIN

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

- Enter your SIM PIN when prompted and click **Done**.

Note 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.


You can change the SIM PIN by clicking **Start > Settings > Security > Change SIM PIN**.

Set ring tones

You can choose how to be notified for incoming calls, reminders, new messages, alarms, and more.

To set a ring tone for incoming calls



1. On the Home screen, click **Start > Settings > Sounds**.
2. In the Ring tone list, select a ring tone and click **Done**.

If you select Vibrate, the sound is muted and the phone will vibrate when you receive a call. The Vibrate icon () appears in the title bar. Selecting **None** in the Ring tone list mutes the phone. For more information about sounds, see “Choose how to be notified about events or actions” in chapter 4.

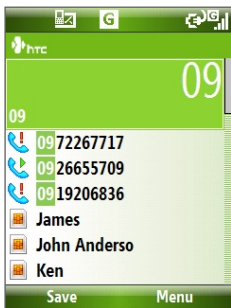
2.2 Making a Call

With your phone, you can make calls from the Home screen, the Phone screen, from Contacts, Speed Dial, Call History, or SIM Contacts (contacts stored on your SIM card).


Make a call from the Home screen

- Enter the phone number by pressing keys on the keypad, and press ().
- Press () if you need to backspace.


Note You can also use the QWERTY keyboard to dial numbers on your phone.



Phone Screen


Tip You will notice that when you press a key on the keypad, a list of names and numbers is displayed as your phone searches Contacts, Call History, Speed Dial, and your SIM card to find a matching name or number. For example, when you press a key such as 5, first and last names that begin with J, K, and L will be displayed as well as phone numbers that start with 5. The next key you press continues to narrow the search. When you see the name of the person you want to call, select it, and press ().

Make a call from Contacts

1. On the Home screen, click **Contacts** (if displayed) or click **Start > Contacts**.
2. Select the desired contact, and press ().


To specify the number to dial

By default, the mobile telephone number (m) of a contact is dialed when you make a call from Contacts; however, you can choose to dial a different phone number.

1. On the Home screen, click **Contacts** (if displayed) or click **Start > Contacts**.
2. Select the contact.
3. Press NAVIGATION left or right. The letter representing the number changes to **m** (mobile), **w** (work), or **h** (home).
4. Press () to dial the number.
 - To view or edit information associated with the selected contact, click **Menu > Edit**.
 - To save a contact on your SIM card, click **Menu > Save to SIM**.

To learn more about Contacts, see chapter 5.

Make a call from Call History

1. On the Home screen, click **Call History** (if displayed) or click **Start > Call History**.
2. Select a name or number, and press ().

In the Call History screen, press CENTER OK to view details, such as the dialed, missed, or received call, call duration, date, and time. Pressing CENTER OK again dials the associated number.

To customize calls

On the Call History screen, click **Menu** to select various options to customize and filter the calls made, received, or missed.

Note You can also save a number in Contacts by clicking Save on the Call History screen.

Make a call from Speed Dial

You can make calls using Speed Dial. To learn how to use Speed Dial, see “Using Speed Dial” in chapter 10.

Make a call from SIM Manager

1. Click **Start > Expert > SIM Manager**. Wait for the contents of your SIM card to load.
2. Choose the contact you want to call and click **Menu > Call**.

For more information about SIM Manager, see chapter 5.


2.3 Receiving a Call

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

To answer or ignore an incoming call

- To answer the call, press (); To ignore, press ().

To end a call

- Press ().

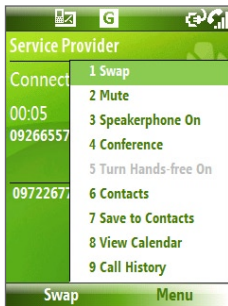
2.4 In-Call Options

Your phone lets you manage multiple calls at the same time.


During a call, click **Menu** to access in-call options.

Call Waiting should be enabled and supported for you to be notified of an incoming call when you are using the phone.

To enable Call Waiting, click **Start > Settings > Phone > Call Waiting > Provide call waiting notifications.**



To answer another call

1. Click **Answer** to take the second call and put the first call on hold.
2. To end the second call and return to the first call, press ().
 - To switch between the two calls, click **Swap**.

To set up a conference call



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

1. Either put a call on hold (click **Menu > Hold**) and dial a second number, or, answer another incoming call during a call.
2. Click **Menu > Conference**.

Notes

- If the conference connection is successful, the word “Conference” appears at the top of the screen.
- To add additional persons to your conference call, click **Menu > Hold**, enter the phone number, and then click **Resume** to return to the call.


To turn on and off the Speakerphone

- During a call, click **Menu** > **Speakerphone On**. The  icon appears at the top of the screen.
- To turn off the Speakerphone, click **Menu** > **Speakerphone Off**. Alternatively, the speakerphone can be toggled on and off by pressing and holding () during the call.

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


To mute a call

- During a call, click **Menu** > **Mute**.

When the microphone is turned off, the  icon appears on the screen. Click **Menu** > **Unmute** to turn on the microphone again.



2.5 Additional Dialing Information

Make an emergency call

- Enter the appropriate emergency number for your locale, and press () .

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

Make an international call

1. Press and hold the 0 (Zero) key on the keypad until  appears.
2. Enter the full phone number, and press () .

For example: +(1)(909)(22222222) (country code) + (area code) + (phone number).

Insert a pause or long pause in a dialing sequence


Some international calls or phone numbers require a pause or long pause in the dialing sequence in order for the call to process successfully.

1. On the Home screen, click **Start** > **Contacts**.
2. Select the contact and press CENTER OK to open the contact card.
3. Click **Menu** > **Edit**.
4. Position the cursor on the phone number where you want to insert a pause.
5. Click **Menu** > **Insert Pause** or **Insert Wait**.

The letter “p” (Insert Pause) or “w” (Insert Wait) will appear in the number sequence to indicate where the pause or long pause will occur.

Note Long pause is not available for contacts stored on the SIM card.

6. Click **Done**.

Note When you call a number that contains a long pause, you must press () again to continue dialing.

2.6 SIM Tool Kit (STK)

A SIM card must be inserted in your device in order to use this feature, which allows you to access a range of information services provided by your service provider.

1. On the Home screen, click **Start** > **SIM Tool Kit (STK)**.
2. To access a service, click the item in the list.

2.7 Setting Up Bluetooth SIM Access for Car Kit Phones

Car kits that support the SIM Access Profile (SAP) can connect to your phone and access its SIM card via Bluetooth.

- Notes**
- Make sure that all phone contacts are stored in the SIM card and not in the phone memory. Configure the car kit to download contacts only from SIM card.
 - Contact your wireless service provider to find out which car kit phone models are compatible with your phone.

1. In your phone, make sure that Bluetooth is turned on and set to Visible mode.
2. Click **Start > Expert > SAPSettings**.
3. On the BT Remote SIM Access screen, select the **Remote SIM Access** check box and click **Done**.
4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
5. A pop-up message should appear on your phone saying that a connection has been established between your phone and car kit. Click **OK**.
6. On the BT Remote SIM Access screen, click **Done**.

Note You will not be able to make/receive calls, send/receive messages or perform related activities on your phone when the SIM Access Profile connection is active. You will be able to do all this from the car kit phone during this time.

Chapter 3

Synchronizing Information with Your Computer

3.1 About Synchronization

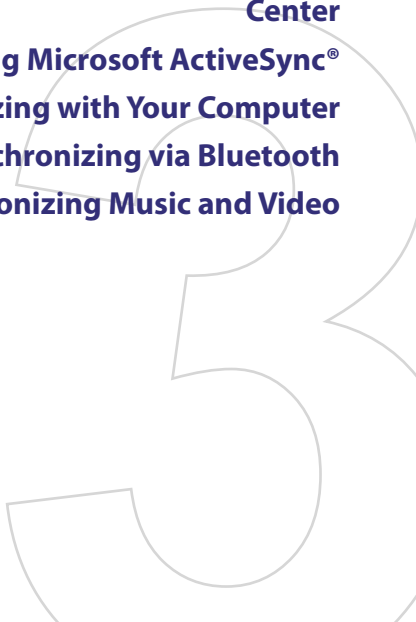
3.2 Using Microsoft Windows Mobile® Device Center

3.3 Installing and Using Microsoft ActiveSync®

3.4 Synchronizing with Your Computer

3.5 Synchronizing via Bluetooth

3.6 Synchronizing Music and Video



3.1 About Synchronization

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

- **Microsoft Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **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 first the synchronization software to your computer. For information on installing and using the synchronization software on your computer, see “Installing and Using Windows Mobile Device Center” and “Installing and Using ActiveSync” in this chapter.

Ways to synchronize

After you have installed the synchronization software to your computer, synchronize your phone with your computer by using one of the following:

- Connect and synchronize using the supplied USB sync cable. Upon connecting the sync cable to your phone and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth. You must first set up a Bluetooth partnership between your phone and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see chapter 8. For information about synchronizing through Bluetooth, see “Synchronizing via Bluetooth” later in this chapter.

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

3.2 Using Microsoft Windows Mobile® Device Center

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

Set up synchronization between your phone and PC

1. Connect your phone to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device 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 phone but not sync Outlook information.

4. Select the information types that you want to synchronize then click **Next**.
5. Enter a device name for your phone and click **Set Up**.

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

3.3 Installing and Using Microsoft ActiveSync®

Follow the steps below to install and set up ActiveSync 4.5 or later on Windows XP or other compatible Windows systems.

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

Install and set up ActiveSync

1. Insert the Getting Started Disc into the disc drive on your PC.
2. Follow the on-screen instructions to install ActiveSync.
3. After installation is completed, connect your phone to your PC.
4. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization relationship. Click **Next** to proceed.
5. To synchronize your phone with your computer, clear the **Synchronize directly with a server running Microsoft Exchange Server** check box then click **Next**.
6. Select the information types that you want to synchronize and then click **Next**.
7. Click **Finish**.

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

3.4 Synchronizing with Your Computer

Connect your phone to your PC to synchronize the information between your phone and PC. While your phone is connected, ActiveSync (or Windows Mobile Device Center on your PC) synchronizes every time you make a change on either the PC or your phone.

You can also manually start and stop synchronization any time.

To start and stop synchronization when using Windows Mobile Device Center

1. After connecting your phone to your PC, click **Start > ActiveSync** on your phone.
2. Click **Sync** to start synchronization.
To end synchronization before it completes, click **Stop**.

To change which information is synchronized

You can add or reduce the types of information to synchronize between your phone and PC.

1. Before changing synchronization settings on your phone, disconnect your phone from your PC.
2. On your phone, click **Start > ActiveSync**.
3. Click **Menu > Options**.
4. Select or clear the items you want to synchronize or not 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.
5. To customize settings for an item, select that item and click **Settings**. Settings are not available for all items.

Note The check boxes of the Favorites, Files, Media, and OneNote items are always grayed out in ActiveSync Options on your phone. You can only select or clear these items from Windows Mobile Device Center or ActiveSync on your computer.

To synchronize with more than one computer

You can set up your phone to synchronize with more than one PC or with a combination of one or more PCs and Exchange Server. When synchronizing with multiple computers, the items that you synchronize will appear on all of the computers with which they are synchronized.

For example, if you have set up synchronization with two PCs (PC1 and PC2), which have different items, and you synchronize Contacts and Calendar on your phone with both computers, the result is as follows:

Location	New state
PC1	All Outlook contacts and calendar appointments that were on PC2 are now also on PC1.
PC2	All Outlook contacts and calendar appointments that were on PC1 are now also on PC2.
Phone	All Outlook contacts and calendar appointments from both PC1 and PC2 are on your phone.

- Notes**
- Outlook e-mail can be synchronized with only one computer.
 - To stop synchronizing with one PC completely, click **Menu > Options**, click the computer name, then click **Menu > Delete**.

To resolve ActiveSync connection problem

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the ActiveSync connection with your phone in favor of the Internet or network connection. If this happens, click **Start > Settings > Connections > USB to PC**, then clear the **Enable advanced network functionality** check box. This makes ActiveSync utilize a serial USB connection with your phone.

3.5 Synchronizing via Bluetooth

You can connect and synchronize your phone with the PC using Bluetooth.

To synchronize with a computer via Bluetooth

1. Set up the synchronization software (Windows Mobile Device Center or ActiveSync) on your computer to use a Bluetooth connection. For more information, see the software Help on your computer.
2. On your phone, click **Start > ActiveSync**.
3. Make sure that Bluetooth on both your phone and the computer are turned on and set to **Visible** mode. For more information, see “Bluetooth” in chapter 8.
4. Click **Menu > Connect via Bluetooth**.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your phone and set up a Bluetooth partnership between your phone and the computer. For more information about creating a Bluetooth partnership, see “Bluetooth partnerships” in chapter 8.

- Notes**
- To preserve battery power, turn off Bluetooth when not in use.
 - To connect and synchronize your phone with a computer via Bluetooth, your computer must have built-in Bluetooth or installed with a Bluetooth adapter or dongle.

3.6 Synchronizing Music and Video

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

Other than selecting the media information type in ActiveSync 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 the PC. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your phone to the PC with a USB cable.
- Set up a sync partnership between the phone and Windows Media Player.

For more information about Windows Media Player on your phone, see “Windows Media Player Mobile” in chapter 9.

Chapter 4

Managing your Phone

4.1 Personalizing Your Phone

4.2 Adding and Removing Programs

4.3 Using Task Manager and Managing Memory

4.4 Managing and Backing Up Files

4.5 Protecting Your Phone

4.6 Restarting Your Phone

4.7 Resetting Your Phone



4.1 Personalizing Your Phone

Set up the Home screen

The Home screen is your starting place for most tasks. You can gain access to all features and programs from the Home screen.

To customize the Home screen

1. On the Home screen, click **Start** > **Settings** > **Home Screen**.
2. In **Home screen layout**, **Color scheme**, **Background image**, and **Time out**, select the options you want, and click **Done**.

To set a picture as the background

1. On the Home screen, click **Start** > **Pictures & Videos**.
2. Select the picture you want to set as the background. Click **View** or press CENTER OK for a larger view of the image.
3. Click **Menu** > **Use as Home Screen**.
4. Use the NAVIGATION CONTROL to select the portion of the picture you want to use, and click **Next**.

Note If the picture fits the screen, this step is skipped.

5. In **Adjust the transparency**, select a higher percentage for a more transparent picture and then click **Finish**.

Set date, time, language, and other regional options

Your phone should already be set up with the regional settings that are appropriate for your locale.

To change regional settings

You can specify the language, locale, date and time style, as well as number and currency formatting options.

1. On the Home screen, click **Start** > **Settings** > **Regional Settings**.
2. In **Language**, select your preferred language.
3. In **Locale**, select the locale for the language you selected. The Locale option automatically changes the format of the remaining options (such as date, time, and currency) according to the locale you specify.
4. Click **Done**.

To set the date and time

1. On the Home screen, click **Start > Settings > Clock & Alarm > Date and Time**.
2. Set the **Time zone, Date, and Time**, and then click **Done**.

Choose how to be notified about events or actions

A profile is a group of settings that determine how your phone will alert you to phone events such as incoming calls and notifications.

To change the current profile

1. On the Home screen, click **Profile [Type]**. Example: **Profile Normal**.
2. Choose a new profile, and click **Done**.

Tip To quickly change the profile, briefly press **POWER** to display the Quick List, and choose a profile.

To edit a profile

1. On the Home screen, click **Profile [Type]**. Example: **Profile Normal**.
2. Select the profile to edit.
3. Click **Menu > Edit**.
4. Modify the settings, and click **Done**. To cancel without saving changes, click **Cancel**.

Tip To revert to the default profile settings, click **Menu > Reset to default**.

To specify the sound for an event

1. On the Home screen, click **Start > Settings > Sounds**.
2. For the desired event, select a sound. Select **None** if you do not want to hear a sound.
3. Click **Done**.

Note For ring tones, you can use sound files in either the .wav, .mid, .wma, or .mp3 file format. For notifications or reminders, you can use .wav or .mid files.

Tip When you select a sound, the sound plays. To hear it again, select **Menu > Play**.

To set sound for the keypad and keyboard

1. On the Home screen, click **Start > Settings > Sounds**.
2. In **Keypad control**, select a sound. Select **None** if you do not want to hear any sound while pressing a key.
3. Click **Done**.

To copy a sound to your phone

After a sound file is located on your phone, you can use it for a ring tone, notification, or reminder. Sound files in either .wav, .mid, .wma, or .MP3 formats can be used.

1. Connect the phone to your PC using a USB connection.
2. On your PC, copy the sound file you want.
3. In Windows Mobile Device Center, click **File Management > Browse the contents of your device**.
Or
In ActiveSync on your PC, click **Explore** and double-click **My Windows Mobile-Based Device**.
4. Save the sound file on your phone by going to **Application Data > Sounds**, and pasting the file into that folder.

To set an alarm

1. On the Home screen, click **Start > Settings > Clock & Alarm > Alarm**.
2. In **Alarm time**, enter the time for the alarm to go off.
2. In **Alarm**, choose when you want the alarm to go off.
4. Click **Done**.

Set personal information

Entering and displaying owner information are best practices; they allow someone to return the phone to you in case it is lost.

To enter owner information

1. On the Home screen, click **Start > Settings > Owner Information**.
2. Enter the necessary information and click **Done**.

Set performance and maintenance options

To change accessibility settings

1. On the Home screen, click **Start > Settings > Accessibility**.
2. Select your preference for the following:
 - In **System font size**, set the size of the font that is displayed on the screen.
 - In **Multipress time out**, set the length of time between keypresses when entering text in Multipress mode.
 - In **Confirmation time out**, set the delay before an unconfirmed action times out.
 - In **In-call alert volume**, set the volume for incoming call or receiving new message alerts while you are in a call.
3. Click **Done**.

To change power management settings

You can use Power Management to check the battery, and configure settings that prolong battery life.

1. On the Home screen, click **Start > Settings > Power Management**.
2. Adjust the available settings:
 - In **Light Sensor Enable**, select whether to turn it on or off. If this is turned on, dark conditions sensed on the Light Sensor in front of the phone will activate a backlight under the keypad and keyboard.
 - In **When device is turned on, do not charge the battery when connected to PC**, select **Off** if you want to charge the phone battery when the phone is connected to the computer through USB.
3. Click **Done**.

Tip **Main battery** indicates the amount of battery life remaining.

To find the operating system version number

- On the Home screen, click **Start > Settings > About**.

To find the phone specification

- On the Home screen, click **Start > Settings > Device Information**.

To turn on and off error reporting

1. On the Home screen, click **Start > Settings > Error Reporting**.
2. Select **Enable** or **Disable** and click **Done**.

4.2 Adding and Removing Programs

Before you purchase additional programs for your phone, make sure that they are compatible for Windows Mobile® 6 Standard operating system.

To add programs

1. Download the program to your PC (or insert the disc that contains the program into your PC). 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 a program designed for your phone and processor type.
2. Read the installation instructions that comes with the program.
3. Connect your phone to the PC and then double-click the *.exe file.

To remove a program

Programs that are preinstalled in the phone cannot be removed.

1. On the Home screen, click **Start > Settings > Remove Programs**.
2. Scroll to the program to remove and then click **Menu > Remove**.

4.3 Using Task Manager and Managing Memory

To see how much memory is available

1. On the Home screen, click **Start > Settings > About**.
2. Scroll down to **Available Memory**.

Use Task Manager

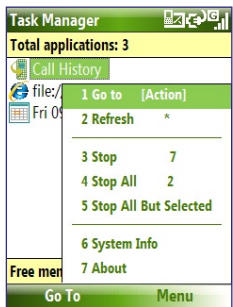
Task Manager allows you to view all the programs currently running on your phone in the form of a list.

To start Task Manager

- Click **Start > Task Manager**.

On the Task Manger screen, click **Menu** to open a list that lets you go to a specific program, stop running programs, and view system information.

To stop a running program, select a program on the list and click **Menu > Stop**.



4.4 Managing and Backing Up Files

You can back up files to your PC using Windows Mobile Device Center or ActiveSync or copy files to a storage card that is installed on your phone. You can also efficiently manage your files and folders using File Explorer installed on your phone.

To copy files using Windows Mobile Device Center/ActiveSync to the PC

1. Connect your phone to your PC.
2. In Windows Mobile Device Center, click **File Management > Browse the contents of your device.**

Or

In ActiveSync on your PC, click **Explore**. This opens the Mobile Device folder for your phone.

3. Browse your phone for files that you want to copy to your PC.
4. Select and copy the files [**Ctrl + C**] and then paste them [**Ctrl+V**] to the destination folder in the PC.

Copying a file results in separate versions of a file on your phone and PC. Changes made to one file will not affect the other since the files are not synchronized.

Use File Explorer

File Explorer provides many easy-to-use features for file and folder management.

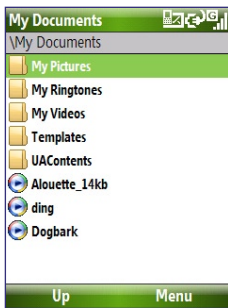
To start File Explorer

- On the Home screen, click **Start > File Explorer**.

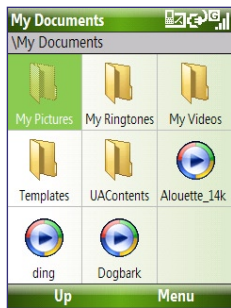
File Explorer operates in the following two views:

- List View
- Icons View

File Explorer displays the entire file structure in your phone's memory. The functions focus primarily on folder management. When initially started, File Explorer is in List View by default. To switch between views, click **Menu > View > Icons** or **List**.



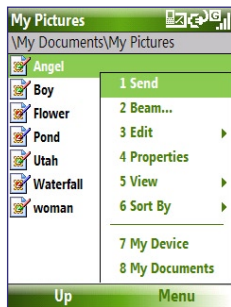
File Explorer - List View



File Explorer - Icons View

In File Explorer, click **Menu** to open a list that lets you send or beam the file, view the file's properties, sort the files, and more.

Storage Card is only available if a microSD is installed on your phone.



To send a file as an e-mail attachment

1. In File Explorer, select a file and click **Menu > Send**.
2. On the Messaging screen, select an e-mail account.
3. The file will automatically be attached to the new message. Specify the recipient and subject, and type your message.
4. Click **Send**.

Note You can also send the file via MMS.

4.5 Protecting Your Phone

You can protect your phone from unauthorized use by requiring a PIN (personal identification number) in order to make calls. Additionally, you can also lock the keypad/keyboard or the entire phone .

To enable the SIM PIN

1. On the Home screen, click **Start** > **Settings** > **Security** > **Enable SIM PIN**.
2. Enter your PIN, and click **Done**.

Note To cancel without enabling the SIM PIN, press HOME.

To disable the SIM PIN

1. On the Home screen, click **Start** > **Settings** > **Security** > **Disable SIM PIN**.
2. Enter your PIN, and click **Done**.


To change the SIM PIN

Be sure to make a note of your personal identification number (PIN). When the SIM PIN is enabled, you must provide this PIN to unlock the phone.

1. Click **Start** > **Settings** > **Security** > **Change SIM PIN**.
2. In **Old PIN**, enter the current PIN.
3. Enter and confirm the new PIN, and click **Done**.

To lock the keypad and keyboard

Locking the keypad and keyboard turns off its functionality. This is a helpful feature if, for example, the phone is turned on and in your pocket, and you want to prevent accidental keypresses.

- On the Home screen, press and hold (). Once the keypad and keyboard are locked, the left soft key label changes to **Unlock**.

Tip To quickly lock the keypad and keyboard, press POWER briefly to display the Quick List, and select **Key lock**.

Note You can still receive calls and make emergency calls when the keypad and keyboard are locked.

To unlock the keypad and keyboard

- On the Home screen, click **Unlock** and press the ***T9** key.

To enable the phone lock

1. On the Home screen, click **Start > Settings > Security > Device lock**.
2. Select **Prompt if device unused for** then select the amount of time for the phone to be inactive before automatically locking.
3. Select the **Password type**, then enter and confirm your password.
4. Click **Done**.

Note Once you configure the phone lock settings, you can enable the phone lock from the Quick List directly without configuring the settings again.

To disable the phone lock

- Click **Unlock** and then enter the password you have set to unlock your phone.

To encrypt files on the microSD card

- Click **Start > Settings > Security > Encryption** and select **Encrypt files placed on storage cards**.

4.6 Restarting Your Phone

Restart your phone when a program is not performing properly or the phone is not responding to any keypresses.

To restart the phone

1. Remove the battery.
2. Wait 3 seconds, then reinsert the battery and turn on your phone.

WARNING! If the phone is restarted while a program is running, unsaved work will be lost.

4.7 Resetting Your Phone

Resetting your phone will remove all the data from its memory and restore the phone back to the factory default settings.

WARNING! All your data will be deleted, it is recommended that you back up your data first before resetting your phone.

To reset your phone

1. Click **Start > Expert > Clear Storage**.
2. Follow the on-screen instructions to reset the phone.

The phone will restart after it has been reset.

Chapter 5

Organizing Phone Information

5.1 Contacts

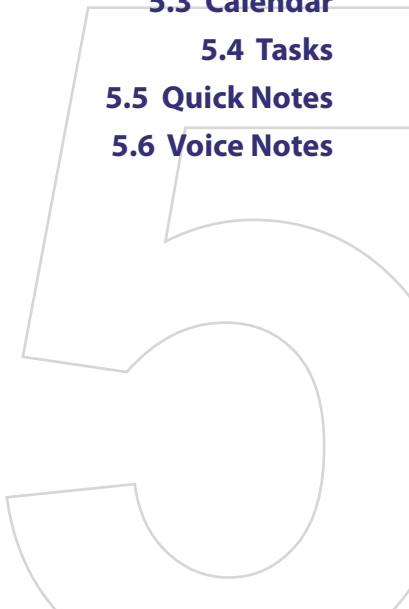
5.2 SIM Manager

5.3 Calendar

5.4 Tasks

5.5 Quick Notes

5.6 Voice Notes



5.1 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with.

If you use Outlook on your PC, you can synchronize contacts between your phone and PC.

Create a contact on your phone

To create a new contact on your phone

1. On the Home screen, click **Contacts** (if available) or click **Start > Contacts > New > Outlook Contact**.

To create a new contact on your SIM card, select **SIM Contact**. You can also use SIM Manager to add contacts to your SIM card. For more information about SIM Manager, see “SIM Manager” in this chapter.

2. Enter information for the new contact.
 - To easily identify who is calling you, you can assign a custom ring tone to each Outlook contact. To assign a custom ring tone, scroll down to and click **Custom ring tone** and select the ring tone you want.
 - To assign a picture to a contact, scroll down to **Pictures** and click **Select a picture** and select the picture you want. To remove the picture, click **Menu > Remove Picture**.
3. Click **Done**.

Tip If someone who is not in your list of contacts calls you or sends you a message, you can quickly create a contact from Call History or from the message by clicking **Menu > Save to Contacts**.


Edit and call a contact

To view and edit a contact information

1. On the Home screen, click **Start > Contacts**.
2. Select the contact whose information you want to view or edit and click **Menu > Edit**.
3. When finished making changes, click **Done**.

To call a contact from the contact list

1. On the Home screen, click **Start > Contacts**.
2. Select the contact to call and press (). The contact's default phone number is dialed.

Tip To call a phone number other than the default, click the contact, scroll to the number you want to dial, and press ().

Find a contact

To find a contact

1. On the Home screen, click **Start > Contacts**.

Note If you are not in Name view, click **Menu > View By > Name**.

2. Do one of the following:
 - Begin entering a name or phone number of the contact until the contact is displayed. When you press a key, such as **5**, you find first and last names that begin with **J, K, and L**, as well as phone numbers that start with **5**. The next key you press continues to narrow the search.
 - If you have assigned categories (e.g. Business) to your Outlook contacts, you can filter the contact list by categories. In the contact list, click **Menu > Filter** and then click a category. To show all contacts again, select **All Contacts**.
 - If you have entered information under **Company** for your Outlook contacts, you can quickly locate the contacts that work for a specific on your phone. In the contact list, click **Menu > View By > Company**. Click the company to see the contacts who work there.

Share contact information

To beam contact information to another device via Bluetooth

1. On the Home screen, click **Start > Contacts** and then select the contact whose information you want to beam.
2. Click **Menu > Send Contact > Beam**.
3. Select the device where you want to beam the contact details to and click **Beam**.

Note Before you can beam, make sure Bluetooth is turned on and set to **Visible** mode on your phone and the target mobile device. For more information, see “Bluetooth” in chapter 8.

To send contact information via a text message

1. On the Home screen, click **Start > Contacts** and then select the contact whose information you want to send.
2. Click **Menu > Send Contact > Text Messages**. Select the contact information that you want to send and click **Done**.
3. In the new text message, enter the mobile phone number of the person to whom you are sending the contact information to and click **Send**.

To send contact information via MMS

1. On the Home screen, click **Start > Contacts**.
2. Select a contact, then click **Menu > Send as vCard**.
3. Enter the recipient in **To** of the MMS message, then click **Send**.

If the recipient accepts the beam, text message, or MMS message, the contact information you sent are automatically saved in that person’s Contacts list.

5.2 SIM Manager

SIM Manager allows you to view the contents of your SIM card and transfer contacts from your SIM card to your phone and vice versa.

To create a contact on your SIM card

1. Click **Start > Expert > SIM Manager**.
2. Click **New** and enter the contact name and phone number.
3. Click **Save**.

Tip To change contact information on your SIM card, click a contact and edit it. After modifying, click **Save**.

To copy SIM contacts to your phone

1. Click **Start > Expert > SIM Manager**.
2. Select a SIM contact or select all SIM contacts by clicking **Menu > Select All**.
3. Click **Menu > Save to Contacts**.

To copy phone 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. You can edit this indicator first before you start copying contacts to your SIM card.

1. Click **Start > Expert > SIM Manager > Menu > Tools > Options**.
2. On the Options screen, 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, click **Edit**, enter your desired indicator, then click **Save**.
4. After modifying, click **OK**.

5. Click **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 click **Save**.

To display your phone number in SIM Manager

1. On the SIM Manager screen, click **Menu > Tools > List of Own Numbers**.
2. Click **Edit**.
3. Change the name, if desired, then enter your mobile phone number.
4. Click **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.

The screenshot shows the SIM Manager interface. At the top, it says 'SIM Manager' and 'My No. 0088'. Below this is a table with three columns: '#', 'Name', and 'Phone'. The table contains several entries, with the first one highlighted in green. At the bottom of the screen, there are two buttons: 'New' and 'Menu'.

#	Name	Phone
3	Brenda	+88698825
2	Htc Jpn	035760212
3K	Htc Jpn	035769712
4	James	098030342
6	Jennifer	+88697222
5	John Ander...	093221891
7	Ken	098971740
8	KENji	093131079
9	Kenji Jpn	000740780

5.3 Calendar

Use Calendar to schedule appointments, including meetings and other events. If you use Outlook on your PC, you can synchronize appointments between your phone and PC.

Create a personal appointment

To set Calendar options

1. On the Home screen, click **Start > Calendar**.
2. Click **Menu > Tools > Options**.
3. Scroll through the available settings and set your desired default options.
4. Click **Done**.

To schedule an appointment

1. On the Home screen, click **Start > Calendar**.
2. Click **Menu > New Appointment**.
3. Enter information about the appointment.
 - To schedule an all-day event, in **End time**, select **All day event**.
 - To make the appointment recurring, click **Occurs**.
4. Click **Done**.

Note All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

View your appointments

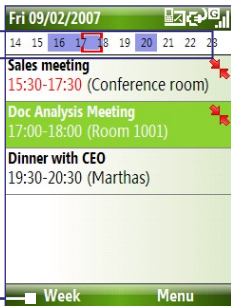
To view your schedule

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

1. On the Home screen, click **Start > Calendar**.
2. Click the left SOFT KEY or click **Menu** and choose the view you want.

Highlighted areas


represent time segments that have scheduled appointments.



Click an item to view the details of the appointment.

Click to change the view.

Agenda View

An appointment with the  icon indicates that the scheduled appointment has a conflict with one or more existing appointments.

Send appointments

To send a meeting request

You can send meeting requests via e-mail to persons that use Outlook or Outlook Mobile.

1. Click **Start > Calendar**.
2. Schedule a new appointment and then scroll down to **Attendees** and click **No Attendees**.
Click **Add Required Attendee** or **Add Optional Attendee** to add the contacts you want to send the meeting request to.

Note You can only specify if an attendee is required or optional if your phone is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see chapter 7.

3. Choose the contact(s) you want to send the meeting request to and click **Select**.

Note To remove an attendee from the list, select the attendee and click **Menu > Remove Attendee**.

4. On the New Appointment screen, click **Done**. The meeting request is sent out.

Note 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 a calendar appointment

You can send a calendar appointment to another phone over MMS.

1. On the Home screen, click **Start > Calendar**.
2. Select an appointment, then click **Menu > Send as vCalendar**.
3. Enter the recipient in the **To** line of the MMS message, then click **Send**.

5.4 Tasks

Use Tasks to keep track of things you need to do.

To create a task

1. On the Home screen, click **Start > Tasks**.
2. Click **Menu > New Task**.
3. Enter the necessary task information and click **Done**.
 - Set a **Priority** for the task. This item can be referenced when sorting tasks.
 - Enter a **Start date** and **Due date** if the task starts and ends at a specific time.
 - Enter a **Reminder** if you want to be notified if the task is due.
 - Enter the **Categories** (you can set more than one) that best describes the task. This item can be referenced when filtering tasks.

Notes

- You can synchronize information on your phone with your PC to keep your task list up to date in both locations.
- If you create a new task with a reminder on your PC and then synchronize tasks with your phone, the reminder will play at the time that was set on your PC.

To locate a task

1. On the Home screen, click **Start > Tasks**.
2. In the task list, do one of the following:
 - To sort the list, click **Menu > Sort by**, and click a sort option.
 - To filter the list by category, click **Menu > Filter**, and click the category you want displayed.

To mark a task as completed

1. On the Home screen, click **Start > Tasks**.
2. Select the task, and click **Complete**.

5.5 Quick Notes

Quick Notes lets you type messages that you frequently use and save them on your phone. You can then send them via e-mail, text message, or MMS.

To create a new note

1. On the Home screen, click **Start > Quick Notes**.
2. Click **New**:
3. Enter the text and click **Done**. If you want to send the text immediately, click **Menu > Send**.

To send a note

1. On the Home screen, click **Start > Quick Notes**.
2. On the Quick Notes list, select the text you want to send and click **Menu > Send**.
3. On the Messaging list, select the account you want to use and click **Select**.

5.6 Voice Notes

Use Voice Notes to create short voice recordings. Voice notes are included in the All Notes list and are named consecutively (Recording1, Recording2, and so on).

To create a voice note

1. On the Home screen, click **Start > Office > Voice Notes**.
2. Hold the phone's microphone near your mouth.
3. Click **Record** and say your voice note.
4. Click **Stop** to stop recording a voice note.

To delete a voice note

1. On the Home screen, click **Start > Office > Voice Notes**.
2. Select the voice note to delete.
3. Click **Menu > Delete**.
4. Click **Yes**.

Tip If you delete a voice note that has a default name, such as Recording1, this name becomes available for a new voice note.

To listen to a voice note

1. On the Home screen, click **Start > Office > Voice Notes**.
2. Select the voice note to play, and press CENTER OK.

Tip To stop listening to the voice note, click **Stop** while the voice note is playing.

To use a voice note as a ring tone

1. On the Home screen, click **Start > Office > Voice Notes**.
2. Select the voice note, and click **Menu > Set As Ringtone**.

Chapter 6

Exchanging Messages

6.1 Messaging

6.2 Text Message

6.3 MMS Messages

6.4 Setting Up E-mail Accounts

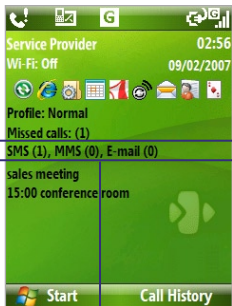
6.5 E-mail



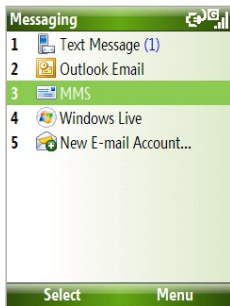
6.1 Messaging

Messaging is where all of your e-mail, text message, and MMS accounts are located. When you receive a new message, you can open that particular message from the Home screen. Simply scroll to the row where the new message is and click it

To access your message accounts, click **Start > Messaging** and then click the account you want to open.



New message



Messaging screen

While in a messaging account's main screen, click **Menu > Tools > Switch Accounts** to switch to another message account.

To change message account settings

- On the Messaging screen, select the message account whose settings you want to change and click **Menu > Settings**.
- On a message account's message list, click **Menu > Tools > Options**.

6.2 Text Message

Send short text messages to your contacts.

Compose and send text messages

To compose and send a text message


1. On the Home screen, click **Start > Messaging**.
2. Select **Text Messages** and click **Select**.
3. Click **Menu > New**.
4. Enter the mobile phone number of one or more recipients, separating them with a semicolon (;). To access phone numbers from Contacts, in **To**, press CENTER OK and select a recipient from the list.
5. Enter your message. You can enter up to 160 characters in one message.
6. Click **Send**.

Tips

- To cancel the text message, click **Menu > Cancel Message**.
- If you want to know if your text message was received, before sending the message, click **Menu > Message Options** and select **Request message delivery notification**.

Receive text messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by your wireless service provider until the next time the phone is turned on.

- Save your SMS messages to your SIM card by clicking **Menu > Copy to SIM**.
- Copy SMS messages saved on your SIM card to the Inbox by clicking **Menu > Copy to Inbox**. Copying them to your phone results in duplicate messages in the Inbox folder when the SIM card is in use.
- The icon  next to a message indicates that it is saved on the SIM card.

6.3 MMS Messages

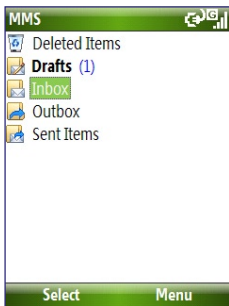
Creating and sending Multimedia Message Service (**MMS**) messages to your friends and family is fun and easy.

To access MMS

- On the Home screen, click **Start > Messaging > MMS**.

To access MMS message folders

- Click **Start > Messaging > MMS**, then click **Menu > Folders**.



MMS Message Folders

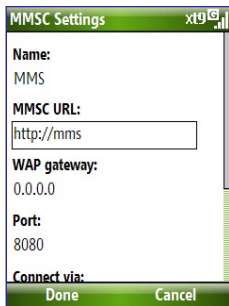
Edit MMS settings

When you purchase your phone, it is already preset with your wireless service provider's MMS server settings. If you accidentally lost the preset settings or you changed to another wireless service provider, follow the steps below to configure MMS settings.

To configure MMS settings

1. On the Messaging screen, select MMS and click **Menu > Settings** to open the Preferences screen.
2. Select or clear the provided check boxes according to your needs.
3. On the Preferences screen, click **Menu > MMSC Settings** to access Multimedia Messaging Service Center (MMSC) settings.
4. Check if your phone is preset with MMS server settings.

If there are no preset settings, click **Menu > New** on the MMSC Settings screen and enter the needed information you see on the screen. You can get the information from your wireless service provider:



MMSC Settings

Name:
MMS

MMSC URL:

WAP gateway:
0.0.0.0

Port:
8080

Connect via:

Done Cancel

5. Click **Done**.

The MMS server settings will then be added as an entry on the MMS Configuration screen.

Note If you add several MMS service providers to the MMSC Settings screen, you can choose one as your default MMS provider. Select the MMS provider's name in the list, then click **Menu > Set as Default**.

Create and send MMS messages

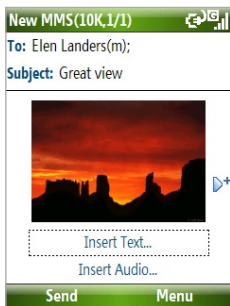
You can compose MMS messages in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

Notes

- MMS is a charged service. In order to use MMS successfully, this has to be provisioned on your mobile account. Please contact the wireless service provider to have this provisioned as part of your calling plan.
- Make sure the size of the MMS is within the limits of the wireless service provider if sending to another mobile phone user or sending to an e-mail address.

To start composing an MMS message

1. On the Home screen, click **Start > Messaging > MMS > Menu > New**.
2. In **To**, enter the recipient's phone number or e-mail address .
3. In **Subject**, enter a subject for your message.
4. Click **Insert Picture/Video** to select a photo or video clip from the Select Media screen and insert it. To capture a new photo or video, click **Menu > Capture Picture/Video**.



Tip After inserting an MMS message element, press NAVIGATION right to add a new slide.

5. Click **Insert Text** to enter text for your MMS message. To insert predefined text or emoticons, click **Menu > My Text or Insert Emoticon**.

6. Click **Insert Audio** to insert an audio clip. Select an audio clip on the Select Audio screen.
To record a new audio clip, click **Menu > Capture Audio**.
7. Click **Send** to send the message.

Notes

- To send a copy of this message to others, access **Cc** and **Bcc** by clicking **Menu > Options > Send Options**.
- To remove the photo, text, or audio, select the item and press (←).

View and reply to MMS messages

To receive MMS messages

- On any MMS message folder screen, click **Menu > Send/Receive**.
By default, messages are automatically downloaded to your phone.

To view an MMS message

You can view MMS messages in several ways.

- Press CENTER OK to view and play the message on your phone. Click **Pause** or **Menu > Stop** to pause or stop the playback of the message.
- Click **Menu > Object View** to see a list of files included in the message. To open a file, select it and click **Open**. To save a file, select it, and click **Save**, **Menu > Save Audio**, or **Menu > Save Photo**.
- View each slide included in the message by clicking **Menu > Next**.

To reply to an MMS message

- Click **Menu > Reply > Reply** to reply to the sender of the message, or click **Menu > Reply > Reply All** to reply to all persons listed in the To and CC boxes of the message. Click **Menu > Reply > Forward** to forward the message to someone else.

6.4 Setting Up E-mail Accounts

Before you can send and receive e-mail, you need to set up your e-mail account on your phone. You can set up the following types of e-mail accounts on your phone:

- Outlook e-mail that you synchronize with your PC or your company's Exchange Server
- Internet e-mail account that you have from an Internet Service Provider (ISP)
- Work account that you access using a VPN connection
- Windows Live Mail
- Other web-based e-mail accounts such as Gmail, Yahoo! Mail, etc.

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

If you have installed the synchronization software on your PC and created a partnership with your phone, then your phone is ready to send and receive Outlook e-mail. If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in chapter 3.

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

Set up a POP3/IMAP4 e-mail account

You can easily set up an e-mail account that you have with an Internet service provider (ISP), a web-based e-mail or an account that you access using a VPN server connection (typically a work account) on your phone.

1. On the Home screen, click **Start > Messaging > New E-mail Account**.
2. In **Email address**, enter your e-mail address. Select **Try to get e-mail settings automatically from the Internet** and click **Next**.

Note By selecting the option, the phone attempts to download necessary e-mail server settings so that you do not need to enter them manually.

3. After Auto Setup finishes, click **Next**.

Note If **Auto Setup** is unsuccessful, contact your ISP or network administrator for the settings:

4. Enter **Your name** and the **Account display name** you want to use and then click **Next**.
5. Enter the **User name** and **Password** for the e-mail account and then click **Next**.
6. Select the frequency you want to send and receive e-mail for your e-mail account and click **Finish**.

Note Click **Review all download settings** to check the options you have selected for your e-mail account.

7. A message then appears, prompting whether or not you want to download the e-mail messages to your phone. Click **Yes** or **No** according to your preference.

Note This message will only appear if you have an active Internet connection.

6.5 E-mail

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

Create and reply to e-mails

To compose and send an e-mail

1. Click **Start > Messaging** then select an e-mail account.
2. Click **Menu > New**.
3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, click **To**.
4. Enter a subject and compose your message. To quickly add common messages, click **Menu > My Text** and click a desired message.
5. Click **Send**.

Tips

- To set the priority, click **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 an e-mail

1. In the message that you are composing, click **Menu > Insert** and click the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file you want to attach, or record a voice note.

View and reply to e-mails

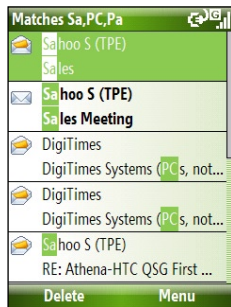
When in an e-mail account, press and hold 0 (zero) to open a shortcut list of often-used commands. Press and hold the shortcut key to execute the command.

To filter the Inbox message list

Filter the e-mail messages in your Inbox to only display the e-mails that contain the sender or e-mail subject you are searching for.

Enter the sender name or e-mail subject you want to look for using the keypad or keyboard. As you press keys, the list narrows down to the conditions you set.

For example, pressing “S” then “A” narrows the list to only those e-mails that contain letters “SA. PC, and Pa” in the **From**, **To**, and **Subject** fields including the message body.



To read incoming messages

By default, only the first few kilobytes of a message are shown when you open and read an incoming message. To read the whole message, do one of the following:

- Scroll down to the end of the message and click **Get the rest of this message**; or
- Click **Menu > Download Message**.

To download an attachment

In an open message with an attachment to download, click the attachment. If there is more than one attachment, click the other attachments to download them. You can directly open the file in the associated program after you download them by clicking the attachment again.

To reply to or forward an e-mail

1. Open the message and click **Menu > Reply > Reply, Reply All, or Forward**.
2. Enter your response. To quickly add common messages, click **Menu > My Text** and choose a desired message.
3. Click **Send**.

- Tips**
- To see more header information, scroll up.
 - To always include the original message, from the list view, click **Menu > Tools > Options > Sending**, and select the **Include copy of original message when replying to e-mail** check box.
 - In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

Note HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see “Customize e-mail settings”.
2. Click **Start > Messaging**, select your e-mail account, and open an HTML e-mail that you received.
3. Click **Get the rest of this message** that’s shown at the bottom of the message to download the whole message.
4. Scroll up (if needed) and click **Click to scroll right** to be able to scroll sideways and get a complete horizontal view of the message.

Note If images do not immediately appear, click **Internet pictures blocked > Download Internet pictures**.

5. Click **Reply** or click **Menu > Reply** and choose whether to reply to the sender(s) or forward the message.
6. Enter your response and click **Send**.

Tip E-mail can contain hyperlinks to Web pages.

Send and download e-mails

The manner in which you send and receive e-mails depends on the type of e-mail account you have.

To send and receive e-mail for an Outlook account

1. Click **Start > ActiveSync**.
2. Connect your phone to your PC.
Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with your company e-mail server. For more information, see chapter 7.
3. Synchronization automatically begins, and your phone sends and receives Outlook e-mail.

Tip You can also manually synchronize anytime by clicking **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

To send and receive e-mail for a POP3/IMAP4 account

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you first need to connect to the Internet or your corporate network.

1. Click **Start > Messaging** and click your POP3/IMAP4 e-mail account.
2. Click **Menu > Send/Receive**. The messages on your phone and e-mail server are synchronized: new messages are downloaded to the phone Inbox folder, messages in the phone Outbox folder are sent, and messages that have been deleted from the server are removed from the phone Inbox folder.

Customize e-mail settings

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

1. Disconnect your phone from the computer.
2. Click **Start > ActiveSync**.
3. Click **Menu > Options**, select **E-mail**, then click **Settings**.
4. On the E-mail Sync screen, set the **Download size limit** and **Message format**.
5. Close ActiveSync and reconnect your phone to the computer.

To change the download size and format for POP3/IMAP4 e-mail

1. On the POP3/IMAP4 e-mail message list, click **Menu > Tools > Options > Account Settings**.
2. Keep clicking **Next** until you reach the screen where the first item is **Download the past**.
3. Set the **Download size limit** and **Message format**.
4. Click **Next** twice, then click **Finish**.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. Customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your phone, click **Menu > Options**.
2. Select the **E-mail** information type and click **Settings**.
3. Click **Menu > Advanced**.
4. In the **My e-mail addresses** text box, enter your e-mail address.
5. Click **Done**.