Managing Bookmark Folders

1. In the bookmark list, tap **All** and select **Edit folders**.

2. You can:

- Tap the **Add** button to create a new folder. Enter the name for the new folder and then tap the **Done** button.
- Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
- Tap the **Rename** button to rename selected folder. Enter a new name and then tap the **Done** button.

Browser Preferences

The Internet browser allows you to change the way the browser deal with the web page contents, security and Internet connections by setting up the preferences options.

To access the preferences options, tap **Edit** on the browser screen and select **Preferences**.

Basic Options

- **Homepage location**: you can specify a favorite page as the default home page when opening the Internet browser by entering the complete address.
- **WAP account**: Select the WAP account to be used when the home page is loaded.
- **Full screen on new page**: Specify whether to switch to the full screen view when viewing the new page.
- **Vertical scroll bar**: Specify whether the vertical scroll bar will be displayed.
- **Load images**: Select if the images will be loaded when opening a page. If images are not loaded, the page will open faster.
- **Play sound**: Select if sound should be played when opening a page that contains it.

- **Play animation**: Select if animations should be played when opening a page that contains them.

Security Options

- **Allow cookies**: Select if you want to receive cookies when browsing.

Advanced Options

- **WAP Push settings**: You can select if you want to receive the Push messages from your network service provider (**Enable WAP Push**), if the URL should be opened automatically upon reception (**Auto load URL**), if the out-of-date Push messages should be removed automatically (**Auto delete expired**), and if sound should be played when a Push message is received (**Push sound**).

☞ **For more information about the availability of the WAP Push messages, please consult your network service provider.**

- **Cache size**: Cache is the space for storing the data of visited web pages for faster loading the next time you visit it. Drag the slider to adjust the size of cache space. To clear the data in cache, tap **Clear cache.** To clear the history record of visited web pages, tap **Clear history.**

Jotter

With the Jotter application program you can quickly and easily jot down notes, whether in typed letters or freehand drawing. You can also easily exchange them by sending them to different devices.

Creating Notes

Method 1

1. In the Jotter screen, tap **Jotter** and select **New**.

2. Tap **Unfiled** and select a folder where you want to place the new note.

3. Enter the body of your note. You can tap the **B** button to get bold text, and the ● button to start a bullet list.

4. Tap 🖊 to switch to the drawing tab for making a freehand drawing. When drawing, tap the ■ button to change stroke color, the button to change stroke thickness, or the 🖌 button to activate the eraser.

5. Tap the ↩ button to save the note.

Method 2

1. Copy text from other application programs.

2. In the Jotter screen, tap **Jotter** and select **New**.

3. Tap **Edit** and select **Paste**.

Managing Notes

Editing Notes

1. Tap to open a note on the Jotter screen.

2. Make changes to the note.

3. Tap the ↩ button to save the note.

Deleting Notes

1. Open a note on the Jotter screen.

2. Tap **Jotter** and select **Delete note**.

Sending Notes

1. Open a note on the Jotter screen.

2. Tap **Jotter** and select **Send as**.

3. Select from the following and then tap the **Done** button:

- **SMS**: Send the note to another mobile phone via an SMS message. Enter the number of the recipient and then tap the **Send** button.
- **MMS**: Send the note to another mobile phone as an MMS attachment. The MMS message screen will follow for you to compose the message.
- **Bluetooth**: Send the note to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
- **IR**: Send the note to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

Managing Note Folders

1. In the Note screen, tap **All** and select **Edit folders**.

2. You can:

- Tap the **Add** button to create a new folder. You will then be asked to enter a name for the new folder. When finished, tap the **Done** button.
- Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
- Tap the **Edit** button to edit selected folder. Make changes and then tap the **Done** button.

Message

With the Message application program, you can exchange and manage the following types of messages:

☞ • **You need subscription to related services to your network service provider.**

• **In order to use the Message functions, you may need to set up message settings in advance. Please refer to "Messaging Accounts" on page 52 and "Internet Accounts" on page 49.**

SMS (Short Message Service) or EMS (Enhanced Message Service) messages (indicated by the ☐ icon)

An SMS message is a text message delivered from your P31 via the message center of your service provider to the recipient. In addition to text, an EMS message can contain pictures, sounds, melodies and animations.

MMS (Multimedia Message Service) messages (represented by the ☐ icon)

An MMS message is a message that can contain text, pictures, animations, audio clips and melodies.

Email messages (represented by the ☐ icon)

Messages that support POP3, IMAP4, MIME and SMTP protocols and are the same as the ones you can send and receive using your PC.

Creating and Sending Messages

Creating and Sending an SMS (EMS) Message

1. In the Message screen, tap **SMS**.

2. Tap the **New** button, or tap **Message** and select **New**.

3. Enter the recipient's phone number in the **To:** field. You can also tap **To:** to pick up one or multiple recipient from your contacts.

4. Enter the body text of the message. An SMS or EMS message allows the entry of up to 160 characters (70 for non-latin characters) per message, and if the length of your message body exceeds such limit, it will be split into several separate ones and combined into one single message on the recipient's phone (if supported). You can tap 0/1 located at the upper right corner of the screen to get the information about current message length information.

💡 **You can tap Edit and select the Cut, Copy, Paste and Select all commands when editing text.**

5. (Optional) Tap the **B** button to switch between normal and bold text types.

6. (Optional) Tap the **¡S** button to change text size.

7. (Optional) Tap the ☺ button to insert a smiley into the message.

8. (Optional) Tap the ☐ button to insert an animation into the message.

9. (Optional) Tap the ☐ button to insert sound into the message.

10. (Optional) Tap the **ab** button to view common used texts.

11. Tap the ☐ tab to determine if you want to receive a delivery report for current message. Tap to select **On** or **Off**. If **On** is

selected, you will receive a report regarding the delivery status when the message is sent.

12. Tap the **Send** button to send the message. If you want to save the message in the **Draft** box for future editing, tap the ⟲ button.

☞ **If for any reason the message can not be sent, it will be stored in the Outbox.**

Creating an MMS Message

1. In the Message screen, tap **MMS**.

2. Tap the **New** button, or tap **Message** and select **New**.

☞ **An MMS message comprises several slides and you can add text and sounds to each slide. When the message is opened and viewed on the recipient's phone, the slides are automatically played. The sound will also be played if the slide contains it.**

3. Enter the recipient's phone number in the **To:** field. You can also tap **To:** to pick up one or multiple recipient from your contacts.

4. Enter the subject in the **Subj:** field.

5. Enter message body text.

6. (Optional) Tap the 🔲 icon to browse and insert a picture into current slide. To change or delete selected picture, tap the picture and select **Select picture** or **Delete picture**.

7. (Optional) Tap the 🎵 icon to insert sounds into current slide.

8. (Optional) To add more slides, tap the icon, or tap **Message** and then select **New slide**. To go to a slide, tap ◀ or ▶. To delete current slide, tap **Message** and then select **Delete slide**. You can also tap 10/20s to setup the duration of each slide.

9. To preview the slides, tap the icon.

10. Tap @ to go to the tab where you can select the carbon copy and blind carbon copy recipients, and select a priority level for the message.

11. Tap ✎ to go to the tab where you can attach an image, audio recording, video clip, document or other files to current message.

12. Tap the **Send** button to send the message. If you want to save the message in the **Draft** box for future editing, tap the ⟲ button.

☞ **If for any reason the message can not be sent, it will be stored in the Outbox.**

Creating an Email Message

☞ **In order to use Email, you need to complete message settings in advance. Please refer to "Messaging Accounts" on page 52.**

1. In the Message screen, tap an Email account.

2. Tap the **New** button, or tap **Message** and select **New**.

3. Enter the recipient's Email address in the **To:** field. You can also tap **To:** to pick up one or multiple recipient from your contacts.

4. Enter the subject in the **Subj:** field.

5. Enter the message body text.

6. (Optional) Tap the ✎ button to browse and add attachment to the mail.

7. Tap the **Send** button to send the Email. A dialog will pop up asking whether you want to send the message immediately or

save the message to Outbox for sending later. Tap to select an appropriate option and then tap the **Done** button.

☞ **If for any reason the message can not be sent, it will be stored in the Outbox.**

Message Folders

By default, each message account has 4 different message folders:

- **Inbox**: Contains received messages.
- **Outbox**: Contains messages that are ready to be sent but not sent.
- **Draft**: Contains unfinished messages.
- **Sent**: Contains a copy of the sent messages.

You can tap a folder name at the upper right corner of each mail account screen and tap to select a different folder.

Receiving and Viewing Messages

Receiving and Viewing SMS, EMS and MMS Messages

When you have new unread SMS, EMS or MMS messages, the notification icon (☐ for SMS/EMS, 📁 for MMS) will appear on the Status bar. You can tap the icon to view the message.

When viewing messages, you can tap **Message** and choose to perform the following operations:

- **New**: Create a new message.
- **Reply**: Reply to the sender.
- **Forward**: Send the received message to other recipients.
- **Find**: Find a specific word in the message.
- **Find next**: Find the word again.
- **Call Sender**: Make a call to the sender of the message.
- **Move to SIM Card** (available for SMS messages): Move current message to the memory on SIM card.
- **Delete message**: Delete current message.

You can also tap the **From:** field and select to perform the following actions:

- **Call**: Call this number.
- **Send SMS**: Send an SMS or EMS message to this number.
- **Send MMS**: Send an MMS message to this number.
- **Save contact**: Save this number as a new contact.

Receiving and Viewing Email

1. In the Message screen, tap an Email account.

2. Tap the **Get&Send** button.

☞ **In order to receive and view email, you need to set up Internet and message settings in advance. Please refer to "Messaging Accounts" on page 52 and "Internet Accounts" on page 49.**

3. You will be connected to the Internet automatically, and P31 will start receiving Email from your mailbox.

4. The received Email will appear on the screen. Tap an Email message to open and read it. If there are attachments in the Email, you can tap to open and view them if they are supported by the application programs on P31.

When viewing messages, you can tap **Message** and choose to perform the following operations:

- **New**: Create a new Email.
- **Reply**: Reply to the sender.
- **Reply to all**: Reply to all recipients.
- **Forward**: Send the received Email to other recipients.
- **Send attachment**: Send the attachment of current Email.
- **Find**: Find a specific word in the Email.
- **Find next**: Find the word again.
- **Delete message**: Delete current Email.
- **Disconnect**: Break the connection to your mailbox.

You can also tap the **From:** field and select to perform the following actions:

- **Send Email**: send an Email to this address.
- **Send MMS**: send an MMS message to this address.
- **Save contact**: save this address as a new contact.

Music Player

With the Music player application program, you can play music tracks/files in the following formats:

- AMR files (.amr)
- MP3 files (.mp3)
- WAV files (.wav)
- MIDI files (.mid)

Playing Music

1. Tap the **Music player** application program icon in the Main screen.

2. Tap **All** and select the location (folder) that contains the music files.

3. The song list will appear in the screen.

- **You can tap the 🔡 button to choose icon view or list view.**
- **To sort songs on the song list, tap Thumbnails and then select Sort by name, Sort by date or Sort by size.**

- **It is recommended that you save music files on the memory card to prevent phone memory from running low.**
- **When copying music files to the phone memory/memory card, put them in the folder named "audio" in the "Media files" folder. You can also create new sub-folders in the "audio" folder to store music files.**

You can also use the keys on the key pad to navigate the song list:

- Press the ⬜ key to scroll the song list up.
- Press the ⬜ key to scroll the song list down.
- Press the ⬜ key to go to the fist song in the song list.

- Press the ⬜ key to go to the last song in the song list.
- Press the ⬜ key to go to the previous page.
- Press the ⬜ key to go to the last page.

Tap to check the songs you want to play in the song list and then tap the ▶ button (or press the ⬜ key) to start playing them.

Operations When Playing Music

When playing music, you can:

- Tap the 🔀 icon to enable random playback. Tap the icon again to disable it.
- Tap the 🔁 icon to enable repeat playback. Tap the icon again to disable it.
- Tap the ⏹ button (or press the ⬜ key) to stop playing music.
- Tap the ⏸ button to pause playing current song. Tap the button again to resume normal playback.
- Tap the ⏭ button (or press the ⬜ key) to go to the next song.
- Tap the ⏮ button (or press the ⬜ key) to go to the previous song.
- Tap the 🔊 button (or press the ⬜ or ⬜ key) to adjust playback volume.
- Tap the ℹ button to view song information.

• Tap the ⟲ button (or press the ▭ key) to put the
music playing in the background.

Managing Songs

Renaming Songs

1. Tap a song to select it on the song list screen.

2. Tap the 🔁 button.

3. Enter the new name for the song and then tap **OK**.

Sending Songs

1. Tap a song to select it on the song list screen. You can select multiple songs.

2. Tap the ✉ button.

3. Select from the following and then tap the **Done** button:

• **Email**: send the song(s) as Email attachments.
• **SMS**: send the song(s) to another mobile phone via an SMS message. Enter the number of the recipient and then tap the **Send** button.
• **MMS**: send the song(s) to another mobile phone as MMS attachments. The MMS message screen will follow for you to compose the message.
• **Bluetooth**: send the song(s) to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
• **IR**: send the song(s) to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

Copying Songs

1. Tap a song to select it on the song list screen.

2. Tap the 🔁 button.

3. Tap to select a folder where the song will be copied from the **Folder** drop-down list.

4. If necessary, change the name of the song by entering a new name in the **Name** field.

5. Tap **Save**.

Moving Songs

1. Tap a song to select it on the song list screen.

2. Tap the 🔁 button.

3. Tap to select a folder where the song will be moved from the **Folder** drop-down list.

4. If necessary, change the name of the song by entering a new name in the **Name** field.

5. Tap **Save**.

Deleting Songs

1. Tap a song to select it on the song list screen.

2. Tap the ✗ button.

3. Tap **OK**.

Managing Music Folders

1. In the song list screen, tap **All** and select **Edit Folders**.

2. You can:

• Tap the **Add** button to create a new folder. Enter the name for the new folder and specify the storage location (phone storage or memory card) and then tap the **Done** button.

- Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
- Tap the **Edit** button to rename selected folder. Enter a new name and specify the storage location (phone storage or memory card) and then tap the **Done** button.

☞ **It is recommended that when you finish using the Music player application program, tap Music and select Exit to close it in order to save memory space.**

Online Services

Depending on your network service provider, you may be able to subscribe for certain additional services, such as online banking services or provision of weather or traffic information. Usually the setting for accessing these services are programmed by your network service provider on your SIM card so your P31 can identify them.

For more information on how to subscribe to these additional online services and how to use them, please consult your network service provider.

PhotoBase

PhotoBase is a powerful image management application program that allows you to view, edit, organize pictures and add special effects to pictures taken by your camera or downloaded/transferred from other locations.

Viewing Images

1. Tap the PhotoBase application program icon in the Main screen.

2. In the PhotoBase screen, tap **All** and select a folder.

☞ **When copying image files to the phone memory/memory card, put them in the folder named "image" in the "Media files" folder. You can also create new sub-folders in the "image" folder to store image files.**

3. The images in the selected folder will appear.

- You can tap the 🔲 button to view images as thumbnails, or the 🔲 button to view images as a list.
- Tap the 🔲 button to view images as slideshows.
- Tap **Thumbnails** or **List** and select **Sort by name**, **Sort by date** or **Sort by size** to sort images according to different conditions.

4. Tap a thumbnail or an item in the list to open the image. The image will appear in the image viewing screen.

Image viewing options

When viewing an image, you can:

- Tap the 🔲 button (or press the ▭ key) to go to the next image.

- Tap the ⬆ button (or press the ▭ key) to go to the previous image.
- Tap the ✐ button to open the image editing screen for editing current image.
- Tap the ◩ button to open the image workshop screen for applying special effects to current image.
- Tap the ✉ button to send current image.
- Tap the 🗑 button to delete current image.
- Tap the 🔍 button to enlarge or reduce the viewing size.
- Tap the ↩ button to return to the thumbnail or list view.

Organizing Images

Managing Image Folders

1. In the image thumbnail or list view, tap **All** and select **Edit folders**.

2. You can:

- Tap the **Add** button to create a new folder. You will then be asked to enter a name for the new folder. When finished, tap the **Done** button.
- Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
- Tap the **Edit** button to edit selected folder. Make changes and then tap the **Done** button.

Copying Images to a Different Folder

1. In the image thumbnail or list view, select images you want to copy by checking the checkboxes on image thumbnails or next to image items.

2. Tap **PhotoBase** and select **Copy ticked picture(s) to**.

3. Select a folder from the drop-down list and then tap the **Copy** button.

Deleting Images

Method 1
1. In the image thumbnail or list view, select images you want to delete by checking the checkboxes on image thumbnails or next to image items.

2. Tap **PhotoBase** and select **Delete ticked picture(s)**.

3. Tap the **Yes** button.

Method 2
1. Open an image from the thumbnail or list view.

2. Tap the 🗑 button on the image viewing screen.

3. Tap the **Yes** button.

Sending Images

1. Open an image from the thumbnail or list view.

2. Tap the ✉ button on the image viewing screen.

3. Select from the following and then tap the **Done** button:

- **Email**: send the image as Email attachment.
- **MMS**: send the image to another mobile phone as an MMS attachment. The MMS message screen will follow for you to compose the message.
- **Bluetooth:** send the image to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
- **IR**: send the image to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

Editing Images

Rotating Images

1. Open an image from the thumbnail or list view.

2. Tap the ⛑ button to open the image editing screen.

3. Tap the ▨ button to rotate the image 90 degrees clockwise, or the ▨ button to rotate the image 90 degrees counter-clockwise.

4. Tap the ↩ button and then tap **Yes** to save your changes.

Flipping Images

1. Open an image from the thumbnail or list view.

2. Tap the ⛑ button to open the image editing screen.

3. Tap the ▨ button to flip the image horizontally, or the ▨ button to flip the image vertically.

4. Tap the ↩ button and then tap **Yes** to save your changes.

Cropping Images

1. Open an image from the thumbnail or list view.

2. Tap the ⛑ button to open the image editing screen.

3. Tap the ▨ button and then tap **Continue** in the box that appears.

4. Use the stylus to draw a cropping frame that encompasses the area you want to crop from the original image.

5. If necessary, tap the crossed arrow at the center of the frame to adjust its position on the original image. You can also tap the small red dots at each corner of the frame to adjust its size.

6. Tap the ▨ button. The image will be cropped.

7. Tap the ↩ button and then tap **Yes** to save your changes.

Adding Special Effects to Images
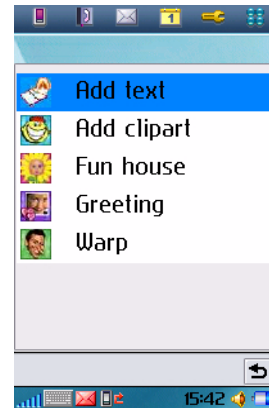
Adding Text to Images

1. Open an image from the thumbnail or list view.

2. Tap the ▨ button to open the image workshop screen.

3. Tap **Add text**.

4. Enter the text you want to add to the image and then tap **OK**.

5. You will see a text frame on the image with the text you just entered in it. If necessary, tap and drag the crossed arrow mark at the center of the text frame to adjust its position on the image, or tap and drag the small red dots at each corner of the text frame to adjust its size.

6. If necessary, you can tap the 🖼 button to change text color, or the 🖼 button to change text size. You can also tap the 🖼 button to add more text or edit the text in the text frame.

7. Tap the ↩ button and then tap **Yes** to save your changes.

Adding Clipart to Images

1. Open an image from the thumbnail or list view.

2. Tap the 🖼 button to open the image workshop screen.

3. Tap **Add clipart**.

4. Tap **Emotions** and select a clipart category.

5. Tap to select a clipart image. The clipart image will appear on the original image.

6. If necessary, you can also do the following:

- Tap the 🖼 button to add more clipart images to the original image.
- Delete a clipart image by tapping it on the original image and then tap the 🖼 button.
- Adjust the position of the clipart image by tapping it on the original image, tapping the ✛ button and then tap and drag the clipart image.
- Adjust the size of the clipart image by tapping it on the original image, tapping the 🖼 button and then tap and drag the clipart image.

• Rotate the clipart image by tapping it on the original image, tapping the ⚒ button and then tap and drag the clipart image.

7. Tap the ↩ button and then tap **Yes** to save your changes.

Adding Frames

1. Open an image from the thumbnail or list view.

2. Tap the ✎ button to open the image workshop screen.

3. Tap **Fun house**.

4. Tap **Bobble_heads** and select a frame type.

5. Tap to select a frame. The frame will appear on the original image.
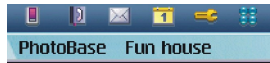
6. If necessary, you can also do the following:

• Adjust the position of the original image by tapping the ✛ button and then tap and drag the original image.

• Adjust the size of the original image by tapping the ▢ button and then tap and drag the dotted border of the original image.

• Rotate the original image by tapping the ⚒ button and then tap and drag the original image.

• Flip the original image vertically by tapping the ⅋ button.

7. Tap the ↩ button and then tap **Yes** to save your changes.

Using Greeting Card Templates

1. Open an image from the thumbnail or list view.

2. Tap the ✎ button to open the image workshop screen.

3. Tap **Greeting**.

4. Tap to select a template type.

5. Tap to select a template. The template will appear on the original image.

6. If necessary, you can also do the following:

• Adjust the position of the original image by tapping the ✛ button and then tap and drag the original image.

• Adjust the size of the original image by tapping the ▢ button and then tap and drag the dotted border of the original image.

• Rotate the original image by tapping the ⚒ button and then tap and drag the original image.

• Flip the original image vertically by tapping the ⅋ button.

7. Tap the ↩ button and then tap **Yes** to save your changes.

Adding Warping Effects

1. Open an image from the thumbnail or list view.

2. Tap the ⬕ button to open the image workshop screen.

3. Tap **Warping**.

4. Tap **Warp** and select a pen size for warping: **Large pen**, **Medium pen** or **Small pen**.

5. Tap and drag the portions you want to create warping effect on the original image. To clear all changes, tap **Warp** and then select **Undo all changes**.

6. Tap the ↩ button and then tap **Yes** to save your changes.

☞ **It is recommended that when you finish using the Photo Base application program, tap PhotoBase and select Exit PhotoBase to close it in order to save memory space.**

Time

The Time application program allows you to view and set time, date and location information. Besides, you can also set 3 different alarms.

Viewing Current Time and Date

You can view current time and by tapping the ⊕ icon on the Status bar, or open the Time application program in the Main screen.

In the Time screen, you can:

Tap here to set time and date

Tap here to view time in different locations

Tap here to enable/disable alarms

Tap here to set alarms
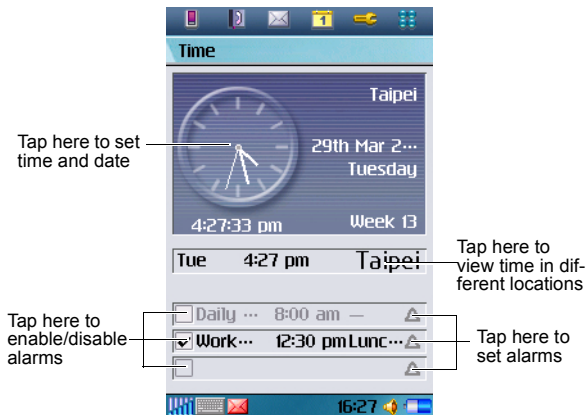
Setting Time and Date

Specifying Your Current Location

Before setting time and date, you must first select your current location.

1. In the Time screen, tap **Time** and select **Set location** on the menu that appears.

2. In the **Location** tab, tap to set the country information.

3. Tap the **Numbers** tab to set the number format.

4. Tap the **Done** button.

Setting Time and Date
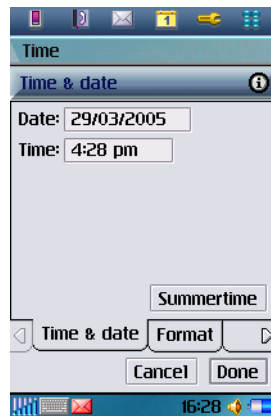
1. In the Time screen, tap **Time** and select **Set time & date** on the menu that appears.

2. In the **Time & date** tab, enter current time and date.

3. Tap the **Format** tab and specify time and date format.

4. Tap ▷ to go to the **Workdays** tab and set workdays in a week.

5. Tap the **Done** button.

Setting Alarms

1. In the Time screen, tap one of the 3 alarm fields.

2. The alarm setting screen will appear.

3. Complete necessary setup and then tap the **Done** button. You can set up to 3 alarms.

Activating/Deactivating Alarms

To enable or disable an alarm, check or uncheck the checkbox in each alarm field on the Time screen.

Operations When an Alarm Goes off

When an alarm goes off, you can tap **Snooze** to postpone the alarm for 5 minutes, or **Silence** to turn off alarm sound. To turn off the alarm, tap **Done** (or press the ⬚ key).

To Do

The To do application program helps you to manage your todo items and track the status. Besides, you can also exchange the To do items with that of the Agenda application for easy planning of your daily schedule.

Creating New Tasks

1. In the To do screen, tap **To do** and select **New**.

2. Tap **Unfiled** and select a folder where you want to place the new task.

3. Enter a description of the task, and then specify the following:

- **Completed**: check the checkbox if the task is already completed.
- **Priority**: select a priority for the task.
- **Due date**: if the task has a due date, you can tap to check this checkbox, tap the date that appears and then select a date from a calendar.
- **Alarm**: to set alarm, tap to check this checkbox, tap the date and time that appear and then adjust alarm time.
- **Private**: if this checkbox is checked, when you synchronize tasks with other devices, the private tasks will not be seen.
4. Tap the 📄 tab and write a note for the task.

5. Tap the [↩] button to save the new task.

Viewing Tasks

You can view your tasks on the To do screen. Overdue tasks will turn into red. You can sort the tasks by tapping **Edit** and select **Sort on date** or **Sort on priority**.

To view a task, tap a task item on the To do screen. The details of the task will appear on the screen.

Managing Tasks

Changing Task Status

If a task is completed, you can check the checkbox of each task on the To do screen to mark the task as "completed".

Finding a Task

To find a specific task:

1. In the To do screen, tap **To do** and select **Find**.

2. Enter the keyword and select where to search.

3. Tap the **Find** button.

4. The tasks that match your search keyword will appear on the screen. You can tap to select and open a task.

Editing a Task

1. Open a task by tapping it on the To do screen.

2. Make changes to the task.

3. Tap the [↩] button to save your changes.

Deleting a Task

1. Open a task by tapping it on the To do screen.

2. Tap **To do** and select **Delete to do**.

3. Tap the **Done** button.

Deleting Completed Tasks

1. In the To do screen, tap To to and select **Delete completed**.

2. Select whether to delete all completed tasks, or just the completed tasks in a specific folder.

3. Tap **Yes** to delete the tasks.

Moving Tasks to the Agenda Application Program

1. Open a task by tapping it on the To do screen.

2. Tap **To do** and select **Move to Agenda**.

3. Tap the **Done** button.

Pasting Tasks from the Agenda Application Program

1. Cut or copy an agenda entry in the Agenda application program.

2. In the To do screen, tap **Edit** and select **Paste entry**.

Sending Tasks

1. Open a task on the To do screen.

2. Tap **To do** and select **Send as**.

3. Select from the following and then tap the **Done** button:

- **SMS**: send the task to another mobile phone via an SMS message. Enter the number of the recipient and then tap the **Send** button.
- **MMS**: send the task to another mobile phone as an MMS attachment. The MMS message screen will follow for you to compose the message.
- **Bluetooth**: send the task to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
- **IR**: send the task to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

Managing Task Folders

1. In the To do screen, tap **All** and select **Edit folders**.

2. You can:

- Tap the **Add** button to create a new folder. Enter the name for the new folder and then tap the **Done** button.
- Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
- Tap the **Rename** button to rename selected folder. Enter a new name and then tap the **Done** button.

To do Preferences

1. In the To do screen, tap **Edit** and select **Preferences**.

2. Set the following items:

- **Display due dates**: if unchecked, the set due dates for each task will not appear on the To do screen.
- **Display completed**: if unchecked, the completed tasks will not appear on the To do screen.
- **Alarm sound**: tap to select a preferred alarm sound from the drop-down list.
- **Alarm vibrator**: if checked, P31 will vibrate when the task alarm goes off.

Video Player

With Video player, you can view video clips captured by the camera or transferred from other devices. The Video player application program accepts video clips in the MPEG 4, 3GP format.

Viewing Video Clips Using Video Player

1. Tap the **Video player** application program icon in the Main screen.

2. Tap **All** and select a folder. You can select to view the video clips in the phone memory, the memory card or both.

3. The thumbnails and related time, date and length information of the video clip files will appear.

4. Tap to select a video clip you want to play and then tap the ▶ button (or press the ⬜ key). Video player will start playing the video clip.

☞ **When copying video files to the phone memory/memory card, put them in the folder named "video" in the "Media files" folder. You can also create new sub-folders in the "video" folder to store video files.**

Options When Viewing Video Clips

When viewing video clips, you can:

• Tap the 🔲 icon or anywhere on the video image to switch between the normal and full screen view modes.

• Tap the ⏸ button (or press the ⬜ key) to pause the video image.

• Tap the ⏩ button (or press the ⬜ key) to play the next video clip.

• Tap the ⏪ button (or press the ⬜ key) to play the previous video clip.

• Tap the 🔊 button to open a dialog where you can adjust the playback volume. Or you can directly press the ⬜ or ⬜ key to adjust it.

• Tap the ⏹ button to stop playing the video and return to the file list screen.

• Tap the ↰ button (or press the ⬜ key) to return to the previous screen.

Managing Video Folders

1. In the Video player screen, tap **All** and select **Edit folders**.

2. You can:

• Tap the **Add** button to create a new folder. Enter the name for the new folder and then tap the **Done** button.
• Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
• Tap the **Rename** button to rename selected folder. Enter a new name and then tap the **Done** button.

Managing Video Clips

Deleting Video Clips

1. Tap **All** and select a folder that contains the video clip you want to delete.

2. Tap to select the video clip you want to delete.

3. Tap the ✕ button, and then tap **Yes**.

Renaming Video Clips

1. Tap **All** and select a folder that contains the video clip you want to rename.

2. Tap to select the video clip you want to delete.

3. Tap the ![icon] button.

4. Enter the new name in the dialog that appears and then tap **OK**.

Sending Video Clips

1. Tap **All** and select a folder that contains the video clip you want to send.

2. Tap to select the video clip you want to send.

3. Tap the ![icon] button.

4. Select from the following and then tap the **Done** button:

- **MMS**: send the video clip to another mobile phone as an MMS attachment. The MMS message screen will follow for you to compose the message.
- **Bluetooth**: send the video clip to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
- **IR**: send the video clip to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

Viewing Video Clip Information

1. Tap **All** and select a folder.

2. Tap to select a video clip.

3. Tap the ![icon] button. The information about the video clip will appear on the screen.

You can also tap Options and use the commands.

It is recommended that when you finish using the Video player application program, tap Video and select Exit to close it in order to save memory space.

Voice

You can use the Voice application program to record voice notes and save them as sound clips. You can also send them via MMS and Email, or use them as ring tones.

Creating a New Voice Note

1. In the Voice screen, tap **Voice** and then select **New Voice note**, or tap the **New** button.

2. Tap the ⏺ button to start recording.

3. To stop recording, tap the ⏹ button. The recording will be saved automatically with recording date and time. You can also tap the ▶ button to play the voice note.

💡 **It is recommended that you keep the distance between the sound source and the microphone of P31 within about 10 ~ 15 cm in order to obtain better recording quality.**

Playing Voice Notes

1. In the Voice screen, tap the ⏮ or ⏭ button to select a voice note.

2. Tap the ▶ button to start playing the selected voice note.

3. To adjust playback volume, drag the volume slider 🔊 ▭▭▭ to the left or right.

4. To pause playing the voice note, tap the ⏸ button. To resume normal playback, tap the ⏸ button again.

Deleting Voice Notes

1. In the Voice screen, tap the ⏮ or ⏭ button to select the voice note to delete.

2. Tap the **Delete** button.

Sending Voice Notes

1. In the Voice screen, tap the ⏮ or ⏭ button to select a voice note to send.

2. Tap **Voice** and then select **Send as**.

3. Select from the following and then tap the **Done** button:

· **MMS**: send the voice note to another mobile phone as an MMS attachment. The MMS message screen will follow for you to compose the message.
· **Bluetooth**: send the voice note to other devices that support Bluetooth technology. A box will appear showing found paired devices. Tap to select a device and then tap the **Send** button.
· **IR**: send the voice note to other devices that support infrared connection. Align the infrared port of your P31 with that of the device and then tap the **Send** button.

❻Expanding the Capabilities of Your P31

Installing Application Programs

The Symbian operating system adopted by your P31 is an open system in the industry, and you can install various application programs designed for it. These programs can be obtained from the Internet, from Email attachments, on CDs, memory cards or from other devices.

The installation files of the application programs are available in the following formats:

• SIS (Symbian Standard Installation)
• JAR (Java Archive)

⚠ **Application programs not officially approved and tested by BenQ may result in malfunction or loss of data, and BenQ should not be held responsible for these damages.**

Installing Application Programs from the Internet

Usually when you download an application program from the Internet, installation will start automatically after the file is completed saved to your P31. Follow the instructions of the installer to complete the installation process.

Installing Application Programs from Installation Files

Follow the steps below to install application programs from the installation files on CDs, memory cards, Emails or received from other devices.

1. Locate the installation file and save it to P31 or the memory card.

2. In the Main screen, tap **Launcher** and select **Install**.

3. The available programs for installation will appear in the box. Tap to select the program you want to install and then tap **Install**.

Uninstalling Application Programs

To uninstall application programs from your P31:

1. In the Main screen, tap **Launcher** and select **Uninstall**.

2. Installed programs on your P31 will appear. Tap to select the program you want to uninstall and then tap **Uninstall**.

Installing/Removing a Memory Card

With additional memory cards you can easily expand the memory space of your P31 for storing more programs or files or exchange them with other users. Your P31 accepts the following types of memory cards:

• Standard or Mini (a memory card converter is required) SD (Secure Digital)
• MMC (Multimedia Memory Card)

⚠ **Close all running programs that use the memory card before removing it. Otherwise data error or loss will occur, or the memory card itself will be damaged.**

Installing a Standard Memory Card

1. Open the protective cover on the memory card slot as shown.

2. Insert the memory card all the way into the slot. Pay attention to the direction of the metal contacts on the memory card when inserting.
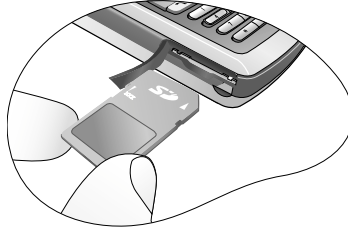
3. Close the protective cover.

Installing a Mini SD Memory Card

1. Insert the Mini SD memory card into the memory card converter.
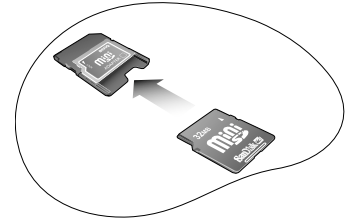
2. Open the protective cover on the memory card slot as shown.

3. Insert the memory card converter all the way into the slot. Pay attention to the direction of the metal contacts when inserting.

Removing a Memory Card

1. Close all running programs that use the memory card.

2. Open the protective cover on the memory card slot.

3. Push the memory card inward using your finger-nail or the opposite side of the stylus. The card will pop up from the slot.
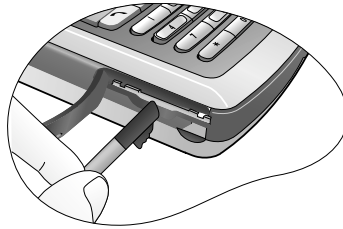
4. Remove the memory card from the slot.

5. Close the protective cover.

Formatting a Memory Card

⚠ • **Formatting the memory card will cause all programs and file data on the card to disappear.**

 • **Make sure the write-protection switch on the memory card has been moved to the write-enabled position.**

1. Make sure that the power of P31 is sufficient and not too low.

2. In the Main screen, tap the **Control panel** application program icon.

3. Tap **Format disk**.

4. From the dialog that appears, tap to select the disk you want to format.

5. Tap **Format**. Your P31 will begin formatting the memory card.

⚠ **Do not remove the memory card while formatting. Otherwise the card will be damaged.**

Renaming a Memory Card

1. In the Main screen, tap the **Control panel** program icon.

2. Tap **Format disk**.

3. From the dialog box that appears, tap to select the disk you want to rename.

4. Tap **Rename** and enter the new name in the **Name** field.

5. Tap **Done**.

🅖Managing and Personalizing Your P31

Managing Application Programs

Grouping Application Programs

You can put application programs in different groups (folders) for easier access.

1. In the Main screen, tap **All** and select **Edit folders**.

2. You can:

• Tap the **Add** button to create a new folder. Enter the name for the new folder and then tap the **Done** button.
• Tap to select a folder on the list and then tap the **Delete** button to delete the selected folder.
• Tap the **Rename** button to rename selected folder. Enter a new name and then tap the **Done** button.

Setting Application Programs on the Application Shortcut Bar

You can setup the application program shortcuts located on the application shortcut bar by following the steps below:

1. In the Main screen, tap **View** and select **Preferences**.

2. Tap to select the icon of the application program to be replaced on the application shortcut bar in the dialog, and then tap the **Set shortcut** drop-down list to select a new application program.

3. Tap **Done**.

File Management

When connected to a PC that runs P31 Handset Manager, you can manage the files in your P31 from PC easily.

☞ **For more information about how to install and configure P31 Handset Manager, please refer to "Installing BenQ P31 Handset Manager" on page 96.**

1. Make sure that the power of your P31 is on and the connection mode has been set to **PC Connect** (See "USB Cable" on page 53).

2. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

3. On your PC Desktop, double-click the 📱 icon.

4. The file browser window will appear.
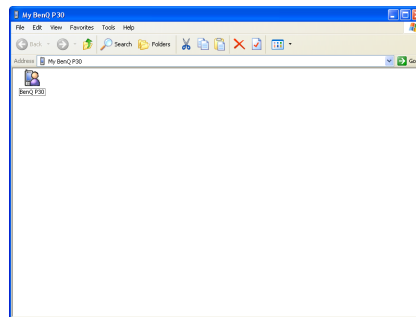
5. Double-click the 🧑 icon.

6. The file directory in your P31 will appear. Now you can:

- Manage files on P31 as you would on your PC.
- Exchange files between PC and P31 using the cut, copy and paste commands.

☞ **When exchanging files, make sure that you put the files in their specific folders on the memory card, otherwise P31 may not be able to recognize them correctly. For example, when copying music files to the memory card, put them in the folder named "audio" in the "Media files" folder. The folders will be created automatically when running their corresponding application programs. For example, the "audio" folder will be created after you run the Music player application program.**

Personalizing Your P31

Customizing User Profiles

You can personalize how your P31 looks and sounds by configuring and applying user profiles. A user profile is a combination of user settings, including sound settings, display theme settings and appearance settings. You can also setup different profiles for use in different occasions.

To customize a user profile:

1. In the Main screen, tap the **Control panel** application program icon to open Control panel.

2. Tap **User Profiles**.

💡 **You can also enter the profile setup screen by tapping the 🔊 icon on the Status bar and then tap Setting in the dialog that appears.**

3. Tap to select a profile from the **Profiles** drop-down menu.

4. Specify the settings by selecting options in drop-down menus.
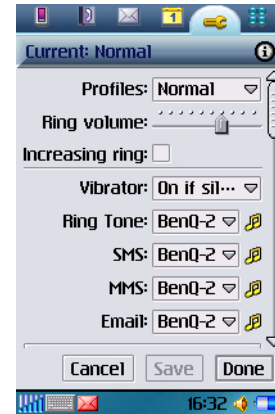
💡 **You can tap the 🎵 icon to listen to the sound.**

Changing Themes

To select a display theme, tap **Apply Theme** and select a theme from the dialog box that follows and then tap **Select**.

Changing Appearance

To select a different picture as the background image of the Main screen, tap **Apply Appearance** and then select **Find image** in the **Background** drop-down menu. A new dialog box will follow allowing you to select an image. Tap to select a desired image and then tap **Select**, **Done**.

💡 **You can also drag the slider beside the image to change its size on the screen, or tap the Tile checkbox to tile smaller images on the screen.**

5. Tap **Save** to save, or **Done** to save and apply current profile settings.

Selecting a User Profile

1. In the Main screen, tap the **Control panel** application program icon to open Control panel.

2. Tap **User Profiles**.

3. Tap to select a profile from the **Profiles** drop-down menu.

4. Tap **Done**.

Getting Your P31 Connected and Synchronized

Connecting P31 to Other Devices

You can connect your P31 to other devices using the following connections:

• Infrared connection
• Bluetooth connection
• USB connection

After a connection is established (except USB connection), you can use the **Send as** commands in various application programs to send data to or receive data from the connected devices.

Infrared Connection

1. Refer to the documentation of the device to enable its infrared function.

2. On P31, tap the Control panel program icon in the Main screen and select **Infrared**, **On** or **On for 10 minutes**.

3. Tap **Done**.

4. Align the infrared port of your P31 with that on the device to be connected. Make sure that the distance in between does not exceed 1 meter (1 m) and there is no obstacles to obstruct transmission.

5. Now you can use the **Send as** command of the application program to send data, or receive data sent from the connected device. When data is received, you will be prompted to select **View** to view the received data, or **Done** to save data to the specific location of the application program.

USB Connection

1. Refer to "Installing BenQ P31 Handset Manager" on page 96 to install and configure P31 Handset Manager.

2. Make sure that the power of your P31 is on and the connection mode has been set to **PC Connect** (See "USB Cable" on page 53).

3. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

4. When P31 is connected, the icon ↤/↦ on the Windows status area located at the lower right corner of the screen will change to ↤↦.

Bluetooth Connection

Bluetooth uses radio waves to enable wireless connections between your P31 and other Bluetooth-enabled devices within a range of approximately 10 metres. Typically, using Bluetooth you can connect your P31 to a telephone headset or a PC.

Establishing Bluetooth Connection

Refer to the steps below for how to connect your P31 to a PC via Bluetooth connection.

1. Tap **Control panel** on the Main screen and then select **Bluetooth** on the **Connections** tab.

2. Check the **Bluetooth on** checkbox to become connectable to other devices, and then select **Yes** or **For 10 minutes** in **Visible for other devices**.

3. Set up **Receiving items** as **Always receive** or **Ask first**.

4. If necessary, you can also enter a new name for your P31 in the **Name of my device** box.

5. Make sure the Bluetooth connection of the device you want to connect is activated.

6. Tap the **Devices** tab and then **Add**. Your P31 searches for all devices in the vicinity.

7. Tap to select the device you want your P31 to pair with and, if necessary, enter a passkey. When the passkey is accepted, the pairing process is complete.

8. On your PC (or other Bluetooth devices), a **Bluetooth PIN Code Required** bubble will pop up. Click the bubble, enter the passkey in the dialog that appears and then click **OK**. The passkey entered here must match that entered in step 7.

☞ • **The Bluetooth PIN code is a set of code for pairing and identifying Bluetooth devices. You can use any combination of numbers or letters for the code. However, the code entered on your P31 and the Bluetooth device must be identical.**

• **If you are using a Bluetooth headset, please check the documentation that comes with the headset for the Bluetooth PIN code.**

9. Double-click the **My Bluetooth Places** icon on the Desktop and select **View devices in range**. P31 icon will appear.

10. Double-click P31 icon and all available services will appear.

11. Double-click a service icon to use the service it represents:

• **Audio gateway on P31**: Allows you to transfer voice during a phone call from P31 to the speakers on your PC.
• **Bluetooth Serial Port on P31**: Allows you to synchronize data between P31 and PC via Bluetooth connection.
• **Dial-up Networking on P31**: Allows you to use P31 as a modem to connect to the Internet (refer to "Setting up GPRS Modem via Bluetooth Connection" on page 95 for more detailed description).

• **Object Push on P31**: Allows you to exchange entries (files, PIM data..., etc.) between P31 and PC.

Breaking Bluetooth Connection

1. Tap **Control panel** on the Main screen and then select **Bluetooth** on the **Connections** tab.

2. Uncheck the **Bluetooth on** checkbox and then tap **Done**.

Using P31 as a GPRS Modem

Setting up GPRS Modem via USB Connection

1. Install BenQ P31 Handset Manager.

☞ • **For more information about how to install and configure P31 Handset Manager, please refer to "Installing BenQ P31 Handset Manager" on page 96.**

• **The steps below describe the setup procedure in Windows XP. If you are using other Windows operating systems, please follow similar steps.**

2. Make sure that the power of your P31 is on and the connection mode has been set to **Modem** (See "USB Cable" on page 53).

3. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

4. On your PC, click the **Start** button on Windows Taskbar, right-click on **My Computer** and select **Properties**.

5. Click the **Hardware** tab and then click **Device Manager**.

6. Double-click **Modems**, and then **P31 Modem**.

7. In the dialog that appears, click the **Advanced** tab.

8. Enter the following string in the **Extra initialization commands** box, and then click **OK**.

+cgdcont=1,"ip","APN"

☞ **Consult your network service provider for the APN and replace the APN in the string above with the actual one.**

9. Click the **Start** button on Windows Taskbar and then select **Connect to**, **Show all connections**.

10. Click **Create a new connection**.

11. In the **New Connection Wizard** dialog, click **Next**.

12. Click **Connect to the Internet** and then **Next**.

13. Click **Set up my connection manually** and then **Next**.

14. Click **Connect using a dial-up modem** and then **Next**.

15. In the dialog that follows, click to choose **Modem - P31 Modem** and then click **Next**.

16. In the dialog that follows, enter a connection name in the **ISP name** box, and then click **Next**.

17. Enter ***99#** in **Phone number** box in the dialog that follows and then click **Next**.

18. Enter the user name and password in the dialog that follows and then click **Next**.

☞ **Consult your network service provider for the user name and password if required.**

19. Click **Finish**, and then click **Properties** in the **Connect** dialog that follows.

20. Click **Configure**, uncheck **Enable hardware flow control** and then click **OK**.

21. Click **OK** to return to the **Connect** dialog. Now you can click **Dial** to start using P31 as a GPRS modem to connect to the Internet.

Setting up GPRS Modem via Bluetooth Connection

1. Perform step 1 through 8 in "Establishing Bluetooth Connection" on page 93 to establish Bluetooth connection.

2. On your PC, click the **Start** button on Windows Taskbar, right-click on **My Computer** and select **Properties**.

3. Click the **Hardware** tab and then click **Device Manager**.

4. Double-click **Modems**, and then **Bluetooth Modem**.

5. In the dialog that appears, click the **Advanced** tab.

6. Enter the following string in the **Extra initialization commands** box, and then click **OK**.

+cgdcont=1,"ip","APN"

☞ **Consult your network service provider for the APN and replace the APN in the string above with the actual one.**

7. Double-click the **My Bluetooth Places** icon on the Desktop and select **View devices in range**. The P31 icon will appear.

8. Double-click the P31 icon and all available services will appear.

9. Double-click the **Dial-up Networking on P31** service icon.

10. Click **Properties** in the **Connect** dialog that follows.

11. Click **Configure**, uncheck **Enable hardware flow control** and then click **OK**.

12. Enter ***99#** in **Phone number** box and click **OK** to return to the **Connect** dialog.

13. Now you can click **Dial** to start using P31 as a GPRS modem to connect to the Internet.

BenQ P31 Handset Manager

The BenQ P31 Handset Manager on the software CD is a useful tool for getting your P31 connected to and synchronized with a desktop or laptop PC running. With P31 Handset Manager, you can:

• Perform synchronization of data between your P31 and desktop/laptop PC.

Program data on P31	Can be synchronized with the data of the following programs on your PC
Contacts	• Microsoft Outlook • Windows Address Book
Calendar	• Microsoft Outlook
Tasks	• Microsoft Outlook
Messages	• Microsoft Outlook

• Back up data from P31 to PC or restore data from PC to P31.
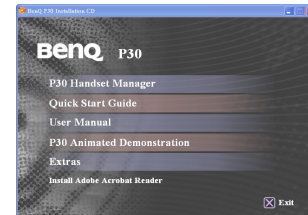• Manage files between P31 and PC

Installing BenQ P31 Handset Manager

1. Insert the PC Synchronization Tool CD into the CD-ROM drive of your PC. The software installation menu will appear on the screen. Click **English**.
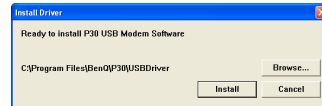

☞ **If the menu does not appear, run the file "P31Setup.exe"on the PC Synchronization Tool CD.**
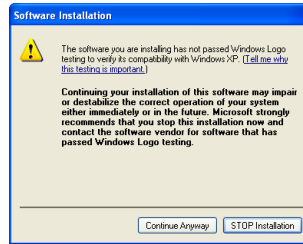
2. Click **P31 Handset Manager**.

3. Click **Install**.

4. If this dialog appears, click **Continue any-way** and follow the on-screen instructions to proceed.

5. Click to select the language you want to install.

6. Click **Install the BenQ Handset Manager**.
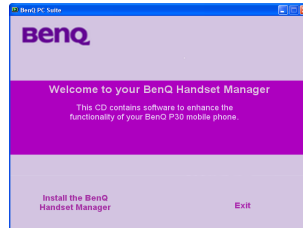
7. Follow the on-screen instructions to complete installation.

8. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

☞ **If the New Hardware Found dialog appears after P31 is connected, follow below steps:**

1. Click Install from a list or specific location, and then click Next.

2. Click Browse and select P31 Handset Manager CD directory.

3. Click Next, Continue anyway.

9. After your P31 is successfully detected by the PC, the dialog box will appear on the screen. Click **Next**.
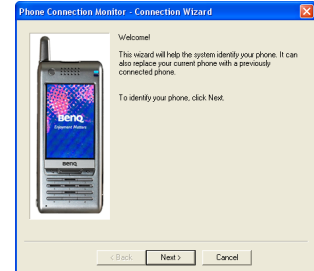
10. Click **Next**.
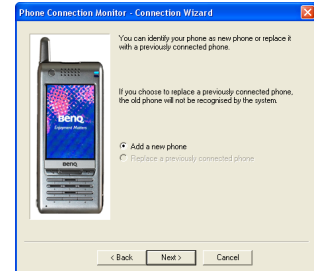
11. Specify a name for your P31 and click **Next**.
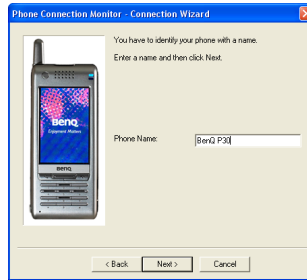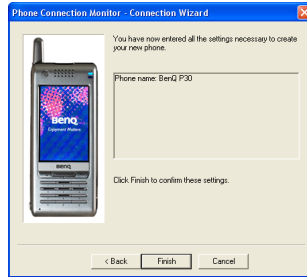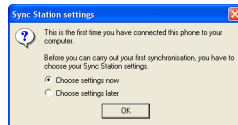
14. A window will follow. Here you can configure the settings for synchronizing the data between your P31 and the PC.
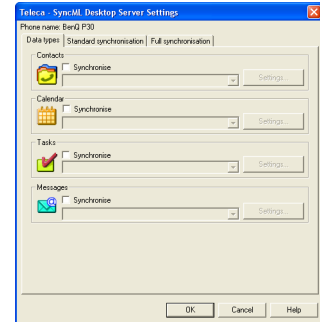
☞ **The connection status is indicated by the icons on the Windows status area located at the lower right corner of the screen:**

↔ᴧᴧ↔ **: Connected and data transmission is in progress**

↔/↔ **: Disconnected**

💡 **For more information on how to perform synchronization setup, refer to the on-line help by clicking Help.**

12. Click **Finish**.

Synchronizing Data

Performing Local Synchronization Using BenQ P31 Handset Manager

Using the supplied Data cable and the P31 Handset Manager software program, you can easily keep your P31 data synchronized with the data on your PC.

13. Click **OK**.

☞ • **The synchronization setup must be completed before you can perform synchronization.**

• **During the synchronization process, do not unplug the USB cable or remove the battery of P31.**

1. Make sure that the power of your P31 is on. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

2. On your PC, click the **Start** button on Windows Taskbar and select **Programs**, **BenQ**, **Synchronise**. Or, you can also right-click the ▊icon on the Windows status area located at the lower right corner of the screen and select **Synchronise**.

3. The synchronization will start automatically.

You can also perform synchronization via infrared or Bluetooth connection.

To perform synchronization via infrared connection:

1. Enable the infrared function of your PC.

2. Enable the infrared function of P31.

3. Right-click on the ↔/↦ icon and select Properties.

4. Check the Infrared checkbox and click Close. If infrared connection is established and the icon changes to ↔↣ , you can start the synchronization operation.

To perform synchronization via Bluetooth connection:

1. Refer to "Establishing Bluetooth Connection" on page 93 to establish Bluetooth connection with the PC.

2. Right-click on the ↔/↦ icon and select Properties.

3. Check the Bluetooth checkbox and click Close. If Bluetooth connection is established and the icon changes to ↔↣ , you can start the synchronization operation.

Performing Remote Synchronization with a Server

If you are frequently on the move and need to keep your data synchronized, remote sync will be an ideal choice. Remote synchronization requires support of the following from your network service provider:

• GPRS or dial-up data connection service
• A synchronization server

In order to perform remote synchronization, you need to correctly configure the remote synchronization settings.

Configuring Remote Synchronization Settings

Consult your network service provider and obtain the following information:

• Remote synchronization server address
• User name and password

Next, configure the remote synchronization settings following the steps below.

1. In the Main screen, tap the **Remote sync** program icon.

2. Tap **Edit** and select **Preferences**.

3. According to the data obtained form your network service provider, complete the settings on the **Server** and **Protocol** tabs.

4. Tap **Done**.

Performing Remote Synchronization

1. In the Main screen, tap the **Remote sync** program icon.

2. Tap **Remote sync** and select **Start sync**.

Backing up and Restoring Data

In order to ensure the safety of your personal data, we recommend that you regularly back up the data on your P31 to PC. Using P31 Handset Manager, you can perform data back up and restoration easily.

Backing up P31 Data to PC

1. Make sure that the power of your P31 is on. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

2. On your PC, click the **Start** button on Windows Taskbar and select **Programs**, **BenQ**, **Backup and Restore**. Or, you can also right-click the ▌icon on the Windows status area located at the lower right corner of the screen and select **Backup and Restore**. The following Backup and Restore program window will appear.

3. Select a phone from the Phone drop-down list. This step can be skipped if there is only one phone connected to your PC.

4. Click **Backup**. The following dialog box will appear.

5. A message reminding you that during backup you will not be able to make or receive phone calls will pop up. Click **OK**.

6. The backup process starts and you will be notified when the process is finished.

Restoring P31 Data from PC

1. Make sure that the power of your P31 is on. Connect the USB connector on P31 to a USB port on the PC using the supplied Data cable.

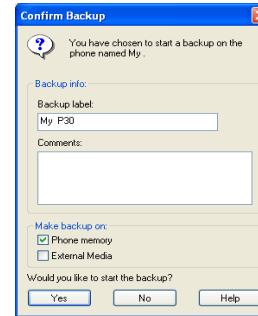2. On your PC, click the **Start** button on Windows Taskbar and select **Programs**, **BenQ**, **Backup and Restore**. Or, you can also right-click the ▯ icon on the Windows status area located at the lower right corner of the screen and select **Backup and Restore**. The following Backup and Restore program window will appear.
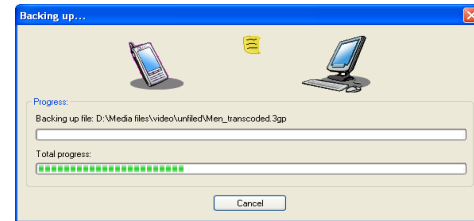

3. Select a phone from the **Phone** drop-down list. This step can be skipped if there is only one phone connected to your PC.

4. Click to select backup data on the left part of the window, and then click **Restore**. The restore action will start immediately.

☞ • **Do not perform backup or restoration when the storage space on P31 is low. Try deleting unnecessary files to free some space.**

• **During the backup or restoration process, do not unplug the USB cable or remove the battery of P31.**

💡 **For more information about backing up and restoring P31 data using the Backup and Restore program, click Help in the program window and select Help topics.**

Care and Maintenance

Your P31 is a delicate electronic device and shall be used and handled carefully in compliance with the instructions below. Failure to observe these instructions may cause your product warranty to void.

· Do not use your P31 in dusty and humid areas. It is extremely vulnerable to liquid, and sand grains can cause scratches on the surface of your P31.

· Do not store your P31 in extremely hot or cold areas. Heat can cause damage to both the outer case and inside components. In an extremely cold area, moisture can build from inside of P31 after you turn it on and result in damages.

· Do not drop, shake or knock on your phone.

· Do not use strong detergents, thinners or other corrosive liquid to clean your P31. Instead, use the supplied cloth to clean it. If necessary, use mild detergents.

· Keep your P31, batteries and accessories away from reach of small children.

· Use only supplied or BenQ original or approved accessories with your P31.

· Follow your local regulations concerning the safety of mobile phone usage.

· The battery should be used and charged under normal room temperature. If the battery is charged in environments where the temperature is higher than $45\ ^{\circ}C(113\ ^{\circ}F)$ or lower than $0\ ^{\circ}C\ (32\ ^{\circ}F)$, charging will be stopped automatically and will not continue unless the temperature returns to the normal range.

· Do not store the battery in locations where the temperature is below $-10\ ^{\circ}C(14\ ^{\circ}F)$ or above $45\ ^{\circ}C(113\ ^{\circ}F)$.

· Do not leave the P31 in a car or any vehicle.

⑩Troubleshooting Information

If you encounter problems when using your P31, please refer to the troubleshooting information below to solve them. If the problem still persists after you have tried the suggested solutions, please contact your dealer or BenQ customer service for assistance.

☞ **Do not attempt to disassemble P31 by yourself. There are no user serviceable parts inside.**

Call Related Problems

⑦ Cannot make outgoing calls.

☞ Check the following:

- Is your P31 in the **Flight** mode? Change to the **Phone on** mode so you can use the call related functions.
- Is there a SIM card in the phone? Install a valid SIM card.
- Is the signal strength strong enough? Try moving to a different location to obtain better signal reception.
- Is the call barring feature activated? Deactivate the feature if necessary.
- Is the fixed dial number feature activated? Deactivate the feature if necessary.

⑦ Cannot answer incoming calls.

☞ Check the following:

- Is your P31 in the **Flight** mode? Change to the **Phone on** mode so you can use the call related functions.
- Is there a SIM card in the phone? Install a valid SIM card.
- Is the signal strength strong enough? Try moving to a different location to obtain better signal reception.

⑦ Can not use certain call functions (call waiting, call barring.., etc).

☞ Depending on your network service provider, some call services may require extra subscription. Please contact your network service provider for details.

⑦ There are noises during a call.

☞ Check the following:

- Are you near a strong electromagnetic source (such as a TV or a microwave oven..., etc.) during the call? Move to another location to reduce the interference effects.
- Check the status of signal reception. If necessary, move to another location where reception is better.

Message Problems

⑦ Cannot send or receive text messages.

☞ Check the following:

- Is the phone in the **Flight** mode? Switch it to the **Phone on** mode.
- Has the message center number been set? You have to configure the message center number manually if it is not already programmed on the SIM card.
- Is the signal strength strong enough? Try moving to a different location to obtain better signal reception.

⑦ Cannot send or receive multimedia messages.

☞ Check the following:

- Is the phone in the **Flight** mode? Switch it to the **Phone on** mode.
- Have you subscribed the MMS service to your network service provider? The MMS service may require extra subscription.
- Has the MMS setting been correctly configured? Check the setting with your network service provider.
- The status of phone memory. Is there enough space? Delete some files if necessary.

☞ **Cannot send or receive Email.**

Check the following:

- Is the phone in the **Flight** mode? Switch it to the **Phone on** mode.
- Have you subscribed the dial-up or GPRS data service to your network service provider? These services may require extra subscription.
- Has the Email setting been correctly configured? Check the setting with your Email service provider.

Internet Problems

☞ **Cannot connect to the Internet.**

- Is the phone in the **Flight** mode? Switch it to the **Phone on** mode.
- Have you subscribed the dial-up or GPRS data service to your network service provider? These services may require extra subscription.
- Has the Internet setting been correctly set? Check with your Internet service provider for correct setting.

Application Program Problems

☞ **The application program freezes.**

☞ Remove the phone battery, put it back on and turn on the phone.

☞ **Cannot add new data (new contact, task or agenda entry..., etc.).**

☞ Check the status of phone memory. Is there enough space? Delete some files if necessary.

☞ **Error occurs when playing music files or video clips.**

☞ • The music file or video clip format may not be compatible with the Music Player. Check the file format or convert it to an acceptable format on PC.
- When exchanging files, make sure that you put the files in their specific folders in phone memory or on the memory card, otherwise P31 may not be able to recognize them correctly. For example, when copying music files to the phone memory/memory card, put them in the folder named "audio" in the "Media files" folder. The folders will be created automatically when running their corresponding application programs. For example, the "audio" folder will be created after you run the Music player application program.

Connection Problems

☞ **Cannot connect P31 to PC using the Data cable.**

☞ Check the following:

- Is the power of P31 turned on?
- Has the USB connection mode on P31 been set to PC connect?

☞ **Cannot use P31 as a GPRS modem to connect to the Internet.**

☞ Check the following:

- Is the power of P31 turned on?
- Has the USB connection mode on P31 been set to Modem?
- Is the APN setting correct?

System Problems

? **Cannot turn on the phone.**

☞ Check the following:

- Is the battery fully charged? Check the battery and fully charge it if necessary.
- Are the battery contact terminals clean? Seek your dealer's help to clean the terminals.

? **What should I do if the "The storage of your P31 is running low" message appears?**

☞ Try to delete some unnecessary files from the phone memory, or move them to the memory card. It is recommended that you use P31 Handset Manager to back up your data regularly in order to prevent loss of data.

? **What should I do if a "system is busy" message appears and I am unable to open more application programs?**

☞
- Please follow the instructions on the screen to remove the battery, re-install it on P31 and power on P31 again.
- When you finish using an application program, close it by tapping **Exit** or similar commands. This will help to free up system memory space and prevent the problem from happening.

⑪ Product Specifications

General
- Operating system: Symbian OS v7.0
- User interface: UIQ 2.1
- Dimension: 118x52x17mm
- Weight: 150g
- Tri-band: 900/1800/1900 MHz
- Speech coding: HR, FR, EFR
- GPRS class 10/ Class B
- GPRS coding scheme: CS-1, CS-2, CS-3, CS-4
- SIM card: 3V type of small plug-in card
- Additional memory card: standard SD/MMC card

Display
- TFT LCD
- 262K color (18-bit)
- Touch-sensitive screen
- 208x320 pixel

Connectivity
- GPRS Class B/ Class 10
- GSM Circuit Switched Data
- Bluetooth
  - P31 Bluetooth is in compliance with the Bluetooth specification 1.1.
  - Coverage: up to 10 meters.
- Infrared
  - SIR (max data speed between P31 and other infrared devices is up to 115,200bps)
- USB
  - Built-in mini USB interface

Browser
- WAP version
  - WAP 2.0, WAP 1.2.1
- Content
  - WML 1.x as WBXML
  - WML 1.x as Plain text
  - HTML 1.0
  - HTML- Basic
  - HTML-Mobile Profile
  - HTML
  - HTML 4.01
  - WCSS
- Protocol
  - WAP stack: WSP, WTP, WTLS, WDP
  - HTTP stack: HTTP, TLS, SSL
- Scripting
  - WML script
- Images support
  - WBMP, GIF, GIF animations, JPEG, BMP, PNG
- Sound support
  - AMR, i-Melody, MIDI, MP3, WAV
- Video support
  - Mpeg4, 3GP
- Applet support
  - Java Applets
- Security
  - WTLS Class I, II, III
  - SSL 3.0/ TLS 1.0

Camcorder
· Built-in VGA CMOS camera
· Self-taking mirror
· Picture size: 640x480, 320x240
· Video size: 176x144, 128x96
· Quality: user selectable 3 quality levels of image, audio, and video
· Storage: user selectable phone memory or external memory
· Video recording size mode: user selectable 4 types of recording size modes

Photobase
· Format: JPEG, BMP
· Sharing by: Infrared, Bluetooth, SD/MMC card, E-mail attachment, MMS, file transfer using P31 Handset Manager

Video player
· Format: .MP4, .3GP
· Sharing by: Infrared, Bluetooth, SD/MMC card, E-mail attachment, MMS, file transfer using P31 Handset Manager

Music player
· Format: .AMR, .MP3, .WAV, .MID, .AU
· Sharing by: Infrared, Bluetooth, SD/MMC card, E-mail attachment, MMS, file transfer using P31 Handset Manager

Picsel Viewer
· Document Format: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Adobe Acrobat PDF, Plain text
· Picture Format: JPEG, BMP, GIF, animated GIF, PNG, WMF, EMF

Specifications are subject to change without prior notice.

<Memo>