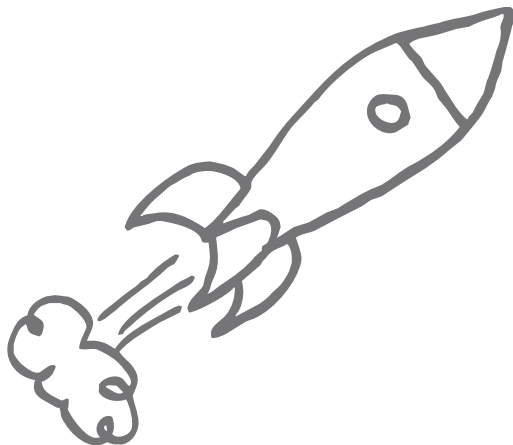


Your HTC HD mini User guide



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Before you do anything else, please read this

Charge the battery

The battery in your phone hasn't been charged yet. While your phone is charging, it's important that you do not remove the battery pack. Doing so can damage your phone. Also, please don't try to take your phone apart. (If you do, it may invalidate your warranty.)

Choose a rate plan wisely

Your phone can use up a lot of Internet bandwidth really quickly. Before you use your phone, we strongly recommend that you talk to your mobile operator about data rates. If you're on a standard data plan, the costs could really add up. Switching to a flat-rate plan could be a lot cheaper.

Know about privacy laws

Some countries have strict laws about how and when you can record phone conversations. For example, you may need to tell the person you're speaking to before you start recording. It's a good idea to find out what the laws are where you live before you use your phone's recording feature.

And finally, a few important words from our legal team (LIMITATION OF DAMAGES)

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Please also read the Safety and regulatory guide that is included in the box for information on the proper usage of your phone to prevent injuries and to avoid damaging your phone. You can also refer to this guide for regulatory information about your phone.

You can also visit our support website at www.htc.com/support to download the Safety and regulatory guide and to access other helpful resources for your phone.

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Conventions used in this guide

In this user guide, we use the following symbols to indicate useful and important information:



This is a note. A note often gives additional information, such as what happens on your phone when you choose to do or not to do a certain action. A note also provides information that may only be applicable to some situations.



This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.



This indicates that something is very important. Important information is something that you need to do in order to accomplish a certain task or to get a phone feature to work properly.



This provides safety precaution information, that is, information that you need to be careful about to prevent potential problems when using your phone.

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Chapter 1

Getting Started

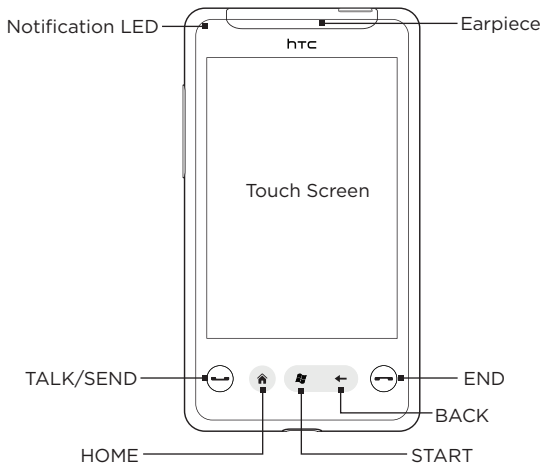
1.1 Inside the Box

You will find the following inside the box:

- HTC HD mini
- Battery
- USB cable
- AC adapter
- 3.5mm stereo headset
- Quick Start Guide

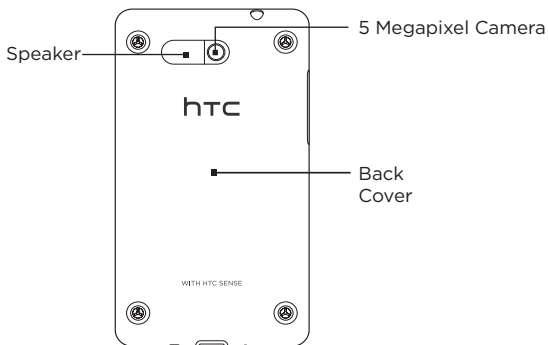
1.2 Getting to Know Your Phone

Front panel



Notification LED	<p>This LED shows a:</p> <ul style="list-style-type: none">• Flashing green light when there is a missed call, new text message, new email, or other notification.• Solid green light when the phone is connected to the power adapter or a computer and the battery is fully charged.• Solid amber light when the battery is being charged.• Flashing amber light when the battery level is very low.
Earpiece	<p>Listen to a phone call from here.</p>
TALK/SEND	<ul style="list-style-type: none">• Press to answer a call or dial out.• During a call, press and hold to turn the speakerphone on and off.• While viewing a message, press to call the sender.
HOME	<p>Press to return to the Home screen.</p>
START	<p>Press to open the Start screen. Press twice to close.</p>
BACK	<p>Press to return to the previous screen.</p>
END	<ul style="list-style-type: none">• While in a call, press to end the call.• Press and hold to display the Quick List and choose whether to turn Airplane mode on, lock your phone, set your phone to vibrate, or disconnect the data connection.

Back panel



Left panel

VOLUME UP

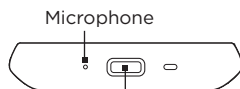
Press to increase the earpiece volume during a call or the speaker volume.

VOLUME DOWN

Press to decrease the earpiece volume during a call or the speaker volume.



Bottom panel



Sync Connector

- Connect the power adapter to recharge the battery.
- Connect the supplied USB cable to sync your phone with your computer.

Top panel

3.5mm Audio Jack

Connect a 3.5mm wired headset for hands-free conversation or for listening to music.



POWER

- Press and hold to turn the phone on and off.
- Press to turn the display on or off.

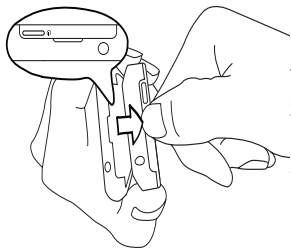
1.3 Before Charging the Battery and Turning On Your Phone

Before charging the battery and turning on the phone, you must first install the battery and SIM card.

You need to remove the back cover before you can install the battery, SIM card, and microSD card.

Removing the back cover

Remove the back cover to access the battery compartment, SIM card slot, and storage card slot.



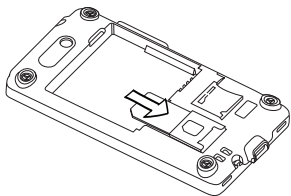
1. Hold your phone securely.
2. Pull from the gap on the top panel as shown.
3. Carefully remove the back cover.

Inserting the SIM card

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

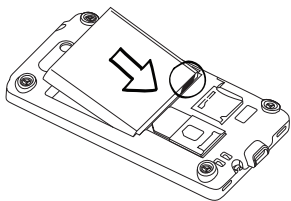


Some legacy SIM cards may not function with your phone. You should consult with your mobile operator for a replacement SIM card. There may be fees for this service.



1. Insert the SIM card with its gold contacts facing down and its cut-off corner facing out from the slot.
2. Slide the SIM card completely into the slot.

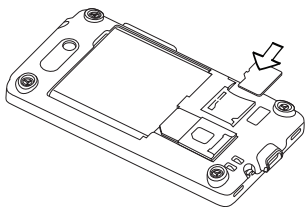
Inserting the battery



1. Align the battery's exposed copper contacts with the battery connectors inside the battery compartment.
2. Insert the contacts side of the battery first and then gently push the battery into place.

Inserting a microSD card

You can insert a microSD card (not included) for extra storage. The storage card slot is located next to the SIM card slot.

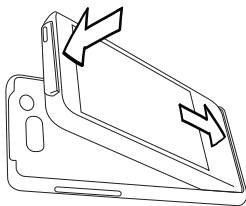


Insert the microSD card into the slot with its gold contacts facing down then push it in until it clicks into place.

To remove the microSD card, press it to eject it from the slot.

Replacing the back cover

After you have inserted the SIM card, battery, and microSD card, replace the back cover.



1. Insert the tabs inside the back cover into the holes inside the bottom panel of the phone.
2. Press the phone against the back cover until it clicks into place.



You must install the back cover for the antenna to function properly.

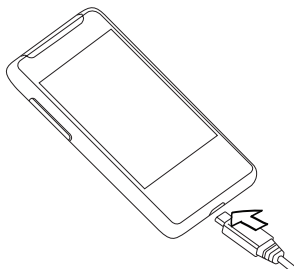
1.4 Charging the Battery

The battery is partially charged. Before you turn on and start using your phone, it is recommended that you charge the battery. Some batteries perform best after several full charge/discharge cycles.





If the AC adapter that comes with your phone has interchangeable plugs, you must first attach the plug to the AC adapter before proceeding.

1. Connect one end of the USB sync cable to the sync connector on your phone.
2. Connect the other end of the USB sync cable to the USB port of the AC adapter.
3. Plug in the AC adapter to an electrical outlet to start charging the battery.



As the battery is being charged, the notification LED (located on the left side of the earpiece) shows a solid amber light when the battery is being charged. The light turns to solid green when the phone is fully charged.

When you charge the battery while your phone is on, you will also see a charging icon  in the title bar on top of the screen. After the battery has been fully charged, a full battery icon  will be shown in the title bar.



- Only the AC adapter and USB sync cable provided with your phone must be used to charge the battery.
- Do not remove the battery from the phone while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.



To reduce the risk of fire or burns:

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

1.5 Starting Up

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

Turning the power on

The button on top of your phone is the POWER button. Press this button to turn on your phone.

Setting up your phone for the first time

When you turn on your phone for the first time, your phone displays tutorials and guides you to set up your email accounts and favorite social networks such as Facebook®, YouTube™, and Twitter™.

You can follow the onscreen instructions to complete the setup, or skip the setup and do it at another time by pressing **START** and then tapping **Setup**.



If you did not insert your SIM card and you turned on your phone for the first time, your phone displays a tutorial showing how to install the SIM card and battery. Turn off your phone, insert your SIM card, and reinsert the battery before proceeding to use the phone.

1. Your phone sets up GPRS/3G, MMS, and WAP connections automatically based on your SIM card. Wait for the setup to complete.
2. Your phone walks you through a tutorial on how to use the onscreen keyboard. Follow the tutorial to learn how to use the onscreen keyboard.
3. On the Sync Data screen, choose how you want to sync data for mail, contacts, calendar, weather, and other services.
4. If Wi-Fi® networks are in range, a message asks you whether to connect to a Wi-Fi network. Select **Connect to Wi-Fi network** and then tap **Next** to set up the wireless network that you want, or leave the check box cleared and tap **Next** to set up your Wi-Fi connection at a later time.
5. On the Google Location screen, you can choose whether to allow Google's location service to collect information about your location. Some phone features such as Weather and Footprints require Google's location service to automatically determine your current location.



This service may incur additional data transfer fees from your provider. You can enable or disable this service later in your phone's location settings.

6. On the Set Up Accounts screen, choose the type of email account you want to set up and follow the onscreen instructions to complete the email setup.

After setting up an account, you will be taken back to the Set Up Accounts screen so you can set up more email accounts. When you are done setting up your email accounts, tap **Next**.

7. On the Set Up Social Networks screen, choose the type of social network account such as Facebook and YouTube that you want to access from your phone. Follow the onscreen instructions to log in to your social network account.

When you are done setting up your accounts, tap **Next** on the Set Up Social Networks screen.

8. Your phone then attempts to detect your current time zone and set your local time automatically.

If auto detection is unsuccessful, tap **Local Time Settings** to set your local time.

9. The final screen shows you where you can learn more about using your phone. Tap **Finish**.

Switching to Sleep mode

Briefly press the POWER button on the top of your phone to turn off the display temporarily and switch your phone to **Sleep mode**. Sleep mode suspends your phone to a low power state while the display is off in order to save battery power.

Your phone automatically goes into Sleep mode when you leave the phone idle after a certain period of time. You are still able to receive messages and calls while your phone is in Sleep mode. Your phone wakes up automatically when you have an incoming call.

To wake up your phone manually, press the POWER button. You will then see that the phone has locked the screen. To find out how to unlock the screen, see “Lock Screen” in this chapter.



You can set the display timeout period. For instructions, see “To change backlight and automatic Sleep mode settings” in Chapter 14.

Turning the power off

If you do not need to use your phone, you can turn the power off to save battery power.

1. If the display is off, press the POWER button to turn the display back on.
2. Unlock your phone if the Lock screen is displayed. See “Lock Screen” for details.
3. Press and hold POWER for a few seconds.
4. Tap **Yes**.

1.6 Home Screen

The Home screen provides you with a weather clock that shows the time and weather of your current location and displays your upcoming appointment. Tap the respective item when you want to change the weather clock to display another location, update the weather information, or access the Calendar.

Essential features that you commonly use, such as **People**, **Messages**, **Mail**, **Internet**, and more, are easily accessed up front on the Home screen. The tabs at the bottom of the Home screen correspond to the different phone features. Simply press and hold on the active tab and then slide your finger right or left to the feature you want to use. You can also directly tap a tab.

You can also personalize the Home screen with an animated or picture wallpaper (by tapping **Menu > Home Wallpaper**), rearrange the tabs, as well as add quick links to people who matter most to you, your favorite websites, and applications.

























For more information about using the Home screen, see Chapter 3.


























1.7 Status Icons

Status icons are displayed in the title bar at the top of the screen. The following are some of the status icons that you may see on your phone.



	Missed call		New email
	Battery charging		HSPA available
	Full battery		HSPA connected
	Very low battery		WCDMA/UMTS available
	Sound on		WCDMA/UMTS connected
	Silent		EDGE available
	Vibrate		EDGE connected
	Maximum signal strength		GPRS available
	Phone connection is off		GPRS connected
	Searching for phone service		Wi-Fi on
	No phone service		Wireless networks available
	No signal		Connected to a wireless network

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	Voice call in progress		Uploading photo or video
	Speakerphone on		Photo or video upload completed
	Multiple notifications		Connection is active
	Alarm		Connection is not active
	Wired headset connected		Sync in progress
	Bluetooth on		Call on hold
	Bluetooth visible mode on		Calls are forwarded
	Bluetooth stereo audio		Roaming
	Bluetooth hands-free		Dialing while no SIM card is inserted
	New Windows Live message		No SIM card inserted
	New text or multimedia message received		Sending multimedia message
	Multimedia message successfully sent		

1.8 Notifications

When you tap any of the status icons in the title bar, the Notifications screen opens and displays the remaining battery status, call duration of an ongoing phone call, network connection status, such as Wi-Fi (if your phone is connected to a Wi-Fi network), data connection usage (if your data connection is on), and other types of connections. This screen also shows all your pending notifications including missed calls and new SMS/MMS messages, and displays running processes such as in call info, voice recording info, and more.


Tap a status icon or item on the Notifications screen to open the related screen.



Tapping the Task Manager icon opens Task Manager. For more information, see "Using Task Manager" in Chapter 14.

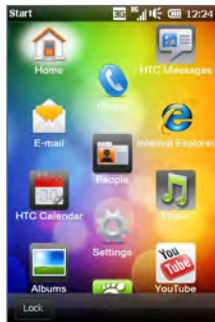
To close the Notifications screen, tap **Close** or press the BACK button.

1.9 Start Screen

The Start screen gives you one-touch access to the programs and settings of your phone. To open the Start screen, press the START button ().

On the Start screen:

- Swipe your finger up or down to scroll through the screen.
- Tap the **Today** icon to return to the Home screen. See “Home” in Chapter 3 for details.
- Tap an icon to open the corresponding program or open a folder containing more programs.
- Tap the **Settings** icon to access the settings of your phone.
- Tap **Lock** at the bottom-left corner of the Start screen to lock your phone. See “Lock Screen” for details.



Moving an icon to another location

You can arrange the Start screen icons the way you want by pressing and holding an icon that you want to move and then dragging the icon to a new location.

1.10 Lock Screen

The Lock screen is displayed whenever your phone is locked. You can lock your phone to prevent accidental button or touch screen presses when the phone is in your bag or pocket.

Locking your phone

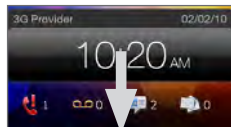
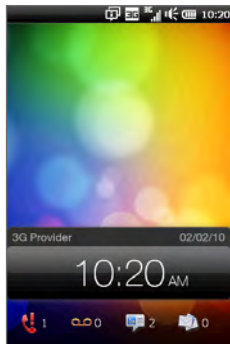
Your phone automatically locks when one of the following occurs:

- The display is turned off (automatically or you have pressed the POWER button) and your phone goes to sleep mode. See “Switching to Sleep mode” earlier in this chapter for details.
- Your phone is password protected, and the set idle time has elapsed. Your phone locks itself and requires the correct password entry to unlock it. For more information about setting a password and idle time for your phone, see “Protecting your phone with a password” in Chapter 14.

You can also lock the phone manually. Press the START button and then tap **Lock** at the bottom-left corner of the Start screen, or press and hold the END button and tap **Lock Device** from the Quick Menu.

Unlocking your phone

When you see the Lock screen, slide the **Unlock Bar** down to unlock your phone.



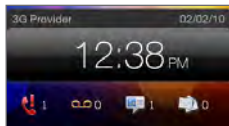


If you have set a password for your phone, you will be prompted for the password when you unlock the phone. See “Protecting your phone with a password” in Chapter 14 for information on setting a password.

Lock screen notifications

When your phone is locked, you are still notified of missed calls, new messages and voicemail, and upcoming appointments. All notifications are displayed below the **Unlock Bar**.

If there are multiple notifications, icons representing the types of received information are displayed along with the number of missed calls, new messages, or voicemail.



Receiving a call when the phone is locked

You can receive and answer calls even when your phone is locked. If a password has not been set, after you end the call your phone is unlocked.



If a password has been set, your phone remains locked after you end the call, unless you tap Unlock on the Phone screen during the call. For more information, see “Answering and Ending Calls” in Chapter 2.

1.11 Adjusting the Volume

You can set a single volume for both the system and the ring volume, or set their volumes separately. You can also separately control the phone volume of an ongoing call.

Adjusting the single volume

By default, your phone lets you separately set the system (notifications and audio/video playback) and the ring volume.

1. Press the VOLUME UP/DOWN button on the left panel of your phone to open the Volume screen.
2. Switch between the Ring Volume and System Volume screens by tapping Ring or System at the top of the screen.
3. To increase or decrease the volume level, drag your finger up or down the volume bars, or press the VOLUME UP/DOWN button. You can also:
 - Tap **Silent** to mute the volume.
 - Tap **Vibrate** to switch the phone to Vibrate mode.
4. Volume screen automatically closes. You can also tap an empty area of the Volume screen to close it.



Setting a single volume

You can turn on the the **Single Volume** option to set a single volume for both the system and the ring volume. See “To set and adjust a single ring and system volume” in Chapter 14 for details.

Adjusting the phone call volume

Press the VOLUME UP/DOWN button on the left panel of your phone to adjust the volume during an ongoing call

For more information about making and receiving phone calls, see Chapter 2.

1.12 Using Finger Gestures

The touch screen of your phone is built for pure finger touch control. Use finger gestures to scroll, pan, and zoom in and out of the screen.

Finger scrolling

Finger scrolling can be used to scroll up and down Web pages, documents, and lists such as the contacts list, file list, message list, calendar appointments list, and more.

To scroll up and down

- To scroll down, swipe your finger upward on the touch screen. To scroll up, swipe your finger downward on the touch screen.
- To auto-scroll, flick your finger upward or downward on the touch screen. Tap the screen to stop scrolling.

To scroll left and right

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

Finger panning

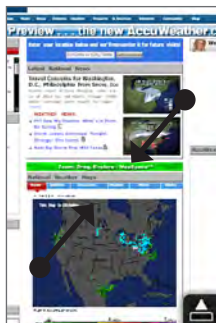
You can use finger panning to move to and view other parts of a zoomed photo, Web page, document, or an email. To pan, press and hold on the touch screen and then drag your finger in any direction.

Pinch zooming

When you are viewing Web pages, photos, messages, or documents, zoom in and out freely with just a simple pinch of your fingers. Using your thumb and index finger, press on the touch screen and spread your fingers apart to zoom in. Pinch your fingers together to zoom out.



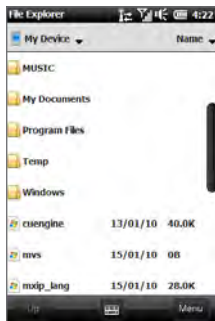
Zooming in



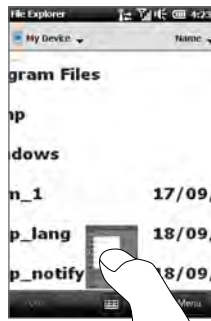
Zooming out

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On certain screens wherein some onscreen controls or icons appear small and hard to tap on, you can also use pinch zooming to zoom in and out. After zooming in, the onscreen control or icon becomes larger and you can easily tap it with your finger. You will also see a small preview window, and you can drag your finger around this window to pan around the zoomed screen.



Normal screen



Zoomed screen

1.13 Connecting Your Phone to a Computer

Whenever you connect your phone to the computer with the USB cable, the Connect to PC screen displays and prompts you to choose the type of USB connection:

ActiveSync

Select this mode when you need to do the following:

- Sync Outlook email messages, contacts, calendar appointments, files, and other data between your phone and your computer.
- Have read and write access to the whole phone.

For more information about using ActiveSync, see Chapter 6.

Disk Drive

This mode is available for selection only when you installed a microSD card on your phone. Select this mode when you want to use your storage card as a USB thumb drive, and copy files between your phone's storage card and your computer faster.

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

- You will not be able to use your phone to access files on the storage card or run applications that are installed on the storage card.
- Your computer will only connect to the phone's storage card. When you access your phone from the computer, you will only see the contents of the phone's storage card.

Internet Sharing

When you do not have Internet access on your computer, you can select this mode to use your phone as a modem for your computer. For more information about using Internet Sharing, see "Using Your Phone as a Modem" in Chapter 9.

Chapter 2

Phone Calls

2.1 Making Calls

To make a call, you can either dial a number or select a contact you want to call. While viewing a message that you received, you can also directly call the sender of the message if the sender's phone number is stored in your contacts.

Before you begin making calls, add contacts to your phone by creating new contacts or synchronizing contacts to your phone. For more information about adding contacts, see “Adding Contacts to Your Phone” in Chapter 4.



Most SIM cards are preset with a PIN (personal identification number) that is provided by your mobile operator. When prompted, enter the preset PIN and then tap **Enter**. If you enter the wrong PIN three times, the SIM card is blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your mobile operator.






You must install the back cover for the antenna to function properly.

Making a call from the Phone dialer screen




The Phone dialer's Smart Dial feature makes it quick and easy for you to place a call. Simply enter the phone number or first few letters of the person you want to call. Smart Dial automatically searches and filters your contacts list (stored on your phone and SIM card) and the phone numbers from the Call History. From the filtered list, select the number or contact you want to call.

1. To open the Phone dialer screen, press the TALK/SEND button on your phone.
2. Begin entering the first few numbers or letters by tapping the keys on the Phone keypad. As you enter numbers or letters, the Phone dialer screen displays matches found.

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

3. Tap  to close the keypad and to see if there are more matching numbers or contacts found. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.



4. To call a number or contact, do one of the following:
 - Tap the desired phone number or contact from the list.
 - To call a different phone number associated with the contact, tap the contact card icon  on the right side of the contact name. On the contact summary screen, tap the number you want to call.
-  • During a call, use the VOLUME UP/DOWN button on the side of your phone to adjust the phone volume.
- To save a phone number to your contacts, tap the **Call History** button () that appears on the right side of the phone number, and then tap **Menu > Save to People**.

Calling voicemail

Number 1 is generally reserved for your voicemail. Press and hold this button on the Phone dialer keypad to call voicemail and retrieve your voicemail messages.

Making calls from received messages and calendar reminders

While you are viewing a text or email message, you can directly call the sender of the message if the sender is a stored contact on your phone. You can also call a phone number that is contained in the body of the message.

- For more information about calling from received text messages, see “Messages” in Chapter 3 and “Directly Making Calls from Text Messages” in Chapter 7.
- For more information about calling from received email, see “Mail” in Chapter 3 and “Directly making calls from email messages” in Chapter 7.
- You can also directly make calls from meeting request email and calendar reminders. See “Making a Call from a Meeting Request or Reminder” in Chapter 8 for details.

Making an emergency call

On the Phone dialer screen, enter the international emergency number for your locale, and then press the TALK/SEND button on your phone.



Additional emergency numbers may be included in your SIM card. Contact your mobile operator for details. You can place emergency calls even when a SIM card is not inserted.

Making an international call (plus code dialing)

To make an international call, first press and hold the number 0 key on the Phone dialer screen until the plus (+) sign appears. The plus (+) sign replaces the international prefix of the country that you are calling.

After the plus (+) sign, enter the complete phone number to call, which includes the country code, area code (without the leading zero, if any), and phone number. Tap **Talk** on the screen or press the TALK/SEND button on your phone to dial the number.

Home dialing

Home dialing is a feature which helps you easily dial a phone number in your home country while you are roaming internationally.

To make a call using home dialing

Your phone is able to recognize your home country information from your SIM card and can automatically prepend your country code to the phone number when you place calls to your home country while roaming.

1. Simply enter the local phone number in your country without the plus (+) sign and leading zero, and then tap **Talk**.



- If you enter a leading zero, it will be removed automatically.
- If you enter a plus (+) sign before the phone number, your phone will just dial normally using plus code dialing.

2. The Home Dialing screen then opens and displays the phone number already prepended with your home country code.
 - Tap **Yes, use number above** to dial the displayed number.
 - To change the prepended code to another country, tap the country selection box and choose the country that you want. The displayed number now changes with the code of your selected country prepended. Tap **Yes, use number above** to dial the displayed number.

To turn off home dialing

If you prefer to use direct dialing (that is, manually entering and dialing complete numbers) and not home dialing, you can turn the home dialing feature off.

1. Press the HOME button to return to the Home screen.
2. On the Home screen, slide to the **Settings** tab and then tap **Menu > All Settings**.
3. Tap **Personal > Phone**.
4. Tap the **Advanced** tab and then clear this check box: **Add home country prefix to phone numbers when roaming internationally**.
5. Tap **Done**.

2.2 Answering and Ending Calls

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

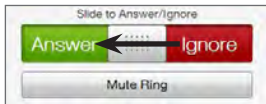


If you have included the caller's birthday in their contact information, the Incoming Voice Call screen displays a reminder.

Accepting or rejecting an incoming call

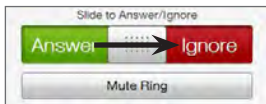
To answer a call

Press the TALK/SEND button, or fully slide the center button of the Answer/Ignore bar to the left.



To reject a call

Press the END button, or fully slide the center button of the Answer/Ignore bar to the right.



To mute the ring without rejecting the call

Tap **Mute Ring** or press the VOLUME DOWN button.

When your phone rings, placing the phone face down also mutes the ringtone.



If the phone is already facing down, the phone will still ring when there are subsequent incoming calls.

To reject a call and send a text message

When you are busy and unable to take an incoming call, you can send a text message to the caller and reject the incoming voice call. Tap **Send Text** when you have an incoming call, use the preset message or enter another message, and then tap **Send**.

To change the preset message for rejecting calls in your phone settings, open the Phone dialer screen, tap **Menu > Options**, scroll down the Phone Settings screen and tap **Reject call with Message**, and then enter your new preset message in the provided text box.

To automatically lower the ring volume when picking up the phone

You can set your phone to automatically lower down the ring volume whenever you pick up the phone to answer calls.

1. Press the HOME button to return to the Home screen.
2. On the Home screen, slide to the Settings tab and then tap **Sound & display**.
3. Scroll down the screen and then tap **Quiet ring on pickup** to turn this feature on.
4. Tap **Back** to return to the Home screen's Settings tab.

To automatically increase the ring volume when the phone is in your pocket

To help avoid missing incoming calls when your phone is in your pocket or bag, you can set it to gradually increase the ring volume and vibrate when you receive a call. When not in your pocket or bag, the phone will ring at the normal volume you set.

1. Press the HOME button to return to the Home screen.
2. On the Home screen, slide to the Settings tab and then tap **Sound & display**.
3. Scroll down the screen and then tap **Pocket mode** to turn this feature on.
4. Tap **Back** to return to the Home screen's Settings tab.

During a call

When a call is in progress, use the call function buttons to put a call on hold, dial another contact for a phone conference, and more.




- When you move the phone closer to your ear, the screen is disabled and the HOME, START, BACK, and END keys lock so that you do not accidentally press them during the phone call.
- If you have included the caller's birthday in their contact information, the Incoming Voice Call screen displays a reminder.
- If you receive a call when a password has been set and the phone is locked, the onscreen buttons are unavailable except for **End** and **Unlock**. Tap **Unlock** to unlock the phone and have access to the onscreen buttons.





To use the speakerphone

Placing your phone face down automatically turns on the speakerphone. To turn the speakerphone off, place your phone face up.



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You can also tap the onscreen **Speaker** button () or press and hold the TALK/SEND button to turn the speakerphone on or off.



The speakerphone icon () appears in the title bar when the speakerphone is on.

 To prevent potential damage to your hearing, do not hold the phone against your ear when the speakerphone is on.

To mute the microphone during a call

Tap the **Mute** button () to turn the microphone on or off. When the microphone is turned off, the mute icon () appears on the screen.


To take two calls and switch between the calls

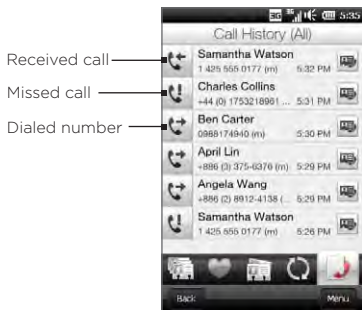
1. Press the TALK/SEND button to accept a second call, or tap the **Add Call** button () to dial a second call. The first call is put on hold when you accept or dial the second call.
2. To switch between the two calls, tap the **Swap** button () or tap the dim area onscreen that shows “On Hold”.

To end calls


To end the current call, tap **End Call** or press the END button. If you have two ongoing calls, tap **Menu > End All Calls** to end both calls.

2.3 Using Call History


The missed call icon () appears in the title bar when you missed a call. Use the Call History to check who the caller was or view all your dialed numbers and received calls.



You can access the Call History from **People**, the Notifications screen, or from the Phone dialer's menu:

- On the Home screen, slide to the **People** tab, tap **All People**, and then tap the **Call History** tab (rightmost tab).
- When you see the missed call icon () in the title bar, tap the title bar to open the Notifications screen, and then tap **Missed Call**.
- Press TALK/SEND to open the Phone dialer and then tap **Menu > Call History**.

If you have a long list of calls in the Call History tab, tap **Menu > Filter**, and then select the type of call you want to display.

To view the exchange of calls with a particular contact, tap the **Contact Card** button () that appears to the right of the contact.

2.4 Speed Dial

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

Creating a Speed Dial entry

Number **0** and **1** keys are reserved and cannot be assigned as speed dial keys. The number **1** key is reserved for voicemail. You can set any number between **2** and **99** as a speed dial key.

1. Press **TALK/SEND** to open the Phone dialer screen.
2. Tap **Menu > Speed Dial**. The Speed Dial list will be displayed.
3. Tap **Menu > New**.
4. Tap a contact, and then select the phone number of the contact that you want assigned to the speed dial key.
5. In **Location**, select an available key to use as the speed dial key.
6. Tap **Done**.



- When you assign a new phone number in an occupied speed dial key, the new phone number will replace the existing one.
- To delete a Speed Dial entry, press and hold the entry in the Speed Dial list and then tap **Delete**.

Making a call using Speed Dial

Do the following to call the contact that is assigned to a speed dial key:

- On the Phone dialer screen, press and hold the assigned key, if it is a single-digit speed dial number.
- To dial a two-digit speed dial number, tap the first number key first, and then press and hold the second number key.

2.5 Making Conference Calls


There are two ways to start a conference call from the Phone dialer screen. You can choose your participants first before starting the conference call. You can also dial or accept multiple calls one at a time and join them into a conference call.



Make sure your SIM card is enabled with conference calling service. Contact your mobile operator for details.


Selecting participants and starting the conference call

You need to enable conference mode in the Phone dialer so you can choose participants and start the conference call.





1. Press the TALK/SEND button to open the Phone dialer.
2. Tap **Menu > Conference Mode**.
3. If this is your first time to use conference mode, a message will be displayed, reminding you that conference calling service needs to be enabled first by your mobile operator before you can use it on your phone. If you do not have this service, contact your mobile operator to have it provisioned in your calling plan.
If you are ready to use conference calling, tap **OK** to proceed.
4. Tap  to close the Phone dialer keypad so you can scroll and select from contacts or phone numbers.
5. Select conference call participants by selecting the check boxes of contacts or phone numbers, and then tap **Conference**.

The participants list is then displayed.



- If you want to choose from other stored phone numbers of a participant, tap the **Phone Selection** button () that appears next to the participant's name and then select another number.
- To remove a participant before starting the conference call, tap **Keypad** and clear the check box of that participant.







6. Dial the first participant by tapping the **Talk** button () that appears to the right of this participant.
7. When the first call is connected, tap the **Talk** button () of the second participant to dial the second call. The first call is automatically put on hold.
8. When the second call is connected, tap the **Join** button () to add it to the conference call. After combining the calls to the conference, dial the next participant.
9. Repeat steps 7 and 8 until all participants are added and connected to the conference call.
10. While the conference call is in progress, you can still dial and add more calls. Tap **Invite participants** () to dial another call.



The maximum number of conference call participants is five (operator dependent).

Making the first call and adding calls to the conference

To set up a conference call, you can make the first call and then dial each subsequent call to add to the conference.

1. Press the TALK/SEND button to open the Phone dialer.
2. Make a call to the first participant or accept an incoming call.
3. When the first call is connected, accept a second call, or tap the **Add Call** button () to call the second participant. The first participant is put on hold when you accept or dial the second call.
4. When the second call is connected, tap the **Conference** button () to start a conference call.
5. To add another participant to the conference call, tap **Invite participants** () and then dial another call. The conference call is put on hold when you dial another call.
6. When connected, tap the **Join** button () to add the participant to the conference call.
7. Repeat steps 5 and 6 if you want to dial and add more participants to the conference call.



The maximum number of conference call participants is five (operator dependant).


During the conference call

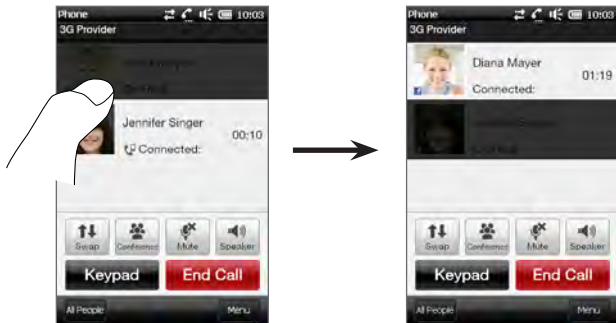
You can turn on the speakerphone during the conference call by simply placing your phone face down.

When you tap a participant while the conference call is in progress, you will see these buttons:



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To talk in private with the selected participant, tap the **Private** button (). This separates the participant from the conference call and puts the others on hold. When you want to swap between the private call and the conference call, tap the dim area that shows “On Hold”.



You can end the private call by tapping **End Call**.

To end the conference call and stay connected with the private call, tap **Menu > End Held Calls**. To end the private call and the conference call, tap **Menu > End All Calls**. If you do not have a private call, tapping the **End Call** button at the bottom of the screen ends the conference call.

Making a conference call from an email

From a received email message, you can directly start a conference call with the sender and other recipients of the email if you have their phone numbers stored in your contacts.

For more information about starting a conference call from a received email, see Chapter 8.

2.6 Turning the Phone Connection On and Off

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

To enable or disable the phone connection

1. On the Home screen, slide to the **Settings** tab, and then tap **Wireless controls**.
2. Tap the Off/On slider at the right side of the **Phone** option to enable or disable the phone connection.

To enable or disable Airplane mode

Another way to turn off the phone connection is to switch your phone to **Airplane mode**. When you enable Airplane mode, all wireless radios on your phone are turned off, including the phone connection, Bluetooth®, and Wi-Fi.

1. On the Home screen, slide to the **Settings** tab, and then tap **Wireless controls**.
2. Tap **Airplane mode** to enable or disable Airplane mode.

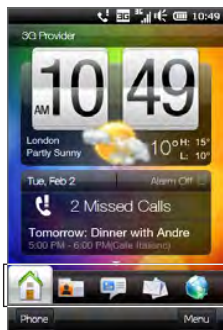
When you disable Airplane mode, the phone connection is turned back on and the previous state of Bluetooth and Wi-Fi are restored.

Chapter 3

Using the Home Screen

3.1 About the Home Screen

The Home screen is the quickest route to the essential features of your phone, which include People, Messages, Mail, Internet, and more. The tabs at the bottom of the Home screen correspond to the different phone features.



Home
screen
tabs



Home



People



Messages



Mail



Internet



Calendar



Stocks



Photos & Videos



Music



Weather



Twitter



Footprints

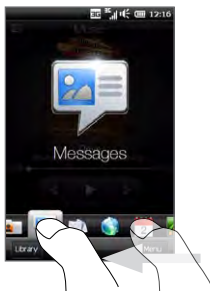
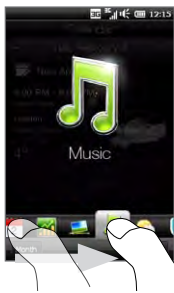


Settings

3.2 Switching Between the Tabs of the Home Screen

To switch between the tabs, you can do one of the following:

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



While on any other tab or screen, press the HOME button to return to the Home tab.

3.3 Personalizing Home Screen Tabs

You can move or hide the tabs on the Home screen, except for the **Home** tab. The **Settings** tab can be moved on the Home screen but cannot be hidden.

1. On the **Home** tab, tap **Menu > Personalize Home Screen Tabs**.
2. To move a tab, press and hold the icon before the tab name, and then drag it up or down the tabs list. Release the icon when you reach the desired location.
3. To hide a tab, clear the check box at the right of the tab name.
4. Tap **Done**.

3.4 Home

Check the time and weather of your current location directly from the **Home** tab.

On this tab, you will see a flip-style weather clock, the current date, and an alarm icon that indicates whether the alarm clock is on or off. Below the date, missed calls and your upcoming calendar appointment (current day or next day appointment) or a link to **Calendar** (if you do not have an appointment) are shown. Tap the respective item when you want to change the weather clock to display another location, update the weather information, set the date or alarm clock, view your call history, or access the **Calendar**.

You can also personalize the Home tab with your own wallpaper.



Changing the wallpaper

On the Home tab, you will see a lifelike animation of your current weather. You can change the wallpaper of this weather animation or choose another animated wallpaper for the Home tab.

On the Home tab, tap **Menu > Home Wallpaper** and do one of the following:

- To choose another wallpaper image for the weather animation, tap **Weather Wallpaper**. On the subsequent screen, select one of the presets to use as your wallpaper.

If you have your own custom wallpaper that you want to use, tap **Albums** and then tap **All**. Scroll through the photos stored on your phone and storage card and then tap the photo that you want to use.

- To choose another animated wallpaper, tap **Animated Wallpaper** and select one of the preset animations.

To reset the Home tab back to the weather animation, tap **Menu > Home Wallpaper > Weather Wallpaper** and select any wallpaper image.

Updating weather information

Your phone can determine your current location and display your local time and weather conditions on the weather clock.

If the weather clock does not show the most recent weather conditions or does not show any weather information for some reason (such as when the auto download option is disabled), tap the weather image or the “My Location” text to go to the **Weather** tab and then tap **Update Now**. The most recent weather information of your location will then show on both the **Weather** tab and the **Home** tab’s weather clock.

You can set the time interval for auto updating weather information on the Home tab. Press the HOME button to return to the Home tab, tap **Menu > Weather Settings**, and then choose a time interval.

For more information about viewing weather information, see “Weather” later in this chapter.

Selecting another location to display on the Home tab

You can change the Home tab to display the date, time, and weather information of another location.

1. On the Home tab, tap the clock.
2. The World Clock screen opens. Scroll through the list of cities.
3. If the location that you want is not listed, tap **Add City**.

On the Add Location screen, enter the first few letters of a country or city name. The screen then displays a matching list of locations. Scroll through the list and then tap the name of the desired city.

- On the World Clock screen, scroll through the list of cities and select a city. To select, tap on the circle that appears to the left of the city.



- You can rearrange or remove cities on the World Clock screen. Tap **Menu > Rearrange Cities** and then drag them to the order that you want. Tap **Menu > Remove Cities** to delete one or more cities.
- Locations that you added to the World Clock screen are also added to the Weather tab.

Changing the date and time

If you want to change the date shown on the Home tab, tap the date and then choose another date. When you have finished setting the date, tap **Set**.

To change the local time displayed on the Home tab, tap **Menu > Set Local Time and Date** and set the new time. Tap **Done** to change to the selected time.



- You can also change the date and time from the World Clock screen.

Setting the alarm clock

When the alarm clock is not enabled, “Alarm Off” will be shown on the Home tab. Tap it to open the Alarm Clock screen so you can turn on and set the alarm clock.

1. On the Alarm Clock screen, tap an Off/On switch to turn on an alarm clock. You can turn on and set up to three alarm clocks.
2. Tap the time of one of the alarm clocks that you turned on.
3. On the Set Alarm screen, set the time and days when to sound the alarm clock.



Select multiple days by tapping each desired day. Tap a selected day to exclude it from the alarm.

4. You can enter a description and select the alarm clock sound. You can also choose whether you want your phone to vibrate when the alarm goes off.
5. Tap **Done**.
6. To set the other alarm clocks, repeat step 2 to 5.



When an alarm goes off, you have the choice to **Snooze** or **Dismiss** the alarm. When you select **Snooze**, the alarm will sound again after 5 minutes.

Adding and removing quick links

Quick links are shortcuts that give you one-touch access to your favorite programs, people who matter most to you, and frequently-visited websites. Up front on the Home tab, you can add up to nine quick links. Swipe your finger up on the screen to access your quick links.



When you swipe your finger up on the screen, the appearance of the Home tab changes, showing only the date, time, and alarm icon on a horizontal bar. Tap the horizontal bar when you want to change the date, time, or alarm clock setting. (Tapping the horizontal bar opens the World Clock screen.)

To add a quick link, tap an empty slot and then choose the type of shortcut to add to the Home tab.

To remove a quick link, press and hold the quick link until the phone vibrates and the quick link enlarges slightly, and then drag it away from its container. Release the quick link when it turns red.



To remove multiple quick links, tap **Menu > Remove Quick Links**, tap the quick links you want to remove, and then tap **Done**.

3.5 People

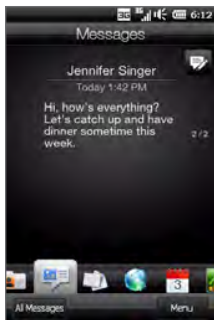
Add the people who matter most to you to the **People** tab so you can quickly make calls or send text and email messages to them without going through your contacts list. You need to have contacts already stored on your phone before you can add them to the People tab.



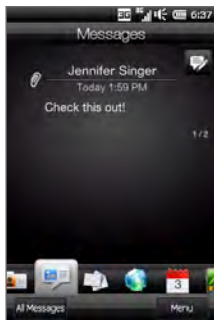
From the People tab, you can also set up your own contact card and share it, add new contacts, and easily view exchanged text, multimedia and email messages with a contact. If contacts have their own Facebook account, you can view their Facebook status and updates. For more information about using the People tab, see Chapter 4.

3.6 Messages

Quickly browse through and read text messages as they arrive directly from the **Messages** tab. This tab also displays received multimedia messages. An attachment icon is shown to indicate that a received message is a multimedia message. You only see the subject of the multimedia message.




Text message



Multimedia message

On the Messages tab, you can:

- Swipe your finger up or down the screen to flip through received text and multimedia messages.
- Tap a displayed message to view the entire message thread from the sender.
- If the sender is a stored contact, you can press TALK/SEND to automatically fill in the sender's phone number on the Phone dialer screen so you can call the sender.
- Tap the **New Message** icon () on the upper right side of the screen to create a new text message.

- Tap **All Messages** to access your inbox and other message folders.
- Tap **Menu** to access more options for handling messages.

For more information about working with text and multimedia messages, see Chapter 7.

3.7 Mail

Set up your email accounts on the **Mail** tab so you can easily check your email and send email messages. After selecting an email account, you can flip and browse through received email by swiping your finger up or down the screen.

Adding your Internet email account

The Mail tab lets you send and receive email from your webmail or other accounts, using POP3 or IMAP.

1. On the Home screen, slide to the Mail tab.
2. If this is your first time to set up an email account, tap the big email image at the center of the screen or tap **Add Account** at the bottom of the screen. Otherwise, tap **Menu > Add Account**.
3. On the subsequent screen, select an email provider. If your email provider is not listed, tap **Other**.
4. Enter your email address and password, and then tap **Next**.
5. Enter your name and the account display name, and then tap **Next**.

If the type of email account you want to set up is not in the phone database, the subsequent screens will prompt you to enter more details, such as the incoming and outgoing email server settings. Obtain these settings from your email provider.

6. If you want your phone to automatically send your email messages and download received email at a set interval, ensure that the **Send/Receive email automatically** check box is selected and then choose the desired time interval.
7. Tap **Done**.

Adding your Outlook work account

If you connect to an Exchange Server for your work email, calendar, contacts, and tasks, you can set up your Outlook work account on your phone. Although your phone supports multiple email accounts, you can only have one Outlook account on your phone at a time.

You need to set up and use an Outlook account that syncs with a server running Microsoft Exchange Server 2003 Service Pack 2 (SP2) or Microsoft Exchange Server 2007.

1. On the Home screen, slide to the Mail tab.
2. If this is your first time to set up an email account, tap the big email image at the center of the screen or tap **Add Account** at the bottom of the screen. Otherwise, tap **Menu > Add Account**.
3. On the subsequent screen, tap **Outlook**.
4. Enter your work email address and password, and then tap **Next**.

Mail Setup will download Exchange Server settings to your phone.



If Exchange Server settings cannot be downloaded to your phone, you need to obtain the Exchange Server settings, such as the domain and Exchange Server address, from your network administrator and enter them in the provided text boxes. (The server address must be the Outlook Web Access address.)

Also consult your network administrator if the option, **This server requires an encrypted (SSL) connection**, needs to be enabled or disabled.

5. Select **Mail** and other information types to sync with the Exchange Server.
6. By default, your phone is set to use Direct Push so that Outlook email and other information can be instantly synchronized to your phone as they arrive or are updated on the Exchange Server at work.

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook email and other information to your phone. Tap **Advanced Settings** and then set the **Peak time** and **Non-peak time** accordingly.



You can select a shorter interval in the **Peak time** box and a longer interval in the **Non-peak time** box so that Outlook email and other information are synchronized more frequently during your work hours.

7. Tap **Done**. Your phone then syncs with the Exchange Server and downloads your email messages.

Checking and reading email




Your email accounts

When you have newly received or unread email messages, the icon on the Mail tab and the respective icons of your email accounts will show the number of new email messages.


The mail icons displayed on the right side of the screen are your email accounts. Tap an icon to select an email account.

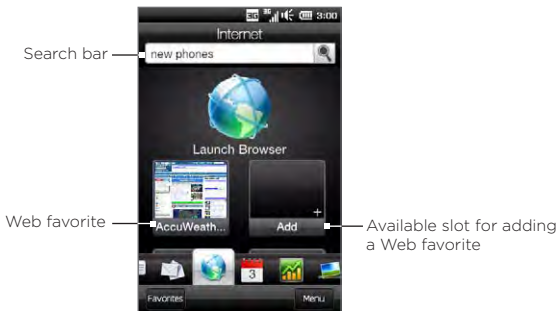
After selecting an email account, you can:

- Browse through received email messages in the selected account by swiping your finger up or down on the screen.
- Tap the displayed email message to open and read the message.
- If the sender is a stored contact, you can press TALK/SEND to automatically fill in the sender's phone number on the Phone dialer screen so you can call the sender.
- Tap the **New Email** icon () to create a new email message.
- Tap **Inbox** to access the inbox and other message folders of your account.
- Tap **Menu** to choose whether to add another email account, send and receive email messages, and more.

For more information about working with email messages, see Chapter 7 and 8.

3.8 Internet

Easily search for information on the Web. Directly on the **Internet** tab, you can enter words on the search bar and then tap the **Search** icon () to open the Web browser and locate the information that you want. You can also tap **Launch Browser** or the globe image to open the Web browser.



For more information about using the Web browser, see Chapter 9.

Adding and removing Web favorites

To quickly access frequently-visited websites, you can add them as Web favorites to the Internet tab. You can add up to 10 Web favorites.

To add a Web favorite

1. On the Internet tab, tap an empty slot and then tap **Add Favorite**.
2. Enter a title and the website address, select a folder in which to save the favorite, and then tap **Done**.

When the first two slots are occupied, swipe your finger up on the screen to access more slots for adding Web favorites

To remove a Web favorite

Press and hold the Web favorite until the phone vibrates and the Web favorite enlarges slightly, and then drag it away from its container. Release the Web favorite when it turns red.



To remove multiple Web favorites, tap **Menu > Remove Favorite Shortcut**, tap the Web favorites you want to remove, and then tap **Done**.

Including location information in Internet searches

You can choose to include your current location in Internet searches you perform from the Internet tab's search bar. Including this information in searches lets you get search results relevant to your location.

1. On the Internet tab, tap **Menu > Enable My Location**.
2. If prompted, tap **Agree** on the Google Location screen to allow Google's location service to collect information about your location.

When you enable location aware search, your location is displayed below the search bar.

3.9 Calendar

Keep track of your important appointments and events with the calendar.

The **Calendar** tab displays a monthly calendar with markers to inform you of the dates that you have appointments and events. You can also change the tab to display in day, week, year, or agenda view.



Agenda view displays appointments for the next seven days, including the current day.


Creating an appointment

Easily add your appointments and events to the calendar and set reminders.

1. On the Home screen, slide to the **Calendar** tab.
2. If you are creating an appointment for the current date, tap **Menu > New Appointment**. Otherwise, tap another date on the calendar and then tap **New Appointment**.
3. Enter a name for the appointment in the **Title** box and the location.
4. Set the **Start** and **End** dates and times.
Otherwise, if it is a special occasion such as a birthday or a whole-day event, select the **All Day** check box.
5. Under **Reminder**, choose how soon before the appointment you want to be notified.
6. Select the category for the appointment so that it can be grouped with other related appointments. Tap the box under **Category**, and then select a preset category (Business, Holiday, Personal, or Seasonal).

- Fill in the other details of the appointment.
- When finished, tap **Done**.

Viewing and managing your appointments

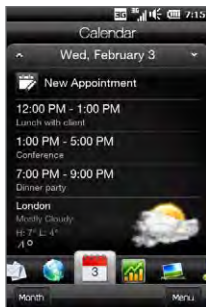
In month view, the highlighted date indicates that it is the current date. Dates with appointments are indicated by a triangle () at the upper-right corner of the date box.

To check your appointments

To check what appointments you have during a certain date, tap a date on the month calendar. The Calendar tab then changes to Day view and displays all your appointments and the weather information for that day.



Month view



Day view



The weather information appears only if you have set your local time to a city on the World Clock, and if the appointment date is within the 5-day forecast on the Weather tab. See “Home” and “Weather” in this chapter for details.

78 Chapter 3 Using the Home Screen

In Day view, tap an appointment to view complete details of that appointment. On the subsequent screen, you can tap **Menu** to choose whether to edit or delete the appointment.

When in month view, swipe your finger up or down the screen to display the next or previous month on the calendar. You can also tap the Up and Down arrows that appear on the left and right sides of the month.

To change between different calendar views

On the Calendar tab, tap **Menu** and then choose whether to display the calendar in **Agenda**, **Day**, **Week**, **Month**, or **Year** view.

3.10 Stocks


Get the latest stock updates by adding your favorite stock quotes and market indexes to the **Stocks** tab.



Downloading stock or stock market information may incur additional fees from your mobile operator. Contact your mobile operator for details.

Adding stock quotes and market indexes

You can add up to 30 stock quotes and market indexes to the Stocks tab.

1. On the Home screen, slide to the Stocks tab and then tap **Menu > Add Stock**.
2. On the Add Stock screen, enter the company name, stock market index, or ticker symbol in the search box, and then tap the **Search** button ().
3. Matched search results will then be displayed. Swipe upward to scroll down the screen and access more search results.
4. Tap the company name, stock market index, or ticker symbol to display it on the Stock tab.
5. To add another stock quote or stock market index, repeat steps 1 to 3.



Viewing stock information

The Stocks tab lists all your stock quotes and stock market indexes, including the current price or volume, and the change in price or volume from the previous trading day. The change in price or volume box indicates whether the stock or stock market has gained (green) or declined (red).





- 1 Swipe your finger upward to scroll down the list of stock quotes on the Stocks tab. Tap the stock quote or stock market index name to view its intraday chart and other details.
- 2 Shows the time of the last stock information update. Tap this item or tap **Update Now** at the bottom-left side of the screen to download the latest stock information.
- 3 Shows the current trading price or volume.
- 4 Tap a green or red box to switch between showing the change in points/price or percentage from the previous trading day.
- 5 Tap **Menu** to add, delete or rearrange the stock quotes and market indexes. (When rearranging the list, drag items up or down the list to change their order.)

Stock information is automatically downloaded and displayed on the Stocks tab at a preset time. If you want to change the download time or turn off auto download, tap **Menu > Settings** and change these download settings. You can also change the color for displaying stock price increases to red, if that is what's being used in your country.

3.11 Photos & Videos

Easily browse through your photos and video clips and view them in full screen right from the **Photos & Videos** tab. You can also open the Camera and capture photos and video clips.

On the Photos & Videos tab, you can:

- Flip through photos and videos by swiping your finger up or down the screen.
- Tap the displayed photo or video to view or play it in full screen.
- Tap the **Camera** button () or **Video Camera** button () on the right side of the screen to capture a photo or video using the Camera.
- Tap **Slideshow** to view the photos as a slideshow. If a video is selected, tap **Play**.
- Tap **Albums** to view photos and videos using the Albums program. (See “Viewing Photos and Videos Using Albums” in Chapter 12 for details.)



3.12 Music

Enjoy listening to music while on the go. Download or copy entire albums or selected music tracks to your phone and listen to them using the **Music** tab.



Your phone searches for all supported music files from the following locations:

Phone: \My Music (including all subfolders)

\My Documents (including all subfolders)

Storage Card: \Storage Card (including all subfolders)

For information about supported music file formats, see "Specifications" in the Appendix.

Playing music

Swipe your finger up or down the screen to browse through all the music tracks stored in your phone and storage card to find the music you want to listen to.



-
- 1 Tap to update album covers. (You can also tap **Menu > Update Album Art** and choose what to download and update.)



Updating album covers may result in additional data charges.

-
- 2 Shows the repeat mode (Repeat All, Repeat One, or Repeat Off).
 - 3 Shows whether shuffle mode is on or off.
 - 4 Press and hold on the thin bar below the album art to display the progress bar. Drag your finger right or left on the progress bar to move forward or backward in the current track.
 - 5 Tap the **Play** button to play the selected music track.
 - 6 Tap the **Next** button to go to the next music track.
 - 7 Tap the **Previous** button to go to the previous music track.
-

Setting repeat and shuffle modes

Tap **Menu > Repeat**, and then choose whether to repeat the current track, repeat all tracks in the current album or playlist, or not to repeat. To turn shuffle mode on or off, tap **Menu > Shuffle**.

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



Repeat One



Repeat All



Shuffle On

Finding albums and music tracks in the Library

The Library organizes music into categories, such as **All Songs**, **Artists**, **Albums**, **Genres**, and more. If you added new albums or music tracks to your phone, you can find them in the Library.

1. On the Music tab, tap **Library**.
2. The tabs at the bottom of the Library screen correspond to the different categories. Select a category.

For example, if you are looking for songs by a particular artist, slide to the **Artists** tab and then tap the artist name. To browse through all music tracks that are stored on your phone and storage card, slide to the **All Songs** tab.



3. Tap the first track or any track in the list. The music then begins playing on the Music tab, starting from the track that you selected.



The Music tab plays music tracks that are in the Now Playing list of the Library. When you select a category in the Library such as Artists and play the music, the Now Playing list will be replaced with the music tracks from that category.

Playlists

There are two types of playlists that can be added to the Library and played on the Music tab:

- **Custom playlists** () that are created on your phone.
- **Windows Media® Player playlists** () that are synchronized with Windows Media Player on your computer. (These playlists cannot be edited and deleted from your phone.)



If a Windows Media Player playlist contains a combination of music, video and image files, only music files in the playlist are synchronized to your phone and other media types are filtered out.

To create a playlist

1. On the **Music** tab, tap **Library**.
2. Tap or slide to the **Playlists** tab.
3. Tap **Menu > New**, enter a playlist name, and then tap **Done**.
4. On the Playlists screen, tap the playlist you have just created, and then tap **Add Songs**.

5. On the subsequent screen, tap or slide your finger across the tabs to select a category. For instance, to select music tracks from a certain album, tap the **Albums** tab and then tap the album that you want.
6. Select the check boxes of the music tracks that you want to add to your playlist, or tap **Menu > Select All** to choose all the music tracks.
7. Tap **Done**.
8. Tap **Add Songs** again and repeat step 5 to 7 to add more music tracks. When you have finished adding music tracks to your playlist, tap **Back** to return to the Playlists screen.

To play back a playlist

1. On the Music tab, tap **Library**.
2. Tap or slide to the **Playlists** tab.
3. On the Playlists screen, tap to select a playlist.
4. Tap the first track or any track in the playlist. The Music tab then plays the tracks from the playlist, starting from the track that you selected.



Playlists are not automatically updated when music files have been deleted from the phone's memory or storage card.

3.13 Weather

Your phone automatically connects to the Internet to download weather information. On the **Weather** tab, it displays the weather information of your current location and other preselected cities. The current day's weather as well as the weather conditions for the next four days of the week are displayed.

On the Weather tab, you can:

- Swipe your finger up or down the screen to view the weather in other cities.
- Tap **Update Now** to download the latest weather information.
- Tap **More Detail Online** to open the Web browser and view more weather information on the website. (This option is not available when you are viewing the weather for your current location.)
- Tap **Menu** and choose to add, remove, or rearrange cities, or change weather settings.



Adding a city

The Weather tab can display weather information of up to 15 cities, including your current location. Follow the steps below to add a city to this tab.

1. On the Weather tab, tap **Menu > Add Location**.
2. On the Add Location screen, enter the first few letters of a country or city name. The screen then displays a matching list of locations. Scroll through the list and then tap the name of the desired city.

Your phone then downloads the weather information of the city that you selected and adds it to the Weather tab.

Weather settings

You can change the displayed temperature to Celsius or Fahrenheit on the Weather tab. You can also enable or disable auto download options and change the download time.

1. On the Weather tab, tap **Menu** and then choose whether to display temperature in Celsius or Fahrenheit.
2. To change other weather settings, tap **Menu > Settings** and then choose from the following options:
 - **Download data automatically.** When this option is selected, weather information is automatically downloaded at the set download time whenever you select the Weather tab. To change the download time, tap the box that shows the preset time and then choose another time interval.
Clear this option if you prefer to manually download weather information.
 - **Download when roaming.** Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional data charges.

3.14 Twitter



Enjoy twittering directly from your phone. On the **Twitter** tab, you can type in and send your tweets. This tab also readily displays the most recent tweets from the people that you follow.

See “Twittering on Your Phone” in Chapter 9 for details.

3.15 Footprints



Record the chronicles of your life. Wherever you go, take photos of the places you visited and store their GPS location and other details to your phone. From the **Footprints** tab, you can then easily flip through the photos and find your favorite places again.

For more information about using Footprints, see “HTC Footprints” in Chapter 11.

3.16 Settings



Changing or tweaking settings is as easy as one, two, three. With the phone settings neatly organized on the **Settings** tab and labeled with clear descriptions, you can easily find what you are looking for and just tap your way to the setting you want to change.

For more information about changing phone settings, see Chapter 14.

Chapter 4

Staying Close

4.1 It's All About People

Bringing people who matter most closer to you—that's what your phone is all about.

Add everyone you know to your phone to keep them within reach. For even faster communication, you can put people you keep in touch with often up front on your Home screen's People tab. You can also add your own personal details to your phone and easily send this information to others.

Since your phone organizes text and multimedia messages, email conversations, and phone logs of a person all in one place, you get to see at a glance all communications with that person. Your phone also keeps you in tune with your social circles by integrating Facebook information into the contact details of people on your phone.

In this chapter, learn how to share your personal details, add people's contact details to your phone, and put your favorite contacts on the Home screen's People tab. Also learn how to view the exchange of messages and conversations with a contact.

To find out how you can reach out to people and share your thoughts, photos and videos in social networks such as Facebook, Twitter, and YouTube, see Chapter 9.

4.2 Adding and Sharing Your Personal Details


You can save your phone number and personal details to your phone and easily send them to your family, friends, and other people.

Adding your personal details

My Contact Card stores your personal details on your phone. There are two ways to add your personal details to My Contact Card.

To enter your personal details to My Contact Card

On your phone, enter your personal details directly to My Contact Card.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap **Me** to open the My Contact Card screen.
3. To add your personal photo, tap the **Contact Photo** icon () on the upper-left corner of the My Contact Card screen. Choose whether to use your Facebook photo, select a photo from Albums, or take a photo using the Camera.

If you chose to use your Facebook photo, enter the email address and password that you use for your Facebook account when you are prompted to log into Facebook.

4. Enter your name, phone number, and email address in the fields provided. Scroll down the screen and fill in more personal details.
5. Tap **Done**.

To sync your Outlook contact card from your computer and save to the phone's My Contact Card

If you are using Microsoft® Office Outlook® on your computer, you can create your own contact card containing your personal details on your computer and sync it along with other Outlook contacts to your phone. To find out how to sync your computer with your phone, see Chapter 6.

After synchronization is complete, do the following:


1. On the Home screen, slide to the People tab and then tap **All People**.
2. Scroll through your contacts list and tap your name.
3. Tap **Menu > Save to My Contact Card**.



You can save any contact or SIM contact to My Contact Card.

Sharing your personal details

Send your personal details in a text or multimedia message to your family, friends, and people you know so they can easily add you to their phone.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap the **Send** button () that appears to the right of **Me** (My Contact Card).
3. Choose whether to **Send by SMS** or **Send by MMS**.
4. Select the **Select all** check box to share all your personal details, or select the check boxes of the types of contact information you want to share.

5. Tap **Done**. A new message is then created. If you're sharing your personal details in a multimedia message, the information will be included as an attachment in your message.
6. Compose your message and send it. For more information about sending text and multimedia messages, see Chapter 7.

4.3 Adding Contacts to Your Phone

There are several ways to add contacts to your phone. You can:


- Create new contacts on your phone. See “Creating new contacts” for details.
- Sync Outlook contacts from your computer to your phone. See Chapter 6 for details.
- Sync contacts from your existing Microsoft® My Phone account, if you have one. See “Synchronizing With Microsoft My Phone” in Chapter 6 for details.

Creating new contacts

On your phone, you can create contacts complete with all sorts of contact information such as mobile, home, and work phone numbers, email addresses, home and work street addresses, and more. You can also create SIM contacts with phone numbers and email addresses only and store them on your SIM card.

To create a contact

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap **New** to create a new contact.

3. Enter the contact name, mobile phone number, and email address in the fields provided. To add another phone number, tap **Add Number**. To add another email address, tap **Add Email**.
4. Scroll down the screen to fill in more contact details.
5. To link the contact with his or her Facebook account, tap **Link** at the bottom of the New Contact Card screen. (For more information about Facebook, see “Facebook Updates and Events” in this chapter.)
6. To add the photo of your contact, tap the **Contact Photo** icon () on the upper-left corner of the New Contact Card screen. Choose whether to use the Facebook photo, select a photo from Albums, or take a photo.
7. When you have finished entering all the contact details, tap **Done**.



Tap **More** at the bottom of the New Contact Card screen to enter additional contact information.

To create a SIM contact

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap **Menu > New Contact > SIM**.
3. Enter the contact name, phone number and email address, and then tap **Done**.



Importing SIM contacts to your phone results in duplicate contact names in the contacts list.

4.4 Working With Favorite Contacts

You need to have contacts already stored on your phone before you can add them as favorite contacts to the Home screen's People tab. If there are no existing contacts, create or sync them first on your phone. See "Adding Contacts to Your Phone" in this chapter for details.

Adding favorite contacts to the People tab

You can add up to 15 favorite contacts to the Home screen's People tab.



SIM contacts cannot be added as favorite contacts.

1. On the Home screen, slide to the People tab.
2. Tap an empty slot. (If slots are occupied, scroll down the screen to find more available slots.)
3. Scroll down the contacts list to find the contact that you want to add to the People tab. If you have a long list of contacts, you can filter the list first by entering the first few letters of the person's name in the text box on top of the contacts list.
4. When you find the contact that you want, tap the contact name.
5. Select a phone number or email address to use when calling or sending a message to the selected contact.
6. If this contact does not have an associated photo, the subsequent screen lets you take a photo of the contact or select an existing photo.

If you selected the contact photo and it has a large size, you need to crop the photo. On the subsequent screen, a crop box appears on the photo. Center this box on the person's face and then tap **Done**.








To remove a favorite contact from the People tab, press and hold the photo of the contact you want to remove until the phone vibrates and the photo enlarges slightly, and then drag it away from its container. Release the photo when it turns red.

To remove multiple contacts, tap **Menu > Remove Favorite**, tap the photos of the contacts you want to remove, and then tap **Done**.

Quickly calling or sending a message to a favorite contact

On the Home screen's People tab, the following icons are shown on each photo to indicate the type of contact method that is associated to each favorite contact.



-  Mobile phone
-  Home phone
-  Work phone
-  SMS text messaging
-  Email


Scroll through your favorite contacts by swiping your finger up or down the screen. Place a call or create a new message to send to a favorite contact by simply tapping the person's photo.

4.5 Viewing and Managing Your Contacts

To look for contacts on your phone, go to the Home screen's People tab and then tap **All People**. The People screen then opens.

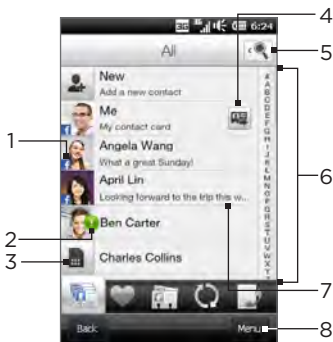
On the People screen, tap or slide your finger right or left at the bottom of the screen to switch between the following tabs:



1	All	Lists all contacts on your phone and on the SIM card. This tab lets you create, delete, or edit a contact, import SIM contacts to your phone, or save a contact to your SIM card. Tap a contact to open the Contact Details screen. You can also use this tab to open or update My Contact Card.
		If you imported SIM contacts to your phone and duplicated contacts are displayed, tap Menu > View > Contacts to filter and display only contacts stored on your phone.
2	Favorites	Shows the favorite contacts that you have added to the Home screen's People tab. You can also add favorite contacts through this tab.
3	Groups	Allows you to create groups of contacts so that you can easily send text, multimedia and email messages to a group of people without having to enter each contact one at a time. See "Contact Groups" in this chapter for details.
4	Updates and Events	Displays notifications when there are updates that occurred in Facebook. This tab also shows events of your stored contacts. See "Facebook Updates and Events" in this chapter for details.
5	Call History	Lists all your dialed numbers, and received and missed calls. See "Using Call History" in Chapter 2.

Browsing and finding contacts

On the People screen, the **All** tab shows you the complete list of contacts that are stored on your phone and your SIM card. Swipe upward or downward on the screen to scroll through the contacts list. Use the Quick Scroll Bar or the Search button to quickly find the contacts that you want.



1 The "f" icon indicates that the photo is the contact's Facebook profile photo.



Your phone will use the contact's Facebook photo when you have linked to the contact's Facebook profile. If there is a contact photo already stored on your phone, the Facebook photo will not show in your contact even if you have linked to the contact's Facebook profile.

2 The "!" icon appears when:

- You receive a new text, multimedia or email message, or when you miss a call from the contact.
- The contact has new updates or events in Facebook.

3 This is a SIM contact.

4 Tap this button to send My Contact Card in a text or multimedia message. See "Sharing your personal details" in this chapter for details.

5 Tap this button to search for contacts.

6 Use this Quick Scroll bar to quickly scroll to contact names that begin with a certain letter. Press and hold on the scroll bar and then slide your finger up or down.

7 The Facebook status appears when the contact has a new status message in Facebook.

8 From the menu, you can choose between creating a phone contact or SIM contact, delete contacts, filter the contacts list by groups, and more.

4.6 Viewing Contact Information and Exchange of Communications With the Contact

Your phone organizes contact details, text and multimedia messages, email conversations, Facebook information, and phone logs of a contact all in one place. Simply tap a contact name from the contacts list to view all these information.

After you selected a contact, the Contact Details screen opens. On this screen, tap or slide your finger right or left at the bottom of the screen to switch between the following tabs: **Details**, **Messages**, **Email**, **Updates and Events**, and **Call History**.




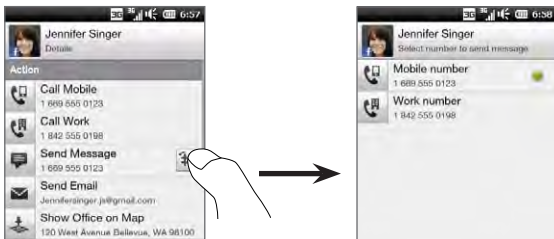
1	Details	Shows a person's contact details. From this tab, you can call or send a text, multimedia, or email message to the contact, edit or delete the contact information, or save the contact to your SIM card.
2	Messages	Displays exchanged text and multimedia messages with the contact. You can also reply with a text message directly on this tab.
3	Email	Displays all received email messages from the contact.
4	Updates and Events	Displays notifications when the contact has updates on his or her Facebook account. This tab also shows events of the contact. See "Facebook Updates and Events" in this chapter for details.
5	Call History	Lists all incoming, outgoing, and missed calls to and from the contact. This tab also lets you call the contact and delete the phone logs of the contact. See "Using Call History" in Chapter 2 for details.

Changing the number for sending text and multimedia messages

By default, the number that's entered to the Mobile field in the contact details is the primary phone number to which your text and multimedia messages are sent when you tap **Send Message** on the Contact Details screen.

If a contact has two or more mobile phone numbers for personal use and work, you can change the primary phone number on the Contact Details screen for sending messages to the contact.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap a contact from the contacts list.
3. On the Contact Details screen, tap the **Change number** button () that appears on the right side of the **Send Message** item. On the subsequent screen, tap another phone number to use for sending text messages to the contact.





4. A new message is then created. Compose and send your message. (For more information about sending text and multimedia messages, see Chapter 7.)

4.7 Contact Groups

By organizing contacts into groups, sending messages to several contacts is a lot easier. Using groups to categorize contacts is also a way of filtering the contacts list so that browsing and finding contacts can be faster and easier.

Creating a contact group

Create a group of contacts so you can easily send a text or multimedia message to the group without having to add the addressed contacts to your message one by one.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap or slide to the **Groups** tab ().
3. Tap **New**. Enter a group name and then tap the **Contact Photo** icon () to assign a photo to the group.
4. To add contacts to this group, tap **Add**. Select the contacts you want to add to the group and then tap **Done**.



You can also add existing groups to a new group. Tap or slide to the **Groups** tab at the bottom of the screen, select the groups you want to add and then tap **Done**.

5. Tap **Done**.

Sending a text or multimedia message to a group

When sending a text or multimedia message, by default, the message will be addressed and sent to the Mobile number of each contact in the group. For more information about sending text and multimedia messages, see Chapter 7.

Filtering the contacts list by group

If you have a long list of contacts, you can more easily browse and find the contacts that you want by filtering the list to display only a certain group of contacts.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap **Menu > Filter**.
3. Select the group name that you want and then tap **Done**.

4.8 Facebook Updates and Events

If you and your stored contacts have Facebook accounts and you are connected to your Facebook account on your phone, you can easily check whether you and your contacts have new updates and events that occurred in Facebook.


Logging in and out of Facebook

Easily log in or out of your Facebook account from the Home screen's Settings tab.

1. On the Home screen, slide to the Settings tab.
2. Tap **Data services > Facebook**.
3. If you are not connected to your Facebook account, tap **Login**, enter the email address and password that you use for your Facebook account, and then tap **Login**.
4. To log out of Facebook, tap **Logout**. Tap **Yes** to confirm and log out.

Checking all Facebook updates and events

You can check yours and other people's Facebook updates and events in one convenient location.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap the Updates and Events tab ().
3. If you haven't linked your stored contacts to their Facebook accounts, the Updates and Events tab will show a **Link Profiles** option. Tap this option, choose which contacts you want to link to Facebook, and then tap **Done**.



4. To check what Facebook updates you have, tap **Me** while you're on the Updates and Events tab. On the My updates screen, you'll then see the different types of updates, such as unread pokes, unread messages, unread event invites, and more. Tapping a type of update opens the Web browser and brings you to your Facebook site where you can view the update details.


5. In the **Events** list of the Updates and Events tab, you'll see the events of your contacts, such as someone's birthday or anniversary. Tap a contact in this list to open the Web browser so you can view more details about that contact's events.
6. When you tap a contact in the **Updates** list, you will see the complete status message of the contact and other Facebook updates of the contact.



- To manually refresh and display the latest Facebook updates, tap **Menu > Update Now**.
- To enable the Facebook updates to be refreshed automatically, tap **Menu > Settings**, select **Auto Sync**, and then tap the **Check Updates** box to choose a time interval for synchronizing Facebook.

Checking a contact's Facebook updates and events

To check only for a single contact's Facebook updates and events, you can select the contact from the contacts list first and then go to the Updates and Events tab from the Contact Details screen.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap a contact to open the Contact Details screen.
3. Tap the Updates and Events tab ().
4. In the **Events** list, tap a Facebook event to open the Web browser and view more information about the event.
5. In the **Updates** list, tap a Facebook update to open the Web browser and view details of that update.

Updating your Facebook status

You can share your thoughts to your Facebook contacts directly from your phone.

1. On the Home screen, slide to the People tab and then tap **All People**.
2. Tap **Me** to open your own contact card.
3. Scroll to the bottom of the screen and then tap your Facebook name.
4. Enter your status message in the provided text box and then tap **Share**.

Chapter 5

Entering Text

5.1 Using the Onscreen Keyboard

When you start a program or select a field that allows you to enter text or numbers, the onscreen keyboard becomes available for use. To open the keyboard, select a field or tap the keyboard icon displayed at the bottom center of the screen.



Keyboard icon

To close the keyboard, tap the keyboard icon again or press the BACK button.

On the Home screen's settings tab, you can select different keyboard layouts and customize text input settings. You can choose from these keyboard layouts: Full QWERTY, Compact QWERTY, and Phone Keypad.

Full QWERTY



The **Full QWERTY** is a full onscreen QWERTY keyboard layout similar to a desktop computer keyboard.

Compact QWERTY



The **Compact QWERTY** layout features two letters on each key. With its large, touch-friendly keys and enhanced features such as XT9 predictive input, you can enter text faster and more accurately.

Phone Keypad





The **Phone Keypad** is an onscreen keypad that has a layout similar to mobile phone keypads, plus some additional keys. The Phone Keypad has large keys and enhanced input features such as XT9 predictive input, which makes it faster for you to enter text in your messages and documents.

Onscreen navigation pad


Use the onscreen navigation pad for onscreen directional control.



To display the navigation pad, press and hold:

-  when entering text.
-  when entering numbers and symbols.


On the navigation pad, tap the up, down, left, or right key to move the text cursor in the direction that you want while you are entering or editing text. If you are browsing a list, you can tap the up or down key to navigate the list and select an item from the list. When entering text in a program with multiple text fields, such as when composing an email or text message, you can use the up or down key to move the cursor between different text fields.

To close the onscreen navigation pad, tap . The onscreen navigation pad will also close automatically when you begin entering text.

Selecting a keyboard layout



1. On the Home screen, slide to the Settings tab and then tap **Locale & text > Text input > Keyboard types**.
2. Select a keyboard layout and then tap **Done**.

Entering text


1. Start a program that accepts text input, such as Word Mobile.
2. When using the Compact QWERTY or Phone Keypad layout, tap  to switch between using normal text entry (ABC mode) and XT9 predictive mode (XT9 predictive mode is turned on by default for the Full QWERTY keyboard).



To learn how to switch between normal text entry (ABC mode) and XT9 predictive mode for the Full QWERTY layout, and how to enter text using XT9 predictive mode, see “Using Predictive Mode” in this chapter.

3. Switch the keyboard to normal text entry (ABC mode) and then start tapping keys on the keyboard to enter letters:
 - When using the Full QWERTY layout, tap keys on the keyboard as you would on a computer keyboard.
 - When using the Compact QWERTY layout, tap a key once to enter the first letter that shows on the key. To enter the second letter, tap twice.
 - When using the Phone Keypad layout, tap a key once to enter the first letter, twice to enter the second letter, or three times to enter the third letter that is shown on the key.
4. Tap the CAPS shift key () to enter an uppercase letter. Tap this key twice to turn Caps Lock on when you need to enter consecutive uppercase letters.
5. Press and hold a key to enter a punctuation mark, symbol, or number that is shown on the upper half of the key. For example, to enter number 1, press and hold .


In the Full QWERTY layout, if there are accented characters also associated with the key (such as vowel keys), tapping and holding the key displays a selection bar. Slide your finger right or left across the selection bar to choose the accented character that you want to insert to your text.

6. Tap  to choose from more symbols or use a number keypad for faster numeric entry. See “Entering Numbers and Symbols” for details.

5.2 Using Predictive Mode


XT9 is a predictive text input mode which displays a word suggestions list as you enter the first few characters so you just select the word that you want.

To enter text using XT9 mode

1. Make sure that the input mode is set to XT9:
 - When using the Full QWERTY layout, XT9 mode is turned on by default. To turn XT9 mode on, press START and then tap **Settings > Locale & text > Text input > input options**. If the **Off/On** switch to the right of the Prediction item is turned off, tap it to turn it on.
 - When using the Compact QWERTY or Phone Keypad layout, tap  to switch between using normal text entry (ABC mode) and XT9 predictive mode.
2. Start entering the first few letters of a word. As you enter each letter, suggested words will be displayed.

In the word suggestions list, the leftmost word shows the exact letters that you entered, while the other words are suggested words.



If you don't see the word that you want, tap the down arrow icon () to see more suggested words.



3. When you see the word that you want, tap the word to insert it into your text.

When you see the word that you want highlighted in the suggestions list, you can also tap the Enter key or the Space bar to insert the word into your text.

To add a new word to the dictionary

While entering text using the Full QWERTY, Compact QWERTY, or Phone Keypad in XT9 predictive mode, tapping a suggested word (the highlighted word in the word suggestions list) will automatically add that word to the dictionary if it does not exist in the dictionary.

When using the Compact QWERTY or the Phone Keypad, you can also manually add new words to the dictionary.

1. While in XT9 mode, type a letter and then tap the down arrow icon () on the right side of the word suggestions list.
2. Tap **Add word**.
3. Type the new word you want to add and then tap the check mark icon ().




To delete words from the dictionary

You can also delete words that were automatically or manually added to the dictionary.

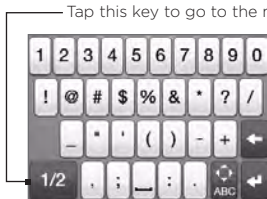
1. Press **START** and then tap **Settings > Locale & text > Text input > User dictionary**.
2. Scroll through the dictionary and select the words you want to delete.
3. Tap **Done** to delete the selected words and exit the dictionary.

5.3 Entering Numbers and Symbols

Tap  on the onscreen keyboard to switch to the numeric and symbol keyboard layout so you can easily enter numbers and common symbols such as parentheses, braces, currency signs, punctuation marks, special characters, and more.

To enter a number or symbol

Tap a number or symbol to insert it into your text. There are several pages of symbols that you can choose from.




Numeric and symbol keyboard layout in Full QWERTY

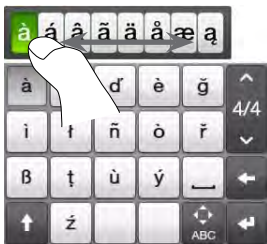


Numeric and symbol keyboard layout in Compact QWERTY and Phone Keypad

To enter accented characters

If you are using the Compact QWERTY or Phone Keypad, go to the last page of symbols to find accented characters.

- Tap an accented character to enter it to your text.
- Tap the CAPS shift key () to turn on Caps Lock and enter accented characters in uppercase. Tap again to change back to lowercase.
- Press and hold a key to choose from other similar accented characters. Slide your finger right or left across the selection bar to choose the accented character that you want to insert to your text.



To return to the alphabetic keyboard layout

Tap  to go back to the alphabetic keyboard.

5.4 Using multiple keyboard languages

You can add one or more international keyboard layouts to your phone to enter text in different languages. When you add keyboard languages, you can easily cycle through them on the fly in any program that accepts text input just by tapping the language button.

Adding a new keyboard language

1. Press **START** and then tap **Locale & text > Text input > Keyboard languages**.
2. Select one or more keyboard languages and then tap **Done**.

Selecting a keyboard language

When you have at least one other keyboard language in addition to your default keyboard, a language key will be shown on the keyboard. The language key displays a two letter abbreviation for the currently active keyboard. For example, while the English keyboard is active, “EN” is displayed on the language key.

To select a different keyboard language that you added, tap the language key.



If you added more than one additional keyboard language, tap the language key again to cycle through the available languages.

Entering text using multiple keyboard languages

Entering text using multiple keyboard languages is similar to entering text with your favorite default keyboard. You can enter text with the Full QWERTY, Compact QWERTY and Phone Keypad layouts, use predictive text entry, enter numbers and symbols, and add and delete words from the user dictionary. For more information on entering text, see “Using the Onscreen Keyboard”.

5.5 Text Input Settings

Text input settings can be accessed from the phone settings. Press START and then tap **Settings > Locale & text > Text input**.

On the Text Input Settings screen, tap the Off/On switches to enable or disable the various input settings. You can also view a basic tutorial on entering text with the onscreen keyboard.

Chapter 6

Synchronizing Information

6.1 Ways of Synchronizing Your Phone

You can take information wherever you go by synchronizing it to your phone. There are different ways you can sync your phone:

- **Sync information from your computer to your phone.**

The following types of information can be synchronized:

Microsoft Office Outlook information — Office Outlook email, contacts, calendar, tasks, and notes

Notes created using Microsoft® Office OneNote® 2007

Media — Pictures, music, and video

Favorites — Website addresses you save as Favorites in Internet Explorer® on your phone or in the Mobile Favorites folder of Internet Explorer on your computer.

Files — Documents and other files

- **Sync your phone with your Outlook work account on the Exchange Server.**

For more information about setting up your phone to sync with the Exchange Server, see Chapter 8.

- Sync your phone with Microsoft My Phone.

If you have a Microsoft My Phone account, you can sync and restore the contacts, calendar appointments, photos, and other information that you stored on your account to your current Windows phone. See “Synchronizing With Microsoft My Phone” in this chapter for details.

6.2 Before Synchronizing With Your Computer

Before you can sync with your computer, you need to install and set up first the synchronization software on your computer. For more information, see “Setting Up Windows Mobile Device Center on Windows 7 and Windows Vista” and “Setting Up ActiveSync on Windows XP” in this chapter.

After installing the synchronization software on your computer, connect the phone to your computer using the USB sync cable. When the Connect to PC screen appears on your phone, tap **ActiveSync**, and then tap **Done**.

You can also sync information with your computer using Bluetooth. See “Synchronizing via Bluetooth” later in this chapter.



- ActiveSync or Windows Mobile Device Center only syncs data on your computer and phone. If you have installed a storage card and you want to back up files from the storage card, use Windows Explorer on your computer to copy files from the storage card to your computer.
- If you are sending your phone for repair or performing a hard reset, data from your phone will be lost. It is recommended that you sync your phone to your computer to back up your files. To back up files from the storage card to your computer, use Windows Explorer to copy files from the storage card to the computer.

6.3 Setting Up Windows Mobile Device Center on Windows 7 and Windows Vista

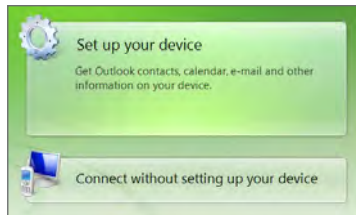
Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows 7 and Windows Vista®. Some versions of Windows 7 and Windows Vista come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your computer, go to the following website for information on downloading and installing Windows Mobile Device Center:

<http://www.windowsmobile.com/getstarted>

Setting up synchronization in Windows Mobile Device Center

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

1. Connect your phone to your computer. Windows Mobile Device Center configures itself, then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.





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 items you want to sync and then click **Next**.
5. Enter a name for your phone and then click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center syncs your phone automatically. Notice that Outlook email messages and other information appear on your phone after synchronization.

Using Windows Mobile Device Center

To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows 7 or Windows Vista computer.

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



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

- When you click **Pictures, Music and Video > XX new pictures/video clips are available for import**, a wizard guides you to tag and transfer photos from your phone to the Photo Gallery on your computer.
- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to sync music and video files using Windows Media Player. For more information, see “Using Windows Media Player Mobile” in Chapter 12.
- Click **File Management > Browse the contents of your device** to view documents and files on your phone.



See Windows Mobile Device Center Help for more information.

6.4 Setting Up ActiveSync on Windows XP

On a Windows® XP computer, you need to use Microsoft ActiveSync 4.5 or later. If you do not have this software on your computer, go to the following website for information on downloading and installing Microsoft ActiveSync to your computer:

<http://www.windowsmobile.com/getstarted>

Setting up synchronization in ActiveSync

1. Connect your phone to your computer. The Synchronization Setup Wizard automatically starts and guides you to create a sync partnership. Click **Next** to proceed.
2. To sync your phone with your computer, clear the **Synchronize directly with a server running Microsoft Exchange** check box, then click **Next**.

3. Select the information types that you want to sync, then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync syncs your phone automatically. Notice that Outlook email messages and other information appear on your phone after synchronization.

6.5 Synchronizing With Your Computer

Connect and sync your phone with your computer using the USB cable or Bluetooth connection.

Starting and stopping synchronization

You can manually sync either from your phone or computer.



From your phone

Press **START**, tap **Tools > ActiveSync**, and then tap **Sync**. To end synchronization before it completes, tap **Stop**.





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

From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click  at the lower left of the Windows Mobile Device Center.
To end synchronization before it completes, click .

From ActiveSync on your computer

When you connect your phone to your computer, ActiveSync automatically opens on your computer and syncs.

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

Selecting information to sync

You can select the information types and the amount of information to sync for each type either on your phone or your computer. Follow the steps below to change sync settings on your phone.



Before changing sync settings on your phone, disconnect your phone from your computer.

1. In ActiveSync on your phone, tap **Menu > Options**.
2. Select the check box for any items you want to sync. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change sync settings for an information type, for instance, **E-mail**, select it and tap **Settings**.

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



- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your phone. You can only select or clear these items from your computer's Windows Mobile Device Center or ActiveSync.
- A computer can have sync partnerships with many different Windows phones, but a phone can have sync partnerships with at most two computers. To ensure that your phone syncs properly with both computers, set up the second computer using the same sync settings you used on the first computer.
- Outlook can be synchronized with only one computer.

Troubleshooting sync connection problems

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

If this happens, slide to the Settings tab of the Home screen, tap **Other** > **USB to PC**, and then clear the **Enable faster data synchronization** check box. This makes your computer utilize a serial USB connection with your phone.


6.6 Synchronizing via Bluetooth

You can connect and sync your phone with the computer using Bluetooth.



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

1. Set up Windows Mobile Device Center or ActiveSync on your computer to sync through Bluetooth. Make sure to set up a Bluetooth COM port on your computer. See the program's Help for instructions.
2. On your phone, press **START** and then tap **Tools** > **ActiveSync**.
3. Tap **Menu** > **Connect via Bluetooth** > **Add a device**.
4. On the subsequent screen, a message is displayed, asking whether to turn on Bluetooth. Tap **Yes**.
5. Your phone then searches for Bluetooth devices within range and lists your computer name and other Bluetooth devices that are found. Tap your computer name in the list.
6. Enter an alphanumeric password, which can be 1 up to 16 characters, to create a secure Bluetooth connection with your computer, and then tap **OK**.

7. On your computer, accept the Bluetooth connection and enter the same password.
8. On the subsequent screen, select a serial port to use for ActiveSync, and then tap **Continue**.
9. The computer name now appears in the **Devices** tab () of Bluetooth settings, with ActiveSync added as a service. Close the Bluetooth settings screen.

Check Windows Mobile Device Center or ActiveSync on your computer. You should be able to see now that your computer is connected to your phone. Once they're connected, you can sync information anytime through Bluetooth.

If your phone does not connect automatically to your computer, open ActiveSync on your phone, and then tap **Menu > Connect via Bluetooth > computer name** to connect your phone to your computer using Bluetooth.

6.7 Synchronizing Music and Video

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

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

- Install Windows Media Player Version 11 on your computer. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your phone to the computer with a USB cable. If your phone is currently connected using Bluetooth, you must end that connection before media can be synchronized.

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

See “Using Windows Media Player Mobile” in Chapter 12 for details.

6.8 Synchronizing With Microsoft My Phone

Microsoft My Phone syncs information between your phone and a password-protected website hosted by Microsoft. You can back up and restore your contacts, calendar appointments, photos, and other information.



You can sync contacts, calendar, and tasks with My Phone only if your phone does not have a sync partnership with an Exchange Server.

Setting up your My Phone account

Whether you are setting up a new account or synchronizing to an existing account, the first step is to set up My Phone on your phone.

1. Press **START** and then tap **Microsoft My Phone**.
2. Follow the instructions in the wizard to set up your My Phone account. During setup:
 - Sign in using your Hotmail® or Windows Live™ address and password.
 - Set the sync method to **Automatic** or **Manual**, depending on your preference.
 - Install updated My Phone software if you are asked to do so.

Changing sync settings

To change sync settings such as the sync schedule and items to synchronize, you need to access the settings from the menu.

To change which items to sync

1. Press **START** and then tap **Microsoft My Phone**.
2. Tap **Menu > Sync Options**.
3. Select the items you want to include or exclude during synchronization.
4. Tap **Done**.

To adjust sync schedule and roaming settings

1. Press **START** and then tap **Microsoft My Phone**.
2. Tap **Menu > Sync Schedule**.
3. Select from the available schedule options.
4. To enable automatic sync while roaming (when you are out of range of your home network), select the **Use these settings when roaming** check box.
5. Tap **Done**.

Stopping sync partnership with your My Phone Web account

You can stop synchronizing with your My Phone Web account on your phone. This does not delete the data that were synchronized to your phone and the data stored on your My Phone Web account.

1. Press **START** and then tap **Microsoft My Phone**.
2. Tap **Menu > Account**.
3. Tap **Stop Service**, and then tap **Yes**.

Managing your My Phone Web account from your computer

You can use a Web browser on your computer to access your My Phone Web account and:

- Add, edit, or delete contacts, calendar appointments, and other types of information. Changes will be synchronized with your phone.
- View photos and videos that are stored on your My Phone account, delete them, save them to your computer, and more.
- Share photos directly on Facebook, Flickr™, MySpace™ and Windows Live.
- Locate your phone if you lose it, or protect your sensitive data (charges apply for some services).






To access your My Phone Web account from your computer, go to <http://myphone.microsoft.com>, and sign in using your Hotmail or Windows Live address and password.


Chapter 7

Exchanging Messages

7.1 Sending Text Messages

Send short text messages (SMS) to other mobile phones. If you exceed the limit on the number of characters for a single text message, your text message will be delivered as one but will be billed as more than one message.

1. On the Home screen, slide to the Messages tab.
2. Tap the **New Message** icon ().
3. Fill in one or more recipients. In the **To** field, you can:
 - Start entering the first few letters of the recipient's name to display a matching list of names from your stored contacts. Each recipient in the results list may have several phone numbers. Tap the number to which you want to send your text message.
To add another recipient, repeat the above process.
 - Enter the recipient's mobile phone number, and then tap the Enter key () or semicolon key (). Repeat this process to type in another number.
 - Address the text message to one or more groups of contacts. To do so, tap  and then tap the Groups tab (). Select the check box of one or more groups and then tap **Done**.

- Add a recipient from the Company Directory. Tap  and then tap the Company tab. Tap the “Search in company directory” field and start entering the first few letters of the recipient’s name to display a matching list of names from the Company Directory. Tap the number to which you want to send your text message and then tap **Done**.



Access to the Company Directory is available only if the Outlook E-mail work account on your phone syncs with **Microsoft Exchange Server 2003 SP2 or higher**, and you have completed your first synchronization with the Exchange Server.

4. Tap the text box that shows “Tap to add text” and then enter your text message.
To select from a list of common text messages, tap **Menu > Quick Text** and choose one to insert to your message.
5. When you have finished composing your text message, tap **Send**.


7.2 Sending Multimedia Messages






With your phone, you can send multimedia messages (MMS) that include text, a photo or video, audio, slideshow, and other attachments such as a person’s contact information or a calendar appointment.



- Multimedia messaging is a charged service and has to be provisioned on your mobile phone account. Contact your mobile operator to have multimedia messaging provisioned as part of your calling plan.
- Make sure the size of multimedia messages that you send is within the limits allowed by your mobile operator.

To create a multimedia message, start by creating a text message. When you enter someone's email address as the recipient, add a subject, or includes a photo, video, or other attachments, your message becomes a multimedia message.

1. Create a new message by following steps 1 to 4 in “Sending Text Messages”. When adding one or more recipients in the **To** field, select or enter the mobile phone number or email address of each recipient.
2. Tap the **Attach** button () or tap **Menu > Insert**.
3. Choose what you want to include in your multimedia message.

Types of attachments	What to do
 Photo or Video	Select a photo or video to attach to your message. If you do not see the photo or video that you want, tap Albums first to select the storage card or another album where the photo or video is located. You can also capture a photo or video and add to your message.
 Voice recording	Select an audio file or record your voice and attach it to your message.
 Contact card (vCard)	Select a contact and attach that person's contact details to your message.
 Calendar appointment (vCalendar)	Select an appointment from the calendar to attach to your message.
 Slideshow	Add a subject and compose a slideshow. See “Creating a slideshow” for details.



4. When you have finished composing your multimedia message, tap **Send**.





You can also send a multimedia message from Camera, Albums, or Pictures & Videos.

Creating a slideshow

In a multimedia message, you can add slides, each containing a photo, video, audio, or other attachments such as a contact card or calendar appointment.

1. In your multimedia message, tap the **Attach** button () or tap **Menu > Insert**.
2. Tap **Slideshow** ().
3. On the new slide, enter your subject.
4. Tap **Insert Picture** and then select a photo or video to add to the slide.

If the photo size exceeds the remaining message size, tap **Yes** to resize. If the resized photo still exceeds the remaining message size, it cannot be added to the slide. A selected video cannot be added to the slide if its file size exceeds the limit.

5. To add more attachments, tap **Menu > Insert** and select the type of attachment you want to add.
6. To add another slide, tap the **Add Slide** button and repeat steps 4 and 5 to add a photo or video and other attachments.
7. To go to the previous or next slide so you can view or edit a slide, tap the left arrow () or right arrow button ().





- To remove a photo, video, or another attachment, tap **Menu** and then tap what to remove.
 - To delete a slide, tap **Menu > Remove Slide**.
8. To set the display duration for a photo slide, tap **Menu > Duration** and then select a duration. You can set a different duration for each slide.
 9. When you have finished composing your slideshow, tap **Done**.
 10. Tap **Send**.



While composing a text or multimedia message, you can:

- Tap a recipient to open a menu and choose whether to call the recipient, change the person's phone number before sending the message, remove the recipient, and more.
- Tap **Menu > Save as Draft** to save your message as a draft. To resume editing the message, tap **Menu > Drafts** on the All Settings screen and then tap the message.

7.3 How to Know When You Have New Text and Multimedia Messages

A new message icon () appears in the title bar when there are new text or multimedia messages received on your phone. The Home screen's Messages tab () also shows the number of new or unread messages.

Depending on the notification sounds set on your phone, the phone will vibrate or sound an alert when you receive new messages. To find out how to change the notification sound, see Chapter 14.

On the Home screen, slide to the Messages tab and then swipe your finger up or down the screen to browse through received messages. You can also directly read a new text message right on the Messages tab.

To view a multimedia message, you have to tap the message first on the Messages tab and open it.

For more information about viewing text and multimedia messages, see “Message Conversations”.



7.4 Message Conversations

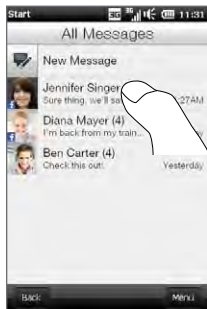
Text and multimedia messages that are sent to and received from a contact (or a number) are grouped into conversations or message threads. Threaded messages let you see exchanged text and multimedia messages with a contact in one place.

Viewing the exchange of messages with a contact

Go to the All Messages screen to select the contact for whom you want to view the exchange of messages.

1. On the Home screen, slide to the Messages tab.
2. Do one of the following:
 - Tap a message from the contact.
 - Tap **All Messages** and then tap the contact.

You will then see the contact's Messages tab which displays the exchange of text and multimedia messages you had with the contact. If there are several messages, swipe your finger up or down the screen to scroll through the messages. The number in parentheses next to the contact's name at the top of the screen indicates the total number of messages in the conversation with the contact.



Tapping a received text or multimedia message on the Home screen's Messages tab also opens the contact's Messages tab.

Replying to conversations

To reply to the contact in a conversation

While viewing the exchange of messages with a contact, you can directly enter and send your reply to the contact in the reply window at the bottom of the screen. You can reply with a text or multimedia message.



Your reply will be sent to the phone number of the latest message received from the contact. If there are several numbers of the contact stored on your phone and you want to send your reply to another number, tap **Menu > Recipient Phone Number** and then choose another number.

To reply to all contacts in a multimedia message conversation with multiple recipients

If you want to reply to all contacts in a multimedia message conversation with multiple recipients, do one of the following:

- While viewing the message on the Home screen's Messages tab, tap **Menu > Reply All**.
- On the All Messages screen, press and hold the multimedia message conversation you want to reply to and then tap **Reply All**.
- While viewing a multimedia message thread, tap the message in the thread you want to reply to and then tap **Reply All**.

See “Sending Text Messages” and “Sending Multimedia Messages” in this chapter for details on how to compose and send text and multimedia messages.

Copying and pasting text to your reply message

When replying, you can select and copy text from any message in the conversation thread and paste it to your reply message.

1. Press and hold any word in the source message. The word will then be highlighted, and onscreen buttons for highlighting and copying text will appear on your screen.



- To highlight and select text, you can:
 - Tap the **Select All** button to select the whole text in the source message.
 - Move the left and right anchor buttons to highlight and select a range of text in the source message.



- After selecting the text that you want, tap the **Copy** button.
- Scroll down to the bottom of the screen where your reply message is. Press and hold the reply window and then tap the **Paste** button.

Adding your signature to sent messages

You can set your phone to automatically add your name and other information as your signature in sent text and multimedia messages.

- On the Home screen, slide to the Messages tab and then tap **All Messages**.
- On the All Messages screen, tap **Menu > Settings > Options**.
- Tap **Menu > Signature**.
- Select the types of messages you want to add the signature to and then tap the text box that shows "Tap to edit signature" and then enter your signature.



You can enter a signature up to 50 characters in length.

5. Tap Done.


Viewing a multimedia message

When you receive a multimedia message, the Home screen's Messages tab only displays the subject of the message. (If there is no subject, a short message about how to view MMS will be displayed.) You have to open the multimedia message to view the content.

1. On the Home screen, slide to the Messages tab and tap the multimedia message that you received. The contact's Messages tab then opens.
2. Tap the multimedia message you want to view.

The media attachment, such as a photo, video, audio, or slideshow, is then played. To display and use onscreen buttons, tap the screen or wait for the playback to finish. You can use the onscreen buttons to pause, replay, or to move forward and backward in a slideshow.



3. To save the media and other attachments to your phone or storage card, tap the **Save** button ().
4. On the Save List screen, select the attachments that you want to save and then tap **Done**.
5. For each attachment, specify the file name, destination folder, and location (Main memory or Storage card) for saving the file and then tap **Save**.

Managing individual messages and message threads

While viewing the exchange of messages with a contact, you can select an individual message to forward, delete, copy or move between your phone and SIM card, and more. You can also delete and manage a message thread as a whole.

To copy or move a text message from the phone to the SIM card

1. While you are viewing the exchange of messages with a contact, tap the text message that you want to copy or move to your SIM card.
2. A selection menu then opens. Tap **Copy to SIM** or **Move to SIM**.




- You cannot copy a sent message from the thread to the SIM card.
- Copying text messages from your phone to the SIM card results in duplicate messages when your SIM card is in use.

To copy or move a text message from the SIM card to the phone

1. While you are viewing the exchange of messages with a contact, tap the text message that you want to copy or move from your SIM card to the phone.



Text messages that are on the SIM card are displayed with a SIM card icon ().

2. A selection menu then opens. Tap **Copy to Phone** or **Move to Phone**.

To delete a text or multimedia message

1. While you are viewing the exchange of messages with a contact, tap the text message that you want to delete.
2. A selection menu then opens. Tap **Delete Message**.

To delete several text or multimedia messages from the thread

1. While you are viewing the exchange of messages with a contact, tap **Menu > Delete Messages**.
2. Select the check boxes of the text or multimedia messages that you want to delete, or tap **Menu > Select All** to select all messages.
3. Tap **Done**.


To delete all exchange of messages with a contact

1. On the All Messages screen, press and hold the contact whose messages you want to delete.
2. Tap **Delete**.

To save the phone number of a received message to your contacts

If you receive a text or multimedia message from a phone number that is not stored in your contacts, tap that phone number on the All Messages screen and then tap **Menu > Save to People**. You can then choose to create a new contact from the phone number or save it to an existing contact.

To resend an undelivered text or multimedia message

If a text or multimedia message in the message thread (or the most recent message of a contact on the All Messages screen) is indicated with a warning icon (), it means that the message has not been successfully sent.

To resend the message, tap the message in the message thread (or press and hold the contact on the All Messages screen) and then tap **Retry Send**.

To forward a text or multimedia message

- When you are on the Home screen's Messages tab, you can forward the current text or multimedia message by tapping **Menu > Forward**.
- When you are on the All Messages screen, you can select a contact and forward the most recent sent or received message. Press and hold the contact that has the message that you want and then tap **Forward**.
- While viewing the exchange of text and multimedia messages with a contact, you can forward any sent or received message. Tap the message that you want and then tap **Forward**.

To manage text and multimedia messages by folders

If you want to use the conventional way of managing your messages by folders, tap **Menu > Settings > Traditional Mode** on the All Messages screen. The Inbox folder is then displayed, listing separate text and multimedia messages instead of threading.

When you tap **Inbox**, a menu opens from which you can choose to display other message folders such as Sent Items and Drafts.



To change back to displaying messages as threaded conversations, tap **Menu > Settings > Conversation Mode**.

7.5 Text and Multimedia Message Settings

On the All Messages screen, tap **Menu > Settings > Options** to check the text and multimedia message settings available on your phone and change them to suit your needs.

Adding MMS server settings

Check your phone to see if it is preconfigured with your mobile operator's MMS server settings. If your phone already has preset MMS server settings, it is recommended that you do not change these settings. If you change the preset settings, your phone may not be able to send and receive multimedia messages.

If there are no preset MMS server settings of your mobile operator available, on the All Messages screen, tap **Menu > Settings > Options**, tap **Menu > MMS Server > New** and enter the settings. Consult your mobile operator for the settings.



If you add several MMS message service providers to the MMS Server screen, you can choose one as your default provider. Press and hold the provider's name in the list, and then tap **Set as Default**.

7.6 Directly Making Calls from Text Messages

While you are viewing a text message on the Home screen's Messages tab, you can directly call the sender of the message.

1. While viewing the text message, press the TALK/SEND button.
2. The Phone dialer screen then opens, with the sender's phone number automatically filled in and ready to be dialed. To place the call, press TALK/SEND again.

Tapping a phone number that is contained in a text message also allows you to call that number.

7.7 Email

You can set up the following types of email accounts on your phone:

- Outlook email that you sync with your computer or the Exchange Server.
- Email account that you have from an Internet Service Provider (ISP) or other email provider.
- Web-based email accounts from a variety of popular providers.
- Custom domain email accounts. The email domain name is hosted by a different email provider. For more information, search for “custom domain email” in the Help on your phone.
- Work account that you access using a VPN connection.

Synchronizing Outlook email with your computer

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

If you have not yet installed the synchronization software nor created a partnership, do so by following the procedures in Chapter 6.



To set up your company email account so that you can access Outlook email messages wirelessly, you must set up your phone to sync via an over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company email server, see Chapter 8.


Setting up your Internet email account

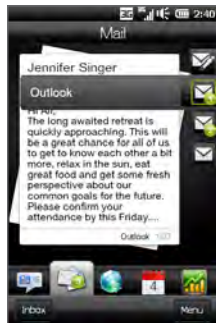
On the Mail tab of your Home screen, easily set up POP3 or IMAP email accounts from Web-based email providers. See “Mail” in Chapter 3 for instructions.

Creating and replying to email messages

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

To create and send an email

1. On the Home screen, slide to the Mail tab.
 2. At the right side of the screen, tap an email account you want to use, or slide your finger up or down until you have selected the desired account.
 3. Tap the **New Mail** icon (✉).
 4. Fill in one or more recipients. In the **To** field, you can:
 - Start entering the first few letters of the recipient's name to display a matching list of names with email addresses from your stored contacts. Tap the email address to which you want to send your email.
 - Enter email addresses, separating them with a semicolon (;).
 - Tap **To** to choose contacts or groups from your phone.
-  If you have an Exchange Server email account set up on your phone and you see the **Company** tab (🏢), you can search for and add contacts from the **Company Directory**. For more information about finding contacts in the **Company Directory**, see Chapter 8.
5. Enter a subject and compose your message.



6. To add an attachment to your message, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**. Select the file or picture you want to attach, or record a voice note.
7. When finished composing the message, tap **Send**.



- For more information about entering text and symbols, see Chapter 5.
- If you are working offline, email messages are moved to the Outbox folder and will be sent the next time you connect.

To reply to or forward an email

1. On the Home screen, slide to the Mail tab, select the email account, and then tap **Inbox**.
2. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.
3. Enter your reply message, and then tap **Send**.

Adding your signature in sent email

You can set your phone to automatically add your name and other information as your signature in sent text and email messages:

1. Press **START**, tap **E-mail**, and then tap **Menu > Options**.
2. Tap **Signatures** and then select the account to which you want to add your signature.
3. Select the **Use signature with this account** check box, and then enter your signature in the provided text box.
4. To also add your signature to replied and forwarded messages, select the **Use when replying and forwarding** check box.



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

Downloading a complete email

By default, long email messages that you receive contain only the first few kilobytes of the message. When you open an email, it displays only the headers and part of the message. You must download the whole email to view the complete content.

To download a complete email message, open the email, and then do one of the following:

- Scroll down to the end of the message, and then tap **Get entire message and any attachments** (POP3 email account) or tap **Get the rest of this message** (IMAP4 and Outlook email accounts).
- Tap **Menu > Download Message**.



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

Downloading file attachments

Depending on your type of email account, your phone may or may not automatically download file attachments with the email messages.

- **POP3 email account:**
File attachments are automatically downloaded with the email message.
- **IMAP4 and Outlook email accounts:**
File attachments appear below the subject of an email message. Tapping an attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive email.


You can set automatic download of file attachments. See “Customizing email settings” in this chapter for details.

When viewing email

While viewing an email, you can:


- Tap the sender's photo or a recipient to access the person's contact details.
- If the sender or a recipient is not in your stored contacts, tap the person's name to open the Verify the email address screen. On this screen, tap **Save to People** to save the person's email address to your phone contacts. You can also send an email to the sender or recipient.
- Tap links in the message body to call the displayed number, send email, and access a website.
- Call the sender. See “Directly making calls from email messages” for details.
- Reply to the sender and all recipients.
- Tap **Menu** to view more options for handling the email
- Swipe your finger left or right on the screen to go to the next or previous email.



If the sender's name or email address is shown on the email message with a **Search** button () and you have an Exchange Server email account set up on your phone, you can tap this button to search for the sender from the Company Directory. For more information about finding contacts in the Company Directory, see Chapter 8.

Directly making calls from email messages

You can directly place a call to the sender of an email message if the sender's phone number is stored in your contacts. You can do the following:

- While viewing an open email, tap the **Phone** button () that appears to the right of the sender name to dial the sender's number.
- Select an email on the Home screen's Mail tab or navigate to an email in the Inbox, and then press the TALK/SEND button. The Phone dialer screen then opens, with the sender's phone number automatically filled in and ready to be dialed. Press TALK/SEND again to dial the number.

While the call is in progress, you can directly view the email message from the sender on the Phone dialer screen by tapping the **Keypad** button.

