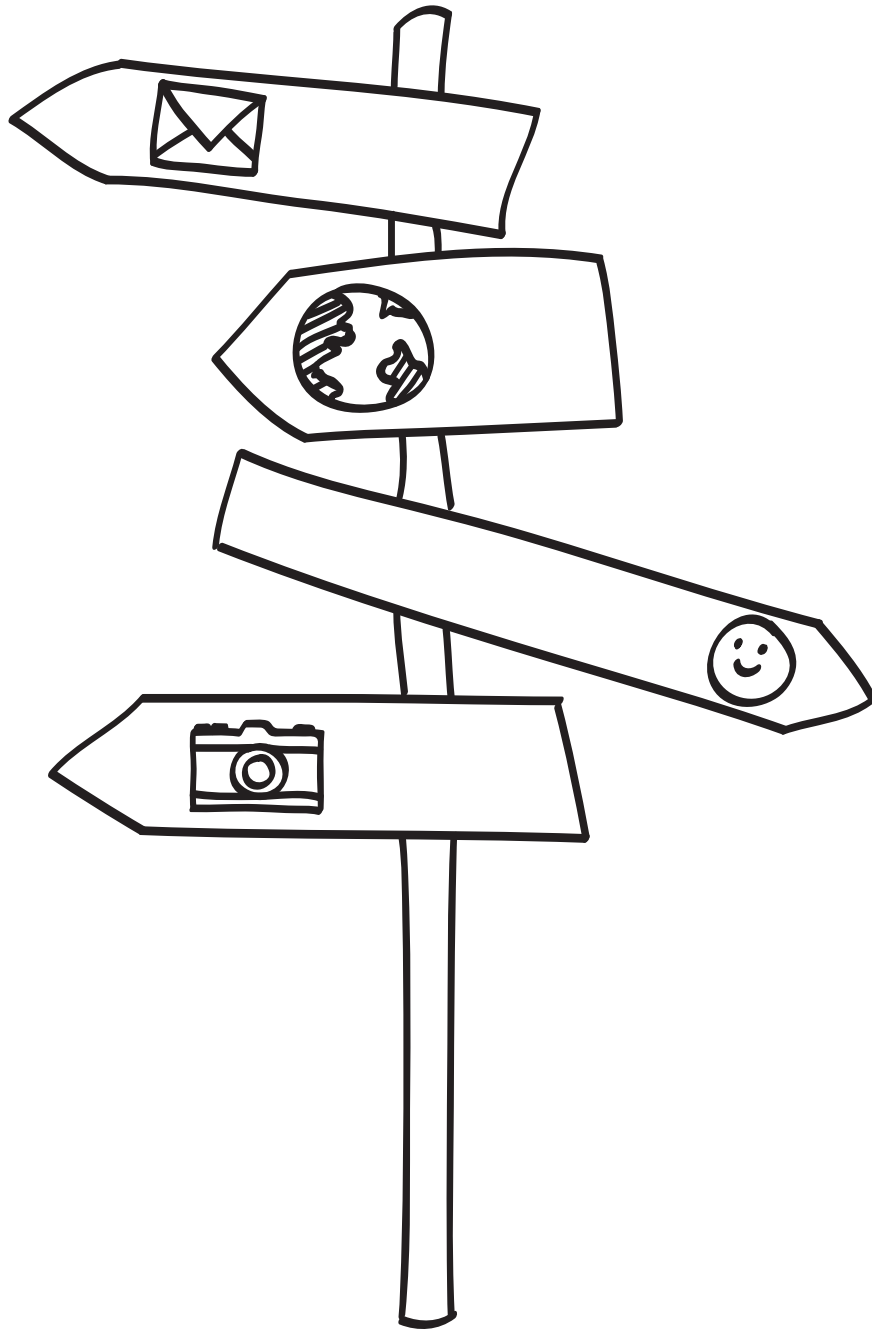


# Your HTC Mondrian

## User guide



**htc**  
*quietly brilliant*

---

## 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.

Check out our support website at [www.htc.com/support](http://www.htc.com/support) for software updates and other helpful resources for your phone.

---

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## Conventions used in this guide

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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.

# Contents

---

## Basics

---

Inside the box	8
Your phone	8
Back cover	10
SIM card	10
Battery	11
Switching your phone on or off	12

---

## Getting started

---

Entering your PIN	13
Setting up your phone for the first time	13
Start screen	13
Apps list	14
Sleep mode	14
Status icons	14
Finger gestures	15
Adjusting the volume	15
Pinning items to the Start screen	16
Searching	16
Speaking to interact with your phone	16
Setting up an account	17
Changing the ringtone	17
Changing the theme	17
Changing your Lock screen wallpaper	17

---

## Phone calls

---

Making calls	18
Receiving calls	18
Using in-call options	19
Using call history	21
Call services	22
Turning Airplane mode on or off	22

---

## People

---

About People	23
Ways of getting contacts into your phone	23
People hub	24
The Me tile	26
Contact information	26

---

## Keyboard

---

Using the keyboard	27
Entering words with predictive text	28
Adjusting keyboard settings	28

---

## Messages

---

About Messages	29
Sending a text message (SMS)	29
Sending a multimedia message (MMS)	30
Viewing and replying to a message	30
Managing message conversations	31

---

## Email

---

Adding a POP3/IMAP email account	32
Adding a Microsoft Exchange Server account	32
Checking your Mail inbox	33

---

## Calendar

---

About Calendar	36
Creating a calendar event	36
Viewing, editing or deleting an event	38
Viewing, dismissing, or snoozing event reminders	38
Displaying and synchronizing calendars	39

---

## Getting connected

---

Data connection	40
Wi-Fi	41
Using your phone's web browser	41
Bluetooth	44

---

## Camera

---

Camera basics	46
Zooming	46
Taking a photo	47
Capturing a video	48
Camera settings	48

---

## Pictures

---

About the Pictures app	50
Viewing photos and videos	50
Sending your photos	51
Sharing your photos on the Web	51

---

## Zune

---

Synchronizing your stuff on your phone and PC	53
Listening to music	54
Watching videos	54
Listening to or watching your podcasts	54
Listening to the radio	55

---

## Maps and location

---

Turning on location services	56
Bing Maps	56

---

## More apps

---

Microsoft Office Mobile 2010	59
Windows Marketplace	59
Games	60

---

## Security

---

Protecting your SIM card with a PIN	61
Protecting your phone with a password	61
Protecting your phone through the Web	62

---

## Settings

---

Settings on your phone	63
Changing display settings	64
Changing sound settings	64
Checking information about your phone	65

---

## Update and reset

---

Updating the phone software	66
Restarting or factory resetting your phone	66

---

## Specifications

---

68

---

## Index

---

70

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# Basics

## Inside the box

You will find the following inside the box:

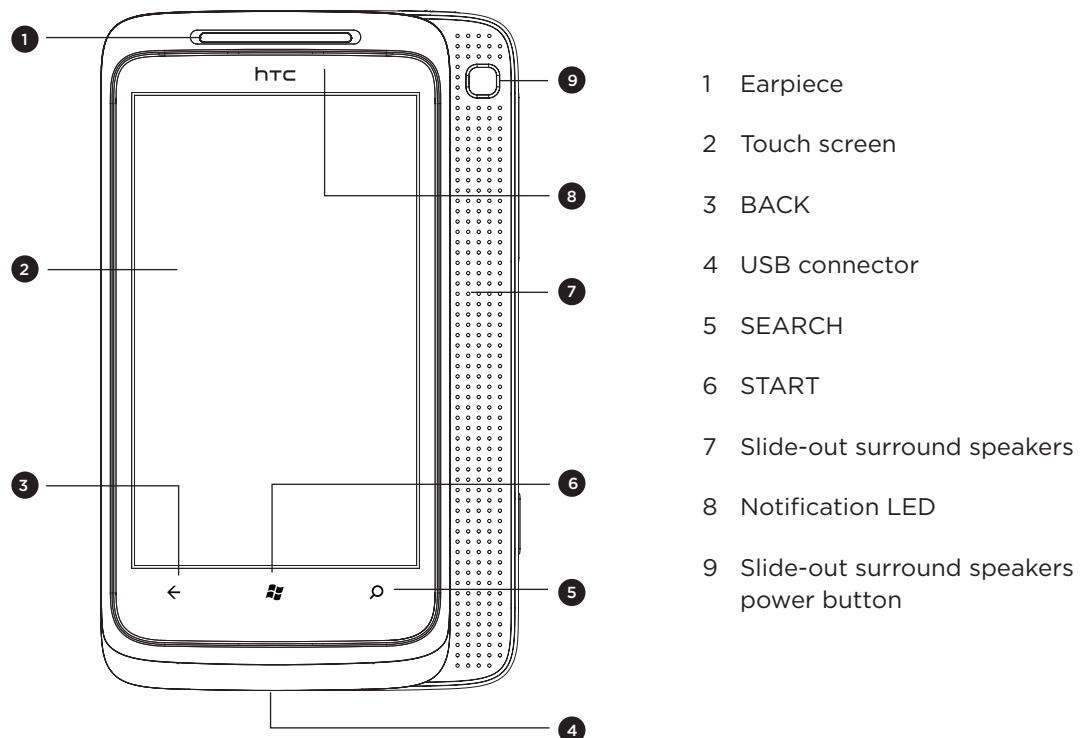
- Phone
- Battery
- USB cable
- 3.5mm stereo headset
- Power adapter
- Power plug
- Start here guide
- Safety and regulatory guide

## Your phone

---

### Front panel

---

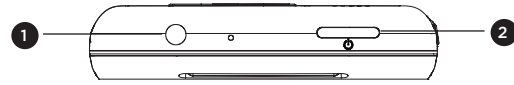




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### Top panel

---

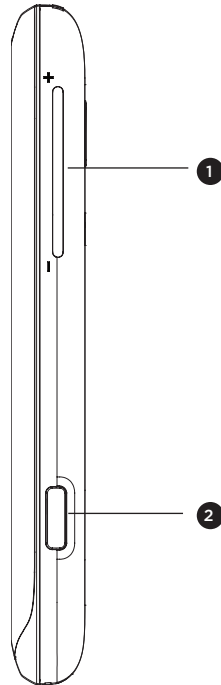


- 1 3.5mm audio jack
- 2 POWER

---

### Right panel

---

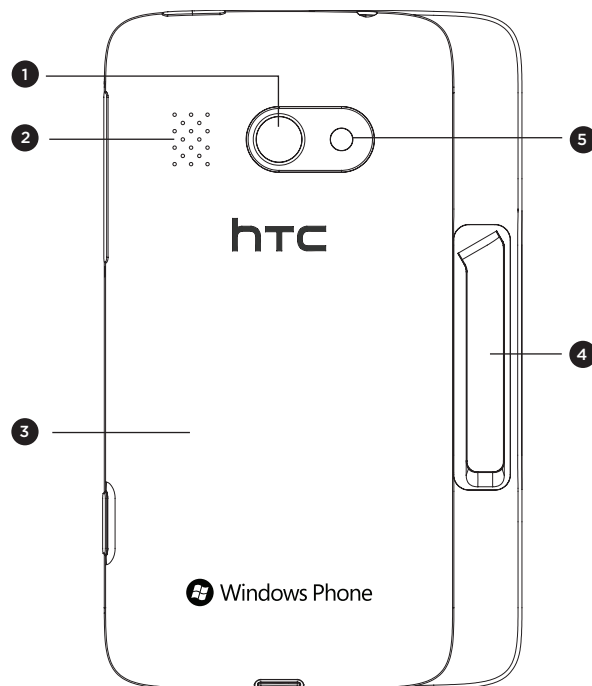


- 1 VOLUME UP/DOWN
- 2 CAMERA SHUTTER

---

### Back panel

---



- 1 5 megapixel camera
- 2 Speaker
- 3 Back cover
- 4 Kickstand
- 5 LED flashlight

---

## Slide-out surround speakers

---

Enjoy surround sound while watching your video or listening to music. To use the surround speakers, simply slide the front panel of the phone to the left to reveal the surround speakers. You can also flip open the kickstand at the back of the phone so you can place the phone on a table while watching your videos.

[IMAGE]

## Back cover

---

### Removing the back cover

---

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

1. With the phone turned off, hold your phone securely with the front facing down.
2. With your thumb or finger, lift the back cover off from the small opening at the bottom of your phone.

---

### Replacing the back cover

---

1. Secure the top part of the back cover first by aligning into the opening located at the top part of the back of the phone.
2. Press the sides and the top part of the back cover down to lock the cover into place. You will hear a click when the back cover is locked in place.

## SIM card

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

---

### Inserting the SIM card

---

1. Take the back cover off.  
See “Removing the back cover.”
2. Take out the battery.  
See “Battery.”
3. Insert the SIM card with its gold contacts facing down and its cut-off corner facing out.
4. Push the SIM card all the way in.

---

## Removing the SIM card

---

1. Take the back cover off.  
See “Removing the back cover.”
2. Take out the battery.  
See “Battery.”
3. Push the SIM card out from the back of the slot, and then slide the SIM card out.

## Battery

Your phone comes with a rechargeable Lithium-ion polymer or Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your phone, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

---

### Inserting the battery

---

Line up the battery’s copper contacts with the connectors inside the battery slot. Then, gently push the battery into place.

[IMAGE]

---

### Removing the battery

---

Lift out the battery from the small opening on the right side of the battery compartment.

[IMAGE]

---

### Charging the battery

---

The battery is partially charged when shipped. 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.



- Only the power 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 power or car adapter.

1. Attach the power plug to the power adapter.
2. Plug the power adapter into the USB connector at the bottom of your phone.

[IMAGE]

3. Plug in the power adapter to an electrical outlet to start charging the battery.

As the battery is being charged, the notification LED shows a solid red 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 the phone is on, the charging battery icon [IMAGE] is displayed in the status bar of the Start screen. After the battery has been fully charged, a full battery icon [IMAGE] will be displayed in the status bar of the Start screen.



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

## Switching your phone on or off

### Switching your phone on

Press the POWER button. Easy.



When you turn on the phone for the first time, you'll need to set it up. Go to "Setting up your phone for the first time" and we'll take you through it.

### Switching your phone off

1. If the display is off, press the POWER button to turn it back on.
2. Unlock your phone if the Lock screen is displayed. See "Unlocking the screen" in the Getting started chapter.
3. Press and hold the POWER button until you see the word "Goodbye" on the screen.

# Getting started

## Entering your PIN

Most SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**.

To find out how to enable, disable, or change the PIN, see "Protecting your SIM card with a PIN" in the Security chapter.



If you enter the PIN wrong three times, your SIM card is blocked. No problem. Just contact your mobile operator and ask for the PUK (PIN Unblocking Key).

## Setting up your phone for the first time

When you switch on your phone for the first time, you'll be asked to set some options such as your time zone, data connection preferences, and/or your Windows Live ID. Just follow the onscreen instructions and you'll be up and running with your phone in no time.

## Start screen

The Start screen contains tiles that are associated with apps on your phone. Scroll up or down to see the other tiles that are on the Start screen. Pin your frequently-accessed apps, contact cards, favorite picture albums, and more on the Start screen. By pinning those things on the Start screen, they're always just a tap away. See "Pinning items to the Start screen" later in this chapter to learn how to add your stuff to the Start screen.

---


### Rearranging the tiles on the Start screen

---

1. Press and hold the tile you want to move. The other tiles will look like that they've been moved back.
2. Drag the tile to the position where you want to place it. Pause at the top or bottom edge of the screen to drag the tile to the extended Start screen.
3. When the tile is where you want it, tap the tile to dock it.

## Apps list

Access all the available apps and settings on your phone. To go to the Apps list, you can:

- From the Start screen, tap the arrow .
- From the Start screen, slide your finger left.

## Sleep mode

Sleep mode saves battery power by putting your phone into a low power state while the display is off. It also stops accidental button presses when the phone's in your bag or pocket. You'll still receive messages and calls though.

---

### Switching to Sleep mode

---

Press the POWER button to turn off the display and switch your phone to Sleep mode. Your phone also automatically goes into Sleep mode when it's idle for a while.

---

### Waking up from Sleep mode

---

Your phone automatically wakes up when you have an incoming call. To wake it up manually, press the POWER button. You'll need to unlock the screen.

---

### Unlocking the screen

---

With the lock screen showing, press the bottom of the screen and then slide your finger up to unlock the screen or answer an incoming call.

[IMAGE]



If you've set up a phone password, you'll need to enter the password to unlock the screen. To find out how to enable the phone password, see "Protecting your phone with a password" in the Security chapter.

## Status icons

You can tell a lot about your phone by checking the icons in its status bar. Here's what each one means:



Tap the top of screen to show the status icons. The status icons disappear after a few seconds.

[TABLE OF STATUS ICONS]

## Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (e.g. contact or link in a web page), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.
Flick	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways. When entering text, you can turn the phone sideways to bring up a bigger keyboard.
Pinch	In some applications, like Pictures or the web browser, you can “pinch” the screen using 2 fingers (for example, thumb and index fingers) to zoom in or zoom out when viewing a picture or a web page.

## Adjusting the volume

Press the VOLUME UP or VOLUME DOWN buttons on the right panel of the phone to adjust the volume to your desired level. The volume bar appears on top of the screen to display the volume level.

[IMAGE OF VOLUME BAR]

On the volume bar, tap the icon on the right to quickly switch to ring or vibrate. If you want to have silent as an option, you need to turn off vibrate on your phone. See “Changing sound settings” in the Settings chapter to learn how to turn off vibrate.

## Pinning items to the Start screen

You can pin just about anything you want to the Start screen: apps, pictures, songs, shortcuts, and even contacts. For example, when you pin a contact to the Start screen, you'll get all of that person's updates—feeds, email, text messages, and call notifications—right from that tile.

To pin something, let's say a contact, to the Start screen, press and hold it until the menu appears, and then tap **pin to start**.

---

### Unpinning a tile

---

On the Start screen, press and hold the tile you want to remove, and then tap .

## Searching

---

### Searching the Web

---

1. From the Start screen, press SEARCH. The Bing™ search screen opens.
2. Tap the search box, enter your search item, and then tap Enter [image]. A list of matched items are displayed on screen.
3. Tap the category below the search box (for example, local) or swipe left or right on the screen to check the other results for the other categories.



Use your voice to do a search by tapping the microphone icon inside the search box.

---

### Searching within an app

---

In some apps like People and Marketplace, you can do a search within those apps. To do a search within the app, simply open the app, and then press SEARCH.

## Speaking to interact with your phone


From anywhere on your phone, press and hold START to bring up Tell Me, which lets you use your voice to call people, start apps, and search the web.

- To make a phone call, you'd say "Call Jennifer Singer, mobile."
- To start an app, like Calendar, say "Open Calendar."
- To search for something, just tell the phone what you want, like "Find pizza parlors," and Bing will look for an answer.
- If you're not sure, say "What can I say?"




## Setting up an account

Your phone can sync information and receive updates from your Windows Live™, Microsoft® Outlook®, Facebook®, Yahoo!™ accounts, and a host of other accounts.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > email & accounts**.
3. Tap **add an account**, and then tap the account you want to set up.
4. Enter your email address and password, and then tap **sign in**.


## Changing the ringtone

Choose from the available selections of ringtones on your phone.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > ringtones & sounds**.
3. Tap the **Ringtone** box.
4. Preview the ringtone by tapping the play icon beside the name of the ringtone.
5. Tap the name of the ringtone to set it as your ringtone.


## Changing the theme

Feeling a little blue? You can change the theme of your phone to match your mood for the day.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > theme**.
3. Select the **Background** and **Accent color** to fit your mood by tapping their respective boxes.

## Changing your Lock screen wallpaper

Browse the collection of wallpapers included in your phone or choose from photos that you have taken with the camera.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > lock & wallpaper**.
3. Tap **change wallpaper**.
4. Select the photo you want to use as your Lock screen wallpaper.
5. If the photo you selected is bigger than the allowable wallpaper size, drag the area of the image you want to set as the wallpaper inside the box, and then tap the check icon [IMAGE].

# Phone calls

## Making calls



Most SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**.

If you enter the PIN wrong three times, your SIM card is blocked. To unlock your SIM card, see "Restoring a SIM card that has been locked out" in the Security chapter.

### Making a call on the Phone dialer screen

1. From the Start screen, tap the **Phone** tile [IMAGE].
2. Tap Phone keypad icon [IMAGE].
3. Dial the number you want to call, and then tap **call**.

### Making an emergency call

You can make emergency calls from your phone even if you don't have a SIM card installed or your SIM card has been blocked.

1. After turning on your phone without a SIM card installed, tap **emergency call** on the screen.



If you tapped **close** on the screen, you can still open the phone dialer by tapping the Phone tile on the Start screen > dialer screen [IMAGE].

2. Dial the international emergency number for your locale (for example, 000), and then tap **call**.



Additional emergency numbers may be included in your SIM card. Contact your mobile operator for details.

If you enabled the phone lock and/or the SIM lock, and you forgot the code or SIM PIN, you can still make emergency calls by tapping **emergency call** on the screen.

## Receiving calls

When you receive a phone call from a contact, the Incoming call screen appears and displays the caller ID icon, name, and phone number of the calling party. When you receive a phone call from someone who is not stored in People, only the default caller ID icon and phone number appear on the Incoming call screen.

## Answering or rejecting an incoming call

[IMAGE]

If	To answer the call	To reject the call
Display is on	Tap <b>answer</b> .	Tap <b>ignore</b> .
Display is off	When the Lock screen appears, slide up the Lock screen from the bottom of the screen, and then tap <b>answer</b> .	When the Lock screen appears, slide up the Lock screen from the bottom of the screen, and then tap <b>ignore</b> .

## Muting the ringing sound without rejecting the call

Do one of the following:

- Press the VOLUME DOWN or VOLUME UP button.
- Press the POWER button.
- Place the phone face down on a leveled surface.



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

## Using in-call options

When a call is in progress, use the buttons onscreen to mute or unmute the microphone or to turn on or off the speakerphone. You can also press MENU and choose whether to add a call, place the call on hold, mute the microphone, and more.

### Putting a call on hold

1. Tap the arrow [IMAGE].
2. Tap **hold**. Tap **hold** again to resume the call.

### Switching between calls

If you're already on a call and accept another call, you can choose to switch between the two calls.

1. When you receive another call, tap **answer** to accept the second call, and to put the first call on hold.
2. To switch between the calls, tap the bar at the top of the screen.
3. To end the current call and return to the other call, tap **end call**.

## Setting up a conference call

Conference calling with your friends, family, or coworkers is easy. Make the first call (or accept a call), and then simply dial each subsequent call to add to the conference.



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

1. Make a call to the first conference call participant.
2. When connected, tap the arrow [IMAGE], and then tap **add call**, and then dial the number of the second participant. The first participant is put on hold when you dial the second participant.
3. When connected to the second participant, tap **merge calls**.
4. To add another participant to the conference call, tap **add call**, and then dial the number of the contact you want to invite to the conference call.
5. When connected, tap **merge calls** to add the participant to the conference call. When you want to talk to a person in the conference call in private, tap **Private**.
6. When finished, tap **end call**.

## Turning the speakerphone on or off during a call

1. Tap the arrow [IMAGE].
2. Tap **speaker**. Tap **speaker** again to turn off the speakerphone.



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

## Muting the microphone during a call

1. Tap the arrow [IMAGE].
2. Tap **mute**. Tap **mute** again to turn on the microphone.

## Ending a call

Do one of the following to end the call:

- On the screen, tap **end call**.



If the phone display is off, press **POWER** to turn on the screen so you can tap **end call**.

- If you are using the provided wired headset, press the button to end the call.

## Using call history

Use the call history to check missed calls, your dialed numbers and received calls.

---

### Checking calls in the call history

---

1. From the Start screen, tap the **Phone** tile.
2. Tap a name or number in the list to go to a screen where you can select to call the number, view the contact information (if the number is stored in your contacts list), save the contact information (if the number is not stored in your contacts list), or send a text message.

---

### Adding a new phone number to your contacts from call history

---

1. From the Start screen, tap the **Phone** tile [IMAGE].
2. Tap the number you want to save to your contacts.
3. At the bottom of the screen, tap the save icon [IMAGE].
4. Tap **new contact**.
5. Edit the number if you need to, select the phone number type, and then tap the check icon [IMAGE].
6. Enter the contact name and other information. The phone number is automatically added for you.
7. Tap save icon [IMAGE].



To find out how to add new contacts or edit the contact information, see the People chapter.

---

### Clearing the call history list

---

On the Call history screen, you can do the following:

- To remove one name or number from the list, press and hold the name or number, and then tap **delete item**.
- To clear the entire list, tap ... at the bottom-right corner of the screen, and then tap **delete all**.

## Call services


Your phone can directly link to the mobile phone network, and enable you to access and change the settings of various phone services for your phone. Call services may include call forwarding, call waiting, voicemail, and more. Contact your mobile operator to find out about the availability of call services for your phone.

To open call services, press Phone [IMAGE] from the Start screen, tap ... at the bottom-right corner of the screen, and then tap **call settings**.

<b>My phone number</b>	Displays your phone number.
<b>Voicemail number</b>	Shows the current voicemail service being used. Tap to change the voicemail number.
<b>Show my caller ID to</b>	Tap the box to set who can see your phone number when you call.
<b>Call forwarding</b>	Turn on or off call forwarding. When you turn on call forwarding, enter the phone number to forward your calls to.
<b>International assist</b>	Turn on or off international assist.
<b>SIM security</b>	See “Protecting your SIM card with a PIN” in the Security chapter for details.

## Turning Airplane mode on or off

In many countries, you are required by law to turn off the phone while on board an aircraft. A way to turn off the phone function is to switch your phone to **Airplane mode**. When you enable Airplane mode, all wireless radios on your phone are turned off, including the call function, data services, Bluetooth, and Wi-Fi.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > airplane mode**.
3. Tap the **Radios On** switch to turn it on or off.



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

# People

## About People

With the People application, you can sync your phone with contacts from your Windows Live account, Google Account, and Facebook. You can also sync with work contacts from the Exchange ActiveSync Server in your workplace. To find out how, see “Ways of getting contacts into your phone.”

Per contact, link the person’s information from all these different sources as one so you won’t have duplicated entries in your contacts list. To find out how to link, see “Merging contact information.”

## Ways of getting contacts into your phone

Windows Live	Windows Live contacts are imported to your phone after you sign in to your Windows Live account. You can also create more Windows Live contacts right from your phone. To find out how, see “Adding a new contact.”
Facebook	See “Setting up an account” in the Getting started chapter for details.
Phone contacts	See “Adding a new contact” in this chapter.
SIM card	See “Importing contacts from your SIM card” in this chapter.
Exchange Server	See “Adding a Microsoft Exchange Server account” in the Email chapter.

You can also synchronize contacts from other accounts such as Google or Yahoo!. Learn how to set up these accounts by checking “Setting up an account” in the Getting started chapter.

## People hub

Easily manage the people you stay in touch with using People. If you're the type that have a lot of contacts stored in different accounts, you can consolidate all those contacts in People. If you have a Windows Live account, Yahoo! account, Google Account, and/or Exchange Server, you can synchronize with those accounts to show contacts stored in those accounts in People.

You can also synchronize contacts from your Facebook account. By synchronizing with Facebook, you can also check updates of your friends in Facebook. For more information on setting up accounts, see "Setting up an account" in the Getting started chapter.

---

### Your contacts list

---

In **All** of the People hub, you will see all your contacts, including Windows Live contacts, Exchange ActiveSync contacts, Phone contacts, Google contacts, and Facebook contacts.

[IMAGE]



If you signed in to your Windows Live account when you first set up the phone, your contacts from those accounts will appear in the contacts list when you first open People.

---

### Adding a new contact

---

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, tap the **plus icon** [IMAGE].
3. Select the **Account**, for example **Windows Live**. This determines which account the contact will sync with.
4. Enter information by tapping an item.
5. Tap the save icon [IMAGE].

---

### Importing contacts from your SIM card

---

If you have synchronized with an account, for example, Windows Live, the Import SIM contacts option will not be available. [HAVE TO VERIFY]

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, tap import SIM contacts.
3. Select how you want to sort and display the contacts, and then tap **import sim contacts**.



---

## Merging contact information

---

If you have the same contacts stored in your phone and online accounts such as Windows Live and Facebook, your phone will try to link them as one automatically. If it doesn't, you can manually link them so that you won't have duplicated entries in your contacts list.

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, tap the name of the contact you want to link.
3. At the bottom of the screen, tap the link icon [IMAGE].
4. On the screen, you can:
  - Under **suggested links**, tap the contact to link to that contact's account.
  - Tap **choose a contact** to select a contact from your People list to link to.

## Breaking the contact information link between contacts

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, tap the name of the contact whose contact information link you want to break.
3. Tap **unlink**.

---

## Editing a contact's information

---

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, press and hold the contact, and then tap **edit**.
3. Enter the new information for the contact.



If the contact is linked to another account on your phone, you can choose to edit the contact info on the other account by tapping **edit** [name of account].

4. Tap the **save icon** [IMAGE].

---

## Searching for a contact

---

1. From the Start screen, tap the **People** [IMAGE] tile.
2. Press **SEARCH**.
3. In the search bar, enter the first few letters of the first or last name of the contact you are looking for. Matching contacts are displayed.
4. Tap the contact to open his or her contact details screen. See "Contact information" in this chapter for details.



Looking for your contacts that start with the letter M? Tap any letter box [IMAGE] to let you go to a particular letter on your People list.

---

## Deleting a contact

---

1. From the Start screen, tap the **People** [IMAGE] tile.
2. In **All** of the People hub, press and hold the contact, and then tap **delete**.
3. Select the contacts you want to delete, and then tap **Delete**.
4. When prompted, tap **OK**.

## The Me tile

When you sign in to your Windows Live and/or Facebook account, the Me tile is automatically created on the Start screen. Tap the Me tile on the Start screen (or in All of the People hub) and check status updates you have posted, comments you have received, and pics that you have uploaded to your Windows Live and/or Facebook accounts.

[Me tile and Me tile screen]

While on the Me screen, you can:

- Tap your status message to the right of your photo to post a new status message.
- Tap your photo to change it.
- Tap a photo to view it.
- Tap an entry to add comments or reply to a comment.

## Contact information

When you tap a contact on the People hub, the contact details screen opens, showing you the information stored for that contact and updates from Windows Live and/or Facebook if you are signed in to your Windows Live and/or Facebook account. Sign in to your Windows Live and Facebook accounts by following the procedure in “Setting up an account” in the Getting started chapter.

Call, send a message, or send an email to that contact in the profile page. Slide your finger left to see what’s new with that contact. Again, you’ll only see updates when you are signed in to your Windows Live and/or Facebook account and the particular friend is also your friend in Windows Live and/or Facebook.

[Contact info screen and what’s new]

# Keyboard

## Using the keyboard

When you start a program or select a box that requires text or numbers, the keyboard becomes available.

After entering your text, press **BACK** to close the keyboard. To open and use it again, tap a text box.

---

### Entering text

---

Use the following keys while entering text using the keyboard:

Some keys have multiple characters or accents associated with them. Press and hold the key to see the available characters and accents.

**Shift** key. Tap to enter an uppercase letter. The next letter you type will be uppercase. Press and hold to turn on caps lock.

Tap to switch to the numeric and symbol keyboard.

**Enter** key. Tap to create a new line.

**Backspace** key. Tap to delete the previous character.

**Smiley** key. Tap to enter smileys.

---

### Moving the cursor

---

1. While entering text, press and hold the text box. A floating cursor appears [IMAGE].
2. Drag the cursor to the position that you want, and then release your finger.

---

### Changing to the landscape onscreen keyboard

---

When entering text, you can choose to use the landscape orientation of the keyboard.

Turn your phone sideways to use a larger keyboard that lets you type easily using your thumbs.


## Entering words with predictive text

The keyboard has predictive text to help you type quickly and accurately. Predictive text input is enabled by default, and word suggestions are displayed as you type.

To enter a word in predictive mode, do any of the following:

- If you see the word you want in bold, you can simply tap the space bar to insert the word into your text.
- If you see the word you want shown in the suggestions before you have finished typing the entire word, tap the word to insert it into your text.
- Slide left on the suggestion bar to see more words.

## Adjusting keyboard settings

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > keyboard**.
3. Clear the check box of the options that you don't want.

# Messages

## About Messages

Keep in touch with important people in your life. Use the Messages application to compose and send text (SMS) and multimedia messages (MMS).

From the Start screen, tap the **Messaging** tile [IMAGE].

On the conversations screen, all your sent and received messages are neatly grouped into conversations, by contact name or phone number. You can:

- Scroll up or down the list of conversations by swiping your finger on the screen.
- Tap a contact name or number to view the exchange of messages.

## Sending a text message (SMS)

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. From the Start screen, tap the Messaging tile [IMAGE].
2. On the conversations screen, tap the plus icon [IMAGE]. The Compose screen opens.
3. Fill in one or more recipients. You can:
  - Enter complete phone numbers directly in the **To** field. Use the semi-colon to separate recipients.
  - Enter the first few letters of a contact name or starting digits of a mobile number. As you enter, matching names with phone numbers from your stored contacts are displayed. Tap a name or one of the contact's number.
  - Tap the plus icon [IMAGE], and then select the phone number of a contact to whom you want to send the message.
4. Tap the box that says "type a message", and then enter your message.
5. Tap the send icon [IMAGE] to send the message.



Your text message automatically becomes a multimedia message when you attach an item.

## Sending a multimedia message (MMS)

To compose a multimedia message, start by creating a new text message, and then attach an image to include in your message.

1. From the Start screen, tap the Messaging tile [IMAGE].
2. On the conversations screen, tap the plus icon [IMAGE]. The Compose screen opens.
3. Fill in one or more recipients. You can:
  - Enter complete phone numbers or email addresses directly in the **To** field. Use the semi-colon to separate recipients.
  - Enter the first few letters of a contact name or starting digits of a mobile number. As you enter, matching names with phone numbers and email addresses from your stored contacts are displayed. Tap a contact's number or email address.
  - Tap the plus icon [IMAGE], and then select the phone number of a contact to whom you want to send the message.
4. Tap the paperclip icon [IMAGE] and then select an image you want to send.



Tap the camera icon [IMAGE] to take a photo and automatically insert it as the attachment.

5. To change the image to send, tap the minus icon [IMAGE].
6. Enter your message.
7. Tap the send icon [IMAGE] to send the message.

## Viewing and replying to a message

When you receive a new message the phone plays a ringtone (if set) and displays the message briefly at the top of the screen.

[IMAGE OF MESSAGE AT THE TOP OF THE SCREEN]

1. To open and read the message, you can:
  - Tap the message bar at the top of the screen.
  - Open the Messaging app to access and read the message.
2. Enter your reply, and then tap the send icon [IMAGE].

## Managing message conversations

---

### Deleting a single message

---

1. On the conversations screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message that you want to delete.
3. Tap **delete** on the options menu.
4. When prompted to confirm, tap **delete**.

---

### Deleting a conversation

---

1. On the conversations screen, press and hold a contact (or phone number) whose messages you want to delete, and then tap **delete**.
3. When prompted to confirm, tap **delete** to delete the entire thread.

# Email

## Adding a POP3/IMAP email account

1. From the Start screen, tap the arrow .



If you have not set up any accounts on the phone, tap the Email setup tile [IMAGE] on the Start screen, and then go straight to step 3.

2. Scroll down the screen, and then tap **Settings > email & accounts > add an account**.
3. Tap the account you want to set up.



If you don't see the account you want to set up, tap **other account** or **advanced setup**. The advanced setup requires you to enter the incoming and outgoing server settings so have them ready if you choose this option.

4. Enter the email address and password for the account.
5. Tap **sign in**.

## Adding a Microsoft Exchange Server account

1. From the Start screen, tap the arrow .




If you have not set up any accounts on the phone, tap the Email setup tile [IMAGE] on the Start screen, and then go straight to step 3.

2. Scroll down the screen, and then tap **Settings > email & accounts > add an account**.
3. Tap **Outlook**.
4. Enter the Exchange ActiveSync account details, and then tap **sign in**. Your corporate Exchange Server must support auto-detect for the phone to automatically set up the Exchange ActiveSync account. If your corporate Exchange Server does not support auto-detect, you will need to enter your Exchange Server settings. Ask your Exchange Server administrator for details.



## Checking your Mail inbox

When you set up an email account, a new tile is created on the Start screen for that email account. To open an email account, tap the tile on the Start screen. If you do not see the tile, you can also open the email account by tapping the arrow  on the Start screen, and then tapping the email account on the apps list.

Slide your finger left or right to go to the different inbox filters..

all	Displays email messages as individual items.
unread	Displays unread messages.
flagged	Displays all flagged messages.
urgent	Displays all urgent messages. .

### Refreshing an email account

Whatever your automatic synchronization settings are, you can also synchronize your sent and received emails manually at any time.

While in the account you want to synchronize, tap refresh icon [IMAGE].

---

## Managing email messages

---

### Deleting an email message from the inbox

1. On the email account inbox, press and hold the message you want to delete.
2. On the options menu, tap **delete**.

### Moving an email message to another folder

1. On the email account inbox, press and hold the message you want to move.
2. On the options menu, tap **move**.
3. Tap the folder where to move the email message.

---

## Sending an email message

---

1. From the Start screen, tap the email tile you want to use to send the email.
2. On the email account inbox, tap the plus icon [IMAGE].
3. Fill in one or more recipients. You can:
  - Enter email addresses directly in the To field. If you're sending the email to several recipients, separate the email addresses with a semi-colon. As you enter email addresses, any matching addresses from your contacts list are displayed. Tap a match to enter that address directly.
  - Tap the plus icon [IMAGE], and then select a contact to whom you want to send the message. Tap the plus icon [IMAGE] again to add more recipients.



If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, tap ... at the bottom-right corner of the screen, and then tap **show Cc/Bcc**.

4. Enter the subject, and then compose your message. Tap the space below the subject line to compose your message.
5. To add an attachment, tap the paperclip icon [IMAGE]. Only images are allowed as attachments.
6. Tap send icon [IMAGE] to send the message immediately, or tap X icon [IMAGE] > Save to send it later.

### Resuming a draft email message

1. In the email account inbox, tap the folder icon [IMAGE], and then tap **drafts**.
2. Tap the message.
3. When you finish editing the message, tap the send icon [IMAGE].

---

### Reading and replying to an email message

---

1. From the Start screen, tap the email account tile.
2. On the email account inbox, tap the email you want to read.
3. Tap the respond icon [IMAGE], and then tap **reply**, **reply all**, or **forward**.

---

### Setting the priority for an email message

---

1. While composing the message, tap ... at the bottom-right corner of the screen.
2. Tap **priority**.
3. Select the priority for the message.

If you selected **high** or **low** priority, the priority appears below the subject line of the message.

---

### Flagging an email

---

1. From the Start screen, tap the email account tile.
2. On the email account inbox, tap the email you want to flag.
3. On the options menu, tap **set flag**.

After flagging an email, you can choose to remove the flag or mark the flagged email as complete. Press and hold the flagged email, and then tap **complete flag** or **clear flag**.

---

### Changing email account settings


---

1. From the Start screen, tap the email account tile.
2. Tap ... at the bottom-right corner of the screen, and then tap **settings**.
3. Tap **sync settings**.
4. Set the options you want, and then tap **done**.
5. Select if you want to append a signature to your emails, and then tap **done**.

---

## Deleting an email account

---

1. From the Start screen, tap the arrow .
2. Scroll down the screen, and then tap **Settings** > **email & accounts**.
3. Press and hold the email account you want to delete, and then tap **delete**.

# Calendar

## About Calendar

Use your phone's Calendar to create and manage your events, meetings, and appointments. You can also set up your phone to stay in sync with the following types of calendars:

- On your phone, sign in to your Windows Live account so you'll be able to sync your phone's Calendar with your Windows Live Calendar online. If you have not signed in to your Windows Live account yet, see the Getting started chapter to find out how to sign in.
- If you have a Microsoft Exchange ActiveSync account and you have added it on your phone, you can sync your phone's Calendar with your Exchange Server calendar events. See the Email chapter for details.
- On your phone, sign in to your Google Account so you'll be able to sync your phone's Calendar with your Google Calendar online. If you have not signed in to your Google Account yet, see the Getting started chapter to find out how to sign in.

## Creating a calendar event

You can create events that appear on your phone only, as well as events that sync with your Windows Live Calendar or Exchange Server calendar.

1. From the Start screen, tap the Calendar tile [IMAGE].
2. In Agenda/Day view, tap the plus icon [IMAGE].
3. If you have more than one calendar, select an **Account** in which to add the event:
4. Enter a details for the calendar event.
5. Tap **more details** to set a reminder, the event occurrence, notes, and more.
6. Tap the save icon [IMAGE].

The Calendar tile on the Start screen will show you upcoming event.

---

## Inviting guests to your event

---

If you want to invite guests to your event, you can use a calendar from an account that you have set up.

1. Open Calendar and create a new event. For the steps, see “Creating a calendar event.”
2. Add details about the event, such as date and time, location, and more. Remember to set the **Account**. This is where the event will be saved.
3. Tap **more details**, scroll down the screen, and then tap **add someone**.
4. Under required or optional, tap **add someone**.
5. Tap the name of the person you want to invite.



You can only invite people that are in your phone.

6. Repeat steps 4 to 5 to invite more people.
7. Tap the **save icon** [IMAGE].

---

## Changing calendar views

---

When you open Calendar, it displays the Agenda view by default. You can also display the Calendar in Day or Month view.

---

### Month view

---

In Month view, you'll see markers on days that have events. To switch to Month view, tap the month icon [IMAGE].

When in Month view:

- Tap a day to view the events of that day.
- Slide your finger up or down the screen to view earlier or later months.

---

### Day and Agenda views

---

Day view displays a list of the events of one day. Agenda view shows a list of all your events in chronological order.

The color bars on the right side, in Agenda view, of the events indicate the type of calendar in which the event is part of. To find out what each color represents, tap ... at the bottom-right corner of the screen, and then tap **calendars**. Change the color by tapping the color box.

When in Day view, slide up or down the screen to view earlier or later days.

## Viewing, editing or deleting an event

You can view, edit, or delete events you created.

---

### Viewing the details of an event

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1. From the Start screen, tap the Calendar tile [IMAGE].
2. In Agenda or Day view, tap the event.

---

### Editing an event

---

1. From the Start screen, tap the Calendar tile [IMAGE].
2. In Agenda or Day view, press and hold the event, and then tap **edit** to open it.
3. Make your changes to the event.
4. When you're done editing, tap **save icon** [IMAGE].

---

### Deleting an event

---

There are two ways to delete an event.

- In Agenda or Day view, press and hold an event and then tap **delete**.
- When viewing an event, tap the **delete icon** [IMAGE].

If the event repeats, you'll be asked whether you want to delete just that occurrence or all occurrences in your Calendar.

## Viewing, dismissing, or snoozing event reminders

If you have set a reminder for an event, the phone will play the ringtone associated with reminders and show you a reminder message to remind you of the upcoming event.

On the reminder message, tap **snooze** to snooze all event reminders or tap **dismiss** to dismiss all event reminders.

## Displaying and synchronizing calendars

You can select which calendars to show or hide on your phone's Calendar, and which ones to keep synchronized.

---

### Showing or hiding calendars

---

1. On the Agenda or Day view, tap ... at the bottom-right corner of the screen, and then tap **calendars**.
2. Tap the on switch for the calendar that you want to hide.

The calendars are kept synchronized on your phone, whether or not you hide them.


---

### Choosing which calendars are synchronized on your phone

---

You can choose which calendars to keep synchronized on your phone or which ones to stop synchronizing.

#### Stop synchronizing a calendar

1. From the Start screen, tap the arrow .
2. Scroll down the screen, and then tap **Settings > email & accounts**.
3. Tap the account whose calendar you want to stop synchronizing with your phone.
4. Clear the **Calendar** check box.
5. Tap **done**.

# Getting connected


## Data connection

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### Creating a new access point

---

Before you add a data connection on your phone, obtain the access point name and settings (including username and password if required) from your mobile operator.


1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > cellular**.
3. Tap **add apn**.
4. Enter the APN, user name, and password.
5. Tap the check icon [IMAGE].

---

### Turning the data connection on or off

---

Turning your data connection off can help optimize your battery life. It can also save money on data charges. However, when your data connection is turned off, you may not always receive automatic updates to your email and other synchronized information.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > cellular**.
3. Tap the data connection On/Off switch.

---


### Enabling data roaming

---

Data roaming lets you connect to your mobile operator's partner networks and access data services when you are out of your mobile operator's coverage area.



Accessing data services while roaming may incur significant charges. Inquire about the data roaming tariffs with your mobile operator before enabling data roaming.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > cellular**.
3. Tap the **Data roaming options** box, and then tap **Roam**.




## Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 meters (300 feet). To use Wi-Fi on your phone, you need access to a wireless access point or “hotspot”. The availability and range of the Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

---

### Turning Wi-Fi on and connecting to a wireless network

---

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > Wi-Fi**.
3. Tap the Wi-Fi networking On/Off switch to turn it on. The phone then scans for available wireless networks.  
The network names and security settings of detected Wi-Fi networks are displayed in the Wi-Fi networks section.
4. Tap the Wi-Fi network you want to connect to.
  - If you selected an open network, you will be automatically connected to the network.
  - If you selected a network that is secured with WEP, enter the password and then tap **done**.



Depending on the network type and its security settings, you may also need to enter more information or choose a security certificate.

When your phone is connected to a wireless network, the Wi-Fi icon [IMAGE] appears in the status bar.

The next time your phone connects to a previously accessed secured wireless network, you will not be prompted to enter the key or other security information again, unless you reset your phone to its factory default settings.

## Using your phone's web browser

Open the web browser to start surfing the web. The browser is fully optimized and comes with advanced features that let you enjoy Internet browsing on your phone.



You must have an active data connection or Wi-Fi connection to access the Internet.

---

### Opening the browser

---

From the Start screen, tap the Internet Explorer tile [IMAGE].

## Going to a web page

1. On the browser screen, tap the URL box on top of the screen.
2. Enter the web page address using the keyboard.
3. Tap the Enter key on the onscreen keyboard.

## Changing the screen orientation

The phone automatically changes the screen orientation depending on how you are holding your phone.

Turn your phone sideways to the left to display the web browser in landscape orientation and in full screen. When in landscape orientation, you won't be able to enter a URL.

## Browsing full versions of all web sites

Some web sites display a mobile version of their pages to phone web browsers. You can choose to view the full version of all pages, even for these sites.

From the browser screen, tap ... at the bottom-right corner of the screen, tap **settings**, and then select **Desktop version**.

## Navigating on a web page

You can swipe your finger on the screen to navigate and view other areas of the web page.



## Zooming in or out on a web page

Tap the screen twice quickly to zoom in, then tap the screen twice quickly again to zoom out. You can also use your fingers to pinch or spread the screen to zoom in and out.

## Selecting a link in a web page

You can tap a link with your finger to open it, or press and hold a link for more options.

Link	What to do
Web page address (URLs)	<ul style="list-style-type: none"> <li>▪ Tap the link to open the web page.</li> <li>▪ Press and hold the link to open a menu that allows you to open the page in a new tab or share the link via Messaging or email.</li> </ul>
Email address	Tap to send an email message to the email address..

---

## Opening a new browser window

---

Open multiple browser windows to make it easier for you to switch from one web site to another. You can open up to 6 browser windows.

1. While viewing a web page, tap the window icon [IMAGE].
2. Tap the plus icon [IMAGE] at the bottom of the screen. A new browser window opens.

---

## Switching between browser windows

---

1. While viewing a web page, tap the window icon [IMAGE].
2. Select the browser window you want to view by tapping the window you want to open.

---

## Finding text within a web page

---

1. While viewing a web page, tap ... at the bottom-right corner of the screen, and then tap **find on page**.
2. Enter the search item, and then tap the Enter key on the keyboard. The search item is highlighted if found.
3. Tap left icon [IMAGE] or right icon [IMAGE] to go to the previous or next matching item.

You can also access a convenient History list of the sites you have visited, or quickly view the pages that you access most often.

---

## Bookmarking a web page

---

1. While viewing a web page, tap the add bookmark icon [IMAGE].
2. Edit the bookmark name if needed, and then tap **ok**.

### Opening a bookmark

1. While viewing a web page, tap the bookmark icon [IMAGE].
2. In **favorites**, tap the bookmark you want to open.

### Editing a bookmark

1. While viewing a web page, tap the bookmark icon [IMAGE].
2. In **favorites**, press and hold the bookmark you want to edit, and then tap **edit**.
3. Enter your changes, and then tap **ok**.

### Viewing a previously visited page

1. While viewing a web page, tap the bookmark icon [IMAGE].
2. Slide your finger left to go to **history**.
3. Tap the page you want to open.

## Clearing the list of previously visited pages

1. While viewing a web page, tap the bookmark icon [IMAGE].
2. Slide your finger left to go to **history**, and then tap the thrash icon [IMAGE].
3. Tap **delete**.

---

## Setting browser options

---

Customize the web browser to suit your browsing lifestyle. Set display, privacy, and security options when using the web browser.

From the browser screen, tap ... at the bottom-right corner of the screen, and then tap **settings**.


# Bluetooth

---

## Turning Bluetooth on

---

Turning Bluetooth on also makes the phone discoverable.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > Bluetooth**.
3. Tap the **On/Off** switch.




Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

---

## Connecting a Bluetooth headset or car kit

---

You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset or car kit. It's the same procedure to set up stereo audio and hands-free.


- The phone supports the following Bluetooth profiles: Handsfree, A2DP, PBAP, and AVRCP.
  - For you to listen to music with your headset or car kit, the headset or car kit must support the A2DP Bluetooth profile.
  - Before you connect your headset, you need to make it discoverable so your phone can find it. You can find out how to do this by referring to your headset manual.
1. Make sure that the headset is discoverable.
  2. From the Start screen, tap the arrow (  ).
  3. Scroll down the screen, and then tap **Settings > Bluetooth**.
  4. If the Bluetooth switch is off, tap it to turn on Bluetooth. Your phone will start to scan for Bluetooth devices within range.

5. When you see the name of your headset displayed, tap the name. Your phone then automatically tries to pair with the headset.
6. If automatic pairing fails, enter the passcode supplied with your headset.

When the Bluetooth headset or car kit establishes a connection to your phone, the Bluetooth connected icon [IMAGE] is displayed in the status bar for a brief moment. You can check the connection status below the hands-free headset or car kit name. Depending on the type of headset or car kit you have connected, you can then start using the headset or car kit to listen to music and/or make and receive phone calls.

### Reconnecting a headset or car kit

Normally, you can easily reconnect your headset by switching on Bluetooth on your phone, and turning on the headset. However, you might have to connect manually if your headset has been used with another Bluetooth device.

1. Make sure that the headset is discoverable.
2. From the Start screen, tap the arrow (  ).
3. Scroll down the screen, and then tap **Settings > Bluetooth**.
4. If the Bluetooth switch is off, tap it to turn on Bluetooth.
5. Tap the headset's name in the Bluetooth devices section.
6. If prompted to enter a passcode, try 0000 or 1234, or consult the headset/car kit documentation to find the passcode.


If you still cannot reconnect to the headset or car kit, follow the instructions in “Unpairing from a Bluetooth device”, and then follow the steps under “Connecting a Bluetooth headset or car kit.”

---

## Disconnecting or unpairing from a Bluetooth device


---

### Disconnecting a Bluetooth device

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > Bluetooth**.
3. On the list of Bluetooth devices, tap the device to disconnect from it. Tap the device again on the list to connect to it.

### Unpairing from a Bluetooth device


You can make your phone forget its pairing connection with another Bluetooth device. To connect to the other device again, you may need to enter or confirm a passcode again.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > Bluetooth**.
3. On the list of Bluetooth devices, press and hold the device to unpair.
4. Tap **Delete**.

# Camera

## Camera basics

Whether traveling for business or fun, enjoy taking photos and videos of your trip and encounters with your phone's camera.

To open the camera, tap the arrow  from the Start screen, and then tap **Camera**. When you open the camera app for the first time, it will ask you if you want to share the location of your phone. This allows you to put geo-tags on the photos that you take using your phone.

---

### Viewfinder screen

---

The camera displays in landscape view only. You'll find the following controls on the Viewfinder screen:

---

### Captured photo or video options

---

After capturing a photo or video, slide your finger from left to right to see the photo or video you have just captured. Press and hold the photo or video so you can:


add to favorite	Adds the photo or video to your favorites in the Pictures application.
delete	Deletes the photo or video
upload to SkyDrive (Photo only)	Uploads the photo to your SkyDrive. You need to be signed in to your Windows Live account to upload to SkyDrive.
share (Photo only)	Send the photo to your friends using Messaging or email.
use as wallpaper (Photo only)	Use the photo as your Lock screen wallpaper.

## Zooming

Before taking a photo or video, you can first use the onscreen zoom buttons to zoom in or out of your subject.

Simple press the + or - buttons onscreen to zoom in or out.

## Taking a photo

1. From the Start screen, tap the arrow (  ).
2. Tap **Camera**.
3. Before taking the photo, you can zoom in first on your subject. See “Zooming” to learn how.
4. Tap the **Settings [IMAGE]** button to select a camera flash mode depending on your lighting conditions.
5. Frame your subject on the Viewfinder screen.
6. Press the CAMERA SHUTTER to take the photo.
7. Choose what you want to do with the photo you’ve just taken. See “Captured photo or video options” for details.

### Camera flash doesn’t turn on?

Using the flash eats up much battery power. To save battery power, the camera disables the flash (even when you have set the camera flash mode to **Auto flash** or **Flash on**) when one of the following occurs:

#### You have an incoming call

The flash will be disabled temporarily when you have an incoming call. After the call ends, you’ll be able to use the flash again.

If you have set the flash to **Flash on**, it turns back on after you answer and end the call.


#### Your phone’s battery level reaches 15% or lower

Recharge the battery so that the camera can have enough battery power to use the flash.

#### Cold weather may lower battery performance which affects the flash

To make sure the camera has enough battery life to power up the flash, keep your phone warm. When not in use, put the phone inside your jacket to keep it warm, and try to avoid sudden temperature changes that may affect battery performance.

## Capturing a video

1. From the Start screen, tap the arrow (  ).
2. Tap **Camera**.
3. On the Viewfinder screen, tap **Video** [IMAGE].
4. Before you start capturing, you can zoom in first on your subject. See “Zooming” to learn how.
5. Tap the **Settings** [IMAGE] button to turn on or off the LED flashlight depending on your lighting conditions.
6. Frame your subject on the screen.
7. Let the camera auto focus on the center of the screen, or you can touch another area on the screen that you want to focus on.
8. Press the CAMERA SHUTTER to start capturing video.
9. To stop capturing, press the CAMERA SHUTTER again.
10. Choose what you want to do with the video you’ve just captured. See “Captured photo or video options” for details.

## Camera settings

To check your camera settings, tap settings [IMAGE] on the Viewfinder screen.

Brightness Contrast Saturation Sharpness	Tap to adjust the brightness, contrast, saturation, and sharpness levels.
White balance	White balance enables the camera to capture colors more accurately by adjusting to your current lighting environment. White balance settings include: Auto, Incandescent, Fluorescent, Daylight, and Cloudy.
Effect	Tap to apply a special effect to your captured photos or videos.
Resolution	Select a photo or video resolution to use for capturing.
ISO (photo mode only)	You can choose an ISO level or set it back to Auto. Higher ISO numbers are better for taking pictures in low light conditions.
Quality (photo mode only)	Select the quality level to use for capturing photos.
Scenes (photo mode only)	Select a scene to use when taking photos [Verify].
Flicker adjustment	When taking indoor shots under fluorescent lighting, keep this setting on Auto or change it to the proper frequency (50Hz or 60Hz) of the power in your country to reduce flicker.



<b>Metering mode</b>	Set how the camera measures the amount of light to calculate the best exposure: <ul style="list-style-type: none"><li>▪ <b>Center area</b> mode allows the camera to measure light in the center.</li><li>▪ <b>Average</b> mode allows the camera to measure light in the whole image.</li></ul>
<b>Restore to default</b>	Tap to change the camera back to default settings.

# Pictures

## About the Pictures app

Using the **Pictures** app, you can view photos and watch videos that you've taken with your phone's camera, downloaded, or copied onto your phone. You can also take a look at your photos on your Windows Live and Facebook accounts.

To open the Pictures app, tap the Pictures tile on the Start screen.

## Viewing photos and videos

After opening the Pictures app, select a filter to browse your photos and videos, and then select the album to view. Tap a photo or video to view it in full screen.

---

### Viewing photos and videos in landscape orientation

---

- The photo orientation adjusts to how you hold your phone. Turn your phone sideways to the left to view a photo in landscape mode.
- Video is always displayed in landscape mode when you play it. Use the onscreen controls to play, pause, or stop the video.

---

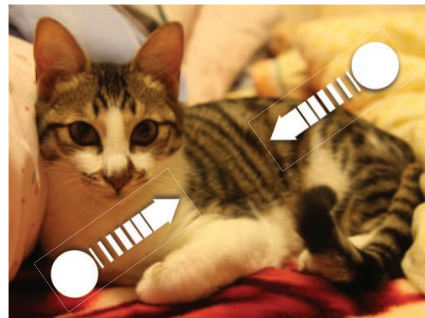
### Zooming in or out on a photo

---

You can also use pinch zooming. Press your thumb and index finger on the screen and then spread your fingers apart to zoom in. Pinch your fingers together to zoom out.



Zooming in



Zooming out

## Sending your photos

Using the Pictures app, you can send photos via email or MMS.

---

### Sending a photo by email

---

1. From the Start screen, tap the Pictures tile on the Start screen
2. Tap the album where the photo you want to share is in.
3. Press and hold the photo you want to send, and then tap **share**.
4. Select the email account you want to use to send the photo.
5. Compose your message and then tap **Send [IMAGE]**.

---

### Sending a photo by MMS

---

1. From the Start screen, tap the Pictures tile on the Start screen
2. Tap the album where the photo you want to share is in.
3. Press and hold the photo you want to send, and then tap **share**.
4. Tap **Messaging**. The photo is automatically added into the MMS message.
5. Compose your message and then tap **Send [IMAGE]**.

## Sharing your photos on the Web

Using the Pictures app, you can share your photos on Facebook and upload your photos to your SkyDrive.

You can also use the camera app to share a photo right after you've captured it. See the Camera chapter.

---

### Sharing photos on Facebook

---

You need to be logged in to your Facebook account to be able to upload pictures.

1. From the Start screen, tap the Pictures tile on the Start screen
2. Tap the album where the photo you want to share is in.
3. Press and hold the photo you want to send, and then tap **upload to Facebook** or **share > upload to Facebook**.
4. If you want to enter a caption, tap the **add a caption** box, and then enter your caption.
5. After entering the caption, tap **send [IMAGE]**.

---

## Uploading a Photo to your SkyDrive

---

You need to be logged in to your Windows Live account to be able to upload pictures.

1. From the Start screen, tap the Pictures tile on the Start screen
2. Tap the album where the photo you want to share is in.
3. Press and hold the photo you want to send, and then tap **upload to SkyDrive** or **share > upload to SkyDrive**.
4. If you want to enter a caption, tap the **add a caption** box, and then enter your caption.
5. After entering the caption, tap send [IMAGE].

# Zune

## Synchronizing your stuff on your phone and PC

Get your music, videos, and podcasts from your PC to your phone with the Zune app. If you don't have the Zune app on your PC yet, go to [www.zune.net](http://www.zune.net) to download and install the app on your PC. You're going to need Zune to move stuff between your PC and phone.

---

### Setting up Zune to synchronize your phone and PC

---


1. Connect your phone to your computer using the supplied USB cable.
2. If the Zune application is not opened on your PC, it will automatically open.
3. Follow the instructions to set up your phone.

---

### Selecting items to synchronize with your phone

---

After setting up Zune, you can now choose the things you want to synchronize with your phone.

1. Connect your phone to your computer using the supplied USB cable.
2. If the Zune application is not opened on your PC, it will automatically open.
3. Click **collection** on top of the Zune app on your PC.
4. Select the type of media (for example, Music) you want to sync to your phone.
5. Select the items you want to synchronize with your phone, and then drag them to the phone icon () at the bottom-left corner of the Zune app.

## Listening to music

1. Get your music into your phone by following the procedure in “Selecting items to synchronize with your phone” earlier in this chapter.
2. From the Start screen, tap the Music + Videos tile.
3. Tap **Music**.
4. Slide your finger left or right to filter your music according to the category you want.
5. Tap the title of the song you want to listen to.

Buy additional music by visiting the Marketplace. For more info about Marketplace, go to “Windows Marketplace” in the More apps chapter.

## Watching videos

1. Get your videos into your phone by following the procedure in “Selecting items to synchronize with your phone” earlier in this chapter.
2. From the Start screen, tap the Music + Videos tile.
3. Tap **videos**.
4. Slide your finger left or right to filter your videos according to the category you want.
5. Tap the title of the video you want to watch.

## Listening to or watching your podcasts

1. Get your podcasts into your phone by following the procedure in “Selecting items to synchronize with your phone” earlier in this chapter.
2. From the Start screen, tap the Music + Videos tile.
3. Tap **podcasts**.
4. Slide your finger left or right to go to your audio or video podcasts.
5. Tap the title of the podcast you want to watch or listen to.

## Listening to the radio

1. From the Start screen, tap the Music + Videos tile.
2. Tap **radio**.
3. Slide your finger left or right to go to the radio station you want to listen to.
4. Add the radio station to your favorites by tapping star [IMAGE].




Access your favorite radio stations by tapping star [IMAGE].

The radio plays in the background even if you exit the radio app. If you do not want to continue listening to the radio, tap pause [IMAGE] before exiting.

# Maps and location

## Turning on location services

In order to find your location on your phone, you need to enable location sources.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > location**.
3. Tap the **Location services** On/Off switch to turn it on.

## Bing Maps

### About Bing Maps

**Bing Maps** lets you track your current location, view real-time traffic situations, and receive detailed directions to your destination.




- You need an active mobile data or Wi-Fi connection to use Bing Maps.
- Real-time traffic information is only available in some countries.
- To find your location with Bing Maps, you need to enable location sources. To learn how, see “Turning on location services” in this chapter.

### Viewing locations in Bing Maps

#### Finding your location

To find your location with Bing Maps, you need to enable location sources. To learn how, see “Turning on location services” in this chapter.

1. From the Start screen, tap the arrow (  ).
2. Tap **Maps**.
3. Tap **Me** icon [IMAGE].

#### Moving on the map

Swipe your finger on the screen to view other areas of the map.

#### Zooming in or out of a map

You can:

- Spread your thumb and index finger across the map to zoom in.
- Pinch your thumb and index finger on the map to zoom out.



## Getting an address and additional information for a location

1. Press and hold a location on the map. A balloon opens over the location with the address.
2. Tap the balloon to see more information.

You can get directions to the location, pin the location to the Start screen, share the location via Messaging or email, and more.

## Clearing the map

After you get directions or search on a map, you can clear away the various markers that such activities have drawn on the map.

When viewing a map, tap ... at the lower-right corner of the screen, and then tap **clear map**.

---

## Switching to aerial view

---

View satellite imagery by switching to aerial view. To switch to aerial view, tap ... at the bottom-right corner of the screen while viewing a map, and then tap **aerial view on**.

---

## Searching for locations and places

---

In Bing Maps, you can search for a location, such as an address, landmark, name of an establishment, or a city.

1. While viewing a map, press SEARCH.
2. Enter the address, landmark, or city you want to search in the search box.
3. Tap Enter on the keyboard.

## Viewing search results

The search results will be displayed as markers on the map. After tapping the balloon that shows the location that you want, you'll see its address, rating, nearby places, and reviews, if available.

To see the list of results, tap ... at the bottom-right corner of the screen while viewing a map, and then tap **results list**.

---

## Getting directions

---

Get detailed directions to your destination. Bing Maps can provide directions for travel by foot or car.

1. While viewing a map, tap the directions icon [IMAGE].
2. Use your current location as the starting point, or enter a location from where to start in the first text box. Then, enter your destination in the second text box.
3. Tap Enter on the keyboard.
4. The next screen displays the directions to your destination in a list.



Tap person icon [IMAGE] to get directions for walking.

---

## Checking traffic conditions

---

Traffic information is available only in selected areas. You can choose to show real-time traffic conditions on a map. Traffic conditions are displayed over roads as color-coded lines. Each color represents how fast the traffic is moving.

To show traffic conditions, tap ... at the bottom-right corner of the screen while viewing a map, and then tap **show traffic**.

# More apps

## Microsoft Office Mobile 2010


Microsoft® Office consists of the following applications:

- Microsoft® Excel® Mobile 2010 lets you create, view, and edit Excel spreadsheets on your phone.
- Microsoft OneNote Mobile 2010 lets you keep track of stuff at home, school, or work — your big ideas, shopping lists, meeting notes, projects, you name it.
- Microsoft® PowerPoint® Mobile 2010 allows you to view (not create) and edit slide show presentations on your phone.
- Microsoft® Word Mobile 2010 lets you create and edit documents on your phone.
- SharePoint Workspace lets you view, edit, and download documents stored on Microsoft SharePoint Server 2010.

---


### Using Microsoft Office Mobile

---

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Office**.
3. Select the Office app you want to use.

## Windows Marketplace

On Windows® Marketplace, it's easy to download and purchase new programs, games, and music that fit your needs and make your phone truly personal. A wide range of free and premium programs is available, from games to powerful business applications. You can also preview and purchase songs on the Marketplace.

To open Marketplace on your phone, tap the arrow (  ) on the Start screen, and then tap **Marketplace**.

## Games

Sign in to Xbox Live® and get access to a ton of games. To open Marketplace on your phone, tap the Games tile on the Start screen.

# Security

## Protecting your SIM card with a PIN

You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number).

Make sure you have the default SIM PIN provided by your mobile operator before continuing.

1. From the Start screen, tap the Phone tile [IMAGE].
2. At the lower-right corner of the screen, tap ..., and then tap **call settings**.
3. Scroll down the screen, and then tap the **Sim security** On/Off switch.
4. Enter the default SIM card PIN, and then tap **enter**.
5. To change the SIM card PIN, tap **Change SIM PIN**.



Emergency calls can be placed at any time without requiring a PIN. See “Making an emergency call” in the Phone calls chapter for more details.


## Restoring a SIM card that has been locked out

If you enter the wrong PIN more times than the maximum number of attempts allowed, your SIM card will become “PUK-locked.” You need a PUK code to restore access to the phone. This code may have been provided by your mobile operator when you received your SIM card.

1. On the Phone dialer screen, enter the PUK code, and then tap **enter**.
2. Enter the new PIN you want to use, and then tap **enter**.
3. Enter the new PIN again, and then tap **enter**.

## Protecting your phone with a password

You can secure your phone by requiring a password every time your phone is turned on or every time it wakes up from sleep mode (screen is off).

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > lock & wallpaper**.
3. Tap the **Password** On/Off switch.
4. Enter the password in both the **New password** and **Confirm password** boxes.
5. Tap **Done**.

## Protecting your phone through the Web


It's a nightmare when you lose your phone especially if there's sensitive information on your phone. Luckily, by going to [www.windowsphone.live.com](http://www.windowsphone.live.com) on your computer, you can lock and even erase the contents on your phone through a web browser. Follow the instructions on the web site to set up your phone so you can access it through a web browser.

Your phone needs to be connected to the Internet through a data connection or Wi-Fi for you to be able to communicate with your phone using a web browser.

# Settings

## Settings on your phone

Control and customize phone settings on the Settings screen.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings**.
3. Slide your finger left or right to access the system or application settings

---

### System settings

---

ringtone & sounds	<ul style="list-style-type: none"> <li>▪ Turn on or off ringer and vibrate.</li> <li>▪ Choose sounds to use for your phone ringtone and notifications.</li> <li>▪ Choose which events to play a ringtone.</li> </ul>
theme	Set the background and accent color to use.
airplane mode	Turn on or off airplane mode.
Wi-Fi	Configure your Wi-Fi connection.
Bluetooth	Manage your Bluetooth connections.
email & accounts	Set up accounts such as Windows Live, Outlook, Facebook, and more. Setting up accounts lets your phone synchronize information with those accounts.
lock & wallpaper	Change your Lock screen wallpaper, set the screen time-out, and set up a password for your phone.
location	Choose to allow or prevent apps on your phone from accessing your current location.
cellular	Turn on or off your data connection, choose data roaming option, and add/edit your data connection APN.
date & time	Choose to set the date and time automatically or manually and choose how you want the time displayed.
brightness	Set the screen brightness.
keyboard	Select the options you want when using the keyboard.
region & language	Set the regional configuration to use.
ease of access	Set the TTY/TDD mode.
speech	Select the options you want when using voice to interact with your phone.
find my phone	[verify]
phone update	Set if you want to be notified when there is an update available and how you want to check for updates.
about	Check information about your phone and reset your phone.

**feedback**

Choose if you want to send feedback to Microsoft and to allow the use of data connection when sending feedback.

---

## Applications settings

---


Check or change the settings for some applications on your phone. To check or change the settings, tap the app name on the list to see what settings are available.

## Changing display settings

---

### Adjusting the screen brightness manually

---


1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings** > **brightness**.
3. Tap the **Automatically adjust** On/Off switch to turn it off.
4. Select the **Level** to use.

---

### Adjusting the time before the screen turns off

---

After a period of inactivity, the phone screen turns off to conserve battery power. You can set the idle time before the screen turns off.


1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings** > **lock & wallpaper**.
3. Tap the **Screen time-out** box, and then select the time before the screen turns off.

## Changing sound settings

---

### Switching between silent and vibrate modes

---

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings** > **ringtones & sound**.
3. Tap the **Vibrate** On/Off switch to turn off vibrate.

When Vibrate is turned on, the phone goes to vibrate mode when the phone volume level reaches zero. When Vibrate is turned off, the phone goes to silent mode when the phone volume reaches zero.

---

### Switching between silent, vibration, and normal modes

---

- Change from normal mode to vibration or silent mode by pressing the VOLUME DOWN button until the volume level reaches zero.
- Change back from vibration or silent to normal mode by pressing the VOLUME UP button.




---


## Choosing the notification sound

---

You can choose a default sound for your phone to play whenever there are new notifications.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > ringtones & sound**.
3. Tap the box of the notification you want to change, and then choose the ringtone to use.

## Checking information about your phone

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > about**.

# Update and reset

## Updating the phone software

From time to time, software updates for your phone may be available. Your phone can check and then notify you if there's a new update. You can then download and install the software update using your phone's Wi-Fi or data connection.



Checking and downloading phone software updates may incur additional data transfer fees from your mobile operator.


Depending on the type of update, the update may erase all your personal data and customized settings, and also remove any applications you have installed. Make sure that you have backed up the information and files you want to keep.

Wait for the update process to finish. When the update is finished, the phone will automatically reset.

---

### Checking phone update preferences

---

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > phone update**.

## Restarting or factory resetting your phone

If your phone becomes unresponsive or sluggish, try restarting your phone and see if that helps. In case your phone has a persistent problem that cannot be solved, the last resort is to do a factory reset.

---

### Restarting your phone (soft reset)

---

If your phone is running slower than normal, an application is not performing properly, or your phone becomes unresponsive, try restarting your phone and see if that helps solve the problem.

To restart your phone, simply turn it off and back on. If pressing and holding the POWER button doesn't work, then remove the battery, wait for a few seconds, reinsert the battery, and then turn the phone on.

---

## Performing a factory reset (hard reset)


---

If you're passing your phone on to someone else or your phone has a persistent problem that cannot be solved, you can do a factory reset (also called a hard reset). This returns your phone to the state it was in before the first time you turned it on.

Factory reset is not a step to be taken lightly. It will permanently delete all your data and customized settings, and will also remove any applications you've downloaded and installed. Be sure to back up any data and files you want to keep before you do a factory reset.

### Performing a factory reset via settings

The most convenient way to do a factory reset is via the phone settings.

1. From the Start screen, tap the arrow (  ).
2. Scroll down the screen, and then tap **Settings > about phone**.
3. Tap **reset your phone**, and then tap **yes**.

### Performing a factory reset using phone buttons

If you cannot turn on your phone or access the phone settings, you can still perform a factory reset by using the buttons on the phone.

1. With the phone turned off, press and hold the VOLUME UP and DOWN buttons, and then briefly press the POWER button.
2. Wait for the screen to show the instructions on how to do the factory reset, and then release the VOLUME UP and DOWN buttons.
3. Follow the instructions onscreen to factory reset your phone.

# Index

## Symbols

3G 40

## A

Access point 40  
 Adding a new contact 24  
 Adjusting the volume 15  
 Airplane mode 22  
 Answering or rejecting an incoming call 19  
 Apps list 14  
 Audio supported formats 68

## B

Back cover 10  
 Battery 11  
 Battery times 68  
 Bing Maps 56  
 Bluetooth  
   - connecting headset or car kit 44  
 Browser 41

## C

Calendar 36  
 Caller ID 18  
 Call history 21  
 Call services 22  
 Camera 46  
 Capturing video 48  
 Changing your wallpaper 17  
 Charging the battery 11  
 Checking information about your phone 65  
 Conference call 20  
 Contacts 23, 24, 26  
 Creating a calendar event 36

## D

Data connection 40  
 Deleting contacts 26

## E

Editing a contact's information 25  
 Email 32  
   - sending photos or videos 51  
 Ending a call 20  
 Exchange ActiveSync 32

## F

Facebook  
   - sharing photos 51  
 Factory reset 66  
 Finger gestures 15  
 Flash (camera) 47

## I

Importing contacts from your SIM card 24  
 Inserting the SIM card 10  
 Inviting guests to your event (Google Account only) 37

## K

Keyboard 27  
   - moving the cursor 27

## L

Linking contact information 25  
 Location services 56  
 Lock screen wallpaper 17

## M

Mail application  
   - deleting 33  
   - Exchange ActiveSync 32  
   - POP3/IMAP account 32  
   - sending 33  
   - settings 34  
 Making an emergency call 18  
 Making calls 18  
 Maps 56  
 Memory 68  
 Merging contact information 25  
 Messages 29  
 Microsoft Exchange ActiveSync 32  
 MMS 29, 30  
 Mobile network connection 40  
 Multimedia message 29, 30  
 Muting the microphone 20

## N

Notification sound 65

---

## P

---

- People
  - about 23
  - contact information and conversations 26
  - People screen 24
- Phone
  - front, top, left, and back panels 8
  - phone dialer 18
- Photo capture 47
- Photos 50
- Pictures 50
- POP3/IMAP 32
- Powering on or off 12
- Predictive text 28
- Protecting your phone with a screen unlock pattern 61
- Protecting your SIM card with a PIN 61
- PUK 61
- Putting a call on hold 19

---

## R

---

- Rejecting an incoming call 19
- Removing the back cover 10
- Removing the battery 11
- Removing the SIM card 11
- Replacing the back cover 10
- Restarting 66

---

## S

---

- Searching 16
- Searching for a contact 25
- Sending a meeting request using Calendar (Exchange ActiveSync only) 37
- Sending a multimedia message (MMS) 30
- Sending a photo or video by MMS 51
- Sending a text message (SMS) 29
- Sending photos or videos by email 51
- Settings 63
  - camera 48
- Setting up My contact card 24
- Setting up your phone for the first time 13
- Sharing photos on Facebook 51
- SIM card 10
- SkyDrive
  - uploading photos 52
- Sleep mode 14
- SMS 29
- Sound volume 15
- Speakerphone 20

- Specifications 68
- Start screen 13
- Switching between calls 19
- Switching your phone on or off 12

---

## T

---

- Taking a photo 47
- Text message 29
- Tiles 13
- Turning your phone on or off 12

---

## U

---

- Updating the phone software 66

---

## V

---

- Video capture 48
- Videos 50
- Video supported formats 68
- Viewfinder screen (Camera) 46
- Viewing photos and videos 50
- Volume 15

---

## W

---

- Web browser 41
- Wi-Fi 41

---

## Z

---

- Zooming (camera) 46
- Zooming in or out on a photo 50
- Zune 53