User's Guide

Tanager: Windows® Powered Smartphone 2002

Contents

Chapter 1 Getting Started

Congratulations on the purchase of your new Windows® Powered Smartphone 2002! This chapter will help you set up your phone, charge your phone's batteries, and familiarize yourself with the different components of your phone. You will also find information about installing Microsoft® ActiveSync®, and where you can find additional help for using your phone.

<u>**Warnings**</u> – <u>**Please Read Before Operating your Device**</u>	
⚠	**THE DEVICE IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX. 1ST TIME, CHARGE FULLY BEFORE USE.**
⚠	**WHEN YOU INSERT YOUR SIM CARD MAKE SURE IT CLICKS INTO PLACE.**
⚠	**YOUR WARRANTY IS INVALIATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING. (For more information, see the enclosed warranty card)**

Getting to know your phone

Front View
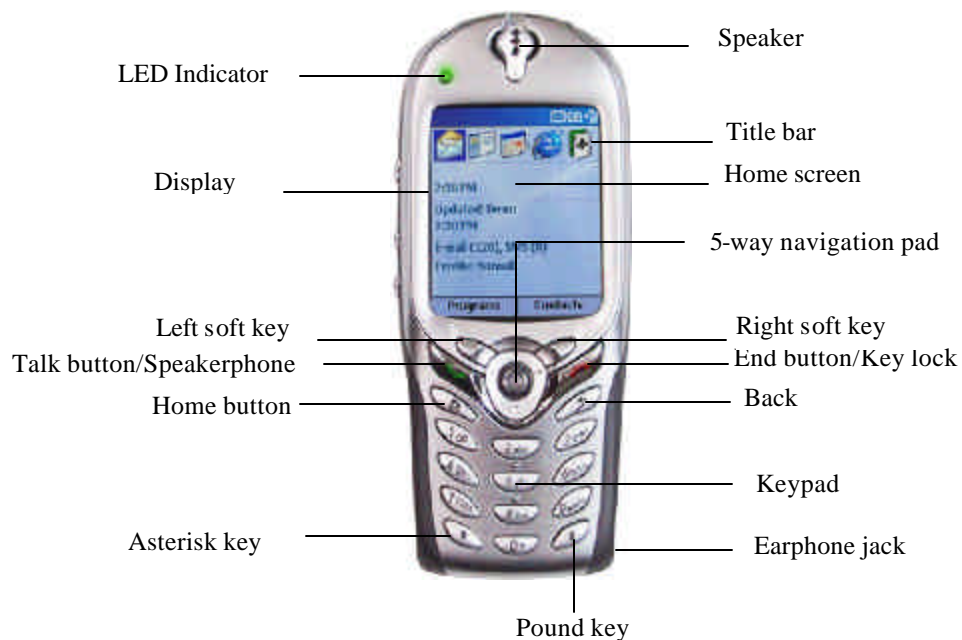
Figure 1 Smartphone Components

Display

- The screen on your phone that displays information.
- The top of the display shows the title bar, where you can see status indicators about your phone's current mode, or the name of the current activity or active program.
- The center of the display shows the Home screen, as well as e-mail messages, contacts, appointments, and other types of information.
- The bottom of the dis play shows the soft key commands.

Home screen

- Displays the five programs you have most recently used, the name of your service provider, the current time, your next appointment, the number of messages in Inbox, and your current profile.

LED Indicator

- Solid green – battery is fully charged.
- Solid amber – battery charging.
- Solid red – battery empty.
- Flashing green (Blinking every 3 seconds) – Network is attached.
- Flashing green (Blinking every second) – Notification
- Flashing red – Battery low

Speaker

Outputs voice from calls and sound from music or video.

Right/Left Soft key

- Performs the command shown on the screen immediately above the key.

Talk button/Speakerphone

- Dials a phone number you entered using the keypad.
- Dials a phone number you selected from the Call History list.
- Answers an incoming call.
- Places a call on hold to answer a second incoming call (call waiting).
- Switches between an active call and a call that is on hold.
- Press and hold to active/deactivate the speakerphone.

End button/Key Lock

- Ends active data calls at any time.
- Ends a call when one party is on the line, and ends the active call when multiple parties are connected.

- Press and hold to lock the keyboard.

Home button

- Displays the Home screen.

Back button

- Navigates to the previous screen, or backspaces over one or more characters when you are in a text field.

Navigation pad

- Press the center to confirm your selection. The Action button's functionality is similar to pressing "Enter" on a keyboard, and is sometimes referred to as the "Do It" button.

- The directional keys move the selection focus up, down, left, or right, and move the cursor left or right in text fields.

Keypad

- Used to enter numbers and characters.

Asterisk key (*)

- Pressing and holding the asterisk key switches between text and numeric input modes.

Pound key (#)

- Pressing and holding the pound key displays a list of symbols.

Earphone Jack

- Insert the earphone here when listening to music or using the headset.

Back, side and base view

Car antenna connector

Power button

Record button

Volume

SD/MMC card slot

Universal connector
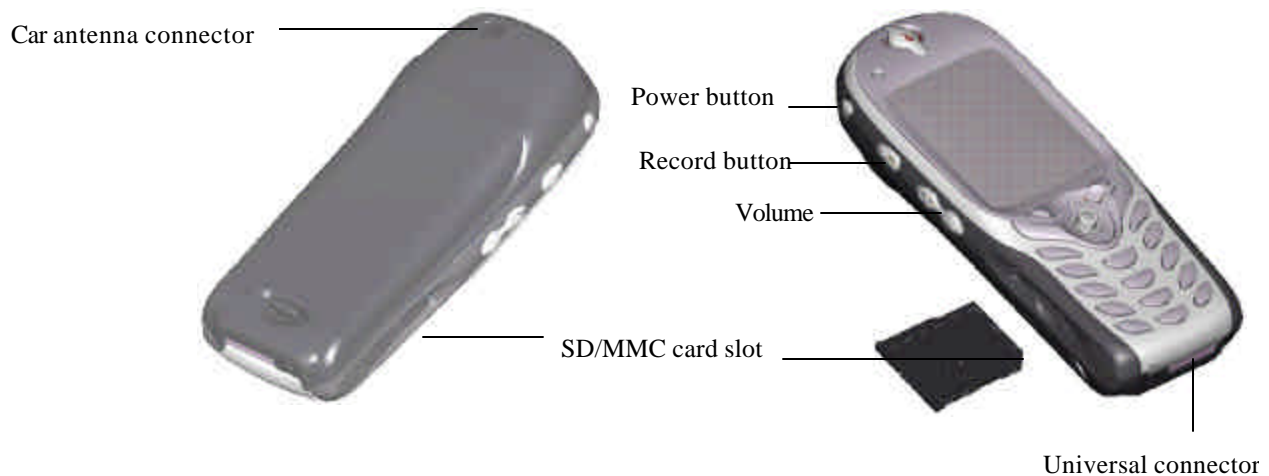
Car antenna connector

- If your car supports you can attach your phone to the car antenna to utilize its superior reception quality.

Power button

- Pressing and holding the Power button turns your phone on.
- When your phone is on, pressing the Power button accesses the Quick List.
- Pressing and holding the Power button turns your phone off.

Record button

- Records notes and processes voice attachments.

Volume

- Press to turn up and down the volume of a call.

SD/MMC card slot

- Insert SD or MMC cards here to increase the capacity of your device's memory.

Universal connector

- Attach the USB/Serial cable here when syncing with your desktop computer or notebook.

Status indicators

Status indicators are displayed in the title bar at the top of the phone's display. The following table lists common status indicators and their meanings.

Indicator	Meaning
✉	New e-mail
	New voice mail
👤	New instant message
	Voice call active
	Data call active
	Call forwarding
	Call on hold
	Missed call
1	Line 1
2	Line 2

Indicator	Meaning
	Battery level
	Low battery
	Battery charging
	No battery
	Signal strength
	No signal
	GPRS available
	GPRS in use
	Roaming
	Sync error
	Radio off
	Ringer off
abc	Multipress text input mode, lowercase
ABC	Multipress text input mode, uppercase
ABC	Multipress text input mode, caps lock
t9	T9 text input mode, lowercase
T9	T9 text input mode, uppercase
T9	T9 text input mode, caps lock
123	Numeric input mode

Synchronizing with ActiveSync

You can use Microsoft® ActiveSync® technology to synchronize information on your desktop computer and/or a Microsoft® Exchange Server with the information on your phone. ActiveSync compares the information on your phone with the information on your desktop computer and/or the server and updates all locations, keeping you up-to-date with the most recent information.

Note: You can synchronize information directly with a Microsoft Exchange Server only if your company is running Microsoft® Mobile Information Server 2002 or later.

Installing ActiveSync

For instructions on installing ActiveSync on your desktop computer, see the *Smartphone 2002 Quick Start Card*. ActiveSync is already installed on your phone.

Note: Make sure to install ActiveSync on your desktop PC before connecting your phone to your desktop PC.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your phone. You will notice that your information has been copied to your phone. Disconnect your phone from your desktop computer and you are ready to go!

For more information on ActiveSync, see Chapter 7, "Synchronizing Information."

Battery

Your Smartphone has a removable, rechargeable Lithium ion battery. With continual use and recharging the battery will after a matter of years become unusable and should be changed through a service center. While you are using your device the amount of power consumed depends on whether you are talking on the phone, or on standby. The estimates for battery life – talk-time: 2~3 hours, GPRS mode: 2 hours, and standby:100 hrs – are based on you only using this function so, as you will be continually interchanging between these features and functions the estimates will vary.

YOUR POCKET PC CONTAINS A LITHIUM ION BATTERY PACK. THERE IS A RISK OF FIRE AND BURNS IF THE BATTERY PACK IS HANDLED IMPROPERLY. DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, OR DISPOSE OF IN FIRE OR WATER. DO NOT ATTEMPT TO OPEN OR SERVICE THE BATTERY PACK. REPLACE ONLY WITH THE BATTERY PACK DESIGNATED FOR THIS PRODUCT. DISPOSE OF BATTERIES PROPERLY. DO NOT DISPOSE WITH YOUR REGULAR TRASH.

Recharging the Battery

If the battery gets very low, your Smartphone displays a warning message. If this occurs, save any unsaved data you are working on, perform a synchronization with your PC, then turn off your Smartphone. Don't try to restart your Smartphone until you have connected to external power.

You can recharge your device in the following ways:

Place your Smartphone in the cradle and connect the cradle to an external power source. The first time you use it initially charge for three to four hours. Then, place it in the cradle for a short time each day to recharge it to its full capacity.
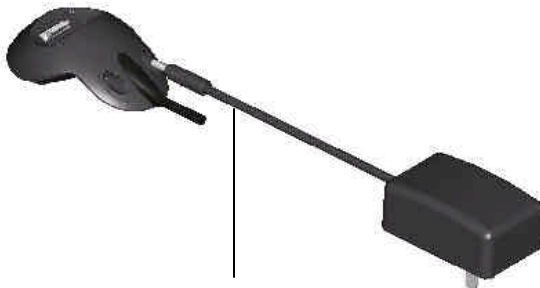
AC Adapter plugs into the back of the cradle

You can plug the AC adapter into the optional USB/Serial cable head and then connect your Smartphone directly to an external power source.

To your
Smartphone

USB synchronization
cable

Plug the AC adapter
into a socket

To your Smartphone   To AC adapter
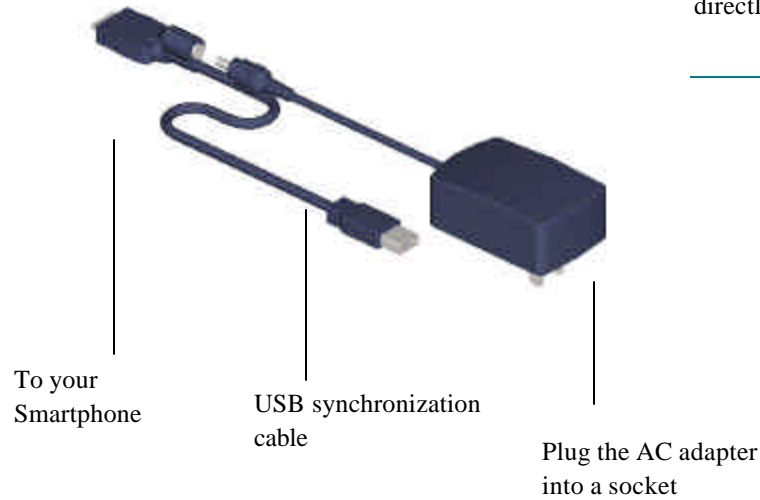
You can plug the AC adapter into the optional DC Converter and then connect your Smartphone directly to an external power source.

Accessories

USB Cradle

Your Smartphone comes with a USB cradle. This allows you to recharge your Smartphone, as well as synchronize information between your smartphone and a PC using ActiveSync

GPRS will not work when your device is plugged into the cradle.

To synchronize the USB Cradle must be plugged into an available USB port on your PC.

SD and MMC Cards

Your device has an expansion slot compatible with a range of SD and MMC Memory cards, which are primarily used to backup or transfer files and data.

To insert or remove a memory card:

1. Push the memory card into slot (see left) until it clicks into place. The card is secure when it is not protruding from the base.

2. To remove the card push it in and then release, letting the card spring out.

When you receive your device there will be a piece of plastic in the slot; remove as described in "2" above.

USB cable

The USB cable allows you to synchronize with your desktop without the cradle. The DC converter in the head also allows you, in combination with an AC adapter, to recharge your device.

D) DC Connector

The DC Connector in combination with the AC adapter allows you to recharge your device without the cradle.

Inserting the SIM card

1. Lift up the SIM card case and insert the SIM. Push it forward and pull back to secure the SIM.

2. Replace the back panel by inserting the top first.

3. Clip it into place it the bottom.

Where to find information

The following table is a guide to finding information to help you use your phone.

Information about	Source
Making a phone call	Smartphone 2002 User's Guide: Chapter 3, "Phone Calls."
Programs on the phone	Smartphone 2002 User's Guide
Additional programs that can be installed on the phone	Smartphone 2002 Companion CD
Connecting to and synchronizing with a desktop computer and/or a Microsoft Exchange Server	Smartphone 2002 Quick Start Card or ActiveSync Help on your desktop computer
Text entry	Smartphone 2002 User's Guide or Smartphone 2002 Quick Reference Card
Last-minute updates and detailed technical information	Readme files, located in the Microsoft ActiveSync folder on the desktop computer.
Up-to-date information on your Smartphone 2002	http://www.microsoft.com/mobile

Chapter 2   The Basics

This chapter explains basic information about using your phone, such as navigating around your phone, entering text and numbers on your phone, and securing your phone.

Navigation methods

The following information describes the different methods for navigating around your phone so you can accomplish tasks quickly and easily.

Using the 5-way Navigation Pad

The navigation pad are used to navigate horizontally and vertically on the screen to move the selection focus, so you can select the item you want. When you see instructional text about selecting an item, use the appropriate Direction key to make your selection.

The following table shows the four different actions you can perform with the Direction keys, and how they help you navigate on the screen.

Direction key action	Navigation
Press **Up**	Moves the selection focus upward on the screen.
Press **Down**	Moves the selection focus downward on the screen.
Press **Right**	Moves the selection focus forward on the screen, or moves the cursor forward through characters in a text field.
Press **Left**	Moves the selection focus backward on the screen, or moves the cursor backward through characters in a text field, without deleting characters.

Using the Action button

The Action button located in the center of the navigation pad confirms your selection. You can think of the Action button as the "Do It" button. In some cases, confirming your selection will take you to a program or setting.

Using the Home button

The Home button takes you to the Home screen.

Using the Home screen

- The Home screen is your starting place for most tasks. You can easily navigate to any program or setting on your phone from this screen. The top of the Home screen displays the five programs you have most recently used. Just select the one you want to open, press the Action button, and you are there. The Home screen also displays the current time, your next appointment, the number of messages in your Inbox, and your current profile.

- Selecting your next appointment and pressing the Action button opens Calendar so you can see all of your appointments for the day. If you want to view your Inbox, just select the E-mail status

showing the number of messages you have, and press the Action button. To view Contacts, press the Contacts soft key.

- The Home screen automatically displays when you turn your phone on or leave your phone idle when it is on, but you can navigate to it any time by pressing the Home button.
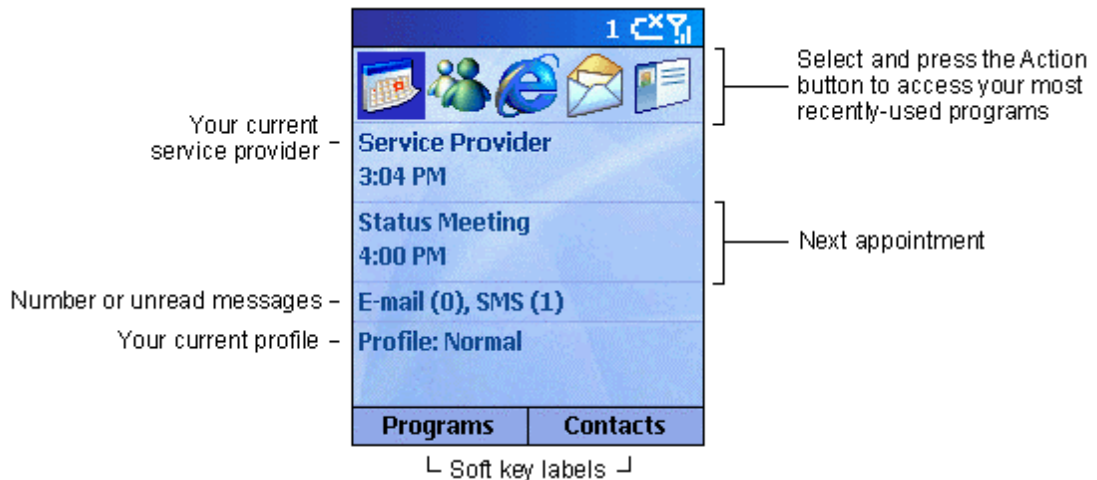
Figure 2 The Home screen

▸ **To access the Home screen**

- Press the **Home** button.

Navigation options from the Home screen

- Select a recently-used program at the top of the screen, and then press the Action button to open the program.

- Select an item in the center of the Home screen, such as your next appointment, your e-mail information, or your profile type, and then press the Action button to open the program or access the settings associated with the item selected.

- Press the Programs soft key to display the list of programs available on your phone, select the program you want, and then press the Action button.

- Press the Contacts soft key to display the Contacts list, select the contact you want to open, and then press the Action button.

Using the Back button

Pressing the Back button navigates to the previous screen, or moves the cursor back to delete one or more characters in a text field, similar to pressing "Backspace" on a keyboard.

▸ **To backspace and remove one character in a text field**

- Press the **Back** button.

▸ **To backspace and remove multiple characters in a text field**

- Press and hold the **Back** button.

Using soft keys

There are two soft keys on your phone, located directly below the display screen. Each soft key performs the command displayed immediately above it on the screen, making it easy to navigate around your phone and to perform common commands.

Using menus

On many screens, the right soft key is labeled Menu. The Menu soft key displays a list of menu options that are relevant to the screen you are viewing. Selecting a menu option will either perform the command or take you to another part of the user interface where you can perform the command.
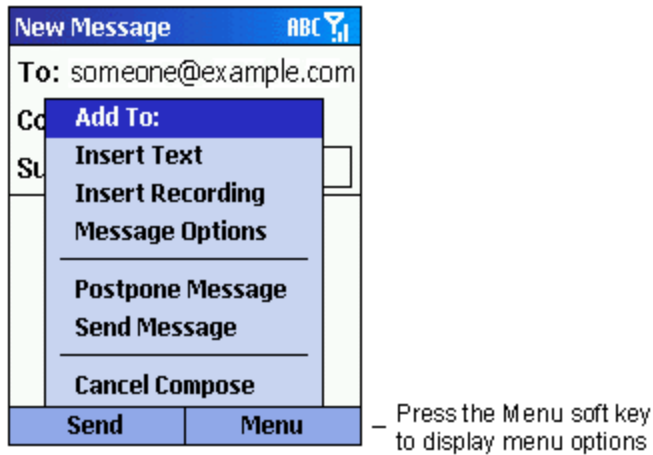
Figure 3 New Message Menu screen displayed.

▸ To access menu options

Press the **Menu** soft key on any screen where it is displayed.

Select the menu option you want, and press the **Action** button.

Tip: Pressing Up moves the selection focus to the bottom of the menu.

Using the Programs list

Your phone comes pre-installed with many programs that you can start using. To install additional programs on your phone, refer to the *Smartphone 2002 Companion CD* that came with your phone. If your phone provides a SIM toolkit to access programs on your SIM card, the toolkit is added to Programs.

▸ To navigate to a program

1.   On the **Home** screen, press the **Programs** soft key.

2.   Select the program you want, and press the **Action** button.

Using numbers

You can also use numbers to quickly navigate to programs and settings on your phone. Just press the number on the keypad that corresponds to the number shown next to the program or setting you want.

For example, in Programs, press 3 on the keypad to open Calendar.

Tip: For lists where numbers are not visible, such as a menu list, you can still press the number that corresponds to the item in top-down order. For example, if you want to select Filter in the list of Contacts menu options, you can press 4 on the keypad because the Filter option is fourth in the list.

Using the Quick List

The Quick List displays a list of commands, such as locking your phone, locking the phone's keypad, and turning off the radio, as well as the list of available profile types.

▸ **To access the Quick List**

- Press the **Power** button.

Entering text and numbers on your phone

You can enter text and numbers on your phone using the keypad. Your phone supports three input modes for entering text and numbers: *Multipress*, *T9*, and *Numeric*. The Multipress and T9 modes are used for entering text, and the Numeric mode is used for entering numbers. When you select a field that requires text or numeric entry, the phone will automatically default to the appropriate input mode. The status indicator on the title bar shows the input mode you are currently using.

▸ **To switch input modes**

- Press and hold the **Asterisk** (*) key until the status indicator for the input mode you want is displayed in the title bar.

The following table shows the complete list of input mode status indicators.

Indicator	Mode
abc	Multipress text input mode, lowercase
ABC	Multipress text input mode, uppercase
ABC	Multipress text input mode, caps lock
t9	T9 text input mode, lowercase
T9	T9 text input mode, uppercase
T9	T9 text input mode, caps lock
123	Numeric input mode

Entering text in Multipress mode

When you are in Multipress mode, you can enter a letter by pressing the number key on which the letter appears. To enter the first letter on the number key, press the key once, to enter the second letter, press the key twice, and so on. The letter entered most recently is underlined until you have completed the keypresses for the letter and moved on to the next letter.

For example:

- To enter the letter "s," press 7777.
- To enter the word "hat," press 44, 2, 8.

When you enter letters that are on the same number key, you must pause after entering the first letter and wait until the underline disappears before entering the next letter so your phone can process the first letter. This pause is called the Multipress time out, and you can adjust the length of the pause between keypresses.

For example:

- To enter the word "cat," press 222, pause, press 2, and then press 8.

▸ **To change the Multipress time out**

1. On the **Home** screen, press the **Programs** soft key, select **Settings**, and then select **Accessibility**.

2. Under Multipress time out, select the time interval you want for the pause between keypresses, and press the **Done** soft key.

▶ **To enter punctuation in Multipress mode**

▪ Press **1** repetitively to cycle through common punctuation.

Entering text in T9 mode

When you are in T9 mode, just press the number keys that contain the letters you want to form a word. T9 will then analyze your keypresses and attempt to complete the word.

For example:

▪ To enter the word "shoe", press 7, 4, 6, 3**.**

▶ **To enter text using T9 mode**

1. Press and hold the **Asterisk (*)** key until the T9 indicator appears on the title bar.

2. Enter the numerical sequence that represents the word you want to form.

3. Press the **Pound (#)** key to accept the word and enter a space after it, or press 0 to scroll through the available words.

4. If you do not see the correct word, erase the word, and then press and hold the **Asterisk (*)** key to switch to Multipress mode, and manually enter the word.

Having trouble entering a word in T9 mode?

T9 cannot always find the word you want in the T9 dictionary; in these cases, switch to Multipress mode. After you have entered the word in Multipress mode, the word will be added to the T9 dictionary.

▶ **To enter punctuation in T9 mode**

▪ Press **1**, then **0** to cycle through common punctuation.

Entering numbers in Numeric mode

When you are in Numeric mode, just press the number(s) you want to enter on the keypad. If a field permits a numerical entry only, such as the Work phone field in Contacts, the input mode will automatically default to Numeric mode.

Miscellaneous input tasks

▶ **To enter a space**

▪ In Multipress or T9 mode, press the **Pound (#)** key on the keypad.

▶ **To start a new line**

▪ Press the **Action** button.

▶ **To change between uppercase and lowercase in text mode**

▪ Press the **Asterisk** (*) key to change between uppercase and lowercase.

Tip: When you are in text mode, the first letter of a sentence is automatically capitalized.

▶ **To lock caps**

▪ Press the **Asterisk** (*) key twice. Press the **Asterisk** (*) key again to return to lowercase.

‣ **To enter a symbol**

- Press and hold the **Pound** (#) key, select the symbol you want, and then press the **Done** soft key.

‣ **To enter a number, an asterisk (*), or a pound sign (#)**

- Switch to Numeric mode, and press the corresponding key on the keypad.

‣ **To delete characters**

Press the **Back** button to backspace over a single character.

Press and hold the **Back** button to backspace and delete an entire text field.

‣ **To enter the plus (+) sign for international calls**

- Press and hold **0**.

Securing your phone

You can customize the level of security you want to have on your phone by locking the keypad, the entire phone, or the SIM card.

Locking the keypad

The keypad lock turns off the keypad functionality. This is a helpful feature if, for example, your phone is turned on and in your pocket, and you want to prevent accidental keypresses from dialing a number etc.

‣ **To lock your keypad**

- On the **Home** screen, press and hold the **End** button. The left soft key will display **Unlock**, indicating that your phone is locked.

‣ **To unlock your keypad**

- On the **Home** screen, press the **Unlock** soft key, and press the **Pound (#)** key.

Locking your phone

Locking your phone prevents access to personal data. When you enable this feature, your phone will automatically lock after a specified time of inactivity. A screen will be displayed requiring your phone lock password before access is granted.

Note: You can still receive calls and make emergency calls when the phone is locked.

‣ **To lock your phone**

1. Press the **Power** button to display the Quick List, select **Device lock**, and then press the **OK** soft key.

2. Under **Lock phone after**, select the amount of time your phone is inactive before the phone automatically locks.

3. Under **Password**, enter the password you want to use to access your phone when it is locked.

4. Under **Confirm password**, enter the password again, and press the **Done** soft key.

Note: After you have selected the time delay and created a password, you can then quickly lock your phone from the Quick List, without having to view these settings.

▸ To unlock your phone

- Press the **Unlock** soft key, enter your password, and then press the **Unlock** soft key again.

▸ To turn off phone lock

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Security**, select **Disable Phone Lock**, and then press the **Done** soft key.

Locking the Subscriber Identity Module (SIM) card

Locking your SIM card prevents you from using the phone, but you can still turn it on and make emergency calls. When you turn your phone on, you will be prompted for your PIN1 password, which you must enter correctly before you can use your phone.

▸ To lock the SIM card

1. On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Security**, select **Enable SIM Lock**, and then press the **Action** button.

2. Enter your PIN1 password, and press the **Done** soft key.

▸ To unlock the SIM card

1. On the **Home** screen, press **Programs**, select **Settings**, select **More**, select **Security**, select **Disable SIM Lock**, and then press the **Action** button.

2. Enter your PIN1 password, and press the **Done** soft key.

Chapter 3 Phone Calls

This chapter explains how to make and receive phone calls, view Call History, and create shortcuts to help you manage calls more efficiently.

Making a call

There are several ways to make a call. The easiest way is to simply dial a phone number from the Home screen.

▸ **To make a call**

▪ On the **Home** screen, press the numbers on the keypad to enter the phone number, and then press the **Talk** button to make the call.

Tip: As you enter a phone number, your phone searches Contacts, Call History, and Speed Dial lists, and your Subscriber Identity Module (SIM) card to find a matching number. When you see the name of the person you want to call listed, select it, and press the Talk button.

AutoFilter matches number to a contact –

AutoFilter matches – number from Call History
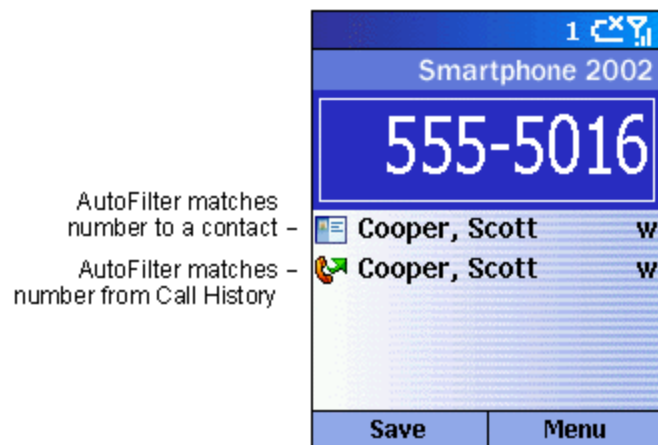
Figure 4 Call Progress screen for making a call

Making a call from Contacts

To call someone from your Contacts list, just select the person's name, and press the Talk button.

If you have more than one phone number for a contact, such as a Work phone number, a Home phone number, and a Fax number, the Work phone number is set as the default number. Pressing the Talk button will always dial the default number, but you can change the default number at any time.

▸ **To make a call by contact name**

On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

Select the contact name to call, and press the **Talk** button.

Tip: If you have a long list of contacts and you don't see the contact you want on the screen, you can enter the first few letters of the contact's name, and the phone will search through the entire Contacts list and display the name.

▸ To change the default number for a contact

1.   On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

2.   Select the contact, and press **Left** or **Right** to change the default number.

3.   For example: If you change "w" to "m," the default number changes from Work phone (w) to Mobile phone (m).

Note: For more information about contact list abbreviations, see Chapter 6, "Contacts, Calendar, and Tasks."

▸ To make a call from an open contact

1.   On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

2.   Select the contact to call, and press the **Action** button.

3.   Select the number you want to call, and press the **Talk** button.

Making a call using a recently-dialed number

You can display a list of phone numbers you have recently dialed and choose a name or number from the list to call the person again.

▸ To make a call using a recently-dialed phone number

1.   On the **Home** screen, press the **Talk** button to display a list of recently-dialed phone numbers.

2.   Select the number or entry for the person to call, and press the **Talk** button again.

Making a call from the Call History list

The Call History list displays the last 25 calls you made, received, and missed. Choose a name or number to call someone from the list.

▸ To make a call from the Call History list

1.   On the **Home** screen, press the **Programs** soft key, select **Call History**, and then press the **Action** button.

2.   Select the number or entry for the person to call, and press the **Talk** button.

Making a call from a hyperlink

When you see an underlined phone number presented as a hyperlink in an e-mail message, just select the hyperlink phone number, and press the Action button to make the call.

Making emergency calls

Calls to emergency service numbers can be made under any circumstances, even if you have locked the SIM card and/or your phone.

▸ To place an emergency call

▪   Dial the emergency number appropriate for your location, and press the **Talk** button.

Having problems making a call?

Check to make sure that your phone contains a valid SIM card and that the phone is turned on, unlocked, and in the service area of the selected service provider's network.

Receiving a call

You can answer a call by pressing the Talk button or the Accept soft key. If don't want to take the call, press the Reject soft key.

▶ To answer an incoming call

- Press the **Talk** button or the **Accept** soft key.

▶ To reject an incoming call

- Press the **End** button or the **Reject** soft key.

When you receive a call, the name and number of the caller are displayed on the screen. If the name of the caller is not in your Contacts list, only the caller's phone number will be displayed.

Caller ID information is matched to a contact

Phone number is identified as Work number in Contacts
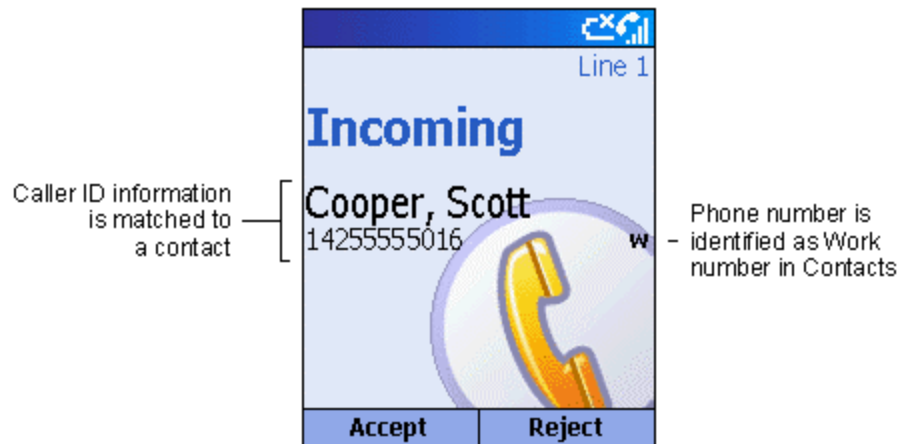
Figure 5 Call Progress screen for receiving a call

▶ To answer a second call using Call Waiting

- If you are already talking on the phone when you receive a call, press the **Accept** soft key or the **Talk** button to place the first call on hold, and answer the second call.

- If you want to end the first call before answering the incoming call, press the **End** button, and then press the **Accept** soft key or the **Talk** button to accept the incoming call.

Note: Call Waiting is available only if you have subscribed to this service. Check with your service provider.

▶ To reject a Call Waiting call

- If you are already talking on the phone when you receive a call and you don't want to answer it, press the **Reject** soft key. This will keep your current call in progress, but will reject the Call Waiting call.

In-call options

While a call is in progress, you can press the Menu soft key to access menu options for common tasks.

The following table shows the menu options available when a call is in progress. Some of these options are only available when multiple calls are in progress or during a conference call.

Menu Option:	Function
End	Disconnects the call.
Hold	Places the active call on hold.
Unhold	Activates the call on hold.
Swap	Switches between two calls.
Save Contact	Creates a contact for the caller.
Conference	Joins together all existing calls, if you have subscribed to this service.
Private	Breaks one call out of a conference and makes this call active while the rest of the conference is on hold.
Speakerphone	Increases the volume of the earpiece.
Mute	Mutes the microphone for the active call. The other party will not hear anything you say, but you can still hear the other party.
Unmute	Turns the microphone back on for the active call.

Miscellaneous call tasks

▶ To place a call on hold

- Press the **Hold** soft key.

▶ To switch between two calls

- Press the **Swap** soft key.

▶ To end a call

- Press the **End** button to disconnect.

▶ To redial the last number called

- On the **Home** screen, press the **Talk** button twice.

▶ To listen to a voice-mail message

1. On the **Home** screen, press the **Programs** soft key. Select **Inbox/SMS**, and press the **Action** button.

2. Select the voice-mail message and press the **Voice Mail** soft key or the **Talk** button. Your voice mail system is then dialed.

Reviewing your calls

Using Call History and Call Timers, you can view information about phone calls you have made and received, such as who has called you recently and how much time you have spent on your phone.

Call History

Call History displays the last 25 calls you have made, received, and missed. Each entry in Call History contains the start time of the call, the duration, the caller's name, if available, and the caller's number. The oldest calls are automatically deleted from the list to make room for the newest calls.

▸ To view Call History

- On the **Home** screen, press **Programs**, select **Call History**, and then press the **Action** button.

Tip: You can filter Missed Calls, Incoming Calls, and Outgoing Calls. Press the **Menu** soft key, select **Filter**, press the **Action** button, and select the filter you want.

▸ To view contact information from Call History

- Select the entry for the contact, press the **Menu** soft key, select **Find Contact**, and then press the **Action** button.

▸ To send an e-mail message from Call History

- Select the contact, press the **Menu** soft key, select **E-mail**, and then press the **Action** button.

▸ To create a new contact from a number in Call History

- Select the contact, press the **Menu** soft key, select **Save**, and then press the **Action** button.

▸ To remove an item from Call History

- Select the item, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

▸ To remove all items in Call History

- Press the **Menu** soft key, select **Delete List**, and then press the **Action** button.

Call Timers

Call Timers contains detailed information regarding the length of your last call, the total number of calls made and received, calls by type (incoming, outgoing, roaming, and data), and a lifetime counter. Call Timers is useful when you want to keep track of your calling patterns, for example to determine what type of calling plan to subscribe to or to help you estimate your monthly billing.

▸ To view Call Timers

- On the **Home** screen, press the **Programs** soft key, select **Call History**, press the **Menu** soft key, select **View Timers**, and then press the **Action** button.
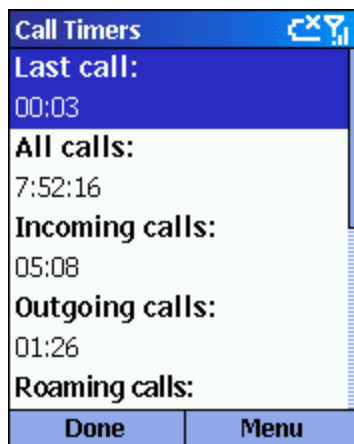
Figure 6 Call Timers

Shortcuts

You can create speed dials as shortcuts to quickly dial frequently-called phone numbers.

Speed dials

You can create speed dials to dial frequently-called phone numbers by simply pressing and holding one or two keys. You may choose speed dial entries from 2-99; speed dial 1 is reserved for voice mail access and the number is configured in your settings.

Note: A speed dial can be created only for phone numbers stored in Contacts.

▶ To create a speed dial for a phone number

1. On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

2. Open the contact and select the phone number to set up as a speed dial.

3. Press the **Menu** soft key, select **Add Speed Dial,** and then press the **Action** button.

4. Under **Keypad assignment**, enter the speed dial number to associate with the phone number, and press the **Done** soft key.

Tip: You can also create speed dials for Web addresses and e-mail addresses that are stored in Contacts.

▶ To make a call using a speed dial

- On the **Home** screen, press and hold the number on the keypad that you have assigned as a speed dial for a number. If the keypad assignment is two digits, press the first digit and press and hold the second digit.

▶ To view speed dials you have created

- On the **Home** screen, press the **Programs** soft key, select **More**, select **Shortcuts**, and then press the **Action** button.

Viewing and deleting shortcuts

Once you have set up speed dials, you can view or delete all of your shortcuts in the Shortcuts list.

▶ To view shortcuts

- On the **Home** screen, press the **Programs** soft key, select **More**, select **Shortcuts**, and then press the **Action** button.

▶ To delete shortcuts

1. On the **Home** screen, press the **Programs** soft key, select **More**, select **Shortcuts**, and then press the **Action** button.

2. Select the shortcut to delete, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

Advanced dialing options

The following information covers advanced dialing options that may be useful for phone numbers requiring special dialing instructions.

▶ To insert an international country code

1. International calls require a country code to be included in the phone number. The country code is separated from the rest of the number sequence by a plus (+) sign.

2.   Press and hold **0** until a plus sign (+) appears.

Note: You can insert a plus sign (+) into a contact's number or dial it directly from the keypad.

▸ To insert a three-second pause in a dialing sequence

1.   Some international calls require a three-second pause in the dialing sequence for the call to process successfully.

2.   On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

3.   Select the contact, press the **Action** button, and then select the phone number to modify.

4.   Press the **Edit** soft key and press **Left** or **Right** to move the cursor between the numbers where you want to insert a three-second pause.

5.   Press the **Menu** soft key, select **Insert Pause**, and then press the **Action** button. The letter "p" will appear in the number to show where the three-second pause will occur in the dialing sequence.

6.   Press the **Done** soft key.

▸ To insert a manual pause in a dialing sequence

There may be phone numbers that require a pause longer than three seconds in the dialing sequence. For these cases, you can pause as long as you want and manually continue the dialing sequence using the Talk button.

1.   On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

2.   Select the contact, press the **Action** button, and then select the phone number to modify.

3.   Press the **Edit** soft key, and press **Left** or **Right** to move the cursor between the numbers where you want the dialing sequence to pause before proceeding.

4.   Press the **Menu** soft key, select **Insert Wait**, and then press the **Action** button. The letter "w" will appear in the number to show where the pause will occur in the dialing sequence.

5.   Press the **Done** soft key.

Note: When you make a call using Insert Wait, press the Talk button to continue the dialing sequence.

Chapter 4 Settings

This chapter introduces viewing and changing the settings on your phone and resetting your phone to its original settings.

Viewing and changing settings

You can easily view and change settings to personalize your phone for the way you work. For example, you can change the sounds or use your own sounds for ring tones, notifications, and reminders, use your own image for the Home screen background, set up Call Forwarding and Call Waiting to manage your calls more efficiently, and more.

▶ To view Settings

- On the **Home** screen, press the **Programs** soft key, select **Settings**, and then press the **Action** button.

Note: To view the remaining settings, select More and press the Action button.
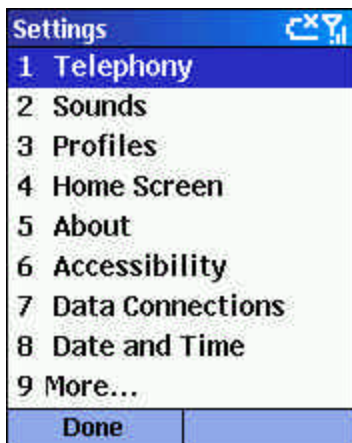
Figure 7 The Settings screen

Telephony

Telephony settings are primarily used to set options for calls you receive, such as Call Forwarding, Call Waiting, and Caller ID.

▶ To view Telephony settings

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Telephony**, and then press the **Action** button.

The following table lists the telephony settings and their functions.

Telephony setting	Function
Call Barring	Enables you to block incoming and/or outgoing calls.
Call Forwarding	Enables you to forward all or selected calls to another number.

Telephony setting	Function
Call Options	Enables you to change phone numbers, such as your voice mail and SMS service center, answer incoming calls by pressing any key, and other advanced call options.
Call Waiting	Enables you to turn Call Waiting on or off.
Caller ID	Enables you to let your identification be known to all callers, only your contacts, or no callers.
Channels	Enables you to configure cell broadcast.
Fixed Dialing	Enables you to limit your calling area to one or more specific phone numbers and/or area codes.
Networks	Identifies your current network and changes your network selection from Automatic to Manual.

Sounds

Sounds settings are used to customize the sounds for ring tones, notifications, and reminders.

▸ **To display Sounds settings**

▪ On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Sounds**, and then press the **Action** button.

▸ **To use your own sound**

1. Go to where your sound file is stored on your desktop computer and copy the file.

2. In ActiveSync on your desktop computer, click **Explore**, double-click **IPSM**, double-click **Application Data**, double-click **Sounds**, and then paste the sound file into the **Sounds** folder.

3. On the **Home** screen on your phone, press the **Programs** soft key, select **Settings**, select **Sounds**, and then press the **Action** button.

4. Select the item to customize, press **Left** or **Right** to select your sound, and then press the **Done** soft key.

Tip: You can also select the sound to use by selecting the item you want to customize, and then pressing the Action button. This will show the complete list of sounds to choose from.

Profiles

Profiles settings are used to configure how your phone notifies you of events such as an incoming call, an approaching appointment, or an arriving message. You can use Profiles to change quickly how you receive notifications based on your situation. For example, you may want the phone to ring louder if a client is calling, or you may not want the phone to ring at all, but want to hear calendar reminders. The default profile used with your phone is the Normal profile. The name of the current profile is displayed on the Home screen, and you can rename it.

▸ **To view Profiles settings**

▪ On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Profiles**, and then press the **Action** button.

Tip:　　　You can also get to Profiles settings directly from the Home screen.
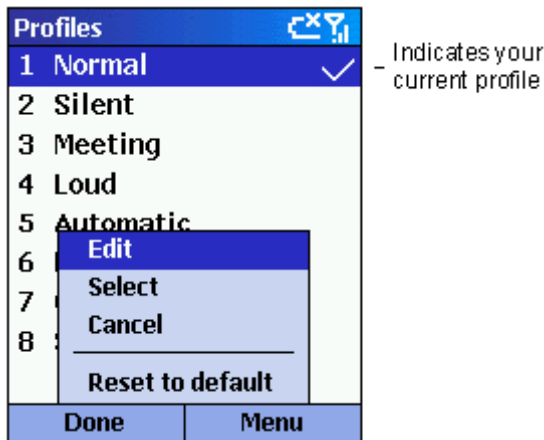
Figure 8 Profiles

Preset profiles

The following table shows the list of profiles that come with your phone and their attributes.

Profile Name	Ring Type	Ring Volume	Notification Type	Notification Volume	Feedback Volume
Normal	Ring	3	Play sound	3	3
Silent	Vibrate	Off	Vibrate	Off	Off
Meeting	Vibrate	1	Sound	1	Off
Loud	Ring	Loud	Sound	Loud	Loud
Automatic	Toggles between Normal and Meeting, based on your calendar.				
Headset	Ring	3	Sound	3	3
Car	Ring	4	Sound	4	4
Speaker-phone	Ring	Loud	Sound	Loud	Loud

▸ To use profiles

1.　On the **Home** screen, press **Down** to select **Profile: [*Type*]**, and press the **Action** button.

2.　Select the profile, press the **Action** button to set the profile, and then press the **Done** soft key.

Tip: You can also select a different profile using the Quick List. Press the Power button, select the profile, and then press the Action button.

▸ To modify a profile on the Settings menu

1.　On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Profiles**, and then press the **Action** button.

2.　Select the profile to modify, press the **Menu** soft key, and then select **Edit**.

3.   Modify the settings, and press the **Done** soft key.

Home screen

Home screen settings are used to change the Home screen layout, the color scheme, the background image, and the time delay before the Home screen appears when your phone is idle.

▸ **To view Home screen settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Home Screen**, and then press the **Action** button.

▸ **To customize the Home screen with your own image**

1.   Go to where your image file is stored on your desktop computer, and copy the image file.

2.   In ActiveSync on your desktop computer, click **Explore**, navigate to **My Documents**, and then paste the image file into the **My Documents** folder.

3.   On the **Home** screen on your phone, press the **Programs** soft key, select **Settings**, select **Home Screen**, and then press the **Action** button.

4.   Select **Background image** and press **Left** or **Right** to select your image.

5.   Press the **Done** soft key.

Tip: You can also select the image you want to use by selecting Background image and pressing the Action button. This will show you the complete list of images to choose from.

Notes: Make sure that your phone is connected to your desktop computer via USB or Serial before you open ActiveSync to paste the image file.

For best results, use images with a 176 x 220 screen resolution to fit on the screen.

About

About settings display information about your phone's operating system, including version numbers and copyright information.

▸ **To view About settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **About**, and then press the **Action** button.

Accessibility

Accessibility settings are used to configure your system font size, multipress time-out, confirmation time-out, and in-call alert volume.

▸ **To view Accessibility settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Accessibility**, and then press the **Action** button.

Data Connections

Data Connections settings enable you to set up Dial-up, Virtual Private Network (VPN), Proxy, and General Packet Radio Service (GPRS) connections so you can connect to the Internet or your corporate network. With a data connection, you can browse the Web, download e-mail, chat using MSN® Messenger, or synchronize wirelessly with the server. Check with your service provider to see if a data connection has already been set up for you, and if over-the-air configuration is supported.

▸ To view Data Connections Settings

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Data Connections**, and then press the **Action** button.

Dial-up connection

You need to set up a Dial-up connection to connect directly to the Internet or to your corporate network.

▸ To create a dial-up connection to the Internet

1. On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Data Connections**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Edit Connections**, and then press the **Action** button.

3. Select **Dial-up Connections,** and press the **Action** button.

4. Press the **Menu** soft key, select **Add**, and then press the **Action** button.

5. Under **Description**, enter a name for the connection.

6. Under **Connects to**, press **Left** or **Right** to select **The Internet**.

7. Enter the appropriate information for the remaining fields, and press the **Done** soft key.

▸ To create a dial-up connection to your corporate network

1. On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Data Connections**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Edit Connections**, and then press the **Action** button.

3. Select **Dial-up Connections**, and press the **Action** button.

4. Press the **Menu** soft key, select **Add**, and then press the **Action** button.

5. Under **Description**, enter a name for the connection a name.

6. Under **Connects to**, press **Left** or **Right** to select **My Corporate Network**.

7. Enter the appropriate information for the remaining fields, and press the **Done** soft key.

VPN connection

A VPN connection is used to access your corporate network using an existing Internet connection.

Proxy connection

A proxy connection is used to access the Internet using an existing connection to your corporate network.

GPRS connection

If there is GPRS coverage in your area, you can set up a GPRS connection to access your corporate network or the Internet, which is faster than a Dial-up connection.

Date and time

Date and Time settings enable you to change your local time zone and the current date and time, and to set the alarm.

▸ **To view Date and Time settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Date and Time**, and then press the **Action** button.

Owner Information

Owner Information settings are used to enter and display personal information, such as your name, phone number, and e-mail address. This is helpful, for example, in the event that you lose your phone so that you can be contacted if it is found.

▸ **To view Owner Information settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Owner Information**, and then press the **Action** button.

Power Management

Power Management settings are used to display power-saving settings, such as changing the backlight brightness and the backlight and display timeouts, and to check your battery level.

▸ **To view Power Management settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Power Management**, and then press the **Action** button.

Regional Settings

Regional Settings are used to change the phone's language, date, and time style, as well as number and currency formatting options.

▸ **To view Regional Settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Regional Settings**, and then press the **Action** button.

Remove Programs

Remove Programs settings enable you to remove programs installed on your phone, with the exception of core programs that came with your phone, such as Contacts, Calendar, and Internet Explorer.

▸ **To view Remove Programs Settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Remove Programs**, and then press the **Action** button.

Security

Security settings are used to enable phone lock or SIM lock and to set the phone lock password.

▸ **To view Security Settings**

- On the **Home** screen, press the **Programs** soft key, select **Settings**, select **More**, select **Security**, and then press the **Action** button.

Resetting to factory defaults

OEM/service provider note:

Chapter 5 Messaging Features

This chapter introduces basic messaging features, such as sending and receiving e-mail and Short Message Service (SMS) messages, viewing and managing your message folders, customizing message notifications, and using MSN® Messenger to communicate with others.

Sending e-mail and SMS messages

There are several ways to send e-mail and SMS messages with your phone. The most common way to send messages is from Inbox or from a contact card.

For information on text input, see Chapter 2, "The Basics."

Sending messages from Inbox

You can send e-mail messages by synchronizing, or by connecting directly to an e-mail server through your Internet service provider (ISP) or a corporate network.

For information on Microsoft ActiveSync, see Chapter 7, "Synchronizing Information."

▸ **To compose an e-mail or SMS message from Inbox**

1. On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2. Press the **New** soft key, enter an e-mail address or SMS number in the **To** field, or select a name from Contacts by selecting the **To** field, and then press the **Action** button.

3. Press **Down** and enter a subject.

4. Press **Down**, enter your message, and then press the **Send** soft key.

Notes: To insert the @ sign for an e-mail address, press the 1 key repeatedly in Multipress mode until the @ sign appears.

To add multiple recipients, separate each name with a semicolon by repeatedly pressing the 1 key in Multipress mode until the semicolon appears.
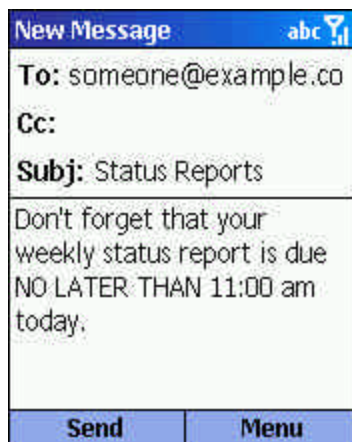
Figure 9 New e-mail

▶ To request a delivery receipt for a SMS message you are composing

1.   Before you send the SMS message, press the **Menu** soft key, select **Message Options**, and then press the **Action** button.

2.   Select the **Request SMS text message delivery notification** check box, and then press the **Done** soft key.

Sending messages from a Contact

You can send a message quickly to a contact if you have an e-mail address or SMS number included in the contact.

▶ To compose an e-mail or SMS message from a contact

1.   On the **Home** screen, press the **Contacts** soft key.

2.   Select the contact you want and press the **Action** button.

3.   Select the e-mail address or SMS number and press the **Action** button.

4.   Enter a subject.

5.   Press **Down**, enter your message, and then press the **Send** soft key.

Inserting predefined text into messages

Save time when composing mail by inserting predefined text into your messages. You can edit the predefined text to create words or phrases that you frequently use in messages.

▶ To insert predefined text into a message

1.   On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2.   Press the **New** soft key and, in the body text field, press the **Menu** soft key, select **Insert Text**, and then press the **Action** button.

3.   Select the predefined text you want to insert into your message and press the **Insert** soft key.

▶ To edit your predefined text messages

1.   On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2.   Press the **Menu** soft key, select **Options**, select **Predefined Text**, and then press the **Action** button.

3.   Select and modify the text you want to change and press the **Done** soft key.

Inserting voice recordings into messages

Inserting a voice recording into a message is easy. Inserting a voice recording is useful when you want to verbally explain information that is contained in the message.

▶ To insert a voice recording into a message

1.   On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2.   Press the **New** soft key and, in the body text field, press the **Menu** soft key, and then select **Insert Recording**.

3.   Press the **Record** soft key to start recording and press the **Stop** soft key to stop recording.

4.   Press the **Done** soft key to insert the recording into your message.

Note: Only one voice recording at a time can be created. A new voice recording will replace the prior recording.

Receiving e-mail and SMS messages

You can receive e-mail and SMS messages through Inbox synchronization or by connecting to your e-mail server. You can then view all of the messages in your Inbox. When you connect to the e-mail server or synchronize your Inbox with your desktop computer, only the first .5 KB of each new message are downloaded to Inbox on your phone by default. If you are using an IMAP4 or POP3 server, only the first 1 KB of each new message are downloaded by default. Only small attachments are downloaded and the original messages remain on the e-mail server or your desktop computer.

Note: For more information on synchronizing your Inbox, see Chapter 7, "Synchronizing Information."

Opening messages

E-mail and SMS messages that are sent to you are stored in your Inbox.

▸ **To open a message**

1.   On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2.   Select the message to open and press the **Action** button.

Tip: If you want to create a contact card for the sender, press the Menu soft key, select Add Sender to Contacts, and then press the Action button.

Receiving meeting requests

When you accept a meeting request that arrives in Inbox, the meeting will immediately appear in Calendar on your phone, and a message will be sent back to the meeting organizer the next time you synchronize Inbox.

For more information on synchronizing Calendar, see Chapter 7, "Synchronizing Information."

▸ **To accept a meeting request**

1.   On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2.   Select the meeting request, press the **Action** button, and then press the **Accept** soft key.

Receiving complete messages

You can specify messages to receive in full, instead of receiving only the first .5 KB set by default.

▶ To receive a complete message

1. On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2. Select the message to receive in full, press the **Menu** soft key, select **Mark for Download**, and then press the **Action** button.

3. The complete message will be retrieved the next time you synchronize or connect to your e-mail server.

Note: When you delete a message on your phone, it is also deleted from the e-mail server the next time you connect.

Receiving message attachments

You can download message attachments to your phone. Attachments are displayed as a list of hyperlinks at the bottom of the e-mail message. Each attachment is preceded by an attachment icon. These attachment hyperlinks are displayed at the bottom of the message. The text of the hyperlink contains the file name followed by the size of the attachment, thereby helping you to determine whether you want to download the attachment.

Note: On POP3 messages, the attachment size is omitted.

The attachment icon has the following three states:

- Not downloaded
- Downloaded
- Marked for download

▶ To download an attachment

- In an open message containing an attachment for download, select the attachment and press the **Action** button.
  The attachment will be downloaded when you synchronize or request to send and receive e-mail.

▶ To view a downloaded attachment

- In an open message containing a downloaded attachment, select the attachment and press the **Action** button.

Note: You can view attachments only for file types that are supported by your phone.

Viewing your message folders

Your phone stores messages in the following folders.

- **Deleted Items,** where messages that you delete are stored until you empty this folder.
- **Drafts,** where messages that you save before sending are stored.
- **Inbox,** where all messages that you receive arrive by default.
- **Outbox,** where sent e-mail messages are stored until you synchronize or connect to your e-mail server. SMS messages are sent immediately over the network and will appear in your Outbox folder only for a few seconds.
- **Sent Items,** where copies of e-mail messages that you send are stored.

▸ **To view message folders**

1. On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Show Folders**, and then press the **Action** button.

Note: If your e-mail account supports folders, you can view multiple folders to reflect the folder structure that you have created on your e-mail server. Messages you download from the server will then be placed automatically in the appropriate folders on your phone.

Managing your Inbox

All e-mail and SMS messages are stored in your Inbox. By default, the most recently received messages are displayed at the top of the Inbox list. Using the menu options, you can quickly compose, delete, forward, and reply to messages. You can also customize your Inbox settings to control the way you send, receive, and view messages.

Figure 10 Inbox

▸ **To view your Inbox**

▪ On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

Using Inbox menu options

It is easy to accomplish common messaging tasks from your Inbox. Press the New soft key to compose a new message, or press the Menu soft key to forward, delete, and reply to messages, access Inbox options you can customize, and more.

▸ **To view Inbox menu options**

▪ On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, press the **Action** button, and then press the **Menu** soft key.

The following table lists Inbox menu options and their functions.

Inbox menu option	Function
New Message	Opens a new message.
Reply	Replies to an open or selected message.
Forward	Forwards the selected message.

Inbox menu option	Function
Delete	Deletes the selected message.
Mark for Download	Retrieves the entire e-mail message from the e-mail server the next time you connect.
Mark as Read	Displays the header text of a message in your Inbox in lightface, indicating that the message has been read.
Mark as Unread	Displays the header text of a message in your Inbox in bold, indicating that the message has not been read.
Options	Displays a list of Inbox options that you can customize (see the following table).
Send/Receive E-mail	Connects to your e-mail server to send and receive messages.
Show Folders	Displays all message folders.

Customizing Inbox options

You can optimize your Inbox for the way you work. For examp le, you can change the way your messages are displayed, specify how you want your messages to be sorted, specify the volume and limit the size of messages you want to automatically download, change your synchronization schedule, and more.

▶ **To customize Inbox Options**

1. On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, and then press the **Action** button.

3. Select the option to customize, and press the **Action** button.

4. Modify the settings to change, and press the **Done** soft key.

The following table lists the Inbox options and their functions.

Inbox Option	Function
Display	Enables you to change the message information displayed in your Inbox.
Sending	Enables you to specify whether you want to include an original copy of the message in your reply, save a copy of your sent messages, or use Unicode for SMS messages.
Receiving	Enables you to specify the volume and limit the size of new messages that are automatically downloaded.
Predefined Text	Enables you to edit the predefined text that you can insert in messages.

Inbox Option	Function
E-mail Setup	Enables you to configure your phone to send and receive e-mail messages. Your service provider or network administrator will need to provide you with the necessary information to connect to your e-mail server.
Automatic Synchronization	Enables you to set up and change your synchronization schedule.
Import Messages from SIM	Enables you to import SMS messages from a SIM card to your Inbox. The messages are not removed from the SIM card after they are imported.
Transport Options (IMAP only)	Enables you to select mail transport options. For example, IMAP4 allows you to download e-mail messages received during a specified number of days.

Message notifications

Your phone makes a sound to alert you when new messages arrive. The number of unopened messages is displayed on the Home screen, depending on your Home screen settings and an envelope icon is displayed in the title bar. You are notified in different ways for the types of messages you receive.

SMS messages: These messages are delivered immediately to your phone. If your phone is turned off when SMS messages arrive, you are notified the next time you turn your phone on. A closed envelope icon ✉, indicating an unopened e-mail message, is displayed in the title bar, accompanied by an SMS sound alert. You can view new SMS messages in your Inbox.

E-mail messages: When you connect to your e-mail server, you are notified of new e-mail messages by the closed envelope icon ✉ displayed in the title bar, accompanied by an e-mail sound alert. You can view new e-mail messages in your Inbox.

Voice mail messages: You are notified of new voice mail messages available on the voice mail system by the new voice mail icon ✉ displayed in the title bar. You can then listen to your new voice mail messages by pressing the Voice Mail soft key if it is displayed, or by calling your voice mail service number.

▸ **To modify a sound alert for notifications**

1. On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Sounds**, and then press the **Action** button.

2. Select the item to modify, press **Left** or **Right** to choose a new sound, and then press the **Done** soft key.

SMS messages

You can send and receive SMS messages up to 160 characters in size over the phone network. If an SMS message is longer, it will automatically be sent in chunks as several small SMS messages, and will then be unified as one SMS message after all of the small SMS messages have been received.

The advantages of SMS messages include the following:

- SMS messages are sent instantly.
- SMS messages can be sent or received during a voice or data call.

- Most mobile phones support SMS, so most recipients can read SMS messages you send.

Note: SMS messages are not synchronized, and you cannot use them to send or receive attachments.
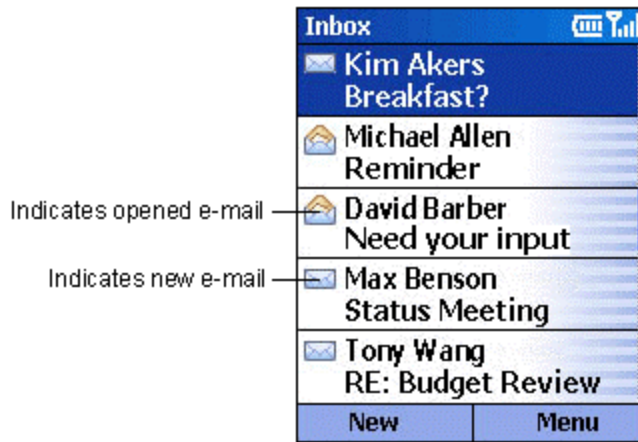
▶ **To import SMS messages from the SIM card to your Inbox**

1. On the **Home** screen, press the **Programs** soft key, select **Inbox/SMS**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, select **Import Messages from SIM**, and then press the **Action** button.

Notes: You cannot export Inbox from your phone to a SIM card.

SMS messages are not removed from the SIM card after they are imported to Inbox.

Communicating with MSN Messenger

You can use MSN® Messenger on your phone to send instant messages. MSN Messenger on your phone provides the same chat environment as MSN Messenger on your desktop computer. Features of this environment include:

- Sending and receiving instant messages.
- Seeing the status of others in your Messenger contacts list, or changing your own status (e.g., *available, busy, out to lunch*).
- Inviting other people to a chat conversation.
- Blocking contacts from seeing your status or sending you messages.

Getting started with MSN Messenger

To use MSN Messenger, you need a Microsoft® .NET Passport account unless you already have a Hotmail account. To set up a Microsoft .NET Passport account, go to: http://www.passport.com. Once you have this account, you will need:

- A connection on your phone, such as a modem or wireless connection, that enables you to connect to the Internet.
- To sign in to MSN Messenger using your Microsoft .NET Passport.

▶ **To sign in and out of MSN Messenger**

1. On the **Home** screen, press the **Programs** soft key, select **MSN Messenger**, press the **Action** button, and then press the **Sign In** soft key.

2. Enter your sign-in name (Example: name_123@hotmail.com) and password, and then press the **Sign In** soft key.

3. To sign out, press the **Menu** soft key, select **Sign out**, and then press the **Action** button.

Note: If you do not sign out of MSN Messenger, you will remain on a data connection. This may result in additional charges from your service provider.

▶ **To send an instant message**

1. Sign in to MSN Messenger.

2. Select the person in MSN Messenger to whom you want to send an instant message, and press the **Send** soft key.

3. Enter your message, and press the **Send** soft key.

Notes: To quickly add common messages, press the Menu soft key, select My Text, and then select the text you want to use in the message.

For information on text input, see Chapter 2, "The Basics."

Figure 11 MSN Messenger Options

▸ **To invite a contact to an ongoing chat**

▪ Press the **Menu** soft key, select **Invite**, and then select a contact.

▸ **To see who is already chatting, or to switch between chats**

▪ Press the **Menu** soft key, and select **Chats**.

▸ **To accept or switch between chats**

▪ Press the **Menu** soft key, select **Chats**, and then select the contact to begin chatting.

▸ **To add a contact**

▪ In the Messenger contacts list, press the **Menu** soft key, select **Add Contact**, and then follow the directions on the screen.

▸ **To delete a contact**

▪ In the Messenger contacts list, select the contact's name, press the **Menu** soft key, and then select **Delete Contact**.

▸ **To block or unblock a contact from seeing your status and sending you messages**

▪ In the Messenger contacts list, select the contact's name, press the **Menu** soft key, and then select **Block** or **Unblock**.

▸ **To change your status**

1. In the Messenger contacts list, select your name, and press the **Action** button.

2. Select a status description, such as **Away**, and press the **Action** button.
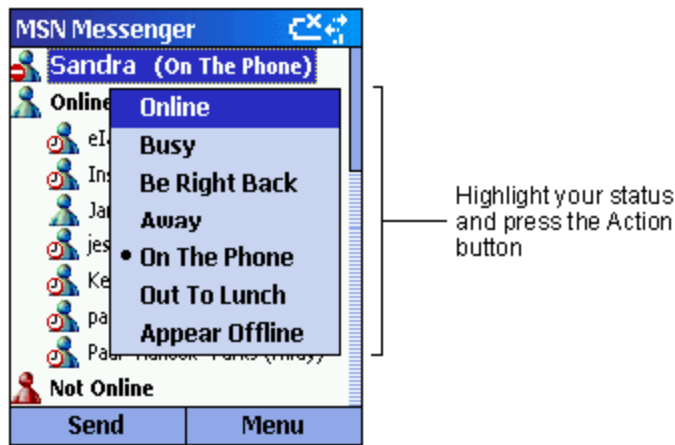
Figure 12 Changing Status

▸ **To change your displayed name**

In the Messenger contacts list, press the **Menu** soft key, select **Options**, and then select **Passport Account**.

Enter the name that you want others to see when you send instant messages.

Note: You must be signed in to MSN Messenger to change your displayed name.

Chapter 6 Contacts, Calendar and Tasks

This chapter introduces features on your phone that help you manage and keep track of contacts, appointments, and schedule, and maintain a "things to do" list. This chapter also explains how to send and receive contact and appointment information between your phone and another mobile device or a desktop PC (beaming data) by using infrared.

For information on synchronizing Contacts, Calendar, and Tasks, see Chapter 7, "Synchronizing Information."

Using Contacts

You can think of Contacts as an online address book, where you can store information about people and businesses you communicate with in contact cards. For example, you can store multiple phone numbers, e-mail and street addresses, Web pages, and other information that relates to the contact, such as a birthday or anniversary date. You can use Contacts to dial phone numbers and compose e-mail and SMS messages directly from a contact card.

The Contacts list

The Contacts list displays the names of your contacts alphabetic ally, along with an abbreviation for the default communication method, such as the person's work phone number (w) or home phone number (h). This makes it easy to reach the contact using the method you prefer.

Note: If the contact card includes a work phone number, your phone will automatically set it as the default number.

▸ **To access Contacts**

- ▪ On the **Home** screen, press the **Contacts** soft key.

Figure 13 The Contacts list

The following table shows possible abbreviations that might be displayed in the Contacts list and their meanings.

Contact list abbreviation	Meaning
w	Work phone
w2	Second work phone
h	Home phone
h2	Second home phone
m	Mobile phone
pgr	Pager
car	Car phone
sms	SMS address
e	E-mail address
e2	Second e-mail address
e3	Third e-mail address

▸ To call a contact using the default number

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact to call, and press the **Talk** button.

Tip: If you have a long list of contacts and you don't see the contact you want to call on the first screen, enter the first few letters of the contact's name: the phone will search through the entire Contacts list and display the name.

▸ To call a contact using a number other than the default number

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact, press **Left** or **Right** to display the abbreviation for the number you want to use, and then press the **Talk** button.

Note: Changing the abbreviation changes the default number.

▸ To find a contact by entering a name

1. On the **Home** screen, press the **Contacts** soft key.

2. Begin entering the name of the contact you want until the name is displayed.

   For example, to find "Sandra," enter 7, 2, 6, 3, 7, 2 because these numbers correspond with the letters for that name on the keypad.

▸ To filter contacts

1. On the **Home** screen, press the **Contacts** soft key, press the **Menu** soft key, select **Filter**, and then press the **Action** button.

2. Select a filter (**Business**, **Miscellaneous**, or **Personal**), and press the **Action** button.

▸ To create a new contact

1. On the **Home** screen, press the **Contacts** soft key, and press the **New** soft key.

2. Enter the information for the new contact, and press the **Done** soft key.

Note: When you create a new contact on your phone, you can synchronize Contacts with your desktop PC or a server to keep your contact information up-to-date in all locations.

▸ To delete a contact

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact to delete, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

Contact cards

A contact card displays all of the information that you have entered for the contact, such as name of the person or business, phone numbers, e-mail addresses, and more. From a contact card, just select a phone number and press the Talk button to call the number. You can also select an e-mail address and press the Action button to begin composing a message to the contact.

▸ To view a contact card

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact to view, and press the **Action** button.
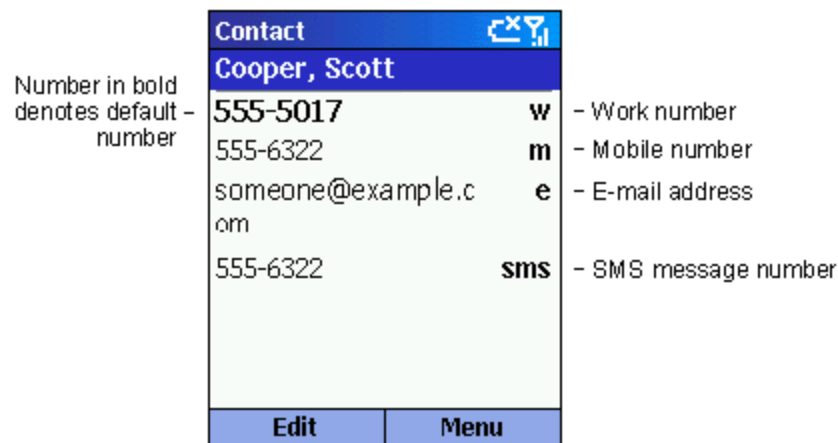
Figure 14 Contact card

▸ To call a contact from a contact card

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact, and press the **Action** button to open the contact card.

3. Select the number to use, and press the **Talk** button.

▸ To send an e-mail from a contact card

1. On the **Home** screen, press the **Contacts** soft key.

2. Select the contact to whom you want to send an e-mail message, and press the **Action** button to open the contact card.

3.   Select the e-mail address, and press the **Action** button.

4.   Enter a subject, press **Down**, and compose your message in the body text field, and then press the **Send** soft key.

5.   To edit a contact

6.   On the **Home** screen, press the **Contacts** soft key.

7.   Select the contact to edit, and press the **Action** button to open the contact card.

8.   Press the **Menu** soft key, select **Edit**, and then press the **Action** button.

9.   Make the changes, and press the **Done** soft key.

Using contact card menu options

Using the contact card menu options, you can quickly apply a speed dial or voice tag to the contact, change the default method for communicating with the contact, beam the contact card to another mobile device or a desktop PC using infrared, delete the entire contact card, or edit the contact card information.

▸ To view contact card menu options

1.   On the **Home** screen, press the **Programs** soft key, select **Contacts**, and then press the **Action** button.

2.   Select the contact to open, and press the **Menu** soft key.

The following table lists the contact card menu options and their functions.

Contact card menu option	Function
Add Speed Dial*	Enables you to create a shortcut to a phone number, e-mail address, or Web URL by assigning one or two numbers as a speed dial..
Add Voice Tag*	Enables you to create a shortcut to a phone number, e-mail address, or Web URL by assigning a recording.
Set As Default	Makes the selected phone number or e-mail address the default communication method for the contact.
Beam Contact	Sends the contact card to another mobile device or a desktop PC using infrared.
Delete	Removes the contact card from the Contacts list.
Edit	Enables you to modify information in the contact card.

* For information about creating speed dials, see Chapter 3, "Phone Calls."

Using Calendar

Calendar is the scheduling component of your phone, where you can create and view appointments, and view your calendar by day, week, or month.

▶ To access Calendar

- On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

▶ To create a new appointment

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Press the **Menu** soft key, select **New**, and then press the **Action** button.

3. Enter information in the fields displayed.

   To set a reminder for the appointment, under **Reminder**, select the amount of time before the appointment that you want the reminder to appear.

4. Press the **Done** soft key.

Note: When you create a new appointment on your phone, you can synchronize Calendar with your desktop PC or a server to keep your schedule information up-to-date in all locations.

Figure 15 New Appointment

▶ To view an appointment

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Select the appointment to open, and press the **Action** button.

Note: You can view the details of a meeting in Calendar in the same way in which you view details of an appointment.

▶ To edit an appointment

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Select the appointment to edit, press the **Action** button, and then press the **Edit** soft key.

3. Make the changes, and press the **Done** soft key.

▶ To delete an appointment

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Select the appointment to delete, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

Viewing your schedule

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

Agenda view

The Agenda view in Calendar is the default view for calendar information. This view displays meetings and appointments scheduled for the current day. The appointments are shown in chronological order according to start time. All-day appointments are shown as a single line at the top of the Agenda view. Up to three all-day events will be displayed.

▶ To view your agenda for the current day

▪   On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

▪   If you are in Calendar and you are using the Week or Month view, press the **Menu** soft key, select **Agenda View**, and then press the **Action** button.

Tip: To look at your agenda for previous or approaching dates, press **Left** or **Right**.

▶ To view your agenda for a specific date

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Select the **Menu** soft key, select **Go to Date**, and then press the **Action** button.

3. Enter the date you want to view, and press the **Done** soft key.
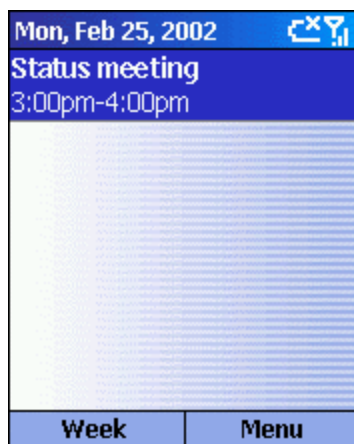
Figure 16 Agenda View

Week view

The Week view shows your schedule for the specified week. This view allows you to get a quick indication of your free and busy time, and allows you to create an appointment at a selected time easily.

The Week view displays the hours from 9:00 A.M. to 5:00 P.M. in one-hour increments by default on the left side of the screen. You can press Up or Down to show the hours before or after those displayed. If you press Up or Down and leave Week view, the hours last shown will be displayed the next time you return to Week view.

▶ **To view appointments for the week**

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Week View**, and then press the **Action** button.

Note: To change settings for Week View, press the Menu soft key, select Options, and then press the Action button.
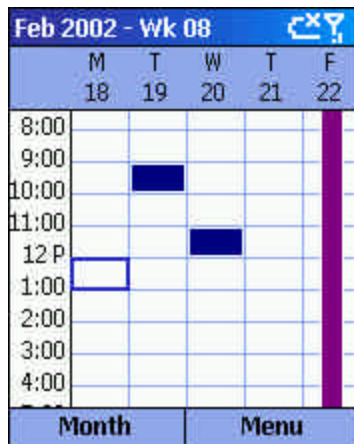
Figure 17 Week View

Month view

The Month view provides an overview of your monthly schedule with arrow indicators for morning and afternoon appointments. The arrows pointing upward represent morning appointments, and the arrows pointing downward represent afternoon appointments. An all-day event is indicated by a white box inside the calendar day. If you have morning and afternoon appointments and an all day event, a red box will surround that calendar day.

▶ **To view your schedule for the month**

1. On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Month View**, and then press the **Action** button.

Figure 18 Month View

Importing Calendar information

You can import calendar information from another calendar program if it uses the iCal or vCal format. The calendar information can be imported from attachments in e-mail messages, SMS text messages, links in Microsoft® Pocket Internet Explorer, or by infrared.

Using Tasks

A task is a personal or work-related project, assignment, or errand to track through completion. A task can occur once or repeatedly. A recurring task can repeat at regular intervals or repeat based on the date you mark the task complete. For example, you might want to pay a bill on the last Friday of every month, or get a haircut when one month has passed since your last haircut.

The task list

The Task list shows your "things to do" list. An item is followed by an exclamation mark if it has been marked as high priority and a down arrow if it has been marked as low priority. Overdue tasks are displayed bold and red on color phones. Completed tasks are displayed with the corresponding check box selected.

Note: If you synchronize Tasks with your desktop PC, completed tasks are removed from your phone after synchronization. They are then displayed in gray with a strikethrough on your desktop PC.
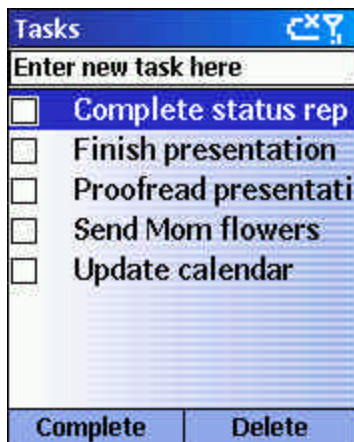
Figure 19 Task List

Using the task list

▸ To create a new task

1.   On the **Home** screen, press the **Programs** soft key, select **More**, select **Tasks**, and then press the **Action** button.

2.   Select the **Enter new task here** field, enter the task, and then press the **Action** button.

Notes: When you create a new task on your phone, you can synchronize Tasks with your desktop PC to keep your Task list up-to-date in both locations.

If you create a new task with a reminder on your desktop PC, you can synchronize Tasks with your phone to hear the reminder on your phone.

▸ To mark a task as complete

1.   On the **Home** screen, press the **Programs** soft key, select **More**, select **Tasks**, and then press the **Action** button.

2.   Select the task, and press the **Complete** soft key.

▸ To mark a completed task as incomplete

1.   On the **Home** screen, press the **Programs** soft key, select **More**, select **Tasks**, and then press the **Action** button.

2.   Select the task, and press the **Activate** soft key.

▸ To delete a task from the Task list

1.   On the **Home** screen, press the **Programs** soft key, select **More**, select **Tasks**, and then press the **Action** button.

2.   Select the task, and press the **Delete** soft key.

Creating Voice Notes

Voice Notes are used to create short voice recordings. Recordings are included in the All Notes list and are named consecutively (Recording 1, Recording 2, and so on).

▸ To create a Voice Note

1.   Hold the phone's microphone near your mouth.

2.   Press the **Record** button, and press the **Record** soft key to begin recording your voice note.

3.   Press the **Stop** soft key to stop recording your voice note.

Note: To listen to a recording, select it from the All Notes list, press the Menu soft key, select Play, and then press the Action button.

▸ To rename a recording

1.   Press the **Record** button, and select the recording you want to rename.

2.   Press the **Menu** soft key, select **Rename**, and then press the **Action** button.

3.   Under **Name**, enter a new name for the recording, and press the **Done** soft key.

Beaming information

You can use the infrared port on your phone to send and receive (beam) calendar appointments and contact cards between your phone and another mobile device or a desktop PC that has an infrared port, and supports VCards and VCal.

▶ To beam a contact

1.   On the **Home** screen, press the **Contacts** soft key.

2.   Select the contact to beam, press the **Menu** soft key, select **Beam Contact**, and then press the **Action** button. Align the infrared ports so that they are unobstructed and within close range of each other, and press the Beam soft key.

     Status information will then be displayed, indicating the name of the device your phone is beaming to, and whether the beaming process is pending, done, or if it has failed.

▶ To beam an appointment

1.   On the **Home** screen, press the **Programs** soft key, select **Calendar**, and then press the **Action** button.

2.   Select the appointment to beam, and press the **Action** button to open the appointment.

3.   Press the **Menu** soft key, select **Beam Appointment**, and then press the **Action** button.

4.   Align the infrared ports so that they are unobstructed and within close range of each other, and press the **Beam** soft key.

     Status information will then be displayed, indicating the name of the device your phone is beaming to, and whether the beaming process is pending, done, or if it has failed.

▶ To receive beamed information

1.   On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, and then press the **Action** button.

2.   Select **Infrared Receive**, and press the **Action** button.

3.   Align the infrared ports so that they are unobstructed and within close rang of each other, and press the **Yes** soft key to receive the information.

Note: Your phone can receive beamed files of any type, but some files may need to be copied to your desktop computer for viewing.

Chapter 7 Synchronizing Information

This chapter introduces basic concepts and features of Microsoft® ActiveSync®, and explains how to set up Server ActiveSync®, synchronize remotely, and create a synchronization schedule. This chapter also gives an overview of the different types of Microsoft® Outlook® information you can synchronize.

For more information about ActiveSync, see ActiveSync Help on your desktop computer.

Using ActiveSync

You can synchronize information on your desktop computer and/or a Microsoft® Exchange server with the information on your phone. ActiveSync compares the information on your phone with the information on your desktop computer and/or the server and updates all locations with the most recent information. With ActiveSync, you can:

- Keep your Outlook information up-to-date by synchronizing your phone with your desktop computer.

- Choose to synchronize Inbox, Calendar, and Contacts with a server so that you have the latest information, even when your desktop computer is turned off.

- Copy (rather than synchronize) files between your phone and your desktop computer.

- Control when synchronization occurs by selecting a synchronization schedule.

- Select which information types are synchronized and control how much information is synchronized. For example, you can choose how many weeks of past appointments to synchronize.

Note: Using Server ActiveSync, you can synchronize information directly with a Microsoft Exchange Server if your company is running Microsoft® Mobile Information Server 2002 or later.

Installing ActiveSync

Before you begin synchronization, install ActiveSync on your desktop computer from the *Smartphone 2002 Companion CD*. For more information on installing ActiveSync, see the *Quick Start Card*. ActiveSync is already installed on your phone.

Creating a Partnership

After the installation is complete, the New Partnership Wizard helps you set up a partnership between your phone and your desktop computer and/or a server so that you can start synchronizing information and customizing your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard. After the first synchronization, you will notice that your Outlook information now appears on your phone.

Warning: To prevent synchronization problems, select **Synchronize with Microsoft Mobile Information Server and/or this desktop computer** in the New Partnership Wizard only if you are certain that your company is running Microsoft Mobile Information Server 2002 or later and you know the server name. Otherwise, select **Synchronize with this desktop computer**. For more information, contact your network administrator or service provider.
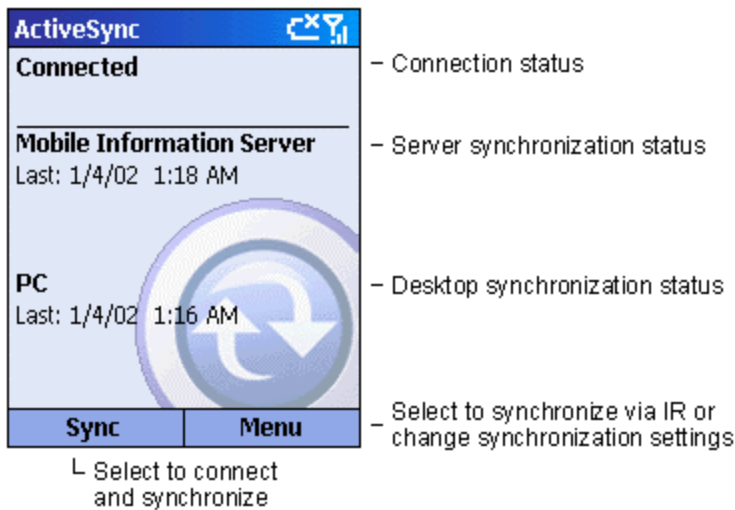
Figure 20 Synchronization in progress

▶ To start and stop synchronization

1. On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2. To start synchronization, press the **Sync** soft key; to stop synchronization, press the **Stop** soft key.

Setting up Server ActiveSync

Before you can begin to synchronize information with a server, you may need to request server configuration information, such as your user name, password, and the name of the Microsoft Mobile Information Server, either from your service provider or from your corporate network administrator. This configuration information may have already been set up on your phone, or you may have already been given this information.

▶ To set up Server ActiveSync

1. On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, and then press the **Action** button.

3. Select **Connection**, and press the **Action** button.

4. Under **Username**, enter your Microsoft Exchange user name.

5. Under **Password**, enter your Microsoft Exchange password.

6. Under **Domain**, enter the name of the domain for your Microsoft Exchange Server (if required).

7. Select **Save password** if you want your phone to save your password so that you need not enter it repeatedly.

8. In **Server name**, enter the name of the Microsoft Mobile Information Server to which you want to connect.

9. Press the **Done** soft key twice.

10. To begin synchronizing with the server, press the **Sync** soft key.

Note: You can also set up a connection to synchronize remotely with a server when you first create a partnership between your phone and desktop computer.

Figure 21 Active Sync Status screen

▶ **To stop synchronizing with a server**

You can stop synchronizing an information type with a server on your phone. However, to switch to synchronizing that information type with your desktop computer instead, you will need to change the synchronization settings on the desktop computer. For more information about synchronization, see ActiveSync Help on the desktop computer.

1.   On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2.   Press the **Menu** soft key, select **Options**, and then select the information type that you no longer want to synchronize with a server, such as **Calendar**, **Contacts**, or **Inbox**.

3.   Clear the check box next to the information type that you no longer want to synchronize with a server, and press the **Done** soft key.

Synchronizing Remotely

You can synchronize remotely with your desktop computer or with a server if you have set up Server ActiveSync.

▶ **To synchronize remotely with a desktop computer**

1.   On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2.   Press the **Menu** soft key, select **Options**, and then press the **Action** button.

3.   Select **PC Settings**, and then press the **Action** button.

4.   Select **Include PC sync remotely when synchronizing**, and then press the **Action** button.

5.   Under **Connect To**, select the appropriate computer name, and press the **Done** soft key.

6.   To start synchronization, press the **Sync** soft key.

▶ **To synchronize remotely with a server**

1.   On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2.   Press the **Menu** soft key, select **Options**, and then press the **Action** button.

3.   Select the information type to synchronize with the server, press the **Action** button, select the **Synchronize *[Information type]*** check box, and then press the **Done** key.

Creating a server synchronization schedule

You can create a server synchronization schedule so that your information is automatically synchronized with the server at time intervals that you specify.

▶ **To create a schedule to synchronize with a server when your phone is connected to a desktop computer**

1. On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, select **Schedule**, and then press the **Action** button.

3. Select the **When connected to my PC, synchronize with the server every** check box, and select a length of time.

4. Press the **Done** soft key.

▶ **To create a schedule to synchronize with a server when your phone is not connected to a desktop computer (sync wirelessly)**

1. On the **Home** screen, press the **Programs** soft key, select **ActiveSync**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, select **Schedule**, and then press the **Action** button.

3. Select the **When not connected to my PC, synchronize with the server every** check box and select a length of time.

4. Press the **Done** soft key.

Synchronizing information

This section provides an overview of the types of Outlook information you can synchronize. By default, ActiveSync does not automatically synchronize all types of Outlook information. Use ActiveSync options to turn synchronization on and off for specific information types.

Synchronizing Inbox

When you select Inbox for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization, the following events occur:

- Messages are copied from the Outlook Inbox folder on your desktop computer, or from a Microsoft Exchange Server, to the Inbox folder on your phone.

- By default, when synchronizing Inbox information with your desktop computer, you'll receive only messages from the last three days and the first 500 bytes of each new message. You can also choose to download file attachments.

- By default, when synchronizing Inbox information with a server, you'll receive only messages from the last three days and the first 500 bytes of each new message. You can also choose to download file attachments.

- The messages on your phone and on your desktop computer are linked. When you delete a message on your phone, it is deleted from your desktop computer the next time you synchronize, and vice versa.

- Messages in subfolders in other e-mail folders in Outlook are synchronized only if the folders have been selected for synchronization in the Inbox on your phone.

Note: SMS messages are not received in your Inbox through synchronization. Instead, they are sent to your phone by way of your service provider.

Synchronizing Calendar

Calendar items stored on your phone can be synchronized with calendar items stored on your desktop computer or on a Microsoft Exchange Server. By default, calendar items from the last two weeks will be synchronized.

Calendar items created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, Calendar items that are deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your information up-to-date in all locations.

Synchronizing Contacts

Contacts stored on your phone can be synchronized with contacts stored on your desktop computer or on a Microsoft Exchange Server. By default, all of your contacts will be synchronized.

Contacts created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, contacts that are deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your information up-to-date in all locations.

Synchronizing Tasks

Tasks stored on your phone can be synchronized with tasks stored on your desktop computer. Task synchronization is automatically selected in ActiveSync. By default, all of your incomplete tasks will be synchronized.

Tasks created on your phone are copied to your desktop computer during synchronization, and vice versa. Similarly, tasks that are deleted from your phone are deleted from your desktop computer during synchronization, and vice versa. This keeps your information up-to-date in all locations.

Note: Tasks can be synchronized only with your desktop computer; they cannot be synchronized with a server.

Synchronizing Using an Infrared Connection

You can use an infrared connection to create a direct connection between your phone and another mobile device or desktop computer quickly. This method is ideal for quickly switching between multiple devices since there are no cables or adapters to change. When creating a partnership, you must connect using infrared, a cable, or a cradle connection.

For more information about synchronizing using an infrared connection or other connection types, see ActiveSync Help on your desktop computer.

ActiveSync Errors

Whenever ActiveSync cannot successfully synchronize your information, it displays an error on your phone.

▸ To view more information about an ActiveSync error

- Press the **Action** button when the error text is displayed. ActiveSync will then display more information about the error that occurred.

Note: Some types of errors can interfere with automatic synchronization. If you suspect that a scheduled automatic synchronization has not occurred, you should attempt to manually synchronize your information. Successfully completing manual synchronization will reset automatic synchronization. For more information, see the "Synchronizing Information" section of ActiveSync Help on your desktop computer.

Chapter 8 Internet, Entertainment and More

This chapter explains how to browse the Web using Pocket Internet Explorer, play audio and video files using Windows Media™ Player, set up a modem link, play Solitaire, and use Calculator.

Using Internet Explorer

Using Microsoft® Pocket Internet Explorer, you can browse the Web on your phone. Pocket Internet Explorer on your phone supports WAP (Wireless Application Protocol), HTML (Hypertext Markup Language), and cHTML (compact Hypertext Markup Language). The browser supports images and sounds, but it does not support frames on a Web page.

▶ To access Pocket Internet Explorer

- On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

▶ To disconnect from the Internet

- Press the **End** button.

Navigating in Pocket Internet Explorer

With Pocket Internet Explorer, the Favorites list is displayed as the main screen instead of a home page. You can add your own Favorites to this list for quick access to Web sites you frequently visit. You can access your Favorites list from any Web page by pressing the Favorites soft key.

▶ To view a favorite

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Select a favorite to view, and press the **Go** soft key.

▶ To activate a link

- Select a link, and press the **Action** button.

Note: Scroll vertically or horizontally to see all available links.

▶ To enter the address of a Web site

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Go To**, and then press the **Action** button.

3. Enter the Web address, and press the **Go** soft key.

▶ To return to a Web page you previously visited in the same session

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Back** button.

▸ To view a list of Web pages you visited most recently

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Go To**, and then press the **Action** button.

3. Select **View History**, and press the **Go** soft key.

▸ To visit a Web page on the History list

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Go To**, and then press the **Action** button.

3. Select **View History**, and press the **Go** soft key.

4. Select the URL for a Web page, and press the **Go** soft key.

Tip: While you are connected to the Internet, you can switch between Pocket Internet Explorer and other programs on your phone by pressing the Home button. This will not close your Internet connection. To return to the page you were viewing, press the Back button.

Using the Favorites list

If you see a Web page you want to visit another time, mark it as a favorite. The next time you want to visit that Web page, just select it from your Favorites list.

▸ To add a Web page to your Favorites list

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Go To**, and then press the **Action** button.

3. Enter the Web URL, and press the **Go** soft key.

4. Press the **Menu** soft key, select **Add Favorite**, and then press the **Action** button.

5. Enter a name for the Web site as you want it to appear on your Favorites list, and press the **Add** soft key.
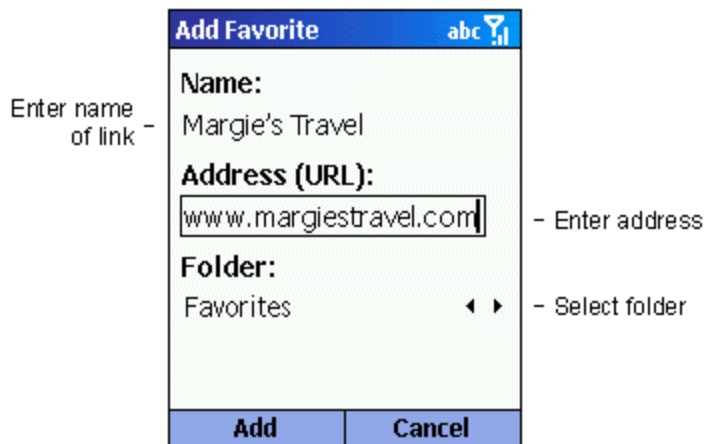

Figure 22 Adding a favorite

▸ **To create a new folder in Favorites**

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Add Folder**, and then press the **Action** button.

3. Under **Name**, enter a name for the folder, and press the **Add** soft key.

▸ **To delete a favorite**

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Select the favorite to delete, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

Cached web pages

The phone caches Web pages as they are downloaded to your phone and stores them on your phone until the cache is full. If you go to a page that is already stored on your phone, you will see the stored version when you select the page. Choose Refresh from the menu to see the latest Web content for that page.

▸ **To refresh a Web page you have recently visited**

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Select the Web page to revisit from your Favorites list or History list, and press the **Go** soft key.

3. Press the **Menu** soft key, select **Refresh**, and then press the **Action** button.

Pocket Internet Explorer options

Use Pocket Internet Explorer options to change the way Web pages are displayed, change the network you want to connect to, and free space on your phone.

▸ **To view Pocket Internet Explorer Options**

1. On the **Home** screen, press the **Programs** soft key, select **Internet Explorer**, and then press the **Action** button.

2. Press the **Menu** soft key, select **Options**, and then press the **Action** button.

Pocket Internet Explorer Options	Function
General	Enables you to change the way Web pages are downloaded and displayed. For example, you can choose to omit displaying images, turn off sound, fit the Web page to the screen, request a warning before viewing nonsecure Web pages, allow cookies, or change the language.
Connections	Enables you to change the network to connect to. For example, change from "The Internet" to "My Corporate Network."

Pocket Internet Explorer Options	Function
Memory	Enables you to clear temporary Internet files, cookies, and your Web history.

Using Media Player

Using Microsoft Windows Media™ Player 7.0 or later, you can play Windows Media audio and video files and MP3 audio files on your phone.. You can also copy digital music and video directly from your desktop computer to your phone by using Media Player or ActiveSync. For more information about copying files to your phone, see the Media Player Help on your desktop PC.

Media Player is easy to use; the controls are similar to the buttons on a compact disc player.

Figure 23 Local Content Screen

Playing files

You can play audio or video files, skip to another song or video, or increase and decrease the volume.

▸ **To play or stop a file**

- On the **Local Content** screen, press the **Play** soft key.

▸ **To skip to the beginning of the current file**

- Press **Left**.

▸ **To skip to the beginning of the previous file**

- Press **Left** twice quickly.

▸ **To skip to the next file**

- Press **Right**.

▸ **To adjust the volume**

- Use the **Volume** control to increase or decrease the volume.

▸ **To play a streaming media file on a network**

1. In the **Local Content** view, press the **Menu** soft key, select **Open URL**, and then press the **Action** button.

2. Enter the Web URL, and press the **Play** soft key.

▶ **To play files in a random order**

1. On the **Local Content** screen, press the **Menu** soft key, select **Settings**, and then press the **Action** button.

2. Select the **Shuffle** check box, and press the **Done** soft key.

▶ **To play files repeatedly**

1. On the **Local Content** screen, press the **Menu** soft key, select **Settings**, and then press the **Action** button.

2. Select the **Repeat** check box, and press the **Done** soft key.

▶ **To stop playback while using another program**

1. On the **Local Content** screen, press the **Menu** soft key, select **Settings**, and then press the **Action** button.

2. Select **Background play**, and press the **Done** soft key.

Menu options when playing a file

When you are playing a file, you can use the menu options to start and stop playback, skip to the next or previous file, display information about a file, configure volume and playback settings, or add files to your Favorites playlist.

▶ **To access menu options when playing a file**

▪ Press the **Menu** soft key.

Figure 24 Playback Controls

The following table lists the menu options and their functions that are available when you play a file.

Menu options when playing a file	Function
Play/Stop	Plays or stops playback of the current file.
Next	Skips to the next file on the current playlist. This command is not available if the last file is the current selection.

Menu options when playing a file	Function
Previous	Skips to the beginning of the current file on the current playlist. If no file is playing, this command skips to the previous file on the current playlist.
Open URL	Plays a streaming media file on a network (for example, content streamed from an Internet radio station).
Properties	Displays information about the file that is playing.
Settings	Displays the Settings options, which enable you to adjust the volume and various playback options.
Add to Favorites	Adds the streaming media file that is playing to the Favorites playlist.

Local Content screen menu options

By using the menu options from the Local Content screen, you can start and stop playback, add files to your Favorites playlist, display information about a file, configure volume and playback settings, or delete a file.

▶ **To access Local Content screen menu options**

▪ Press the **Menu** soft key.

To following table lists the Local Content screen menu options and their functions.

Local Content menu option	Function
Play/Stop	Plays or stops playback of the current file.
Local Content	Displays the Local Content view playlist.
Favorites	Displays the Favorites view playlist.
Open URL	Plays a streaming media file on a network (for example, content streamed from an Internet radio station).
Properties	Displays information about the selected file.
Settings	Displays the Settings screen, which enables you to adjust the volume and specify various playback options.
Delete	Permanently deletes the selected file from the phone.

Using Media Player favorites

You can connect to your favorite streaming media file and add it to your Favorites. The next time you want to listen to the streaming media file, just select it from Favorites.

▸ **To connect to a streaming media file**

1. On the **Local Content** screen, press the **Menu** soft key, select **Open URL**, and then press the **Action** button.

2. Enter the URL, and press the **Play** soft key.

▸ **To add a streaming media file to Favorites**

1. Connect to a streaming media file on the Internet or other network.

2. Press the **Menu** soft key, select **Add to Favorites**, and then press the **Action** button.

▸ **To play a favorite**

1. On the **Local Content** screen, press the **Menu** soft key, select **Favorites**, and then press the **Action** button.

2. Select an item, and press the **Play** soft key.

▸ **To delete a favorite**

1. On the **Local Content** screen, press the **Menu** soft key, select **Favorites**, and then press the **Action** button.

2. Select an item, press the **Menu** soft key, select **Delete**, and then press the **Action** button.

Licenses

Some digital media content from the Internet, CD tracks, and videos have associated licenses that protect them from being unlawfully distributed or shared.

Licenses are managed and created using digital rights management (DRM), which is the technology for securing content and managing the rights for its access. Some licenses prevent you from playing content that is copied to your phone.

Note: To ensure that the license is copied with the content, use the **Portable Device** (or **Copy to CD or Device**) feature in Windows Media Player 7 or later on your personal computer to copy content to your phone. For more information about copying content to your phone and other portable devices, see the Windows Media Player Help on your personal computer.

Supported File Formats

The Media Player supports the following types of file formats.

Format	File name extensions
Windows Media	.asf, .asx, .wax, .wm, .wma, .wmv, .wmx, .wvx
Moving Picture Experts Group (MPEG)	.mp3

Supported Audio and Video Codecs

Media Player can play files that have been compressed by using any of the following audio and video codecs.

Audio codecs

▪   Microsoft Windows Media Audio codec version 2.0, 7.0, and 8.0

- Fraunhofer IIS-A MPEG-1 Audio Layer-3 codec

Video codecs

- Microsoft Windows Media Video codec version 7.0 and 8.0
- Microsoft MPEG-4 video codec version 3.0
- ISO MPEG-4 video codec version 1.0

Modem Link

Using Modem Link, you can use your phone as an external modem for another device or a computer. Modem Link allows you to use a serial port, infrared, or USB port for this connection.

▸ To set up an infrared or USB modem connection

1. Make sure that your phone is not connected to another device.

2. On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, and then press the **Action** button.

3. Select **Modem Link**, and press the Action button.

4. Under **Connection**, select **USB** or **IrCOMM**, and press the **Menu** soft key, and select **Activate**.

5. Connect your phone to the device with which you want to use your phone as a modem.

▸ To set up a serial port modem connection

1. Make sure that your phone is not connected to another device.

2. On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, and then press the **Action** button.

3. Select **Modem Link**, and then press the **Action** button.

4. Under **Connection**, select **Serial (COM1)**, and press the **Menu** soft key, and select **Activate**.

Note: The default baud rate is set for 115,200. Do not change this default unless the port speed of the phone or computer requires you to do so.

▸ To activate the Modem Link

1. On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, and then press the **Action** button.

2. Select **Modem Link**, and then press the **Action** button.

3. Press the **Menu** soft key, select **Activate**, and then press the **Action** button.

4. Align the phone's IR port or connect the cable to the device

▸ To deactivate the Modem Link

1. On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, and then press the **Action** button.

2. Select **Modem Link**, and then press the **Action** button.

3. Press the **Menu** soft key, select **Deactivate**, and then press the **Action** button.

Note: Failing to deactivate the Modem Link when you are finished using it may result in problems with using ActiveSync in the same session.

Solitaire

The object of Solitaire is to use all the cards in the deck to build up the four suit stacks in ascending order, beginning with the aces. You win the game when all cards are on the suit stacks.
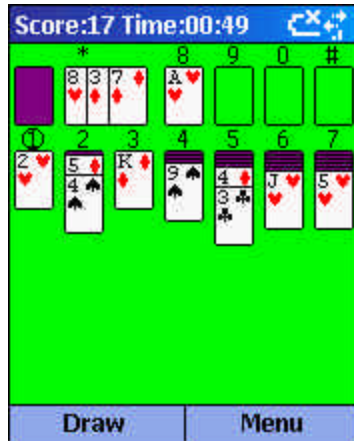

Figure 25 Solitaire

▸ To start a game of Solitaire

- On the **Home** screen, press the **Programs** soft key, select **More**, select **Games**, select **Solitaire**, and then press the **Action** button.

Playing Solitaire

▸ To start a new game of Solitaire

- In Solitaire, press the **Menu** soft key, and then select **New Game**.

▸ To move cards in Solitaire

- Press the number or character above the card stack displaying the card you want to move, and then press the number or character above the card stack to which you want to move the card.

Tip: Pressing the Up direction key will move a card to one of the four card stacks on the upper right corner of the screen if it belongs there. For example, if you have an ace displayed in one of the seven stacks, press the number above the ace, and then press the Up direction key.

▸ To play Solitaire

1. Move any aces on the seven stacks to the four card spaces at the top of the screen, and then make any other available plays.

2. When you have made all available plays, press the **Draw** soft key to turn over cards.

Note: The card that is face up on the deck is always available for play.

▸ **To prevent the Home screen from displaying during a game**

1.   On the **Home** screen, press the **Programs** soft key, select **Settings**, select **Home Screen**, and then press the **Action** button.

2.   Under **Time out**, press **Left** or **Right** to select **Never**, and then press the **Done** soft key.

Calculator

You can use Calculator to perform any of the standard operations for which you would normally use a handheld calculator. Calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

▸ **To open Calculator**

▪   On the **Home** screen, press the **Programs** soft key, select **More**, select **Accessories**, select **Calculator**, and then press the **Action** button.

▸ **To enter numbers and perform calculations**

▪   Use the keypad to enter numbers and perform calculations.

▪   Press the **Pound (#)** key to cycle through the available mathematical symbols, and press the **Asterisk (*)** key to enter a decimal point.

Tip: You can also use the direction keys to display the available mathematical symbols. Press Up for the plus sign (+), press Down for the minus sign (–), press Left for the division sign (/), and press Right for the mu ltiplication sign (X).

▸ **To clear the current calculation or displayed number**

▪   Press the **Clear** soft key.

▸ **To clear the last digit entered in a multiple digit entry**

▪   Press the **Back** button.

Appendix A: Regulatory Notices

Regulatory Agency Identification Numbers

For regulatory identification purposes your product is assigned a model number xx.

The following accessories have been evaluated for use with your device. Their assigned model numbers listed below can identify these approved accessories. To ensure continued reliable and safe operation of your Smartphone, use only the accessories listed below with your xx.

Accessories	Model Number
Smartphone 2002	
Cradle	

Note 1: The above ''x'' may be any alphanumeric character or blank denoting external cosmetic changes.

Note 2: This product is intended for use with certified Class 2, rated 5 V dc, minimum 1A power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in brackets are the equivalent international standards):

- EN 60950 (IEC 60950) - Safety of Information Technology Equipment
- ETS 300 342-1 (June 1997) - Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) for European digital cellular telecommunications system (GSM 900MHz and GSM 1900MHz); Part 1: Mobile and portable radio and ancillary equipment
- GSM11.10
- ANSI/IEEE C.95.1-1992- specific absorption rate in mobile phone emission condition for body health
- FCC part 15 and part24
- prENV50166-2, 1995 for SAR
- SAR: 0.220mW/10g

Important Safety Information

Retain and follow all product safety and operating instructions. Observe all warnings on the product and in the operating instructions.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment observe the following precautions.

Safety Precautions for RF Exposure

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model. (Body-worn measurements may differ among phone models, depending upon available accessories and FCC requirements). While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement for safe exposure.

For body worn operation, to maintain compliance with FCC RF exposure guidelines, use only **High Tech Computer, Corp.** approved accessories. When carrying the phone while it is on, use the specific **High Tech Computer, Corp.**-supplied or approved carrying case, holster, or other body-worn accessory.

Use of non-**High Tech Computer, Corp.**-approved accessories may violate FCC RF exposure guidelines and should be avoided.

Caution: The long-term characteristics or the possible physiological effects of Radio Frequency Electromagnetic fields have not been evaluated by UL.

Caution: Users concerned with the risk of RF exposure may wish to limit the duration of calls and position the antenna as far away from the body as is practical.

Heed service markings: Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technicians or provider.

Damage requiring service: Unplug the product from the electrical outlet and refer servicing to an authorized service technicians or provider under the following conditions:

Liquid has been spilled or an object has fallen into the product.

The product has been exposed to rain or water.

The product has been dropped or damaged.

There are noticeable signs of overheating.

The product does not operate normally when you follow the operating instructions.

Avoid hot areas: The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Avoid wet areas: Never use the product in a wet location.

Avoid pushing objects into product: Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

Mounting Accessories: Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

Avoid unstable mounting: Do not place the product with an unstable base.

Use product with approved equipment: This product should be used only with personal computers and options identified as suitable for use with your equipment.

Adjust the volume: Turn down the volume before using headphones or other audio devices.

Cleaning: Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean an LCD screen.

Safety Precautions for Power Supply Unit

Use the correct external power source: A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product. **Handle battery packs carefully: This product contains a Lithium ion battery.** There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).

| ⚠ | DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. REPLACE ONLY WITH SPECIFIED BATTERIES. DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT. DO NOT DISPOSE WITH YOUR REGULAR TRASH. | 🗑 |

Appendix B: Hardware Specifications

<u>Feature</u>	<u>Component</u>
PDA module: Processor Memory	TI OMAP 120MHz processor 32 MB Flash Rom - including 8MB with Intel iPSM 16MB SDRAM
GSM/GPRS module	Triband 900/1800/1900 MHz.
LCD module	2.2" 176x220 pixels, 65,536 colors reflective TFT-lCD.
Notification	▪ Solid green – battery is fully charged. ▪ Solid amber – battery charging. ▪ Solid red – battery empty. ▪ Flashing green (Blinking every 3 seconds) – Network is attached. ▪ Flashing green (Blinking every second) – Notification ▪ Flashing red – Battery low
Audio	Built in Microphone and speaker; one earphone/ microphone jack with stereo sound; MP3 stereo
Interface	Plug in SIM card; feature connector (RS-232, USB and DC power); infrared IrDA SIR.
Power	Rechargeable battery Lithium Ion 1,000MAH; built in charger.
Accesories	AC adapter (input: 100-240Vac, 50-60Hz, 0.2A max; DC output: 5VDC, 1A) USB cradle; earphone plug; service kit; protective pouch.