

TOUCH DIAMOND 2

User Manual

www.htc.com

 htc
smart mobility

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

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

YOUR WARRANTY IS INVALIDATED IF YOU DISASSEMBLE OR ATTEMPT TO DISASSEMBLE THE DEVICE.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your PDA Phone.

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5,267,261	5,544,196	5,267,262	5,568,483	5,337,338	5,659,569
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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

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

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

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB Cable for connecting with desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting this product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your 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 Li-ion or Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.



- **Take extra precautions**

- Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
- Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
- The phone should only be connected to products that bear the USB-IF logo or have completed the USB-IF compliance program.
- Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
- Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.
- If the battery leaks:
 - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
 - Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
 - Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS



CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

NOTE: For France, Earphone (listed below) for this device have been tested to comply with the Sound Pressure Level requirement laid down in the applicable NF EN 50332-1:2000 and/or NF EN 50332-2:2003 standards as required by French Article L. 5232-1.

- Earphone, manufactured by HTC, Model HS S300.

SAFETY IN AIRCRAFT

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off your phone by switching to Airplane Mode.

ENVIRONMENT RESTRICTIONS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, chemical plants, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where

blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

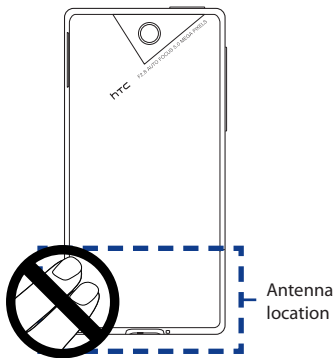
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



General Precautions

- **Avoid applying excessive pressure to the device**

Do not apply excessive pressure on the screen and the device to prevent damaging them and remove the device from your pants' pocket before sitting down. It is also recommended that you store the device in a protective case and only use the device stylus or your finger when interacting with the touch screen. Cracked display screens due to improper handling are not covered by the warranty.

- **Device getting warm after prolonged use**

When using your device for prolonged periods of time, such as when you're talking on the phone, charging the battery or browsing the web, the device may become warm. In most cases, this condition is normal and therefore should not be interpreted as a problem with the device.

- **Heed service markings**

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside the device should be done by an authorized service technician or provider.

- **Damage requiring service**

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

- Liquid has been spilled or an object has fallen onto 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 using your device after a dramatic change in temperature**

When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

NOTICE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on power.

- **Avoid pushing objects into product**

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

- **Mounting accessories**

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

- **Avoid unstable mounting**

Do not place the product with an unstable base.

- **Use product with approved equipment**

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

- **Adjust the volume**

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

- **Cleaning**

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

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Chapter 1

Getting Started

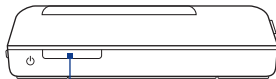
1.1 Getting to Know Your Touch Phone

Accessories

The product package includes:

- HTC Touch Diamond2
- Battery
- AC adapter
- Screen protector
- Wired stereo headset
- USB sync cable
- Quick Start Guide
- Getting Started and User Manual discs
- Extra stylus

Top panel



POWER

Press to turn off the display temporarily. To turn off the power, press and hold for about 3 seconds. For more information, see "Starting Up" in this chapter.

Left panel

VOLUME UP

During a call or when playing music, press this button to increase the volume.

VOLUME DOWN

During a call or when playing music, press this button to lower the volume.



Right panel

Speaker

Stylus

Tap items, write, or draw on the touch screen.



Front panel

Notification LED*

See description below.

Earpiece

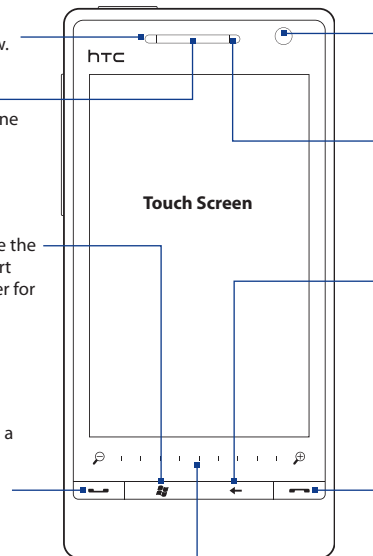
Listen to a phone call from here.

START

Press to open or close the Start screen. See “Start Screen” in this chapter for details.

TALK/SEND

- Press to answer an incoming call or dial a number.
- During a call, press and hold to turn the speakerphone on and off.



Second Camera

Use this camera for video call conversations or to take a self-portrait.

Light Sensor

Senses the ambient light and adjusts the screen backlight accordingly.

BACK

Press to return to the previous screen.

END

- Press to end a call or return to the Home tab.
- Press and hold to lock the device. To customize the **END** key, see **Buttons** in Chapter 13.

Zoom bar

Slide your finger left or right to zoom in or out on photos, documents, maps, web pages, and more.

* The Notification LED shows a:

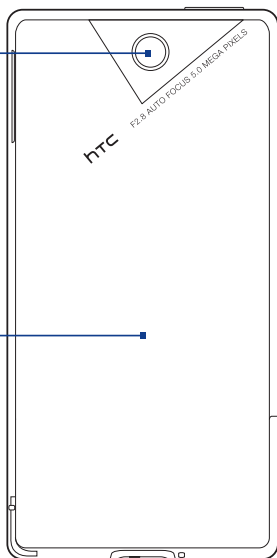
- Flashing green light when there are new SMS, MMS or e-mail messages, missed calls, or reminders.
- Solid green light when the device is connected to the power adapter or a computer and the battery is fully charged.
- Solid amber light when the battery is being charged.
- Flashing amber light when the remaining battery level reaches below 10%.

Back panel

5.0 Megapixel Camera

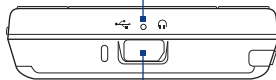
See "Taking Photos and Videos" in Chapter 11 for details.

Back Cover



Bottom panel

Microphone



Sync Connector/Earphone Jack

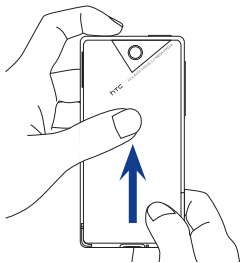
- Connect the supplied USB cable to synchronize information.
- Connect the power adapter to recharge the battery.
- Connect the supplied USB stereo headset for hands-free conversation or for listening to audio media.

1.2 Installing the SIM Card, Battery, and Storage Card

You need to remove the back cover before you can install the SIM card, battery, and storage card. Also, make sure to always turn off the power before installing or replacing the SIM card and battery.

To remove the back cover

1. Make sure your device is turned off.
2. Firmly hold the device with both hands and the front panel facing down.
3. Push the back cover up with your thumbs until it disengages from the device and then slide it up to remove.



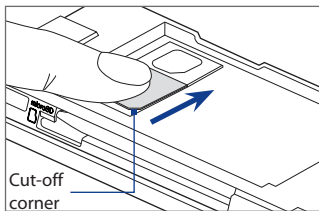
SIM card

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

Note Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

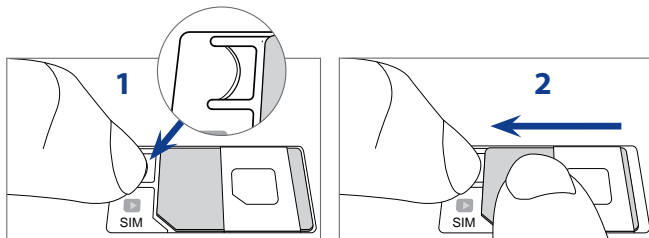
To install the SIM card

1. Remove the battery if it is installed.
2. Locate the SIM card slot, then insert the SIM card with its gold contacts facing down and its cut-off corner facing out the card slot.
3. Slide the SIM card completely into the slot.



To remove the SIM card

1. Remove the battery if it is installed.
2. Press and hold the lock in the SIM card slot opening with your thumb.
3. Slide the SIM card out from the slot with your other thumb or finger.



Battery

Your device comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, and usage patterns. For battery life estimates, see “Specifications” in the Appendix.

Warning!

To reduce risk of fire or burns:

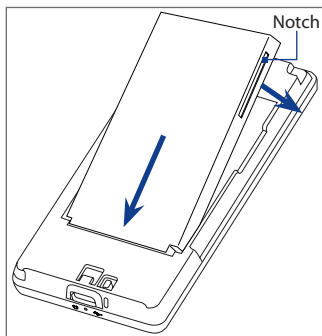
- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery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

To install the battery

1. Align the battery's exposed copper contacts with the battery connectors at the bottom part of the battery compartment.
2. Insert the contacts side of the battery first and then gently push the battery into place.
3. Replace the back cover.

To remove the battery

1. Make sure your device is turned off.
2. Remove the back cover.
3. The upper right side of the battery has a notch. Lift the battery by the notch to remove it.



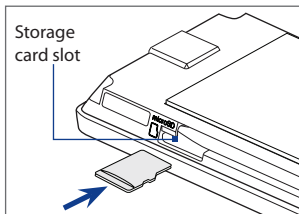
Storage card

To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and install it into your device.

To install a microSD card

1. Make sure that your device is turned off, and then remove the back cover.
2. Locate the microSD card slot on the upper part of the exposed right panel.
3. Insert the microSD card into the slot with its gold contacts facing down until it clicks into place.

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





1.3 Charging the Battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles.

Note Only the AC adapter and USB sync cable provided with your device must be used to charge the device.

Connect the USB connector of the AC adapter to the sync connector on your device, and then plug in the AC adapter to an electrical outlet to start charging the battery.

Charging is indicated by a solid amber light on the Notification LED. As the battery is being charged while the device is on, a charging icon  also appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon  appears in the title bar of the Home screen.

- Warning!**
- Do not remove the battery from the device while you are charging it using the AC or car adapter.
 - As a safety precaution, the battery stops charging before it overheats.

1.4 Starting Up

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

Turning your device on and off

To turn on the device

Press the POWER button.

When you turn on your device for the first time, it installs customized settings and then restarts.

To turn off the device

1. Press and hold the POWER button for a few seconds.
2. Tap **Yes** when prompted.

Importing SIM contacts and auto configuring data connection settings

After the device restarts, the **SIM Card Changed** screen appears and gives you the option to import SIM card contacts to your device and/or automatically configure your device's data connections, such as 3G/EDGE/GPRS, MMS, and WAP.

Note If you prefer to import SIM contacts or configure the device's data connection settings later, touch **Cancel** on the SIM Card Changed screen.

1. On the SIM Card Changed screen, touch **Next**. The device will start to import your SIM contacts.
2. When the SIM contacts have been imported, tap **Next** to launch Connection Setup.

Note If your SIM card supports multiple network operator profiles, you are prompted to select the network profile to use. Select the profile, and then tap **Next**.

3. Tap **Next**. Connection Setup starts to configure your device's data connection settings. The Home screen displays after Connection Setup completes the configuration.

Switching to Sleep mode

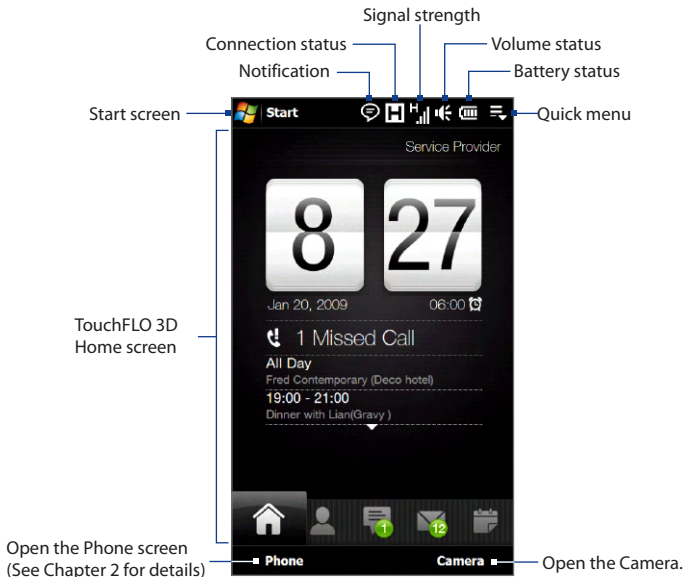
Briefly press the POWER button to turn off the display temporarily and switch your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device automatically goes into Sleep mode when you leave the device idle after a certain period of time. You are still able to receive messages and calls while your device is in Sleep mode. Your device wakes up automatically when you receive an incoming call. To wake up your device manually, briefly press the POWER button.

1.5 Home Screen

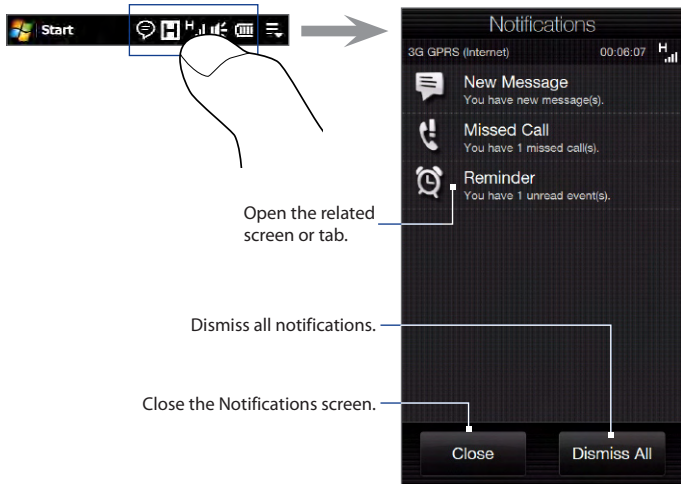
The default home screen of the device is the TouchFLO™ 3D Home screen which allows finger-touch access to the most important functions such as contacts, text messages, e-mail, Internet, and more.

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



1.6 Notifications

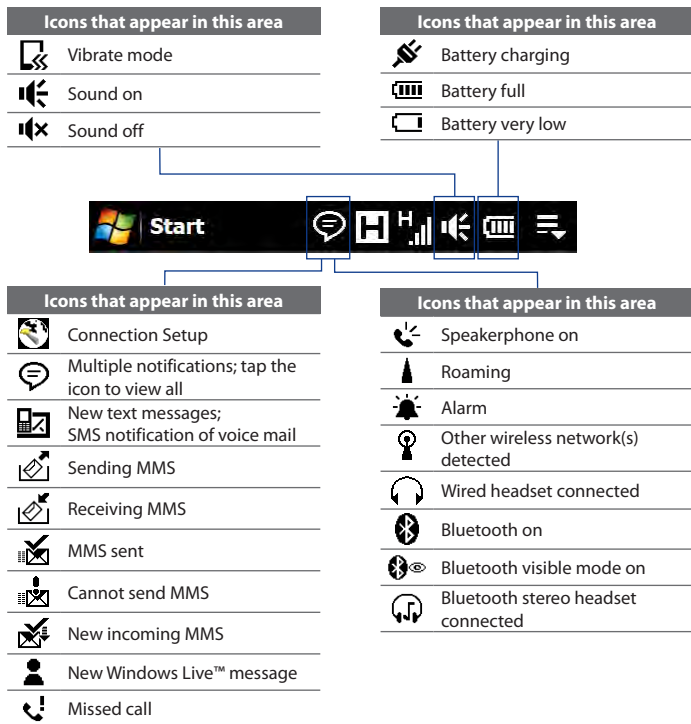
When you touch or tap the icon area of the title bar, the Notifications screen opens to display your connection status and lists all your pending notifications including missed calls, new SMS/MMS messages, and more. Touch an item on the Notifications screen to open the related screen or TouchFLO 3D tab.




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

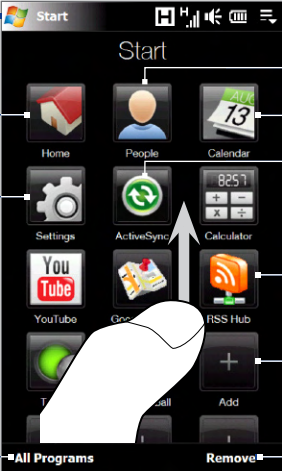
1.7 Status Icons

The following are some of the status icons that you may see on the device.



1.8 Start Screen

The Start screen, which can be opened by touching **Start** on the top-left corner of the screen or by pressing the START () button, gives you one-touch access to all the programs and settings of your Windows Mobile-powered device. You can also add the shortcut icons of your favorite programs in the Start screen so you can open them quickly.



Open the Start screen.

Open the TouchFLO 3D Home tab. See "Home" in Chapter 3 for details.

Open the TouchFLO 3D Settings tab and adjust the device settings. See "Settings" in Chapter 3 for details.

Swipe upward the screen to view or add more program icons.

Access all programs on your device.

Open the TouchFLO 3D People tab.

Open the TouchFLO 3D Calendar tab.

Open ActiveSync.

Open the corresponding program.

Add a program icon.

Remove a program icon.

The screenshot shows the Start screen with a grid of icons: Home, People, Calendar, Settings, ActiveSync, Calculator, YouTube, Groceries, RSS Hub, and an Add button. A hand is shown swiping up from the bottom. At the bottom, there are 'All Programs' and 'Remove' buttons.

Note The **Home**, **People**, **Calendar**, **Settings** and **ActiveSync** icons are permanent icons and cannot be removed or replaced with other program icons.

To add a program icon to the Start screen

1. Touch an empty slot to open the Add Program screen that lists all programs on your device.
2. Touch the program you want to add to the Start screen.
3. When you have filled up the current Start screen with programs, scroll down the screen to access more empty slots and add more program icons. To scroll down, press and hold on the screen and then drag your finger upward.

The Start screen can hold up to 19 program icons. To scroll back up, press and hold on the screen and then drag your finger downward.

To remove or replace a program icon on the Start screen

1. On the Start screen, touch **Remove**.
2. Touch the program icon you want to remove or replace to clear the slot.
3. Touch **Done**.
4. If you are replacing the slot with another program icon, follow the steps in “To add a program icon to the Start screen”.

To launch a program

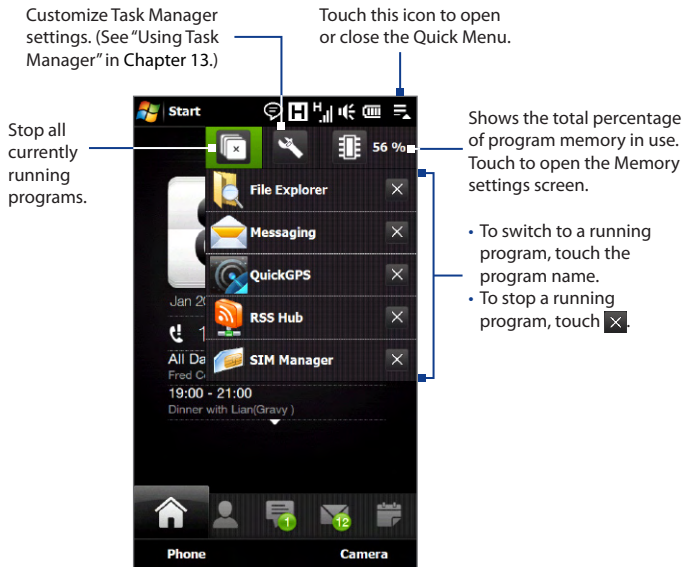
Do any of the following on the Start screen:

- Touch the program icon; or
- Touch **All Programs**, and then touch the program in the list.

Tip The programs list is long. If you do not see the program on the current screen, swipe your finger upward to view more programs.

1.9 Quick Menu

The Quick menu, which can be opened from the top right corner of the screen, shows the currently running programs. You can quickly switch between running programs, stop programs, and see how much program memory is being used.

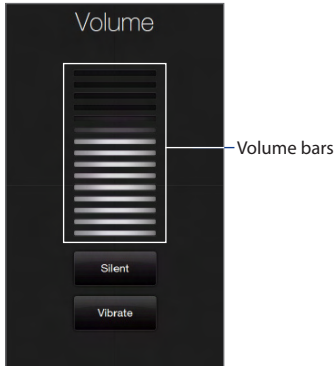


1.10 Adjusting the Volume

A single volume control adjusts both the system volume (notifications and audio/video playback volume) and the phone ring volume of your device.

1. Press the VOLUME UP/DOWN buttons on the left panel of your device to open the Volume screen.
2. To increase or decrease the volume level, drag your finger up or down the volume bars, or press the VOLUME UP/DOWN button.
 - Touch **Silent** to mute the device volume.
 - Touch **Vibrate** to switch the device to Vibrate mode.
3. The Volume screen automatically closes. You can also tap an empty area of the Volume screen to close it.

Note Use the VOLUME UP/DOWN buttons on the left panel of your device to adjust the conversation phone volume during an ongoing call.



To adjust the system and ring volumes separately

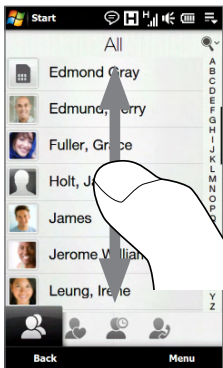
1. Slide to the **Settings** tab, and then touch **Sound**.
2. Turn off the **Single Volume** option.
3. Press the VOLUME UP/DOWN button.
4. To switch between the Ring Volume and System Volume screens, touch **Ring** or **System** at the top of the screen.
5. Follow steps 2 to 3 of the previous section to adjust the volume level.

1.11 Using Finger Gestures

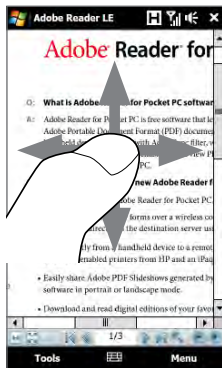
You can use finger gestures to scroll and pan on the touch screen.

Finger scrolling

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



When finger scrolling, swipe or flick your finger on the touch screen.



To scroll up and down

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

To scroll left and right

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

Finger panning

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



1.12 Connecting Your Device to a Computer

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

ActiveSync

Select this mode when you need to do the following:

- Synchronize Outlook e-mail messages, contacts, calendar appointments, files, and other data between your device and your computer.
- Have read and write access to the whole device.

For more information about using ActiveSync, see Chapter 5.

Disk Drive

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

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

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

Internet Sharing

When you do not have Internet access on your computer, you can select this mode to use your device as a modem for your computer. For more information about using Internet Sharing, see "Using Your Device as a Modem (Internet Sharing)" in Chapter 8.

Chapter 2

Using Phone Features

2.1 Making Calls

To make a call, you can either dial a number or select a contact you want to call.

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

Making a call from the Phone screen

To open the Phone screen, press the TALK/SEND button (), or tap **Phone** while on the TouchFLO 3D Home tab.

The Phone's **Smart Dial** feature makes it quick and easy for you to place a call. When you start entering a phone number or contact name, Smart Dial automatically searches and sorts the contacts on the SIM and in Contacts, and the phone numbers in Call History (incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list.



You can just enter the first letter of the name or number of a contact. Smart Dial searches for contact phone numbers and the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name.


For example, if you tap number “2” on the phone keypad, which is associated with [a, b, and c] on the Phone keypad, contact names such as the following are considered matches: “Ben Miller”, “George Adams”, “John-Carter”, “Carter, Ellen”, “Dixon, Allan”, “Thomas_Clark”, “JaneCampbell”.

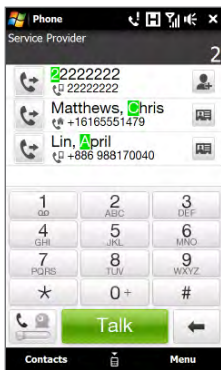
If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap “3” which is associated with [d, e, f], the matching list is narrowed down to the following names: “Ben Miller”, “George Adams”, “Carter, Ellen”, “Dixon, Allan”.

To call a phone number or contact

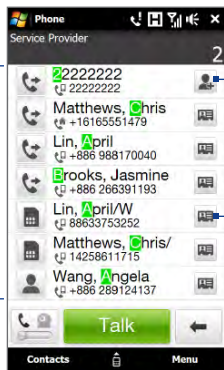
1. Press the TALK/SEND button.
2. Begin entering the first few numbers or characters by tapping the keys on the Phone keypad. As you enter numbers or letters, the Smart Dial panel displays matches found.

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

- Tip** If the number you are dialing is not found in your contacts, a **Save to Contacts?** button appears above the keypad. Tap this button and then choose whether to create a new contact to save the number or to add the number to an existing contact.
3. Tap  to close the phone keypad and to see if there are more matching numbers or contacts in the Smart Dial panel. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.



Smart Dial
panel




Add the
number
to your
contacts.


Open the
contact
details.

Tap to open or close the phone keypad.

4. To call a number or contact, do one of the following:

- Tap the desired phone number or contact from the list.
- To call a different phone number associated with the contact, touch the contact card icon  at the right side of the contact name. On the contact details screen, tap the number you want to call.

Tips

- During a call, use the VOLUME UP/DOWN button on the side of the device to adjust the phone volume.
- To send a text message to a selected contact, touch , and then tap **Send Message**. For more information about sending text messages, see “Text Messages” in Chapter 6.

Making a call from the TouchFLO 3D Home screen

See “People” in Chapter 3 for details.

Making an emergency call

Enter the international emergency number for your locale, and press the TALK/SEND button on your device.

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

Making an international call

1. Tap and hold the number 0 key on the Phone screen until the plus (+) sign appears. The plus (+) sign replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and press the TALK/SEND button on your device. The full phone number includes the country code, area code (without the leading zero, if any), and phone number.

Calling voice mail

Number 1 is generally reserved for your voice mail. Tap and hold this button on the Phone screen keypad to call voice mail and retrieve your voice mail messages.

2.2 Answering and Ending Calls

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

Accepting or rejecting an incoming voice call

To answer a call

Do any of the following:

- Fully slide the center button to the left of the **Answer/Ignore** bar.
- Press the TALK/SEND button.

To reject a call

Do any of the following:

- Fully slide the center button to the right of the **Answer/Ignore** bar.
- Press the END button.



Center button

To mute the ringing sound

To mute the ring without rejecting the call, tap **Mute Ring** or press the VOLUME DOWN button. You can also put the device face down on a flat surface to mute the ringing sound.

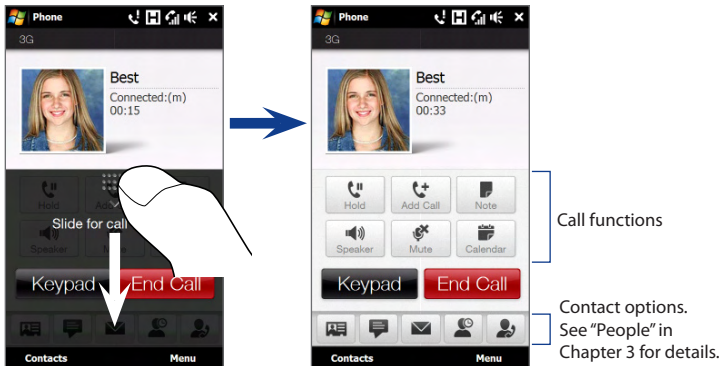
To reject a call and send a text message

You can automatically send a default text message to the caller and reject the incoming voice call. Tap **Send Text** when you have an incoming call to send the text message. You can change the default text message by tapping **Menu > Options > Advanced** tab while on the Phone screen.

Using the call functions

When a call is in progress, a shade covers the call function buttons to prevent accidental taps. Only the **Keypad** and **End Call** buttons are active.


To access the call function buttons, touch the top of the shade and slide it down. The call function buttons allow you to put a call on hold, dial another contact for a phone conference, enter notes about the conversation, and more.






Note When the Phone is dialing, only the **Speaker**, **Mute**, **Note**, **Contacts**, and **End Call** buttons can be used. Other buttons are disabled.

To handle multiple calls


Your device notifies you when you have another incoming call, and gives you the option of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers.

1. Press the TALK/SEND button to accept the second call and put the first call on hold.
2. To switch between callers, tap  .
3. To end the second call and return to the first call, tap **End Call** or press END on your device.

To set up a conference call



1. Make a call to the first conference call participant.
2. When connected, slide down the shade, touch  , and then dial the number of the second participant. The first participant is put on hold when you dial the second participant.
3. When connected to the second participant, touch  .
4. To add another participant to the conference call, touch  on the conference call screen, and then dial the number of the contact you want to invite to the conference call.

Note The conference call is put on hold when you call another contact. When you are connected to the other contact, you can talk to that party in private.

5. When connected, touch  to add the participant to the conference call.
6. When finished, touch **End Con-Call** or press END to end the conference call.

Note Not all mobile phone networks support conference calling. Contact your wireless service provider for details.



To use the speakerphone

During a call, tap  to turn the speakerphone on or off. The speakerphone icon () appears in the title bar when the speakerphone is on.

Tip You can also press and hold the TALK/SEND button during a call to turn the speakerphone on or off.

Warning! To avoid damage to your hearing, do not hold the device against your ear when the speakerphone is on.


To mute the microphone during a call

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

To open Notes while in a call

Tap , or pull out the stylus.


To view or create appointments during a call

Tap  to open the Calendar and browse your appointments or create a new one. Close the Calendar screen to return to the Phone screen. See “Calendar” in Chapter 12 for details.

To end a call

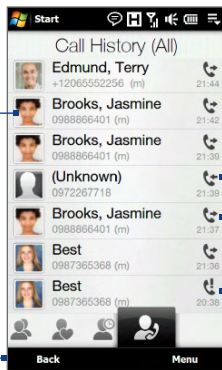
When a call is in progress, tap **End Call** or press END.

2.3 Using Call History

The missed call icon  icon appears in the title bar when you missed a call. Use the Call History tab to check who the caller was, or view all your dialed numbers, and received calls. To open the Call History tab, tap **Call History** or **Missed Call** on the TouchFLO 3D Home tab.

Open the Call History tab of the Contact Details screen and view all calls you exchanged with the contact.

Return to the People tab.



Received call

Dialed number

Missed call

Filter or clear the Call History tab.

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

2.4 Speed Dial

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

To create a Speed Dial entry


1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New**.
3. Tap a contact, and then select the phone number of the contact that you want to the speed dial key.
4. In **Location**, select an available key to use as the speed dial key, then tap **OK**.

- Tips**
- To create a Speed Dial entry from Contacts or SIM card contacts, tap the contact, select the number you want to add to Speed Dial, then tap **Menu > Add to Speed Dial**.
 - To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and then tap **Delete**.

2.5 Video Call

Your device lets you make video calls when you are within a 3G network coverage area. You need to use a 3G-enabled SIM card and activate the video calling service on your call plan to make video calls.

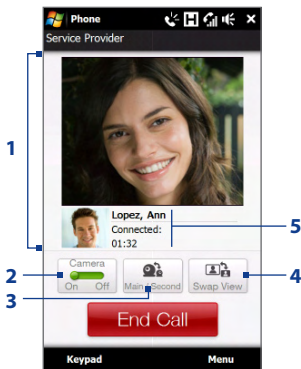
Making a video call

1. On the Phone screen, dial the phone number to call, tap , and then tap the **Video Call** button.
- Tip** You can also make a video call from **Contacts** or **Call History**.
2. When connected, tap the **Camera** button, and then wait for the called party's image to appear on the Phone screen.

- Notes**
- The signal strength may influence the quality of streaming images.
 - The speakerphone automatically turns on when a video call is established.
 - If the video call is unsuccessful, a message pops up asking you if you want to try again, make a voice call instead, or send an SMS/MMS message.

Changing the video call settings

While on a video call, you can change certain settings such as the size and brightness of the image, and the camera to use.



- 1 Displays your image and the other party's image, depending on the selected Swap View setting.
- 2 Turns the camera on or off. When the camera is turned off, the image displayed depends on the Video Call options you have set. See "To change the video call options" for details.
- 3 Switches between the Main (back) and Second (front) camera.
- 4 Switches between 2 view options. You can choose to have the other party's image small or large.
- 5 Displays the phone number or contact name and call timer.

To adjust the brightness

1. During a video call, tap **Menu > Brightness**. A brightness bar appears on the screen.
2. Drag the slider to the right to increase the brightness or to the left to decrease the brightness of the live image.

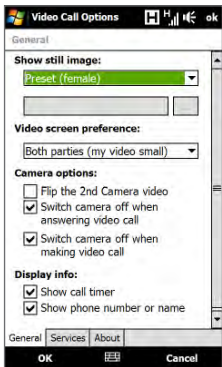
Note You cannot adjust the brightness for a still image.

To change the video call options

On the Phone screen, or on the screen of the ongoing video call, tap **Menu** > **Video Call Options** and set the following:

General tab

- **Show still image.** Select the image you want to display to the other party when you turn off the camera.
 - **Preset (female).** Displays a female picture.
 - **Preset (male).** Displays a male picture.
 - **Custom image.** Use an image file as your display picture. When this option is selected, tap the **Browse** button to select an image file.
 - **Last video frame.** Use the last video frame before you stopped the camera as your display image.
- **Video screen preference.** Choose the default image sizes to display on your device.
- **Camera options:**
 - **Flip the 2nd Camera video.** Select this option if you are going to show a text document to the other party using the second camera.
 - **Switch camera off when answering video call / Switch camera off when making video call.** Display a still image instead of live video to the other party when you answer or make a video call. The image displayed is the one selected in **Show still image**.



Video Call Options: General tab

- **Display info:**
 - **Show call timer.** Display the elapsed call time during a call.
 - **Show phone number or name.** Display the other party's phone number or name during a call.

Services tab

To set up further calling options for Video Call, tap the **Services** tab.

Accepting or rejecting an incoming video call

When you receive a video call, the Incoming Video Call screen appears. Refer to the “Accepting or rejecting an incoming voice call” section earlier in this chapter for details on how to accept or reject an incoming video call, mute the ringing sound, and more.

2.6 Turning the Phone Function On and Off

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

To enable or disable the phone function

1. Tap **Start > Settings**, and then tap **Communications**.
2. Tap the OFF/ON slider at the right side of the **Phone** option to enable or disable the phone function.

To enable or disable Airplane Mode

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

1. Tap **Start > Settings**, and then tap **Communications**
2. Tap **Airplane Mode** to enable or disable Airplane Mode.

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

2.7 Using Car Kit Phones

Bluetooth car kit phones that support the SIM Access Profile (SAP) can connect to your device and access its SIM card via Bluetooth. Once a SAP connection has been established, you can download device and/or SIM contacts from your device to the car kit phone, and use the car kit phone to answer and make calls.

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see Chapter 9.
2. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > SIM Access** tab.
3. Select the **Remote SIM Access** check box, and then tap **OK**.
4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
5. If this is the first time you are pairing the car kit phone with your device, enter the car kit phone's passcode on your device.
6. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.

Note You are not able to make and receive calls, send and receive messages, or perform related activities on your device when the SIM Access Profile connection is active. You'll be able to make or receive calls from the car kit phone during this time. After the connection is disconnected, you will be able to use your device as before.

Chapter 3

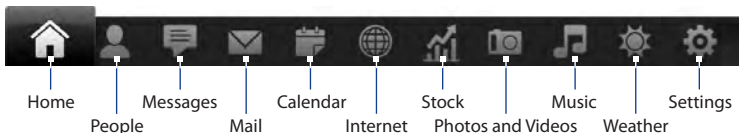
TouchFLO™ 3D

3.1 About TouchFLO™ 3D

TouchFLO™ 3D gives you touch control over your Windows Mobile-powered device. TouchFLO 3D provides a Home screen that allows finger-touch access to the most widely-used functions, such as People, Messages, Mail, Music, and Internet.

3.2 Using the TouchFLO 3D Home Screen

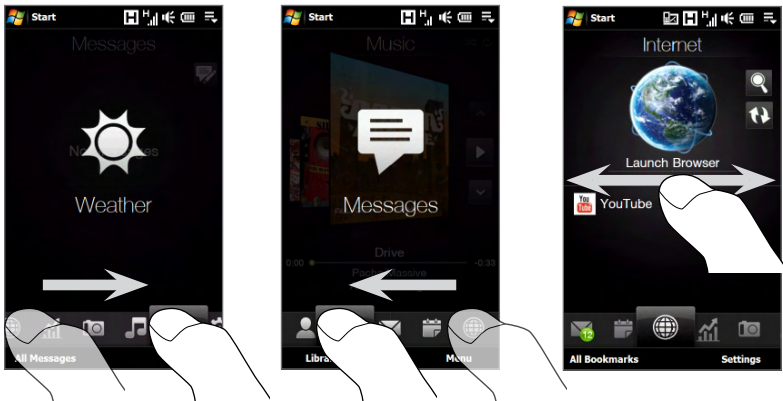
The TouchFLO 3D Home screen have the following tabs:



To switch between the tabs of the Home screen

Do any of the following:

- Touch or tap the desired tab.
- Press and hold your finger on the active tab, and then slide your finger right or left over the tabs. Release when you have selected the desired tab.
- Swipe left across the screen to move to the next tab, and swipe right across the screen to move to the previous tab.



Tip While on any other TouchFLO 3D tab, press the END key to return to the Home tab.

To move or hide a TouchFLO 3D Home screen tab

1. On the Home screen, slide your finger to the Settings tab, and then touch **Customize Tabs**.
2. To move a tab, touch and hold the icon before the tab name, and then drag it up or down the tabs list. Release the icon when you reach the desired location.
3. To hide a tab, clear the check box at the right of the tab name.

Note You cannot hide the **Home** and **Settings** tabs on the Home screen. You cannot move the Home tab.
4. Touch **Done**.

Home

The **Home** tab displays the current date, a flip-style clock, and an alarm icon that indicates whether the alarm is on or off. Missed calls and your upcoming calendar appointments are also shown on the Home tab.

Open the Call History tab of the People screen and view the missed call information.


- Open the appointment details screen where you can view, edit, or delete the appointment.
- To view more appointments, swipe upward on the screen.

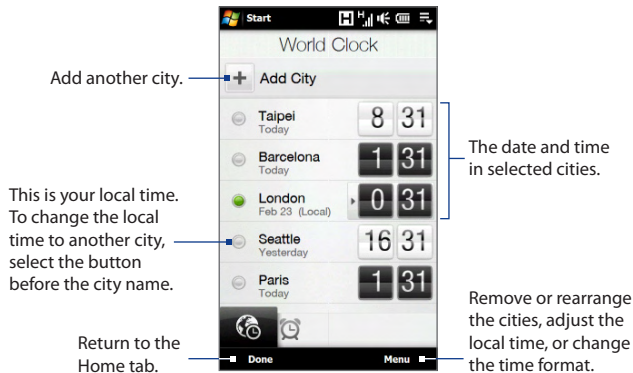


Touch the time/date to change the time, view the world clock, and set alarms.

Swipe upward on the screen to display a smaller digital clock. To change back to the flip clock, swipe downward on the screen.

To view the date and time in other cities

On the Home tab, tap the clock to open the World Clock tab () and view the date and time in up to ten cities. By default, the cities that are listed on the World Clock tab are the same cities listed on the Weather tab. You can add, remove, or rearrange cities on the World Clock tab.



To change the time, date, and time zone

1. On the World Clock tab, touch **Menu** > **Local Time Settings**.
2. Adjust the time (hour and minutes) by tapping the up or down arrow buttons.
3. Touch **Date**, select the date, year, and month, and then touch **Select**.
4. Touch **City**. The Select Country screen then appears.
5. Flick your finger on the screen or use the Quick Scroll bar on the right of the screen to scroll through the country list. Touch the desired country to select it.


- The Select City screen then appears. Flick your finger on the screen or use the Quick Scroll bar on the right of the screen to scroll through the city list. Touch the desired city to set your time zone.

Tip You can also slowly scroll through the country or city list by dragging your finger upward on the screen, or enter the country or city name in the search box.

- Tap **Done**.

Note When you synchronize your device with your computer, the time on your device is updated with the time on your computer.

To set an alarm

- On the Home tab, tap the clock, and then touch the Alarm tab ().
You can set up to three alarms on this tab.

- Touch an alarm time.

- On the Set Alarm screen, adjust the alarm time (hour and minutes), then tap the day of the week for the alarm.

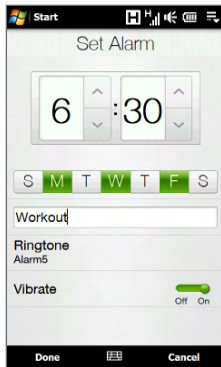
Tip Select multiple days by tapping each desired day. Tap a selected day to exclude it from the alarm.

- Enter the alarm description, select the alarm ring tone, then choose whether you want the device to vibrate when the alarm goes off.

- Tap **Done**.

When an alarm goes off, the alarm description and time is displayed on the screen. You are given the option to **Snooze** or **Dismiss** the alarm. When you select **Snooze**, the alarm will go off again after 5 minutes.

Tip To disable an alarm, tap the OFF/ON slider at the right side of the alarm time on the Alarm tab.



People

On the **People** tab, you can set up My Contact Card, add favorite contacts, and quickly make calls or send text messages and e-mails to these contacts. From the People tab, you can also view all exchanged text and e-mail messages with a contact, as well as your contact's Facebook updates and events.

- Notes**
- You can add up to 15 favorite contacts on the People tab.
 - SIM contacts cannot be added as favorite contacts.
 - You need an active data or wireless network connection to the Internet to access your Facebook profile. See Chapter 10 for details on how to connect to the Internet.

To set up My Contact Card

My Contact Card automatically opens the first time that you access the People tab. You can enter and save your contact information on My Contact Card so you can easily share it with your contacts. If you have a Facebook account, you can also sync your Facebook profile with My Contact Card so you can receive instant notifications everytime you or your Facebook friends change profiles or post events while online.

1. On the Home screen, slide your finger to the People tab.
2. When the My Contact Card screen appears, tap **Next**.

Note Tap **Skip** if you prefer to set up My Contact Card later. You can open My Contact Card from the Settings tab of the TouchFLO 3D Home screen, or from the All tab of the People screen. See "To view and search contacts on your device" and "Settings" for details.

3. On the Add Photo screen, tap **Facebook Profile**.
Note If you prefer not to use your Facebook account, tap **Use Camera** to take a self-portrait using the camera, and then go to step 6.
4. Enter your e-mail address and password on the Facebook Login screen, and then tap **OK**.
5. On the Link Profile window, select or clear the Facebook information that you want to link, and then tap **Done**.

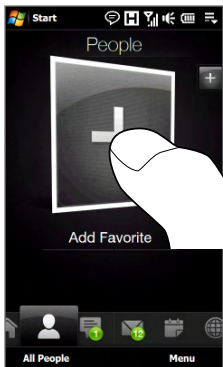
6. On the Detail Information screen, tap the fields to show the on-screen keyboard and start entering information. You can scroll down the screen to view more fields.
7. When finished entering information, tap **Next**, and then tap **Done** on the subsequent screen to return to the People tab.


To add favorite contacts

1. On the People tab, touch one of the plus (+) icons, or touch **Add Favorite**.
2. On the Select a Contact screen, touch the name of the desired contact.

Tip To create a new contact, touch **New** on top of the list.
3. Select a phone number or e-mail address to associate to the favorite contact.

Note If there is no picture associated with the contact, the Album program opens and lets you take a photo of the contact or select an existing contact photo. For more information about Album, see Chapter 11.



4. To add another favorite contact, touch the small **plus** icon () at the right side of the screen and repeat steps 3 and 4.

To find a favorite contact

Do any of the following:

- To flip through the contact pictures one at a time, swipe your finger upward or downward the screen.
- On the picture strip at the right side of the People tab:
 - Touch the picture of the desired favorite contact; or
 - Press and hold on the currently selected contact picture at the right side of the screen, and then slide upward or downward the picture strip until the desired favorite contact is selected.



Swiping upward/downward on the screen



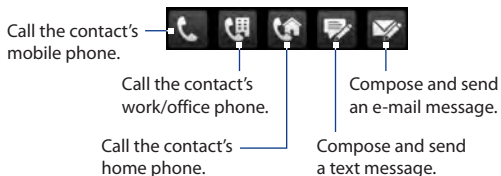
Using the picture strip

Tip To remove the current favorite contact, touch **Menu > Remove Favorite**.

To communicate with your favorite contact

After selecting a favorite contact, do any of the following to communicate with that contact:

- Touch the contact's name, phone number, or e-mail address below the contact picture to call or send an e-mail message. For more information about making a call or composing and sending an e-mail message, refer to Chapter 2 and Chapter 6.
- Touch an icon below the contact name to communicate with the contact.



The icons shown depend on available contact information.

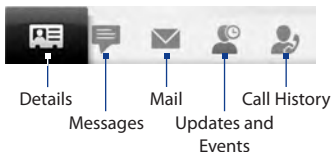
For example, (🏠) is shown if the contact information includes a home phone.

- Touch the picture of the contact on the center screen to open the Contact Details screen. Refer to the next section for details.

To open and use the Contact Details screen

When you touch the picture of the contact in the center of the People tab or touch the contact name in the All tab of the People screen, the Contact Details screen opens. The Contact Details screen has five tabs: **Details**, **Messages**, **Email**, **Updates and Events**, and **Call History**.

Note To select a tab or move among tabs, see “To switch between the tabs of the Home screen” earlier in this chapter.



Tab	Functions
Details	Shows all contact information, including personal events such as birthday or anniversary. From this tab, you can call or send a text or e-mail message to the contact, edit or delete the contact information, or save the contact to your SIM card.
Messages	Displays all received text (SMS) messages from the contact. You can also use this tab to reply quickly to a text message.
Mail	Displays all received e-mail messages from the contact.
Updates and Events	Displays notifications when the contact has updated their profile or added an event on their Facebook account. To link the contact's Facebook account to this tab, see the next section. This tab also displays your contact's personal events such as birthday or anniversary, if specified on their contact details.
Call History	Lists all your incoming, outgoing, and missed calls to and from the contact. This tab also lets you call the contact.

To link with the contact's Facebook account

If the contact is also a Facebook friend, link with their Facebook account so that you receive instant notifications on the Updates and Events tab when they make changes to their profile or post events.

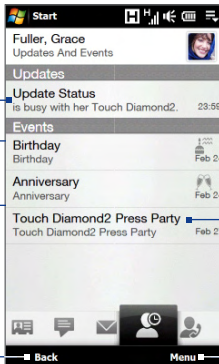
1. On the Contact Details screen, slide your finger to the **Updates and Events** tab.
2. Touch **Link**, and then select the contact's Facebook account on the screen.
3. On the Link Profile window, select or clear the Facebook information that you want to link, and then tap **Done**.

The Updates and Events tab is updated with the contact's Facebook status and events.

Open Opera Mobile and view the contact's Facebook information.

Touch a personal event to send a greeting via a text message, or view the Details tab.

Return to the People tab.



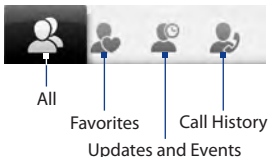
Touch a Facebook event to open Facebook in Opera Mobile and view the event details.

Update the contact's profile or photo, or unlink the contact's Facebook account.

To open and use the People screen

Touch **All People** on the People tab to display the People screen. Use the People screen to quickly view all your contacts, select a contact as favorite, and more. The People screen has four tabs: **All**, **Favorites**, **Updates and Events**, and **Call History**.

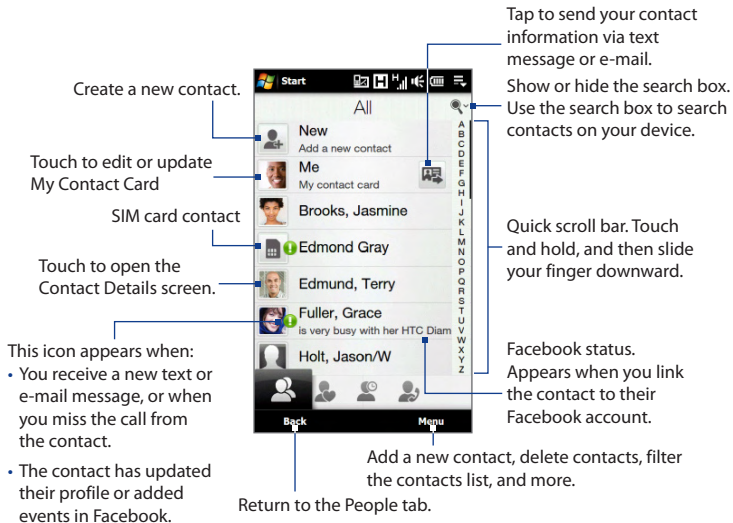
Note To select a tab or move among tabs, see “To switch between the tabs of the Home screen” earlier in this chapter.



Tab	Functions
All	Lists all contacts on your device and on the SIM card. This tab lets you create, delete, or edit a contact, or save a contact to your SIM card using SIM Manager. Touch a contact to open the Contact Details screen. You can also use this tab to open or update My Contact Card.
Favorites	Lets you add a contact as favorite. All contacts that you have added to the People tab also appear on this tab. If the People tab is not yet full, you can add contacts to the Favorites tab to fill the People tab.
Updates and Events	Displays your Facebook profile updates and events. If you have linked contacts to their Facebook accounts, their profile updates and events are also displayed on this tab. This tab also displays your contacts' personal events such as birthdays or anniversaries, if specified on their contact details.
Call History	Lists all your dialed numbers, and received and missed calls. This tab opens when you touch the Call History or Missed Call item on the Home tab.

To view and search contacts on your device

On the People screen, touch the All tab to view all your contacts. Swipe upward on the screen to display more contacts. You can also use the search box or the Quick Scroll bar to search for contacts on your device.



To create a new contact

On the People screen, touch the All tab, and then touch **New** at the top of the contacts list. Add the desired contact information, and then tap **OK**.

Add a contact photo.

You can select a photo in Album or open Camera and take a photo of the contact.

Touch a field to open the on-screen keyboard and start entering information.

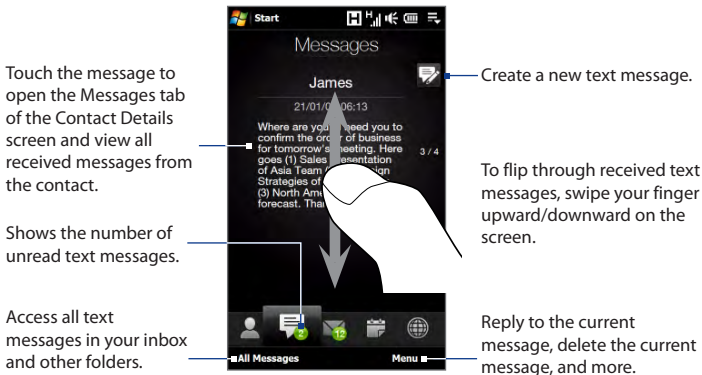
Add another phone number or e-mail address.

Save the contact.

Note If you want to link with the contact's Facebook account, scroll down the New Contact Card screen, and tap **Link** in the Facebook section. For more information, see "To link with the contact's Facebook account" earlier in this chapter.

Messages

On the **Messages** tab, you can read text messages (SMS) as they arrive, and create a new text message.



For more information about working with text messages, see “Text Messages” in Chapter 6.

Mail

The **Mail** tab is where you send and receive e-mail messages.

To add an Internet e-mail account

Use **Mail Setup** to easily add web-based e-mail accounts such as Gmail, Yahoo! Mail Plus, or AOL on the Mail tab.

1. On the Home screen, slide to the Mail tab.
2. Touch **New Account** at the bottom-right of the screen. The Mail Setup screen appears.

3. Enter your e-mail address and password, then tap **Next**.
4. Enter your name and the account display name, then tap **Next**.
Mail Setup then searches for the e-mail provider settings on your device. If the settings are not found on your device, you will be prompted to enter the e-mail account settings manually. Obtain the e-mail account settings from your e-mail provider.
5. Tap the **Automatic Send/Receive** time, and then choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.
6. Select or clear an advanced setting according to your preference, and then tap **Done**.

For more information about specifying e-mail server settings, creating and sending e-mails, and customizing e-mail settings, see “E-mails” in Chapter 6.

To add an Outlook e-mail account

You can also set up and add an Outlook e-mail account on the Mail tab and view the same e-mails that you receive in Outlook on your computer or on the Exchange Server. Before you add an Outlook e-mail account, obtain the Exchange Server name, domain name, user name, and password from your network administrator.

1. On the Home screen, slide to the Mail tab.
2. Touch **New Account** at the bottom-right of the screen.
Note If you have previously added an e-mail account on the Mail tab, touch **Menu > Account > New Account**.
3. On the Mail Setup screen, enter your e-mail address and password, select **Exchange Email (Outlook)**, and then tap **Next**.
4. Enter the domain name and server address, select the **This server requires an encrypted (SSL) connection** option, if needed, and then tap **Next**.

- Clear the data that you want to exclude from synchronization, and then tap **Done**. Your device synchronizes with the Exchange Server and downloads your Outlook e-mails.

Note If you include all Outlook data, your Outlook contacts, appointments, and tasks will also synchronize with your device.

For more information about company e-mails, see Chapter 7.

To check and read e-mails

When you have received new e-mails, the icon on the Mail tab and the respective icons of the e-mail accounts show the number of newly received or unread e-mails.

- To browse through received e-mails, swipe up or down on the envelope image.
- Touch the e-mail on the screen to open and read the message.

Access all e-mail messages of the currently selected account.



After selecting an e-mail account, touch this icon to create and send a new e-mail message.

- Touch an e-mail account icon to view the e-mails in that account.
- Touch and hold the icon of the e-mail account that is currently displayed, then slide upward or downward until the desired e-mail account is selected.

Create a new e-mail, add another e-mail account, send and receive e-mails, and more.

For more information about creating and sending e-mails, see Chapters 6 and 7.

Calendar


The **Calendar** tab displays a monthly calendar and allows you to quickly create and view appointments.



To create an appointment

1. On the Home screen, slide your finger to the Calendar tab.
2. If you are creating an appointment for the current date, touch **New**. Otherwise, touch another date on the calendar, and then touch **New Appointment**.
3. Enter a name for the appointment, then specify the location.
4. If there is a time frame for the appointment, set the start and end dates and times. If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
5. When finished, tap **OK** to return to the Calendar tab.

To view and manage your appointments

On the Calendar tab, dates with appointments are indicated by a triangle () at the upper-left corner of the date box.

1. Touch a date on the calendar to switch to day view. The screen displays all your appointments and the weather information for that day.

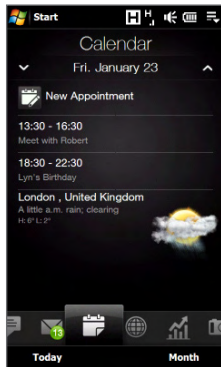
Note The weather information appears only if you have set your local time to a city on the World Clock tab, and if the appointment date is within the 5-day forecast on the Weather tab. See “Home” and “Weather” in this chapter for details.

2. Touch an appointment to view its details. On the appointment details screen, touch **Menu** to edit, send, or delete the appointment.
3. Touch **OK** to return to the day view.

Tip Your upcoming appointments also appear on the Home tab.

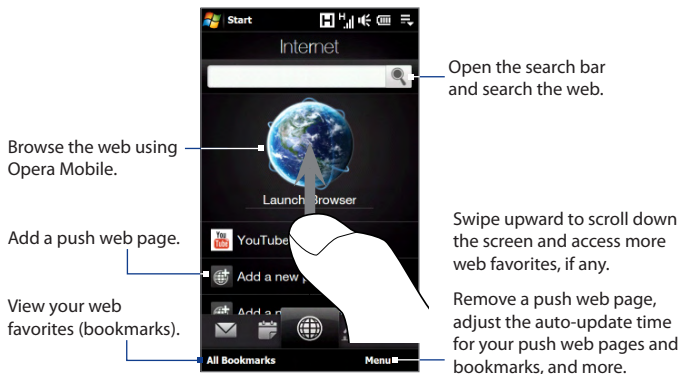
To create and manage appointments using Calendar

You can also use the Windows Mobile Calendar program to create, view, and send appointments. To open the Calendar program, tap **Start > All Programs > Calendar**.



Internet

On the **Internet** tab, you can open Opera Mobile™ to browse the web, add bookmarks for one-touch access to your favorite web sites, search information, and use Push Internet to update the contents of your favorite web sites before you browse them.



To add a push web page

You can add up to five push web pages on the Internet tab for quick access.

1. On the Home screen, slide your finger to the Internet tab.
2. Tap **Add a new push page**. On the New Push Page screen, enter the web page title and address (URL), and then select the auto-update time.

Tip You can also select a bookmark, and add it as a push web page.

3. Tap **Done**.

To automatically update your push web pages and bookmarks

Automatically update your push web pages and bookmarks to ensure that you browse the latest versions of your favorite web sites every time you access them from the Internet tab. The updated web sites are cached in the device memory so that they load faster in Opera Mobile.

1. On the Internet tab, touch **Menu > Schedule Settings**.
2. In the Day and Time section, select the day or days you want to auto update your push web pages and bookmarks, and then specify the update time.
3. Scroll down the screen to the Frequency section, then touch the update time below each of your bookmarks to set the time for automatic updates.
4. Tap **Done** when finished.

To configure Push Internet settings

1. On the **Internet** tab, touch **Menu > Data Settings**.
2. Touch the OFF/ON slider to enable or disable the following options:
 - **Push Internet.** Enable (default) or disable Push Internet.
 - **Connection.** Turn this option on to update your push web pages and bookmarks only when the device is connected to the Internet via Wi-Fi or ActiveSync.
 - **Roaming.** Enable this option if you want to update your push web pages and bookmarks even when you are roaming. Enabling this option may incur additional data charges. This option is disabled by default.

Stock


The **Stock** tab allows you to add, view, and analyze stocks and stock market movements using updated financial information. You can add up to 14 stock quotes or stock market indexes on the Stock tab.

Note Depending on your data download settings, you can set the device to automatically connect to the Internet via the 3G/GPRS data connection to download stock or stock market information every time you select the Stock tab. This may incur additional fees from your wireless service provider. See “To set the stock or stock market information download” later in this chapter for details.

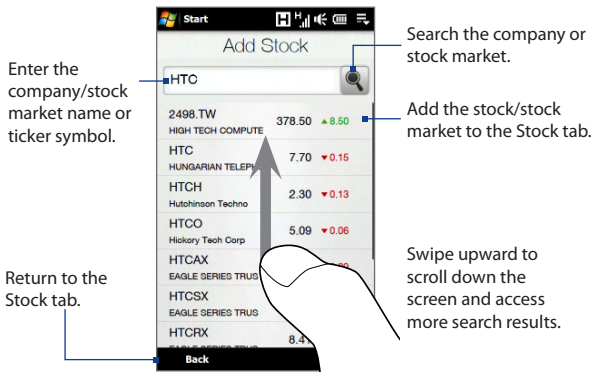
To add a stock or stock market quote

1. On the Home screen, slide your finger to the Stock tab, and then touch **Add Stock**.

Note If the Stock tab is not empty, touch **Menu > Add Stock** to add another stock quote or stock market index.

2. On the Add Stock screen, enter the company name, stock market index, or ticker symbol in the search box, and then tap .

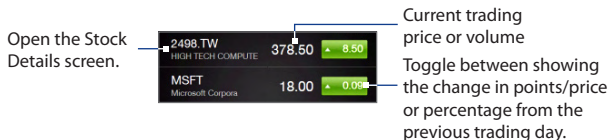
Tip Swipe upward to scroll down the screen to view more search results.



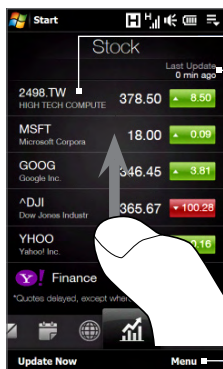
3. Tap the company name, stock market index, or ticker symbol to display it on the Stock tab.
4. To add another stock quote or stock market index, touch **Menu > Add Stock** on the Stock tab, then repeat steps 2 to 4.

To view stock quotes or stock market indexes

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



Touch the stock quote or stock market index name to view its intraday chart and other details.



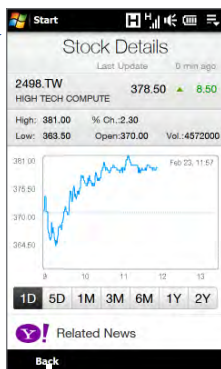
Download the latest stock/
stock market information.

Touch to open the
Stock Details screen.

Shows the last time you
updated the information.

To view more stock
quotes or stock market
indexes, swipe your finger
upward on the screen.

Add, delete, or rearrange
the stocks and stock
market indexes.



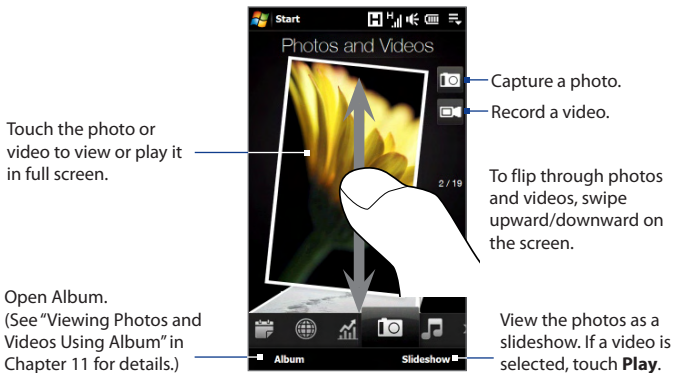
Return to the Stock tab.

To set the stock or stock market information download

1. On the Stock tab, touch **Menu > Settings**.
2. You can choose from the following download options:
 - **Download data automatically.** When selected, stock and/or stock market index data is automatically downloaded from the Yahoo! Finance web site at the interval you specified.
You can also update information every time an ActiveSync connection is established. Clear this option if you prefer to manually download stock and/or stock market index information.
 - **Download data when roaming.** Select this option only if you want to automatically download stock and/or stock market index information when roaming. This may incur additional data charges.

Photos and Videos

The **Photos and Videos** tab lets you flip through your photos and video clips and view them in full screen. From this tab, you can also open Camera and capture pictures and record videos.



The **Photos and Videos** tab displays pictures and video files from the current favorite album. By default, the Camera Shots album is set as the favorite album. This album stores the pictures and videos you captured using the device camera.

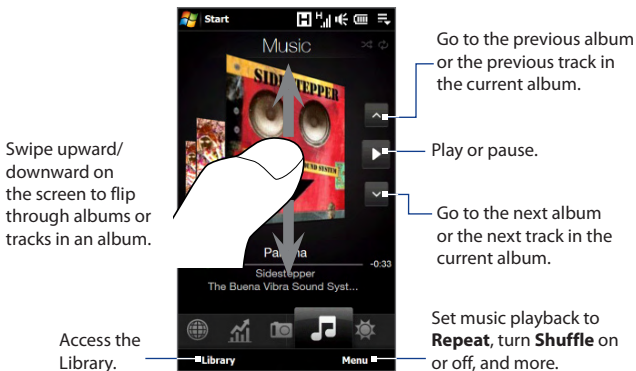
To set an album as a Favorite

1. On the Photos and Videos tab, touch **Album**.
2. Touch **Albums** and then select one of the listed favorite albums.
3. Tap **Menu > Set Album as Favorite** and then tap **OK** on the confirmation screen.

- Tips**
- For more information about viewing in full screen, see “Viewing photos” and “Playing videos” in Chapter 11. The file formats that can be viewed on the **Photos and Videos** tab are the same as in Album.
 - To transfer media files from a computer and view them on the **Photos and Videos** tab, copy or synchronize them to a folder under **My Device** (the device memory) or **Storage Card** (if a microSD card is installed).

Music

The **Music** tab allows you to visually browse through albums and music tracks and play music. The albums and music tracks that you see on the **Music** tab are from the **Now Playing** list of the Library.



Note Your device searches for all supported music files from the following locations:
 Device: \My Music (including all subfolders)
 \My Documents (including all subfolders)
 Storage Card: \Storage Card (including all subfolders)
 For information about supported music file formats, see “Specifications” in the Appendix.

To play music

On the **Music** tab, flip through albums and tracks to find the music you want to start listening to, and then touch the **Play** icon.

To move forward or backward in the current music track

Touch and hold on the thin bar below the album art to display the progress bar:



Drag your finger right or left on the progress bar to move forward or backward in the current track.

To set repeat and shuffle modes

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

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



Repeat [One]



Repeat [All]



Shuffle [On]

To browse and play music in the Library

The Library organizes music into categories, such as **Now Playing**, **Artists**, **Albums**, **Genres**, and **All Songs**. When you add more albums or music tracks to your device, go to the Library to locate and play the new albums or music tracks.

1. On the **Music** tab, touch **Library** to open the Library screen.

2. The tabs at the bottom of the Library screen correspond to the different categories. To browse music under a certain category, slide to the tab that corresponds to the desired category.
3. Keep tapping an item on a category tab (for example, an artist) until the music tracks display on the screen.
4. Tap a music track to play it.

Note When you select a category in the Library such as Artists and play its music, the Now Playing list will be replaced with the music tracks from that category.

To create and use a playlist

1. Select the desired music on the **Music** tab or the **Library** to play it.
2. On the **Music** tab, touch **Menu > Add to Playlist**.
3. Touch **Create new playlist**, enter the **Playlist Name** and then touch **OK**.
4. Touch **Library**, slide to the **Playlists** tab, then touch a playlist to open it.
5. Touch the plus icon, or touch **Menu > Add Songs**, then slide to the **All Songs** tab.
6. Select the check boxes of the music tracks you want to add to the playlist, or touch **Menu > Select All** to choose all tracks.
7. Touch **OK** to add the tracks to the playlist.
8. When finished adding songs, touch **Back** to return to the **Playlists** tab.
9. On the **Playlists** tab, touch a playlist to open it.
10. Touch the first track in the playlist to play it on the **Music** tab. After each track, the next one in the playlist will be played.

Note Playlists are not automatically updated when music files have been deleted from the device memory or storage card.

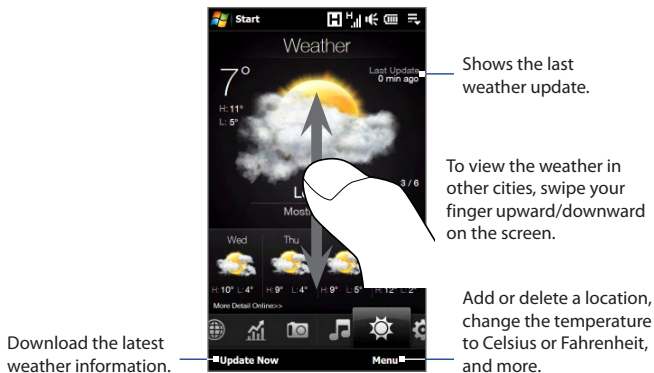
There are two types of playlists that can be shown on the **Playlists** tab:

- **Custom playlists** (E) that are created on the **Music** tab.
- **Windows Media® Player playlists** (P) that are in Windows Media® Player Mobile's Library (which is synchronized with Windows Media® Player on your computer). These playlists cannot be edited.

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

Weather

The **Weather** tab shows you the current weather as well as weather information for the next four days of the week. The **Weather** tab can display weather information of your local city and/or weather in up to ten cities.



Your device automatically connects to the Internet to download and display weather information. The current temperature, temperature range, type of weather (sunny, cloudy, showers, or others), and the weather information for the next four days of the week are shown on the **Weather** tab.

To add a city

1. On the **Weather** tab, touch **Menu > Add Location**.
2. The Select Country screen then appears. Flick your finger on the screen or use the Quick Scroll bar on the right of the screen to scroll through the country list. Touch the desired country to select it.
3. The Select City screen then appears. Flick your finger on the screen or use the Quick Scroll bar on the right of the screen to scroll through the city list. Touch the desired city to select it.

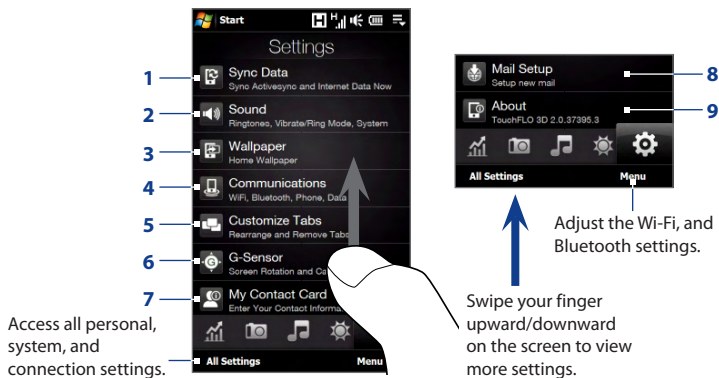
Tip You can also slowly scroll through the country or city list by dragging your finger upward on the screen, or enter the country or city name in the search box.

To choose download options

1. On the **Weather** tab, touch **Menu > Settings**.
2. You can choose from the following options:
 - **Download weather automatically.** When this option is selected, weather information is automatically downloaded whenever you select the Weather tab, if the data has not been updated within the last three hours. Weather data is also downloaded every time an ActiveSync connection is established.
Clear this option if you prefer to manually download weather information.
 - **Download weather when roaming.** Select this option only if you want to allow automatic download of weather data when roaming. This may incur additional data charges.

Settings

The **Settings** tab gives you access to all the device settings.



- 1 Open ActiveSync and sync Outlook information. See Chapter 7 for details.
- 2 Adjust the audio settings and sound profile. See "Ringer settings" in Chapter 13 for details.
- 3 Change the Home tab wallpaper.
- 4 Manage the communication features of your device. See "Using Comm Manager" in Chapter 13 for details.
- 5 Move or hide the TouchFLO 3D tabs. See "To move or hide a TouchFLO 3D Home screen tab" earlier in this chapter.
- 6 Enable or disable auto screen rotation or calibrate the device's G-Sensor.
- 7 Set up My Contact Card. See "To set up My Contact Card" in this chapter.
- 8 Open Mail Setup and set up an Internet or Exchange Server e-mail account. See "Mail" earlier in this chapter.
- 9 Display the TouchFLO 3D information.

Chapter 4

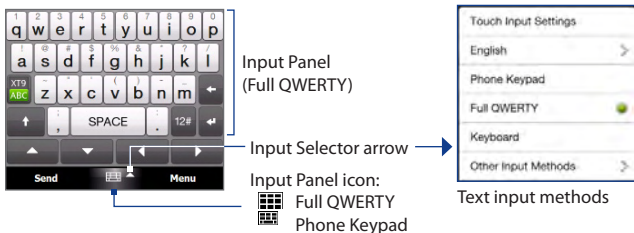
Entering Text

4.1 Selecting an Input Method

When you start a program or select a field that requires text or numbers, the **Input Panel** opens and the **Input Panel** icon is displayed on the menu bar.

Tap the **Input Selector** arrow (next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is displayed, which you can use to enter text.

To show or hide the Input Panel, tap the **Input Panel** icon.



Note Select **Other Input Methods** to display more input methods. You can choose from **Keyboard**, which is the Windows Mobile on-screen keyboard with QWERTY layout, **Block Recognizer**, **Letter Recognizer**, or **Transcriber**.

4.2 Using the Full QWERTY

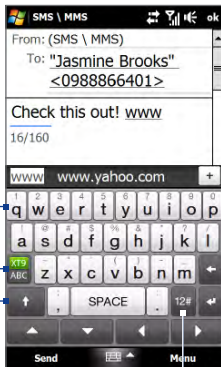
The **Full QWERTY** is a full on-screen QWERTY keyboard layout similar to a desktop PC keyboard.

Note The keyboard layout may vary according to the region or country.

- Tap to enter letters or symbols.
- Tap and hold to enter the punctuation mark, symbol, or number at the top of a key.

Tap to toggle between using **Normal** or **Predictive** mode.

- Tap to enter an uppercase letter.
- Tap twice to turn on Caps Lock.



Displays the word candidate list in predictive mode. Tap a word to insert it into your text. Tap **+** to add a word to the XT9 dictionary.

Tap to delete the previous character.

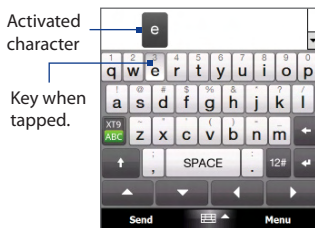
Tap to create a new line.

Tap to open a keyboard layout that lets you easily enter numbers and symbols. See "Using Numeric and Symbol Mode" for details.

To enter text using the Full QWERTY

1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, then tap **Full QWERTY**.
3. Start tapping keys on the keyboard to enter your text.

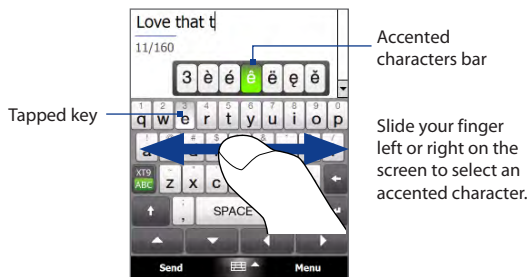
As you tap the keys, the activated character displays on top of the key.



To learn how to enter text using Predictive mode, see “Using Predictive Mode” in this chapter.

To enter accented characters

1. Tap and hold a key with accent options (for example, vowels) to display the accented characters bar.



2. Slide your finger left or right on the screen to select the accented character you want to enter.

3. When you have selected the character, release your finger to enter it.

Tip You can also use the Numeric and Symbol mode to enter accented characters. For more information, see “Using Numeric and Symbol Mode” in this chapter for details.

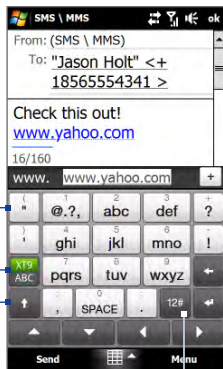
4.3 Using the Phone Keypad

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

- Tap to enter letters or symbols.
- Tap and hold to enter the punctuation mark, symbol, or number at the top of the key.

Tap to toggle between using **Normal** or **Predictive** mode.

- Tap to enter an uppercase letter.
- Tap twice to turn on Caps Lock.




Displays the word candidate list in Predictive mode. Tap a word to insert it into your text. Tap **+** to add a word to the XT9 dictionary.

Tap to delete the previous character.

Tap to create a new line.

Tap to open a keyboard layout that lets you easily enter numbers, symbols, and accented characters. See “Using Numeric and Symbol Mode” for details.

To enter text using the Phone Keypad


1. Start a program that accepts text input, such as Word Mobile.
2. Tap the **Input Selector** arrow, then tap **Phone Keypad**.
3. When in multitap mode (), enter a character by tapping a key until the desired character is displayed on the screen. As you tap the keys, the activated key displays just above the tapped key.
 - To enter the first letter that shows on a key, tap the key once. To enter the second letter, tap twice, and so on.
 - To enter a punctuation mark, symbol, or number that appears at the top of a key, tap and hold the key.

Note You can also use the Predictive text input mode in Phone Keypad. For more information, see “Using Predictive Mode” in this chapter.

4.4 Using Predictive Mode

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



To enter text using Predictive mode

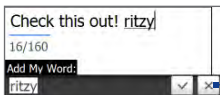
1. Make sure that the input mode is set to XT9 ().
2. Start entering the first few letters of a word. As you enter each letter, predicted words appear in the word candidate bar.
3. Tap the desired word to enter. If the word is highlighted in the word candidate bar, you can also tap the Enter key or the Space bar to enter it.

Note If there are several words to choose from, touch the left or right directional arrow keys below the input panel to navigate through the word candidate list.

To add a word to the XT9 dictionary

If the word that you have entered is not found in the dictionary, you can add it to the dictionary.

1. While in Predictive mode, type a letter and then tap  on right side of the word candidate list.
2. Type the word you want to add, and then tap . You can also tap the Enter key or the Space bar to add the word.



Cancel word addition.

To customize Predictive mode settings

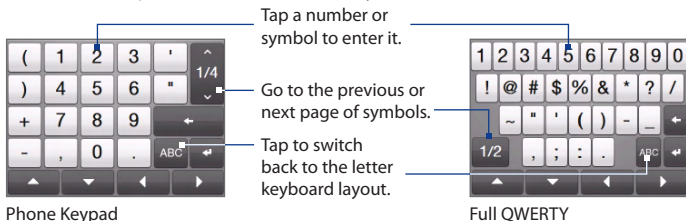
1. Tap the **Input Selector** arrow, then tap **Touch Input Settings**.
2. On the **XT9 Settings** tab, select or clear the following options according to your preferences:
 - **Spell Correction.** Lets you correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
 - **Word Completion in XT9 mode.** Lets you select from a list of possible words based on the keys that you have tapped and on the words available in the dictionary.
 - **Word Completion in ABC mode.** Lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.
 - **Auto-Substitution** (Phone Keypad only). Automatically inserts an apostrophe when you type common contracted words (for example, "dont" automatically becomes "don't").
3. Tap **OK**.

4.5 Using Numeric and Symbol Mode

Switch to Numeric and Symbol mode to easily enter numbers and common symbols such as parentheses, braces, currency signs, punctuation marks, and special characters.

To switch to Numeric and Symbol mode

1. While using Full QWERTY or Phone Keypad, tap **12#**.
2. Locate and tap the desired number or symbol to enter it.



To automatically switch to the letter keyboard layout

By default, the keyboard in Numeric and Symbol mode is locked so you can continuously enter symbols and numbers. Do the following if you want to automatically switch to the letter keyboard layout after entering a symbol.

1. Tap the **Input Selector** arrow and then tap **Touch Input Settings**.
2. On the **Options** tab, clear **Turn on symbol lock**.
3. Tap **OK**.

4.6 Adjusting Touch Input Settings

You can set the device to play a sound or vibrate when you tap a Full QWERTY or Phone Keypad key.

1. Tap the **Input Selector** arrow, then tap **Touch Input Settings**.
2. On the Options tab, select or clear the options according to your preference.
3. Tap **OK**.

Chapter 5

Synchronizing Information

5.1 About Synchronization

You can take information from your computer wherever you go by synchronizing it to your device. The following types of information can be synchronized between your computer and your device:

- **Microsoft® Office Outlook® information** — Office Outlook e-mail, contacts, calendar, tasks, and notes
- **Notes** created using Microsoft® Office OneNote® 2007
- **Media** — Pictures, music, and video
- **Favorites** — Website addresses you save as Favorites in Pocket Internet Explorer on your device or in the Mobile Favorites folder of Internet Explorer on your computer.
- **Files** — Documents and other files

- Tips**
- You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 7.
 - Try to synchronize regularly in order to keep information up-to-date on both your device and your computer.

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

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

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

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

5.2 Setting Up Windows Mobile® Device Center on Windows Vista®

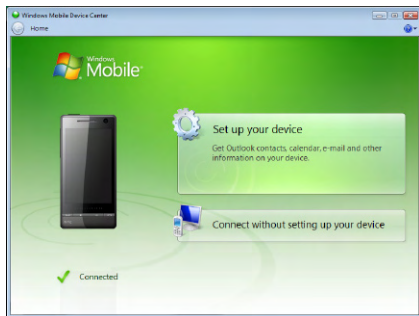
Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista®. Some versions of Windows Vista® come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista®, you can install it from the Getting Started Disc that came with your device.

Setting up synchronization in Windows Mobile Device Center

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

1. Connect your device to your computer. Windows Mobile Device Center configures itself, then opens.

2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.



- Note** Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not synchronize Outlook information.
4. Select the items you want to synchronize, then click **Next**.
 5. Enter a device name, then click **Set Up**.
- When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information appear on your device after synchronization.

Using Windows Mobile Device Center

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



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

- Click **Mobile Device Settings** to change synchronization settings.
- When you click **Pictures, Music and Video > XX new pictures/video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your computer.
- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to synchronize music and video files using Windows Media® Player. For more information, see “Using Windows Media® Player Mobile” in Chapter 11.
- Click **File Management > Browse the contents of your device** to view documents and files on your device.

Note See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows® XP

The Getting Started disc that comes with your device contains Microsoft ActiveSync 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

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

Installing ActiveSync

1. Place the Getting Started disc to the disc drive of your computer.
2. Click **Setup and Installation**.
3. Select the **ActiveSync** check box, then click **Install**.
4. Read the license terms, then click **Accept**.
5. When installation is completed, click **Done**.
6. On the Getting Started with Windows Mobile screen, click **Close**.

Setting up synchronization in ActiveSync

1. Connect your device to your computer. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your computer, clear the **Synchronize directly with a server running Microsoft Exchange** check box, then click **Next**.
3. Select the information types that you want to synchronize, then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

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

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your computer using the USB cable or Bluetooth connection.

Starting and stopping synchronization



You can manually synchronize either from your device or computer.

From your device

- Tap **Start** > **Settings**, and then touch **Sync Data**; or
- Tap **Start** > **ActiveSync**, and then tap **Sync**.
To end synchronization before it completes, tap **Stop**.



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

From Windows Mobile Device Center

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

From ActiveSync on your computer

When you connect your device to your computer, ActiveSync automatically opens on your computer and synchronizes.

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

Selecting information to synchronize

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

Note Before changing synchronization settings on your device, disconnect it from your computer.

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

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

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

Troubleshooting sync connection problem

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

If this happens, tap **Start > Settings**, and then tap **All Settings**. Tap **Connections** tab > **USB to PC**, then clear the **Enable faster data synchronization** check box. This makes your computer utilize a serial USB connection with your device.

5.5 Synchronizing via Bluetooth

You can connect and synchronize your device with the computer using Bluetooth.

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

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your computer to synchronize through Bluetooth. See the program's Help for instructions.
2. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. See "Bluetooth Modes" in Chapter 9 for details. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth Partnerships" in Chapter 9.
3. On your device, tap **Start > ActiveSync**.
4. Tap **Menu > Connect via Bluetooth**.

Note To conserve battery power, turn off Bluetooth when not in use.

5.6 Synchronizing Music and Video

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

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

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

See “Using Windows Media® Player Mobile” in Chapter 11 for details.

Chapter 6

Exchanging Messages

6.1 Messaging

Messaging is a central location where you can find all types of messaging accounts, which include text messages (SMS) and e-mail accounts.

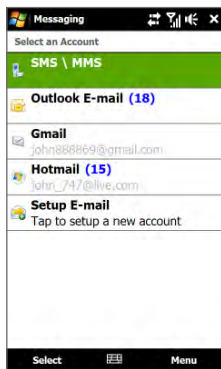
To select a messaging account

Do one of the following:

- Tap **Start > All Programs > Messaging**. The Account Picker screen then opens and you can select an account.
- While you are in a message list of a certain account, for example SMS \ MMS, tap **Menu > Go To** to switch to other messaging accounts.

To configure message account settings

- Tap **Menu > Options** on the Account Picker screen; or
- Tap **Menu > Tools > Options** while you're in a message list.



Account Picker screen

To automatically add a signature in outgoing messages

You can automatically add your name and other information as your signature in outgoing SMS and e-mail messages:


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

1. Tap **Start > All Programs > Messaging**, and then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select the desired account.
4. Select the **Use signature with this account** check box.
5. In the text box, enter your signature.
6. To add the signature when you reply to or forward messages, select the **Use when replying and forwarding** check box, and then tap **OK**.

6.2 Text Messages

Send short text messages (SMS) to other mobile phones. If your message is more than 160 characters, it will be sent as two or more separate messages and you will be billed accordingly.

Creating and sending a new text message

1. On the Home screen, slide to the **Messages** tab.
2. Touch the **New Message** icon () on the upper right side of the screen.
3. To add recipients, enter their mobile phone numbers in the **To** field, separating the numbers with a semicolon (;). You can also tap **To** or tap **Menu > Add Recipient** to add mobile phone numbers from Contacts.

4. Enter your message.

- Tips**
- To choose from preset messages, tap **Menu > My Text** and tap a desired message.
 - To check the spelling, tap **Menu > Spell Check**.

5. When finished, tap **Send**.

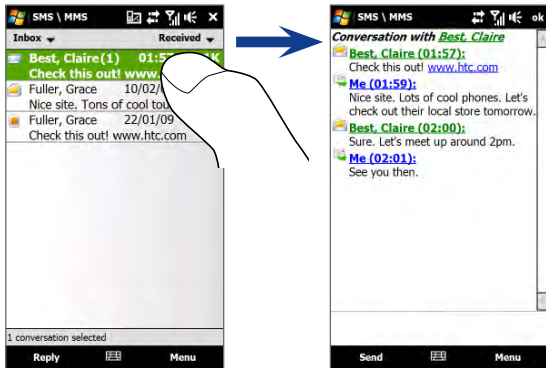
Note If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options**, then select the **Request message delivery notification** check box. To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **SMS \ MMS**, then select the **Request delivery notifications** check box.

Managing text messages

Text messages that are sent to and received from a contact (or number) are grouped as a single thread in your inbox. Threaded SMS shows your messages to and from a contact in a single conversation thread.

To reply to a text message

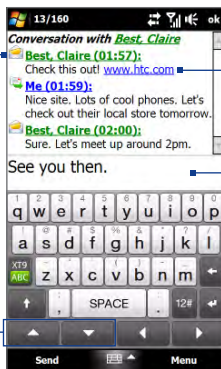
1. In the SMS \ MMS inbox, tap a message thread to open it.



- At the bottom of the screen, type your reply message and then tap **Send**.

- Open the Contact Details screen.
- If the sender is not in your contacts, tap the mobile phone number and save it as a new contact or assign it to an existing contact.

Navigate and select messages.



Open the link in Opera Mobile.

Enter your reply message here.

To copy a message in the thread to the SIM card

- In the SMS \ MMS inbox, tap a message to open it.
- Tap the up or down navigation key at the bottom of the on-screen keyboard to select a message in the thread.
- Tap **Menu > Copy to SIM**.

Notes

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

To delete a message in the thread

- In the SMS \ MMS inbox, tap a message to open it.
- Tap the up or down navigation key at the bottom of the on-screen keyboard to select a message in the thread.
- Tap **Menu > Delete**.

To delete all messages in a thread

In the SMS \ MMS inbox, tap and hold a message, and then tap **Delete**.

6.3 MMS

Sending multimedia messages (MMS) to your friends and family is fun and easy. You can include pictures, videos, and audio clips in a multimedia message.

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

Changing the MMS settings

Check your device to see if it is preconfigured with your wireless service provider's MMS settings. Add the MMS settings of your wireless service provider if there are no preset MMS settings found on your device.

To configure MMS message settings

1. Tap **Start > All Programs > Messaging > SMS \ MMS**.
2. Tap **Menu > MMS Options**. The Settings screen then appears.
3. In the **Preferences** tab, choose from the available options according to your needs.

4. Tap the **Servers** tab and check if your device is preset with MMS server settings. If there are no preset settings, tap **New** and enter the MMS settings which you obtained from your wireless service provider.

Note If your device already has preset MMS settings, it is recommended that you do not change these settings. If you change the preset settings, your device may not be able to send and receive MMS messages.

5. Tap **Done**.








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

Creating and sending MMS messages

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

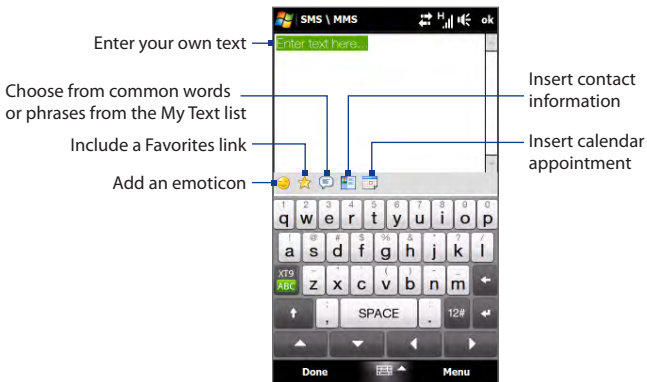
To compose an MMS message

1. Tap **Start > All Programs > Messaging > SMS \ MMS**.
2. Tap **Menu > New > MMS**.
2. When the Choose a MMS screen opens, tap a preset template, or tap **Custom** to open a blank MMS message.

- Note** If you prefer to start composing from a blank MMS message every time, select the **Always choose custom** check box.
3. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
Note You may need to scroll up to see the Cc and Bcc fields.
 4. Enter a subject for your message.
 5. Tap the **Insert** icon () to insert a photo or video clip. When selecting a photo or video clip, you can:
 - Tap the photo or video clip to insert it into the MMS message.
 - Tap  to take a photo and insert it into the MMS message.
 - Tap  to record MMS video and insert it into the MMS message.
 - Tap  to quit selection and return to the MMS message.
 6. Enter text and insert audio clips by tapping the respective areas. See “To add text to an MMS message” and “To add an audio clip to an MMS message” for details.
 7. To add more slides, tap  or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to add photos/videos, text, and audio to your slides.
 8. Tap **Send** to send the MMS message.
- Tip** You can also send an MMS message from Pictures & Videos, Album, or the Camera program.

To add text to an MMS message

When you tap **Insert text here** on your MMS message, an empty screen appears where you can enter your text. You can insert the following types of information:



Tip To edit or delete a phrase on the My Text list, tap and hold a string, and then tap **Edit** or **Delete** from the shortcut menu. To add a new phrase, tap **New**.

To add an audio clip to an MMS message


You can add one audio clip per slide in your MMS message.

1. Tap **Insert audio** on your MMS message.

By default, the My Documents is shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the down arrow (▼) to return to the upper folder.





2. Select an audio file. When selected, you can:
 - Tap to play the audio clip, to pause, or to stop playback.
 - Tap **Select** to insert it to the MMS message.

- Tap  to quit selection and return to your MMS message.

Note To record a new audio clip and add it to your MMS message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted to the MMS message.

Viewing and replying to MMS messages

To view an MMS message

1. In the SMS \ MMS inbox, tap the MMS message.
2. In the threaded message, tap the MMS icon () , and then use the playback controls () , () , and () to view the MMS message.
3. Tap **Contents** to see a list of files included in the message. On the Message Contents screen, you can do the following:
 - To save a file, select it, and tap **Menu > Save**.
 - To save the contents of a text file to the My Text list, tap **Menu > Save into My Text**.
 - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

To reply to an MMS message

1. In the SMS \ MMS inbox, select the mobile phone number or name of the contact who sent you the MMS message.
2. In the threaded message, tap the MMS message to open and view an MMS message.
3. After viewing the MMS message, tap **Menu > Reply > via MMS** to reply with an MMS message or tap **Menu > Reply > via SMS** to reply with a text message.

To block a phone number from sending you MMS messages

If you do not want to receive MMS messages from a particular sender, you can add the sender's phone number to the MMS Blacklist.

1. When you receive a new MMS message, open and view the message.
2. To avoid receiving MMS messages from this sender next time, tap **Menu > Show > Message Detail**.
3. On the Message Detail screen, tap **Menu > Show Contact Details**.
4. Tap **Menu > Save to Blacklist**.
5. Tap **Done**.

Tip To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Go to the SMS \ MMS inbox, tap **Menu > MMS Options > Blacklist** tab, tap and hold the phone number in the Blacklist, and then tap **Delete**.

6.4 E-mails

Types of e-mail accounts

You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you sync with your computer or the Exchange Server.
- E-mail account that you have from an Internet Service Provider (ISP) or other e-mail provider.
- Web-based e-mail accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, and others.
- Custom domain e-mail accounts. The e-mail domain name is hosted by a different e-mail provider. For more information, see the Help on your device.
- Work account that you access using a VPN connection.

Synchronizing Outlook e-mail with your computer

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

If you have not yet installed the synchronization software nor created a partnership, do so by following the procedures in Chapter 5.

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

Setting up an Internet e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account from an Internet service provider (ISP) or other e-mail service provider, or a web-based account such as Gmail, Yahoo! Mail Plus, or AOL. You can also add a work account that you access using a VPN server connection as a POP3/IMAP4 account.

Note You can set up an Internet e-mail account from the TouchFLO 3D Mail tab using Mail Setup. See "Mail" in Chapter 3 for details.

1. Tap **Start > All Programs > Messaging > Setup E-mail**.
2. Enter your **E-mail address** and the **Password** for your e-mail account and select the **Save password** option. Tap **Next**.
3. If e-mail provider settings are found preconfigured on your device, the E-mail Setup wizard shows a successful message. Tap **Next**.

If the settings are not found on your device, select the **Try to get e-mail settings automatically from the Internet** checkbox to find and download e-mail server settings from the Internet and then tap **Next**.

Note You may be charged when your device connects to the Internet and downloads the e-mail server settings.

4. Enter **Your name** and the **Account display name** and then tap **Next**.

Note If the E-mail Setup wizard was unsuccessful in finding and downloading settings from the Internet, select **Internet e-mail** from the **Your e-mail provider** list on the next screen. You will be asked to enter e-mail server settings. See “To specify e-mail server settings” for details.

5. In the **Automatic Send/Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

Note Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see “To customize download and format settings.”

6. Tap **Finish**.

To specify e-mail server settings

If Auto Setup is unsuccessful, contact your ISP or e-mail provider for the **Incoming mail server** and **Outgoing mail server** settings so you can enter them on your device.

Other options that you can select include the following:

- Select the **Outgoing server requires authentication** check box, if required by your provider.
- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the **Use the same user name and password for sending e-mail** check box. You will be prompted to enter this information.
- Tap **Advanced Server Settings**, then select the **Require SSL** check boxes if your e-mail provider uses an SSL connection for more secured e-mail. From the **Network connection** list, select the data connection that you use for connecting to the Internet.

To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap the **Review all download settings** link at the bottom of the screen to choose download options, message format, and other settings.

Options	Description
Automatic Send/Receive	Select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your device.
Send/receive when I click Send	By default, messages are immediately delivered when you tap Send . If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping Menu > Send/Receive).
Use automatic send/receive schedule when roaming	This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your device.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

Creating and sending an e-mail message

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

1. On the TouchFLO 3D Home screen, slide to the **Mail** tab.
2. Select the e-mail account you want to use on the right side of the screen.

Tip To choose from other e-mail accounts that are not displayed on the **Mail** tab, touch **Menu > Accounts > Accounts**, and then select an e-mail account on the Account Picker screen.

3. Touch the **New E-mail** icon (✉).
4. To add recipients, enter their e-mail addresses, separating them with a semicolon (;). You can also tap **To** if you want to add e-mail addresses stored in Contacts.
5. Enter a subject and compose your message.

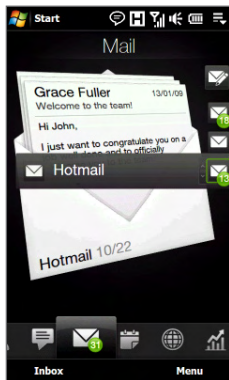
Tips

- To choose from preset messages, tap **Menu > My Text** and tap a desired message.
- To check the spelling, tap **Menu > Spell Check**.

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

Tips

- For more information about entering text and symbols, see Chapter 4.
- To set the message priority, tap **Menu > Message Options**.
- If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

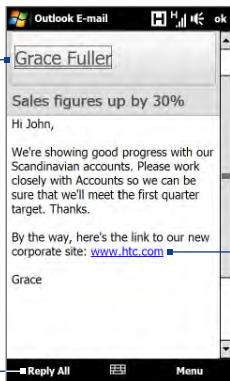


Viewing and replying to e-mails

To view an e-mail message

1. On the TouchFLO 3D Home screen, slide to the **Mail** tab, select the e-mail account, and then tap **Inbox**.
2. Tap an e-mail to open it.

- Open the Contact Details screen.
- If the sender is not in your contacts, tap the e-mail address and save it as a new contact or assign it to an existing contact.



Reply the message.

Open the link in Opera Mobile.

To download a complete e-mail

By default, long e-mails that you receive contains only the first few kilobytes of the message. When you open an e-mail, it displays only the headers and part of the message. You must download the whole e-mail to view the complete content.

To download a complete e-mail message, open the e-mail, and then do one of the following:

- Finger-scroll to the end of the message, and tap **Get entire message and any attachments** (POP3 e-mail account) or tap **Get the rest of this message** (IMAP4 and Outlook e-mail accounts).
- Tap **Menu > Download Message**.

- Notes**
- The Fetch Mail feature, which is available for POP3 and IMAP4 Internet e-mail accounts, downloads an entire e-mail without the need for you to perform a full synchronization. This limits the download to just the e-mail message that you want and helps save data cost.

Fetch Mail is also available for Outlook E-mail. See “Instant download through Fetch Mail” in Chapter 7 for details.
 - Download may take some time, depending on the speed of your Internet connection, size of the whole e-mail, and whether file attachments are automatically downloaded.

To download file attachments

- **POP3 e-mail account:**

File attachments are automatically downloaded when you download a complete e-mail.

- **IMAP4 and Outlook e-mail accounts:**

File attachments appear below the subject of an e-mail message. Tapping an attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

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

To reply to or forward a message

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

- Notes**
- You can receive and view HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing. HTML e-mail support in Outlook Mobile is available only if you are synchronizing your device with Microsoft Exchange Server 2007.
 - When replying using an Outlook e-mail account, you can customize ActiveSync to exclude addresses, including your own, from being added to the recipient list. Tap **Menu > Options** in ActiveSync, select the **E-mail** item, tap **Settings**, and then tap **Advanced**. In the **My e-mail addresses** text box, enter the e-mail addresses that you want to exclude.

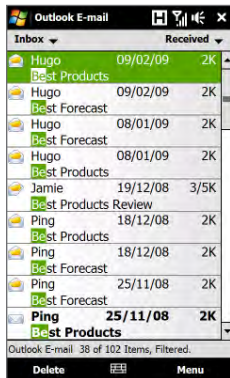
Filtering the Inbox message list

When the Inbox on your device is full of messages, you can filter your Inbox to display only the messages that contain a particular sender or subject you are searching for.

To filter your Inbox

- On the TouchFLO 3D Home screen, slide to the **Mail** tab, select the e-mail account, and then tap **Inbox**.
- Enter the sender name or e-mail subject you want to look for. As you type characters, the message list narrows down to the sequence of characters you have entered.

For example, entering “B”, then “E” narrows the list to only the e-mails that contain sender names and e-mail subjects that start with “BE.”



Synchronizing e-mails

Synchronizing e-mails ensures that new e-mails are downloaded to the device Inbox folder, e-mails in the Outbox folder are sent, and e-mails deleted from the server are removed from your device. The manner in which you synchronize e-mails depends on the type of e-mail account you have.

To automatically synchronize an Outlook e-mail account

1. Connect your device to your computer through USB or Bluetooth.
Otherwise, connect through Wi-Fi, or a data connection if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 7.
2. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

To manually synchronize your Outlook or Internet e-mail account

On the TouchFLO 3D Home screen, slide to the **Mail** tab, select the e-mail account, and then tap **Menu > Send/Receive**.

Customizing e-mail settings

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

1. Disconnect your device from the computer.
2. Tap **Start > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.
4. On the E-mail Sync Options screen:
 - Under **Message format**, select HTML or Plain Text. HTML is only available when connected to Microsoft Exchange Server 2007 or later.
 - Under **Download size limit**, select the desired e-mail size.
5. Close ActiveSync and reconnect your device to the computer.

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

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your POP3 or IMAP4 Internet e-mail account.
3. Tap **Download Size Settings**.
4. Under **Message format**, select HTML or Plain Text.
5. Under **Download size limit**, select the desired e-mail size.
6. Tap **Done**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, and then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap the name of your IMAP4 e-mail account.
3. Tap **Download Size Settings**.
4. In **Download attachments**:
 - Select All attachments to always download file attachments; or
 - Select a file size limit for auto-downloading attachments.
5. Tap **Done**.

To store attachments on the storage card

1. Tap **Start > All Programs > Messaging**.
2. Tap **Menu > Options > Storage** tab.
3. Select the **When available, use this storage card to store attachments** check box.

