

### 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 these 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 **Review all download settings** to choose download options, message format, and other settings.

Options	Description
<b>Automatic Send/Receive</b>	You can select a time interval for connecting to the Internet automatically to send and receive messages.
<b>Download messages</b>	Set the number of days of messages that you want to be downloaded to your device.
<b>Send/receive when I click Send</b>	By default, messages are immediately delivered when you tap <b>Send</b> . 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 <b>Menu &gt; Send/Receive</b> ).
<b>Use automatic send/receive schedule when roaming</b>	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.
<b>When deleting messages</b>	Choose whether to delete messages from the mail server when you delete them on your device.
<b>Message format</b>	Select HTML or Plain Text.
<b>Message download limit</b>	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

## 7.5 Using E-mail

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

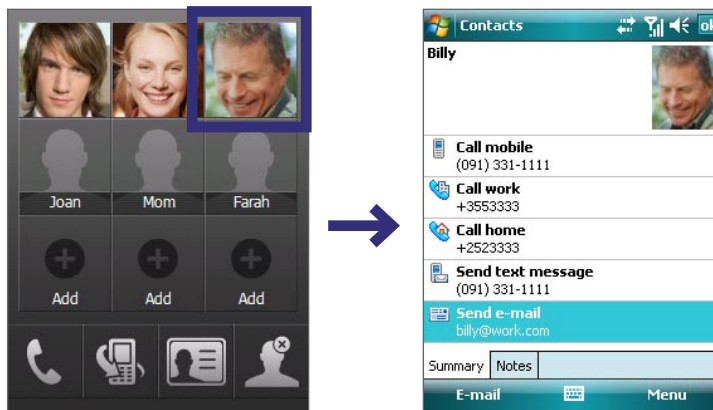
### Create and send messages

#### To compose and send a message

1. You can select a contact either from TouchFLO's Touch Cube or from Contacts.

##### Select a favorite contact from TouchFLO's Touch Cube:

- a. Open the Touch Cube by sliding your finger upward, starting from the bottom of the touch screen where it shows a logo image. (See Chapter 1 for detailed instructions.)
- b. Slide your finger left or right to rotate the cube and navigate to the screen where it shows your favorite contacts.
- c. Touch the photo or name of the favorite contact to whom you want to send an e-mail message.
- d. The contact card of your selected contact is then displayed. Touch the item that shows **Send e-mail**.



##### Select from Contacts:

- a. Tap **Start > Contacts**.
  - b. Slide your finger upward on the touch screen to scroll down the contact list. See "Finger scrolling and finger panning" in Chapter 1 for more details on finger scrolling.
  - c. Touch the contact's name to open his or her contact card.
  - d. On the contact card, touch the item that shows **Send e-mail**.
2. If you have several e-mail accounts, the Account Picker screen will appear. Select an e-mail account that you want to use.
  3. A new e-mail message is then created.  
To add more 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.
  4. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
  5. To check the spelling, tap **Menu > Spell Check**.
  6. Tap **Send**.

- Tips**
- To set the 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.

## To add an attachment to a message

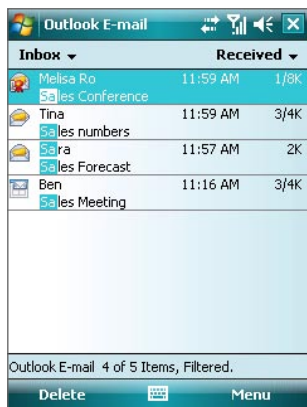
1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture, Voice Note, or File**.
2. Select the file you want to attach, or record a voice note.

## Filter the Inbox message list

When the Inbox on your device is full of messages, it may be hard to browse and locate a desired message. You can filter your Inbox to only display the messages that contain a particular sender or subject you are searching for.

### To filter your Inbox

- Enter the sender name or e-mail subject you want to look for using the on-screen keyboard. As you tap keys, the message list narrows down to the conditions you have set.



For example, tapping "S", then "A" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "SA."

## View and reply to messages

### To read an incoming message

By default, only the first few kilobytes of a message are shown when you open an incoming message. To read the whole message:

- Finger-scroll to the end of the message and tap **Get the rest of this message**; or
- Tap **Menu > Download Message**.

The message will be downloaded the next time you tap **Menu > Send/Receive** to send and receive e-mail.

**Note** If your company is running Microsoft Exchange Server 2007, the message downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

### To download an attachment

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

- Notes**
- If there are multiple attachments in the message, all attachments are downloaded.
  - For information about setting your device to automatically download file attachments, see "Customize e-mail settings".
  - If your company is running Microsoft Exchange Server 2007, the attachment downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

### To reply to or forward a message

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response then tap **Send**.

**Tip** Whenever you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. You can customize ActiveSync so that your e-mail address will be excluded. To do so, tap **Menu > Options** in ActiveSync, select the **E-mail** item, tap **Settings**, then tap **Advanced**. In the **My e-mail addresses** text box, enter your e-mail address.

### To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

**Note** HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see “Customize e-mail settings”.
2. Tap **Start > Messaging**, select your e-mail account, and open an HTML e-mail that you received.
3. Tap the **Tap to scroll right** option to be able to scroll sideways and get a complete horizontal view of the message.
4. Tap **Get the rest of this message** that’s shown at the bottom of the message to download and view the whole message.
5. If the e-mail does not download immediately, tap **Menu > Send/Receive**.
6. If images do not immediately appear on the message, tap **Internet pictures blocked** then tap **Download Internet pictures**.
7. Tap **Menu** and choose whether to reply or forward the message.
8. Enter your response then tap **Send**.

**Tip** E-mail can contain hyperlinks to Web pages.

## Download messages

The manner in which you download messages depends on the type of e-mail account you have.

### To send and receive e-mail for an Outlook account

1. Tap **Start > Programs > ActiveSync**.
2. Connect your device to your PC using the USB cable or Bluetooth.  
Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 8.
3. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

**Tip** You can also manually synchronize anytime by tapping **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

### To send and receive e-mail for a POP3/IMAP4 account

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you need to connect to the Internet or your corporate network.

1. Tap **Start > Messaging** and tap your POP3 or IMAP4 e-mail account.
2. Tap **Menu > Send/Receive**. Messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the Outbox folder are sent, and messages deleted from the server are removed from the device Inbox.

## Customize e-mail settings

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

1. Disconnect your device from the computer.
2. Tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.
4. On the E-mail Sync Options screen:
  - Under **Download size limit**, select the desired email size.
  - Under **Message format**, select HTML or Plain text.
5. Close ActiveSync and reconnect your device to the computer.

### To change the download size and format for POP3/IMAP4 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 e-mail account.
3. Keep tapping **Next** until you see **Message format** and **Message download limit** on the screen.
4. Under **Message format**, select HTML or Plain text.
5. Under **Download size limit**, select the desired email size.
6. Tap **Finish**.

### To automatically receive attachments on Outlook e-mails

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

### To automatically receive attachments on IMAP4 e-mails

1. Tap **Start > Messaging**.
2. Tap **Menu > Options**.
3. Tap the name of your IMAP4 account.
4. Keep tapping **Next** until you see the **Download attachments** item on the screen.
5. Select a download size from the **Download attachments smaller than** list box.
6. Tap **Finish**.

### To store attachments on a storage card

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options > Storage** tab.
3. Select the **Store attachments on storage card** check box.



# Chapter 8

## Working With Company E-mail and Meeting Appointments

**8.1 Synchronizing Your Device with  
the Exchange Server**

**8.2 Working With Company E-mail**

**8.3 Managing Meeting Requests**

**8.4 Finding Contacts in the Company Directory**

**8.5 E-mail Security**



## 8.1 Synchronizing Your Device with the Exchange Server

To keep up-to-date with your company e-mail while you're out of the office, you can connect your device to the Internet wirelessly and synchronize it with your company's Exchange Server. You can also access your company addressbook anytime. Your company must have a mail server that is running Microsoft Exchange Server with Exchange ActiveSync.

### Set up an Exchange Server connection

Before you can synchronize or access information on the Exchange Server, you need to set up an Exchange Server connection on your device. You need to get the following information from your network administrator and enter them on your device:

- Exchange Server name (must be the Outlook Web Access server name)
- Domain name
- User name and password that you use at work

If you have not synchronized your device with your PC, follow these steps to set up an Exchange Server connection.

1. Tap **Start > Messaging > New E-mail Account**.
2. Enter your e-mail address. Clear the **Try to get e-mail settings automatically from the Internet** check box, then tap **Next**.
3. Select **Exchange server** in the **Your e-mail provider** list, then tap **Next**.
4. Tap **Next** again.
5. In **Server address**, enter the Exchange Server name, and tap **Next**.
6. Enter your user name, password, and domain, and tap **Next**.

**Tip** To change the rules for resolving synchronization conflicts, tap **Advanced**.

7. Select the items that you want to sync with the Exchange Server.
8. To change synchronization settings of an information type, for example, E-mail, select the type of information, and tap **Settings**.
9. Tap **Finish**.

**Note** If you synchronized e-mails with your PC before, open ActiveSync on your device and tap **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select **E-mail** under Exchange Server.

**Tip** To change Exchange Server settings, open ActiveSync then tap **Menu > Configure Server**.

### Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connections, see Chapter 10.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

You can manually start synchronization anytime by tapping **Sync** in ActiveSync.

**Note** If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to "pass through" to the network and download Outlook e-mails and other information to your device.



## 8.2 Working With Company E-mail

Your device gives you instant access to your company e-mail and lets you manage your messages easier. Direct Push, Fetch Mail, Remote e-mail search, and e-mail flags are just some of the tools you can use to manage your e-mails.

**Note** Some messaging features depend on the Microsoft Exchange Server version used in your company. Please check with your network administrator for the availability of these features.

### Automatic synchronization through Direct Push

**Direct Push** technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a data connection on your device.


You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

**Requirement** The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version.**

#### To enable Direct Push via Comm Manager

1. Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections tab > Comm Manager**.
2. On the Comm Manager screen, tap the **DirectPush** button.

The button  will turn to , which indicates that you will receive e-mails as they arrive.

When the button is in the  state, you need to manually retrieve your e-mails.

#### To enable Direct Push via ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

### Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently. (Peak times which usually refer to your working hours when e-mail volume is high).
3. Select a longer interval in the **Off-peak times** box.

**Tip** To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

## Instant download through Fetch Mail

The **Fetch Mail** feature downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action. This limits the download to just the e-mail message that you want and helps save data cost.

**Requirement** Fetch Mail works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap an e-mail message to open it.
3. By default, only the first few kilobytes of the message is shown. To download the whole e-mail, finger-scroll to the end of the message then tap **Get the rest of this message**.
4. A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

**Tip** For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in Chapter 7.

**Note** When you receive an e-mail that contains a link to a document such as a PDF or Microsoft Office document located on SharePoint or an internal file server, you can tap the link to view the document on your device. You can view the document only if you have a Microsoft Outlook account that synchronizes with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

## Search for e-mails on the Exchange Server

You can access messages that are not available on your device by searching your Microsoft Exchange Server mailbox. The search results will be downloaded and displayed in a Search Results folder.

**Requirement** Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the date range of messages to search from.
5. From the **Look in** list, choose whether to search from your inbox or outbox only or to search all folders.
6. Tap **Search**.

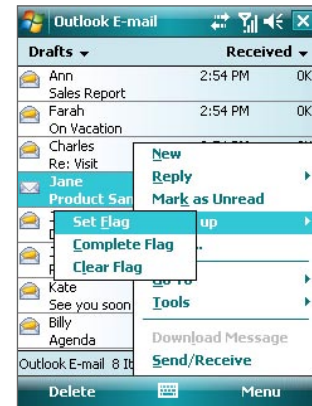
## Flag your messages

Flags serve as a reminder for you to follow-up on important issues or requests contained in the e-mail messages. Flagging messages, which has been a useful feature on desktop Outlook E-mail, can also be done in Outlook Mobile on your device. You can flag received e-mail messages on your device.

**Requirement** Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

### To flag or unflag message

1. Tap **Start > Messaging > Outlook E-mail**.
2. Select a message or open a message.
3. Tap **Menu > Follow Up** and select one of the following options:
  - **Set Flag** Mark the message with a red flag to indicate that it needs follow up.
  - **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.
  - **Clear Flag** Remove the flag to unmark the message.



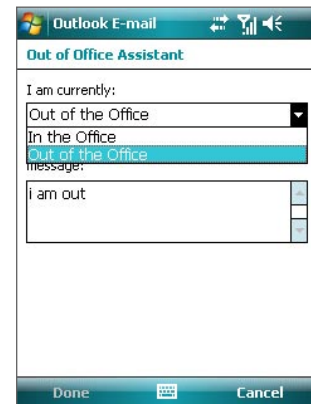
**Note** E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.

### Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

#### To send out-of-office auto-reply messages

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Out of Office**.
3. From the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message then tap **Done**.



## 8.3 Managing Meeting Requests

When you schedule and send meeting requests from your device, you can invite attendees to your meeting and check their status to know about their availability.

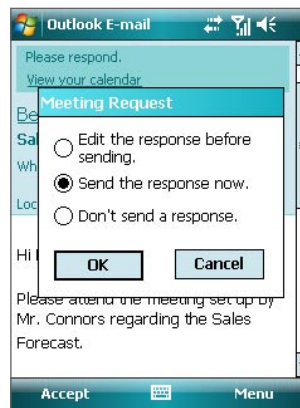
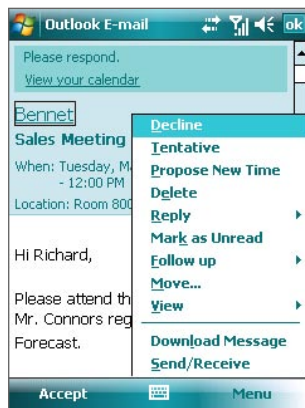
When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

**Requirement** Your company must be using **Microsoft Exchange Server 2007 or higher**.

### To reply to a meeting request

1. When you receive a meeting request e-mail, a notification will be displayed on the Today screen. Open the e-mail.
2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

- Tips**
- Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.
  - If the time of the meeting conflicts with your other appointments, a “Scheduling Conflict” status appears on top of the e-mail.
3. Choose whether or not to edit your response e-mail before sending then tap **OK**.



4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

### To view the list of meeting participants

1. Tap **Start > Calendar**.
2. Tap a meeting request that you previously sent, then tap **Attendees**. The list of required and optional attendees will be listed.

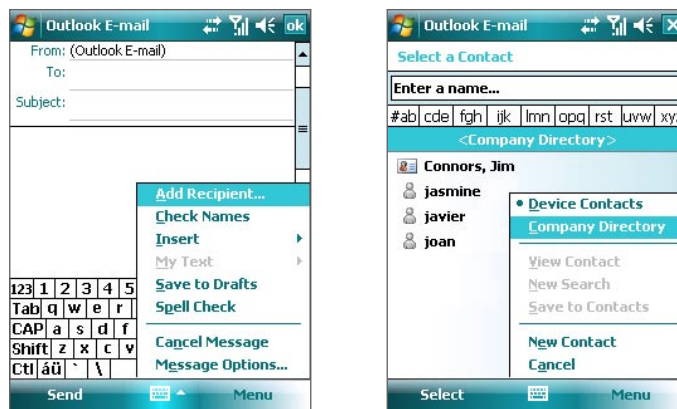
- Notes**
- For information about creating a meeting request, see “To send a meeting request” in Chapter 6.
  - If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.
  - To view an attendee’s contact information, tap the attendee’s name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

## 8.4 Finding Contacts in the Company Directory

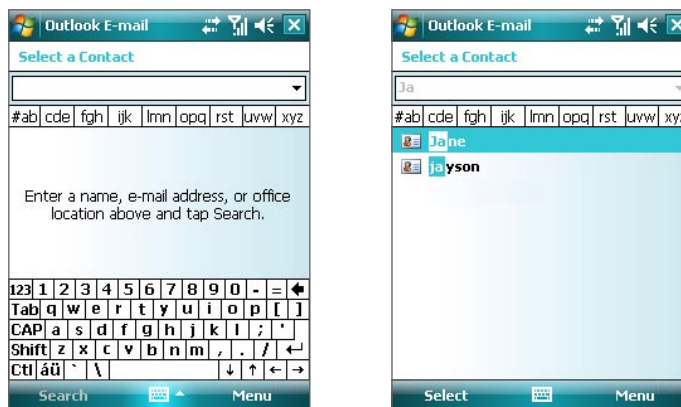
In addition to having contacts on your device, you can access contact information from your organization's Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

**Requirement** Access to the Company Directory is available only if your organization is running Microsoft Exchange Server 2003 SP2 or higher, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.
2. Do any of the following:
  - In Contacts, tap **Menu > Company Directory**.
  - In a new e-mail message, tap the **To** box (or tap **Menu > Add Recipient**) then tap **Company Directory**.



- In a new meeting request using Calendar, tap **Attendees** and then tap **Company Directory** at the top of the list.
3. Enter the part or full contact name and tap **Search**. In the search results list, tap a contact to select it.



- Notes**
- You can save a contact from the Company Directory to your device by selecting the contact then tapping **Menu > Save to Contacts**.
  - You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

## 8.5 E-mail Security

Windows Mobile protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an impostor or a hacker, and that the message has not been altered.

Encryption protects the privacy of your message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

**Requirement** S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with **Exchange Server 2003 SP2 or a later version** that supports S/MIME. If your company is not using one of these products, or you have not completed your first synchronization with the Exchange Server, these options are unavailable.

**Note** You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

### To individually sign and encrypt a new message

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > New** to create a new message.
3. Tap **Menu > Message Options**.
4. From the **Security** list, select whether to encrypt only, sign the message only, or do both.
5. Tap **OK**.

### To verify the digital signature on a signed message you receive

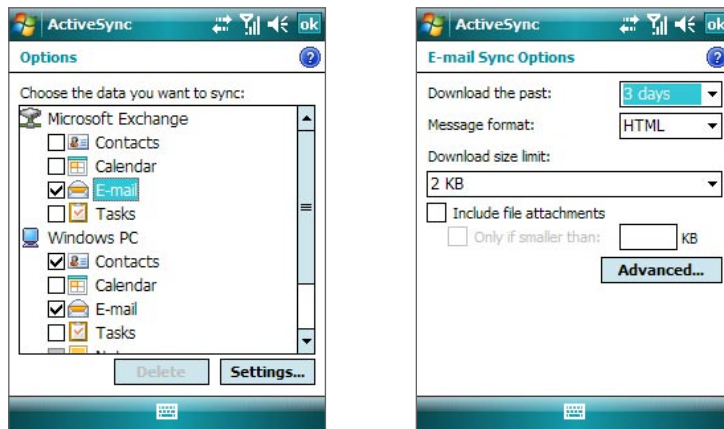
1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.
3. Tap **Menu > Check Certificate**. To view the details of the certificate in the message, tap **Menu > View Certificate**.

**Note** There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

### To digitally sign and encrypt all messages

You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.



4. Do one or both of the following:

- To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
- To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.

5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

You can select certificates to sign or encrypt e-mail messages individually if you do not choose to sign or encrypt all outgoing e-mail. For information about signing and encrypting individual messages, see “To individually sign and encrypt a new message.”

## Set Permissions on an E-mail Message

Another way of protecting your e-mail messages is to send messages with restricted permissions using Information Rights Management (IRM).

**Note** This works only with a Microsoft Outlook e-mail account and if your company is using RMS Server SP1.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Create a message, and then tap **Menu > Message Options**.
3. In **Permissions**, do one of the following:
  - To allow anyone to read the message, select **Unrestricted access**.
  - To prevent the message from being forwarded, printed, or copied, select **Do not forward**.
4. Tap **OK**.

**Tip** An IRM-protected message received on your device can only be replied to or forwarded if the message permits it.





# Chapter 9

## Working With Documents and Files

**9.1 Microsoft® Office Word Mobile**

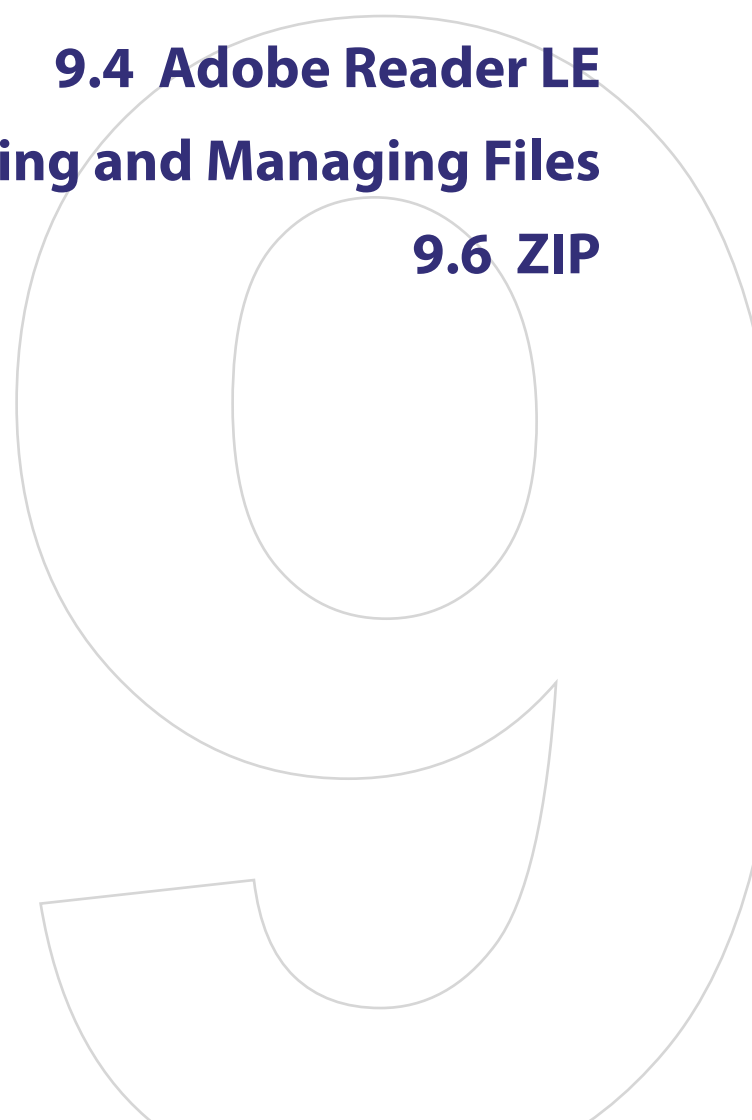
**9.2 Microsoft® Office Excel® Mobile**

**9.3 Microsoft® Office PowerPoint® Mobile**

**9.4 Adobe Reader LE**

**9.5 Copying and Managing Files**

**9.6 ZIP**



## 9.1 Microsoft® Office Word Mobile

**Microsoft® Office Word Mobile** is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as **\*.doc**, **\*.rtf**, **\*.txt**, and **\*.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

### To create a Word file

1. Tap **Start > Office Mobile > Word Mobile**.
2. In Word Mobile, tap **New**. You will see either a blank document or template, depending on what you have selected as the default template.
3. Enter text as desired.
4. Tap **Menu**, and then choose whether to set the font, paragraph alignment and indentation, insert the date, do a spelling check, and more.
5. When you are finished, tap **OK** to save and close the file.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

**Note** Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.

## 9.2 Microsoft® Office Excel® Mobile

**Microsoft® Office Excel® Mobile** makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.

### To create an Excel file

1. Tap **Start > Office Mobile > Excel Mobile**.
2. In Excel Mobile, tap **New**. You'll see either a blank worksheet or template, depending on what you've selected as the default template.
3. Tap a cell to select it. Using the onscreen keyboard, enter your data and then tap the Enter key.
4. Tap **Menu**, and then choose whether to insert cells, charts, symbols or functions, format rows and columns, and more.
5. When you are finished, tap **OK** to save and close the file.

**Tips**

- Work in full-screen mode to see as much of your workbook as possible.
- Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

**Note** Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Word Excel, see Help on your device.

## 9.3 Microsoft® Office PowerPoint® Mobile

With **Microsoft® Office PowerPoint® Mobile**, you can open and view slide show presentations created on your PC. Slide shows in **\*.ppt** and **\*.pps** format created using PowerPoint '97 and later can be viewed in PowerPoint Mobile.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

Features not supported in PowerPoint Mobile include:

- **Notes.** Notes written for slides will not be visible.
- **Rearranging or editing slides.** PowerPoint Mobile is a viewer only.
- **Some file formats.** Files created in **\*.ppt** format earlier than PowerPoint '97 and HTML files in **\*.htm** and **\*.mht** formats are not supported.

### To start a slide show presentation

1. Tap **Start > Office Mobile > PowerPoint Mobile**.
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.
4. To navigate between slides, tap **▲ | > Next** or **Previous**, or tap **Go to Slide** and tap the slide you want to view.

If the presentation is set up as a timed slide show, slides will advance automatically.

- Notes**
- If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.
  - Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

### To stop a slide show

- In a PowerPoint Mobile presentation, tap **▲ | > End Show**.

## 9.4 Adobe Reader LE

**Adobe Reader LE** allows you to open and view Portable Document Format (PDF) files. These files usually have a **\*.pdf** file extension.

### To open a PDF file on your device

1. Tap **Start > Programs > Adobe Reader LE**.
2. Tap **Open**.
3. Browse to a folder and tap the PDF file you want to view.

**Note** To open another PDF file, tap **Menu > Open**. Tap **Browse**, select the desired file, and tap **Open**. You can also open a PDF file from File Explorer.

### To navigate through a PDF file

You can do any of the following:

- Tap the Up, Down, Right, and Left arrow keys on the horizontal and vertical scrollbars to move to the desired direction of the page.
- Press NAVIGATION up, down, right, and left to move up or down a page or scroll through the pages.

- Tap the space between the arrow keys and the scrollbar with your stylus to move one screen towards the desired position.
- Tap and drag the scrollbar tab to quickly scroll through pages and jump to a desired page number.
- Tap **Tools > Go To** and select an option to go to a specific page in a multi-page PDF file.

### To enlarge or reduce the display size

1. Open a PDF file you want to view.
2. Tap **Tools > Zoom**.
3. Select **In** or **Out** to enlarge or reduce the display size. Otherwise, select **Fit Screen** or **Fit Width**.
4. Select **To %** to set an arbitrary zoom ratio.

### To customize page view and orientation

1. Open a PDF file you want to view.
2. Tap **Tools > View**.
3. Select an option to suit your view.

### To find text in a PDF file









1. Open a PDF file you want to view.
2. Tap **Tools > Find > Text**.
3. Enter the text to be searched.
4. Choose search parameters, such as Match case, Whole word, Backwards, and tap **Find**.

**Note** Adobe Reader LE offers you the following advance features.

- It displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- It supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

### To use the toolbar

You can also use the Adobe Reader LE toolbar to access the most commonly used functions. The following table lists the toolbar controls.

This Control	Does This
	Fit the entire page to the screen
	Fit the page width to the screen
	Display the first page
	Display the previous page
	Display the next page
	Display the last page
	Display the text search screen
	Zoom in/out

## 9.5 Copying and Managing Files

You can copy files between your device and PC using Windows Mobile Device Center or ActiveSync, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

### Copy files using Windows Mobile Device Center or ActiveSync

Using Windows Mobile Device Center or ActiveSync, you can copy files from your PC to your device and vice versa.

#### To copy a file between your device and the PC

1. Connect your device to the PC.
2. Click **File Management > Browse** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens the Mobile Device folder for your device.
3. Browse your device for files that you want to copy to your PC.
4. To copy a file from your device to your PC:
  - a. In the Mobile Device folder, go to the file that you want to copy.
  - b. Right-click the file, then click **Copy**.
  - c. Locate the destination folder on your PC. Right-click the folder, then click **Paste**.
5. To copy a file from your PC to your device:
  - a. On your PC, navigate to the folder that contains the file you want to copy.
  - b. Right-click the file, then click **Copy**.
  - c. Right-click the destination folder under Mobile Device, then click **Paste**.

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other. If you want to file changes to be automatically updated on your device and PC, you can synchronize files between your device and PC. For more information about synchronizing with a computer, see Chapter 5.

### Use File Explorer

**File Explorer** lets you browse the contents of folders on your device. The root folder on the device is named My Device. My Device is similar to My Computer on the PC and contains the My Documents, Program Files, Temp, Storage Card, and Windows folders, among others.

#### To use File Explorer

1. Tap **Start > Programs > File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

## Store files to a storage card

### To copy files to a storage card

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the folder list (labeled **My Documents** by default) and tap **Storage Card**.
5. Tap **Menu > Edit > Paste**.

### To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new files on the storage card.
3. Tap **OK**.

**Note** In the file or note list, a storage card symbol () is displayed next to the names of files saved on a storage card.

## 9.6 ZIP

This feature allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new \*.zip files on your device.

### Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

#### To start ZIP on your device

- Tap **Start > Programs > Zip**.

#### To open a ZIP file and extract files

1. Open a file using any of the following:
  - Select a file and tap **File > Open Archive**.
  - Tap and hold a file and tap **Open Archive**.
  - Double-tap a file.

**Note** You cannot select multiple ZIP files.

2. The files contained in the zip file are then displayed. Select files by doing one of the following:
  - Tap to select a file.
  - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it.)
  - To select all files, tap **Menu > Action > Select All**.

3. Tap **Menu > Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

### To create a zip archive

1. Tap **New** or **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Menu > Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
  - Tap to select a file.
  - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it.)
  - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **Menu > File > Close Archive**.
9. After closing the zip file, you can tap **Find** or **Menu > File > Find Archive** to search for all zip files and display them on the Archive List screen.





# Chapter 10

## Getting Connected

**10.1 Comm Manager**

**10.2 Connecting to the Internet**

**10.3 Internet Explorer® Mobile**

**10.4 Windows Live™**

**10.5 Bluetooth**

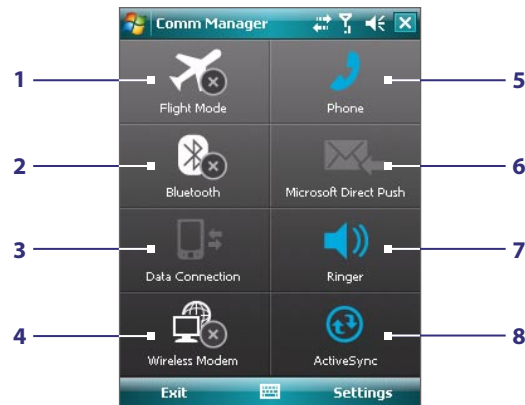
**10.6 Using Your Device As a Modem  
(Wireless Modem)**

## 10.1 Comm Manager

**Comm Manager** acts like a central switch that lets you enable or disable phone features as well as manage your data connections easily.

### To open Comm Manager

- Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections tab > Comm Manager**.



- 1 Tap to toggle between turning on or off Flight mode. Turning on Flight mode turns off the phone and Bluetooth functions. For more information, see "Flight mode" in Chapter 3.
- 2 Tap to toggle between turning on or off Bluetooth. Tap **Settings > Bluetooth** to configure Bluetooth on your device. See "Bluetooth" in this chapter for details.
- 3 Tap to disconnect active data connections. You cannot reconnect a data connection in Comm Manager.
- 4 Tap to launch Wireless Modem.
- 5 Tap to toggle between enabling or disabling the phone. Tap **Settings > Phone** to set the ring tone and other phone settings. See Chapter 4 for details.
- 6 Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 8 for details.
- 7 Tap to toggle between turning on the phone's ringer or setting the phone to vibration mode.
- 8 Tap to open ActiveSync so you can synchronize the device and computer. See Chapter 5 for details.


## 10.2 Connecting to the Internet

### Dial-up connection

Your device's networking capability allows you to access the Internet through the dial-up connection. Settings for connecting to your service provider's 1xRTT/EVDO network are already preconfigured on your device, and your device is ready to connect to the Internet. Please do not change these settings as this may cause your data connection to stop working.

If you need to use another dial-up connection from an ISP (Internet Service Provider), you can manually add it to your device. To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start > Settings > Connections tab > Connections**.
2. Under **TELUS**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.

- Tips**
- To view help information for any screen, tap the **Help** icon (  ) on the Connections screen.
  - To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

### Work network connection

A Virtual Private Network (VPN) connection allows you to access your company network through your device's Internet connection. Whereas a proxy connection lets you access the Internet using an existing connection to your corporate or WAP network.

1. Obtain the following information from your network administrator:
  - Server phone number
  - User name and password
  - Domain (and other required settings, such as IP address)
2. Tap **Start > Settings > Connections tab > Connections**.
3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

### Start a data connection

After setting up a data connection such as the ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Internet Explorer® Mobile.


#### To manually start a data connection

If you have set up multiple types of data connections on your device, you can manually start a connection.

1. Tap **Start > Settings > Connections tab > Connections**.
2. Tap **Manage existing connections**.

3. Tap and hold the name of the desired connection, then tap **Connect**.

### To disconnect active data connections

1. Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections tab > Comm Manager**.
2. Tap the **Data Connection** button (  ).


## 10.3 Internet Explorer® Mobile

**Internet Explorer Mobile** is a full-featured Internet browser, optimized for use on your device.

### To start Internet Explorer Mobile

- Tap **Start > Internet Explorer**.

### To set a Home page

1. In the address bar on top of the Internet Explorer Mobile screen, enter the desired Web page address. Tap  to open the Web page.
2. Tap **Menu > Tools > Options > General** tab.
3. Do one of the following:
  - To use the displayed page as the Home page, tap **Use Current**.
  - To use the default Home page, tap **Use Default**.

**Tip** To go to your Home page, tap **Menu > Home**.

### To transfer favorites from your PC

You can transfer the favorites you have stored on your PC to your device by synchronizing the Internet Explorer favorites on your PC with your device.

1. In ActiveSync on your PC, on the **Tools** menu, click **Options**, and select **Favorites**.
2. In Internet Explorer on your PC, click **Favorites > Add to Favorites** and save or move favorite links to the Mobile Favorites subfolder in the Favorites list.
3. Connect your device to your PC. If synchronization does not start automatically, click **Sync**.

### To add a favorite

1. In Internet Explorer Mobile, go to the page you want to add.
2. Tap and hold the page, and tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favorite.
4. Tap **Add**.

### To delete a favorite or folder

1. In Internet Explorer Mobile, tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

### To change the size of text on Web pages

- In Internet Explorer Mobile, tap **Menu > Zoom**, and tap the size you want.

### To change how Web pages fill the screen

1. In Internet Explorer Mobile, tap **Menu > View**.
2. Tap one of the following:
  - **One Column.** Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
  - **Default.** Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
  - **Desktop.** Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

### To clear the History list

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

### To save a picture from a Web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
  - To save the picture in **My Pictures** on your device, tap **Yes**.
  - To save the picture in another location, such as a storage card, tap **Save As**.

### To delete temporary Internet files

Your device temporarily stores Web pages that you frequently visit or have visited recently to speed up the display of these Web pages when you access them. You may want to delete these files to free storage space.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted.

### To set up Internet security settings

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your device.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Security** tab.
2. To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.
3. Select the check boxes for the other security options you want, and tap **OK**.

## 10.4 Windows Live™

**Windows Live™** gives you full Internet experience on your device. It helps you to find information, pursue your interests, and get in touch with friends and family on the Internet easier.

Windows Live™ offers the following key features:

- **Live Search Bar**, which lets you search for information on the Web.
- **Live Messenger**, the next generation of MSN Messenger Mobile.
- **Live Mail**, the next generation of Hotmail.
- **Live Contacts**, your address book for storing Live Mail, Live Messenger and Hotmail contacts.

### Set up Windows Live™

The first time you use Windows Live™, sign in by using your Windows Live ID, which is your Windows Live Mail or Hotmail address, and password.

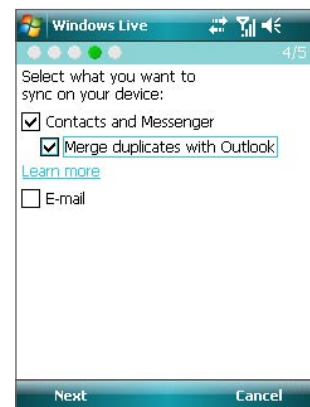
#### To set up Windows Live for the first time

1. Tap **Start > Programs > Windows Live**.
2. Tap **Sign in to Windows Live**.
3. On the next screen, tap the links to read the Windows Live™ Term of Use and the Microsoft Privacy Statement. After reviewing them, tap **Accept**.
4. Enter your Windows Live™ Mail or Hotmail address and password, select the **Save password** checkbox, then tap **Next**.
5. Choose whether or not to show Windows Live™'s search bar and applications on the Today screen then tap **Next**.
6. Choose what information you want to sync online with your device.

If you sync **Contacts and Messenger**, your Windows Live contacts will be added to the contact list and to Live Messenger on your device.

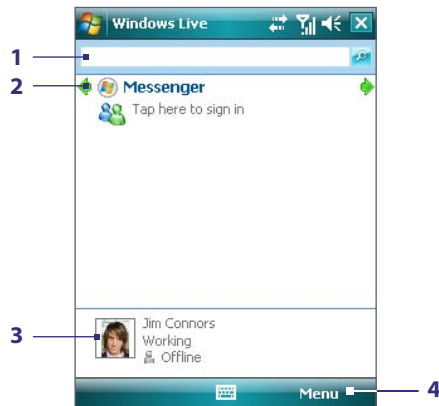
If you sync **E-mail**, your Windows Live Mail or Hotmail inbox messages will be downloaded to your device.

7. Tap **Next**.
8. After synchronization is complete, tap **Done**.



## The Windows Live™ interface

On the main interface of Windows Live™, you will see a search bar, navigation bar, and an area where you can customize to show your picture.



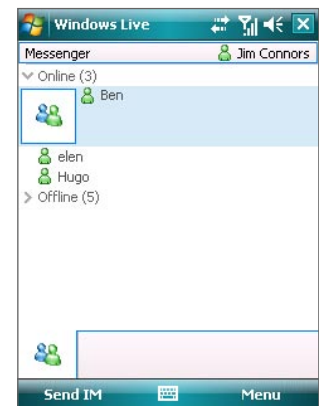
- 1 Live Search Bar.
- 2 Tap the Left or Right arrow to switch between Windows Live Messenger, Live Mail, and Sync status.
- 3 Tap to access Windows Live Messenger settings.
- 4 Tap **Menu** to access and change settings.

**Tip** If you chose to display the search bar and Windows Live™ applications on the Today screen when you were setting up Windows Live™, you'll also see them on the Today screen: To show or hide them from the Today screen, open Windows Live and tap **Menu > Options > Today screen options**.

## Windows Live Messenger

With this mobile version of **Windows Live Messenger**, you enjoy many of the same cool features that you get from the desktop version, which include the following:

- Instant messaging via text and voice
- Multiple conversations
- Add emoticons
- Contact list with presence
- Send and receive files including photos
- Change status/display name
- View contacts by online status, groups, and more
- Send messages even when a contact is offline



**Note** Before you can use Windows Live Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see "Connecting to the Internet" in this chapter.

## Launch the messenger and sign in

### To open Windows Live Messenger

- Tap **Start > Programs > Messenger**; or
- On Windows Live™ or the Today screen, tap the Left or Right arrow until you see **Messenger**, then tap it.

### To sign in and out

1. Tap **Sign in** on the messenger screen.
2. If this is your first time to sign in, a message appears to inform you that your messenger contacts will be added to the contact list on your device. Tap **OK** to add them.  
Signing in may take several minutes, depending on your connection speed.
3. To sign out, tap **Menu > Sign Out**.

### To start and end conversations

1. In the contact list, select a contact then tap **Send IM** to open a message screen.
2. Enter your text message in the text entry area of the message screen.
3. To add an emoticon, tap **Menu > Add emoticon** then tap an icon from the list of emoticons.
4. Tap **Send**.
5. To end a conversation with the current contact, tap **Menu > End conversation**.

- Tips**
- To send a file, tap **Menu > Send**. You can choose to send a picture, voice clip or any file.
  - To invite one or more contacts to the conversation, tap **Menu > Options > Add participant**.
  - To send a voice message, tap Voice Clip on a message screen then start talking. After you have spoken a message, tap **Send**.

### Add Windows Live contacts

You can add new Windows Live contacts in Live Messenger or in Contacts.

#### To add a Windows Live contact in Live Messenger

1. Tap **Menu > Add new contact**.
2. Enter the e-mail address of the contact then tap **OK**.

#### To add a Windows Live contact in Contacts

1. Tap **Start > Contacts**.
2. Tap **New** then tap **Windows Live**.
3. In the **IM** box, enter the e-mail address of the contact, which can be a Windows Live ID or any other e-mail address.

**Tip** You can fill in other information about the contact, if desired. This is not absolutely necessary if you will communicate with the contact only through Windows Live Messenger or Live Mail.

4. Tap **OK**.
5. Follow the remaining instructions to add the new contact to your Windows Live contact list.

## 10.5 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about eight meters without requiring a physical connection.

### Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On.** Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off.** Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.
- **Visible.** Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

**Note** By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.



### To turn Bluetooth on and make your device visible

1. On your device, tap **Start > Settings > Connections** tab > **Bluetooth > Mode** tab.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
3. Tap **OK**.

### Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner.

#### To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab > **Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box, then tap **Next**.
4. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
5. Tap **Next**.
6. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
7. The name of the paired device is then displayed. You may edit and enter a new name for that device.
8. Select the check boxes of services that you want to use from the paired device.
9. Tap **Finish**.

**Note** Creating a Bluetooth partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again.

#### To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

- Tips**
- To rename a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab of the Bluetooth Settings screen, then tap **Edit**.
  - To delete a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab, then tap **Delete**.

### Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device. Your device also supports A2DP (Advanced Audio Distribution Profile) which allows you to use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

#### To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.

3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them.
4. Tap the name of the Bluetooth headset, then tap **Next**.
5. Enter the passcode of the Bluetooth headset, then tap **Next**.
6. Make sure the **Hands Free** check box is selected. If you have a Bluetooth stereo headset, also make sure **Wireless Stereo** is selected.
7. Tap **Finish**.

While the Bluetooth stereo headset is connected, the **Headset** icon (📞) will appear on the title bar.



**Note** If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth stereo headset and tap **Set as Wireless Stereo**.

## Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

**Note** If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

### To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see “To turn Bluetooth on and make your device visible”.
2. Next, set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

If your computer has **Windows Vista or Windows XP SP2** and your computer’s Bluetooth adapter is supported by your Windows version, do the following steps:

- a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.
  - b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.  
For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.
  - c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see “Bluetooth partnerships”.
  - d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.
  - e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon at the bottom-right of your computer screen and select **Receive a File**.
3. Now you are ready to beam. On your device, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
  4. To beam a contact, tap **Menu > Send Contact > Beam**.  
To beam other types of information, tap **Menu > Beam [type of item]**.
  5. Tap the device name to which you want to send the beam.
  6. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile powered device, follow steps 1 to 5 in the above procedure.

- Tips**
- The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your\_username\My Documents in Windows XP or C:\Users\your\_username\My Documents in Windows Vista.
  - For your device to receive Bluetooth beams, tap **Start > Settings > Connections** tab > **Beam** and make sure the **Receive all incoming beams** check box is selected.

## Bluetooth Explorer and Bluetooth file sharing

**Bluetooth Explorer** searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

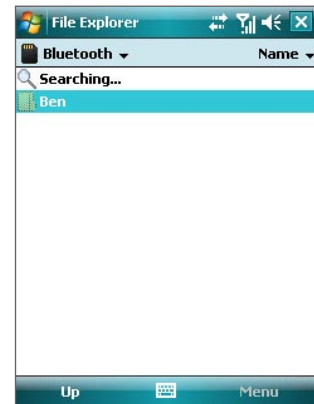
### To enable Bluetooth Explorer and Bluetooth file sharing on your device

1. Tap **Start > Settings > Connections** tab > **Bluetooth > FTP** tab.
2. Select the **Enable Bluetooth Explorer** check box. This makes the \Bluetooth device folder visible in the File Explorer.
3. Select the **Enable File Sharing** check box.

You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

### To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by tapping **Start > Programs > Bluetooth Explorer** or by tapping Down arrow (▼) on the upper left of File Explorer then tapping **Bluetooth**.
2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.
3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen. Select one or more files, then tap **Menu > Edit** and choose to cut or copy the files.
4. Tap **Up** twice.
5. Navigate to the folder where you want to paste the files on your device, then tap **Menu > Edit > Paste**.



## 10.6 Using Your Device As a Modem (Wireless Modem)

While traveling, you can use your Windows Mobile powered device as a modem for your notebook. **Wireless Modem** allows you to use your device as a USB modem.

**Note** When you activate Wireless Modem, ActiveSync will be disabled automatically.

### Activate your device as a modem

Connect your device to your notebook using the USB cable, then follow the steps below to activate your device as a modem.

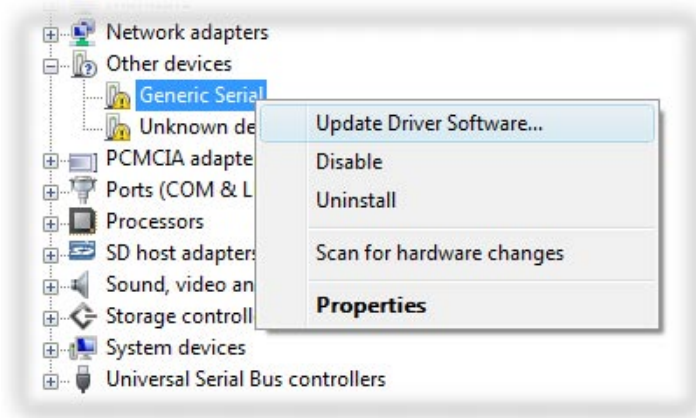
1. On your device, tap **Start > Programs > WModem**.
2. Tap **Menu > Start**.
3. The next thing to do is to add your device as a modem onto your notebook.

### Add your device as a modem to your notebook

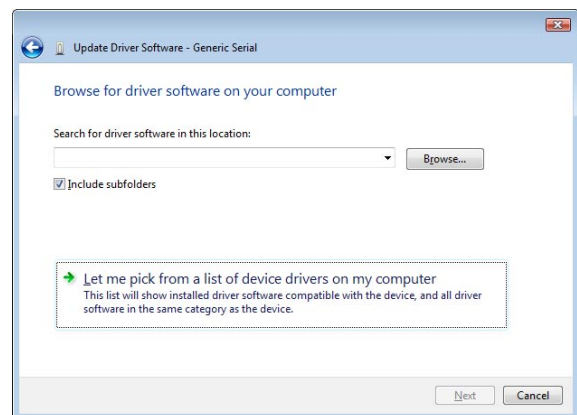
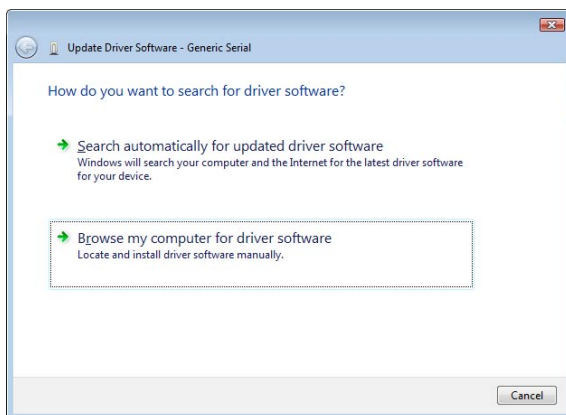
After you tap **Menu > Start** on the Wireless Modem screen of your device, your notebook will automatically detect that your device has been connected. The Found New Hardware dialog box will then appear on your computer.

#### To add your device as a modem to a Windows Vista notebook

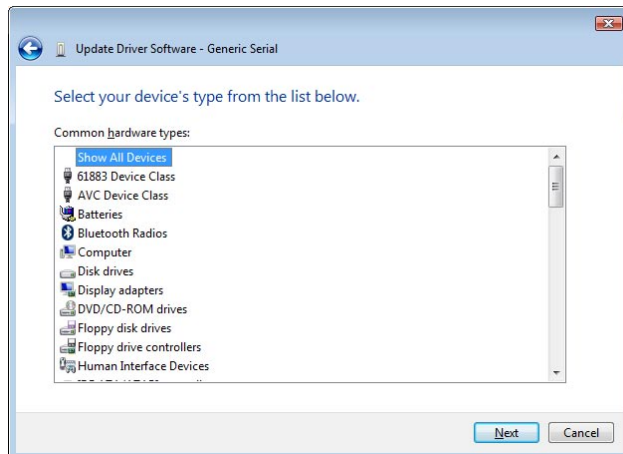
1. Click **Cancel** to close the Found New Hardware dialog box.
2. Open the Control Panel, then click **Device Manager**.
3. Right-click **Generic Serial**, then click **Update Driver Software**.



4. Click **Browse my computer for driver software**, then click **Let me pick from a list of device drivers on my computer**.



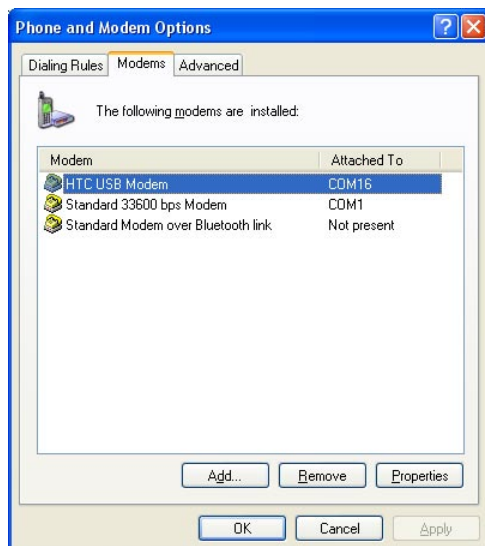
5. Click **Show All Devices**, then click **Have Disk** and browse the Getting Started Disc to locate the USB modem driver for your device.



6. **HTC USB Modem** will then be displayed. Select this modem driver then click **Next**.
7. If you see the Update Driver Warning message, simply click **Yes** to continue with the installation.
8. In the Windows Security dialog box, click **Install this driver software anyway** to continue with the installation.
9. Wait for the installation of the HTC USB Modem to complete, then tap **Close**.

### To add your device as a modem to a Windows XP notebook

1. In the Found New Hardware dialog box, select **Install from a list or specific location (Advanced)** and click **Next**.
3. Select **Search for the best drivers in these locations**.
4. Insert the Getting Started Disc into your CD drive. Select the **Include this location in the search** check box. Click **Browse** and choose the CD drive and root folder where the modem driver is located, then click **Next**.
5. Wait for the installation to complete, then click **Finish**.
6. Click **Start > Settings > Control Panel**.
7. Double-click **Phone and Modem Options**.
8. Click the **Modems** tab. Select the new modem from the **Modem** list, then click **OK**.



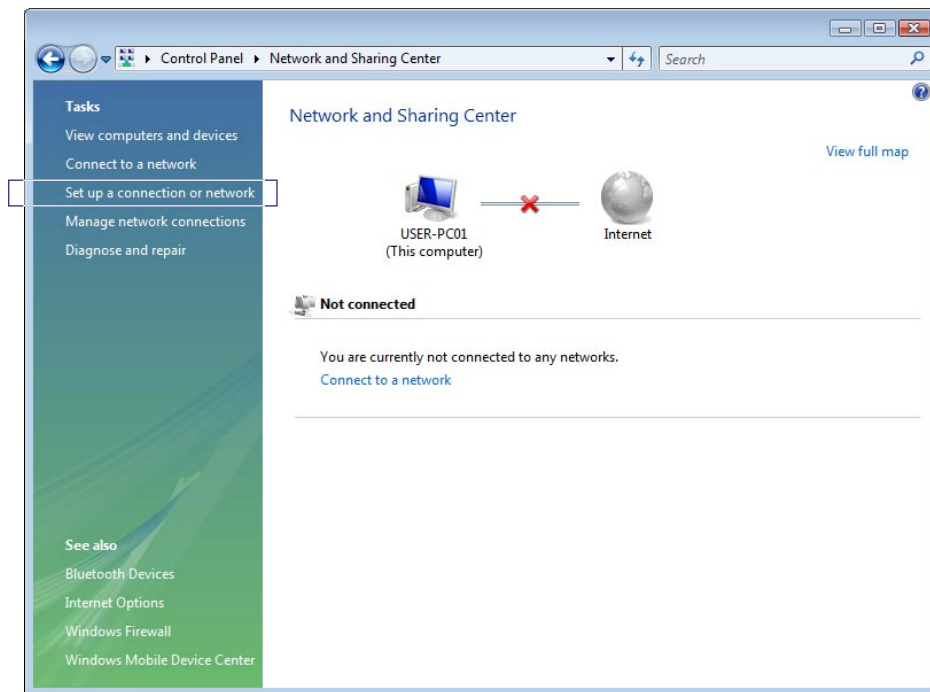
9. You can now connect your computer to the Internet. Follow the steps in “Dial up and connect to the Internet.”

## Create a modem dial-up connection

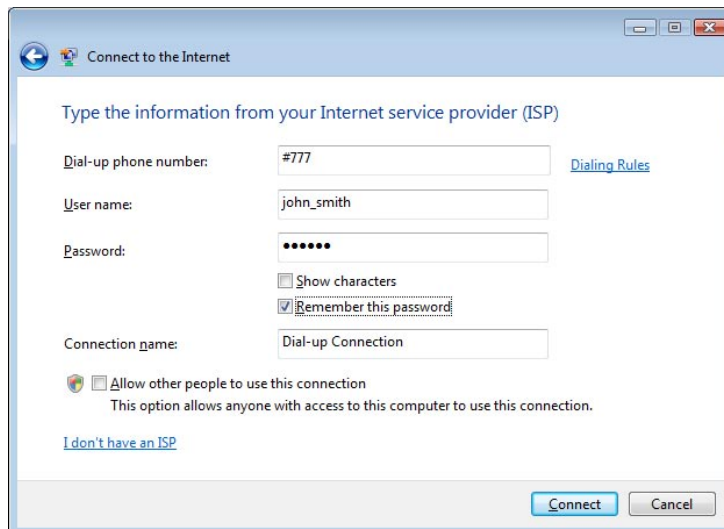
After your notebook recognizes your device as a modem, create a modem dial-up connection on your notebook.

### To set up a modem dial-up connection in a Windows Vista notebook

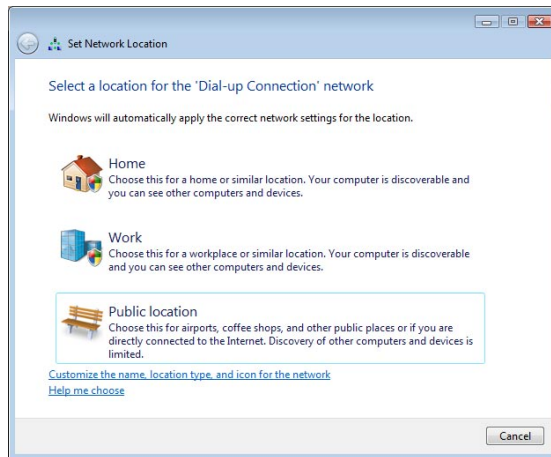
1. On your notebook, click **Start > Control Panel**.
2. Double-click **Network and Sharing Center**.
3. On the left-hand panel of the Network and Sharing Center, click **Set up a connection or network**.



4. Click **Set up a dial-up connection** then click **Next**.
5. Enter the following information: dial-up phone number (**#777**), your user name and password. Also select the **Remember this password** check box.



6. When you have finished entering the information, click **Connect**. Your notebook then starts to dial up to the Internet using your device as a modem.
7. When you see a dialog box that shows you are connected to the Internet, click **Close**.
8. In the Set Network Location dialog box, choose the type of location where you will use the dial-up connection.



### To set up a dial-up connection in a Windows XP notebook

1. On your computer, click **Start > Settings > Control Panel**.
2. Double-click **Network Connections**.
3. Click **File > New Connection**.
4. In the New Connection Wizard, click **Next**.
5. Click **Connect to the Internet** then click **Next**.
6. Select **Set up my connection manually** then click **Next**.
7. Select **Connect using a dial-up modem** then click **Next**.
8. Select the USB modem that you previously installed, then click **Next**.



Selecting the USB modem

9. Enter a descriptive name for this connection, then click **Next**.
10. Enter **#777** as the dial-up phone number then click **Next**.



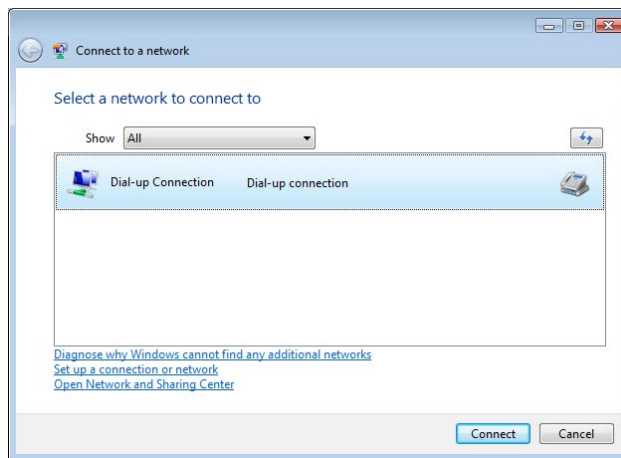
11. Under **Internet Account Information**, enter your user name and password then click **Next**.
12. Click **Finish** to exit the wizard.
13. The Connect dialog box then opens. Click **Dial** to dial up and connect to the Internet.



## Dial up and connect to the Internet

Whenever you want to dial up to the Internet on your notebook using your device as a modem, tap **Menu > Start** in Wireless Modem of your device, then do the following steps to connect to the Internet.

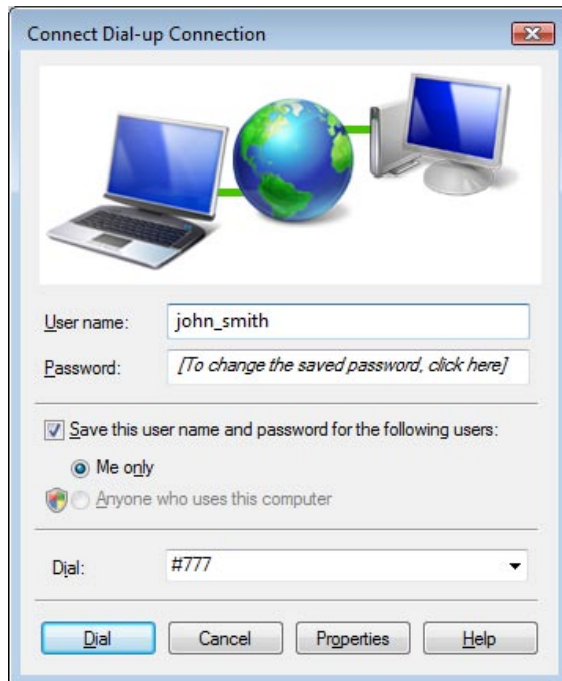
1. If Wireless Modem has not yet been activated on your device, select the type of connection (USB or Bluetooth) then tap **Menu > Start**.
2. On a Windows Vista notebook, click **Start > Connect to**, select the name of the dial-up connection, then tap **Connect**.



On a Windows XP notebook, click **Start > Settings > Control Panel**, double-click **Network Connections**, then double-click the modem connection.



4. The Connect dialog box then opens. Click **Dial** to dial up and connect to the Internet.



#### To end the modem session

- On the Wireless Modem screen, tap **Done** or tap **Menu > Stop**.



# Chapter 11

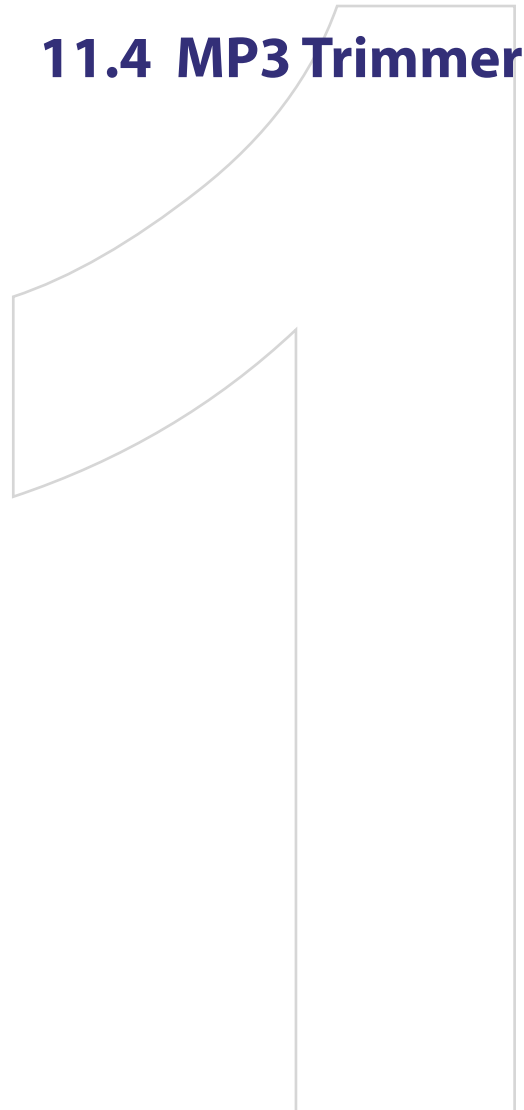
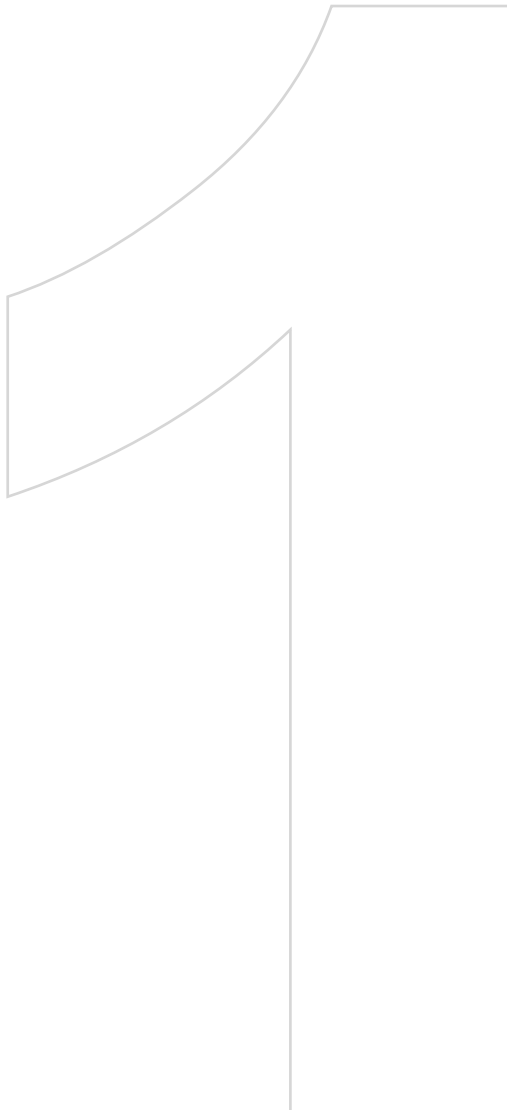
## Experiencing Multimedia

**11.1 Camera**

**11.2 Pictures & Videos**

**11.3 Windows Media® Player Mobile**

**11.4 MP3 Trimmer**



## 11.1 Camera


Taking photos and recording video clips along with audio are easy with your device's built-in camera.

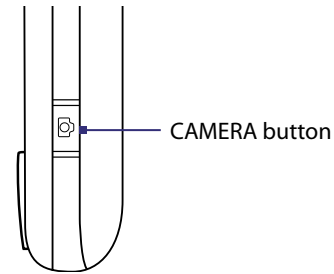
### To open the Camera screen

- Press the CAMERA button on your device; or
- Tap **Start > Programs > Camera**.

The screen orientation automatically switches to landscape mode when you open Camera.

### To exit the Camera

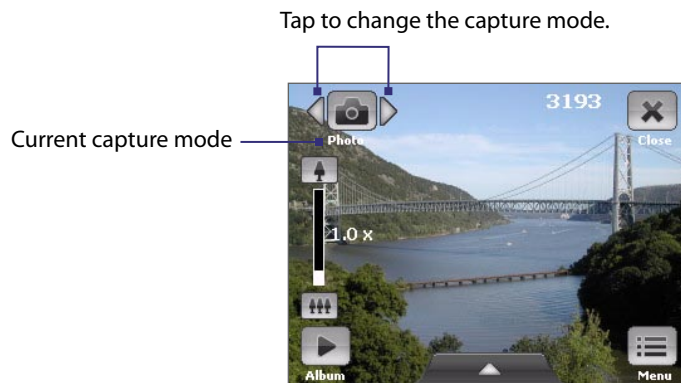
- Tap the **Exit** icon (  ) on the Camera screen.



## Capture modes

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera mode is set to the **Photo** capture mode by default. The upper left corner of the screen displays the active capture mode.

### To change the capture mode



You can also press NAVIGATION right or left to change the capture mode.

The available capture modes of the camera are as follows:

- **Photo:** Captures standard still images.
- **Video:** Captures video clips, with or without accompanying audio.
- **Contacts Picture:** Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
- **Picture Theme:** Captures still images and places them within frames.
- **Panorama:** Ideal for taking scenic shots. Captures parts of a scenery and then stitches all the shots to create a panoramic view of the scenery.
- **Sports:** Captures consecutive photo shots (3, 5, 7, or 10).
- **Burst:** Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the NAVIGATION Control is kept pressed.

## File formats supported

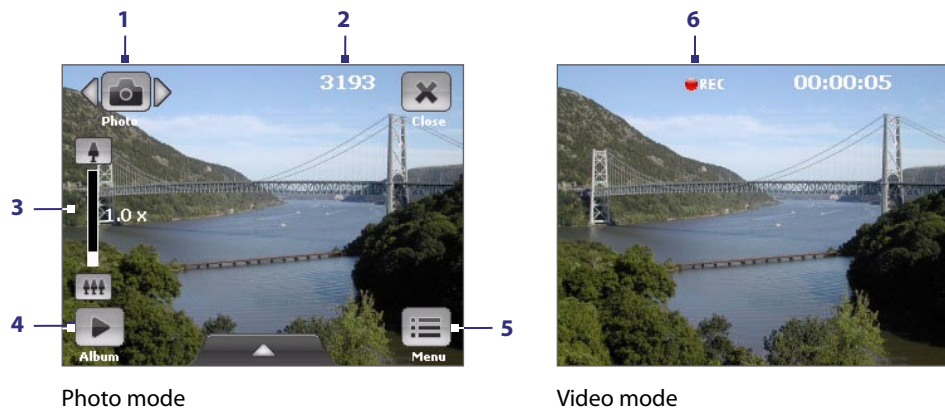
Using the available capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Still image / Contacts Picture / Panorama / Sports / Burst	JPEG
Video	MPEG-4 (.mp4), Motion-JPEG (.avi), H.263 (.3gp), 3GPP2 (.3g2)

## Camera controls

- Press CAMERA or ENTER to take a photo or contacts picture.
- Press CAMERA or ENTER to start recording video; press it again to stop recording.
- Press CAMERA or ENTER each time when taking photos for a picture theme.
- To take consecutive shots in Sports or Panorama mode, press CAMERA or ENTER shortly, then move your device to follow the movement of your subject.
- Press and hold the CAMERA button or the ENTER button when taking consecutive shots in Burst mode.

## On-screen controls and indicators

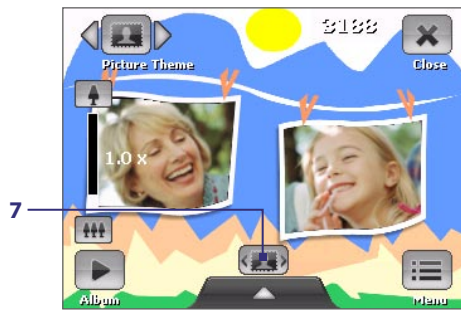


**Note** The on-screen controls and indicators are displayed for a few seconds only and are then hidden from the Camera screen. To bring up the on-screen controls and indicators again, simply touch or tap the screen, or press NAVIGATION up/down/left/right.

- 1 Mode Switching control.** Tapping the left/right arrow (◀/▶) on the screen allows you to switch the capture mode.
- 2 Remaining information indicator.** In Photo, Contacts Picture, Picture Theme, Panorama, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video mode, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.
- 3 Zoom control.** Tapping the 📷 / 📷 icon on the screen allows you to zoom in or zoom out.

**Note** This control only appears when zooming is supported by the **Resolution** you have selected.


- 4 Album.** Tap to view the photos and videos on your device or storage card.
- 5 Menu.** Tap to open the Camera Settings screen.
- 6 Recording indicator.** This shows a red, flashing indicator while video recording is in progress.



Picture Theme mode



Sports mode

- 7 Template Selector icon.** In Picture Theme mode, tap to toggle among the different templates. After taking the first photo, this icon switches to **Progress indicator**.
- 8 Progress indicator.** In Picture Theme, Panorama, Sports and Burst modes, this shows the number of consecutive shots.
- 9 Exit.** Tap  to exit the Camera program.

## Zooming



Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away.

**Note** The zoom control only appears onscreen when zooming is supported by the **Resolution** you have selected.

The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table is a summary.

Capture mode	Capture size setting	Zoom range
<b>Photo</b>	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
<b>Video</b>	Small (160 x 120)	1.0x to 8.0x
	Medium (176 x 144)	1x and 2x
<b>Contacts Picture</b>	Small (128 x 96)	1x and 2x
	Large (480 x 640)	1.0x to 2.0x
<b>Picture Theme</b>	Medium (240 x 320)	1.0x to 4.0x
	Determined by the current template	Depends on the size of the template currently loaded
<b>Panorama</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
<b>Sports</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
<b>Burst</b>	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x

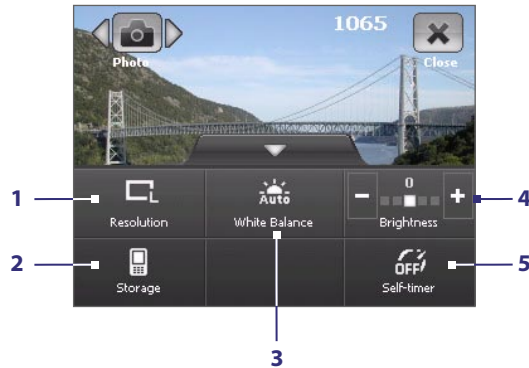
### To zoom in and zoom out

- On your device, press NAVIGATION up/down to zoom in/out; or
- Tap the  icon above the Zoom Ratio indicator to zoom in; tap the  icon below the Zoom Ratio indicator to zoom out. When the zooming limit is reached, you will hear a beep.

## Quick Settings Panel

The Quick Settings Panel provides a quick way of adjusting the most common camera settings. Tap on the screen to open the Quick Settings Panel. Keep tapping a button on the panel, for instance, **Resolution**, to cycle through the available settings.

**Note** The available settings on the menu depend on the Capture mode selected.



- 1 **Resolution.** Available resolutions include: . See the table in the previous page for the detailed capture sizes.
- 2 **Storage.** Tap to toggle between saving captured photos or video clips on the device memory () or on the storage card ()
- 3 **White Balance.** White balance settings include: Auto () , Daylight () , Night () , Incandescent () , and Fluorescent () .
- 4 **Brightness.** Tapping the minus/plus icon () decreases or increases the brightness level.
- 5 **Self-timer.** Tap to set the Self-timer to **2 seconds**, **10 seconds**, or **Off** when in the Photo or Contacts Picture mode. When you press the CAMERA or ENTER button to capture a still image, it starts to count down, and then captures a still image after the assigned time.

## The Review screen





Review screen


After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**.

You can also tap the following icons at the bottom of the Review screen:

Icon	Function
<b>Back</b>	Go back to the live Camera screen.
<b>Delete</b>	Remove the captured image or video.
<b>Send</b>	Send via e-mail.
<b>View</b>	View the captured photo or play the recorded video.

Icon	Function
	<b>Assign to Contacts</b> Associate the photo to a selected contact.
	<b>Browse</b> After capturing in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

## Camera settings

Tap the **Menu** icon () to open the Camera Settings screen. The Camera Settings screen allows you to configure **Capture Settings** and **Advanced** settings.



Camera Settings screen in Photo mode

When you tap the menu buttons (**Capture Settings** and **Advanced**) at the top of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

You can either tap on-screen or press the Navigation Control buttons to navigate the Camera Settings screen.

### Capture Settings menu

- **Effect.** Choose a special effect such as **Grayscale**, **Sepia**, etc., to apply to your photos or video clips.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether or not to include the shooting date and time on captured photos.
- **Quality.** Select the JPEG image quality level for all captured still images. Choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Storage.** Select where you want to save your files. You can either save the files to the **Main Memory** or to a **Storage Card**.
- **Template** (in Picture Theme mode only). Select a template.
- **Direction** (in Panorama mode only). Choose in what direction images will be stitched in a panorama.
- **Stitch Count** (in Panorama mode only). Select the desired number of snapshots to be taken and stitched into a panorama.
- **Capture Speed** (Sports and Burst modes). This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots** (in Sports mode only). Select the number of consecutive shots to capture.



## Advanced menu

- **Capture Format.** Select the desired file format.
- **Shutter Sound.** Choose whether or not you want the camera to make a shutter sound when you press the ENTER or CAMERA button.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.

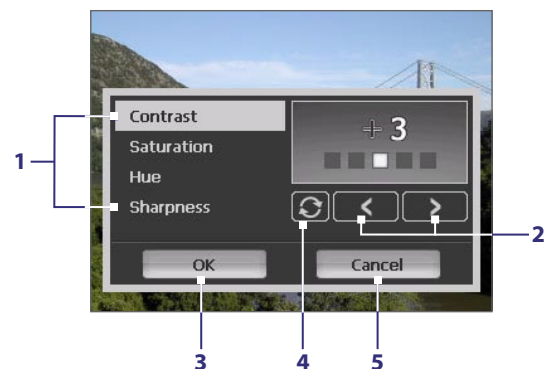


- **Keep Backlight.** Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.
- **Review Duration.** Set a time length for displaying the captured image/video on the Review screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing and saving.
- **Flicker Adjustment.** When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio** (in Video mode only). Select **On** to record audio with the captured video clips, or select **Off** to capture video without audio.
- **Prefix.** When **Default** is selected as the prefix, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE\_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

**Note** If you set the Camera to save captured photos to a storage card, the prefix cannot be selected. Captured photos will be named using the convention IMAGnnnn.jpg (wherein 'nnnn' is the counter) which is the DCIM (Digital Camera Images) naming standard, and will be saved to the \DCIM\100MEDIA folder on the storage card.

- **Counter.** To reset the file naming counter back to 1, tap **Reset**.
- **Recording Limit** (in Video mode only). Set the duration or file size for recording video.
- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the **\My Documents\ Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Image Properties.** This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.

- 1 Tap a property to adjust.
- 2 Tap the left/right arrow or press NAVIGATION left/right to decrease/increase the value.
- 3 Tap to save the settings.
- 4 Tap to reset all properties to their default.
- 5 Tap to close the submenu without applying and saving the changes.



- **Show Reminder** (in Contacts Picture mode only). Select **On** if you want the Camera to always display a message that confirms whether or not to assign the captured picture to a contact.

## 11.2 Pictures & Videos

**Pictures & Videos** allows you to manage the following types of media files on your device:

File Type	File Extensions
<b>Image</b>	*.bmp, *.jpg, *.gif, *.png
<b>GIF animation</b>	*.gif
<b>Video</b>	*.avi, *.wmv, *.mp4, *.3gp, *.3g2
<b>Audio</b>	*.wma

### To open Pictures & Videos

- Tap **Start > Programs > Pictures & Videos**.

### To copy media files to your device


- Copy pictures and GIF animation files from your PC or a storage card to the My Pictures folder on your device.
- Copy video files to the My Videos folder.

For more information about copying and managing files on your device, see Chapter 9.


### To view pictures

1. The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and tap **View**. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).

### To play GIF animation files

1. Select a GIF animation file (marked with a  icon) and tap **View**.
2. The GIF Animation program then opens and plays the animation.

### To play videos

1. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow (▼) next to the My Pictures folder and tap **My Documents > My Videos**. Video clips are displayed as thumbnails by default, which appear with a media icon (.
3. Tap to select a video and play it in Windows Media® Player Mobile.

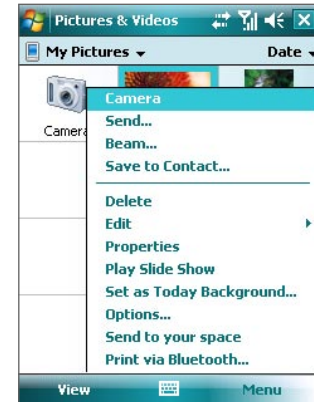


## Pictures & Videos menu

Select a media file and then tap **Menu** to choose from a list of options that you can do with the selected media file.

You can send the selected media file via one of your messaging accounts or beam it to another device. If you selected a picture, you can associate it to a contact, set it as your Today screen background, send it to your Windows Live Space account, and more. You can also view the images in the My Pictures folder as a slide show.

**Note** The available menu options depend on the selected media file.



### To edit a picture

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. On the Pictures & Videos screen, tap the picture you want to edit.
2. Tap **Menu > Edit**, and do any of the following:
  - To rotate a picture 90 degrees clockwise, tap **Rotate**.
  - To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
  - To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

**Note** To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

## 11.3 Windows Media® Player Mobile

You can use Windows Media® Player Mobile to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

Video File Formats Supported	File Extensions
Windows Media Video	.wmv, .asf
MPEG4 Simple Profile	.mp4
H.263	.3gp, .3g2
H.264	.mp4, .3gp, .3g2, .m4v
Motion JPEG	.avi

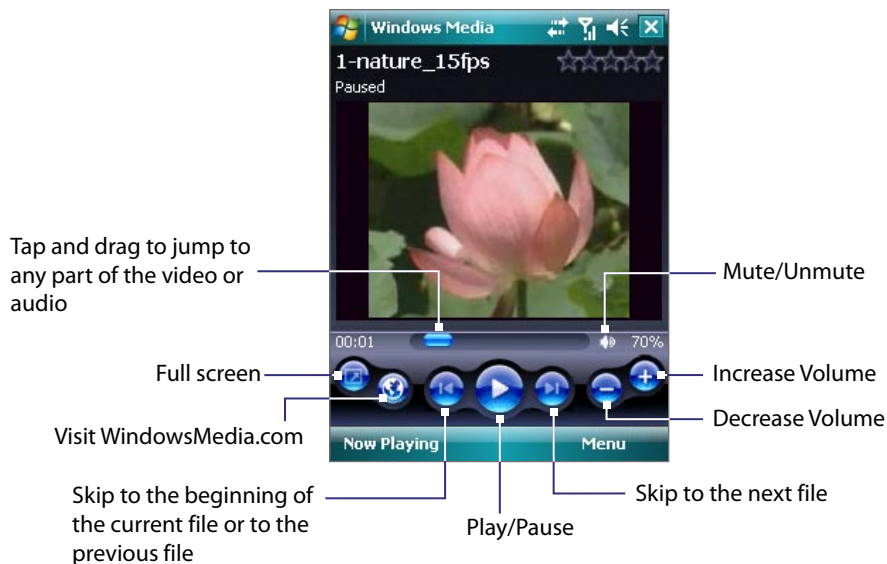
Audio File Formats Supported	File Extensions
Windows Media Audio	.wma
WAV	.wav
MP3	.mp3
MIDI	.mid, .midi, .rmi
AMR Narrow Band	.amr
AMR Wide Band	.awb
AAC, AAC+ and eAAC+	.aac, .mp4, .m4a
MPEG4 audio	.mp4, .m4a
QCELP	.qcp

### To open Windows Media® Player Mobile

- Tap **Start** > **Programs** > **Windows Media**.

### About the controls

The following are available controls on the Windows Media® Player Mobile.



## About the screens and menus

Windows Media® Player Mobile has three primary screens:

- **Playback screen.** The screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen.** The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are “queued up” to play next.
- **Library screen.** The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending upon which screen you are viewing. For more information about the commands in these menus, see Help on your device.

## Synchronize video and audio files

Use the latest version of Windows Media® Player on your PC to synchronize digital media files from your PC to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

### To synchronize content to your device automatically

1. On your PC, start Windows Media® Player and then connect your device to your PC.
2. In the Device Setup Wizard, select **Yes, search my computer now**.
3. You will then see the name of your device (or “Storage Card” if you have inserted one on your device). Click **Finish**.
4. On the left panel of Windows Media® Player, right-click the name of your device then click **Set Up Sync**.

**Note** To set up media synchronization on a storage card, right-click **Storage Card** in the left panel of Windows Media® Player, then click **Set Up Sync**.

5. On the Device Setup dialog box, select **Sync this device automatically**.
6. Select the playlist(s) that you want to sync between your PC and device, then click **Add**.
7. Click **Finish**.

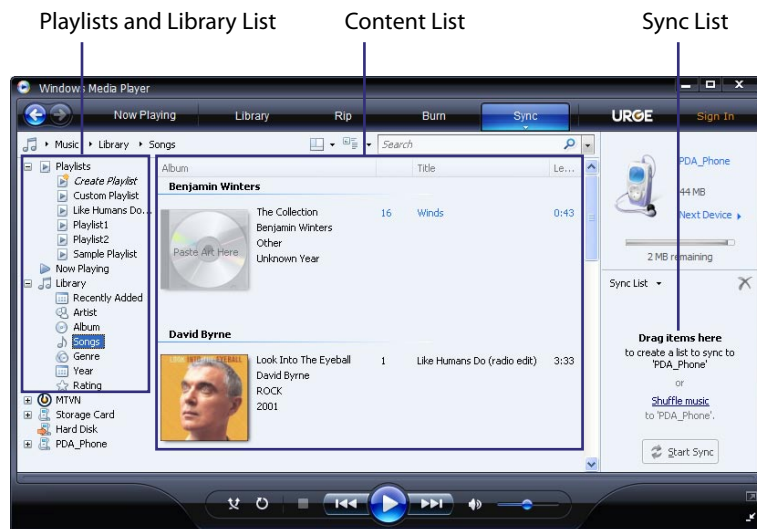
The files begin synchronizing to your device. The next time you connect your device to your PC while Windows Media® Player is running, synchronization will start automatically.

### To synchronize content manually to your device

1. If you have not set up media synchronization between your device and PC, follow steps 1 to 3 in “To synchronize content to your device automatically”.
2. Click the **Sync** tab on the Windows Media® Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media® Player.
3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.
4. Click **Start Sync** to start synchronizing the selected files to your device.

**Notes**

- Use Windows Media® Player 11 or higher on your PC to synchronize media files to your device.
- Audio files copy faster if Windows Media® Player is configured to automatically set the quality level for audio files copied to your device. For more information, see the Windows Media® Player Help.



## Play media

Use the Library to find and play songs, videos, and playlists that are stored on your device or removable storage card.

### To update the Library

1. If you are not on the Library screen, tap **Menu > Library**.
2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the media storage that you want use, for example, Storage Card.
3. In most cases, Windows Media® Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.

### To play video and audio files on your device

1. Select a category (for example, My Music or My Playlists).
2. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

- Tips**
- To play a media file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.
  - To play a media file from the Internet or a network server, tap **Menu > Library** then tap **Menu > Open URL**.

## Playlists

In Windows Media® Player Mobile, you can create a new playlist by saving the current Now Playing playlist and giving it a new name.

### To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list. Repeat this step until you have added all desired media files to the Now Playing list.

**Note** You cannot select multiple files simultaneously.

4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.

6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

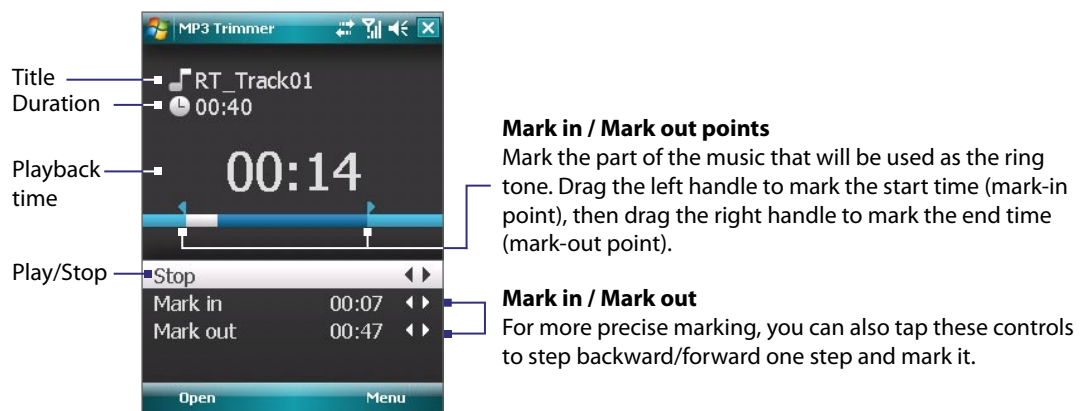
## Troubleshooting

If you encounter a problem while using the Windows Media® Player Mobile, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media® Player Mobile page at the Microsoft Web site (<http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx>).

## 11.4 MP3 Trimmer

Use **MP3 Trimmer** to trim MP3 files. You can choose to save it as a new file or set it as a ring tone.



### To trim the MP3 file

1. Tap **Start > Programs > MP3 Trimmer**.
2. Tap **Open** to find the MP3 file in the device.
3. On the MP3 Trimmer screen, use the stylus to adjust the **Mark in point** and **Mark out point**.  
After you set the Mark in point, the song will play back starting from the Mark in point.  
After you set the Mark out point, the song will play back starting from 5 seconds before the Mark out point.
4. Tap **Play** to play back the trimmed song.
5. Tap **Menu** and select to whether set the file as the default ring tone, save the file to the ring tone folder, or save it using another file name.

**Tip** If you only want to save the song to the ring tone folder for future use, tap **Save to Ring Tone Folder**. Later on, you can tap **Start > Settings > Personal tab > Phone** to set it as your ring tone.





# Chapter 12

## Managing Your Device

**12.1 Adding and Removing Programs**

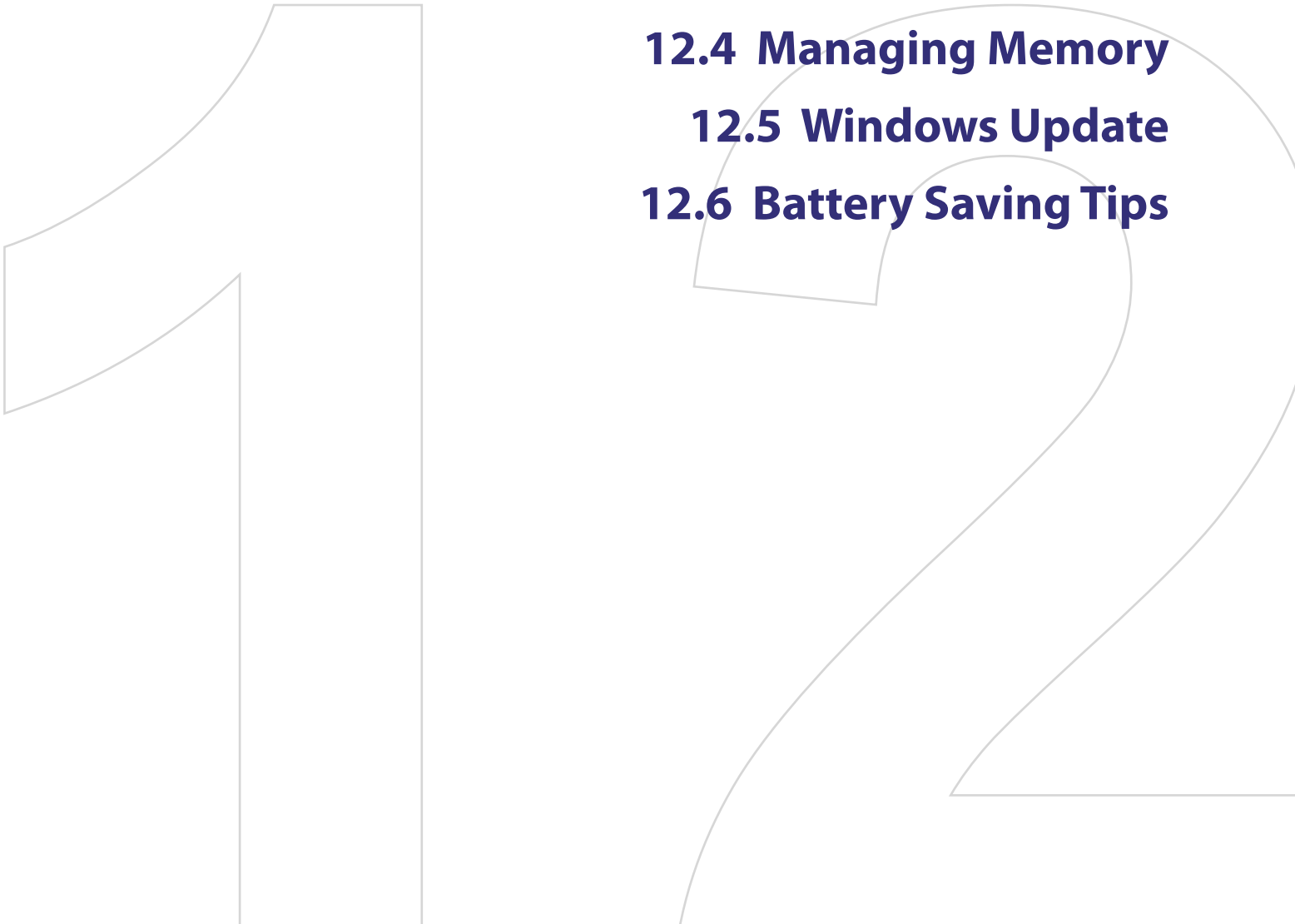
**12.2 Using Task Manager**

**12.3 Resetting Your Device**

**12.4 Managing Memory**

**12.5 Windows Update**

**12.6 Battery Saving Tips**



## 12.1 Adding and Removing Programs

Before you purchase additional programs for your device, make sure that they are compatible with your device.


### To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single **\*.exe** file, a **\*.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the **\*.exe** file.

### To remove programs

1. Tap **Start > Settings > System tab > Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.

## 12.2 Using Task Manager

**Task Manager** lets you view and stop running programs, configure the  button, and enable the Quick Menu on the Today screen.

### To open Task Manager

- Tap the **Quick Menu** button on the top right corner of the Today screen to open the Quick Menu, then tap **Options**; or
- Tap **Start > Settings > System tab > Task Manager**.

### To switch back to a running program


- Tap the program name in the Quick Menu; or
- On the Task Manager screen, tap the program name in the **Running** tab, then tap **Activate**.

### To configure the Exit button ( )

You can configure the **Exit** button to shut down running programs when the button is tapped, or to just temporarily close the program screen but keep the program running.

1. On the Task Manager screen, tap the **Button** tab.
2. Select the **Enable the "X" button to end running programs** check box.

**Note** When the **Enable the "X" button to end running programs** check box is not selected, tapping the **Exit** button will only close a program screen. The program is not ended and continues to run in the background.

3. Choose the action for shutting down programs (by tapping the  button, tapping and holding the button, or both).
4. Tap **OK**.

### To close running programs from the Task Manager

1. Tap the **Running** tab.
2. Do one of the following:
  - Select the check box of the programs that you want to close, and then tap **Stop Selected** to close them.
  - Tap **Stop All** to close all programs in the list.
  - Tap **Menu > Stop All but Selected** to close all programs except for those whose check boxes are selected.

**Tip** You can also close running programs from the Quick Menu on the Today screen. See "Quick Menu" in Chapter 1 for details.

### To add a running program to the exclusive list

If you add a running program to the **Exclusive Programs List**, it will not be closed when you tap **Stop Selected** or **Stop All** and will not be listed in the Quick Menu on the Today Screen.

1. On the Task Manager screen, tap the **Running** tab.
2. Tap the program name in the list, then tap **Add Exclusive**.

**Tip** To remove a program from the exclusive list, tap the **Exclusive** tab, select the check box of that program, then tap **Remove**.

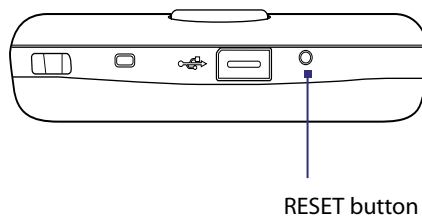
## 12.3 Resetting Your Device

### Soft reset

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

### To perform a soft reset

Use the stylus to press the RESET button found at the bottom of your device. Your device restarts and displays the Today screen.



### Hard reset

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings - the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile software and other pre-installed programs will remain.

### To perform a hard reset

1. Press and hold the TALK and END buttons, and at the same time, use the stylus to press the RESET button at the bottom of your device.
2. Release the stylus, but continue pressing the TALK and END buttons until you see the following message on the screen:

```
This operation will delete
all your personal data,
and reset all settings
to manufacturer default.
Press Action to restore
manufacturer default, or
press other keys to cancel.
```

3. Release the TALK and END buttons, and then press ENTER on your device.

**Warning!** Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

### Clear Storage

Another way of clearing the device storage and reset all settings back to factory default settings is to use the **Clear Storage** feature. You will lose all your data and files on the device storage when you use Clear Storage, so make sure to do a backup first.

1. Tap **Start > Settings > System tab > Clear Storage**.
2. Enter "1234" then tap **Yes**.

## 12.4 Managing Memory

To see how much memory is available for use, tap **Start > Settings > System tab > Memory**. On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory, tap **Start > Settings > System tab > Memory > Storage Card** tab.

If your device is running low on memory, try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer® Mobile" in Chapter 10.
- Remove programs you no longer use.
- Reset your device.

## 12.5 Windows Update

You can update Windows Mobile® on your device with security patches or fixes, if they are available.

### To set up Windows Update

The first time you run Windows Update, you need to set up how you want Windows Update to check for patches on the Microsoft Web site.

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. On the Update Setup screen, tap **Next**.
3. Select how you want to check for updates, **Manual** or **Automatic**, then tap **Next**.

**Note** If you select **Automatic**, you will be asked if you want to use your current data plan to check for updates. Select or clear the **Use my data plan to check for and download updates** check box and tap **Next**.

4. Tap **Finish**.

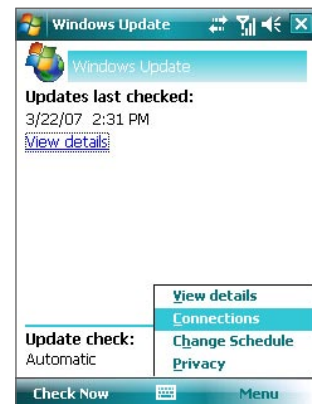
### To check for updates

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Check Now**.

**Note** Windows Mobile® updates may not be available at all times. You can check the Windows Mobile® Web site for update information.


### To change Windows Update options

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Menu** and select the option you want to change.
  - Tap **Connections** to change how the device connects to the Internet when checking for updates.
  - Tap **Change Schedule** to change how Windows Update checks for Windows Mobile® updates.



## 12.6 Battery Saving Tips

How long your battery power lasts depends on battery type and how you use your device. Try the following to help preserve battery life:

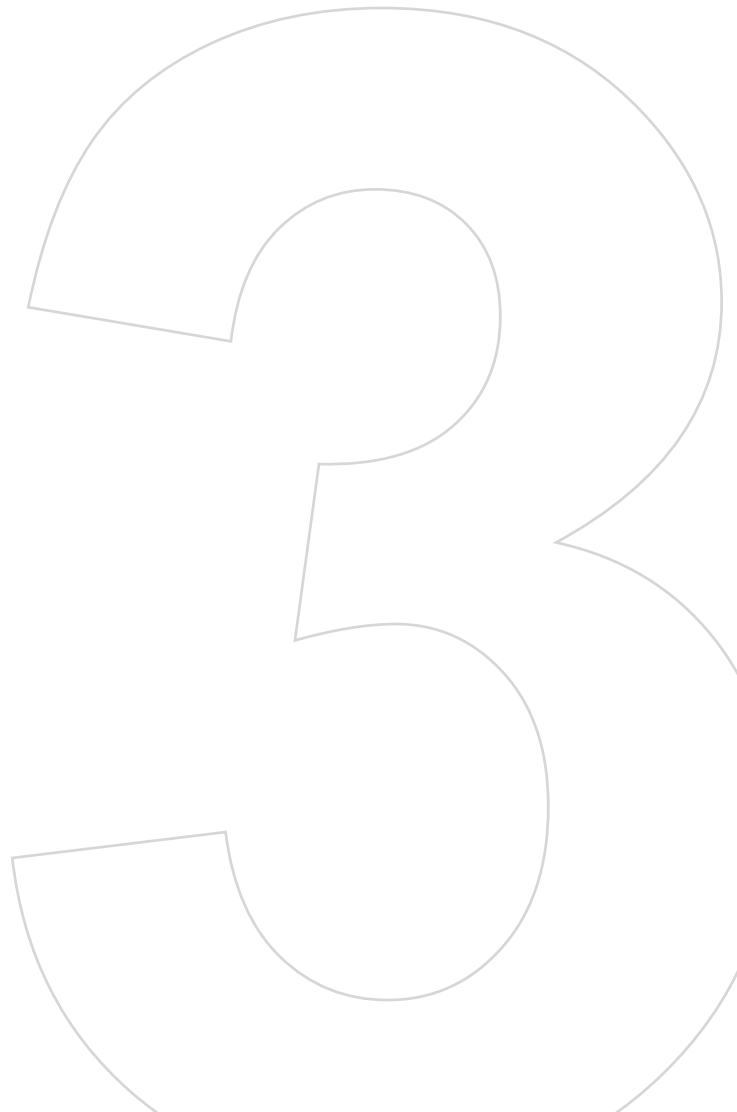
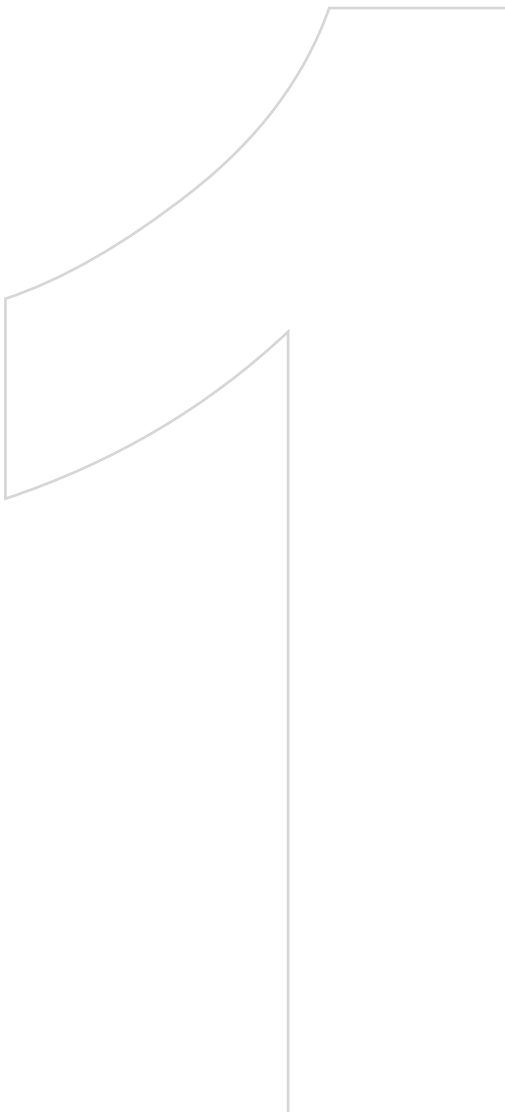
- When the device is not in use, press POWER to switch off the display.
- Open the Power Settings screen by tapping the **Battery** icon (  ) on the Today screen or by tapping **Start > Settings > System tab > Power**. On the **Advanced** tab of the Power settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- Adjust the backlight settings. For more information, see “To set the backlight to dim after a time delay” in Chapter 4.
- Turn Bluetooth off when you are not using it. Make your device visible to other devices only when you are trying to establish a Bluetooth partnership. For more information about Bluetooth, see Chapter 10.
- Lower the volume.
- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background.

# Chapter 13

## Using Other Applications

**13.1 Using Java**

**13.2 Voice Speed Dial**



## 13.1 Using Java

MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. The **Java** program lets you download, install and manage MIDlets or MIDlet suites on your device. Your device supports Java 2 Micro Edition, J2ME.

### To open the Java program

- Tap **Start > Programs > Java**.

### Install and launch MIDlets/MIDlet suites

There are two ways to install a MIDlet/MIDlet suite.

#### To download and install via Internet Explorer Mobile

1. On the Java screen, tap **Menu > Install > Browser** to open Internet Explorer Mobile.
2. Locate the MIDlet/MIDlet suite while connected to the Internet.
3. Select the MIDlet/MIDlet suite to download.
4. Information about the MIDlet/MIDlet suite is then displayed. Tap **Continue**.
5. Confirm to start downloading.
6. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

#### To install from your device

You can copy MIDlets/MIDlet suites from the PC to your device using the USB sync cable, infrared, or Bluetooth connection. Copy them to the root folder or any subfolder on your device.

1. On the Java screen, tap **Menu > Install > Local Files**. The program then searches for MIDlets/MIDlet suites on your device and displays them in a list.
2. From the list, tap the MIDlet/MIDlet suite that you want to install.
3. Confirm to start the installation.
4. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

#### To run a MIDlet/MIDlet suite

Do one of the following:

- After installation of the MIDlet/MIDlet suite is complete, tap **Yes**.
- On the Java screen, open the folder that contains the MIDlet/MIDlet suite. Select the MIDlet/MIDlet suite then tap **Launch**.

#### To stop running a MIDlet/MIDlet suite

- Tap **Exit** or **Quit** if presented on the MIDlet/MIDlet suite's screen or menu.

### Manage MIDlets/MIDlet suites

You can organize MIDlets/MIDlet suites into folders for easy identification, move them from one folder to another, rename or update them, and more. If the device memory is full, uninstall some MIDlets/MIDlet suites to free up memory space.



### To create folders

1. Tap **Menu > New Folder**.
2. Enter a folder name then tap **Create**.

### To move a MIDlet to another folder

1. Tap and hold a MIDlet/MIDlet suite then tap **Move**. Alternatively, you can tap **Menu > Actions > Move**.
2. Tap the destination folder.

### To rename a MIDlet or folder

1. Tap and hold a MIDlet/MIDlet suite then tap **Rename**. Alternatively, you can tap **Menu > Actions > Rename**.
2. Enter a new name, then tap **Save**.

### To update a MIDlet/MIDlet suite

- Tap and hold a MIDlet/MIDlet suite then tap **Update**. Alternatively, you can tap **Menu > Actions > Update**. Java will search for updates for the selected MIDlet/MIDlet suite where it was installed from before.

### To view information about a MIDlet/MIDlet suite

- Tap **Menu > Actions > Info**.
- If the MIDlet/MIDlet suite is protected by DRM (Digital Rights Management), tap **Menu > Actions > Protection** to view status and usage rights.

### To uninstall MIDlets

Before you uninstall a MIDlet, make sure that it is not running.

1. Tap and hold the MIDlet, and tap **Uninstall**.
2. Tap **OK** to confirm.

**Note** To uninstall all MIDlets and folders from the current folder, tap **Menu > Uninstall All**.

### To set MIDlet permission settings

For each MIDlet already installed, Java allows you to individually set permission options to perform certain actions. A MIDlet can be enabled to perform these actions:

Action	Description
<b>Local connection</b>	Enables a MIDlet to access device connections such as via Bluetooth.
<b>Location information access</b>	Determines whether a MIDlet can access location related information.
<b>Recording</b>	Enables a MIDlet to record audio and images.
<b>Messaging</b>	Enables a MIDlet to send and/or receive SMS/MMS. This uses airtime and may incur costs.
<b>Net access</b>	Enables a MIDlet to access the Internet. This uses airtime and may incur costs.
<b>Auto start</b>	Enables a MIDlet to be started automatically to handle an incoming event. If there is another MIDlet running, it may be interrupted.
<b>Read user data</b>	Allows a MIDlet to read data on the device memory or storage card.

**Note** Some actions may not be available for certain MIDlets.

You can set permission options for performing each action by following these steps:



1. Tap and hold a MIDlet then tap **Security**. Alternatively, you can tap **Menu > Actions > Security**.
2. For each action, choose one of the following permission options:
  - **Always**. Enables a MIDlet to perform the action.
  - **Never**. Prohibits a MIDlet to perform the action.
  - **Prompt**. Asks for your confirmation whenever a MIDlet attempts to perform the action.
3. Tap **Save**.

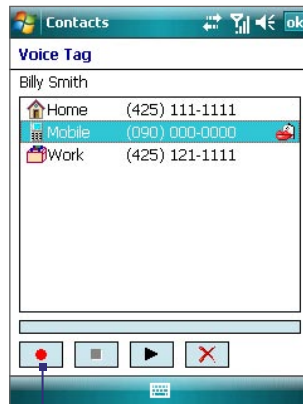
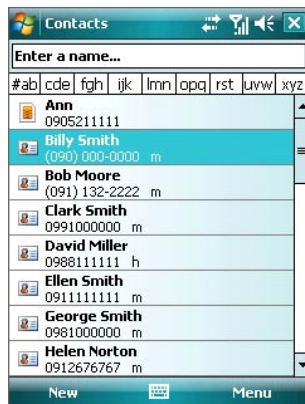
**Note** Changes to permission settings for a MIDlet in a multi-MIDlet suite will affect the settings for the whole suite.

## 13.2 Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word.



### Create a voice tag for a phone number

1. Tap **Start > Contacts** to open the Contacts list.
2. Do one of the following:
  - Tap and hold the desired contact, then tap **Add Voice Tag**.
  - Select the desired contact, then tap **Menu > Add Voice Tag**.
  - Tap the desired contact to open the contact's detailed screen, then tap **Menu > Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the Record button (  ).
4. When completed, a **Voice Tag** icon (  ) will be displayed on the right of the item.



Select the desired phone number.

Tap the Record button to start recording.

5. When you create a voice tag for the item, you can do one of the following:
  - Tap the **Record** button (  ) to rebuild the voice tag.
  - Tap the **Play** button (  ) to play the voice tag.
  - Tap the **Delete** button (  ) to delete the voice tag.

**Tip** To ensure voice recognition accuracy, please record your voice in a quiet place.

## Create a voice tag for a program




1. Tap **Start > Settings > Personal** tab > **Voice Speed Dial**.
2. The **Application** tab displays a list of all installed programs on your device. The procedure for creating a voice tag for a program is the same as the procedure for creating a voice tag for a phone number.
3. After you have created a voice tag for a program, you can then launch the program by saying the recorded voice tag after tapping **Start > Programs > Voice Speed Dial**.

## Make a call or launch programs using a voice tag

1. Tap **Start > Programs > Voice Speed Dial**.
2. After a “beep” sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.

**Note** If the system cannot recognize your voice tag, please speak clearly and reduce the surrounding noise, then try again.

## To view and test the voice tags you have created

1. Tap **Start > Settings > Personal** tab > **Voice Speed Dial**.
2. The **Voice Tag** tab displays a list that contains all the voice tags you have created. Select an item in the list, and you can do one of the following:
  - Tap the **Record** button (  ) to rebuild the voice tag.
  - Tap the **Play** button (  ) to play the voice tag.
  - Tap the **Delete** button (  ) to delete the voice tag.



# Appendix

**A.1 Specifications**

**A.2 Regulatory Notices**

**A.3 Additional Safety Information**

## A.1 Specifications

System Information	
<b>Processor</b>	Qualcomm MSM7500, 400MHz
<b>Memory</b>	- ROM : 256 MB - RAM : 128 MB DDR (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).
<b>Operating System</b>	Windows Mobile® 6 Professional
Power	
<b>Battery</b>	Rechargeable Lithium-ion battery, 1100 mAh
<b>Charging Time</b>	4 hours
<b>Battery Life (estimates)</b>	Standby time: Up to 250 hours Talk time: Up to 3.5 hours Media playback time: Up to 8 hours (WMV); up to 12 hours (WMA)
<b>AC Adapter</b>	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Display	
<b>LCD Type</b>	2.8" TFT-LCD with backlight LEDs, touch-sensitive screen
<b>Resolution</b>	240 x 320 with 65,536 colors
<b>Alignment</b>	Portrait and Landscape
Phone	
<b>Functionality</b>	CDMA2000 1xEVDO/1xRTT and IS-95A/B voice or data
<b>Mode</b>	Dual-band (800 and 1900 MHz)
<b>Internal Antenna</b>	Yes
Physical	
<b>Dimensions</b>	101 mm (L) x 59.6 mm (W) x 13.9 mm (T)
<b>Weight</b>	112g (with battery)
Camera Module	
<b>Type</b>	2 megapixel color CMOS camera
<b>Resolution</b>	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 176x144 (QCIF), 128x96
<b>Digital Zoom</b>	Up to 8x

## Connections

**I/O Port** HTC ExtUSB™ : 11-pin mini-USB and audio jack in one  
Full-speed USB 2.0  
HTC H2Wire support  
(ExtUSB is a proprietary connection interface that is trademarked by HTC.)

**Wireless Connections** Bluetooth 2.0

**External Antenna Connector** For connecting to an external phone antenna

**GPS** Internal GPS antenna

## Controls and Lights

**Navigation Buttons**

- HTC TouchFLO™
- 5-Way NAVIGATION Control / ENTER button
- Two phone functions : TALK and END
- Volume Slider
- CAMERA button
- POWER button
- RESET button

**LEDs**

The left LED shows Green and Amber lights for CDMA standby, message, and network status as well as for notification and battery charging status.

The right LED shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal, and an Amber light for GPS status.

## Audio

**Microphone/ Speaker** Built-in microphone and loud speaker for hands-free supported

**Codec** AMR-NB / AMR-WB / AAC / AAC+ / eAAC+ / WAV / WMA / MP3

## Expansion Slots

**Card Slot** microSD™ (SD 2.0 compatible)

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## A.2 Regulatory Notices

### Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of VOGU100.

FCC ID: NM8VOGU100. IC: 4115A-VOGU100.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your VOGU100.

The Battery Pack has been assigned a model number of ELF0160.

This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

### Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

### Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

### FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices

On July 10, 2003, the U.S. Federal Communications Commission (FCC) Report and Order in WT Docket 01-309 modified the exception of wireless phones under the Hearing Aid Compatibility Act of 1988 (HAC Act) to require digital wireless phones be compatible with hearing-aids. The intent of the HAC Act is to ensure reasonable access to telecommunications services for persons with hearing disabilities.

While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise, and phones also vary in the amount of interference they generate.

The wireless telephone industry has developed a rating system for wireless phones, to assist hearing device users find phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box.

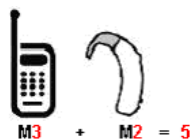


The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

M-Ratings: Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings. VOGU100 is rated M3.

Please power off the Bluetooth function while using hearing aid devices with your VOGU100.

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. Higher ratings mean that the hearing device is relatively immune to interference noise. The hearing aid and wireless phone rating values are then added together. A sum of 5 is considered acceptable for normal use. A sum of 6 is considered for better use. A sum of 8 is considered for best use.



In the above example, if a hearing aid meets the M2 level rating and the wireless phone meets the M3 level rating, the sum of the two values equal M5. This should provide the hearing aid user with "normal usage" while using their hearing aid with the particular wireless phone. "Normal usage" in this context is defined as a signal quality that is acceptable for normal operation.

The M mark is intended to be synonymous with the U mark. The T mark is intended to be synonymous with the UT mark. The M and T marks are recommended by the Alliance for Telecommunications Industries Solutions (ATIS). The U and UT marks are referenced in Section 20.19 of the FCC Rules. The HAC rating and measurement procedure are described in the American National Standards Institute (ANSI) C63.19 standard.

#### **For information about hearing aids and digital wireless phones**

FCC Hearing Aid Compatibility and Volume Control:

<http://www.fcc.gov/cgb/dro/hearing.html>

Gallaudet University, RERC:

<http://tap.gallaudet.edu/DigWireless.KS/DigWireless.htm>

## **SAR Information**

### **SAR: 1.250 W/kg @1g (USA)**

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the High Tech Computer Corp. accessories supplied or designated for this product. Use of other accessories may not ensure compliance with the FCC RF exposure guidelines.

Your wireless mobile CDMA phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992.
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986.
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996.
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile CDMA phone employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg\*.

The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model device is on file with the FCC and can be found under the Display Grant section of <https://gulfoss2.fcc.gov/prod/oet/cf/eas/reports/GenericSearch.cfm> after searching on FCC ID: NM8VOGU100. Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications & Internet Association (CTIA) Web-site as <http://www.phonefacts.net>.

Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications & Internet Association (CTIA) Web-site as <http://www.phonefacts.net>.

\* In the U.S. and Canada, the SAR limit for mobile CDMA phone used by the public is 1.6 Watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

Normal condition only 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.

## IC Statement

Operation is subject to the following two conditions:

1. This device may not cause interference; and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

## Important Note

IC Radiation Statement:

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance.

This Class B digital apparatus complies with Canadian ICES-003.

## Telecommunications & Internet Association (TIA) Safety Information

### Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

### 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.

## Other Medical Devices

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

Turn the 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.

## WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.



The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

## RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

## A.3 Additional Safety Information

This section provides more safety information in addition to the information at the beginning of the user manual.

### When Driving

#### Do Not Use The PC Functions Of Your Pocket PC While Driving Or Walking

Never use the personal computer functions of your device while driving an automobile or any other moving vehicle. Always pull out of traffic and come to a stop in a legally permissible and safe location before using your device. Failure to do so could result in serious bodily injury in a traffic accident.

When driving:

- Always secure your device in its leather pouch.
- Never place your device on the passenger seat or anyplace else in the car where it can become a projectile during a collision or stop.
- An air bag inflates with great force. DO NOT place objects, including either installed or portable wireless equipment, in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

Never store or transport flammable liquids, gases or explosive materials in the same compartment of your automobile as the device or any of its accessories, as possible sparking in the device could cause ignition or explosion.

Never use your device while walking. Usage while walking could result in bodily injury caused by inattention to automobile traffic or other pedestrian hazards.

#### Using The Phone Function Of Your Pocket PC While Driving Is Extremely Dangerous

Talking on or using your PDA phone while driving is extremely dangerous and is illegal in some states. Remember, safety comes first. Check the laws and regulations on the use of phones in the areas where you drive. Always obey them.

If you must use the phone function while driving, please:

- Give full attention to driving. Driving safely is your first responsibility.
- Use hands-free operation and/or one-touch, speed dialing, and auto answer modes.
- Pull off the road and park before making or answering a call.

**WARNING:** Failure to follow these instructions could lead to serious personal injury and possible property damage.

### When Using Your Device Near Other Electronic Devices

Your wireless handheld portable PDA phone is a low power radio transmitter and receiver. When it is ON, it receives and also sends out radio frequency (RF) signals.

Most modern electronic equipment is shielded from RF energy. However, certain electronic equipment may not be shielded against the RF signals from your wireless PDA phone; therefore, use of your PDA phone must be restricted in certain situations.

In addition, the computer portion of your device produces low levels of RF energy due to the generation of digital timing pulses by its clock oscillator circuits. Your device has been equipped with internal shielding to minimize stray emissions of RF energy. However, use of the computer functions of your device must be restricted in certain situations.

## PACEMAKERS

The Health Industry Manufacturers Association recommends that a minimum separation of six (6") inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research.

Never come closer than six (6) inches to a person with a heart pacemaker implant when using your device. Doing so could result in interference with the function of the pacemaker.

Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference.  
**Note:** This is not necessary if the PDA phone is not held to the ear.
- If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

## 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.

For more regulatory information about hearing devices, see "FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices".

## OTHER MEDICAL DEVICES

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

## HOSPITALS AND HEALTH CARE FACILITIES

Turn your device 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.

## ELECTRONIC DEVICES IN VEHICLES

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer or its representative regarding your vehicle. You should also consult the manufacturer of any equipment that has been added to your vehicle.

## POSTED FACILITIES

Turn your device OFF where posted notices so require.

## Turn Off Your Device Before Flying

### AIRCRAFT

FCC regulations prohibit using the transmitting and phone functions of your device while in the air. In addition, most airline regulations prohibit the on-board use of portable PCs (and all other portable electronic devices that could potentially emit stray RF energy), particularly during take-offs and landings, to prevent any possible interference with the reception of signals by airborne electronic navigational devices.

Turn your device OFF before boarding an aircraft. Always request and obtain prior consent and approval of an authorized airline representative before using your device aboard an aircraft. Always follow the instructions of the airline representative whenever using your device aboard an aircraft, to prevent any possible interference with airborne electronic equipment.

## Turn Off Your Device in Dangerous Areas

### BLASTING AREAS

To avoid interfering with blasting operations, turn your device OFF when in a “blasting area” or in areas posted “Turn off two-way radio”. Obey all signs and instructions.

### POTENTIALLY EXPLOSIVE ATMOSPHERES

Turn your device OFF when in any area with a potentially explosive atmosphere and obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include fueling areas such as gas stations; below deck on boats; fuel or chemical transfer or storage facilities; vehicles using liquefied petroleum gas (such as propane or butane); areas where the air contains chemicals or articles, such as grain, dust, or metal powders; and any other area where you would normally be advised to turn off your vehicle’s engine.

## General Safety

Your pocket PC is a high quality piece of equipment. Before operating, read all instructions and cautionary markings on the product, battery and adapter/charger.

Failure to follow the directions below could result in serious bodily injury and/or property damage due to battery liquid leakage, fire or rupture.

DO NOT use or store this equipment in a place where it will be exposed to high temperatures, such as near an open flame or heat-emitting equipment.

DO NOT drop your device or subject it to severe shock. When not using, lay down the unit to avoid possible damage due to instability.

DO NOT expose this equipment to rain or spilled beverages.

DO NOT use unauthorized accessories.

DO NOT disassemble the device or its accessories. If service or repair is required, return unit to an authorized TELUS cellular service center. If the unit is disassembled, the risk of electric shock or fire may result.

Never allow metallic objects, such as staples and paper clips, to get into the inside of your device.

Never touch the liquid that might leak from a broken liquid crystal display. Contact with this liquid could cause a skin rash. If the crystal display liquid should come into contact with the skin or clothing, wash it immediately with clean water.

In the event that the device emits an unusual odor or sound or generates smoke, immediately disconnect the AC adapter from the power outlet, then detach the battery.

## Antenna Safety

Use only the supplied or an approved replacement antenna. Unauthorized antennas, modifications, or attachments could impair call quality, damage your device, or result in violation of FCC regulations. Please contact your local dealer for replacement antenna.

Do not use the device with a damaged antenna. If a damaged antenna comes into contact with the skin, a minor burn may result. Please contact your local dealer for replacement antenna.

## Battery Safety

Your device uses a removable and rechargeable lithium ion battery. Please contact customer service for assistance should you need a replacement battery.

### DOs

- Only use the battery and charger approved by the manufacturer.
- Only use the battery for its original purpose.
- Try to keep batteries in a temperature between 41°F (5°C) and 95°F (35°C).
- If the battery is stored in temperatures above or below the recommended range, give it time to warm up or cool down before using.
- Completely drain the battery before recharging. It may take one to four days to completely drain.
- Store the discharged battery in a cool, dark, and dry place.
- Purchase a new battery when its operating time gradually decreases after fully charging.
- Properly dispose of the battery according to local regulations.

### DON'Ts

- Don't attempt to disassemble the battery – it is a sealed unit with no serviceable parts.
- Don't expose the battery terminals to any other metal object (e.g., by carrying it in your pocket or purse with other metallic objects such as coins, clips and pens). This can short circuit and critically damage the battery.
- Don't leave the battery in hot or cold temps. Otherwise, it could significantly reduce the capacity and lifetime of the battery.
- Don't dispose of the battery into a fire.

Lithium ion batteries are recyclable. When you replace the removable battery, please request the repair center to recycle the battery in accordance with RBRC standards. When disposing of the battery by yourself, please call RBRC at (800) 822-8837 for proper disposal tips.

Never touch any fluid that might leak from the built-in battery. Such liquid when in contact with the eyes or skin, could cause injury to the skin or eyes. Should the liquid come into contact with the eyes, irrigate the eyes thoroughly with clean water and immediately seek medical attention. In the event the liquid comes into contact with the skin or clothing, wash it away immediately with clean water.

## Adapter/Charger

### 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.

The AC Adapter/Charger designed by TELUS for this unit requires the use of a standard 120 V AC power source for device operation.

Never attempt to disassemble or repair an AC adapter/charger. Never use an AC adapter/charger if it has a damaged or worn power cord or plug. Always contact a TELUS authorized service center, if repair or replacement is required.

Never alter the AC cord or plug on an AC adapter/charger. If the plug will not fit into the available outlet, have a proper outlet installed by a qualified electrician.

Never allow any liquids or water to spill on an AC adapter/charger when it is connected to an AC power source.

Always use the authorized TELUS AC adapter/charger to avoid any risk of bodily injury or damage to your cellular phone or battery.

Never attempt to connect or disconnect the AC adapter/charger with wet hands. Always unplug the AC adapter/charger from the power source before attempting any cleaning. Always use a soft cloth dampened with water to clean the equipment, after it has been unplugged.

Handling the cord on this product or cords associated with accessories sold with this product, will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. Wash hands after handling.

Always disconnect the travel charger or desktop charger from the power source when it is not in use.



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