Please Read Before Proceeding

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

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

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE’S OUTER CASING.

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

INTELLECTUAL PROPERTY RIGHT INFORMATION
Copyright © 2007 High Tech Computer Corp. All Rights Reserved.

and ExtUSB are trademarks and/or service marks of High Tech Computer Corp.

Microsoft, MS-DOS, Windows, Windows NT, Windows Server, Windows Mobile, Windows XP, Windows Vista, ActiveSync, Windows Mobile Device Center, Internet Explorer, MSN, Hotmail, Windows Live, Outlook, Excel, PowerPoint, Word, and Windows Media are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Bluetooth and the Bluetooth logo are trademarks owned by Bluetooth SIG, Inc.

Wi-Fi is a registered trademark of the Wireless Fidelity Alliance, Inc.

microSD is a trademark of SD Card Association.

Java, J2ME and all other Java-based marks are trademarks or registered trademarks of Sun Microsystems, Inc. in the United States and other countries.


Copyright © 2007, Macromedia Netherlands, B.V.
Macromedia, Flash, Macromedia Flash, Macromedia Flash Lite and Reader are trademarks and/or registered trademarks of Macromedia Netherlands, B.V. or Adobe Systems Incorporated.

Sprite Backup is a trademark or service mark of Sprite Software.

Copyright © 2007, Dilithium Networks, Inc. All Rights Reserved.

Copyright © 2007, Esmertec AG. All Rights Reserved.

ArcSoft MMS Composer™ Copyright © 2003-2007, ArcSoft, Inc. and its licensors. All Rights Reserved. ArcSoft and the ArcSoft logo are registered trademarks of ArcSoft, Inc. in the United States and/or other countries.

All other company, product and service names mentioned herein are trademarks, registered trademarks or service marks of their respective owners.

HTC shall not be liable for technical or editorial errors or omissions contained herein, nor for incidental or consequential damages resulting from furnishing this material. The information is provided “as is” without warranty of any kind and is subject to change without notice. HTC also reserves the right to revise the content of this document at any time without prior notice.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or storing in a retrieval system, or translated into any language in any form without prior written permission of HTC.
Important Health Information and Safety Precautions

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

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

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

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

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

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

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

• **Take extra precautions**
  • Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
  • Keep metal objects away so they don’t come in contact with the battery or its connectors as it may lead to short circuit during operation.
  • Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
  • Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.

  If the battery leaks:
  • Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
• Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.

• Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.

• **Communicate the appropriate steps immediately in case a hazard occurs**

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

**PREVENTION OF HEARING LOSS**

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

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

• Earphone, manufactured by Merry, Model EMC220.

**SAFETY IN AIRCRAFT**
Due to the possible interference caused by this product to an aircraft’s navigation system and its communications network, using this device’s phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off the phone by switching to Flight Mode.
ENVIRONMENT RESTRICTIONS
Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES
When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

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

SAFETY PRECAUTIONS FOR RF EXPOSURE
- Avoid using your device near metal structures (for example, the steel frame of a building).
- Avoid using your device near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.
INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS
This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if 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.

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

NONIONIZING RADIATION
Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.
Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.
General Precautions

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

- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.

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

- **Avoid wet areas**
  Never use the product in a wet location.

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

**NOTICE:** When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on power.
• **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

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

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

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

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

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

Chapter 1  Getting Started 17

1.1  Getting to Know Your PDA Phone and Accessories ....... 18
1.2  Installing the SIM Card and Battery ........................................ 22
1.3  Installing a Storage Card ............................................................... 25
1.4  Starting Up ........................................................................ 26
1.5  The Today Screen ........................................................................ 28
1.6  Status Icons ........................................................................ 29
1.7  The Start Menu ........................................................................ 31
1.8  Quick Menu ........................................................................ 31
1.9  Programs ........................................................................ 32
1.10  Settings ........................................................................ 35

Chapter 2  Entering and Searching Information 39

2.1  Using the Hardware Keyboard .................................................. 40
2.2  Entering Information .................................................................. 41
2.3  Using the On-screen Keyboard .................................................. 42
2.4  Using Letter Recognizer ............................................................... 42
2.5  Using Block Recognizer ............................................................... 43
2.6  Using Transcriber ................................................................... 44
2.7  Using Symbol Pad ................................................................... 45
Chapter 3  Using Phone Features  47

3.1 Using the Phone ........................................................................... 48
3.2 Making a Call .................................................................................. 50
3.3 Receiving a Call ............................................................................. 53
3.4 Smart Dialing .................................................................................. 55
3.5 Additional Dialing Information ....................................................... 57

Chapter 4  Setting Up Your PDA Phone  59

4.1 Basic Settings .................................................................................. 60
4.2 Personalizing the Today Screen .................................................... 61
4.3 Customizing Phone Settings and Services ..................................... 63
4.4 Protecting Your Device ................................................................. 65
4.5 Other Settings ................................................................................. 67

Chapter 5  Synchronizing Information With Your Computer  71

5.1 About Synchronization .................................................................... 72
5.2 Setting Up Windows Mobile® Device Center on Windows Vista ................. 73
5.3 Setting Up ActiveSync® on Windows XP ........................................... 76
5.4 Synchronizing With Your Computer ............................................... 77
5.5 Synchronizing via Bluetooth ......................................................... 79
5.6 Synchronizing Music and Video ..................................................... 80
# Table of Contents

## Chapter 12 Managing Your PDA Phone
- 12.1 Adding and Removing Programs ................................................. 198
- 12.2 Managing Memory......................................................................... 199
- 12.3 X-Button ..................................................................................... 200
- 12.4 Resetting Your Device ................................................................. 201
- 12.5 Checking System Information ..................................................... 203
- 12.6 Battery Saving Tips .................................................................... 203

## Chapter 13 Using GPS
- 13.1 Guidelines and Preparation for Using GPS................................. 206
- 13.2 Downloading Satellite Data via QuickGPS ..................................... 208
- 13.3 Using GPS Software .................................................................... 210
- 13.4 GPS Controls ............................................................................... 210

## Chapter 14 Using Other Applications
- 14.1 Voice Speed Dial ......................................................................... 212
- 14.2 Java ............................................................................................ 214
- 14.3 Push to Talk ................................................................................. 215
- 14.4 Instant Messaging ....................................................................... 221

## Appendix
- A.1 Regulatory Notices ..................................................................... 226
- A.2 Specifications ............................................................................... 230

## Index
- Index ................................................................................................. 233
Chapter 1
Getting Started

1.1 Getting to Know Your PDA Phone and Accessories
1.2 Installing the SIM Card and Battery
1.3 Installing a Storage Card
1.4 Starting Up
1.5 The Today Screen
1.6 Status Icons
1.7 The Start Menu
1.8 Quick Menu
1.9 Programs
1.10 Settings
1.1 Getting to Know Your PDA Phone and Accessories

**Left panel**

- **Jog Wheel**
  - Scroll up or down to navigate through menus, program instructions; press the wheel to carry out selection.
  - During a call or playing music, scroll up or down to adjust the sound volume.
  - When receiving an incoming call, scroll down to silence the audio notification.

- **PTT Button**
  - Press to launch Push-to-Talk (PTT) feature of the phone.

- **OK button**
  - Press to confirm your data entries, or to exit the program in use.

**Right panel**

- **POWER**
  - Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see “Starting Up” in this chapter.

- **CAMERA (in AT&T Tilt)**
  - Press to launch the Camera (optional). See Chapter 11 for details.

- **PICTURES & VIDEOS (in AT&T 8900)**
  - Press to launch Pictures & Videos. See Chapter 11 for details.

- **Stylus**
**Front panel**

**Notification LEDs**
* See description below.

**Hardware Keyboard**
See Chapter 2 for details.

**Earpiece**
Listen to a phone call from here.

**Touch Screen**

**Left/Right SOFT KEYS**

**TALK**
Press to answer an incoming call or dial a number.

**START MENU**

**INTERNET EXPLORER**
See Chapter 10 for details.

**NAVIGATION Control/ENTER**
Press this multi-directional control up, down, left, or right to move through menus and program instructions; carry out the selection by pressing the center button.

**END**
Press to end a call or to return to the Today screen.

**OK**
See OK button.

**MESSAGING**
See Chapter 7 for details.

---

* Left LED: Shows Green and Amber lights for HSDPA/UMTS/EDGE/GSM/GPRS standby, message, and network status as well as for notification and battery charging status. Shows a flashing red light when the battery level reaches 5% or lower.

Right LED: Shows a flashing Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, or a flashing Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights flash alternately. Shows Amber light for GPS status.
**Back panel**

**GPS Antenna Connector**
Peel off the rubber cap and connect an external GPS antenna for better GPS signal reception.

**Note** Please use only the external GPS antenna (model number GA S120) from HTC.

**Back Cover**
Slide the back cover upward to remove it.

**microSD Slot**
See "Installing a Storage Card" for details.

**Sync Connector/Earphone Jack**
Connect the supplied USB cable to synchronize information or plug in the AC adapter to recharge the battery. You can also connect the supplied audio adapter for listening to audio media.

**Speaker**

**3 Megapixel Camera (AT&T Tilt only)**
See Chapter 11 for details.

**RESET**
With the stylus, press the RESET button to soft-reset your device.

**Microphone**
## Accessories

<table>
<thead>
<tr>
<th>No.</th>
<th>Accessory</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AC Phone Charger</td>
<td>Recharges the battery.</td>
</tr>
<tr>
<td>2</td>
<td>USB Sync Cable</td>
<td>Connects your device to a PC and synchronizes data.</td>
</tr>
<tr>
<td>3</td>
<td>Screen Protector</td>
<td>Protects your device screen from dust and scratches.</td>
</tr>
</tbody>
</table>
1.2 Installing the SIM Card and Battery

Always turn off your device before installing/replacing the SIM card and battery. Follow the forthcoming instructions to install a SIM card provided by Cingular. The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function with your device. You should consult with Cingular for a replacement SIM card. There may be fees for this service.

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

Battery life estimates (approximations):

- Standby time: Up to 350 hours for UMTS
  Up to 365 hours for GSM

- Talk time: Up to 264 minutes for UMTS
  Up to 420 minutes for GSM

- Media playback time: Up to 8 hours for WMV;
  Up to 12 hours for WMA.

**Warning!** To reduce risk of fire or burns:

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

**Important!** Before opening the SIM card door, make sure you turn off the device first. Opening the SIM card door while the device is turned on may damage the device.
To install the SIM card
1. Make sure your device is turned off.
2. Slide out the hardware keyboard.
3. Slide the SIM card door lock to the left and then open the SIM card door.
4. Hold the SIM card with its gold contacts facing down and its cut-off corner facing toward outside of the slot. Insert the SIM card by sliding it into the slot.
   Tip You’ll also see an illustrations on how to insert the SIM card on the SIM card door.

5. After inserting the SIM card, close the SIM card door and then lock it by sliding the lock to the right.

To remove the SIM card
To remove the SIM card, push the SIM card out from the back of the slot and then slide it out from the SIM card slot.
To install the battery
Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the upper right side of the battery compartment. Insert the right side of the battery first, then gently push the battery into place.

After you have inserted the battery, replace the back cover.

To remove the battery
1. Make sure your device is turned off.
2. Slide the back cover upward to release and remove the cover.
3. To remove the battery, lift it up from the left end of the battery.
**Charge the battery**

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

- Charging the device’s battery by connecting the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

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

Charging is indicated by a solid amber light on the left LED indicator. As the battery is being charged while the device’s power is on, a charging icon (.IP) will be shown on the Today screen.

After the battery has been fully charged, the left LED becomes green and a full battery icon (.IP) appears on the Today screen.

**Warning!**

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

### 1.3 Installing a Storage Card

There is a storage card slot at the bottom of your device. To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and insert it into the slot.

**To insert a microSD card**

1. Peel open the rubber that covers the storage card slot.

2. Insert the microSD card into the slot with gold contacts facing down.

3. Replace the rubber cover.

**Note** To remove the microSD card, press the microSD card to pop it out of the slot.
1.4 Starting Up

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

Turn your device on and off

- To turn on your device, press and hold the POWER button. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see “Calibrate the device”.
- To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

Switch your device to Sleep mode

Quickly pressing the POWER button turns off the display temporarily and switches your device to Sleep mode. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device also automatically goes into Sleep mode when you leave the device idle after a certain amount of time.

To specify the timeout period before your device goes into Sleep mode

1. Tap Start > Settings > System tab > Power > Advanced tab.
2. Under On battery power, make sure the Turn off device if not used for check box is selected.
3. Select the battery timeout period, then tap OK.

You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/messages will wake up your device.

Calibrate the device

Calibrating the touch screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.
If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap Start > Settings > System tab > Screen.
2. On the General tab, tap Align Screen, then follow the on-screen instructions to complete the calibration.

Manage screen settings
The device’s display has the following orientation modes: Portrait and Landscape. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.

- To change the orientation, tap Start > Settings > System tab > Screen, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the ClearType tab, select the Enable ClearType check box.
- To increase the readability or to see more content on the screen, on the Text Size tab, adjust the text size by moving the slider.

Check battery power

- Tap the battery level icon (🔋) on the Today screen; or
- Tap Start > Settings > System tab > Power.

When the low-battery warning appears, immediately save your data by synchronizing with your PC, or save your data on a storage card, and then turn off your device. Do not attempt to restart your device until you have connected it with the power adapter.

Tip To find out ways on saving battery power, see “Battery Saving Tips” in Chapter 12.
1.5 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.

- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.

For more information about customizing the Today screen, see Chapter 4.
1.6 Status Icons

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

**Icons that appear in this area**
- There are more notifications. Tap the icon to view all.
- New text messages; SMS notification of voice mail.
- New e-mail message.
- Sending MMS.
- Receiving MMS.
- MMS sent.
- Cannot send MMS.
- New incoming MMS.
- New IM message.
- Missed call.
- Speakerphone on.
- Roaming.
- Alarm.
- Other wireless network(s) detected.
- Bluetooth headset detected.
- ActiveSync notification.
- Synchronization error.

**Icons that appear in this area**
- GPRS available.
- EDGE available.
- HSDPA available.
- UMTS available.
- Wi-Fi function enabled, but device not connected to a wireless network yet.
- Connected to a wireless network.
- Synchronizing via Wi-Fi.
- Connection is active.
- Connection is not active.
- Synchronization in progress.
## Icons that appear in this area

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="GPRS connecting" /></td>
<td>GPRS connecting.</td>
</tr>
<tr>
<td><img src="image" alt="GPRS in use" /></td>
<td>GPRS in use.</td>
</tr>
<tr>
<td><img src="image" alt="EDGE connecting" /></td>
<td>EDGE connecting.</td>
</tr>
<tr>
<td><img src="image" alt="EDGE in use" /></td>
<td>EDGE in use.</td>
</tr>
<tr>
<td><img src="image" alt="HSDPA connecting" /></td>
<td>HSDPA connecting.</td>
</tr>
<tr>
<td><img src="image" alt="HSDPA in use" /></td>
<td>HSDPA in use.</td>
</tr>
<tr>
<td><img src="image" alt="UMTS connecting" /></td>
<td>UMTS connecting.</td>
</tr>
<tr>
<td><img src="image" alt="UMTS in use" /></td>
<td>UMTS in use.</td>
</tr>
<tr>
<td><img src="image" alt="Maximum signal strength" /></td>
<td>Maximum signal strength.</td>
</tr>
<tr>
<td><img src="image" alt="No signal" /></td>
<td>No signal.</td>
</tr>
<tr>
<td><img src="image" alt="Phone is turned off" /></td>
<td>Phone is turned off.</td>
</tr>
<tr>
<td><img src="image" alt="No phone service" /></td>
<td>No phone service.</td>
</tr>
<tr>
<td><img src="image" alt="Searching for phone service" /></td>
<td>Searching for phone service.</td>
</tr>
<tr>
<td><img src="image" alt="Voice call in progress" /></td>
<td>Voice call in progress.</td>
</tr>
<tr>
<td><img src="image" alt="Call on hold" /></td>
<td>Call on hold.</td>
</tr>
<tr>
<td><img src="image" alt="Calls are forwarded" /></td>
<td>Calls are forwarded.</td>
</tr>
<tr>
<td><img src="image" alt="Dialing while no SIM card is inserted" /></td>
<td>Dialing while no SIM card is inserted.</td>
</tr>
<tr>
<td><img src="image" alt="No SIM card inserted" /></td>
<td>No SIM card inserted.</td>
</tr>
</tbody>
</table>

## Icons that appear in this area

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Vibration mode" /></td>
<td>Vibration mode.</td>
</tr>
<tr>
<td><img src="image" alt="Sound on" /></td>
<td>Sound on.</td>
</tr>
<tr>
<td><img src="image" alt="Sound off" /></td>
<td>Sound off.</td>
</tr>
</tbody>
</table>
1.7 The Start Menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.

Tap to switch to the Today screen.

Tap to start a program. (The items displayed in the Start menu can be customized by tapping Start > Settings > Personal tab > Menus).

Tap to start a recently-used program.

Tap to access more programs.

Tap to access and change settings.

Tap to view Help information for the current screen.

1.8 Quick Menu

The Quick Menu, located at the top right corner of the Today screen, shows the currently running programs. You can quickly switch between running programs and stop programs when you do not need to use them.

Tap to open the Quick Menu

Tap to stop all currently running programs

Tap to customize settings

• To switch to a running program, tap the program name
• To stop running a program, tap X
### 1.9 Programs

The following are programs you can find on your device or install from the Applications Disc.

#### Programs in the Start Menu

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Office Mobile" /></td>
<td><strong>Office Mobile</strong> Use the complete suite of Microsoft® Office applications for your mobile device.</td>
</tr>
<tr>
<td><img src="image" alt="Excel Mobile" /></td>
<td><strong>Excel Mobile</strong> Create new workbooks or view and edit Excel workbooks.</td>
</tr>
<tr>
<td><img src="image" alt="PowerPoint Mobile" /></td>
<td><strong>PowerPoint Mobile</strong> View PowerPoint slides and presentations.</td>
</tr>
<tr>
<td><img src="image" alt="Word Mobile" /></td>
<td><strong>Word Mobile</strong> Create, view, and edit Word documents.</td>
</tr>
<tr>
<td><img src="image" alt="Calendar" /></td>
<td><strong>Calendar</strong> Keep track of your appointments and create meeting requests.</td>
</tr>
<tr>
<td><img src="image" alt="Contacts" /></td>
<td><strong>Contacts</strong> Keep track of your friends and colleagues.</td>
</tr>
<tr>
<td><img src="image" alt="Instant Messaging" /></td>
<td><strong>Instant Messaging</strong> This is the mobile version of instant messenger that supports multiple IM services, such as from AOL, Yahoo!, and Windows Live™.</td>
</tr>
<tr>
<td><img src="image" alt="Internet Explorer Mobile" /></td>
<td><strong>Internet Explorer Mobile</strong> Browse Web and WAP sites as well as download new programs and files from the Internet.</td>
</tr>
<tr>
<td><img src="image" alt="Phone" /></td>
<td><strong>Phone</strong> Make and receive calls, switch between calls, and set up conference calling.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td><strong>Help</strong> See Help topics for the current screen or program.</td>
</tr>
</tbody>
</table>

#### Programs screen

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="ActiveSync" /></td>
<td><strong>ActiveSync</strong> Synchronize information between your device and a PC or the Exchange Server.</td>
</tr>
<tr>
<td><img src="image" alt="AT&amp;T Mall" /></td>
<td><strong>AT&amp;T Mall</strong> Shop for games, ringtones, graphics, multimedia, goodies and other applications.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>🎵</td>
<td><strong>AT&amp;T Music</strong>  Shop for music, songs, music videos, streaming media, and access AT&amp;T’s 1 music player.</td>
</tr>
<tr>
<td>📻</td>
<td><strong>Cellular Video</strong>  Watch news, sports, weather, and entertainment clips via AT&amp;T’s high-speed data network while on the go.</td>
</tr>
<tr>
<td>🎮</td>
<td><strong>Games &amp; Apps</strong>  Play many pre-installed games, such as Bubble Breaker, Solitaire, and more. Launch some useful applications, such as Mobi TV, My Space Mobile, My Cast, and more.</td>
</tr>
</tbody>
</table>
| 💌 | **Messaging**  Access this folder to send, receive, and manage all of the text, e-mail, and MMS messages on your mobile device.  
  - **GetGood**  Perform real-time wireless push synchronization of e-mail, attachments, and PIM data, with a valid account.  
  - **Messaging**  Send and receive e-mail, MMS, and text messages. |
| 📝 | **Notes**  Create handwritten or typed notes, drawings, and voice recordings. |
| 📑 | **Pictures & Videos**  Access this folder to manage all pictures and video clips on your mobile device.  
  - **Camera (AT&T Tilt only)**  Take photos or shoot video clips with accompanying audio.  
  - **Pictures & Videos**  View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card. |
<p>| 📆 | <strong>Push to Talk</strong>  Provide you with a “walkie-talkie” like feature that allows you to instantly talk to the others by simply pressing one button. |
| 🌍 | <strong>QuickGPS</strong>  Downloads satellite data over the Internet via ActiveSync, Wi-Fi, or GPRS to speed up the time for determining your current GPS position. |
| 💬 | <strong>STK (SIM Tool Kit) Service</strong>  Access information and other services offered by your wireless service provider. |
| 📚 | <strong>Tasks</strong>  Keep track of your tasks. |</p>
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Tools Icon]</td>
<td><strong>Tools</strong>  Access the entire array of tools and utilities on your mobile device.</td>
</tr>
<tr>
<td>![Adobe Reader LE Icon]</td>
<td><strong>Adobe Reader LE</strong> View PDF (Portable Document Format) files on your device.</td>
</tr>
<tr>
<td>![Bluetooth Explorer Icon]</td>
<td><strong>Bluetooth Explorer</strong> Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.</td>
</tr>
<tr>
<td>![Calculator Icon]</td>
<td><strong>Calculator</strong> Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.</td>
</tr>
<tr>
<td>![File Explorer Icon]</td>
<td><strong>File Explorer</strong> Organize and manage files on your device.</td>
</tr>
<tr>
<td>![Java Icon]</td>
<td><strong>Java</strong> Download and install Java applications, such as games and tools, on your device.</td>
</tr>
<tr>
<td>![Search Icon]</td>
<td><strong>Search</strong> Search contacts, data, and other information on your device.</td>
</tr>
<tr>
<td>![SIM Manager Icon]</td>
<td><strong>SIM Manager</strong> Manage the contacts that are stored on your SIM card. You can also use this program to copy SIM contents to Contacts on your device.</td>
</tr>
<tr>
<td>![Sprite Backup Icon]</td>
<td><strong>Sprite Backup</strong> Provides you with a quick and easy way to create backups of your data.</td>
</tr>
<tr>
<td>![Voice Recorder Icon]</td>
<td><strong>Voice Recorder</strong> Record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your ring tone.</td>
</tr>
<tr>
<td>![Voice Speed Dial Icon]</td>
<td><strong>Voice Speed Dial</strong> Allows you to record voice tags so that you can dial a phone number or launch programs simply by speaking a word.</td>
</tr>
<tr>
<td>![ZIP Icon]</td>
<td><strong>ZIP</strong> Save memory and free up storage space on your device by compressing files in the conventional ZIP format.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Windows Media Player Mobile Icon]</td>
<td><strong>Windows Media Player Mobile</strong> Play back audio and video files.</td>
</tr>
<tr>
<td>![Wireless Manager Icon]</td>
<td><strong>Wireless Manager</strong> Manage your device’s connections (including Wi-Fi, GPRS, Bluetooth, Modem, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.</td>
</tr>
<tr>
<td>![Proxy Manager Icon]</td>
<td><strong>Proxy Manager</strong> The proxy on/off setting is by default set to ON. Under most circumstances, this is the setting that should be used.</td>
</tr>
</tbody>
</table>
Note  It is assumed that the IT department for a corporate user may have a custom APN configured for their users. Please contact your IT department for more information. If the IT department has configured a custom APN, then the Proxy On/Off setting should be turned OFF while the corporate services are being used (please note that some AT&T data services will not be available for use while the corporate data services are being used). When the use of the corporate data services is complete, then turn ON the Proxy On/Off setting so that the AT&T data services can be used as needed.

1.10 Settings

You can adjust the device settings to suit the way you work. To see all available settings, tap Start > Settings, then tap the Personal, System, and Connections tabs located at the bottom of the screen.

**Personal tab**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Buttons</strong> Assign a program or function to a hardware button.</td>
</tr>
<tr>
<td></td>
<td><strong>Input</strong> Set options for each of the input methods.</td>
</tr>
<tr>
<td></td>
<td><strong>Keyboard Sliding Sound</strong> Select a slide-in and slide-out sound for the hardware keyboard.</td>
</tr>
<tr>
<td></td>
<td><strong>Lock</strong> Set a password for your device.</td>
</tr>
<tr>
<td></td>
<td><strong>Menus</strong> Set what programs will appear in the Start menu.</td>
</tr>
<tr>
<td></td>
<td><strong>Owner Information</strong> Enter your personal information on your device.</td>
</tr>
<tr>
<td></td>
<td><strong>Phone</strong> Customize phone settings such as ring tone, set a PIN number for your SIM card, and more.</td>
</tr>
<tr>
<td></td>
<td><strong>Sounds &amp; Notifications</strong> Enable sounds for events, notifications, and more, and set the type of notification for different events.</td>
</tr>
<tr>
<td></td>
<td><strong>Today</strong> Customize the appearance and the information to be displayed on the Today screen.</td>
</tr>
</tbody>
</table>
### TTY
Enable TTY (Teletypewriter) support for your device.

### Voice Speed Dial
Create voice tags for voice dialing contacts and SIM contacts as well as for launching programs.

## System tab

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>About</strong> This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Backlight</strong> Set the backlight timeout and adjust brightness.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Certificates</strong> See information about certificates that are installed on your device.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Clear Storage</strong> Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Clock &amp; Alarms</strong> Set the device clock to the date and time of your locale or to a visiting time zone when you’re traveling. Alarms can also be set at specified days and times of a week.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Device Information</strong> See information about the firmware version, hardware, identity, and the duration of calls made on your device.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Encryption</strong> Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Error Reporting</strong> Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft’s technical support if you choose to send it.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>External GPS</strong> Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.</td>
</tr>
</tbody>
</table>
### Key Lock
Lock the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.

### Memory
Check the device memory allocation status and memory card information. You can also stop currently running programs.

### Microphone AGC
Adjust the volume of your voice automatically when you are recording.

### Power
Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.

### Regional Settings
Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.

### Remove Programs
Remove programs that you installed on your device.

### Screen
Change the screen orientation, re-calibrate the screen, and change the screen text size.

### Windows Update
Link to Microsoft’s Web site and update Windows Mobile® on your device with the latest security patches or fixes.

### X-Button
Stop running programs and set the "X" button to end programs immediately when you tap the button.

### Connections tab

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beam</td>
<td>Set your device to receive incoming Bluetooth beams.</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.</td>
</tr>
<tr>
<td>Connections</td>
<td>Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, and more, so that your device can connect to the Internet or a private local network.</td>
</tr>
<tr>
<td>GPRS Setting</td>
<td>Set the GPRS authentication method.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>📡</td>
<td><strong>HSDPA</strong>  Turn on or off HSDPA. Your wireless service provider must support this feature to be able to turn it on.</td>
</tr>
<tr>
<td>📡</td>
<td><strong>Network Cards</strong>  Allows your device to scan for available wireless networks. Also allows you to set up a network card (if you have one inserted on your device).</td>
</tr>
<tr>
<td>📡</td>
<td><strong>USB to PC</strong>  Set a USB serial connection between your device and PC when there are problems connecting ActiveSync.</td>
</tr>
<tr>
<td>📡</td>
<td><strong>Wireless LAN</strong>  See information about the active wireless network, and customize Wi-Fi settings.</td>
</tr>
<tr>
<td>📡</td>
<td><strong>Wireless Manager</strong>  Manage your device’s connections (including Wi-Fi, GPRS, Bluetooth, Modem, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.</td>
</tr>
<tr>
<td>📡</td>
<td><strong>Wireless Modem</strong>  Enables your device as an external modem for a computer via USB or Bluetooth.</td>
</tr>
</tbody>
</table>
Chapter 2
Entering and Searching Information

2.1 Using the Hardware Keyboard
2.2 Entering Information
2.3 Using the On-screen Keyboard
2.4 Using Letter Recognizer
2.5 Using Block Recognizer
2.6 Using Transcriber
2.7 Using Symbol Pad
2.8 Using Notes to Draw, Write and Record Voice Notes
2.9 Searching Information
2.1 Using the Hardware Keyboard

Your device comes with a QWERTY keyboard, which is similar to a standard computer keyboard. To use the QWERTY keyboard, slide the screen panel to the left to reveal the keyboard.

Adjust the LCD screen angle
After sliding out the hardware keyboard, you can adjust the angle of the device screen to minimize glare and reflection.

Important  The maximum tilting angle of the screen is 40 degrees. Do not force the screen to tilt further than the maximum tilting angle as it will break the device. Before you retract the screen, please be sure to adjust the screen angle back to the original horizontal position (left image).

Keystrokes for entering text
When entering text, do the following:

- To type lowercase letters, press the keys using your thumbs or fingers.
- To use all uppercase letters, press \textcolor{green}{\text{Fn}} first, then press \textcolor{red}{\text{Shr}}. To change back to all lowercase letters, press \textcolor{red}{\text{Shr}} again.
- To use a single uppercase letter, press \textcolor{red}{\text{Shr}} and then press the corresponding key.
- To enter a number or symbol (labeled at the upper left of each key), press \( \text{Fn} \) and then press the corresponding key. Press \( \text{Fn} \) twice to enter all numbers or symbols.
- To open the Symbol Pad, press \( \text{Fn} \) and then press \( \text{Sym} \).
- Press the Left/Right SOFT KEY (\( \text{←} \)) to perform the command shown in the label above the key.
- Press \( \text{OK} \) to verify your data entries or exit the program in use.
- Press \( \text{Start} \) to open the Start menu.
- Press the arrow keys \( \text{←} \), \( \text{↑} \), \( \text{↓} \), \( \text{→} \) for directional movement.
- To type accented characters (like á, ä, ç, ê, í, ó, ü, etc), press the letter key first and then, hold \( \text{Fn} \) and at the same time press the space bar several times until you find the correct character you need.

2.2 Entering Information

When you start a program or select a field that requires text or numbers, the Input Panel icon becomes available on the menu bar.

Tap the Input Selector arrow (that appears next to the Input Panel icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding Input Panel is then displayed and you can use it to enter text. To toggle between showing and hiding the Input Panel, simply tap the Input Panel icon.
2.3 Using the On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

**To enter text using the on-screen Keyboard**
1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

**To enlarge the on-screen Keyboard**
1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

2.4 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

**To use Letter Recognizer**
1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
• Enter capital letters by writing in the ABC (left) area of the box.
• Enter lower case letters by writing in the abc (middle) area of the box.
• Enter numbers by writing in the 123 (right) area of the box.
• Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

**Note**  Letter Recognizer is available when text entry is possible.

**Tip**  For help with writing characters, tap the question mark near the writing area.

2.5 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

**To use Block Recognizer**

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.

2. Write characters, numbers, and symbols in the designated writing area.
   • Enter letters by writing in the abc (left) area of the box.
   • Enter numbers by writing in the 123 (right) area of the box.
   • Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

**Note**  Block Recognizer is available when text entry is possible.

**Tip**  For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.
2.6 Using Transcriber

**Transcriber** is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

**To start Transcriber**
1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

**To write using Transcriber**
1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

**To enter punctuation and symbols**
Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

From a program, tap 📝 on the Transcriber toolbar. The keyboard remains visible until you tap the button again.

**Tips**
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
- When no text is selected, you can also open the keyboard by doing the gesture. For more information about using Transcriber gestures, see Help on your device.

**To edit text**
1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.
• Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.7 Using Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters.

To open the Symbol Pad and select a symbol
1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
   • Tap the Input Selector arrow, then tap Symbol Pad; or
   • Using the hardware keyboard, press \fn\ and then press \sym\.
3. To browse through the pages of symbols, tap \up\ / \down\ on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.
2.8 Using Notes to Draw, Write and Record Voice Notes

Using Notes, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, please see “Notes” in Chapter 6.

2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item
1. Tap Start > Programs > Tools > Search.
2. In the Search for field, you can:
   • Enter the file name, word, or other information you want to search for.
   • Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the Type field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap Search. The system then starts searching the matched files in the My Documents folder and subfolders.
5. In the Results list, tap the item you want to open.

Note  The storage card symbol ▭ or ▪ is displayed next to the names of files saved on a storage card.
Chapter 3
Using Phone Features

3.1 Using the Phone
3.2 Making a Call
3.3 Receiving a Call
3.4 Smart Dialing
3.5 Additional Dialing Information
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Tap Start > Phone; or
- Press the TALK button ( ).

Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider.

1. Enter the preset PIN assigned by your wireless service provider.
2. Tap Enter.

Note If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.
Turn the phone function on and off
In many countries, you are required by law to turn off the phone while on board an aircraft.

To turn off the phone function
1. Tap Start > Programs > Wireless Manager.
2. On the Wireless Manager screen, tap the Phone button to turn off the phone function.
   The 📱 icon indicates the phone function is turned off.

To resume call function
Turn on the phone function by tapping the Phone button again on the Wireless Manager screen.
The 📱 icon indicates the phone function is turned on.

Flight mode
Another way to turn off the phone function is to switch your device to Flight mode.

To enable Flight mode
When you enable Flight mode, it turns off all wireless radios on your device, which include the phone function, Bluetooth, and Wi-Fi.
1. Tap Start > Programs > Wireless Manager.
2. On the Wireless Manager screen, tap the Flight Mode button to enable Flight mode.
   The 🛩️ icon indicates that Flight mode is enabled.

To disable Flight mode
When you disable Flight mode, it turns the phone function back on. This also restores the previous state of Bluetooth, but keeps Wi-Fi disabled. Disable Flight mode by tapping the Flight Mode button again on the Wireless Manager screen.
The 🛩️ icon indicates that Flight mode is disabled.
Adjust the device volume
1. Tap the Speaker icon (TextWriter).
2. Under Volume, do the following:
   • Adjust the phone volume (TextWriter) or device volume (TextWriter) by moving the slider to the desired volume level.
   • Tap On, Vibrate, or Off to change both the system and ringer volume settings.

Notes
• To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
• When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon (TextWriter) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call
With your device, you can make a call from Phone, Contacts, Speed Dial, Call History, and SIM Manager.

Make a call from Phone
1. Press the TALK button (TextWriter).
2. On the Phone screen, tap the desired phone number, then press the TALK button.
Tip If you tap a wrong number, tap Delete (←) to erase each subsequent digit of a number. To erase the entire number, tap and hold Delete.

Make a call from Contacts
Tap Contacts on the Today screen or tap Start > Contacts, then do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK.
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap Call Work, Call Home, or Call Mobile.

To choose one of the numbers of a contact to dial
By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap Start > Contacts.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.
Make a call from Call History

1. On the Phone screen, tap Call History or tap 📞 on the Today screen.
2. You can either scroll through all calls in Call History, or tap Menu > Filter and select from a category of call types.
3. Scroll to the desired contact or phone number, and tap Call.

One-touch Speed Dial
Use Speed Dial to call frequently-used numbers with a single tap. For example, if you assign a contact to the location 2 in Speed Dial, you can simply tap and hold the number 2 key on the Phone screen to dial the contact’s number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

To create a Speed Dial entry
1. On the Phone screen, tap Speed Dial.
2. Tap Menu > New.
3. Tap a contact. Select the phone number that you want to add to be assigned with a speed dial key.
4. In the Location box, select an available key to use as the speed dial key.

Note If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

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

To call voicemail
The number 1 key is generally reserved for your voicemail. Press and hold this key to call voicemail.
Make a call from SIM Manager

**SIM Manager** allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

**To call a SIM contact**

1. Tap **Start > Programs > Tools > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

For more information about SIM Manager, see Chapter 6.

### 3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

**To answer or reject an incoming call**

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

**To end a call**

Once an incoming or outgoing call is in progress, press END on the device to hang up.

**To check a missed call**

You will see the icon on top of the screen when you missed a call. To check who the caller is:

- Tap the icon, then tap **View**; or
- On the Phone screen, tap the **Call History** or tap on the Today screen. You can view missed calls as well as incoming and outgoing calls in Call History.
To put a call on hold
Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap Answer to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, press END on the device.

To switch between two calls
Tap Swap.

To set up a conference call
1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap Menu > Conference.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone
The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap Speaker On, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap Speaker Off, or press and hold TALK again until the speakerphone turns off.

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

To mute a call
You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap Mute.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap Unmute to turn on the microphone again.
3.4 Smart Dialing

Smart Dialing makes it easy for you to dial a phone number.

When you start entering a phone number or contact name, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Tips on using Smart Dialing
Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number
- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

To find a contact name
You can just enter the first letter of a contact’s first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number “2” which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: “Ben Miller”, “George Adams”, “John-Carter”, “Carter, Ellen”, “Dixon, Allan”, “Thomas_Clark”, “JaneCampbell”.

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

**Make a call or send a text message using Smart Dialing**

1. Press the TALK button on your device to open the Phone screen.
2. Begin entering the first few numbers or characters.

   When you start entering a number or letter, the Smart Dialing panel will display matches found.
3. In the Smart Dialing panel, browse the list by sliding your finger or the stylus up or down or by pressing NAVIGATION up or down.
4. You can do one of the following:
   - When the desired contact is selected, press the TALK button to place a call.
   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.

Tap and hold the contact to pop up the shortcut menu.
Tip To view or edit information associated with the selected contact, tap the contact’s name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, tap Menu > Smart Dialing Options.
2. On the Options tab, select the Enable Smart Dialing check box.
   - Select the Automatically expand selected contact check box to enable a contact’s name and phone number to be displayed when the contact is selected in the matching list.
   - Select the Enable drag-scroll check box to scroll in the matched list by dragging.
   - Select the Enable double-click for dialing check box to make a voice call by double-tapping the item in the matched list.

3.5 Additional Dialing Information

Make an emergency call
Enter the international emergency number for your locale, and tap Call.

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

Make an international call
1. Tap and hold the number 0 key on the Phone keypad until the + sign appears. The + replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap Call. The full phone number includes country code, area code (without the leading zero, if any) and phone number.
58 Using Phone Features
Chapter 4

Setting Up Your PDA Phone

4.1 Basic Settings
4.2 Personalizing the Today Screen
4.3 Customizing Phone Settings and Services
4.4 Protecting Your Device
4.5 Other Settings
4.1 Basic Settings

**Owner information**
Having owner information displayed on the Today screen makes it easier for someone to return your device to you if it is lost.

**To enter owner information**
1. Tap Start > Settings > Personal tab > Owner Information.
2. On the Identification tab, enter your personal information.

**Tip** If you don’t see owner information on the Today screen, tap Start > Settings > Personal tab > Today. On the Items tab, select the Owner Info check box.

**To display owner information when the device is turned on**
You can set your device to display the ‘my info’ screen when power is turned on. This screen shows your complete personal information.

1. Tap Start > Settings > Personal tab > Owner Information.
2. On the Options tab, select the Identification information check box.
3. If you want additional text displayed, tap the Notes tab and enter the text (for instance: Reward if found).
4. On the Options tab, select the Notes check box then tap OK.

**Time and date**

**To set the time and date**
1. Tap Start > Settings > System tab > Clock & Alarms > Time tab.
2. Select the correct time zone and change the date or time.

**Note** During synchronization, the time on your device is updated with the time on your PC.

**To set the time and date for a different location**
If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap Start > Settings > System tab > Clock & Alarms > Time tab.
2. Tap Visiting.
3. Select the correct time zone and change the time or date.
**Regional settings**
The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab > **Regional Settings**.
2. On the **Region** tab, select your region from the list.
   
   **Note**  This does not change the Operating System language of your device.

3. The region you select determines which options will be available on the other tabs.

4. To customize settings further, tap the appropriate tabs and select the desired options.

**4.2 Personalizing the Today Screen**

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize what to display on the Today screen.

**To customize the Today screen**

1. Tap **Start > Settings > Personal** tab > **Today**.

2. On the **Appearance** tab, select the desired theme for the background of the Today screen.

3. On the **Items** tab, select the items you want to appear on the Today screen.

**Tip**  To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

**To use a custom background image**

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal** tab > **Today**.

2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.

4. Tap OK.

To set options for displaying appointments on the Today screen
If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap Start > Settings > Personal tab > Today.
2. Tap the Items tab.
3. Select Calendar and tap Options.
4. Do any of the following:
   • Select Next appointment to show only the next appointment in your schedule, or Upcoming appointments to show multiple appointments.
   • Clear the Display all day events check box if you do not want to display all-day events.

For more information about using Calendar, see Chapter 6 and 8.

To set options for displaying tasks on the Today screen
If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap Start > Settings > Personal tab > Today.
2. Tap the Items tab.
3. Select Tasks and tap Options.
4. Do any of the following:
   • Under Display number of, select the type of tasks you want to appear on the Today screen.
   • In the Category list, select whether to display only tasks assigned to a specific category or to display all tasks.

For more information about creating tasks on your device, see Chapter 6.
Customize the Start menu
You can choose which items appear in the Start menu.

1. Tap Start > Settings > Personal tab > Menus.
2. Select the check boxes of the items you want to appear in the Start menu. You can select up to seven items.

Tip Create folders and shortcuts inside the folders, Programs and Office Mobile, on the Start menu. Using Windows Explorer on your PC, navigate to the /Windows/Start Menu/Programs or Office Mobile folder of your device, then create the folders and shortcuts that you want. You will see the added items on your device after you synchronize. For information about synchronizing your device with the computer, see Chapter 5.

4.3 Customizing Phone Settings and Services
You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also set up your device to use phone services such as Call Waiting, Call Forwarding, and more.

To access phone settings and services
- Tap Menu > Options on the Phone screen; or
- Tap Start > Settings > Personal tab > Phone.

Ringer settings
To change the ring tone and ring type
1. On the Phone screen, tap Menu > Options > Phone tab.
2. In the Ring tone list, tap the sound you want to use.

Tip You can use *.wav, *.mid, *.mp3, *.wma or other files (see Appendix for a list of supported file formats) that you downloaded from the Internet or copied from your PC as ring tones. Copy the sound files first to the /Windows/Rings folder on your device, then select the sound from the Ring tone list of your device. For more information about copying files, see Chapter 9.

3. In the Ring type list, choose whether to be notified of incoming calls by a ring, a vibration, or a combination of both.
**Keypad tone**
You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your device such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

**Phone services**
Your device can directly link to the mobile phone network, and allow you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. Contact your wireless service provider to find out about the availability of phone services for your device.

To access and change settings of phone services
1. Tap **Start > Settings > Personal tab > Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Choose your desired options, then tap **OK**.

For more information about customizing settings of phone services, see Help on your device.

**Networks**
You can view on your device which mobile phone networks are available to you, and arrange them in the order that you want your device to access them. For example, if your first preferred network is unavailable, your device will try to access your second preferred network.

To view available networks
1. Tap **Start > Settings > Personal tab > Phone > Network** tab.
2. Under **Network selection**, select **Manual**. The list of available networks is then displayed.
To set preferred networks
1. Tap Start > Settings > Personal tab > Phone > Network tab.
2. Tap Set Networks and follow the instructions on the screen to arrange the networks according to your preference.
3. After arranging the networks in the preferred order, tap OK to return to the Network tab.
4. In the Network selection list, select Automatic.
5. Tap OK.

4.4 Protecting Your Device

Protect your SIM card with a PIN
You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). Your first PIN will be given to you by your wireless service provider; you can change the PIN later.

1. On the Phone screen, tap Menu > Options > Phone tab.
2. Select the Require PIN when phone is used check box.
3. To change the PIN at any time, tap Change PIN.

Tip    Emergency calls can be placed at any time, without requiring a PIN.

Protect your device with a password
You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

To set a device password
1. Tap Start > Settings > Personal tab > Lock.
2. Select the Prompt if device unused for check box, and in the box to the right, select how long your device must be idle before a password is required. In the Password type box, select the type of password you would like to use. Enter and confirm the password.

If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password.

4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

**Notes**
- To ensure you can always make emergency calls, do not begin your password with the digits of your local emergency number.
- The hint will be displayed after the wrong password is entered five times.

**To unlock your device**
1. Enter your device password when you are prompted.

2. Tap **Unlock**.

**Note** If you forget your password, you can hard reset or clear the device memory. Before you do this, make sure you back up your data and files to your PC so that you can restore them back to your device. See Chapter 9 for details.

**Encrypt data on your storage card**
1. On the Today screen, tap **Start > Settings > System tab > Encryption**.

2. Select **Encrypt files placed on storage cards**.

**Notes**
- Encrypted files can be read only on the device that encrypted them.
- Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.

**Important** If **Encrypt files placed on storage cards** is/was enabled before, then back up all files from the storage card before using Clear Storage, hard reset or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After this procedure, copy your files back to the storage card.
4.5 Other Settings

Device name
The device name is used to identify your device in the following situations:
- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name
1. Tap Start > Settings > System tab > About.
2. Tap the Device ID tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from A to Z, numbers from 0 to 9, and cannot contain spaces. Use the underscore character to separate words.

Display settings

To adjust screen brightness
1. Tap Start > Settings > System tab > Backlight.
2. On the Brightness tab, move the slider right to increase the brightness, or left to decrease the brightness.

Note You can also adjust the brightness of the backlight by tapping on the Today screen.

To set the backlight to dim after a time delay
1. Tap Start > Settings > System tab > Backlight.
2. Tap the Battery power tab, or the External power tab.
3. Select the Turn off backlight if device is not used for check box, and specify the time delay.
To increase or decrease the size of text on the screen
1. Tap Start > Settings > System tab > Screen > Text Size tab.
2. Move the slider to increase or decrease the text size.

Button settings
To reassign programs or shortcuts to program buttons
Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap Start > Settings > Personal tab > Buttons.
2. A list of buttons and their current assignments are displayed on the Program Buttons tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the Assign a program box, tap the program or shortcut you want to assign.
5. Tap OK.

Word completion options
Word completion helps you enter text faster by suggesting words as you enter letters using the hardware keyboard or input methods. You can set the number of suggested words to display, when to show the word list, and more.

1. Tap Start > Settings > Personal tab > Input > Word Completion tab.
2. Make sure the Suggest words when entering text check box is selected.
3. By default, the suggested word list appears whenever you enter a space. To make the word list appear after letters are entered, select the number of letters that you want to be entered before displaying the word list.
4. The suggested word list shows up to four words by default. You can change the number of words to display in the suggested list.

5. Make sure the **Enable Auto Correct** check box is selected if you want mistyped words to be corrected automatically.

**Tip**  
The word database learns and adds more words as you enter new words during text entry. To delete the added words and reset the database back to the default, tap **Clear Stored Entries**.

**Keyboard sliding sound**
You can set your device to produce a sliding sound when you slide the hardware keyboard in or out.

1. Tap **Start > Settings > Personal** tab > **Keyboard Sliding Sound**.
2. Select the **Sliding sound** check box to enable the sound.
3. Tap the Down Arrow icon (👇) and select a style of sound from the list. Each style contains two sounds, one for sliding in and another for sliding out the keyboard.
4. You can preview the sound effect of the selected style by tapping the **Play** button (▶). It plays the slide-out sound first, and then the slide-in sound. To stop playback, tap the **Stop** button (⏹).

**Alarms and notifications**

**To set an alarm**

1. Tap **Start > Settings > System** tab > **Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon (⏰) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.
To choose how to be notified about events or actions

1. Tap Start > Settings > Personal tab > Sounds & Notifications.

2. On the Sounds tab, choose how you want to be notified by selecting the appropriate check boxes.

3. On the Notifications tab, in Event, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.
Chapter 5
Synchronizing Information With Your Computer

5.1 About Synchronization
5.2 Setting Up Windows Mobile® Device Center on Windows Vista
5.3 Setting Up ActiveSync® on Windows XP
5.4 Synchronizing With Your Computer
5.5 Synchronizing via Bluetooth
5.6 Synchronizing Music and Video
5.1 About Synchronization

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

- **Microsoft® Office Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite Web sites
- **Files**, such as documents and other files

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

**Ways to synchronize**

After you have installed the synchronization software to your computer, connect and synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable. Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth. You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 10. For information about synchronizing through Bluetooth, see “Synchronizing via Bluetooth” later in this chapter.
Try to synchronize frequently in order to keep information up-to-date in both your device and your computer.

**Note** You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 8.

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

**Windows Mobile® Device Center** is the replacement for Microsoft® ActiveSync® on Windows Vista™.

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

**Set up synchronization**

When you connect your device to your PC and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile® partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center’s Home screen, click **Set up your device**.
Note  Choose Connect without setting up your device if you only want to transfer media files, check for updates, and explore your device but not sync Outlook information.

4. Select the information types that you want to synchronize, then click Next.

5. Enter a device name and click Set Up.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.
Use Windows Mobile Device Center
To open Windows Mobile Device Center, click Start > All Programs > Windows Mobile Device Center on your Windows Vista computer.

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

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

Note See Windows Mobile Device Center Help for more information.
5.3 Setting Up ActiveSync® on Windows XP

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

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

Install ActiveSync
1. Insert the Getting Started Disc into the disc drive on your PC.
2. ActiveSync is available in English and several other languages. Select the desired language then click Next.
3. Click Setup and Installation.
4. Select the ActiveSync check box and click Install.
5. Read the license terms and click Accept.
6. When installation is complete, click Done.
7. On the Getting Started with Windows Mobile® screen, click Close.

Set up synchronization
Follow the steps below to set up a synchronization partnership.
1. Connect your device to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click Next to proceed.
2. To synchronize your device with your PC, clear the Synchronize directly with a server running Microsoft Exchange check box then click Next.
3. Select the information types that you want to synchronize then click Next.
4. Select or clear the Allow wireless data connections check box according to your preference.
5. Click Finish.
When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

5.4 Synchronizing With Your Computer

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

Start and stop synchronization
You can manually synchronize either from your device or PC.

From your device
1. Tap **Start > Programs > ActiveSync**.
2. Tap **Sync**.

   To end synchronization before it completes, tap **Stop**.

   **Tip** To delete a partnership with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**. Your device must not be connected to the PC for this option to be available.

From Windows Mobile Device Center
1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click ☑ at the lower left of the Windows Mobile Device Center.

   To end synchronization before it completes, click ☑.

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

- To manually start synchronization, click ☑.
- To end synchronization before it completes, click ☒.
Change which information is synchronized

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

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

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

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

**Notes**

- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC’s Windows Mobile Device Center or ActiveSync.

- A PC can have sync partnerships with many different Windows Mobile® powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.

- Outlook e-mail can be synchronized with only one computer.

**Troubleshoot sync connection problem**

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab > **USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC utilize a serial USB connection with your device.

The **USB to PC** icon appears on the Today Screen when serial USB connection is used.
5.5 Synchronizing via Bluetooth

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

**To synchronize with a computer via Bluetooth**

1. Set up Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program’s Help for instructions.

2. On your device, tap **Start > Programs > ActiveSync**.

3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see “Bluetooth” in Chapter 10.

4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.

5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see “Bluetooth partnerships” in Chapter 11.

**Notes**

- To preserve battery power, turn off Bluetooth when not in use.
- To connect and synchronize your device with a computer via Bluetooth, your computer must have built-in Bluetooth or installed with a Bluetooth adapter or dongle.
5.6 Synchronizing Music and Video

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

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

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

For more information about using Windows Media® Player on your device, see Chapter 11.
Chapter 6
Organizing Contacts, Appointments, Tasks, and Other Information

6.1 Managing Your Phonebook
6.2 Contacts
6.3 SIM Manager
6.4 Calendar
6.5 Tasks
6.6 Notes
6.7 Voice Recorder
6.1 Managing Your Phonebook

Your PDA phone gives you several ways to store and manage phone numbers and other information about your contacts.

- Use **Contacts** to create and save contacts on your device’s memory or your SIM card.
- Use **SIM Manager** to store and manage SIM contacts.

6.2 Contacts

**Contacts** is your address book and information storage for the people and businesses you communicate with. There are two types of contacts that you can create on your device:

- **Microsoft® Office Outlook® contacts.** Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server. For each contact, you can store phone numbers, e-mail addresses, instant messaging (IM) names, company and home addresses, and information such as a job title, birthday, and a lot more. You can also add a picture and assign a ring tone to an Outlook contact.
- **SIM contacts.** Contacts that are stored on the SIM card. Only the name and a phone number can be stored for each entry.
Add new contacts

To add a contact on your device

1. Tap Start > Contacts.

2. Tap New, select Outlook Contact, and enter the contact information.

3. In the File as field, choose how you want the contact name to appear in the contact list.

4. To add a photo of the contact, tap Select a picture, then select the picture file or tap Camera (optional) to take a photo of the contact. This photo appears on the Phone screen when you receive a call from the contact.
5. To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.

6. When finished, tap **OK**.

**Tips**
- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
- To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
- To edit contact information, tap the contact name then tap **Menu > Edit**.

**To add a contact to your SIM card**
1. Tap **Start > Contacts**.
2. Tap **New** then select **SIM Contact**.
3. Enter a contact name and phone number.
4. Tap **OK**.

**Tip**
You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "SIM Manager" later in this chapter.

**Organize and search**

**To group similar contacts**
You can group similar contacts for easier management by assigning them to categories.

1. Create a new Outlook contact, or select an existing Outlook contact to edit.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To view contacts by category, tap **Menu > Filter** then select the desired category.

**Note**
If your contact list has been filtered by a category, that category is automatically assigned when you create a new contact.
To work with the contact list
There are several ways to use and customize the contact list. Here are a few tips:

1. Tap Start > Contacts.

2. In the contact list, do any of the following:
   - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap Menu > View By > Name.
   - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
   - To see a list of available actions for a contact, tap and hold the contact.
   - To see a list of contacts employed by a specific company, tap Menu > View By > Company, then tap the company name.

To find a contact on your device
There are several ways to find a contact when your contact list is long.

1. Tap Start > Contacts.

2. If you are not in Name view, tap Menu > View By > Name.

3. Do one of the following:
   - Begin entering a contact name in the provided text box until the contact you want is displayed. To show all contacts again, clear the text box.
   - Use the alphabetical index displayed at the top of the contact list.
   - Filter the list by categories. In the contact list, tap Menu > Filter, then tap a category you’ve assigned to a contact. To show all contacts again, select All Contacts.
Share contact information

To beam a contact’s details
You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. Tap Start > Contacts, then select a contact.
2. Tap Menu > Send Contact > Beam.
3. Select a device where to beam the contact to.

Note Before you can beam, make sure Bluetooth is turned on and set to visible mode on your device and the target mobile device. You can also beam contact information to your PC. For more information, see "Bluetooth" in Chapter 10.

To send contact information via text messaging

1. Tap Start > Contacts, then select a contact.
2. Tap Menu > Send Contact > Messages.
3. Select the contact information you want to send, then tap Done.
4. In the new text message, enter the mobile phone number of the recipient, then tap Send.

To send contact information as a vCard
A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the PC. From your device, you can send a vCard containing contact information as a file attachment in an MMS message.

1. Tap Start > Contacts, then select a contact.
2. Tap Menu > Send as vCard.
3. A new MMS message is created with the vcard file attached. Enter the mobile phone number or e-mail address of the recipient then tap Send.

For more information, see “MMS” in Chapter 7.
6.3 SIM Manager

**SIM Manager** allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

**To create a contact on your SIM card**

1. Tap **Start > Programs > Tools > SIM Manager**.
2. Tap **New** and enter a contact name and phone number.
3. Tap **Save** to save the information on your SIM card.

**Tip:** To change contact information on your SIM card, tap a SIM contact and edit it. After modifying, tap **Save**.

**To copy SIM contacts to your device**

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Programs > Tools > SIM Manager**.
2. Select the desired item, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

**To copy contacts to the SIM card**

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

1. Tap **Start > Programs > Tools > SIM Manager**, then tap **Menu > Tools > Options**.
2. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.
3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.

4. After modifying, tap **OK**.

5. Tap **Menu > Contacts to SIM**.

6. Select the check boxes of the contact’s phone numbers that you want to copy to your SIM card, then tap **Save**.

**To store your SIM card’s phone number**

1. On the SIM Manager screen, tap **Menu > Tools > List of Own Numbers**.

2. Tap **[Voice Line 1]**. You can also tap and select other lines to personalize.

3. Change the name, if desired, then enter your mobile phone number.

4. Tap **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.
6.4 Calendar

Use Calendar to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

Create appointments

To schedule an appointment

1. Tap Start > Calendar.
2. Tap Menu > New Appointment.
3. Enter a name for the appointment.
4. Do one of the following:
   • If it is a special occasion such as a birthday or a whole-day event, set the All Day option to Yes.
   • If there is a time frame for the appointment, select the start and end dates and time.
5. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap Categories, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap New to create your own category.
6. When finished, tap OK to return to the calendar.

Notes

• All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
• To cancel an appointment, tap the appointment and tap Menu > Delete Appointment.

Tips

To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap Menu > New Appointment.
To set a default reminder for all new appointments
You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap Start > Calendar.
2. Tap Menu > Tools > Options > Appointments tab.
3. Select the Set reminders for new items check box.
4. Set the time when you want the reminder to alert you.
5. Tap OK to return to the calendar.

View appointments
By default, Calendar displays appointments in Agenda view. You can also look at your appointments in Day, Week, Month, and Year views.

- To see detailed appointment information in any view, tap the appointment.
- To view appointments by category, tap Menu > Filter then select the desired category.
- To change the default view that Calendar uses to display appointments, tap Menu > Tools > Options > General tab. Tap the Start in box then choose the calendar view.
• When in Month view, you will see the following indicators:
  - Morning appointment
  - Afternoon or evening appointment
  - Both morning and afternoon/evening appointments
  - All-day event

**Send appointments**

**To send a meeting request**
Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.

2. Schedule a new appointment, or open an existing one and tap **Edit**.

3. Tap **Attendees** then add the contacts whom you want to invite.

   **Note** You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 8.

4. Tap the name of the contact you want to invite.

5. To invite each additional attendee, tap **Add Required Attendee** or **Add Optional Attendee** and tap the name.

6. Tap **OK** to send.

**Tip** To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail or POP3/IMAP4 account.

**Notes**

- If you’re sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your PC or Exchange Server.

- When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.
To send appointment details as a vCalendar
A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the PC.

Tap Menu > Send as vCalendar to send a vCalendar containing appointment details as a file attachment in a message. For more information, see “MMS” in Chapter 7.

6.5 Tasks

Use Tasks to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task
1. Tap Start > Programs > Tasks.
2. Tap Menu > New Task, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap Categories, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap New to create your own category.
4. When finished, tap OK.

Tip You can easily create a short, to-do type task. Simply tap the Tap here to add a new task box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap Menu > Options and select the Show Tasks entry bar check box.

To change the priority of a task
Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap Start > Programs > Tasks.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and in the **Priority** box, tap a priority level.

4. Tap **OK** to return to the task list.

**Note**  All new tasks are assigned a Normal priority by default.

**To set a default reminder for all new tasks**
You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

**Note**  The new tasks must have due dates set in order for the reminder to take effect.

**To show start and due dates in the task list**

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

**To locate a task**
When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
   - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

**Tip**  To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.
To send task information as a vCalendar
Tap Menu > Send as vCalendar to send a vCalendar containing task details as a file attachment in an MMS message. For more information, see “MMS” in Chapter 7.

6.6 Notes
Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes
There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes
If you frequently add drawings to your notes, you may find it helpful to set Writing as the default input mode. If you prefer typed text, select Typing.

1. Tap Start > Programs > Notes.
2. In the note list, tap Menu > Options.
3. In the Default mode box, tap one of the following:
   • Writing if you want to draw or enter handwritten text in a note.
   • Typing if you want to create a typed note.
4. Tap OK.

To create a note
1. Tap Start > Programs > Notes. In the note list, tap New.
2. Tap the Input Selector arrow next to the Input Method icon on the menu bar, tap the input method you want, and enter your text.
3. If the Input Selector arrow is not displayed, tap the Input Method icon.
4. When finished, tap OK to return to the note list.
Notes

- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
- If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap Start > Programs > Notes.
2. In the note list, tap New.
3. To draw on the screen, use the stylus like a pen.

4. A selection box appears around your drawing.
5. When finished, tap OK to return to the note list.

Note: To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.
Record a voice note
You can create a stand-alone recording (voice note) or you can add a recording to a note.

To create a voice note
1. Tap Start > Programs > Notes.
2. Do one of the following:
   - To create a stand-alone recording, record from the note list.
   - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap Menu > View Recording Toolbar.
4. Tap the Record icon (○) to begin recording.
5. Hold your device’s microphone near your mouth or other source of sound.
6. Tap the Stop icon (■) when finished recording.
7. If you are adding a recording to a note, tap OK to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

To change recording formats
1. Tap Start > Settings > Personal tab > Input.
2. Tap the Options tab, and select the desired format you want in the Voice recording format list.
3. Tap OK.

Note You can also change recording formats from within Notes. In the note list, tap Menu > Options > Global Input Options link (at the bottom of the page), then tap the Options tab.
6.7 Voice Recorder

**Voice Recorder** lets you record your voice and then quickly send it in an MMS or e-mail, beam it, or set the recorded voice as your ringtone.

**Note** Voice Recorder saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

**To record your voice**

1. Tap **Start > Programs > Tools > Voice Recorder**.
2. Hold the device’s microphone near your mouth.
3. Tap **Record** or **Pause** to start recording a voice clip. You can tap **Pause** to temporarily stop recording. When you want to continue recording, tap **Resume**.
4. Tap **Stop** to stop recording.

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

**To play back a voice recording**

1. On the Voice Recorder screen, select the voice recording you want to play back.
2. Tap **Play**. You can also double-tap the voice recording to play it back.

**Notes**
- Tap **Volume** to increase the volume; Tap **Volume** to decrease the volume.
- Tap **Mute** to toggle between muting and unmuting the volume.

**To send the voice recording through MMS**

1. On the Voice Recorder screen, select the voice recording you want to send.
2. Tap **Menu > Send via MMS**. A new MMS message is then created with the voice recording automatically inserted as an audio clip.

See “MMS” in Chapter 7 to learn how to compose and send MMS messages.
To send the voice recording via e-mail
1. On the Voice Recorder screen, select the voice recording you want to send.
2. Tap Menu > Send > Outlook E-mail. This opens Outlook E-mail with the voice recording automatically inserted as a file attachment in a new e-mail message.

See “Using E-mail” in Chapter 7 to learn how to compose and send e-mail messages.

To beam the voice recording
1. On the Voice Recorder screen, select the voice recording(s) you want to beam.
2. Tap Menu > Beam File.
3. Tap the device you want to send the voice recording(s) to.
4. On the other device, accept the file transfer to receive the file.

To set the voice recording as a ring tone
1. On the Voice Recorder screen, select the voice recording you want to set as your device’s ring tone.
2. Tap Menu > Set as Ringtone.

To rename or move a recording
1. On the Voice Recorder screen, select the voice recording you want to rename or move to another location.
2. Tap Menu > Rename/Move.
3. Enter the new Name for the voice recording.
4. To move the voice recording, select the new destination Folder and Location.
5. Tap OK.

Tip If multiple voice recordings are selected, you can only move the files but not rename them.
Chapter 7
Exchanging Messages

7.1 Messaging
7.2 Text Messages
7.3 MMS
7.4 Types of E-mail Accounts
7.5 E-mail Setup Wizard
7.6 Set up Xpress Mail
7.7 Using E-mail
7.8 Using Keyboard Shortcuts
7.1 Messaging

**Messaging** is where your text messages (SMS), multimedia messages (MMS), and e-mails are located. When you receive new messages, you can open them from the Today screen. Simply tap the type of message that you want to open.

To select a messaging account
Do one of the following:

- Tap **Start > Programs > Messaging > Messaging**. The Account Picker screen then appears where you can select an account.
- While you are in a message list of a certain account, for example **Messages**, tap **Menu > Go To** to switch to other types of messaging accounts.

To configure message account settings
- Tap **Menu > Options** on the Account Picker screen; or
- Tap **Menu > Tools > Options** while you’re in a message list.
7.2 Text Messages

Send short text messages (SMS) up to 160 characters long to other mobile phones. For quicker and easier typing, use the sliding keyboard to enter your message.

Send text messages

To compose and send a text message

1. Tap Start > Programs > Messaging > Messaging > Messages.
3. Enter the mobile phone number of one or more recipients, separating them with a semicolon. To access mobile phone numbers from Contacts, tap To.
4. Enter your message.
   - To quickly add common messages, tap Menu > My Text and tap a desired message.
   - To check the spelling, tap Menu > Spell Check.
5. Tap Send.

Tips

- To enter symbols, tap Shift using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
- If you want to know when a text message is received, before sending the message that you are composing, tap Menu > Message Options then select the Request message delivery notification check box.

To always receive a delivery notification, tap Menu > Tools > Options in the text message list, tap Messages, then select the Request delivery notifications check box.
Receive text messages
Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by your wireless service provider until the next time the phone is turned on.

Copy text messages from and to the SIM card
1. Tap Start > Programs > Messaging > Messaging > Messages.
2. In the message list, select the text message you want to copy.
3. Do one of the following:
   • To copy a text message to the SIM card, tap Menu > Copy to SIM.
   • To copy a text message from the SIM card to your device, tap Menu > Copy to Phone.

Note: Text messages stored on your SIM card are automatically displayed in the Inbox folder. Copying them to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

7.3 MMS
Sending picture messages (MMS) to your friends and family is fun and easy. You can include pictures, video, and an audio clip in a picture message.

Notes
• Please note that picture messaging is a charged service and has to be provisioned on your mobile account. Please contact your wireless service provider to have MMS provisioned as part of your calling plan.
• Please make sure the size of MMS messages that you send is within the limits allowed by your wireless service provider.

To access picture messages on your device
Tap Start > Programs > Messaging > Messaging > Messages.

Change MMS settings
When you purchase your device, it is already preset with your wireless service provider’s MMS settings. If you accidentally lost the preset settings or you want to add another wireless service provider, you can configure the settings while composing a MMS message.
To configure picture message settings

1. Tap Start > Programs > Messaging > Messaging > Messages.

2. Tap Menu > MMS Options. The Settings screen then appears.

3. In the Preferences tab, select or clear the provided check boxes according to your needs. You can choose to download picture messages in both your home and roaming network, keep track of your MMS messages, request a delivery or read receipt report, set the resolution for images that you send, and more.

4. Tap the Servers tab and check if your device is preset with MMS server settings.

If there are no preset settings, tap New and enter the following information, which you can get from your other wireless service provider:

- **Server name.** A descriptive name, such as your wireless service provider name.
- **Gateway.** Location of the MMS server, which is usually in the form of an IP address.
- **Port number.** HTTP port number used for connecting to the MMS server and for file transfer.
- **Server address.** URL address of the server where MMS messages are stored.
- **Connect via.** Select the connection that your device uses for MMS messages.
• **Send limit.** Select the maximum MMS message size allowed by your wireless service provider.

**5. Tap OK.**

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

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

### Create and send MMS messages

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

**To compose a picture message**

1. Tap **Start > Programs > Messaging > Messaging > Messages.**

2. Tap **Menu > New > Multimedia Message.**

3. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

   **Note** If you prefer to always create a blank MMS message, select the **Always choose custom** check box.

4. In **To**, enter the recipient’s phone number or e-mail address directly, or tap **To, Cc, or Bcc** to choose a phone number or an e-mail address from Contacts.

5. Enter a subject for your message.

6. Tap the **Insert** icon (⿹) to select and insert a photo or video clip.
When selecting a photo or video clip, you can:

- Tap **Menu > View** to view it first, then tap **Select** to insert the selected photo or video clip into the picture message you are composing.
- Tap 📷 to take a photo (optional) and insert it into the picture message.
- Tap 📺 to record an MMS video clip (optional) and insert it into the picture message.
- Tap the **Exit** icon (❌) to quit selection and return to the picture message.

7. Enter text and insert audio clips by tapping the respective areas. See “To add text to a picture message” and “To add an audio clip to a picture message” for details.

8. To add more slides, tap 📅 or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to insert a photo/video, text, and audio into each slide that you added.

While on a slide, you can:

- Tap 🎞️ to preview the slide.
- Tap ◀️ to go to the previous slide.
- Tap ▶️ to go to the next slide.

9. While composing a picture message, you can also do the following:

- Tap **Menu > Options > Background** to choose a background color from the list.
- Tap **Menu > Options > Text Layout**, then choose whether to place the text above, below, to the left or right of the photo/video.
- Tap **Menu > Options > Send Options** to specify the sending time, expiration, priority, category, and other settings for a message.
- Tap **Menu > Attachment** to include a contacts card, calendar appointment, or any file as an attachment.

10. Tap **Send** to send the picture message.
Notes You can also send an MMS message directly from the Pictures & Videos or Camera program (optional). Do one of the following:

- In Pictures & Videos, select a picture from My Pictures, and tap Menu > Send via MMS.
- Capture a photo or an MMS video clip using the camera (optional), and tap the Send icon ( ). In the Send File dialog box, tap Send via MMS.

To create an MMS message from a template
While on an MMS message, tap Menu > Template > Select a Template to compose a message using a predefined template.

Note To save a message as a template, open the message and tap Menu > Template > Save as Template.

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

- Enter your own text
- Choose from common words or phrases from the My Text list
- Include a Favorites link
- Add an emoticon

Tip To edit or delete a phrase on the My Text list, tap and hold a string, then tap Edit or Delete from the shortcut menu. To create and add a new phrase to the list, tap New.
To add an audio clip to an MMS message
You can add one audio clip per slide in your MMS message.

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

2. Select an audio file. When selected, you can:
   • Tap to play the audio clip.
   • Tap to pause, or tap to stop playback.
   • Tap Select to insert it into your picture message.
   • Tap the Exit icon (❌) to quit selection and return to your picture message.
   • To record a new audio clip and add it to your picture message, tap . The Record pop-up window then opens. Tap Record to start recording, and Stop to end the recording. Tap Play to listen to the recorded audio clip, then tap Add. The new audio clip is then inserted into your picture message.

View and reply MMS messages

To view an MMS message
• Use the playback controls , , and .
• Tap Contents to see a list of files included in the message. On the Message Contents screen, you can do the following:
  • To save a file, select it, and tap Menu > Save.
  • To save the contents of a text file to the My Text list, tap Menu > Save into My Text.
  • To associate a photo to one of your contacts, tap Menu > Assign to Contact.

To reply to an MMS message
Tap Menu > Reply to reply to the sender of the message, or tap Menu > Reply All to reply to all persons listed in To, Cc, and Bcc of the message.
To block a phone number from sending you MMS messages
If you do not want to receive MMS messages from a particular sender, you can add the sender’s phone number to the MMS Blacklist.

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

**Tip**
You can view the Blacklist only when you’re creating a new MMS message. On an MMS message created, tap **Menu > Message Options > Blacklist** tab.

To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Tap and hold the phone number in the Blacklist then tap **Delete**.

### 7.4 Types of E-mail Accounts

Before you can send and receive e-mail, you need to set up your e-mail account on your device. You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you synchronize with your PC or your company’s Exchange Server.
- E-mail account that you have from an Internet Service Provider (ISP).
- Web-based e-mail accounts such as Yahoo!® Mail, AOL®, etc.
- Work account that you access using a VPN connection.
7.5 E-mail Setup Wizard

Windows Mobile’s E-mail Setup Wizard lets you easily set up your personal and work e-mail accounts. You can add an e-mail account from an Internet Service Provider (ISP) or other e-mail provider as well as Web-based accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, etc.

Note For more information about setting up your company Outlook e-mail account, see Chapter 8.

Set up your device to synchronize Microsoft® Office Outlook® e-mail with the computer

If you have installed the synchronization software on your PC and created a partnership with your device, then your device is ready to send and receive Outlook e-mail. If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in Chapter 5.

Tip To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via a wireless LAN or over-the-air connection with your company’s Exchange Server. For more information about synchronizing with your company e-mail server, see Chapter 8.

Set up a POP3 or IMAP4 e-mail account

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

1. Tap Start > Programs > Messaging > Messaging > New E-mail Account.

2. Enter your e-mail address, and select the Try to get e-mail settings automatically from the Internet check box. By selecting the option, the device attempts to download e-mail server settings so that you do not need to enter them manually. Tap Next.

3. After Auto Setup finishes, tap Next.
Note If Auto Setup is unsuccessful, select Internet e-mail from the Your e-mail provider list on the next screen. You will also be asked to enter e-mail server settings during the setup process. See “To specify e-mail server settings” for details.

4. Enter your name. You can also edit the Account display name field to specify the name of your ISP or e-mail provider. Tap Next.

5. Enter your login name if it does not show automatically in the User name field. Also enter your password, and select the Save password check box. Tap Next.

6. At this point, e-mail setup is complete. In the Automatic Send/Receive list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

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

7. Tap Finish.

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

Other options that you can select include the following:

- Select the Outgoing server requires authentication check box, if required by your provider.
- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the Use the same user name and password for sending e-mail check box. You will be prompted to enter 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.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Send/Receive</td>
<td>You can select a time interval for connecting to the Internet automatically to send and receive messages.</td>
</tr>
<tr>
<td>Download messages</td>
<td>Set the number of days of messages that you want to be downloaded to your device.</td>
</tr>
<tr>
<td>Send/receive when I click Send</td>
<td>By default, messages are immediately delivered when you tap Send. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping Menu &gt; Send/Receive).</td>
</tr>
<tr>
<td>Use automatic send/receive schedule when roaming</td>
<td>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.</td>
</tr>
<tr>
<td>When deleting messages</td>
<td>Choose whether to delete messages from the mail server when you delete them on your device.</td>
</tr>
<tr>
<td>Message format</td>
<td>Select HTML or Plain Text.</td>
</tr>
<tr>
<td>Message download limit</td>
<td>Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.</td>
</tr>
</tbody>
</table>
7.6 Set up Xpress Mail

Xpress Mail allows users to gain access to both their personal and work e-mail on a single device allowing users to best manage multiple e-mail accounts and keep up to date with their most current messages. Xpress Mail has a quick and simple setup model that delivers 5-click on-device registration of personal e-mail accounts and a streamlined corporate e-mail set-up process. Xpress Mail Personal Edition allows PDA and Smartphone users to easily set up and access their personal and/or corporate e-mail as well as to have it pushed automatically to their device.

**Personal e-mail setup in 5 clicks**

With Xpress Mail, personal e-mail is just 5 clicks away. Just enter your mobile number, choose your personal e-mail provider, provide your user name and password, and go. It’s just that simple. Xpress Mail’s 5-click personal e-mail setup supports 13 popular ISP’s, including Yahoo!, AOL, MSN Hotmail, Comcast, Earthlink, BellSouth, covering over 90% of all personal e-mail accounts in the U.S. Xpress Mail also includes a custom setup process for other POP3 e-mail providers.

**Self-service corporate e-mail setup**

In addition to easy access to personal e-mail, Xpress Mail continues to provide self-service access to corporate e-mail (through use of desktop software). The setup process for corporate e-mail is streamlined into just three simple steps:

1. Activate your account at http://xpressmailpe.cingular.com
2. Download and install the Xpress Mail desktop software
3. Register your device through the same on-device wizard used for personal e-mail setup

With Xpress Mail, users have access to their corporate e-mail, calendar, company address book, attachments, and can also gain access to documents located on their PC. Xpress Mail supports Microsoft Exchange, Lotus Notes, and IMAP.

Tap **Get Xpress Mail** on the Today screen of your device to download the program, and follow the instructions to complete the setup and registration process. For more information or assistance, contact Cingular customer service.
To download Xpress Mail

1. Tap Get Xpress Mail on your Today screen.
2. Tap Install Now to launch the Xpress Mail download site.
3. Tap Download Now on the download page.
4. Tap Yes (Open file after download should be checked).
5. Tap OK to accept the license agreement.
6. Enter your 10 digit mobile (cell) number (numbers only) and tap Next.
7. Select Portal or ISP and tap Next.
8. Choose your provider and tap Next. (If your e-mail provider is not listed, tap More to view an additional list of personal e-mail providers.)
9. Enter your User Name and Password and Tap Next to continue.
10. Tap Register and wait for the registration process to complete.
11. When the process is complete, tap OK when the message appears telling you the device has been successfully registered. Click on OK to go to your settings.

12. After successfully registering, your device will automatically display the Xpress Mail Settings screen. No setting changes are required; just click Xpress Mail at the bottom right hand corner.

Note If your e-mail provider is not listed on the two screens described here, go to www.cingular.com/tutorials/cingular<model number> (this link is not available, pls verify if this web page is still valid)

Send and receive personal e-mail

1. Tap Start > Programs > Messaging > Messaging.

2. Select the personal e-mail account.

3. Tap the Inbox and select your e-mail provider.

4. Tap Menu > Send/Receive to synchronize your e-mail.

5. To compose a new e-mail, tap Menu > New.

6. When you are finished composing your message, tap Send.

Corporate E-mail Setup

A Corporate e-mail account (like Microsoft Exchange or Lotus Notes) is an account managed by a company’s IT organization.

There are two ways to access your corporate e-mail on your device:

1. Self Service – Xpress Mail is a self-service option for accessing your corporate e-mail from your device without support from IT.

2. IT Managed – Good Mobile Messaging and Microsoft Direct Push require that your IT organization install software centrally and provide you access.
Self Service (Xpress Mail)
Xpress Mail can provide wireless access to your corporate e-mail from your device without support from IT.

To set up Xpress Mail, you will need:
- Work e-mail address.
- The type of mail server your company runs (Microsoft Exchange, Lotus Notes or IMAP).
- The computer you use to access your corporate e-mail (must be connected to the Internet).

Start on your computer
1. Open Internet Explorer and go to the following page:
   http://xpressmailpe.cingular.com ((this link is not available, pls verify if this web page is still valid))
2. Click Register Now and fill in required form fields.

   ![Register Now](image)

   Note You will create an Xpress Mail User Name and Password in this step. You will need to remember and use this user name and password later in the set up.

3. On the download page, click Download.
4. Click the Open or Run button and the desktop software will begin to download.
5. Click Yes when asked whether or not you want to install the desktop software.
6. Click Next to begin setup and follow the onscreen instructions. When prompted for a user name and password, use those created in step 2.
7. When Xpress Mail has successfully connected to your corporate e-mail account, you will receive a message confirming that your software is installed and you are now connected to Xpress Mail.

Now all you need to do is access your corporate e-mail from your device.

**Complete the setup process on your device**

1. Tap **Get Xpress Mail** on your Today screen.
2. Tap **Install Now** to launch the Xpress Mail download site.
3. Tap **Download Now** on the download page.
4. Tap **Yes (Open file after download** should be checked).
5. Tap **OK** to accept the license agreement.
6. Enter your 10 digit mobile (cell) number (numbers only) and tap **Next**.
7. Select **Work** and tap **Next**.
8. Select **Personal Edition** and tap **Next**.
9. Select **Register Device** and tap **Next**.
10. Enter the Xpress Mail User Name and Password you created online earlier and tap **Next**.
11. Tap **Register**.
12. After successfully registering, your device will automatically display the Xpress Mail Settings screen. No setting changes are required; just click exit at the top right hand corner.
13. Click **OK** to close the download screen.
Send and receive corporate e-mail

1. Tap Start > Programs > Messaging.
2. When you are in Messaging, tap on the Inbox drop down menu and select the Xpress Mail section.
3. In the Xpress Mail section tap on the Inbox view.
4. To compose a new e-mail, tap Menu > New.
5. In the new e-mail, type in the e-mail address that you want to send the message to, type in the Subject and body of the message and tap Send.
7.7 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. Tap Start > Programs > Messaging > Messaging then select an e-mail account.
2. Tap Menu > New.
3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, tap To.
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 enter symbols, tap Shift using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
- 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 or sliding keyboard. As you press keys, the message list narrows down to the conditions you have set.

  For example, pressing “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, do one of the following:

- Scroll down 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.

Notes

- 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

- The size column in the message list displays the local size and server size of a message. Even when an entire message has been downloaded, these numbers may differ because the size of a message can vary between the server and the device.
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. To quickly add common messages, tap Menu > My Text and tap a desired message.
3. To check the spelling, tap Menu > Spell Check.
4. Tap Send.

Tips
- To see more header information, scroll up.
- To always include the original message, from the list view, tap Menu > Tools > Options > Message tab, and select the When replying to e-mail, include body check box.
- In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

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 > Programs > Messaging > 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 to the sender(s) 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 > Programs > Messaging > 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 e-mail 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. Change the options to your desired settings.
5. Tap **Finish**.

**To exclude your e-mail address when replying to all**
When you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. Customize ActiveSync so that your e-mail address will be excluded from the recipient list.
1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **My e-mail addresses** text box, enter your e-mail address.
5. Tap **OK**.
To automatically receive attachments on Outlook e-mails
1. Tap Start > Programs > 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 > Programs > Messaging > Messaging.
2. Tap Menu > Options.
3. Tap the name of your IMAP4 account.
4. Tap Next until you Download attachments 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 > Programs > Messaging > Messaging.
2. Tap Menu > Tools > Options > Storage tab.
3. Select the Store attachments on storage card check box.
7.8 Using Keyboard Shortcuts

You can use keyboard shortcuts to quickly access messaging functions, such as reply, forward, etc.

To see the list of keyboard shortcuts
1. Slide the hardware keyboard open.
2. Tap Start > Programs > Messaging > Messaging and select a messaging account (Messages or an e-mail account).
3. While on a message list, press and hold the “H” key until the shortcuts list is displayed.

**Note** If this is your first time to use keyboard shortcuts, the following message window will appear first. Tap OK to close the message window.

To use a keyboard shortcut, press and hold the respective key. For instance, to delete a message, press and hold D.
Chapter 8

Working With Company E-mails and Meeting Appointments

8.1 Synchronizing Your Device with the Exchange Server
8.2 Working With Company E-mails
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-mails and meeting schedules while you’re out of the office, you can connect your device to the Internet wirelessly and synchronize these information with your company’s Exchange Server. You can also access your company address book 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 start to synchronize with or access information from 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 > Programs > Messaging > 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 check boxes for the types of information items that you want to synchronize 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 the **E-mail** check box 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-mails

Your device gives you instant access to your company e-mails 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 GPRS 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 Wireless Manager**

1. On the Today screen, tap the Wireless Manager icon ( ).
2. On the Wireless 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.
Notes When both the GPRS and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for Wi-Fi.

Scheduled synchronization
If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information. Set how often to synchronize during Peak times (which usually refer to your working hours) when e-mail volume is high, as well as Off-peak times when e-mail volume is low.

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.
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 > Programs > Messaging > 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, scroll to the bottom 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.

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 > Programs > Messaging > 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 to yourself to follow-up on important issues or requests that are indicated in the 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 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 a message

1. Tap Start > Programs > Messaging > 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
Microsoft® Office 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 > Programs > Messaging > 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.

View a document linked to an e-mail message
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 view the document on your device.

Requirement
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.

2. Select an e-mail account, then open a message with a link to a SharePoint document.
3. Tap the link to open and view the document.
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. In Outlook Mobile, tap the meeting request e-mail to open it.

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 message, tap the **To** box.
   - 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® on your device 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 imposter 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® powered devices are available only with Exchange Server 2003 SP2 or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronized, 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 > Programs > Messaging > 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.
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).

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

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Create a message, 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 Mobile
9.2 Adobe® Reader® LE
9.3 Copying and Managing Files
9.4 ZIP
9.5 Backing Up Data
9.1 Microsoft® Office Mobile

Office Mobile consists of three applications that let you create, edit and view Microsoft documents. These 3 applications are

- **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.

- **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.

- **Microsoft® Office PowerPoint® Mobile** lets you open and view (not create) slide show presentations, *ppt* and *pps* formats, created on your PC.

To open a Office Mobile program
Tap **Start > Office Mobile** and then select the Office Mobile program you want to open.

**Notes**

- 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.

- 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 Excel Mobile, see Help on your device.
9.2 Adobe® Reader® LE

Adobe® Reader® LE is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.

**To open Adobe Reader LE**
Tap Start > Programs > Tools > Adobe Reader LE.

**To open a PDF file on your device**
Open File Explorer and find the desired PDF file, then tap the file to open it.

**To navigate through a PDF document**
When you are viewing a PDF document, you can do any of the following:
- Use the vertical and horizontal scroll bars (including the Up, Down, Right and Left arrow keys on the bars) to move to the desired direction of the page.
- Press NAVIGATION up/down/right/left to move to the desired direction of the page.
- Tap  to move to the previous page; tap  to move to the next page. Tap  to jump to the first page; tap  to jump to the last page.
- Tap Tools > Go To to select the desired page to view.

**To search for text in the document**
1. Tap Tools > Find > Text or tap  on the toolbar.
2. Type in the text to be searched, then tap Find.
3. The matched text in the document will be highlighted.
4. To search for the next occurrence of the text, tap Tools > Find > Next.

**To exit Adobe Reader LE**
Tap Menu > Exit.

**Tips**
- Adobe Reader LE displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- Adobe Reader LE 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.
9.3 Copying and Managing Files

You can copy files between your device and PC, 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 the contents of your device* in Windows Mobile Device Center or click *Explore* in ActiveSync on your PC. This opens Windows Explorer on your PC and displays the contents of your device.
3. To copy a file from your device to your PC:
   a. In Windows Explorer on your PC, browse your device and navigate 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*.
4. 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 on your 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 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 > Tools > 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 > Tools > File Explorer and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap Copy.
4. Tap the Down arrow (▼) then tap Storage Card from the list.
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.
9.4 ZIP

ZIP 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 > Tools > 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 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 to search for all zip files and display them on the Archive List screen.

9.5 Backing Up Data

Use Sprite Backup to back up data, which includes settings, files, contacts, and all other information, to a storage card or to a designated folder on your device.

This section describes the basics on how to launch Sprite Backup and use it to back up and restore data on your device. For more information about this program, see Help on your device.

To open Sprite Backup

On your device, tap Start > Programs > Tools > Sprite Backup.

Sprite Backup can operate in two different modes: Basic mode and Advanced mode. The first time you run Sprite Backup, it will be in Basic Mode. To switch between the modes, tap Options then select the desired mode.
Basic mode

Basic mode is the default mode, and allows you to easily back up your entire PDA phone with the tap of a button.

**Note** To change backup options or location, you will need to do it in Advanced mode.

**To back up data in Basic mode**

1. On the Basic mode screen, tap **Backup Now**.
2. Specify a password (between 6 to 15 characters in length) for the backup file. Enter this password twice, then tap **OK**.
3. Follow the on-screen instructions to complete the backup.

**To restore data in Basic mode**

1. On the Basic mode screen, tap **Restore Now**.
2. Enter the password for the backup file, then tap **OK**.
3. Follow the on-screen instructions to complete the restoration process.
Advanced mode
Advanced mode is designed for users with more advanced backup requirements. It provides a tree view of the data on your device from which you can select what items you want to back up or restore.

To back up data in Advanced mode
1. Tap **Options > Switch to Advanced Mode**.
2. The **Backup** tab of the Advanced mode screen shows a tree view of the data and files on your device. Tap the ‘+’ symbol at the left of an item to view its sub-items. Use the check boxes to select or exclude items for backup.
3. Tap **Backup** and follow the on-screen instructions to complete the backup.

To restore data in Advanced mode
1. On the Advanced mode screen, tap the **Restore** tab.
2. If there is a most recent backup file, this file will be displayed with its contents. Otherwise, if you want to use an older backup file, tap then select the desired file.

   If the backup file is password protected, the password must be entered before the backup file can be displayed in the tree view.
3. In the tree view, select the check boxes of items you want to be restored.
4. Tap the **Restore** button and follow the on-screen instructions to restore.

**Note** In both the Basic and Advanced modes, Sprite Backup soft resets your device first before it begins the backup or restoration process. It soft resets again after the operation is completed.
Backup options

To change the backup location and file name
1. On the Advanced mode screen, tap the Backup tab.
2. Tap ⋮ then enter the backup file name and choose whether to save the file to the Storage Card or the My Documents folder on your device.
3. Tap OK.

To disable automatic file naming
1. Tap Options > Backup Options > General Backup Options.
2. Clear the Name Backup Files Automatically check box, then tap OK.
3. Before you perform a backup, tap ⋮ then specify a backup file name.

To schedule automatic backups
1. Tap Options > Scheduled Backup, then tap Change Scheduling.
2. Select the Enable Scheduled Backup check box, and set the frequency of backups to perform, date and time, and other options.
3. Tap OK.

To enable remote backups to the computer via ActiveSync
1. Tap Options > Networking.
2. Select the Enable Remote Backup check box.
3. Select Via ActiveSync, then tap OK.
4. Tap ⋮ then in the Location list, select PC and tap OK.
Chapter 10
Getting Connected

10.1 Wireless Manager
10.2 Ways of Connecting to the Internet
10.3 Wi-Fi
10.4 GPRS
10.5 Dial-up and Other Connections
10.6 Starting a Data Connection
10.7 Internet Explorer® Mobile
10.8 Using Your Device as a Modem (Wireless Modem)
10.9 Bluetooth
10.1 Wireless Manager

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

To open Wireless Manager
Tap the Wireless Manager icon (확) on the Today screen, or tap Start > Programs > Wireless Manager.

1 Tap to toggle between turning on or off Flight mode. Turning on Flight mode turns off the phone, Bluetooth and WLAN functions.
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 toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 8 for details.
4 Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
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 turning on or off Wi-Fi. Tap Settings > Wireless LAN to configure Wi-Fi on your device. See "Wi-Fi" in this chapter for details.
7 Tap to disconnect active data connections (e.g. GPRS). You cannot reconnect a data connection in Wireless manager.
8 Tap to open Wireless Modem so you can use your device as a modem. See “Using Your Device as a Modem (Wireless Modem)” in this chapter for details.
9 Tap to open ActiveSync so you can synchronize the device and computer. See Chapter 5 for details.
10.2 Ways of Connecting to the Internet

Your device’s networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. You can connect to the Internet through one of the following connections:

- Wi-Fi
- GPRS
- Dial-up
- Work connections, such as Virtual Private Network (VPN) and proxy connections

10.3 Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet (100 meters). To use Wi-Fi on your device, you need access to a wireless access point or “hotspot”.

**Note** The availability and range of your device’s Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

**Turn Wi-Fi on and off**

1. Open the *Wireless Manager*.
2. Tap the *Wi-Fi* button to turn on/off the wireless function. The WLAN icon indicates the wireless status.
   - : Wi-Fi is turned on.
   - : Wi-Fi is turned off.
3. Available wireless networks will be detected.
Connect to wireless networks

After Wi-Fi is turned on in Wireless manager, your device scans for available wireless networks in your area.

To connect to a wireless network

1. The network names of the detected wireless networks will be displayed on a pop-up message window. Tap the desired wireless network, then tap OK.

2. On the next pop-up message window, tap The Internet if the wireless network connects your device to the Internet. Otherwise, tap Work if the wireless network connects your device to a private network.

3. If the wireless network is secured by a network key, enter this key, then tap Connect.

Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks.
To check wireless network status
You can check the current wireless connection status from any of the following screens of your device:

- **Title bar.**
  When you enable Wi-Fi on your device, the Wi-Fi ON icon ( WX ) will appear on the title bar.
  After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon ( WX ) appears on the title bar. The arrows in this icon will move back and forth while your device is scanning for a wireless network signal. Once your device successfully connects to a wireless network, the arrows stop moving.

- **Wi-Fi Status screen.**
  Tap **Start > Settings > Connections** tab > **Wireless LAN > Main** tab to see the name of the wireless network that your device is currently connected to. The configuration and signal quality of the wireless network are also shown.

- **Configure Wireless Networks screen.**
  Tap **Start > Settings > Connections** tab > **Wi-Fi > Wireless** tab. This screen displays the wireless networks currently available.
  To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**.
  Tap a wireless network in the list to view or change its connection settings.
  You can also add new wireless networks, if available, by tapping **Add New**.
To save battery power while connected to a wireless network
Using Wi-Fi consumes battery power fast. Turn off Wi-Fi when not in use. You can also enable power saving settings.

1. Tap Start > Settings > Connections tab > Wireless LAN.

2. On the Power Mode tab, move the Power Save Mode slider to a position that optimizes performance with the least power consumption.

For example, move the slider to the left (Best Performance) to have the optimal wireless network performance; move to the right (Best Battery) to obtain the maximum battery usage.

10.4 GPRS

Use GPRS to connect to the Internet and to send and receive picture messages on your device. You will be billed per KB (Kilobyte) when you use GPRS. Check with your wireless service provider to find out about GPRS rates.

GPRS settings are already preconfigured on your device, and your device is ready to use your wireless service provider’s GPRS services. Please do not change the settings as this may cause services to stop working.

To add a new GPRS connection
In times when you need to add another GPRS connection on your device, obtain the Access point name from your wireless service provider. Also, check if a user name and password are required.

1. Tap Start > Settings > Connections tab > Connections.
2. Under MEdia Net, 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 (GPRS, 3G)**, then tap **Next**.

5. Enter the **Access point name**, then tap **Next**.

6. Enter the **user name and password**, only if required.

7. Tap **Finish**.

**Notes**
- To view help information for any screen, tap the help icon (isée).
- To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.
10.5 Dial-up and Other Connections

Dial-up
When you use your device to dial up to your Internet Service Provider (ISP) and connect to the Internet, you will be billed by the number of minutes that you use.

To set up a dial-up connection to your ISP
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 MEdia Net, 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.

Work network connections
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.

To set up work network connections
1. Obtain the following information from your network administrator:
   • Server phone number
   • User name
   • 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**.

### 10.6 Starting a Data Connection

After setting up a data connection such as GPRS or 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**

- Tap the **Wireless Manager** icon (กระจาย) on the Today screen, and then tap the **Data Connection** button (افتراضی).

### 10.7 Internet Explorer® Mobile

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

**To open Internet Explorer**

On the Today screen, tap **Start > Internet Explorer**.
Browsing the Web

1. Enter the URL address in the address bar and tap 🌐.
2. Use the NAVIGATION CONTROL to browse the Web page. Press ENTER when a link is highlighted to access it.

While browsing the Web, tap **Menu** to open a list of options that will let you change the view, save Favorites, and set Internet Explorer Mobile preferences, and more.

Tap **Menu > Add to Favorites** to save the current Web page in your Favorites folder. Tap **Favorites** to access your Favorites folder.

Tap **Menu > View** and then select the text size and type of view you want to use while browsing a Web page.

Tap **Menu > Tools** to let you send the link via one of the messaging accounts, view the page’s properties, or set Internet Explorer Mobile preferences.

For more information about Internet Explorer Mobile, please go to http://www.microsoft.com/windowsmobile/help/pocketpc/browseinternet.mspx
10.8 Using Your Device as a Modem (Wireless Modem)

You can use **Wireless Modem** to set your Windows Mobile powered device as a USB or Bluetooth modem for your notebook when you don’t have access to the Internet on your notebook. Follow the procedures in this section to connect a Windows Vista™ notebook to the Internet using Wireless Modem.

**Note** When you activate Wireless Modem, the Windows Mobile Device Center or ActiveSync connection will be disabled automatically.

**Activate your device as a modem**

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

**Note** If you will use your device as a Bluetooth modem, create a Bluetooth partnership first between your device and notebook before using Wireless Modem. For more information, see "Bluetooth partnerships" in this chapter.

1. On your device, tap **Start > Settings > Connections** tab > **Wireless Modem**. You can also tap the **Wireless Modem** icon on the Wireless Manager screen.
2. In the **Connection Type** list, select how your device is connected to the notebook: **USB** or **Bluetooth**.
3. If you’re connecting via USB, plug in the USB cable between your device and the notebook.
4. Tap **Menu > Start**.
5. 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

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

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 Bluetooth modem to your notebook**

1. On your device, turn on Bluetooth and set it to visible mode.

2. Connect a Bluetooth radio adapter on your computer. (Refer to the manufacturer’s documentation for details on how to install). After a Bluetooth radio adapter is installed on your computer, the Control Panel and System Tray will have the **Bluetooth Devices** icon. Right-click this icon then click **Open Bluetooth Settings**.

3. In the Bluetooth Devices window, click **Add**.

4. The Add Bluetooth Device Wizard opens. Select the **My device is set up and ready to be found** check box then click **Next**.

5. The wizard then detects your device and displays its name in the dialog box. Select the device name then click **Next**.

6. Select **Let me choose my own passkey** then enter a passcode (1 up to 16 digits) that will serve as an identification number for establishing a secure connection between your device and the computer. Click **Next**.

7. A confirmation message then appears on your device. Tap **Yes** to accept the connection, enter the same passcode, then tap **Next**.

8. On the computer, click **Finish** to exit the wizard.

9. On your device’s Partnership Settings screen, you can change the display name for the computer then tap **Finish**.

After you have finished creating a Bluetooth connection between your device and computer, Windows Vista automatically detects your device and then installs it to your computer as a Bluetooth modem.
Create a modem dial-up connection
Once the notebook recognizes your device as a modem, create a new modem dial-up connection on your notebook. You can then use this connection to dial up and connect to the Internet.

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, 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.

Dial up and connect to the Internet
Follow these steps whenever you want to dial up to the Internet on your notebook using your device as a modem:

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 your notebook, click Start > Connect to.

3. Select the name of the dial-up connection then tap Connect.
4. The **Connect Dial-up Connection** dialog box then opens. Click **Dial** to dial up and connect to the Internet.

**To end the dial-up connection**
- On the Wireless Modem screen, tap **Done** or tap **Menu > Stop**.
10.9 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.
4. Tap **Next**.
5. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. 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 means that you can 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 in the list.

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 (イヤホン) 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 > Tools > 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**.

Use your device as a Bluetooth modem

You can connect your device to a notebook or desktop computer through Bluetooth and use the device as a modem for the computer.

**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.

For the computer to use the Internet connection of your device, use Wireless Modem on your device, then set up a wireless connection between the computer and your device. For more information, refer to the “Add your device as a modem to your notebook” section in this chapter.
Print files via Bluetooth
Connect your device to a Bluetooth printer to print contact information, appointment details, messages, and other file types.

Note You can print files in the .txt, .jpg, .xhtml, .vcf, .vcs file formats.

Before you start printing, make sure to turn on the Bluetooth printer and to turn on Bluetooth on your device. To turn on Bluetooth, tap Start > Programs > Wireless Manager and then tap the Bluetooth button.

To print contact information
1. Tap Start > Contacts and then select the contact whose information you want to print.
2. Tap Menu > Print via Bluetooth.
3. Tap Menu > Search Device. Your device starts to search for Bluetooth devices.
4. Select the Bluetooth printer and tap Menu > Send File.
5. Set the printing options you want and then tap Print.

To print a calendar appointment
1. Tap Start > Calendar and then select the appointment whose details you want to print.
2. Follow steps 2 to 5 in the “To print contact information” procedure.

To print a message
1. Tap Start > Programs > Messaging > Messaging and then select the messaging account where the message you want to print is located.
2. Select the message you want to print.
3. Follow steps 2 to 5 in the “To print contact information” procedure.

To print a JPEG file
1. Do one of the following:
   • In Pictures & Videos, select the JPEG file and then tap Menu > Print via Bluetooth.
   • In File Explorer, tap and hold the JPEG file and then on the menu, tap Print via Bluetooth.
2. Follow steps 3 to 5 in the “To print contact information” procedure:
Chapter 11
Experiencing Multimedia

11.1 Camera (AT&T Tilt only)
11.2 Pictures & Videos
11.3 Windows Media® Player Mobile
176 Experiencing Multimedia

11.1 Camera (AT&T Tilt only)

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 all the way on your device.
- Tap Start > Programs > Pictures & Videos > Camera.
- Tap Camera on the Pictures & Videos screen.

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**

Tap 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.
- **MMS Video**: Captures video clips suitable for sending with MMS messages.
- **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**: Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery.
- **Sports**: Captures a sequence of still images (3, 5, 7, or 10) automatically.
- **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:

<table>
<thead>
<tr>
<th>Capture type</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo/Contact Picture/Picture Theme/Panorama/Burst/Sports</td>
<td>JPEG</td>
</tr>
<tr>
<td>Video / MMS Video</td>
<td>MPEG-4 (.mp4), H.263 (.3gp)</td>
</tr>
</tbody>
</table>
Camera controls

The camera comes with an auto-focus function to let you capture sharp and crisp photos and videos of your subjects. Depending on the option you have chosen in Shoot Option, you will need to either press the CAMERA button half-way or all the way to take a photo or to start capturing video.

When you press the CAMERA or ENTER button, the Camera starts to focus on the subject, indicated by a flashing bracket ( ). When focus is set, the bracket changes to a steady green bracket ( ).

Note The Shoot Option only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.

Taking photos

- Press the CAMERA button or the ENTER button to take a photo or contacts picture.
- Press the CAMERA button or the ENTER button each time when taking photos for a picture theme or panorama.
- To take consecutive shots in Sports mode, press the CAMERA button or the ENTER button 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.

Note For Sports and Burst modes, auto-focus is only applied to the first shot.

Capturing video

Press the CAMERA button or the ENTER button to start recording video; press it again to stop recording.
On-screen controls and indicators

1 **Mode Switching control.** Tapping the left/right arrow (⟲/⟳) on the screen allows you to switch the capture mode.

2 **Auto-focus indicator.** Displays a flashing bracket (■) when focusing. When focus is set, the flashing bracket changes to a steady green bracket (■).

3 **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 and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.

4 **Exit.** Tap (❌) to exit the Camera program.

5 **Zoom control.** Tapping the up/down arrow (▲/▼) or tapping (▲/▼) 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.

6 **Album.** Tap to open Pictures & Videos.

7 **Menu.** Tap to open the Camera Settings screen.

8 **Recording indicator.** This shows a red, blinking indicator while video recording is in progress.
8 **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**.

9 **Progress indicator.** In Picture Theme, Panorama, Sports, and Burst modes, this shows the total number of consecutive shots.

**Quick Settings Panel**
The Quick Settings Panel provides a quick way of adjusting some camera settings. Tap on the screen to open the menu; tap again to close.

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

1 **Resolution.** The resolution icon (1080p / 720p / 480p / 3M / 2M / 1M) indicates the current resolution. Tap to toggle among the different resolutions.

2 **White Balance.** Tap to toggle among the different white balance settings: Auto (Auto), Daylight (Daylight), Night (Night), Incandescent (Incandescent), and Fluorescent (Fluorescent).
3 **EV.** Tapping the minus/plus icon (−/+ ) decreases or increases the brightness level.

4 **Storage.** Tap to toggle between saving captured photos or video clips on the device memory ( ) or on the memory card ( ).

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 ENTER button or the CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).

### 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.

**To zoom in**
- Press NAVIGATION up on your device; or
- Tap the triangular Up arrow above the Zoom Ratio indicator. When the zooming limit is reached, you will hear a beep.

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

**To zoom out**
- Press NAVIGATION down; or
- Tap the Down arrow below the Zoom Ratio indicator.

  **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 provides a summary.
<table>
<thead>
<tr>
<th>Capture mode</th>
<th>Capture size setting</th>
<th>Zoom range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photo</strong></td>
<td>3M (2048 x 1536)</td>
<td>No zooming available</td>
</tr>
<tr>
<td></td>
<td>2M (1600 x 1200)</td>
<td>No zooming available</td>
</tr>
<tr>
<td></td>
<td>1M (1280 x 960)</td>
<td>1.0x to 2.0x</td>
</tr>
<tr>
<td></td>
<td>Large (640 x 480)</td>
<td>1.0x to 2.0x</td>
</tr>
<tr>
<td></td>
<td>Medium (320 x 240)</td>
<td>1.0x to 4.0x</td>
</tr>
<tr>
<td></td>
<td>Small (160 x 120)</td>
<td>1.0x to 8.0x</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>CIF (352 x 288)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Large (320 x 240)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Medium (176 x 144)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Small (128 x 96)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td><strong>MMS Video</strong></td>
<td>Medium (176 x 144)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Small (128 x 96)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td><strong>Contacts Picture</strong></td>
<td>Large (480 x 640)</td>
<td>1.0x to 2.0x</td>
</tr>
<tr>
<td></td>
<td>Medium (240 x 320)</td>
<td>1.0x to 4.0x</td>
</tr>
<tr>
<td><strong>Picture Theme</strong></td>
<td>Determined by the current template</td>
<td>Depends on the size of the template currently loaded</td>
</tr>
<tr>
<td><strong>Panorama</strong></td>
<td>Large (640 x 480)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Medium (320 x 240)</td>
<td>1x, 2x and 4x</td>
</tr>
<tr>
<td><strong>Sports</strong></td>
<td>Large (640 x 480)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Medium (320 x 240)</td>
<td>1x, 2x and 4x</td>
</tr>
<tr>
<td><strong>Burst</strong></td>
<td>Large (640 x 480)</td>
<td>1x and 2x</td>
</tr>
<tr>
<td></td>
<td>Medium (320 x 240)</td>
<td>1x, 2x and 4x</td>
</tr>
</tbody>
</table>
The 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:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Back" /></td>
<td>Go back to the live Camera screen.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Remove the captured image or video.</td>
</tr>
<tr>
<td><img src="image" alt="Send" /></td>
<td>Send via e-mail or MMS.</td>
</tr>
<tr>
<td><img src="image" alt="View" /></td>
<td>View the image in the Pictures &amp; Videos program, or play the captured video in Windows Media® Player Mobile.</td>
</tr>
<tr>
<td><img src="image" alt="Assign to Contacts" /></td>
<td>Associate the photo to a selected contact.</td>
</tr>
<tr>
<td><img src="image" alt="Browse" /></td>
<td>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.</td>
</tr>
</tbody>
</table>

To change the display duration of the Review screen

1. Tap ![Camera Settings](image) to open the Camera Settings screen.

2. On the Camera Settings screen, tap ![Camera Settings](image). The Advanced menu then appears.

3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.
**Camera settings**
While capturing a still image or video clip using any capture modes, tap the **Menu** icon ( ) to access the Camera Settings screen. The Camera Settings screen allows you to configure capture settings.

![Camera Settings screen in Photo mode](image)

When you tap the icons at the bottom 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.

**Self-timer menu**
- **Self-timer.** Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button or the ENTER button.

**Template menu**
- **Template.** Select a template (in Picture Theme mode only).

**Sports/Burst Settings menu**
- **Capture Speed.** This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots.** Select the number of consecutive shots to capture (in Sports mode only).
Storage menu
- **Storage.** Select where you want to save your files. You can either save the files to the main memory or a storage card.

Panorama Settings menu
- **Direction.** Choose in what direction images will be stitched in a panorama.
- **Stitch Count.** Select the desired number of snapshots to be taken and stitched into a panorama.
- **Auto Stitch.** When the Auto Stitch is **On**, the camera automatically stitches snapshots into one single file. If Auto Stitch is **Off**, the snapshots are saved as separate files.

Ambience menu
- **White Balance.** Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect.** Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.

**Note**   **White Balance** cannot be applied if an **Effect** has already been applied.

Capture Settings menu
- **Resolution.** Select the desired image or video size.
- **Quality.** Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light in the center and around the image 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.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether or not to include the shooting date and time on captured photos.
Capture Mode menu

- **Mode**. Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see “Capture modes” earlier in this chapter.

Advanced menu

Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

Alternatively, when using the NAVIGATION Control buttons, press NAVIGATION up/down to go to this bar. Then, press NAVIGATION left/right to switch between the menu pages.

- **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.
- **Shoot Option**. The camera comes with an auto-focus feature that is activated when the CAMERA or ENTER button is pressed. Selecting **Full Press** requires you to press the CAMERA button all the way to take the shot after auto-focus is set. Selecting **Half Press** automatically takes the shot after auto-focus is set.

**Note**  This option only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.

- **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 before automatically saving it and returning to the live Camera 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.

- **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 **Auto** or to the proper frequency (50Hz or 60Hz) of the country where your device is being used.

- **Record with Audio.** Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.

- **Prefix.** Specify how to name captured images and video clips. When **Default** is selected, 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.

- **Counter.** By default, captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to “001” for your captured files, tap **Reset**.

- **Recording Limit.** Specify the maximum time or file size for recording.
- **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.

- **Adjust**. 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 plus/minus icon or press NAVIGATION left/right to increase/decrease the value. The live Camera screen on the background immediately shows the effect of changes.
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.

### 11.2 Pictures & Videos

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

<table>
<thead>
<tr>
<th>File Type</th>
<th>File Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image</td>
<td>*.bmp, *.jpg, *.gif, *.png</td>
</tr>
<tr>
<td>GIF animation</td>
<td>*.gif</td>
</tr>
<tr>
<td>Video</td>
<td>*.avi, *.wmv, *.mp4, *.3gp, *.3g2</td>
</tr>
<tr>
<td>Audio</td>
<td>*.wma</td>
</tr>
</tbody>
</table>
To open Pictures & Videos
Tap Start > Programs > Pictures & Videos > 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 media files
1. On the Today screen, tap Start > Programs > Pictures & Videos > Pictures & Videos.

2. Select a media file and click View or Play (if video file) to view or play back the file.

Tap to select a different device location.

This icon indicates that the file is a GIF animation file. Tap View to play back the file.

This icon indicates that the file is a video file. Tap Play to play back the file in Windows Media Player Mobile.

Tap to view or play back the selected media file.
Pictures & Videos menu
Select a media file onscreen and tap Menu to open a list of options that you can do with the selected media file.

You can choose to send the selected media file via one of your messaging accounts, beam it to another device, play the pictures as a slide show, send the picture to your friends or relatives via MMS, and more.

Tap Options to customize picture settings and slide show playback preferences.

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

When viewing a picture file, tap Menu > Set as Today Background to set the picture as your Today Screen background.

Edit a picture
You can also do minor touch ups to a still image file such as rotate and crop.

1. In Pictures & Videos, select the picture you want to edit and tap View.

2. Tap Menu > Edit.

3. Tap Rotate to rotate the picture 90 degrees clockwise or tap Menu to access more editing options.

Tip Each tap of Rotate rotates the picture 90 degrees clockwise.

4. Tap OK.
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.

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.
- **Now Playing screen.** 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.
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.

### File formats supported

<table>
<thead>
<tr>
<th>Video File Formats Supported</th>
<th>File Extensions</th>
<th>Audio File Formats Supported</th>
<th>File Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Media® Video</td>
<td>.wmv, .asf</td>
<td>Windows Media® Audio</td>
<td>.wma</td>
</tr>
<tr>
<td>MPEG4 Simple Profile</td>
<td>.mp4</td>
<td>MP3</td>
<td>.mp3</td>
</tr>
<tr>
<td>H.263</td>
<td>.3gp, .3g2</td>
<td>MIDI</td>
<td>.mid</td>
</tr>
<tr>
<td>H.264</td>
<td>.mp4, .3gp, .3g2, .m4v</td>
<td>AMR Narrow Band</td>
<td>.amr</td>
</tr>
<tr>
<td>Motion JPEG</td>
<td>.avi</td>
<td>AMR Wide Band</td>
<td>.awb</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AAC</td>
<td>.m4a</td>
</tr>
</tbody>
</table>

### About licenses and protected files

When copying protected files from your PC to your device, use the Windows Media® Player on your PC to synchronize the file to your device. For more information about synchronizing files to your device, see the Windows Media® Player Help.

**Note** You can view the protection status for a file by checking its file properties (tapping **Menu > Properties**).

### Synchronize video and audio files

Use the latest version of Microsoft 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, type a name for your device and click **Finish**.

3. On the leftmost pane, right-click your device and select **Set Up Sync**.

   **Note**  You can also sync your storage card if you have one installed on your device. To sync, right-click **Storage Card**.

4. On the Device Setup dialog box, select **Sync this device automatically** and then select the playlist(s) that you want to sync between your PC and device.

5. 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 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.

![Windows Media Player interface](image)
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 on Windows Media® Player Mobile 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**.
To play music files with Music Plug-In on the Today screen

- Tap **Click here to play music** on the Today screen. The music files will automatically start playing with Windows Media Player Mobile.

![Click here to play music](image)

**Note** To make the **Music Plug-In** appear on the Today screen, tap **Start > Settings > Today > Items** tab and check **Music Plug-In**.

**Playlists**

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In Windows Media® Player on your PC, you can create playlists and synchronize them with your device.

In Windows Media® Player Mobile on your device, 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).
Chapter 12
Managing Your PDA Phone

12.1 Adding and Removing Programs
12.2 Managing Memory
12.3 X-Button
12.4 Resetting Your Device
12.5 Checking System Information
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.

**To remove programs**
You can only remove programs that you installed. Programs that come with your device cannot be removed.
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.
3. Tap Yes. If another confirmation message appears, tap Yes again.
12.2 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- 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

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap Start > Settings > System tab > Memory.
2. Tap the Storage Card tab.

To free up program 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 > Tools > 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 > Tools > File Explorer. Tap and hold the file, and tap Delete.
- Delete large files. To find your largest files, tap Start > Programs > Tools > 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.
12.3 X-Button

X-Button lets you view and stop running programs, configure the button, and enable the Quick Menu on the Today screen.

To open X-Button
Tap Start > Settings > System tab > X-Button.

To view running programs in X-Button
1. Tap the Running tab to view the Running Programs List.
2. Select the check box of the programs that you want to close, and then tap Stop Selected to close them.

Tips
• To switch back to a running program, tap the program name to open a shortcut menu then tap Activate.
• Tap Stop All to close all programs in the list.

To add a program to the exclusive list
Programs added to the Exclusive Programs List will not be ended when you tap Stop Selected or Stop All and will not be listed on the Quick Menu on the Today Screen.
1. Tap the Running tab.
2. Tap the program in the list to open a menu.
3. Tap Add Exclusive to add it into the Exclusive Programs List.

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

To view the exclusive programs, tap the Exclusive tab.

To configure the Exit (✓) button to end programs
1. Tap the Button tab.
2. Select the Enable the “X” button to end running programs check box.

Note
If this option is not enabled, programs will continue to run in the background and tapping the exit button will only close the program screen, not end the program.
3. Choose the action to use for ending programs (by tapping the “X” button, tapping and holding the button, or both).
To enable the Quick Menu
1. Tap Start > Settings > System tab > X-Button > Button tab.
2. Select Enable Quick Menu on Today screen.
3. Tap OK to exit X-Button.

Note  See Chapter 1 for more information about Quick Menu.

12.4 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 using device keys
1. Press and hold the left SOFT KEY and the right SOFT KEY, 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 two SOFT KEYs until you see the following message on the screen:

   This operation will delete all your personal data, and reset all settings to the manufacturer default settings. Press SEND to restore manufacturer defaults, or press any other button to cancel.

3. Release the two SOFT KEYs, and then press the button 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.

To perform a hard reset using Clear Storage
1. Tap Start > Settings > System tab > Clear Storage.
2. Type “1234” in the box and tap YES.
12.5 Checking System Information

If you want to find out about technical details of your device such as the type or speed of the processor, memory size, etc., you can check under Settings for device information.

To find the operating system version number
Tap **Start > Settings > System tab > About**.

The version of the operating system on your device is shown near the top of the About screen.

To get detailed device information
Tap **Start > Settings > System tab > About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

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.
- Tap the **Battery** icon ( ) on the Today screen. 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.
- When you know you are out of range of your Wi-Fi networks, turn Wi-Fi off. Searching for networks consumes a lot of power. For more information about Wi-Fi, Chapter 10.
• 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.
13.1 Guidelines and Preparation for Using GPS

- Do not operate the GPS system while driving.
- The plotted GPS route is only for driving references. It should not affect actual driving behavior.
- Please use the GPS system cautiously. Users shall be liable for any damages resulting from negligent operation of the system.
- When using inside a vehicle, please utilise the car holder to mount the PDA phone securely in place. Please avoid the areas shown in the following diagram:

1. Do not place where it will block the driver’s vision.
2. Do not place at where the air bags are.
3. Do not place anywhere in the vehicle without securing in the holder.
4. Do not place where the air bags could deploy.
• The GPS signal cannot pass through solid non-transparent objects. Signal reception may be affected due to obstructions, such as high-rise buildings, tunnels, bridges, forests, bad weather (rainy or cloudy days), etc.

• Signal reception may be affected by obstructions such as high-rise buildings, tunnels, bridges, forests, weather (rainy or cloudy days), etc. If the vehicle’s visor contains metal, it will be difficult for the GPS signal to pass through. To have better signal reception, try connecting your device to an external GPS antenna.

• The Global Positioning System (GPS) is built and operated by the US Defense Department. The Department is responsible for the accuracy and maintenance of the system. Any changes that the Department makes may affect the accuracy and function of the GPS system.

• Wireless communication products (such as mobile phones or radar-detecting devices) may interfere with the satellite signal, resulting in unstable signal reception.

• Please do not leave your device in the vehicle and expose to direct sunlight to avoid overheating the battery that could pose damage to the device or risk to the vehicle.
13.2 Downloading Satellite Data via QuickGPS

Before you start to use your device for GPS navigation, open the QuickGPS program first to download Ephemeris data (current satellite position and timing information) onto your device. This data is needed to determine the GPS position of your current location.

QuickGPS downloads Ephemeris data from a Web server, instead of from the satellites, using the Internet connection on your device, which can be via ActiveSync, Wi-Fi, or GPRS. This significantly speeds up the time for determining your GPS position.

To open QuickGPS
- Tap Start > Programs > QuickGPS.

To download data
- Tap Download on the QuickGPS screen.

On the screen, initially, you will see the Valid time of the downloaded data to be 3 days. As days and time pass, the remaining days and time of validity will be shown.

To speed up GPS positioning, download the latest Ephemeris data when the validity of the data expires.
**Download options**

To configure download times, tap **Menu > Options** and choose from the following options:

- **Remind me when data expires.** Enables your device to display a reminder message when the validity of the Ephemeris data has expired.

  When you see the reminder message, tap **Menu** to dismiss the reminder or to set the snooze time so that you will be reminded again. Tap **OK** to open the QuickGPS programme and download the latest data.

- **Autodownload when data expires.** Allows Ephemeris data to be automatically updated onto your device when the data has expired.

- **Autodownload when connected to PC via ActiveSync.** Allows Ephemeris data to be automatically downloaded via ActiveSync to your device when your device is connected to your computer. Your computer must be connected to the Internet in order to download data.

**Note**  
The Ephemeris data are stored on HTC Web servers. QuickGPS is preconfigured to connect to these servers.
13.3 Using GPS Software

Your device may be pre-installed with the GPS software called Telenav. If this is not the case, tap Get Telenav on the Today screen to download and install it on your device. You can also tap Start > Programs > Games & Apps > Get Telenav to download and install it on your device.

To open the GPS software
- Tap Start > Programs, then tap its program icon.

For information about using Telenav or any other GPS software, see Help on your device or get in touch with an AT&T support executive.

13.4 GPS Controls

When a map or menu is shown on the GPS software, use the following controls on your device to navigate:

- On the Map Browser screen, press NAVIGATION up to zoom in, press NAVIGATION down to zoom out on a map.
- Use the NAVIGATION CONTROL to scroll through items in a menu. Press the ENTER button to select a menu item and open the corresponding screen.
Chapter 14
Using Other Applications

14.1 Voice Speed Dial
14.2 Java
14.3 Push to Talk
14.4 Instant Messaging
14.1 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 ( RECORD ).
4. When completed, a Voice Tag icon (VOICE) will be displayed on the right of the item.
5. When you create a voice tag for the item, you can do one of the following:
   - Tap the Record button ( RECORD ) 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 on the Voice Speed Dial screen (by tapping **Start > Programs > Voice Speed Dial**).

**Make a call or launch programs using a voice tag**
1. Tap **Start > Programs > Tools > 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, try again. Speak more clearly and reduce the surrounding noise.

**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.
14.2 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 > Tools > Java.

Install and launch MIDlets/MIDlet suites
There are several ways to install a MIDlet/MIDlet suite.

To download and install via Internet Explorer Mobile
1. 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 or Bluetooth connection. Copy them to the root folder or any subfolder on your device.

1. 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 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.

14.3 Push to Talk

Push to Talk (PTT) provides a “walkie-talkie” like feature for the mobile phone user, which is a half-duplex communication service that allows the user to instantly talk to the other user(s) one-to-one or one-to-many by simply pressing one button on his/her regular cellular phone.

To initialize PTT Service

1. Press the PTT button on the device or tap Start > Programs > Push to Talk.
2. Tap Yes while you are asked to initialize PTT service.
3. Enter your user name (up to 20 characters).
4. Once the initialization process is complete (it will take several minutes), a message box will appear and then the “Available” icon (😊) will appear in the title bar.
5. You will receive a notification when the PTT service is initialized successfully.

The PTT Main Menu

After launching the PTT application, the PTT Main Menu that containing the following items will appear on the screen.
### Control

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTT Contacts</td>
<td>Tap to open the PTT Contact screen.</td>
</tr>
<tr>
<td>Add Contacts</td>
<td>Tap to open the PTT New Contact screen, which allows you to add a new contact.</td>
</tr>
<tr>
<td>Add Group</td>
<td>Tap to open the PTT New Group screen, which allows you to add a new group.</td>
</tr>
<tr>
<td>Set Your Name</td>
<td>Tap to open the Set Your Name screen, where you can change your user name.</td>
</tr>
<tr>
<td>Auto Accept On/Off</td>
<td>Tap to enable/disable the “auto accept invitation” function.</td>
</tr>
<tr>
<td>PTT is on/off</td>
<td>Tap to log in/out the PTT service.</td>
</tr>
<tr>
<td>About</td>
<td>Tap to display the information of the PTT application.</td>
</tr>
<tr>
<td>Exit</td>
<td>Tap to close the PTT application.</td>
</tr>
</tbody>
</table>

### To add a contact

1. Tap **Add Contacts** on the PTT Main Menu or tap **Menu > Add Contact** on the PTT Contact screen.

2. Enter the name and phone number of the contact, then tap **OK**.

3. An invitation to join your PTT Contacts will be sent, and the “Invitation in Progress” icon appears on the screen.

4. Once the member accepts, he/she joins your PTT Contact and you join his/her contact. You can judge his/her status from the PTT status icon.
**To make a PTT call**

1. On the PTT Contact screen, select the contact you want to call.
2. Press and hold the PTT button and begin speaking after a notification sound.
3. Release the PTT button when you are finished speaking.
4. Press the END button to end the call.

**Note** Check the status of the contact before calling. You can only make a call to the contact when he/she is in **Available** or **Silent/Vibrate** status.

**Group PTT**

**To create a group**

1. Tap **Add Group** on the PTT Main Menu or tap **Menu > Add Group** on the PTT Contact screen.
2. On the PTT New Group screen, enter the group name and tap **OK**.
3. Select the members from the list to add them to this group (the selected member will be marked with a “check mark”).
4. Once you are finished, tap **Done**. The group invitation will be sent to each member in the group, and the “Invitation in Progress” icon appears on the screen.
5. Once the member(s) in the group accepts, this group will also appear on their PTT Contact screen.

**To make a Group Call**

1. On the PTT Contact screen, select the group you want to call.
2. Press and hold the PTT button and begin speaking after a notification sound.
3. Release the PTT button when you are finished speaking.
4. Press the END button to end the call.

**To make a Quick Group Call**

1. On the PTT Contact screen, select an available contact.
2. Tap **Menu > Quick Group**.
3. Select the contacts that you want to add to the quick group call.
4. Press and hold the PTT button and begin speaking after a notification sound. Release the PTT button when you are finished speaking.

5. Press the END button to end the call.

**Convert to Cellular**
During a PTT call, the call originator can upgrade the PTT call to a cellular call by tapping the *Convert to Cellular* button on the PTT call screen.

If the PTT call originator upgrades the PTT call to a cellular call, the other members will hear a notification sound indicating the call has been converted to a cellular call. They must tap the *Join Cellular* button or press the PTT button to be able to speak on the call. Otherwise, they will only be able to listen to the call. Each member can leave the call by pressing the END button.

**Change PTT Status**
The following icons indicate your PTT status as well as the PTT status of the contacts and groups on your PTT Contact screen.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧡</td>
<td><strong>Available</strong>: You can hear the PTT call instantly.</td>
</tr>
<tr>
<td>⚠️</td>
<td><strong>Silent/Vibrate</strong>: You will be quietly alerted of the incoming PTT call and decide to accept or reject the call.</td>
</tr>
<tr>
<td>✗</td>
<td><strong>Do Not Disturb</strong>: The incoming PTT call will be blocked. However, you can still make an outgoing PTT call.</td>
</tr>
<tr>
<td>🌌</td>
<td><strong>Unavailable</strong>: The system detects you are out of the network coverage, or you logged out the PTT service.</td>
</tr>
<tr>
<td>🔷️</td>
<td><strong>PTT Message</strong>: Indicates that an invitation, contact alert or other message is waiting in the PTT service.</td>
</tr>
<tr>
<td>🔥</td>
<td><strong>Invitation in Progress</strong>: Waiting for a contact to accept your invitation.</td>
</tr>
</tbody>
</table>
To change your PTT status
1. On the PTT Contact screen, tap Menu > My Availability > Do Not Disturb. The identification icon turns to Do Not Disturb (❌), indicating that you will not be disturbed by the others.
2. Tapping Menu > My Availability > Available makes you available by the others.

To set up Contact Alert
The Contact Alert function allows you to be alerted when a particular contact has changed his/her status; for example, from Unavailable to Available.
1. On the PTT Contact screen, tap Menu > My Availability > Contact Alert.
2. Select the contact that you would like to receive an alert from, telling you when they become available.
3. Tap OK.

Send Call Me Alert
User can highlight an online individual contact and send Call Me Alert to him/her. And the receiver will get a notification on this.
1. On the PTT Contact screen, select the contact you want to alert and tap Menu > Call Me Alert. (Please note that Call Me Alert can only be sent to individuals.)
2. The recipient will receive a message showing “Please call (your name)” on his/her phone.
3. The recipient can reply you via a PTT call by using their PTT button.

Send Voice Message
You can leave a voice message to the selected contacts, groups or group members. However, you voice message cannot be sent to the contact who is in “Invitation in Progress” status.

Voice Message for selected Contact/Group
1. On the PTT Contact screen, select the contact or group you want to send a voice message.
2. Tap Menu > Voice Message.
3. Press and hold the PTT button to start recording your message.
4. Release the PTT button when you are finished speaking. The message will be sent to the selected contact or group immediately.

**Voice Message for Quick Group**

1. On the PTT Contact screen, select an available contact and tap *Menu > Quick Group* to open the PTT Quick Group screen.
2. Select the desired contacts then tap *Menu > Voice Message*.
3. Press and hold the PTT button to start recording your message.
4. Release the PTT button when you are finished speaking. The message will be sent to the quick group.

**Voice Message for Dynamic Group**

1. On the PTT Contact screen, select available contacts and tap *Menu > Voice Message*.
2. Press and hold the PTT button to start recording your message.
3. Release the PTT button when you are finished speaking. The message will be sent to the dynamic group.

**Send SMS/MMS**

You can leave a SMS/MMS message to the selected contacts, groups or group members (this feature will be integrated with the native SMS/MMS application).

**SMS/MMS for selected Contact/Group**

1. On the PTT Contact screen, select the contact or group you want to send a SMS/MMS.
2. Tap *Menu > New Message > SMS or MMS*.
3. Compose your message and tap *Send* when completed.
**SMS/MMS for Quick Group**

1. On the PTT Contact screen, select an available contact and tap **Menu > Quick Group** to open the PTT Quick Group screen.

2. Select the desired contacts then tap **Menu > Send Message > SMS or MMS**.

3. Compose your message and tap **Send** when completed.

**SMS/MMS for Dynamic Group**

1. On the PTT Contact screen, select available contacts and tap **Menu > Send Message > SMS or MMS**.

2. Compose your message and tap **Send** when completed.

### 14.4 Instant Messaging

**Instant Messaging** (IM) delivers all of the features of an online instant messenger that you often use on your computer. With Instant Messaging enabled on your device, you are not only able to stay in touch with friends via phone conversations, but you can also communicate by IM, just as you would do from your computer. With access to the most popular Internet IM services, such as AOL®, Windows Live™, and Yahoo!®, the IM client helps you stay connected at all times, no matter where you are.

With Instant Messaging you can do the following:

- Send and receive instant messages.
- View notifications and alerts.
- Download and update contact list.
- Add, remove and block contacts.
- Manage your presence and contact status information.
- Use predefined text and smileys.
- Archive conversations and access message history.

Before you can use Instant Messaging, your device must be connected to the Internet. For information about setting up an Internet connection, see “Ways of Connecting to the Internet” in Chapter 10.
You must have an active e-mail account with an ISP, such as AOL®, Windows Live™, or Yahoo!®, to continue with the IM client.

**Access to IM and Sign In/Out**

**To start Instant Messaging**
1. Tap **Start > Instant Messaging**.
2. Select your IM service by tapping **AOL® Instant Messenger™**, **Windows Live Messenger** or **Y! Messenger**.

**To sign in to Instant Messaging**
1. To sign in to an IM service, enter your username/e-mail address and password for your account, and tap **Sign In**.
2. Select **Save password** and **Auto-Sign On** if you do not want to enter your password every time you want to IM.
3. Accept any licence agreement that may appear. Signing in may take several minutes, depending on your connection speed. Your IM status is displayed at the top of the screen as long as you are signed on.

**Note** Before you sign in to Windows Live Messenger, you may need to select a domain name for your account, such as @hotmail-ppe.com, @msn-ppe.com, or @live-ppe.com.

**To quit Instant Messaging**
- To sign out, tap **Menu > Sign Out**. Signing out terminates your current session and ends all active conversations.
- To close IM without signing out and to switch to another application on your device, tap **Menu > Close**. Closing IM allows you to return at any time without having to sign in again, and your conversations remain active all the while.

**Note** You may choose to sign out of the application and sign in again using a different account. However, any messages sent or received on your device will be billed to you by your network service provider, regardless of which account is used.
Manage Contacts
Your contact list appears as soon as you sign in. The contact list allows you to see with a single glance which of your contacts are online or available, busy, away, and offline or unavailable. Contacts are sorted into categories based on a combination of availability status and alphabetical order, or into the groups you’ve set up (depending on both your device and service provider).

To add, delete or block contacts
- To add a contact, tap Menu > Add Contact, and follow the instructions on the screen.
- To delete a contact, select a contact and tap Menu > Delete Contact or tap and hold the contact's name, and tap Delete Contact. Tap Yes to confirm.
- To block a contact, select a contact and tap Menu > Block or tap and hold the contact's name, and tap Block.

To view contact information
- Select a contact and tap Menu > Contact Info or tap and hold the contact's name, and tap Contact Info.

Send and Receive Messages
To send an instant message
1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap Send.

Tips
- To quickly add common phrases, tap Menu > Insert Quick Text and select a phrase from the list. You can also edit a Quick Text phrase by tapping Menu > Edit Quick Text or save your message as a Quick Text phrase by tapping Menu > Save as Quick Text.
- To add smileys or emoticons, tap Menu > Insert Emoticon and select an emoticon from the list.
To send a message to a contact not in your list
1. From anywhere in the contact list, tap **Menu > Send Message to**.
2. Enter the e-mail address of the contact.
3. Type in the message and tap **Send**.

To receive a message
- As long as you are connected to the Internet and signed on to an Instant Messaging service, you will be alerted to new messages received on your device by audible or vibrating alerts or by notifications.

To save a conversation
- From an open conversation or after scrolling to the conversation in the contact list, tap **Menu > Save Conversation** and follow the instructions to save the conversation for future reference.

To access a saved conversation
1. On the contact list, tap **Menu > Saved Conversations**.
2. In the Saved Conversations list, scroll to the conversation you wish to view and tap **Menu > Select** to open it.

To set your status and display name
- On the contact list, tap **Menu > My Status** and tap the appropriate option to show your current availability status.
- On the contact list, tap **Menu > My Display Name** and choose a name and tap OK.
Appendix

A.1 Regulatory Notices
A.2 Specifications
A.1 Regulatory Notices

Regulatory Agency Identifications
For regulatory identification purposes, your product is assigned a model number of KAIS100 for AT&T Tilt and KAIS110 for AT&T 8900.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your KAIS100 or KAIS110.

The Battery Pack has been assigned a model number of KAIS160.

Note This product is intended for use with a certified Class 2 or Class 3 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.

**Safety precautions for RF exposure**
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

**Exposure to Radio Frequency (RF) Signals**
Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. 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 international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- 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 phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

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.

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

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

**SAR Information**

1.47 mW/g @ 1g (FCC)

**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 they are 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
## A.2 Specifications

<table>
<thead>
<tr>
<th><strong>System Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processor</strong></td>
<td>Qualcomm MSM 7200 400MHz</td>
</tr>
</tbody>
</table>
| **Memory** | - ROM: 256 MB  
- RAM: 128 MB SDRAM  
(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). |
| **Operating System** | Windows Mobile® 6 Professional |
| **Power** |  |
| **Battery** | Rechargeable Lithium-ion/Lithium-polymer battery, 1350 mAh |
| **Charging Time** | 2.5 ~ 3 hours |
| **Battery Life (estimates)** | Standby time: Up to 350 hours for UMTS  
Up to 365 hours for GSM  
Talk time: Up to 264 minutes for UMTS  
Up to 420 minutes for GSM  
Media playback time: Up to 8 hours (WMV); Up to 12 hours (WMA) |
| **AC Adapter** | Voltage range/frequency: 100 ~ 240V AC, 50/60 Hz  
DC output: 5V and 1A |
| **Display** |  |
| **LCD Type** | 2.8-inch TFT-LCD with touch screen |
| **Resolution** | 240 x 320 with 65,536 colors |
| **Alignment** | Portrait and Landscape |
| **HSDPA / UMTS / GSM / GPRS / EDGE Module** |  |
| **Functionality** | HSDPA/UMTS: Tri-band (850, 1900, and 2100 Mhz).  
HSDPA: Up to 384Kbps for upload and 3.6Mbps for download;  
UMTS: Up to 384Kbps for upload and download  
GSM/GPRS/EDGE: Quad-band (850, 900, 1800, and 1900 Mhz) |
| **Internal Antenna** | Yes |
## Physical

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>112 mm (L) x 59 mm (W) x 19 mm (T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>190 g (with battery)</td>
</tr>
</tbody>
</table>

## Camera Module (optional)

<table>
<thead>
<tr>
<th>Type</th>
<th>3 Megapixel CMOS color camera with auto focus</th>
</tr>
</thead>
</table>
| Resolution          | Photo: 2048x1536, 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA)  
                       | Video: CIF (352x288), QVGA (320x240, depends on recording formats), QCIF (176x144) and Sub-QCIF (128x96) |
| Digital Zoom        | Up to 8X                                 |

## Connections

<table>
<thead>
<tr>
<th>I/O Port</th>
<th>HTC ExtUSB™ (11-pin mini-USB and audio jack in one; USB 2.0 Full-Speed).</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPS Antenna Connector</td>
<td>Yes. Please use only the external GPS antenna with model number <strong>GA S120</strong> from HTC.</td>
</tr>
<tr>
<td>Wireless Connections</td>
<td>Wi-Fi (IEEE 802.11 b/g), Bluetooth 2.0 with EDR</td>
</tr>
</tbody>
</table>

## Audio

<table>
<thead>
<tr>
<th>Microphone/Speaker</th>
<th>Built-in</th>
</tr>
</thead>
</table>
| Ring tone           | • MP3, AAC, AAC+, WMA, WAV, and AMR-NB  
                       | • 40 polyphonic and standard MIDI format 0 and 1 (SMF)/SP MIDI          |
### Controls and Lights

#### Buttons
- 5-way NAVIGATION Control
- Jog Wheel
- Two phone functions: TALK and END
- Four program buttons: PTT, Camera (in AT&T Tilt) / Pictures & Videos (in AT&T 8900), Internet Explorer, and Messaging
- START button
- Two OK buttons
- Two SOFT KEYs
- POWER button
- RESET button

#### Hardware Keyboard
QWERTY keyboard with two additional SOFT KEYs.

#### LEDs
The left (bi-color) LED shows Green and Amber lights for UMTS/GSM standby, message, network status, notification, and battery charging status.

The right LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, or a blinking Green light for Wi-Fi status (when both Bluetooth and Wi-Fi are enabled, the Blue and Green lights blink alternately). The Amber light indicates GPS notification.

#### Expansion Slots

| Card Slot | microSD™ (SD 2.0 compatible) |
Index
A

A2DP 170
About licenses and protected media 192
ActiveSync
  - install and set up 126
  - overview 32
  - set up on WinXP 76
  - synchronize 77, 127
  - Wireless Manager 152
Add and remove programs 198
Add attachment to message 118
Adobe Reader LE
  - exit 143
  - navigate through document 143
  - overview 34
  - search for text in the document 143
  - use 143
Alarm 69
Answer/end a call 53
Appointment search 46
Assign programs or shortcuts to hardware buttons 68
AT&T Mall 32
AT&T Music 33
Attachments 120

B

Backlight 67
Back up data 147
Basic settings 60
Battery
  - battery information 22
  - charge battery 25
  - check battery power 27
  - save battery power 156, 203
Beam 171
Block Recognizer 43
Bluetooth
  - Bluetooth Explorer 34, 172
  - Bluetooth file sharing 172
  - Bluetooth shared folder 172
  - hands-free headset 170
  - modes 168
  - overview 168
  - partnership (pairing) 168
  - stereo headset 170
  - synchronize 79
  - turn on and off 152
  - visible 168
Bluetooth Explorer 34
Browsing the Web 160
Burst capture mode 177

C

Calculator 34
Calendar 32, 89
Calendar search 46
Calibration 26
Camera (AT&T Tilt only)
  - capture modes 176, 177
  - controls 178
  - file formats 177
  - icons 178
  - overview 33
  - specifications 231
Camera Quick Settings Panel 180
Camera settings 184
Cellular Video 33
Clear Storage 202
Clock & Alarms 36, 60
Compose messages 118
Conference call 54
Connect device to Internet
- set up dial-up connection to ISP 158
- set up GPRS connection 156
- start a connection 159
Connect to Internet 153
Contacts 32, 82
Contacts Picture capture mode 177
Contacts search 46
Copy
- contacts to SIM card 87
- media files from PC to device 192
- SIM contacts to device 87
Copy and manage files 144
Customize
- Start menu 63
- Today screen 61

Device ID 67
Device name 67
Dial-up 158
Dial-up to ISP 158
Digitally sign messages 136, 138
Digital Rights Management (DRM) 192
Digital signature
- sign 136
- verify 137
Dimensions and weight 231
Direct Push 128, 152
Disconnect data services 152
Download messages 121
Draw 95

E-mail
- IMAP4 109
- POP3 109
- search 46
- security 136
- settings (POP3/IMAP4) 111
- setup wizard 109
- set up 109
- types 108
Emergency call 57
Emoticon 106
Encrypt messages 136, 138
Excel Mobile 32
Exchange Server
- automatic synchronization 128
- schedule synchronization 128, 129
Exclude e-mail address when replying to all 122

File Explorer 34
Find
- device information 203
- operating system version number 203
Find contact
- online 134
- on device 85
Forward message 120

Games 33
GetGood 33
GPRS 156
GPS 33, 206, 208

H
 Hard reset 202
 Help 32
 Help search 46
 HSDPA 38

I
 IMAP4 109
 Input methods
 - Block Recognizer 43
 - Keyboard 42
 - Letter Recognizer 42
 - Symbol Pad 45
 - Transcriber 44
 Input Panel 41
 Instant Messaging
 - IM services 221
 - manage contacts 223
 - overview 32
 - send & receive messages 223
 - sign in/out 222
 International call 57
 Internet 153
 Internet Explorer Mobile 32, 159

J
 Java
 - install MIDlets/MIDlet suites from device 214
 - install MIDlets/MIDlet suites from Internet 214
 - overview 34
 - uninstall MIDlets 215

K
 Keyboard
 - hardware (QWERTY) keyboard 40
 - on-screen 42
 - shortcuts 124
 Keypad tone 64

L
 Letter Recognizer 42
 Library screen (Windows Media Player Mobile) 191

M
 Mail search 46
 Make call
 - from Call History 52
 - from Contacts 51
 - from Phone program 50
 - from SIM Manager 53
 - from Speed Dial 52
 Memory 199, 230
 Messaging
 - overview 33
 - POP3 109
 - use 100
 - Xpress Mail 112
 MIDlet/MIDlet suite 214
 MMS
 - add audio clip 107
 - add photo/video 104
 - add text 106
 - blacklist 108
- create and send 104
- MMS settings 102
- reply message 107
- use 102
- view message 107
MMS Video capture mode 177
Music Plug-In
- play music 195
- show on Today screen 195
Mute 54

N
Notes 33, 46, 94
Notes search 46
Now Playing screen (Windows Media Player Mobile) 191

O
Office Mobile 32
Open PDF file 143

P
Panorama capture mode 177
Password 65
Phone 32, 48, 50
Phonebook 82
Phone services 64
Phone settings 63
Photo capture mode 177
Pictures & Videos
- file formats 188
- overview 33
Picture Theme capture mode 177
PIN 48, 65
Playback screen (Windows Media Player Mobile) 191
Playlists 195
Play media 194
POP3 109
PowerPoint Mobile 32
Programmes
- QuickGPS 208
Programs
- ActiveSync 32
- Adobe Reader LE 34
- AT&T Mall 32
- AT&T Music 33
- Bluetooth Explorer 34
- Calculator 34
- Calendar 32
- Camera (AT&T Tilt only) 33
- Cellular Video 33
- Contacts 32
- Excel Mobile 32
- File Explorer 34
- Games 33
- GetGood 33
- Help 32
- Instant Messaging 32
- Internet Explorer Mobile 32
- Java 34
- Messaging 33
- Notes 33
- Office Mobile 32
- Phone 32
- Pictures & Videos 33
- PowerPoint Mobile 32
- Push to Talk 33
- QuickGPS 33
- Search 34
- SIM Manager 34
- Sprite Backup 34
- STK 33
- Tasks 33
- Voice Recorder 34
- Voice Speed Dial 34
- Windows Media Player 34
- Wireless Manager 34
- Word Mobile 32
- ZIP 34

PTT (Push to Talk) 215
Put call on hold 54

QuickGPS 33, 208
Quick Menu
  - enable 201
  - use 31

Receive call 53
Record voice note 96
Regional settings 61
Regulatory notices 226
Reply message 120, 122
Reply MMS 107
Reset
  - hard reset 201
  - soft reset 201
Review screen (Camera) 183
Ringer 152
Ring tone 63
Ring type 63

S
Search 34, 46
Secure/Multipurpose Internet Mail Extension (S/MIME) 136
Send messages 118
Settings 60, 67
Settings (Connections tab)
  - Beam 37
  - Bluetooth 37
  - Connections 37
  - GPRS Setting 37
  - HSDPA 38
  - Network Cards 38
  - USB to PC 38
  - Wireless LAN 38
  - Wireless Manager 38
  - Wireless Modem 38
Settings (Personal tab)
  - Buttons 35
  - Input 35
  - Keyboard Sliding Sound 35
  - Lock 35
  - Menus 35
  - Owner Information 35
  - Phone 35
  - Sounds & Notifications 35
  - Today 35
  - TTY 36
  - Voice Speed Dial 36
Settings (System tab)
  - About 36
  - Backlight 36
  - Certificates 36
  - Clear Storage 36
  - Clock & Alarms 36
  - Device Information 36
- Encryption 36
- Error Reporting 36
- GPS 36
- Key Lock 37
- Memory 37
- Microphone AGC 37
- Power 37
- Regional Settings 37
- Remove Programs 37
- Screen 37
- X-Button 37

Shortcuts 124

SIM card 22

SIM Manager
- copy contacts to SIM card 87
- copy SIM contacts to device 87
- create SIM contact 87
- make call 53
- overview 34
- use 87

Smart Dialing 55

SMS 101, 118

Soft reset 201

Sounds & Notifications 70

Speakerphone 54

Specifications 230

Speed Dial 52

Sports capture mode 177

Sprite Backup 34, 147

Start menu 63

STK (SIM Tool Kit) Service 33

Storage card
- check available space 199
- copy files 145

Swap/switch calls 54

Synchronize
- ActiveSync 77
- change information types 78
- Outlook information with computer 77
- schedule synchronization with Exchange Server 128
- via Bluetooth 79
- Windows Media Player 80
- Windows Media Player Mobile 192

Sync connection problem 78

System information 230

T

Tasks 33, 92

Tasks search 46

Text messages 101

Today screen 28, 61

Transcriber 44

Troubleshoot Windows Media Player Mobile 196

Turn device on and off 26

Turn phone function on and off 49, 152

U

USB modem 162

USB to PC 78

V

Verify digital signature 137

Vibrate 50, 152

Vibration 63

Video capture mode 177

Voicemail 52
Voice call  50
Voice Recorder  34, 96, 97
Voice Speed Dial
   - create voice tags  212
   - make call or launch program  213
   - overview  34, 212
Voice tag
   - create for a program  213
   - create for phone number  212
   - make call or launch program  213
Volume  50

W

Wi-Fi  152, 153
Windows Media Player Mobile
   - file formats  191
   - menus  191
   - overview  34
   - playlists  195
   - troubleshoot  196
Windows Mobile Device Center  73
Windows Update  37
Wireless Manager  152
Wireless Modem  38, 161
Word Mobile  32

X

X-Button
   - configure X button  200
   - enable Quick Menu  201
   - set exclusive programs  200
   - use  200
Xpress Mail
   - download  113
   - set up  112