T - Mobile • Dash™

User Manual

Congratulations on the purchase of your new T-Mobile Dash.

Please Read Before Proceeding.

THIS PHONE IS NOT FULLY CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

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

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE PHONE'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 phone.

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5,109,390; 5,511,073; 5,228,054; 5,535,239; 5,710,784; 5,267,261; 5,544,196
5,267,262; 5,568,483; 5,337,338; 5,659,569 5,600,754; 5,414,796; 5,657,420
5,416,797
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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages. Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

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

ELECTRICAL SAFETY

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

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

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

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

Use the correct external power source

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorised 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 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.





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.

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.

ENVIRONMENTAL 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

In some states or local jurisdictions, vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries outside the US, 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

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

This product should be operated in the suggested normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

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.

NOTE:

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 the power.

· Avoid pushing objects into product

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

Mounting Accessories

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

· Avoid unstable mounting

Do not place the product with an unstable base.

· Use product with approved equipment

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

· Adjust the volume

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

Cleaning

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

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Welcome to T-Mobile

Introduction

T-Mobile Services and Applications

Activating Service

Introduction

This User Manual provides you with detailed instructions on using your T-Mobile Dash™ and services.

You will also find information from the following sources:

Windows Mobile® Web site (http://www.microsoft.com/windowsmobile)

T-Mobile Customer Care

The T-Mobile Customer Care team offers responsive and knowledgeable customer support 24 hours a day, seven days a week. In addition, you can always access free online help for your device at **support.t-mobile.com**, and for your account at **my.t-mobile.com**.

General Questions

Our Customer Care team can assist in many things including service activation, billing, GSM/GPRS coverage information, voicemail, and feature addition. Just dial 1-800-937-8997 or 611 on your device.

T-Mobile Services and Applications

With your new T-Mobile Dash and T-Mobile's service package, you get the freedom of excellent voice and broadband connectivity in many locations nationwide.

Important

By using T-Mobile services, you acknowledge that you have read, understood and agreed to be bound by each of the terms and conditions of the Service Agreement.

When you activate service with T-Mobile, the following features and services are available to you:

Voice/Phone

- Local calling and nationwide long distance calling
- International calling *
- Caller ID
- Call waiting and call hold **
- Conference calling **
- Call forwarding **
- * Note Log on to www.my.t-mobile.com to set up international calling.

 See www.tmobile.com/international/ for rate and other information on international services.
- ** Notes Airtime rates apply for all completed calls. Calls that are forwarded to numbers outside the local calling area are charged long distance rates. These features may include charges for multiple calls.
 - Calls made in any T-Mobile coverage area, including 911 calls, may not always be completed due to factors such as weather conditions, terrain, foliage, building structures, and equipment limitations.
 - You can use your device to access 911 Emergency Service while you are on a call. You can access 911 even if you DO NOT have a SIM card in the device. All 911 calls are FRFF.

Voicemail

Your T-Mobile Dash has been programmed to forward calls when your line is busy or when you are not available. T-Mobile's voicemail system offers your caller the option to record a voice message that you can play back at your convenience or to send a numeric page to your device.

Note Airtime charges apply to receipt and retrieval of voicemail messages.

E-mail

Set Up E-mail () provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

For more information about setting up and using e-mail, see Chapter 6 and 7.

Messaging services

Text Messaging (SMS)

Text messaging allows you to send, receive, and reply to short text messages using your device. Messages may be sent to and from mobile devices that support text messaging. You may be charged for using text messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international text messaging rates.

For more information about sending text messages, see Chapter 6.

Multimedia Messaging (MMS)

Picture Messaging allows you to send and receive picture messages. You can take pictures and videos using the device's integrated camera and send them to family and friends. You may be charged for using Picture Messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international Picture Messaging rates and information on phones and participating services capable of receiving Picture Messages.

For more information about sending Picture Messages, see Chapter 6.

Instant Messaging (IM)

Your device comes with instant messaging (IM) applications pre-installed for your convenience. Your normal screen name and password work just as they would on any computer connected to the Internet. You may be charged for using instant messaging depending on your rate plan. Visit **www.t-mobile.com** or a T-Mobile store for domestic and international instant messaging rates.

For more information about using Instant Messaging, see Chapter 6.

T-Mobile® myFavesSM

T-Mobile® myFaves™ helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen. To subscribe, go to www.t-mobile.com.

When you subscribe to the service, you can take advantage of the following:

- Unlimited nationwide calling to any five numbers, on any network (even landlines)
- One-touch calling, text messaging**, and photo sharing**
- No domestic roaming or domestic long-distance charges
- Personalize contacts with favorite pictures** or downloadable icons**
- Excluding 411, voicemail, toll-free, 900, calling card, customers' own numbers, numbers accessing 500 or more lines - other restrictions may apply.
- ** Separate purchase/download charges may apply. Separate charges apply to send/ receive domestic/international text and picture messages.

For more information, see "T-Mobile" myFavesSM" in Chapter 5. You can also visit **www.t-mobile.com** for the latest information.

T-Mobile HotSpot

T-Mobile HotSpot gives you wireless access to the Internet over the T-Mobile Wi-Fi network in locations across the U.S., such as airports, coffeehouses, bookstores, universities, and more. To access T-Mobile HotSpot, you must add a data plan to your account. Inform your T-Mobile Activations representative that you want to add a data plan when activating service with T-Mobile. Visit www.t-mobile.com or a T-Mobile store for plan information.

For more information about T-Mobile HotSpot, see "Connect to T-Mobile HotSpot" in Chapter 8.

International Service

You can access the Internet and make calls using your device while abroad. To take advantage of this service, visit www.my.t-mobile.com or contact Customer Care at **1-800-937-8997** to activate international calling features. Inform the representative that you want to use T-Mobile service (voice and data) internationally. The representative will add the service to your account at no charge. For more information on international service, visit www.t-mobile.com/international/

Note

Additional fees may apply. Countries that support international wireless Internet roaming may not be the same as countries that support international voice roaming.

Please refer to **www.t-mobile.com/international/** for information on worldclass Internet service.

Activating Service

If your service has not been activated, then follow the steps in this section to activate. The T-Mobile Activations representative will set up your service and assign your mobile number. It takes about 20 minutes to activate voice service and may take up to 24 hours to activate data service. Business and government accounts may take additional time to activate voice and data service. By activating service, you acknowledge that you have read and agreed to the Terms and Conditions of the Service Agreement.

- Have your service agreement and the following information ready for your Activations representative:
 - Name, home address, home phone, preferred billing address.
 - Note For business and government accounts, your Activations representative will also require your physical address, company name or government agency name, and the tax ID.
 - Social Security number, current driver's license number, and date of birth for credit-check purposes

- Model number of your device (T-Mobile Dash)
- SIM serial number (on the back of the SIM card)
- IMEI number (on the label under the battery)
- Agent code (on your service agreement)
- Your choice of T-Mobile rate plans and services
- 2. Call Customer Care at 1-800-937-8997 from a landline phone.

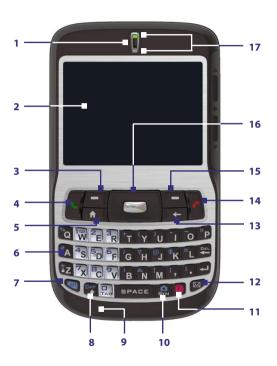


Chapter 1

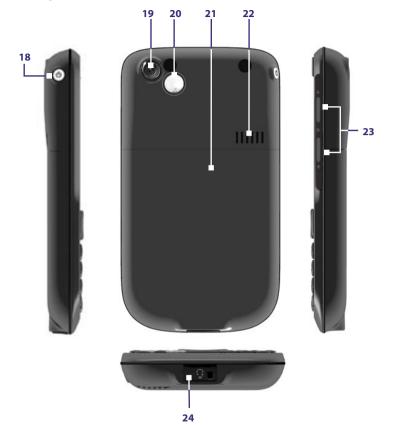
Getting Started

1.1 Getting to Know your Phone and Its
Accessories
1.2 Inserting the SIM Card
1.3 Installing a microSD Card
1.4 Charging the Battery
1.5 Turning On the Phone
1.6 The Home Screen
1.7 Music Player
1.8 Programs On Your Phone
1.9 Using the Start Menu
1.10 Using the Quick List
1.11 Entering Information
1.12 Battery Information
1.13 Customizing Volume Touch Strip Settings
1 1/1 Status Indicators

1.1 Getting to Know your Phone and Its Accessories



Item	Function
1. Speaker	Listen to a phone call.
2. Display Screen	
3. Left SOFT KEY	Press to perform the command shown in the label above the button.
4. SEND	Press to dial a phone number, answer a call, switch to another call, or put a call on hold. Press and hold to activate/deactivate speakerphone mode.
5. HOME	Press to go to the Home Screen.
6. QWERTY Keyboard	This is similar to a standard keyboard on a PC.
7. Key	Press once to let you type symbols (characters in blue) and enter numbers in text fields. Press twice for continuous symbol or number entries.
8. Key	Press to type a single capital letter. Press the ALT key and then this key to type in all caps.
9. Microphone	Speak into the microphone when receiving or making a phone call or during voice recording.
10. Key	Press to open the Symbol pad or press ALT key and then this key to open the Camera program. You can also press and hold to open the Camera program.
11. (1) Key	Press to take you to the T-Mobile t-zones Web site .
12. Key	Press to open the Messaging program.
13. BACK	Press to go to the previous screen, or backspace over characters.
14. END	Press to end a call, or press and hold to lock the phone.
15. Right SOFT KEY	Press to perform the command shown in the label above the button.
16. NAVIGATION CONTROL/CENTER SELECT Key	Use to scroll left, right, up, or down. Press the center to use as the CENTER SELECT Key.
17. LED Indicators	The top LED indicators (green/red/amber) notify you of the battery and network status of your phone respectively, while the bottom indicators (blue/green) notify you of Bluetooth and Wi-Fi connectivity status. For more information, see "LED indicator lights" in this chapter.



Item	Function
18. POWER	Press to turn on (more than 1 second) and off the phone. Or press and quickly release the POWER button to display the Quick List, which allows you to change profiles, open Comm Manager, and enable/disable key lock and enable/disable device lock.
19. Camera Lens	
20. Self-Portrait Mirror	Turn the back side of your phone to face yourself so that your image reflects on the mirror when taking self-portrait shots.
21. Back Cover	Remove to insert battery, SIM card, and Micro SD card.
22. Speakers	Listen to audio media or a phone call when using speakerphone mode.
23. VOLUME TOUCH STRIP	Use your finger to touch the Volume Touch Strip slightly, then slide upward to increase the volume or slide downward to decrease the volume. For more information, see "Customizing Volume Touch Strip settings" in this chapter.
24. Sync Connector/ Earphone Jack	Use for synchronizing data or recharging the battery. Remove the rubber cover (from the left) to connect the earphone to listen to audio media or use the phone's hands-free kit.

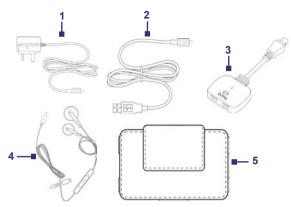
LED indicator lightsVarious colors that might display in the two LED Indicators are summarized here.

Top LED	Status
Solid green	Battery is fully charged.
Blank	Battery case is empty, no SIM card inserted or phone is off.
Solid amber	Battery is charging or the phone is using ActiveSync to synchronize with a PC.
Solid red	Battery is not installed or battery is over-discharged.
Flashing green	Connected to the network.
Flashing red	Battery very low (less than 10%).
Flashing amber	Battery temperature is hotter or colder than the functional limits of 32 to 118 degrees Fahrenheit, and has stopped charging.
Amber/Green LED off	Battery fault. The "Battery Fault" indicator (('S') is displayed. In this case, the flashing green LED can be recovered by unplugging the AC adapter.

Bottom LED	Status
Flashing blue	Bluetooth mode set to "On" or "Visible" mode.
Flashing green	Connected to Wi-Fi network.

Accessories

The following accessories are provided with the T-Mobile Dash:



Accessory	Function
1. AC adapter	Recharges the phone battery.
2. USB cable	Connects your phone to a PC to synchronize data and/or to charge the phone.
3. Audio / Charging cable	Allows the use of a travel charger / AC adapter while you're using a stereo headset with your phone.
4. Stereo headset	Provides a volume control slider and a Send/End button. You can press the button to pick up a call or put a call on hold or press and hold the button to end the call. Plug into the Earphone Jack to listen to audio files.
5. Pouch	Acts as a protective carrying case for your phone.

1.2 Inserting the SIM Card

Your SIM (Subscriber Identity Module) card is given to you by T-Mobile and contains your basic subscriber information, such as your phone number and your address book.

Before you begin, ensure that the phone is turned off.

Open the cover and remove the battery

- Hold the phone in one hand with the keyboard facing down in the palm of your hand. With your other hand, press the back cover downwards and slide it open.
- **2.** Remove the battery by lifting it up from the bottom end.



Insert the SIM card

- Insert the SIM card into the slot at the top-left corner with its goldplated contacts facing down. Push the SIM card all the way in until the SIM card locks into place.
- To remove the SIM card, slightly lift up the end of the SIM card (the SIM card will pop out a little) and then slide the SIM card out of the slot.



Replace the battery

- Align the exposed metal contacts on the edge of the battery with the prongs in the body of the phone then gently push the top of the battery into place.
- **2.** Press the bottom part of the battery into place.



1.3 Installing a microSD Card

You can install a microSD (Secure Digital) card on your phone to have an alternative storage place for your images, video, music, and other phone data.

Note microSD card is not shipped with the phone.

To install the microSD card

- 1. Remove the back cover of the phone.
- Insert the microSD card into the slot with its gold contacts facing down.

To remove, press the microSD card to pop it out of the slot.



1.4 Charging the Battery

You can charge the battery by using either the AC adapter or the USB cable that came in the box.

Note You should only use the AC adapter and USB cable that came in the box to charge the battery of the phone.

Use the AC adapter

- 1. Plug the AC adapter plug to an electrical outlet.
- Insert the USB end of the AC adapter to the sync connector port at the bottom of the phone. The battery is fully charged after about 3 hours.

Use the USB cable

- 1. Insert the big USB plug end to a USB port on your computer.
- Insert the small USB plug end to the sync connector port at the bottom of the phone.

1.5 Turning On the Phone

Turn on the phone by pressing the POWER button on the top left side of the phone for about 3 seconds.

1.6 The Home Screen

The Home screen displays important information, such as upcoming appointments, status indicators, current date, time, profile, and icons of programs that you have recently used. You can open a program directly by selecting its icon and pressing **CENTER SELECT**.

- To access the Home screen from anywhere, press
- To customize the Home screen display, including the background, select Start > Settings > Home Screen.



Home Screen

- 1. Select a recently-used program, and open it directly from the Home screen.
- Displays the current status of your Wi-Fi connection, T-Mobile, date, and the time. Select to open Comm Manager.
- 3. Diplays your T-Mobile® myFavesSM contacts. See Chapter 5 for details.
- Select to set up an e-mail account. Select Hide Me to hide this row on the Home screen.
- Displays the number of new text messages, Multimedia Messages, and E-mail messages. Select to open the Messaging program.
- **6.** Select to display all program icons.
- **7.** Displays notifications, such as missed calls or new messages.
- **8.** Displays the network or connectivity status.
- 9. Displays the T-Mobile HotSpot status. See Chapter 8 for details.
- **10.** Displays the power status.
- **11.** Displays the network signal strength.
- 12. Select to open Contacts, Call History, or Messages.

Use the **NAVIGATION CONTROL** to scroll down the Home screen to see more information. Select the information field to open the associated program.

1.7 Music Player

While music is playing, the Music Player on the Home screen shows the music title and playback time. It also allows you to control music playback right on the Home screen.

Select **Start > Music Plug-In** to toggle between showing or hiding the Music Player on the Home screen.

Music Player plays the music files found in Windows Media® Player Mobile's Music Library. If this is your first time to use Music Player, you may need to open Windows Media® Player Mobile first and update the Music Library. See "Library screen" in Chapter 9 for details.

Playback controls

Press **NAVIGATION** left or right to go through the different buttons on the Music Player. Press **CENTER SELECT** to activate the button.



1.8 Programs On Your Phone

The following table lists icons of the programs that are already installed on your phone or are available on the discs that came with your phone.

Icon	Program	Descrip	tion
	Accessories	2000	Calculator Do basic arithmetic and calculations.
			Clear Storage Clear the memory and restore the phone back to factory default settings.
			Internet Sharing Turn your phone to an external modem for your computer.
			Restore Set Up E-mail Plugin Select to show the Set Up E-mail Plugin on the Home screen.
			SIM Manager Manage the contacts that are stored on your SIM card.
			Voice Recorder Create short voice recordings.
8	ActiveSync	Synchro	nizes information between your phone and PC.
B	Applications	1	Adobe Reader LE View PDF files.
			Camera Capture photos in various modes.
		2	Java Applications Download and install Java-based applications, such as games and tools, on your phone.
			Video Recorder Capture video clips in various modes and duration.
	Calendar	Keep track of your appointments, and create meeting requests.	
	Call History	Keep track of all phone calls made, received, and missed.	
a	Comm Manager	EDGE, BI	your phone's connections (including Wi-Fi, GPRS/ luetooth, and ActiveSync), turn the phone on or ble or disable the Direct Push function, and more.

lcon	Program	Description	
3	Contacts	Keep track of contact information.	
	File Explorer	Organize and manage files and folders.	
	Games	Play two games, Bubble Breaker and Solitaire, that come with your phone.	
	Handango InHand	Browse, purchase, and install applications for your phone.	
E	Internet Explorer	Browse Web and WAP sites as well as download new programs and files from the Internet.	
₩	Instant Messaging	Access various instant messaging programs such as AOL®, ICQ® and Yahoo®.	
P	Live Search	Search for locations that suit your interests, plan a driving route, check map, and see traffic conditions.	
13	Office Mobile	Use the complete suite of Microsoft® Office applications for your phone.	
,,,,		Excel Mobile View and edit Microsoft® Excel® worksheets.	
		PowerPoint Mobile View Microsoft® Powerpoint® presentation files.	
		Word Mobile View and edit Microsoft® Word documents and text files.	
	Messaging	Send and receive e-mails, text messages, and picture messages.	
28	Messenger	Use this mobile version of Windows Live Messenger.	
	Music Plug-In	Show or hide the Music Player plug-in on the Home screen.	

Icon	Program	Description		
ICON	Program	Use T-Mobile® myFaves SM to stay connected to the people who matter most in your life. Simply choose any five U.S.		
	myFaves	phone numbers you call most often, on any network, and have them displayed on your phone's Home screen.		
	Pictures & Videos	View and manage pictures, animated GIFs, and video files on your phone or a storage card.		
	Settings	Personalize your phone to suit the way you use it.		
	Set Up E-Mail	Enjoy unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.		
	Speed Dial	Create speed dial entries for dialing frequently-called phone numbers or for opening frequently-accessed programs.		
	T-Mobile HotSpot	Settings passwor when y You ne HotSpot T-Mobil	our HotSpot username and ord to automatically connect rou are in a T-Mobile HotSpot. ed to have a T-Mobile ot account to access the le HotSpot wireless network. ou are in the T-Mobile ot coverage area. Use this	
		prograi HotSpo	m to log off from T-Mobile ot.	
0	t-zones	Open a WAP browser and visit T-Mobile's t-zones Web site to purchase ring tones, wallpaper, or games to personalize your phone. You can also manage your accounts and access other helpful information.		
××	Task Manager	Close running programs on your phone.		
	Tasks	Keep track of your tasks.		

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lcon	Program	Description
3	Voice Command	Call contacts, open applications, play back music, and get calendar information just by using your voice.
	Voice Notes	Record a voice clip and quickly send it over MMS.
8	Windows Live	Use this mobile version of Windows Live [™] to find information on the Web. It also lets you sign into your Windows Live account so that you can access your Live Mail messages and send/receive instant messages in Live Messenger.
•	Windows Media Player	Play back video and audio files.

1.9 Using the Start Menu

The Start menu is located at the bottom-left corner of the Home screen and displays various program icons that are spread across one or more screens.

To see the available programs in the Start menu

On the Home screen, select **Start**. To see more programs, select **More** or use the **NAVIGATION CONTROL**.



Start menu

1.10 Using the Quick List

The Quick List offers convenient access to a list of functions, such as locking your phone, and keyboard, opening Comm Manager, and choosing a different profile. For more information about profiles, see Chapter 4.

To access the Ouick List

- Briefly press (press and quickly release) the **POWER** button.
 Please note that pressing and holding the **POWER** button turns off the phone.
- Scroll through the list and select the desired option. Then, do any of the following:
 - Choose Select.
 - Press the corresponding number on the QWERTY keyboard.
 - Press CENTER SELECT.
- 3. To exit the Quick List at any time, select Cancel.

1.11 Entering Information

You can enter text, numbers, and symbols by using the QWERTY keyboard. When you select a field that requires entering text or numbers, the phone automatically selects the appropriate input mode. The status indicator on the top-right side of the display screen shows the input mode that you are currently using.

Input modes

abc	Lowercase text input	12#	Numeric or symbol (labeled in blue color) input
<u>ABC</u>	Uppercase text input, caps lock	xt9	T9 text input mode, lowercase
ABC	Uppercase text input	XT9	T9 text input mode, uppercase
12#	Numeric or symbol (labeled in blue color) input, locked	<u>x19</u>	T9 text input mode, caps lock

The QWERTY keyboard

You can do the following with the QWERTY keyboard:

- To type lowercase letters, press the keys using your thumbs or fingers.
- Press once when you want to type symbols (characters in blue) and enter numbers in text fields. Press twice for continuous symbol or number entries.
- To use all uppercase letters, press if first and then press To change back to all lowercase letters, press these buttons again.
- To use a single uppercase letter, press and then press the corresponding key.
- To enter a number or symbol (labeled in blue color), press and then press the corresponding key.
- To open the Symbol pad, press
- Press and then press **SPACE** to open the input menu.
- Press and hold to lock the keyboard.
- Press and hold to toggle between turning on or off silent mode.
- Press and hold to access your voicemail. Your voicemail number must be set up for this to work. To check, select Start > Settings > Phone > Call Options and then check Voice mail number.

The XT9 mode

To form a word in XT9 mode, press the keys that contain the letters you want. As you enter letters, XT9 analyzes your keypresses and attempts to complete the word. XT9 also tries to predict your next word based on previous sentences you have type.

To enter text in XT9 mode

- 1. Press and then press SPACE.
- 2. On the menu, select XT9 English.

While typing, words will appear at the bottom of the screen. Use the **NAVIGATION CONTROL** to choose the word you want to insert and press **CENTER SELECT**.

1.12 Battery Information

Battery performance depends on many factors, including T-Mobile's network configuration, signal strength, the temperature of the environment in which you operate your phone, the features and/or settings you select and use, items attached to your phone's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Talk time: Up to 5 hours
- Standby time: Up to 220 hours
- Playing WMV: Up to 8 hours
- Playing WMA: Up to 12 hours

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 140°F.
- Replace only with the battery pack designated for this product.
- · Recycle or dispose of used battery as stipulated by local regulation.

To check and optimize battery power

On the Home screen, select **Start** > **Settings** > **Power Management**, and adjust the backlight, display, and light sensor settings.



To manage low battery

When the low-battery warning appears, do the following:

- 1. Immediately save your current data.
- 2. Synchronize with your PC or use the AC adapter to charge the battery.
- 3. Turn off your phone. Turn it back on only when you need to use it.

1.13 Customizing Volume Touch Strip Settings

Use the Volume Touch Strip to adjust your system's and/or in call volume.

To customize Volume Touch Strip settings

- 1. Select Start > Settings > Volume Strip Settings.
- 2. Select Enable Volume Touch Strip.
- In Applies to, choose whether the Volume Touch Strip will affect System and In Call volume or In Call volume only.
- 4. Choose the Activation speed. This determines the activation sensitivity of the Volume Touch Strip. If you find that the volume adjusts with the slightest touch of the Volume Touch Strip, choose a slower speed.
- Choose the Sensitivity / tap speed. This determines the Volume Touch Strip's sensitivity to touch once it is activated. If you find that the Volume Touch Strip is not sensitive enough, choose a faster speed.
- 6. Select Done.

Note Choose **Restore default settings** to revert back to the original Volume Touch Strip settings.

1.14 Status Indicators

The following table lists common status indicators and their meanings.

lcon	Description
(T-Mobile HotSpot in use
×	T-Mobile HotSpot detected, user is not logged in
I	Wi-Fi is on, but phone not connected to a wireless network
P	Wi-Fi connected
T	Connecting to wireless network
P .	Synchronizing via Wi-Fi
(III	Battery level
⊂	Low battery
르	Very low battery
(a)	Battery charging
€×	No battery or battery fault
abc	Lowercase text input
<u>ABC</u>	Uppercase text input, caps lock
ABC	Uppercase text input
<u>12#</u>	Numeric or symbol (labeled in blue color) input, locked
12#	Numeric or symbol input (labeled in blue color)
xt9	XT9 text input mode, lowercase
x T9	XT9 text input mode, uppercase
<u>x19</u>	XT9 text input mode, caps lock
E	EDGE available
<u> </u>	EDGE in use
G	GPRS available
⋳ ,	GPRS connecting
G .1	GPRS in use

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lcon	Description
\bowtie	New e-mail or text message (SMS, Short Message Service)
1	New instant message from Live Messenger
% 1	Signal strength
7	Radio connected or no signal
٧×	Radio off
≀□ ;	Vibrate call alert
⊀×	Ringer off
€ E	Speakerphone on
	Voice call in progress
钳	Data call in progress
6,	Calls forwarded
<i>C</i>	Call on hold
€!	Missed call
6	Dialing while no SIM card is inserted
	No SIM card installed
Ð	SIM card with fault
×ø	Microphone muted
8	Bluetooth
()	Bluetooth headset connected
(a)	Sync error

Chapter 2

Using Phone Features

2.1 Using the Phone
2.2 Making a Call
2.3 Receiving a Voice Call
2.4 In-Call Options
2.5 Additional Dialing Information

2.1 Using the Phone

You can use your phone to make, receive, and keep track of voice calls, and send text messages (SMS, Short Message Service) and Multimedia Messages (Multimedia Messaging Service). You can also dial a phone number directly from Contacts, and easily copy SIM contacts to Contacts on the phone.

The Phone screen

From the Phone screen, you can open, call, or find a contact, and even save a new number in Contacts. To access the Phone screen, do any of the following:

- Press (\(\) \(\).
- Directly enter the phone number by pressing numeric keys on the QWERTY keyboard.

Set ring tones

You can choose how to be notified for incoming calls, reminders, new messages, alarms, and more.

To set a ring tone for incoming calls

- 1. On the Home screen, select **Start > Settings > Sounds**.
- 2. In the Ring tone list, select a ring tone.
- Select Done.

If you select Vibrate, the sound is muted and the phone will vibrate when you receive a call. The Vibrate icon () appears in the title bar. Selecting **None** in the Ring tone list mutes the phone. For more information about sounds, see "Choose how to be notified about events or actions" in Chapter 4.

Note To adjust the earpiece volume during a call, use the VOLUME TOUCH STRIP on the side of the phone.

2.2 Making a Call

With your phone, you can make calls from the Home screen, the Phone screen, from Contacts, Speed Dial, Call History, or SIM Contacts (contacts stored on your SIM card). You can choose to dial by name or number.

Make a call from the Home screen

- Enter the phone number or name of the contact on the QWERTY keyboard, and press ().
- Press the **BACK** button or **DEL** key if you need to backspace.



Phone Screen

Tip

You will notice that when you press a key on the QWERTY keyboard, a list of names and numbers is displayed as your phone searches Contacts, Call History, Speed Dial, and your SIM card to find a matching name or number. For example, when you press a key such as 5, names that begin with D will be displayed as well as phone numbers that start with 5. The next key you press continues to narrow the search. When you see the name of the person you want to call, select it, and press ().

Make a call from Contacts

- 1. On the Home screen, select **Start > Contacts**.
- 2. Select the desired contact, and press (\scale=\).

You can also select the desired contact in the contact list, and press **CENTER SELECT** twice (once to view the contact details, and once to dial the associated number).

To specify the number to dial

- 1. On the Home screen, select Start > Contacts.
- 2. Select the contact.
- Press NAVIGATION left or right. The letter representing the number changes to m (mobile). w (work), or h (home).

You can also select a contact in the contact list, and press **CENTER SELECT** to view details and different numbers associated with the contact. Select a number and press () or press **CENTER SELECT** to dial the number.

- You may also access the contact list by selecting Contacts on the Home Screen.
- To view or edit information associated with the selected contact, select Menu > Edit.
- To save a contact on your SIM card, select **Menu** > **Save to SIM**.

Make a call from Call History

- 1. On the Home screen, select Start > Call History.
- 2. Select a name or number, and press (\scale=\).

In the Call History screen, press **CENTER SELECT** to view details, such as the dialed, missed, or received call, call duration, date, and time. Pressing **CENTER SELECT** again dials the associated number.

To customize calls

You can select various options on the Call History screen to customize and filter the calls made, received, or missed.

- To find a name or number in Contacts, select **Menu** > **Find Contact**.
- To send a text message, select Menu > Send Text Message.
- To send an e-mail, select **Menu** > **E-mail**.
- To find the duration of a call, select **Menu** > **View Timers**.
- To remove a call or number from Call History, select **Menu** > **Delete**.
- To remove the list of calls or numbers from Call History, select Menu
 Delete List.

- To save a name or number in Contacts, select Menu > Save to Contacts.
- To categorize the call or number into various call types, select Menu > Filter.

Note You can also save a number in Contacts by selecting Save on the Call History screen.

Make a call from Speed Dial

You can make calls using Speed Dial. To learn how to use Speed Dial, see Chapter 10.

Make a call from SIM Manager

- Select Start > Accessories > SIM Manager. Wait for the contents of your SIM card to load.
- 2. Choose the contact you want to call and select **Menu** > **Dial**.

2.3 Receiving a Voice Call

When you receive a phone call, you have the option to answer, ignore, or reject it. You can also use the **VOLUME TOUCH STRIP** to lower the ringer volume.

To answer, ignore or reject an incoming call

- To answer the call, select Answer, or press ().
- To ignore or reject the call, select Ignore, or press (?).

To end a call

2.4 In-Call Options

Your phone provides various options for managing multiple calls at the same time. You are notified when you have another incoming call, and you have the choice of ignoring 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.



In-Call Options

Note

Call Waiting should be enabled and supported for you to be notified of an incoming call when you are using the phone. To enable Call Waiting, select Start > Settings > Phone > Call Waiting > Provide call waiting notifications.

To answer another call

- 1. Select **Answer** to take the second call and put the first call on hold.
- 2. To end the second call and return to the first call, press (??).

To switch between calls

• To switch between two calls, select **Swap**.

To set up a conference call

- Either put a call on hold and dial a second number, or, answer a second incoming call during a call.
- 2. Select Menu > Conference.

Notes

- If the conference connection is successful, the word "Conference" appears at the top of the screen.
- To add additional persons to your conference call, select Menu > Hold, enter the phone number, and then select Resume to return to the call.

To turn on and off the Speakerphone

The built-in Speakerphone allows you to talk hands-free or lets other people listen to the conversation.

- During a call, select Menu > Speakerphone On. The icon appears at the top of the screen.
- To turn off the Speakerphone during the call, select Menu >
 Speakerphone Off. Alternatively, the speakerphone can be toggled on and off by pressing and holding () during the call.

Note It is not recommended to hold your phone against your ear when the Speakerphone is turned on as this may damage your hearing.

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.

Press the left **SOFT KEY** to select **Mute**. When the microphone is turned off, the $\frac{9}{2}$ icon appears on the screen. Press the left **SOFT KEY** to select **Unmute** to turn on the microphone again.

2.5 Additional Dialing Information

Make an emergency call

Dial the emergency number (911), and press (\lambda).

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

Make an international call

- 1. Press and hold the key on the keypad until appears.
- Enter the full phone number, and press ().
 For example: +(1)(909)(222222222) (country code) + (area code) + (phone number).

Insert a pause or long pause in a dialing sequence

Some international calls or phone numbers require a pause or long pause in the dialing sequence in order for the call to process successfully.

- 1. On the Home screen, select Start > Contacts.
- Select the contact and press CENTER SELECT to open the contact card.
- Select Menu > Edit.
- Position the cursor on the phone number where you want to insert a pause.
- 5. Select Menu > Insert Pause or Insert Wait.

The letter "p" (Insert Pause) or "w" (Insert Wait) will appear in the number sequence to indicate where the pause or long pause will occur.

Note Long pause is not available for contacts stored on the SIM card.

Select Done.

Note When you call a number that contains a long pause, you must press (**\)** again to continue dialing.

Chapter 3

Synchronizing Information with Your Computer

3.1 About Synchronization
3.2 Setting Up Windows Mobile® Device Center on
Windows Vista

3.3 Setting Up ActiveSync® on Windows XP
3.4 Synchronizing With Your Computer
3.5 Synchronizing via Bluetooth
3.6 Synchronizing Music and Video

3.1 About Synchronization

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

- Microsoft® 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 first the synchronization software to your computer. For information on installing and using the synchronization software on your computer, see "Setting Up Windows Mobile" Device Center on Windows Vista" and "Setting Up ActiveSync® on Windows XP" in this chapter.

Ways to synchronize

After you have installed the synchronization software to your computer, synchronize your phone with your computer by using one of the following:

- Connect and synchronize using the supplied USB sync cable.
 Upon connecting the sync cable to your phone and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth.
 You must first set up a Bluetooth partnership between your phone
 and your computer before you can synchronize information
 between them using Bluetooth. For more information about setting
 up a Bluetooth partnership, see Chapter 8. For information about
 synchronizing through Bluetooth, see "Synchronizing via Bluetooth"
 later in this chapter.

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your phone with the Exchange Server at your work. For more information about setting up your phone to synchronize with the Exchange Server, see Chapter 7.

Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista $^{\text{m}}$.

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 phone.

Set up synchronization in Windows Mobile Device Center

- 1. Connect your phone to your PC. Windows Mobile® Device Center configures itself and then opens.
- 2. On the license agreement screen, click Accept.
- 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 phone but not sync Outlook information.

- 4. Select the items that you want to synchronize then click **Next**.
- 5. Enter a device name for your phone and click **Set Up**.

When you finish the wizard, Windows Mobile Device Center synchronizes your phone automatically. Notice that Outlook e-mails and other information will appear on your phone after synchronization.

3.3 Setting Up ActiveSync® on Windows XP

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

Notes

- You can also download ActiveSync 4.5 from the Microsoft ActiveSync Web site:
 - http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx
- From the above Web site, you will find the system requirements for ActiveSync 4.5.

Install ActiveSync

- 1. Insert the Getting Started Disc into the disc drive on your PC.
- 2. Click Setup and Installation.
- Select the ActiveSync check box and click Install.
- 4. Read the license terms and click **Accept**.
- 5. When installation is complete, click **Done**.
- **6.** On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization in ActiveSync

Follow the steps below to set up a synchronization partnership.

- Connect your phone to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization relationship. Click Next to proceed.
- To synchronize your phone with your computer, clear the Synchronize directly with a server running Microsoft Exchange Server check box then click Next.
- 3. Select the items that you want to synchronize and then click Next.

5. Click Finish

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

3.4 Synchronizing With Your Computer

Connect your phone to your PC to synchronize the information between your phone and PC. While your phone is connected, Windows Mobile Device Center or ActiveSync on your PC automatically synchronizes when you make a change on either the PC or your phone.

Start and stop synchronization

You can also manually start and stop synchronization either from your phone or PC.

From your phone

- After connecting your phone to your PC, select Start > ActiveSync on your phone.
- Select Sync to start synchronization.To end synchronization before it completes, select Stop.

Note To delete a partnership with one PC completely, select Menu > Options, select the computer name, then select Menu > Delete.

From Windows Mobile Device Center

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

From ActiveSync on your PC

- To manually start synchronization, open ActiveSync on your PC and click .
- To end synchronization before it completes, click (3).

Change which information is synchronized

You can add or reduce the types of information to synchronize between your phone and PC.

- 1. Before changing synchronization settings on your phone, disconnect your phone from your PC.
- 2. On your phone, select Start > ActiveSync.
- 3. Select Menu > Options.
- 4. Select or clear the items you want to synchronize or not 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.
- To customize settings for an item, select that item and select Settings. Settings are not available for all items.

Notes

- The check boxes of the Favorites, Files, Media, and OneNote items are always grayed out in ActiveSync Options on your phone. You can only select or clear these items from Windows Mobile Device Center or ActiveSync on your computer.
- 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 phone 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 problems

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the ActiveSync connection with your phone in favor of the Internet or network connection. If this happens, select **Start** > **Settings** > **Connections** > **USB to PC**, then clear the **Enable advanced network functionality** check box. This makes ActiveSync utilize a serial USB connection with your phone.

3.5 Synchronizing via Bluetooth

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

To synchronize with a computer via Bluetooth

- Set up the synchronization software (Windows Mobile Device Center or ActiveSync) on your computer to use a Bluetooth connection. For more information, see the software Help on your computer.
- 2. On your phone, select Start > ActiveSync.
- Make sure that Bluetooth on both your phone and the computer are turned on and set to Visible mode. For more information, see "Bluetooth" in Chapter 8.
- 4. Select Menu > Connect via Bluetooth.
- 5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your phone and set up a Bluetooth partnership between your phone and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 8.

Notes

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

3.6 Synchronizing Music and Video

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

Other than selecting the **Media** information type in ActiveSync 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 11 on the PC. (Windows Media® Player 11 works only in Windows XP or later versions).
- · Connect your phone to the PC with a USB cable.
- Set up a sync partnership between the phone and your PC's Windows Media® Player.

Note Use Windows Media® Player 11 to properly transfer digitally protected music files from your computer to your phone. If you do not use Windows Media® Player 11 to synchronize the files, you will not be able to play them on your phone.

For more information about using Windows Media® Player on your phone, see "Windows Media® Player Mobile" in Chapter 9.

Chapter 4

Managing your Phone

4.1 Personalizing Your Phone
4.2 Adding and Removing Programs
4.3 Using Task Manager and Managing Memory
4.4 Managing and Backing Up Files
4.5 Protecting Your Phone
4.6 Restarting Your Phone
4.7 Resetting Your Phone
4.8 Windows Update

4.1 Personalizing Your Phone

Set up the Home screen

The Home screen is your starting place for most tasks. You can gain access to all features and programs from the Home screen.

To customize the Home screen

- 1. On the Home screen, select **Start** > **Settings** > **Home Screen**.
- In Home screen layout, Color scheme, Background image, and Time out, choose the options you want, and select Done.

To set a picture as the background

- 1. On the Home screen, select **Start** > **Pictures & Videos**.
- Select the picture you want to set as the background. Select View or press CENTER SELECT for a larger view of the image.
- 3. Select Menu > Use as Home Screen.
- Use the NAVIGATION CONTROL to select the portion of the picture you want to use, and select Next. If the picture fits the screen, this step is skipped.
- In Adjust the transparency, select a higher percentage for a more transparent picture and then select Finish.

Set date, time, language, and other regional options

Your phone should already be set up with the regional settings that are appropriate for your locale.

To change regional settings

You can specify the language, locale, date and time style, as well as number and currency formatting options.

- 1. On the Home screen, select Start > Settings > Regional Settings.
- 2. In Language, select your preferred language.
- 3. In Locale, select the locale for the language you selected. The Locale option automatically changes the format of the remaining options (such as date, time, and currency) according to the locale you specify.
- 4. Select Done.

To set the date and time

- On the Home screen, select Start > Settings > Clock & Alarm > Date and Time.
- 2. Set the Time zone, Date, and Time, and then select Done.

Choose how to be notified about events or actions

A profile is a group of settings that determine how your phone will alert you to phone events such as incoming calls and notifications.

To change the current profile

- 1. On the Home screen, select Profile [Type]. Example: Profile Normal.
- **2.** Choose a new profile, and select **Done**.
- **Tip** To quickly change the profile, briefly press **POWER** to display the Quick List, and choose a profile.

To edit a profile

- 1. On the Home screen, select Profile [Type]. Example: Profile Normal.
- 2. Select the profile to edit.
- 3. Select Menu > Edit.
- Modify the settings, and select **Done**. To cancel without saving changes, select **Cancel**.
- **Tip** To revert to the default profile settings, select **Menu** > **Reset to default**.

To specify the sound for an event

- 1. On the Home screen, select **Start** > **Settings** > **Sounds**.
- 2. For the desired event, select a sound. Select **None** if you do not want to hear a sound.
- 3. Select Done.
- **Note** For ring tones, you can use sound files in either the .wav, .mid, .wma, or .mp3 file format. For notifications or reminders, you can use .wav or .mid files.
- **Tip** When you select a sound, the sound plays. To hear it again, select **Menu** > **Play**.

To set sound for the keypad and keyboard

- 1. On the Home screen, select **Start** > **Settings** > **Sounds**.
- In Keypad control, select a sound. Select None if you do not want to hear any sound while pressing a key.
- 3. Select Done.

To copy a sound to your phone

After a sound file is located on your phone, you can use it for a ring tone, notification, or reminder. Sound files in either .wav, .mid, .wma, or .MP3 formats can be used.

- 1. Connect the phone to your PC using a USB connection.
- 2. On your PC, copy the sound file you want.
- 3. In Windows Mobile Device Center, click File Management > Browse the contents of your device.

Or

In ActiveSync on your PC, click **Explore** and double-click **My Windows Mobile-Based Device**.

 Save the sound file on your phone by going to Application Data > Sounds, and pasting the file into that folder.

To set an alarm

- On the Home screen, select Start > Settings > Clock & Alarm > Alarm.
- 2. In Alarm time, enter the time for the alarm to go off.
- 2. In Alarm, choose when you want the alarm to go off.
- 4. Select Done.

Set personal information

Entering and displaying owner information are best practices; they allow someone to return the phone to you in case it is lost.

To enter owner information

- 1. On the Home screen, select **Start** > **Settings** > **Owner Information**.
- 2. Enter the necessary information and select **Done**.

Set performance and maintenance options

To change accessibility settings

- 1. On the Home screen, select **Start** > **Settings** > **Accessibility**.
- 2. Select your preference for the following:
 - In System font size, set the size of the font that is displayed on the screen.
 - In Multipress time out, set the length of time between keypresses when entering text in Multipress mode.
 - In Confirmation time out, set the delay before an unconfirmed action times out.
 - In In-call alert volume, set the volume for incoming call or receiving new message alerts while you are in a call.
- 3. Select Done.

To change power management settings

You can use Power Management to check the battery, and configure settings that prolong battery life.

- 1. On the Home screen, select Start > Settings > Power Management.
- 2. Adjust the following settings:
 - In Backlight time out on battery / AC, select the amount of time for the phone to be idle before the backlight turns off when using the battery or AC power.
 - In Display time out on battery, select the time limit for the phone to be idle before the screen turns off when using the battery or AC power.
- Select Done.

Tip Main battery indicates the amount of battery life remaining.

To find the operating system version number

On the Home screen, select **Start** > **Settings** > **About**.

To find the phone specification

On the Home screen, seelct Start > Settings > System Information.

4.2 Adding and Removing Programs

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

To add programs

- Download the program to your PC (or insert the disc 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 phone and processor type.
- 2. Read the installation instructions that comes with the program.
- 3. Connect your phone to the PC and then double-click the *.exe file.

To remove a program

- 1. On the Home screen, select Start > Settings > Remove Programs.
- 2. Scroll to the program to remove and then select **Menu** > **Remove**.

4.3 Using Task Manager and Managing Memory

To check how much memory is available

- 1. On the Home screen, select **Start** > **Settings** > **About**.
- 2. Scroll down to Available Memory.

To close running programs in Task Manager

Task Manager allows you to close programs currently running on your phone to free up storage space.

- 1. Select Start > Task Manager.
- On the Task Manger screen, select Menu to open a list that lets you go to a specific program, stop running programs, and view system information.
- **3.** Choose a program on the list and select **Menu** > **Stop**.



4.4 Managing and Backing Up Files

You can back up files to your PC using Windows Mobile Device Center or ActiveSync or copy files to a storage card that is installed on your phone. You can also efficiently manage your files and folders using File Explorer installed on your phone.

Copy files using Windows Mobile Device Center/ ActiveSync to the PC

- 1. Connect your phone to your PC.
- 2. In Windows Mobile Device Center, click File Management > Browse the contents of your device.

Or

In ActiveSync on your PC, click **Explore**. This opens the Mobile Device folder for your phone.

- 3. Browse your phone for files that you want to copy to your PC.
- Select and copy the files [Ctrl + C] and then paste them [Ctrl+V] to the destination folder in the PC.

Copying a file results in separate versions of a file on your phone and PC. Changes made to one file will not affect the other since the files are not synchronized.

Use File Explorer

File Explorer provides many easy-to-use features for file and folder management.

To start File Explorer

On the Home screen, select **Start > File Explorer**.

File Explorer operates in the following two views:

- List View
- Icons View

File Explorer displays the entire file structure in your phone's memory. The functions focus primarily on folder management. When initially started, File Explorer is in List View by default. To switch between views, select **Menu** > **View** > **Icons** or **List**.





In File Explorer, select **Menu** to open a list that lets you send or beam the file, view the file's properties, sort the files, and more



File Explorer - Icons View



To send a file as an e-mail attachment

- 1. In File Explorer, select a file and select **Menu > Send**.
- 2. On the Messaging screen, select an e-mail account.
- **3.** The file will automatically be attached to the new message. Specify the recipient and subject, and type your message.
- 4. Select Send.

Note You can also send the file via Picture Message.

4.5 Protecting Your Phone

You can protect your phone from unauthorized use by requiring a PIN (personal identification number) in order to make calls. Your default PIN is **1234**.

Additionally, you can also lock the keypad/keyboard or the entire phone.

To enable the SIM PIN

- On the Home screen, select Start > Settings > Security > Enable SIM PIN.
- 2. Enter the PIN, and select Done.

Note To cancel without enabling the SIM PIN, press **HOME**.

To disable the SIM PIN

- On the Home screen, select Start > Settings > Security > Disable SIM PIN.
- 2. Enter the PIN, and select **Done**.

To change the SIM PIN

Be sure to make a note of your personal identification number (PIN). When the SIM PIN is enabled, you must provide this PIN to unlock the phone.

- 1. Select Start > Settings > Security > Change SIM PIN.
- 2. In Old PIN, enter the current PIN.
- 3. Enter and confirm the new PIN, and select **Done**.

To lock the keypad and keyboard

Locking the keypad and keyboard turns off its functionality. This is a helpful feature if, for example, the phone is turned on and in your pocket, and you want to prevent accidental keypresses.

On the Home screen, press and hold (O). Once the keypad and keyboard are locked, the left **SOFT KEY** label changes to **Unlock**.

Tip To quickly lock the keypad and keyboard, press **POWER** briefly to display the Quick List, and select **Key lock**.

Note You can still receive calls and make emergency calls when the keypad and keyboard are locked.

To unlock the keypad and keyboard

On the Home screen, select **Unlock** and press 2.



To enable the phone lock

- 1. On the Home screen, select Start > Settings > Security > Device lock
- 2. Select **Prompt if device unused for** then select the amount of time for the phone to be inactive before automatically locking.
- 3. Select the **Password type**, then enter and confirm your password.
- 4. Select Done

Once you configure the phone lock settings, you can enable the phone lock Note from the Ouick List directly without configuring the settings again.

To disable the phone lock

Select **Unlock** and then enter the password you have set to unlock your phone.

To encrypt files on the microSD card

Select Start > Settings > Security > Encryption and choose Encrypt files placed on storage cards.

4.6 Restarting Your Phone

Restart your phone when a program is not performing properly or the phone is not responding to any keypresses.

To restart the phone

- 1. Remove the battery.
- 2. Wait 3 seconds, then reinsert the battery and turn on your phone.

WARNING!

If the phone is restarted while a program is running, unsaved work will he lost.

4.7 Resetting Your Phone

Resetting your phone will remove all the data from its memory and restore the phone back to the factory default settings.

WARNING!

All your data will be deleted, it is recommended that you back up your data first before resetting your phone.

To reset your phone

- 1. Select Start > Accessories > Clear Storage.
- 2. Follow the on-screen instructions to reset the phone.

The phone will restart after it has been reset.

4.8 Windows Update

Link to Microsoft's Web site and update Windows Mobile® on your phone with the latest security patches or fixes.

To set up Windows Update

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

- Select Start > Settings > Windows Update.
- On the Update Setup screen, select Next.
- Select how you want to check for updates, Manual or Automatic, then select Next.
- Choose whether or not to use your data plan to check for updates. Select Next.
- 5. Select Finish.



To change Windows Update options

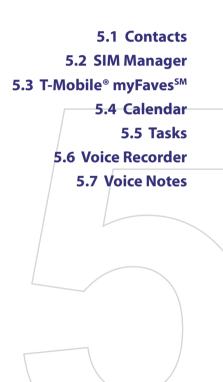
- Select Start > Settings > Windows Update.
- 2. Select **Menu** and choose the option you want to change.
 - Choose Connections to change how the device connects to the Internet when checking for updates.
 - Choose Change Schedule to change how Windows Update checks for patches on the Microsoft Web site.



Tip You can check for updates whenever you want by selecting **Check Now** on the Windows Update screen.

Chapter 5

Organizing Phone Information



5.1 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with.

If you use Outlook on your PC, you can synchronize contacts between your phone and PC.

Create a contact on your phone

To create a new contact on your phone

 On the Home screen, select Contacts (if available) or select Start > Contacts > New > Outlook Contact.

To create a new contact on your SIM card, select **SIM Contact.** You can also use SIM Manager to add contacts to your SIM card. For more information about SIM Manager, see "SIM Manager" in this chapter.

- 2. Enter information for the new contact.
 - To easily identify who is calling you, you can assign a custom ring tone to each Outlook contact. To assign a custom ring tone, scroll down to and select **Custom ring tone** and select the ring tone you want.
 - To assign a picture to a contact, scroll down to Pictures and select Select a picture and choose the picture you want. To remove the picture, select Menu > Remove Picture.
- Select Done.

Tip If someone who is not in your list of contacts calls you or sends you a message, you can quickly create a contact from Call History or from the message by selecting **Menu** > **Save to Contacts.**

Edit and call a contact

To view and edit a contact information

- On the Home screen, select Start > Contacts.
- Select the contact whose information you want to view or edit and select Menu > Edit.
- 3. When finished making changes, select Done.

To call a contact from the contact list

- 1. On the Home screen, select Start > Contacts.
- Select the contact to call and press (). The contact's default phone number is dialed.
- Tip To call a phone number other than the default, select the contact, scroll to the number you want to dial, and press (...).

Find a contact

To find a contact

1. On the Home screen, select Start > Contacts.

Note If you are not in Name view, select **Menu > View By > Name**.

- 2. Do one of the following:
 - Begin entering a name or phone number of the contact until the contact is displayed. When you press a key, such as 5, you find names that begin with D, as well as phone numbers that start with 5. The next key you press continues to narrow the search.
 - If you have assigned categories (e.g. Business) to your Outlook contacts, you can filter the contact list by categories. In the contact list, select Menu > Filter and then select a category. To show all contacts again, select All Contacts.
 - If you have entered information under Company for your Outlook contacts, you can quickly locate the contacts that work for a specific on your phone. In the contact list, select Menu > View By
 Company. Select the company to see the contacts who work there.

Share contact information

To beam contact information to another device via Bluetooth

- On the Home screen, select Start > Contacts and then select the contact whose information you want to beam.
- 2. Select Menu > Send Contact > Beam.
- Select the device where you want to beam the contact details to and select Beam.

Note Before you can beam, make sure Bluetooth is turned on and set to **Visible** mode on your phone and the target mobile device. For more information, see "Bluetooth" in Chapter 8.

To send contact information via a text message

- On the Home screen, select Start > Contacts and then select the contact whose information you want to send.
- Select Menu > Send Contact > Text/Multimedia. Select the contact information that you want to send and select Done.
- In the new text message, enter the mobile phone number of the person to whom you are sending the contact information to and select **Send**.

To send contact information via Picture Message

- 1. On the Home screen, select Start > Contacts.
- 2. Select a contact, then select Menu > Send as vCard.
- **3.** Enter the recipient in **To** of the Picture Message, then select **Send**.

If the recipient accepts the beam, text message, or Picture Message, the contact information you sent are automatically saved in that person's Contacts list.

5.2 SIM Manager

SIM Manager allows you to view the contents of your SIM card and transfer contacts from your SIM card to your phone and vice versa.

To create a contact on your SIM card

- 1. Select Start > Accessories > SIM Manager.
- 2. Select **New** and enter the contact name and phone number.
- Select Save.

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

To copy SIM contacts to your phone

- 1. Select Start > Accessories > SIM Manager.
- Select a SIM contact or select all SIM contacts by selecting Menu > Select All
- 3. Select Menu > Save to Contacts.

To copy phone 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. You can edit this indicator first before you start copying contacts to your SIM card.

- Select Start > Accessories > SIM Manager > Menu > Tools > Options.
- 2. On the Options screen, select the check boxes of the types of phone numbers that you want to be added to the SIM card.
- 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, select Edit, enter your desired indicator, then select Save.

- 4. After modifying, select **OK**.
- 5. Select 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 select **Save**.

To display your phone number in SIM Manager

- On the SIM Manager screen, select Menu > Tools > List of Own Numbers.
- 2. Select Edit.
- 3. Change the name, if desired, then enter your mobile phone number.
- 4. Select Save.

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



5.3 T-Mobile® myFavesSM

T-Mobile® myFaves™ helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen.

For more information about the benefits of using T-Mobile® myFavesSM and how to subscribe to this service, visit http://www.t-mobile.com.

myFaves on the Home screen

Once your subscription to T-Mobile® myFavesSM service has been activated, myFaves will show on your phone's Home screen. You can add contacts by simply selecting the circles that you see on the Home screen. You can also associate your contacts with preset icons or their actual photos.



Press left or right **NAVIGATION** to scroll through your myFaves contacts and then press **CENTER SELECT** to add, edit or view a contact.

Add myFaves contacts

To add myFaves contacts, you can create new contacts or add existing contacts from your phone or SIM card.

- 1. Select an empty circle on the Home screen or the myFaves program.
- 2. Choose whether to create a new contact or use an existing contact.





Note If you choose Create New, you need to fill in the Name and Number.

- 4. Under Icon, select Change icon to associate the contact with an image. You can choose to take a picture or use an existing image or icon on your phone.
- 5. Set a Ring tone for the contact, then select Save.
- 6. In the Confirmation screen, select Yes.
- 7. Select **OK** in the two succeeding screens.

Call a myFaves contact

- 1. On the Home screen, select the myFaves contact you want to call.
- 2. On the Profile screen, select Call.



You can also choose to send the contact an e-mail, text message, multimedia message, or voice note.

To view the activity log of the contact

Select **Log** on the Profile screen to view the activity log of the selected contact. From the Log screen, you can read a new text message, view/reply a missed call, play a voice note, and more.



Edit a myFaves contact

- On the Home screen, select the myFaves contact you want to edit then select **Options**.
- 2. In the Options menu, select one of the following:
 - Edit Profile. Modify the contact's name or phone number.

- Edit Email. Add or change the e-mail address of the selected contact.
- Change Icon. Associate another image to your contact.
- Replace Contact. Replace with another contact.
- Set as Favorite. Set the current contact as your primary myFaves contact. It will appear as your first myFaves contact on the Home screen, and will also be selected automatically whenever you launch the myFaves program.

To show or hide myFaves on the Home screen

You can set the Home screen to show or hide your myFaves contacts.

- 1. Select Start > myFaves > Menu > myFaves Settings.
- Select Show myFaves Contacts on Home Screen to show your myFaves contacts, or select Hide myFaves Contacts on Home Screen to hide them from the Home screen.
- 3. Select OK to confirm.

5.4 Calendar

Use Calendar to schedule appointments, including meetings and other events. If you use Microsoft® Office Outlook® on your PC, you can synchronize appointments between your phone and PC.

Create a personal appointment

To set Calendar options

- 1. On the Home screen, select **Start > Calendar**.
- 2. Select Menu > Tools > Options.
- Scroll through the available settings and set your desired default options.
- 4. Select Done.

To schedule an appointment

- 1. On the Home screen, select **Start > Calendar**.
- 2. Select Menu > New Appointment.

- 3. Enter information about the appointment.
 - To schedule an all-day event, in **End time**, select **All day event**.
 - · To make the appointment recurring, select Occurs.
- 4. Select Done.

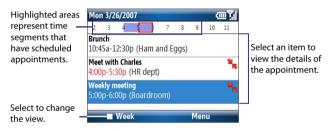
Note All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

View your appointments

To view your schedule

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

- On the Home screen, select Start > Calendar.
- Press the left SOFT KEY or select Menu and choose the view you want.



Agenda View

An appointment with the icon indicates that the scheduled appointment has a conflict with one or more existing appointments.

Send appointments

To send a meeting request

You can send meeting requests via e-mail to persons that use Microsoft® Office Outlook® or Microsoft® Office Outlook® Mobile.

- 1. Select Start > Calendar.
- Schedule a new appointment and then scroll down to Attendees and select No Attendees.

Select **Add Required Attendee** or **Add Optional Attendee** to add the contacts you want to send the meeting request to.

Note You can only specify if an attendee is required or optional if your phone is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 7.

Choose the contact(s) you want to send the meeting request to and select Select.

Note To remove an attendee from the list, select the attendee and select

Menu > Remove Attendee

 On the New Appointment screen, select **Done**. The meeting request is sent out.

Note 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 a calendar appointment

You can send a calendar appointment to another phone over Picture Message.

- 1. On the Home screen, select Start > Calendar.
- 2. Select an appointment, then select **Menu** > **Send as vCalendar**.
- Enter the recipient in the To line of the Picture Message, then select Send.

5.5 Tasks

Use Tasks to keep track of things you need to do.

To create a task

- On the Home screen, select Start > Tasks.
- Select Menu > New Task.
- 3. Enter the necessary task information and select **Done**.
 - Set a Priority for the task. This item can be referenced when sorting tasks.
 - Enter a Start date and Due date if the task starts and ends at a specific time.
 - Enter a **Reminder** if you want to be notified if the task is due.
 - Enter the Categories (you can set more than one) that best describes the task. This item can be referenced when filtering tasks.

Notes

- You can synchronize information on your phone with your PC to keep your task list up to date in both locations.
- If you create a new task with a reminder on your PC and then synchronize tasks with your phone, the reminder will play at the time that was set on your PC.

To locate a task

- 1. On the Home screen, select Start > Tasks.
- 2. In the task list, do one of the following:
 - To sort the list, select **Menu** > **Sort by**, and select a sort option.
 - To filter the list by category, select Menu > Filter, and choose the category you want displayed.

To mark a task as completed

- 1. On the Home screen, select Start > Tasks.
- **2.** Select the task, and select **Complete**.

5.6 Voice Recorder

Use Voice Recorder to create short voice recordings. Voice recordings are included in the All Notes list and are named consecutively (Recording1, Recording2, and so on).

To create a voice recording

- 1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
- 2. Hold the phone's microphone near your mouth.
- 3. Select **Record** and say your voice recording.
- **4.** Select **Stop** to stop recording a voice recording.

To delete a voice recording

- 1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
- 2. Select the voice recording to delete and select **Menu** > **Delete**.
- Select Yes.

Tip If you delete a voice recording that has a default name, such as Recording 1, this name becomes available for a new voice recording.

To listen to a voice recording

- 1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
- **2.** Select the voice recording to play, and press **CENTER SELECT**.
- **Tip** To stop listening to the voice recording, select **Stop** while the voice recording is playing.

To use a voice recording as a ring tone

- 1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
- 2. Select the voice recording, and select **Menu** > **Set As Ringtone**.

5.7 Voice Notes

Voice Notes lets you record a voice clip and quickly send it via Multimedia Messages.

To record a voice clip

- 1. On the Home screen, select **Start** > **Voice Notes**.
- 2. Hold the phone's microphone near your mouth.
- Select Record to start recording your voice clip. You can select Pause to temporarily stop recording. When you want to continue recording, select Resume.
- 4. Select **Stop** to stop recording.
 - **Note** Select **Menu** > **Play** to play back the recorded voice clip. If you are not satisfied with the recording, select **Menu** > **Re-record to record again**.
- Select Send to automatically open the Multimedia Message program with the voice note file automatically inserted as the audio file for the Picture Message.

Chapter 6

Exchanging Messages

6.1 Messaging
6.2 Text Messages
6.3 Picture Messages
6.4 Using Instant Messaging
6.5 Set Up E-Mail
6.6 Using E-mail
6.7 Using Keyboard Shortcuts

6.1 Messaging

Messaging is where all of your e-mail, text message, and Picture Message accounts are located. When you receive a new message, you can open that particular message from the Home screen. Simply scroll to the row where the new message is and select it

To access your message accounts, select **Start > Messaging** and then select the account you want to open.



While in a messaging account's main screen, select **Menu > Tools > Switch Accounts** to switch to another message account.

To change message account settings

- On the Messaging screen, select the message account whose settings you want to change and select Menu > Settings.
- On a message account's message list, select Menu > Tools > Options.

6.2 Text Messages

Send short text messages to your contacts.

Compose and send text messages

To compose and send a text message

- 1. On the Home screen, select **Start > Messaging**.
- Select Text/Multimedia and select Select
- Select Menu > New > SMS.
- 4. Enter the mobile phone number of one or more recipients, separating them with a semicolon (;). To access phone numbers from Contacts, in To, press CENTER SELECT and select a recipient from the list.
- 5. Enter your message. You can enter up to 160 characters in one message.
- Select Send.

Tips

- To cancel the text message, select **Menu** > **Cancel Message**.
- If you want to know if your text message was received, before sending the message, select Menu > Message Options and choose Request message delivery notification.

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 T-Mobile until the next time the phone is turned on.

- Save your SMS messages to your SIM card by selecting Menu > Copy to SIM.
- Copy SMS messages saved on your SIM card to the Inbox by selecting Menu > Copy to Inbox. Copying them to your phone results in duplicate messages in the Inbox folder when the SIM card is in use.
- The icon next to a message indicates that it is saved on the SIM card.

6.3 Picture Messages

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.

To access Picture Messages

On the Home screen, select **Start > Messaging > Text/Multimedia**.

Note

When you purchase your phone, it is already preset with T-Mobile's Picture Message setings. If you accidentally lost the preset settings or you want to add another wireless service provider, you can configure the settings while composing a Picture Message.

Create and send Picture Messages

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

To start composing a Picture Message

- On the Home screen, select Start > Messaging > Text/ Multimedia > Menu > New > MMS.
- 2. In **To**, enter the recipient's phone number or e-mail address.
- **3.** In **Subject**, enter a subject for your message.



- Select Insert Picture/Video to select a photo or video clip from the Select Media screen and insert it.
 - To capture a new photo or video, select **Menu > Capture Picture/ Video**.
 - **Tip** After inserting a Picture message element, press **NAVIGATION** right to add a new slide.
- **5.** Select **Insert Text** to enter text for your Picture message.
 - To insert predefined text or emoticons, select Menu > My Text or Insert Emoticon.

- To insert contact details of a contact or appointemt details, select Menu > Insert Contact or Insert Calendar. You can then choose the details that you want to insert.
- 6. Select Insert Audio to insert an audio clip. Select an audio clip on the Select Audio screen.
 - To record a new audio clip, select **Menu** > **Capture Audio**
- 7. Select **Send** to send the message.

Notes

- To send a copy of this message to others, access **Cc** and **Bcc** by selecting Menu > Options > Send Options.
- To remove the photo, text, or audio, select the item and press (\leftarrow).

View, reply to and block Picture Messages

To receive Picture Messages

On any Picture message folder screen, select **Menu** > **Send/Receive**. By default, messages are automatically downloaded to your phone.

To view a Picture Message

You can view Picture Messages in several ways.

- Press **CENTER SELECT** to view and play the message on your phone. Select Pause or Menu > Stop to pause or stop the playback of the message.
- Select Menu > Object View to see a list of files included in the message. To open a file, select it and select Open. To save a file, select it, and select Save, Menu > Save Audio, or Menu > Save Photo.
- View each slide included in the message by selecting Menu > Next.

To reply to a Picture Message

Select **Menu > Reply > Reply** to reply to the sender of the message, or select Menu > Reply > Reply All to reply to all persons listed in the To and CC boxes of the message. Select **Menu > Reply > Forward to** forward the message to someone else.

To block a phone number from sending you Picture Messages

You can choose to block a phone number from sending you Picture messages if you do not want to receive future Picture messages from that number.

- View the Picture Message then select Menu > Show Message Details.
- In the MMS Details screen, select the contact in the From field then select Menu > Open.
- Select the number on the screen and press CENTER SELECT. On the menu that opens, select Save to Blacklist.

Note By adding the number to the Blacklist, you will not receive future Picture messages from that number. To edit the MMS Blacklist, on a Picture Message, select Menu > Options > Message Options > Menu > Edit Blacklist. Here you can remove a number from the Blacklist.

6.4 Using Instant Messaging

AIM®

You will need an AIM® account to use instant messaging. To set up an account, go to http://www.aim.com/t-mobile.

To sign on

- 1. On the Home screen, select **Start** > **Instant Messaging**.
- 2. Select AOL Instant Messenger.
- Type your screen name and password. Note that your password is case-sensitive.
- Scroll to Save password and Auto-Sign On and press CENTER SELECT to place checks in the check boxes, if desired.
- 5. Select Sign On.

To sign off

- At Buddy List®, select Menu > Sign Off.
- 2. Select Yes.

To add a buddy

- 1. At Buddy List®, select Menu > Add Buddy.
- 2. Type your buddy's screen name and select Add.

To delete buddy

- 1. At Buddy List®, scroll to the buddy you want to delete.
- 2. Select Menu > Delete Buddy.
- Select Yes.

To send message to buddy

- At Buddy List*, scroll to and select the buddy you want to send a message.
- Select Menu > Send IM.
- 3. Type your message and select Menu > Send IM.

To send message to unlisted buddy

- 1. At Buddy List®, select Menu > Send IM to.
- 2. Type your buddy's screen name and select OK.
- 3. Type your message and Menu > Send IM.

To block buddy

- 1. At Buddy List®, scroll to the buddy you want to block.
- 2. Select Menu > Block.
- 3. Select Yes.

To set away status

- 1. At Buddy List®, select Menu > My Status.
- 2. Scroll to and select Away.

ICO®

You will need an ICQ account to use instant messaging. To set up an account, go to http://www.icq.com.

To sign on

- 1. On the Home screen, select **Start** > **Instant Messaging**.
- 2. Scroll to and select ICO®.

- Type your ICQ® number and password. Note that your password is case-sensitive.
- Scroll to Save password and Auto-Sign On and press CENTER SELECT to place checks in the check boxes, if desired.
- Select Connect.

To sign off

- At contact list, select Menu > Disconnect.
- 2. Select Yes.

To add contact

- 1. At contact list, select Menu > Add User.
- 2. Type the contact's ICQ® number and nickname.
- 3. Select Add.

To delete contact

- 1. At contact list, scroll to the contact.
- 2. Select Menu > Delete User.
- 3. Select Yes.

To send message to a contact

- 1. At contact list, scroll to the contact.
- 2. Select Menu > Send message.
- 3. Type your message and select Menu > Send message.

To send message to unlisted contact

- 1. At contact list, select Menu > Send message to.
- 2. Type the contact's ICQ® number and select OK.
- **3.** Type your message and select **Menu** > **Send message**.

To block contact

- 1. At contact list, scroll to the contact you want to block.
- 2. Select Menu > Block.
- Select Yes.

To set away status

- 1. At contact List, select Menu > My Status.
- 2. Scroll to and select Away.

Yahoo!®

You will need a Yahoo!® account to use instant messaging. To set up an account, go to http://messenger.yahoo.com.

To sign in

- 1. On the Home screen, select **Start** > **Instant Messaging**.
- 2. Scroll to and select Y! Messenger.
- Type your Yahoo! ID and password. Note that your password is casesensitive.
- Scroll to Save password and Auto-Sign On and press CENTER SELECT to place checks in the check boxes, if desired.
- 5. Select Sign In.

To sign out

- 1. At contact list, select Menu > Sign Out.
- 2. Select Yes.

To add contact

- 1. At contact list, select Menu > Add Contact.
- 2. Type the contact's Yahoo! ID and select Add.

To delete contact

- 1. At contact list, scroll to the contact you want to delete.
- 2. Select Menu > Delete Contact.
- 3. Select Yes.

To send message to contact

- 1. At contact list, scroll to the contact you want to send a message.
- 2. Select Menu > Send a Message.
- 3. Type your message and select **Menu** > **Send Message**.

To send message to unlisted contact

- 1. At contact list, select Menu > Send a Message to.
- 2. Type the contact's Yahoo! ID and select OK.
- 3. Type your message and select Menu > Send Message.

To set away status

- 1. At contact List, select Menu > My Status.
- 2. Scroll to and select Away.

6.5 Set Up E-Mail

Set Up E-Mail provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

Note Restrictions may apply. Contact your e-mail provider for additional information

To add e-mail accounts using Set Up E-mail

- 1. Select **Set Up My E-Mail** on the Home screen.
- On the Select Account screen, select the type of e-mail accounts you want to add to your device.



To set up AOL/AIM Mail or Yahoo! Mail

Select **AOL/AIM Mail** or **Yahoo! Mail**, then simply enter your e-mail address and password.

To set up Windows Live Mail

Select **Windows Live**, then sign in using your Windows Live ID. See Chapter 8 for details.

- 1. On the Select Account screen, select Outlook E-mail.
- 2. To send and receive personal e-mail on your phone:
 - Check if the synchronization software has been installed on your PC and a sync partnership has been created with your phone. If these have been done, then just connect your phone to your PC to send and receive Outlook e-mails.

If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in Chapter 3.

- 3. To set up your company e-mail account on your phone:
 - Set up your phone to synchronize via a wireless LAN or over-theair connection with your company's Exchange Server. For more information about synchronizing with the Exchange Server, see Chapter 7.

To set up a POP3 or IMAP4 e-mail account

If you have an e-mail account from an ISP and other Web-based accounts such as Gmail®, add them as POP3 or IMAP4 accounts on your device.

- 1. On the Select Account screen, select Other E-mail.
- 2. Enter your e-mail address and password, then select **Next**.

Note If your e-mail provider settings cannot be found, you will be prompted to enter settings such as the incoming and outgoing server names. Ask from your provider about these settings.

To access your e-mail accounts

Select **Start > Messaging**. You will see your e-mail accounts in the Messaging screen.

6.6 Using E-mail

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

Create and reply to e-mails

To compose and send an e-mail

- 1. Select **Start > Messaging** then select an e-mail account.
- Select Menu > New.
- Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, select To.
- Enter a subject and compose your message. To quickly add common messages, select Menu > My Text and select a desired message.
- Select Send.

Tips

- To set the priority, select 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 an e-mail

- In the message that you are composing, select Menu > Insert and select 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

Filter the e-mail messages in your Inbox to only display the e-mails that contain the sender or e-mail subject you are searching for.

Enter the sender name or e-mail subject you want to look for using the keypad or keyboard. As you press keys, the list narrows down to the conditions you set.

For example, pressing "B" then "E" narrows the list to only the e-mails that contain sender names and/or e-mail subjects that start with "BE."



Note This feature works for all Messaging accounts.

View and reply to e-mails

To read incoming messages

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

- Scroll down to the end of the message and select Get the rest of this message; or
- Select Menu > Download Message.

To download an attachment

In an open message with an attachment to download, select the attachment. If there is more than one attachment, select the other attachments to download them. You can directly open the file in the associated program after you download them by selecting the attachment again.

To reply to or forward an e-mail

- Open the message and select Menu > Reply > Reply, Reply All, or Forward.
- Enter your response. To quickly add common messages, select Menu
 My Text and select a desired message.
- 3. Select Send.

Tips

- · To see more header information, scroll up.
- To always include the original message, from the list view, select
 Menu > Tools > Options > Sending, and select the Include copy of original message when replying to e-mail 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.

- Set the message format to HTML. To find out how to set the message format, see "Customize e-mail settings".
- Select Start > Messaging, select your e-mail account, and open an HTML e-mail that you received.
- **3.** Select **Get the rest of this message** that's shown at the bottom of the message to download the whole message.
- Scroll up (if needed) and select Click to scroll right to be able to scroll sideways and get a complete horizontal view of the message.

Note If images do not immediately appear, select Internet pictures blocked > Download Internet pictures.

- Select Reply or select Menu > Reply and choose whether to reply to the sender(s) or forward the message.
- 6. Enter your response and select Send.

Tip E-mail can contain hyperlinks to Web pages.

Send and download e-mails

The manner in which you send and receive e-mails depends on the type of e-mail account you have.

To send and receive e-mail for an Outlook account

- 1. Select Start > ActiveSync.
- 2. Connect your phone to your PC.
 - Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with your company e-mail server. See Chapter 7 for details.
- Synchronization automatically begins, and your phone sends and receives Outlook e-mail.
- Tip You can also manually synchronize anytime by selecting **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 first need to connect to the Internet or your corporate network.

- Select Start > Messaging and select your POP3/IMAP4 e-mail account
- Select Menu > Send/Receive. The messages on your phone and e-mail server are synchronized: new messages are downloaded to the phone Inbox folder, messages in the phone Outbox folder are sent, and messages that have been deleted from the server are removed from the phone Inbox folder.

Customize e-mail settings

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

- 1. Disconnect your phone from the computer.
- 2. Select Start > ActiveSync.
- 3. Select Menu > Options, select E-mail, then select Settings.
- On the E-mail Sync screen, set the Download size limit and Message format.
- 5. Close ActiveSync and reconnect your phone to the computer.

To change the download size, e-mail format and other settings for POP3/IMAP4 e-mail

- 1. Select Start > Messaging.
- Use the up/down NAVIGATION to select your POP3 or IMAP4 e-mail account, then select Menu > Settings.
- **3.** You can make changes to your e-mail address, user name, password, etc., and customize the following settings:

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

4. When you have finished customizing settings, select 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 phone, select **Menu > Options**.
- 2. Select the E-mail information type and select Settings.
- 3. Select Menu > Advanced.
- 4. In the Mv e-mail addresses text box, enter your e-mail address.
- 5. Select Done.

6.7 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

- Select Start > Messaging and select a messaging account (Text/ Multimedia or any e-mail account).
- 2. While on a message list, press any key.
- If this is your first time to use keyboard shortcuts, the following Message Tips screen will appear first:



Select **OK** to close the screen.

4. Press and hold the "0" key until the shortcuts list is displayed. Scroll up or down to view the whole list.



To use a keyboard shortcut

Press and hold the respective key. For instance, to reply to a message, press and hold ${\bf 2}$.

Chapter 7

Working with Company E-mails and Meeting Appointments

7.1 Synchronizing Your Phone with the Exchange Server
7.2 Working with Company E-mails
7.3 Managing Meeting Requests
7.4 Finding Contacts in the Company Directory
7.5 E-mail Security

7.1 Synchronizing Your Phone 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 phone 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.

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 phone. You need to get the following information from your network administrator and enter them on your phone: Exchange Server name (must be the Outlook Web Access server name), domain name, and the user name and password that you use at work.

You can set up the Exchange Server connection either from your phone or vour PC.

Set up an Exchange Server connection from your phone

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

- Select Set Up E-Mail on the Home screen, or select Start > Set Up E-mail.
- On the Select Account screen, select Outlook E-mail then select Next.
- 3. On the ActiveSync screen, select set up your device to sync with it.



- 4. In Server address, enter the Exchange Server name, and select Next.
- 5. Enter your user name, password, and domain, and select Next.
- **6.** Select the check boxes of the types of information items that you want to synchronize with the Exchange Server.



Tip To change the rules for resolving synchronization conflicts, select **Menu** > **Advanced**.

- To change synchronization settings of an information type, for example, E-mail, select the type of information, and select Menu > Settings.
- Select Finish.

Note If you synchronized e-mails with your PC before, open ActiveSync on your phone and select 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.

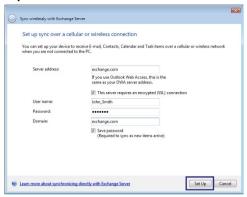
Tip To change Exchange Server settings, open ActiveSync on your phone and select **Menu > Configure Server**.

Set up an Exchange Server connection from your PC On a Windows Vista PC

- Set up synchronization between your PC and phone. See "Set up synchronization in Windows Mobile Device Center" in Chapter 3 for details
- Click Start > All Programs > Windows Mobile Device Center on your PC.
- On Windows Mobile Device Center's Home screen, mouse over Mobile Device Settings, click >>more, then click Sync wirelessly with Exchange Server.



Enter your company's Exchange Server address, your username, password, and domain. 5. Click Set Up.



- On Windows Mobile Device Center's Home screen, click Change content sync settings.
- Select the check box of items you want to synchronize with the Exchange Server. Click **Sync Settings** to choose synchronization settings for the selected items.

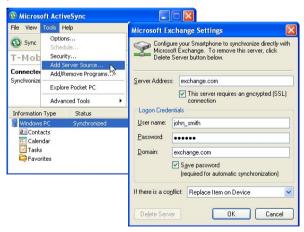




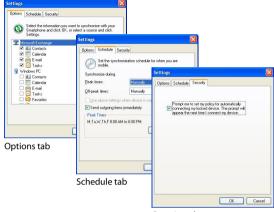
8. Click Save.

On a Windows XP PC

- Install Microsoft ActiveSync on your PC if you have not yet done so. See "Install ActiveSync" in Chapter 3 for details.
- 2. Connect your phone to the PC.
- 3. If you have not set up synchronization with your PC before, follow the steps in "Set up synchronization in ActiveSync" in Chapter 3 and make sure to select the Synchronize directly with a server running Microsoft Exchange option in the Synchronization Setup Wizard.
- 4. If you have synchronized your phone with your PC before, do the following steps to set up synchronization with the Exchange Server:
 - Right-click the ActiveSync icon () at the bottom right side of your PC, then click Open Microsoft ActiveSync.
 - b. In ActiveSync on your PC, click Tools > Add Server Source then enter your company's Exchange Server address, your username, password, and domain, then click OK.



c. Choose the items to be synchronized and other settings in the Options, Schedule and Security tabs, then click OK.



Security tab

Start synchronization

Before you start synchronizing with the Exchange Server, make sure your phone has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connecting to the Internet, see Chapter 8.

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

You can manually start synchronization anytime by selecting ${\bf Sync}$ in ActiveSync.

Notes

- You need a T-Mobile data plan to be able to synchronize with the Exchange Server.
- If you connect your phone 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 phone.

7.2 Working with Company E-mails

Your phone gives you instant access to your company e-mails and lets you manage your messages easier. Messaging features such as Direct Push, Fetch Mail, and Filtering messages 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. Please check with your network administrator for the availability of Exchange Server features.

Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your phone 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 phone 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 phone.

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

Requirement

The Direct Push feature works for your phone only if your company is using Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version or an equivalent push e-mail solution.

To enable Direct Push via Comm Manager

- Select Start > Comm Manager.
- On the Comm Manager screen, select the Microsoft Direct Push button. The button will turn to 4 w, 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 phone, select **Menu > Schedule**.
- 2. Select As items arrive in the Peak times and Off-peak times boxes.





Note

When both the GPRS/EDGE and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for GPRS/EDGE, for which you could be charged per your T-Mobile's service plan.

Scheduled synchronization

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

- 1. In ActiveSync on your phone, select **Menu > Schedule**.
- 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 Select **Menu > Peak Times** to set the peak and off-peak times.

Instant download through Fetch Mail

Fetch Mail downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action.

Requirement

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

- 1. Select Start > Messaging > Outlook E-mail.
- 2. Select 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 select **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 6.

Search for e-mails on the Exchange Server

You can access messages that are not available on your phone 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.

- Select Start > Messaging > Outlook E-mail.
- 2. Select Menu > Tools > Search Server.
- **3.** In the **Look for** text box, enter the search keyword.
- Choose the Date range of messages to search from and where to search in Look in.
- 5. Select 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.

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.

Outlook E-mail (2)

Sales Re

Ben

Ben

1 New

2 Reply

3 Mark as Read

up

To flag or unflag a message

- 1. Select Start > Messaging > Outlook E-mail.
- 2. Select a message, or open a message.
- 3. Select 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.
 - Ben Sales Forecast
 Delete

 Ben Sales Forecast
 Delete

 Ben Sales Forecast
 Delete

 7 Tools
 8 Download Me.
 9 Send/Receive

Best Products 200

1 Set Flag

2 Complete Flag

 Clear Flag Remove the flag to unmark the message.

Note

E-mail message reminders are displayed on your phone if the messages are flagged with reminders and synchronized from the Exchange Server

Out-of-office auto-reply

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

Requirement

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

To send out-of-office auto-reply messages

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

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.

- On the Home screen, select Start > Messaging.
- Select an e-mail account, then open a message with a link to a SharePoint document.
- 3. Select the link to open and view the document.

7.3 Managing Meeting Requests

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

Note

You can still accept meeting requests on your phone if your company is using an earlier version of Microsoft Exchange Server, but some features will not be enabled. To use the features mentioned in this section, your company must be using Microsoft Exchange Server 2007 or higher.

To reply to a meeting request

- When there's an incoming e-mail with a meeting request, a notification message will be displayed on your phone's Home screen. Scroll to Outlook e-mail and select it.
- 2. In the Outlook message list, select the e-mail to open it.
- Select Accept to reply and accept the meeting request, or select Menu > Decline if you cannot attend the meeting.

- Before responding, you can check your availability during the time of the requested meeting by selecting 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 the response e-mail before sending and then select **OK**:





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

To view the list of meeting participants

- 1. Select Start > Calendar.
- Open a meeting request that you previously sent, then select 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 5.
- 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, select 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, select Company
 Directory to view the contact information.

7.4 Finding Contacts in the Company Directory

In addition to having contacts on your phone, you can access contact information from your organization's Company Directory.

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, select Menu > Company Directory.



 In a new e-mail, select the To box and then select Company Directory at the top of the list or select Menu > Company Directory.



- In a new meeting request using Calendar, scroll to **Attendees** and select No attendees > Add Required Attendee or Add Optional Attendee and then select Company Directory at the top of the list.
- 3. Enter the part or full contact name and select **Search**. In the search results list, select a contact to select it.



Notes

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

7.5 E-mail Security

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

Requirement

S/MIME encryption and digital signatures for Windows Mobile® powered smartphones 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 vet 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.

Encrypt and sign messages

To individually sign and encrypt a new message

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

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, select **View signature status**.

Note You may need to download the rest of the message in order for you to see the name of the person who signed the e-mail.

3. Select Menu > Check Certificate.

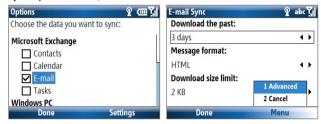


To view the details of the certificate in the message, select **Menu > View Certificate**

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.

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. Select Start > ActiveSync.
- 2. Select Menu > Options.
- Select the E-mail information type, and select Settings. On the E-mail Sync Options screen, select Menu > Advanced.



- 4. Select Encrypt messages to protect your e-mails from being viewed except by the intended recipients. Select Sign messages so that recipients are certain that e-mails are sent by you and have not been altered.
- Select Menu > 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. Select Start > Messaging > Outlook E-mail.
- Create a message, then select 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. Select Done.

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

Chapter 8

Getting Connected

8.1 Comm Manager
8.2 Ways of Connecting to the Internet

8.3 Wi-Fi

8.4 GPRS/EDGE

8.5 Dial-up and Others

8.6 Internet Explorer® Mobile

8.7 Using Your Phone as a Modem

(Internet Sharing)

8.8 Bluetooth

8.9 Windows Live™

8.10 Windows Live Messenger

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8.1 Comm Manager

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

To open Comm Manager:

Select Start > Comm Manager.



- Select to enable or disable the phone. Select Settings > Phone to access phone settings.
- 2 Select to toggle between turning on or off Bluetooth. See "Bluetooth" for details. Select Settings > Bluetooth to configure Bluetooth on your phone.
- 3 Select to toggle between turning on or off Wi-Fi. Select Settings > Wi-Fi to configure Wi-Fi on your phone. See "Wi-Fi" for details.
- 4 Select to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 7 for details. Disabling this feature will override the options you have set for your synchronization schedule.
- 5 Select to disconnect active data connections (e.g. GPRS/EDGE). You cannot reconnect a data connection in Comm Manager.
- **6** Select to turn on the phone's ringer or set it to vibration/mute mode.
- 7 Select to open ActiveSync so you can synchronize the phone and computer. For more information regarding ActiveSync, see Chapter 3.
- 8 Select to toggle between allowing or not allowing the phone to receive incoming Bluetooth beams from other devices.

8.2 Ways of Connecting to the Internet

Your phone'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 by using one of the following:

- Wi-Fi
- GPRS or EDGE
- Dial-up

Note You can also add and set up the following connections:

- VPN: A VPN connection is used to access your corporate network by using an existing Internet connection.
- Proxy: A Proxy connection is used to access the Internet using an existing connection to your corporate or WAP network.

8.3 Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet. To use Wi-Fi on your device, you need access to a wireless access point or "hotspot".

Note

The availability and range of your phone's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

Connect to T-Mobile HotSpot

T-Mobile HotSpot gives you wireless access to the Internet over the T-Mobile Wi-Fi network in convenient locations across the U.S., such as airports, coffee shops, bookstores, universities, and more. It is great for e-mail, Web browsing, and other high-bandwidth applications. Contact T-Mobile to add T-Mobile HotSpot service to your data plan.

Your device can automatically log you into T-Mobile's wireless network whenever you visit a T-Mobile HotSpot.

To log in to T-Mobile HotSpot

- 1. Select Start > T-Mobile HotSpot > HotSpot Settings.
- Type in your T-Mobile HotSpot Username and Password and select OK.

Simply turn on Wi-Fi from Comm Manager when you are in a T-Mobile HotSpot, and you will be connected.

When logging into a T-Mobile HotSpot with Wi-Fi turned on, you will see (this means it is trying to connect) on top of the Home screen. Once you successfully log in to the T-Mobile HotSpot, you will see a confirmation screen.

The Xicon on the Home screen changes to
when you are successfully logged in.

To log off from T-Mobile HotSpot

- 1. Select Start > T-Mobile HotSpot > HotSpot Status.
- 2. Select Logoff.

Note If

If you have attempted to login and see on the Home screen, there has been an error in your login. Select **Start** > **T-Mobile HotSpot** > **HotSpot Status** to display the status of your login attempt.

To change the HotSpot Utility settings

The HotSpot Utility will automate your login process when you are in a T-Mobile HotSpot.

- 1. Select Start > T-Mobile HotSpot > HotSpot Settings.
- 2. Select Menu > Advanced Settings.
- 3. Select or clear the options you want.



- Skip 'login/cancel/sign up' request: If not selected, the HotSpot Found screen will be displayed first for you to log in (if Username and Password are not correctly filled in). If you want to get a T-Mobile HotSpot account, select Sign up for T-Mobile HotSpot service.
- Automatic login: If not selected, you will be prompted to type in your username and password whenever you turn on Wi-Fi and try to connect to T-Mobile HotSpot.
- Automatic logoff: If not selected, a message will always display first to confirm whether you want to log off from the T-Mobile HotSpot service.
- Disable HotSpot Login Utility: If selected, you will not be prompted to connect when you are in a T-Mobile HotSpot location. To connect, clear this check box.
- 4. Select OK.

To reset HotSpot Utility settings

- 1. Select Start > T-Mobile HotSpot > HotSpot Settings.
- 2. Select Menu > Reset All.

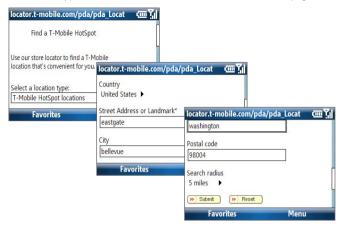
Note The Username and Password fields will also be cleared.

To find a T-Mobile HotSpot location

- 1. Connect to the Internet using Wi-Fi, GRPS/EDGE, or dial-up.
- 2. Select Start > Internet Explorer.
- 3. Select Menu > Favorites > HotSpot locator and select Go.



4. Enter or type in the search criteria and select **Submit** on the page.



Connect to other wireless networks

To create a connection to an existing Wi-Fi network

- On the Home screen, select Start > Comm Manager and select the Wi-Fi icon. The Wi-Fi icon is then highlighted to indicate that Wi-Fi is turned on.
- After a few seconds, a message asks you if you want to see the list of available networks, select Yes.
- In Select network, press NAVIGATION left or right to choose the Wi-Fi network to connect to.
- 4. In Network type, select Internet and select Connect. If you are connecting to a security-enabled network, you will be asked to enter the Network Key (WEP, WPA-PSK, WPA2, etc.) Enter the Network Key and select Done.

You can check the Wi-Fi icon the Title bar on the screen to see if you are connected to the Wi-Fi network. To see the status icons, please see "Status Indicators" in Chapter 1.

Notes

- Wi-Fi connects to the default network that is available on your phone. However, GPRS/EDGE starts by default if your phone does not detect any Wi-Fi signal.
- In Comm Manager, select Settings > Wi-Fi > Connection Status to check the current connection status and signal quality of each Wi-Fi channel.
- Configure your phone so that the Wi-Fi function turns off automatically when
 no signal is detected to conserve battery power. In Comm Manager, select
 Settings > Wi-Fi > Wi-Fi Networks > Menu > Wi-Fi Settings.

To create a new Wi-Fi connection

If the Wi-Fi connection you want to connect to is not in the list, you can create a new Wi-Fi connection.

- On the Home screen, select Start > Settings > Connections > Wi-Fi Settings > Wi-Fi Networks > New.
- 2. Enter the Network name and Network type and select Next.
 - Note If you want only to connect directly to another device or computer, and not to a network through an access point, select **This is a device to device (ad-hoc) connection**.
- Select the Authentication type and Data encryption, then select Next.

Default settings are:

Authentication = Open; Data Encryption = WEP

For TKIP, AES, or WEP data encryption, enter the needed information in the remaining fields, then select **Next**.

 Select Use IEEE 802.1x network access control to use Extensible Authentication Protocol (EAP). Select the EAP type depending on the type of authentication. Select Finish.

To increase security on the Wi-Fi network

The LEAP (Lightweight Extensible Authentication Protocol) feature of Comm Manager helps increase security on your phone, and ensures that nobody is able to access your network without your permission.

- 1. On the Wi-Fi Settings screen, select **LEAP**.
- Select Menu > New.

Note By default, the LEAP screen displays data that you entered previously.

However, you can modify or delete the data as required by selecting

Menu > Modify or Menu > Delete on the LEAP screen.

- Enter the SSID (Service Set Identifier).
 You can obtain this information from T-Mobile.
- 4. Enter the user name, password, and domain.
- Select an Authentication Type. By default, the Authentication Type for your phone is Open System authentication.

Note For LEAP to work correctly, the receiving phone (your phone) must be set with the same SSID, user name, and password as the access point.

8.4 GPRS/EDGE

You can use GPRS/EDGE to connect to the Internet or to send and receive Picture Messages on your phone. You need a data plan to access the T-Mobile GPRS/EDGE network.

Note T-Mobile GPRS/EDGE settings are already preconfigured and modifying them may cause services to stop working.

To set up a new GPRS/EDGE connection

If GPRS/EDGE settings are not preset on your phone or are accidentally deleted, obtain the **Access point name** from T-Mobile. Also, check with T-Mobile if a user name and password are required.

- On the Home screen, select Start > Settings > Connections > GPRS > New.
- 2. In **Description**, enter a name for the connection.
- 3. In Connects to, select The Internet.

4. Enter the name of the Access point of T-Mobile.



Enter the appropriate information in the remaining fields, if required by T-Mobile and select **Done**.

8.5 Dial-up and Others

When you use your phone to dial up to your ISP and connect to the Internet or to your corporate network, you will be billed by the number of minutes that you use.

To set up a dial-up connection for browsing the Internet

- On the Home screen, select Start > Settings > Connections > Dial-up > Add.
- 2. In **Description**, enter a name for the connection.
- 3. In Connects to, select The Internet.
- 4. Enter the appropriate information in the remaining fields.
- Select Done.

To set up a dial-up connection to your corporate network

- On the Home screen, select Start > Settings > Connections > Dial-up > Add.
- 2. In **Description**, enter a name for the connection.
- 3. In Connects to, select Work.
- 4. Enter the appropriate information in the remaining fields.
- 5. Select Done.

To add a URL exception

Some URLs for Web pages on your company intranet may use periods, for example: intranet.companyname.com. To view these pages in Internet Explorer® Mobile, you must create a URL exception.

- On the Home screen, select Start > Settings > Connections > Menu > Advanced
- 2. Select Menu > Work URL Exceptions > Menu > Add.
- In URL Pattern, enter the URL name. To add multiple URLs, use a semicolon (:).
- 4. Select Done.

Note You do not need to create URL exceptions for Internet URLs.

Advanced options

From the Connections screen, you can access advanced options to specify the service provider, the number of redial attempts, the amount of idle time to wait before disconnecting, and so on.

- On the Home screen, select Start > Settings > Connections > Menu > Advanced.
- Select a network service provider for each connection type. You can choose **Automatic** to allow the phone to set a service provider for each connection by default.
- 3. Select Menu > Options.
- 4. Choose the appropriate information in the remaining fields.
- 5. Select Done.

8.6 Internet Explorer® Mobile

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

To open Internet Explorer Mobile

On the Home screen, select **Start** > **Internet Explorer**.

Browse the Web

- 1. In Internet Explorer® Mobile, do one of the following:
 - In the Search bar, enter the keyword to use for searching information on the Web, then select
 - Select Menu > Address
 Bar, enter the Web page

 address and then select Go.



2. Use the **NAVIGATION CONTROL** to browse the Web page. Press **CENTER SELECT** when a link is highlighted to access it.

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



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



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



Select **Menu** > **Tools** to let you send the link via e-mail, 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/smartphone/browseinternet.mspx

8.7 Using Your Phone as a Modem (Internet Sharing)

With **Internet Sharing**, you can use your phone as an external modem for another device such as a PDA or notebook computer.

Notes

- Make sure your phone has a SIM card installed, and your phone has a GPRS/ EDGE or phone dial-up modem connection. If your phone has not been set up with a data connection yet, select Menu > Connection Settings on the Internet Sharing screen. For more information about setting up a GPRS/EDGE connection, see "GPRS/EDGE". For more information about setting up a phone dial-up connection, see "Dial-up and Others".
- Before using Internet Sharing, disconnect your phone from Windows Mobile
 Device Center or ActiveSync. In Windows Mobile Device Center, mouse over
 Mobile Device Settings, click Connection settings, then clear the Allow USB
 connections check box. In ActiveSync on your PC, click File > Connection
 Settings then clear Allow USB connections.

To set up the phone as a USB modem

- 1. On your phone, select **Start > Internet Sharing**.
- 2. In the PC Connection list, select USB.



- 3. In the **Network Connection** list, select the name of connection that your phone uses to connect to the Internet.
- 4. Plug in the USB cable between your phone and the computer.
- 5. Select Connect.

To set up the phone as a Bluetooth modem

- On your phone, turn on Bluetooth and set it to Visible mode by following the steps in "To turn on or off Bluetooth on your phone".
- 2. Initiate a Bluetooth partnership from your phone by following the steps in "To create a Bluetooth partnership."
- 3. Select Start > Internet Sharing.
- 4. Select Bluetooth PAN as the PC Connection.
- From the Network Connection list, select the name of the connection that your phone uses to connect to the Internet.
- 6. Select Connect.
- 7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your phone:

For Windows Vista:

- a. Click Start > Control Panel > Network and Sharing Center.
- Click Manage network connections and then under Personal Area Network. double-click Bluetooth Network Connection.
- c. In the Bluetooth Personal Area Network Devices dialog box, select your phone, then click **Connect**.

For Windows XP:

- a. Click Start > Control Panel > Network Connections.
- Under Personal Area Network, click the Bluetooth Network Connection icon.
- c. Under Network Tasks, click View Bluetooth network devices.
- d. In the Bluetooth Personal Area Network Devices dialog box, select your phone, then click Connect.
- 8. On the Internet Sharing screen on your phone, check if a connected status is displayed, which indicates that your computer has been successfully connected to the Internet using your phone as a Bluetooth modem.

To end the Internet connection

On the Internet Sharing screen, select Disconnect.

8.8 Bluetooth

Bluetooth is a short-range wireless communications technology. Phones with Bluetooth capabilities can exchange information within a distance of about 30 feet without requiring a physical connection.

Bluetooth modes

Bluetooth on your phone operates in three different modes:

- On. Bluetooth is turned on. Your phone can detect other Bluetoothenabled devices, but not vice versa.
- Off. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth.
- **3. Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices within range can detect your phone.

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

To turn on or off Bluetooth on your phone

You can enable Bluetooth by selecting the Bluetooth button in the Comm Manager. You can also do the following:

- On the Home screen, select Start > Settings > Connections > Bluetooth.
- 2. Select Bluetooth > Menu > Turn On Bluetooth.

To turn off Bluetooth capabilities on your phone, select **Bluetooth** > **Menu** > **Turn Off Bluetooth**.

To make your phone visible

- On the Home screen, select Start > Settings > Connections > Bluetooth.
- 2. Select Bluetooth > Menu > Turn On Visibility.
 - Tip Enter a Bluetooth phone name for your phone. This will be the phone name that will be shown on another Bluetooth-enabled device when it searches and detects your phone. To enter a name, on the Bluetooth screen, select Security and enter a Device name.

Bluetooth partnerships

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

To create a Bluetooth partnership

- On the Home screen, select Start > Settings > Connections > Bluetooth.
- 2. Select Bluetooth > Add new device.

Your phone searches for other Bluetooth-enabled devices and lists them.

- 3. Select the desired device name in the list and select Next.
- Enter a passcode (1 up to 16 characters) to establish a secure connection, then select Next.
- 5. Wait for the paired device to accept the partnership:
- On your phone, a message will appear, indicating that your phone has connected with the paired device. Select **OK**.
- 7. The name of the paired device is then displayed. You may edit and enter a new name for that device, then select **Next**.
- **8.** Select the check boxes of services that you want to use from the paired device and select **Done**.

To accept a Bluetooth partnership

- 1. Ensure that Bluetooth is turned on and in visible mode.
- Select 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.
- 4. Select Next.
- A message will appear, indicating that your phone has connected with the paired device. Select **OK**.
- The name of the paired device is then displayed. You may edit and enter a new name for that device, then select Next.

- Select the check boxes of services that you want to use from the paired device.
- Select **Done**. You can now exchange information with the other device.

To change the display name of a Bluetooth device

- On the Home screen, select Start > Settings > Connections > Bluetooth.
- 2. Select **Bluetooth** and then on the screen, select a Bluetooth device.
- 3. Select Menu > Edit.
- 4. Enter a new display name for the Bluetooth device, then select Next.
- Select Done.

To delete a Bluetooth partnership

- On the Home screen, select Start > Settings > Connections > Bluetooth
- 2. Select **Bluetooth** and then on the screen, select a Bluetooth device.
- 3. Select Menu > Delete, and then select Yes in the confirmation screen.
- 4. Select Done.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations or to listen to music, you can use a Bluetooth hands-free or stereo headset.

Note You need a Bluetooth stereo headset to listen to music.

To connect a Bluetooth hands-free or stereo headset

- Make sure that both your phone 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.
- On the Home screen, select Start > Settings > Connections > Bluetooth.
- Select Bluetooth > Add new device. Your phone searches for other Bluetooth-enabled devices and displays them in the list.

- Select the name of the headset, and select Next.
- 5. In Passcode, enter the alphanumeric passcode for the Bluetooth headset, then select Next. The passcode is usually "0000" or "1234". If these do not work, then refer to headset documentation for the code



A message will appear saying that your phone has connected to the headset, select **OK**.

- 6. Enter the display name for the headset and select Next.
- Select the check boxes for the Wireless Stereo (if available) and Hands Free services, and select Done.

Note If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 2 above. Select the stereo headset and select Menu > 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 phone to your computer or to another Bluetoothenabled device.

Notes

- If your computer does not have built-in Bluetooth capabilities, you need to connect and use a Bluetooth adapter or dongle on your computer.
- Before beaming items to your computer, open Bluetooth Configuration or Bluetooth Settings in the Control Panel and check if there's an option for setting a location for saving beamed items.

To beam information from your phone to a computer

- 1. Set Bluetooth on your phone to visible mode. For information about this, see "To make your phone 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.
 - 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 phone 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 phone, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
- 4. Select Menu > Beam [type of item].
- 5. Select the device name to which you want to beam to.
- Select Beam.
- 7. 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 to import it to Microsoft Outlook on your computer.

To beam information to a Bluetooth-enabled device such as another phone, create a Bluetooth partnership then do steps 3 to 6 in the above procedure.

Tip The default folder on your computer where beamed items are stored may be Windows XP: C:\Documents and Settings\your_username\My Documents Windows Vista: C:\users\your_username\My Documents

8.9 Windows LiveTM

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

Windows Live offers the following key features:

- Live Search Bar, which lets you search for information on the Web.
- **Live Messenger**, the next generation of MSN Messenger Mobile.
- Live Mail, the next generation of Hotmail.
- Live Search, which lets you find locations, browse maps, and check for directions.
- Live Contacts, address book for storing Live Mail, Live Messaging, and Hotmail contacts.

Set up Windows Live™

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

To set up Windows Live for the first time

- On the Home screen, select Set Up E-mail or select Start > Set Up E-mail
- 2. On the Select Account screen, select Windows Live.
- 3. On the Windows Live screen, select Sign in to Windows Live.
- 4. On the next screen, select the links to read the Windows Live™ Term of Use and the Microsoft Privacy Statement. After reviewing them, select Accept.
- Enter your Windows Live Mail or Hotmail address and password, then select Next.



- Choose whether or not to show Windows Live's search bar and applications on the Home screen then select Next.
- Choose what information you want to synchronize online with your phone.



If you choose to synchronize **Contacts and Messenger**, your online contacts will be added to the contact list and to Windows Live Messenger on your phone.

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

- 8. Select Next.
- 9. After synchronization is complete, select **Done**.

The Windows Live™ interface

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



- 1 This is the Windows Live Search bar.
- 2 Press NAVIGATION left or right to switch among Live Mail, Messenger, and Sync status. Select to open/ activate the selected Windows Live component.
- 3 Select to access Windows Live Messenger settings.
- **4** Select **Menu** to access and change settings.

If you chose to display the search bar and Windows $Live^{TM}$ applications on the Home screen when you were setting up Windows $Live^{TM}$, you'll see them on the Home screen:



To show or hide them, open Windows Live $^{\text{TM}}$ and select **Menu > Options > Home screen options**.

8.10 Windows Live Messenger

Live Messenger lets you send and receive instant messages online. With this mobile version of Windows Live Messenger, you enjoy many of the same cool features that you get from the desktop version, which include the following:

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

Notes

- Before you can use Live Messenger, your phone must be connected to the Internet. For information about setting up an Internet connection, see "Ways of Connecting to the Internet" in this chapter.
- You also need to have a T-Mobile data plan to use Live Messenger.

Launch the messenger and sign in

To open Live Messenger

Do one of the following:

- On the Home screen, select **Start > Messenger**.
- On Windows Live of the Home screen, Press NAVIGATION left or right until you see Messenger, then press ENTER.

To sign in and out

- 1. To sign in, select **Sign in** on the messenger screen.
- If this is your first time to sign in, a message appears to inform you that your messenger contacts will be added to the contact list on your phone. Select OK to add them.

Signing in may take several minutes, depending on your connection speed.

3. To sign out, select Menu > Sign Out. Your status changes to Offline.

Add Windows Live[™] contacts

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

To add a Windows Live contact in Live Messenger

- Select Menu > Add new contact.
- 2. Enter the e-mail address of the contact then select OK.

To add a Windows Live contact in Contacts

- 1. On the Home screen, select Start > Contacts.
- Select New then select Windows Live.
- 3. In the IM box, enter the e-mail address of the contact, which can be a Windows Live ID or any other e-mail address.
 - **Tip** You can fill in other information about the contact, if desired. This is not absolutely necessary if you will communicate with the contact only through Windows Live Messenger or Live Mail.
- 4. Select Done.
- Follow the remaining instructions to add the new contact to your Windows Live™ contact list.

To delete a contact

- In the messenger, select the contact and select Menu > Contact options > Remove contact.
- 2. Choose whether to block the contact.
- Choose whether to also delete the contact from your phone's contact list.
- 4. Select OK.

Send instant messages

You can send instant messages with emoticons, and even talk by sending a voice clip. While chatting, you can send and receive files directly on a message window. You can also start conversations with several contacts and switch between their message screens, or you can invite participants to join in a conversation.

To start and end conversations

 In the contact list, select a contact then select Send IM to open a message screen.



- 2. Send an instant message. See "To send an instant message with emoticon" for details.
- 3 To start a conversation with another contact, press left or right NAVIGATION to go back to the contact list, then select another contact and select Send IM again. Another message screen opens.
- To switch from one message screen to another, press left or right NAVIGATION to the display picture of the contact whom you want to talk to.



- To end a conversation with the current contact, select Menu > End conversation.
- 6. To end all active conversations, select Menu > End all conversations.

To send an instant message with emoticon

- 1. Select a contact and start a conversation.
- 2. Enter your text message in the text entry area of the message screen.
- To add an emoticon, select Menu > Add emoticon then select an icon from the list of emoticons.
- 4. Select Send.

Tips

- To send a file, select Menu > Send. You can choose to send a picture, voice clip
 or any file.
- To invite one or more contacts to the conversation, select Menu > Options > Add participant.

To send a voice message

- 1. Select a contact and start a conversation.
- 2. Select Voice clip then start talking.
- 3. After you have spoken a message, select **Send**.

Personalize the messenger

While on the contacts list, you can do the following:

- Select Menu > Change status to set your current status (such as Busy, Out to lunch, etc.) so that your contacts will know whether or not you're available.
- Select Menu > Change appearance to change your display name, add a personal message, and add your picture.
- Select Menu > Sort by to organize contacts by online status, groups, name, or e-mail address. You can also hide offline contacts from the contact list.
- Select Options to see more settings.

Windows Live[™] Search is a separate program that offers you a fast and easy way to find and view maps and local information on your phone. With Windows Live[™] Search, you can:

- Browse through local listings of categories.
- Locate nearby restaurants, shopping centers, etc., and check for their street addresses and phone numbers.
- View maps with directions to and from a location.
- View traffic information

To open Windows Live SearchSelect **Start > Live Search**.



To find a location

- Specify first where the location is near to. You can select from the list of cities. You can also select Choose a new location to enter a city, select on a map, or get a contact's address.
- 2. Enter the location that you want to find, then select **Search**.
- 3. The Search Results screen then shows a list of matched places. Use the Navigation Control to browse through the list. As you browse, the address, phone number, and estimated distance of a selected item are displayed.
- 4. Select the desired location in the Search Results screen.
- On the Details screen, select Map to see the location on a map. Select Directions to Here for instructions on how to reach the location.

Note If you connect a Bluetooth GPS receiver and set it up on your phone, Live Search can track your current position. You can use your current position as a starting point for finding a desired location.



Chapter 9

Experiencing Multimedia

9.1 Camera
9.2 Pictures & Videos
9.3 Windows Media® Player Mobile
9.4 Java Applications



9.1 Camera

Taking photos and shooting video clips are easy with your phone's built-in camera.

To open Camera

Do any of the following:

- Press and hold
- On the Home screen, select **Start > Applications > Camera**.

To exit Camera



Note

Pressing () simply "minimizes" the Camera program, it is still runing in the background. To close the Camera program, go to Task Manager.

Take a photo or capture a video clip

Aim the camera at the subject and then press **CENTER SELECT** to take the shot. When capturing video, press **CENTER SELECT** to start recording; press it again to stop.

Capture modes

The Camera program lets you capture pictures and video clips by using various built-in modes. The title bar displays the active capture mode.

The available capture modes are as follows:

Capture mode	Function
Photo ()	Captures standard still images.
Video (🖳)	Captures video clips, with or without audio.
MMS Video ()	Captures video clips suitable for sending via MMS.
Contacts Picture (P)	Captures a still image suitable for assigning as an identification photo to a contact.
Picture Theme (📮)	Captures still images and places them within frames.
Sports (🕄)	Captures a sequence of still images (3 or 5 frames) automatically for a short duration at a defined frequency.

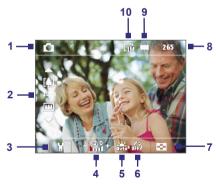
Capture type	Format
Still Image	JPEG
Video	Motion-JPEG AVI (.avi) MPEG-4 (.mp4) H.263 baseline (.3gp)
MMS Video	MPEG-4 (.mp4) H.263 baseline (.3gp)

To change the capture mode

- 1. On the Camera screen, select
- 2. Use the NAVIGATION CONTROL to select > Mode.
- 3. Select a capture mode from the list and then press **CENTER SELECT**.

Camera mode icons and indicators

The Camera [Photo] screen



- 1 Indicates the current capture mode.
- 2 Indicates the current zoom ratio. Press NAVIGATION up or down to increase or decrease the zoom level.

- 3 Select to open the Camera Settings screen.
- 4 Adjust the exposure value from -2 EV to +2 EV (increments of 0.5) by pressing NAVIGATION left or right.
- 5 Indicates the current white balance setting.
- 6 Indicates the current self-timer setting while capturing images.
- 7 Select to view the picture or video in Pictures & Videos.
- 8 Depending on the capture mode, this shows the remaining, available shots of pictures that you can take or remaining duration that can be recorded. While recording video, this shows the recorded duration.
- 9 Indicates where the captured images and video clips will be saved.
- 10 Indicates the current image or video size based on the resolution you chose.

The Camera [Video] screen



The Recording Status indicator blinks while video recording is in progress.

The Camera [Picture Theme] screen



Displays the current and total number of photos that can be taken using the selected template.

Use zoomina

Before capturing a still image or a video clip, you can first zoom in to make the object in focus move closer, and you can zoom out to make the object move farther away. In all capture modes, press NAVIGATION up on your phone to zoom in. NAVIGATION down to zoom out.

The camera zoom range for a picture or video depends on the capture mode and capture size. Also, please note the capture sizes available for certain capture formats also vary from one capture mode to another.

The Review screen

After capturing a photo or video, you will be presented with options that you can do with the captured media file.

lcon	Function
	Select to go back to Camera screen.
	Select to delete the captured image or video clip.
	Select to send the captured image or video clip to someone via e-mail or Picture Message.
P	Select to switch to Pictures & Videos to show the still image, or switch to Windows Media® Player to play back the video clip.
	Select to associate the photo to a selected contact. (For Contacts Picture mode only)

Note

After you have taken photos in **Sports** mode, the total number of consecutive shots is shown at the lower right corner of the Review screen. Press **NAVIGATION** up or down to browse through the sequence of photos.

Camera settings

Select on the Camera screen to open the Camera settings screen where you can activate self-timer, change the ambience, customize capture settings, and more. Use the **NAVIGATION CONTROL** to go through the available settings. The following table provides a list of the general options in the menu.

Option Allows you to



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 CENTER SELECT.



Select whether to save the file in the phone memory or on the memory card.



Only available in Picture Theme mode. Allows you to select a template to use for Picture Theme mode.



Only available in Sports mode. The **Capture Speed** option determines the interval between shots. The **Snapshots** option determines how many shots to take with a single press of **CENTER SELECT**.



Specify the white balance setting such as **Auto**, **Daylight**, **Night**, **Incandescent**, and **Fluorescent** to suit the lighting environment. You can also choose a special effect such as **Grayscale**, **Sepia**, or **Cool** to apply to your photos or video clips. When you apply a special effect, white balance is disabled



Choose the resolution to use and set the metering mode. When capturing images, you can also set the Quality and enable Time Stamp.



Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For details, see "Capture modes" earlier in this chapter.



Access more settings that lets you customize the Camera or Video Recorder functions. You can customize settings such as the capture format, camera shutter sound, flicker adjustment, recording limit, and more.

9.2 Pictures & Videos

The Pictures & Videos program allows you to view and manage photos. animated GIFs, and video files on your phone.

Copy pictures, animated GIFs and video clips

You can copy pictures and animated GIFs from your PC or a storage card to the My Pictures folder, and copy video clips to the My Videos folder on your phone.

For more information about copying files from your PC to your phone, see Windows Mobile Device Center or ActiveSync Help on your PC.

Note

You can also copy pictures and video files from your PC to your phone using a memory card. Insert the memory card into the memory card slot on your phone, and then copy them from your PC to the folder you created on the memory card.

View media files

- 1. On the Home screen, select Start > Pictures & Videos.
- 2. Select a media file and select **View** (if picture or GIF animation) or Play (if video file) to view or play back the file.



Note

If you cannot find the media file in the default My Pictures folder, select Menu > Folders > My Device to go to other folders.

Pictures & Videos menu

Select a media file onscreen and select **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 Windows Live MySpace account, and more.

Select **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, select **Menu > Use as Home Screen** to set the picture as your Home Screen background. You can also do minor touch ups to the picture such as rotate and crop by selecting **Menu > Edit**.

Send photos to your Windows Live Space

If you created your own Live Space, you can send pictures from your phone to your Live Space.

To upload a picture to your Live Space

- 1. On the Home screen, select Start > Pictures & Videos.
- 2. Select a picture then select Menu > Send to your space.



After sending a picture to your Live Space, you can use Internet Explorer® to sign into your Live Space and check whether the picture has been successfully uploaded.

To go to your Live Space on your phone

- 1. On the Home screen, select **Start > Internet Explorer**.
- In Internet Explorer®, select Menu > Address Bar. In the address bar, enter "http://spaces.live.com" then select Go.
- 3. On Mobile Live Space's Web page, select Sign in.



4. On the next Web page, scroll down to the bottom of the page then select **Your space**.

Wait for your Live Space to be loaded in Internet Explorer*. You will see the uploaded picture under **Mobile photos**.





Uploaded picture

To go to your Live Space on your computer

- 1. Open Internet Explorer® on your PC.
- 2. On the address bar, enter "http://spaces.live.com/" then press ENTER.
- 3. In the Windows Live Spaces Web site, click Go to your space.
- Move the mouse pointer over to your Windows Live ID, then click Sign In.



9.3 Windows Media® Player Mobile

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

To open Windows Media Player Mobile Select Start > Windows Media

About the controls

By default, these hardware buttons are assigned to Windows Media® Player Mobile functions.

To change the assigned hardware buttons, on the Playback screen, select Tip Menu > Options > Buttons.

То	Press
Play or pause	CENTER SELECT
Skip to a previous file	NAVIGATION left
Skip to the next file	NAVIGATION right
Increase the volume	NAVIGATION up
Decrease the volume	NAVIGATION down
Turn the sound on or off quickly (mute)	#
Switch to full screen during video playback	0
Change rating	*
Fast-forward a file	NAVIGATION right (hold)
Rewind a file	NAVIGATION left (hold)

About the screens and menus

Windows Media® Player Mobile has three primary screens:



Playback screen

The default screen that displays the playback controls and the video window.



Now Playing screen

This special playlist indicates the current file being played and files that are queued up to play next.



Library screen

The screen that lets you quickly find your audio files, video files, and playlists.

When you copy new media files to your phone, select **Menu > Update Library** to update the contents of the library.

Select **Menu** to open a list of options that you can do in a particular screen The commands on this menu vary, depending upon which screen you are viewing.

About licenses and protected files

Some media files have associated licenses that protect them from being unlawfully distributed or shared.

If you want to copy a protected file from your PC to your phone, use the Windows Media® Player on your PC to synchronize the file to your phone. This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your phone and other mobile devices, see the Windows Media® Player Help.

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

Synchronize video and audio files

Install Microsoft Windows Media® Player 11 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 phone correctly.

To synchronize content to your phone automatically

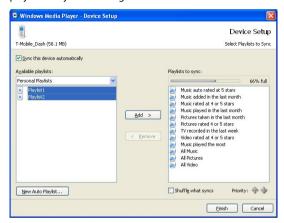
- 1. On your PC, start Windows Media® Player and then connect your phone to your PC.
- 2. In the Device Setup Wizard, select Yes, Search my computer now.
- 3. The Device Setup Wizard then shows the device name (or shows "Storage Card" if you have inserted one on your phone). Click **Finish**.
- 4. On the leftmost pane of Windows Media® Player, right-click your phone then click Set Up Sync.



You can also sync your storage card if you have one installed on your phone. To set up media synchronization, right-click Storage Card then click **Set Up Sync**.

5. On the Device Setup dialog box, select **Sync this device** automatically.

If you created your own playlists, select your desired playlist(s) from the list box at the left, then click Add to add them to the list of playlists to sync on the right.



Click Finish.

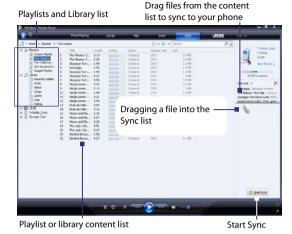
The files begin synchronizing to your phone. The next time you connect your phone to your PC while Windows Media® Player is running, synchronization will start automatically.

See "Play media" for instructions on how to play media files.

To synchronize content manually to your phone

- If you have not set up synchronization between your phone and PC, follow steps 1 to 3 in "To synchronize content to your phone automatically."
- Click the Sync tab on the Windows Media® Player. Select a Playlist or a Library on the left panel of the Windows Media® Player.
- From the content list, drag files you want to sync to your phone to the right panel of the Windows Media* Player.

4. Click **Start Sync** to start copying files to your phone.



Notes

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

Plav media

Use the library to find and play songs, videos, and playlists that are stored on your phone or storage card.

To update the Library

You need to update the Library in Windows Media® Player Mobile first before you can view and play media on your device.

- Select Start > Windows Media.
- 2. On the Library screen, select **Menu** > **Update Library** to update the library list.

- Tip If you do not see the Library screen when you open Windows Media® Player Mobile, select **Menu > Library** to go to the Library.
- 3. Select Done.

To play video and audio files on your phone

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

Note To play a file that is stored on your phone but is not in a library, on the Library screen, select **Menu** > **Open File**. Select the item that you want to play (such as a file or a folder), and select **Play**.

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 phone.

In Windows Media® Player Mobile on your phone, playlists are available in the Library under the My Playlists category. There is also a temporary playlist, called Now Playing, which lists the currently playing file, as well as any files that have been queued up to play next. You can create a new playlist on your device by saving the current Now Playing playlist and by giving it a new name.

To save a new playlist

- 1. If you are not on the Library screen, select Menu > Library.
- 2. Select a category (for example, My Music or My Playlists).
- Select a media file that you want, then select 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.

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

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

Troubleshooting

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).

9.4 Java Applications

MIDlets are Java[™]-based applications that can run on mobile devices. Your phone supports Java 2 Edition, J2ME™. Java allows you to download Javabased applications, such as games and tools that are specifically designed for mobile devices. Java gives you the flexibility of installing and managing additional J2ME applications from the Internet.

Install and run MIDlets/MIDlet suite

To install MIDlets from the Internet

- 1. On the Home screen, select Start > Applications > Java **Applications.** The Java screen appears.
- 2. Select Menu > Install > Browser to open Internet Explorer® Mobile.
- 3. Locate the MIDlet/MIDlet suite while connected to the Internet.
- Select the MIDlet/MIDlet suite to download.
- 5. To start installing the MIDlet/MIDlet suite, select Yes.
- Select **Done** to confirm the installation.

Notes

- You can cancel the installation at any time.
- Downloaded MIDlets/MIDlet suites will be automatically saved in the My Documents folder.

To install MIDlets from a PC

You can install the MIDlets/MIDlet suites on your phone from a PC using the USB sync cable, or Bluetooth. MIDlets copied to your phone using Bluetooth or e-mail attachments are automatically saved in the My Documents folder.

To install MIDlets from a local folder

- On the Home screen, select Start > Applications > Java Applications. The Java screen appears.
- Select Menu > Install > Local Files to install the MIDlets on your phone.
- Select the MIDlet/MIDlet suite from the list by using the NAVIGATION CONTROL.
- 4. Select Install.
- 5. Select a folder where to install the MIDlet.



Java

To run MIDlets/MIDlet suites on your phone

- On the Home screen, select Start > Applications > Java Applications. The Java screen appears.
- Select a MIDlet/MIDlet suite from the list by using the NAVIGATION CONTROL.
- 3. Press CENTER SELECT or select Launch to run the MIDlet.

Manage MIDlets/MIDlet suite

You can organize the MIDlets/MIDlet suites into folders. You can also uninstall, move or rename MIDlets/MIDlet suites.

To uninstall a MIDlet

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

- On the Java screen, select the MIDlet/MIDlet suite by using the NAVIGATION CONTROL.
- Select Menu > Actions > Uninstall.
- 3. Select OK to confirm.

Note On the Java screen, select Menu > Uninstall All to uninstall all MIDlets.

To update a MIDlet/MIDlet suite

Java will search for updates for the selected MIDlet/MIDlet suite where it was installed from before.

- On the Java screen, select the MIDlet/MIDlet suite by using the NAVIGATION CONTROL.
- 2. Select Menu > Actions > Update. Java then searches for updates.
- **3.** Select **Yes** or **No** depending on the update scenario.

To change the display name of a MIDlet or folder

- On the Home screen, select Start > Applications > Java Applications. The Java screen appears.
- Select a MIDlet/MIDlet suite or folder by using the NAVIGATION CONTROL.
- 3. Select Menu > Actions > Rename.
- 4. Enter a new name for the MIDlet then select Save.

To move a MIDlet or folder to another location

- On the Java screen, select the MIDlet/MIDlet suite or folder by using the NAVIGATION CONTROL.
- Select Menu > Actions > Move.
- Select the location where you want to move the MIDlet or folder to then select OK.

Tip Select **Menu** > **New Folder** to create a new folder.

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To view protection information of a MIDlet

If the MIDlet/MIDlet suite is protected by DRM (Digital Rights Management), there are some restrictions on how you can use the MIDlet/MIDlet suite. DRM is a technology used by publishers to control access to digital data.

- On the Java screen, select the MIDlet/MIDlet suite or folder by using the NAVIGATION CONTROL.
- 2. Select Menu > Actions > Protection.
- 3. Choose the information you want to view and choose **Select**.

Chapter 10

Using Other Applications

10.1 Microsoft® Office Mobile
10.2 Microsoft® Office Word Mobile
10.3 Microsoft® Office Excel® Mobile
10.4 Microsoft® Office PowerPoint® Mobile
10.5 Adobe® Reader® LE
10.6 Speed Dial

10.7 Voice Command

10.1 Microsoft® Office Mobile

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

- Microsoft® Office Word Mobile lets you view and edit Microsoft Word documents and text files.
- Microsoft® Office Excel® Mobile lets you view and edit Microsoft
 Excel worksheets.
- Microsoft® Office PowerPoint® Mobile lets you view Microsoft PowerPoint slides.

To learn how to copy files, see "Managing and Backing Up Files" in Chapter 4.

10.2 Microsoft® Office Word Mobile

Microsoft® Office Word Mobile gives you editing and viewing capabilities for your Word documents and text files.

To open Word Mobile

Select Start > Office Mobile > Word Mobile.

Notes

- Word Mobile does not fully support some features of Microsoft Word. Some data and formatting may be lost when you save the document on your phone.
- Currently, Word Mobile also does not support viewing of Office 2007 Word documents. Added support for Office 2007 format may be available in late 2007.
 See Windows Mobile® Web site for details.

View documents

To open a document

- In Word Mobile, select Menu and choose the location where the .doc, .rtf. or .txt file is saved.
- 2. Locate the file you want to open and select Select.

Note You can only open one document at a time. You must close the opened document first before you can open another document.

To change the zoom ratio

Select View and then on the menu, select the zoom ratio to use.

Select **View > Wrap to Window** to adjust the text flow so that the text wraps based on the screen size. This way, you do not need to scroll right to read long paragraphs or sentences.

Note Text in tables cannot be wrapped.

To change scrolling preference

Select Menu > Scroll Up/Down and then select By Page or By Line.

To find a word in a document

- 1. Select Menu > Find.
- Type in the word you want to find in Find What. Select Match case and/or Whole words only if needed.
- Select Find.

To close the document

Select Menu > Close File.

Edit and send documents

In order to edit Word documents or text files, you need to switch to Edit mode. To switch to Edit mode, select **Menu > Edit Mode**.

To type words into the document

- In the document, use the NAVIGATION CONTROL to position the cursor where you want to insert the text.
 - Tip Select Menu > Format to change the font format. You can use Bold, Italic, Underline, and Highlight.
- 2. Type in the text using the QWERTY keyboard.
 - **Tip** If you are using a formatting style and you want to revert to no formatting style, select **Menu > Format** and select the formatting style you are using from the menu.

To save the document

- Select Menu > File > Save As.
- 2. Type in the Name you want to use for the edited document and select the **Location** where you want to save the document.
- 3. Select Save.

To send the document through e-mail

- 1. Select Menu > File > Send
- 2. In the Messaging screen, select the E-mail account you want to use to send the document and select Select
- 3. In the e-mail, the file is automatically appended as an attachment.
- 4. Enter the recipient name and select **Send**.

10.3 Microsoft® Office Excel® Mobile

Microsoft® Office Excel® Mobile gives you editing and viewing capabilities for your Excel worksheets.

To open Excel Mobile

Select Start > Office Mobile > Excel Mobile.

Note

Excel Mobile does not fully support some features such as Microsoft Excel. Some data and formatting may be lost when you save the workbook on your phone.

View worksheets

To open a file

- 1. In Excel Mobile, select **Menu** and choose the location where the .xls file is saved
- 2. Locate the file you want to open and select **Select**.

You can only open one workheet at a time. You must close the opened Note worksheet first before you can open another worksheet.

By default, the worksheet opens in Full Screen mode, to change the view mode, press the left **SOFT KEY** (to show the View menu) and select **View** > Full Screen.

To view the contents of a cell

There are times that the text in a cell cannot be fully displayed onscreen. To view the text in the cell in its entirety, select the cell and then select **View** > **Cell Text**.

To immediately view an area in the worksheet

- 1. In the worksheet, select View > Overview
- Use the NAVIGATION CONTROL to move the rectangular marquee to the area you want to view.
- 3. Press CENTER SELECT.

To use Freeze Pane

- Select the cell that is after and below the row and column you want to freeze.
 - For example, if you want to freeze **column E** and **row 4**, you should select cell **F5**.
- Select View > Freeze Panes. To unfreeze the panes, select View > Unfreeze Panes.

To change the zoom ratio

Select **View > Zoom** and then select the zoom ratio to use.

To switch to another worksheet

If your Excel file has multiple worksheets, you can go to a different worksheet by selecting **View > Sheet** and then select the worksheet you want to view

Edit and send worksheets

In order to edit Excel worksheets, you need to switch to Edit mode. To switch to Edit mode, select **Menu > Edit Mode**.

To edit the cell text

- Select the cell whose text you want to edit and select Menu > Edit >
 Cell Text.
- 2. Type in the text and select **Done**.

To delete the cell content

Select the cell whose content you want to delete and select Menu > Edit > Clear Cell

Tip You can select multiple cells by selecting **Menu > Select** and then choosing what to select in the worksheet

To edit the cell range of a defined name

If your worksheet contains defined names created in Microsoft Excel on the PC, you can edit the cell range of the defined name.

- 1. Select Menu > Edit > Define Name.
- In Range Name, select the name whose cell range you want to change.
- 3. In Refers to, type in the new cell range.
- 4. Select Done.

To delete cells

Select the cell you want to delete and select **Menu > Edit > Delete Cells**.

Tip You can select multiple cells to delete by selecting **Menu > Select** and then choosing what to select in the worksheet.

To copy and paste cell contents

- Select the cell(s) you want to copy and then select Menu > Edit > Copy.
 - **Tip** You can select multiple cells to delete by selecting **Menu > Select** and then choosing what to select in the worksheet.
- Select the cell(s) where you want to copy the cell contents to and select Menu > Edit > Paste.

To insert a row or column

Select the cell where you want to insert a row or column and then select **Menu > Insert > Row** or **Column**. If you insert a row, the row will be inserted above the selected cell; if you insert a column, the column will be inserted at the left of the selected cell.

Tip You can also shift the contents of a row or column. To shift, select the cell you want to shift and select **Menu > Insert > Shift Right** or **Shift Down**.

To go to a cell

Select Menu > Tools > Go To and then enter the Cell reference or name. Select OK

Tip You can also sort and find text in the worksheet by selecting Menu > Tools > Sort or Find.

To undo and redo an action Select Menu > Undo [Action] or Redo [Action].

To save the worksheet

- 1. Select Menu > File > Save As.
- Type in the Name you want to use for the edited worksheet and select the Location where you want to save the worksheet.
- Select Save.

To send the document through e-mail

- 1. Select Menu > File > Send.
- In the Messaging screen, select the E-mail account you want to use to send the worksheet.
- 3. In the e-mail, the file is automatically appended as an attachment.
- 4. Enter the recipient name and select Send.

10.4 Microsoft® Office PowerPoint® Mobile

Microsoft® Office PowerPoint® Mobile gives viewing capabilities for your PowerPoint presentations.

To open PowerPoint Mobile

Select Start > Office Mobile > PowerPoint Mobile.

Note

Files created in Office 2007 PowerPoint is currently not supported yet. Added support for Office 2007 format may be available in late 2007. See Windows Mobile® Web site for details

To open a file

- In PowerPoint Mobile, select Menu and choose the location where the .ppt file is saved.
- 2. Locate the file you want to open and select **Select**.

To go through the slides of the presentation

Press NAVIGATION right to go forward in the presentation; press NAVIGATION left to go back to the previous action or slide of the presentation.

You can also go to a particular slide in your presentation by pressing the right **SOFT KEY** (to show the Menu) and selecting **Menu > Go to Slide** then choosing the slide to go to.

To view a custom show

You can view custom shows that you created on Microsoft PowerPoint on your phone.

- 1. Press the right **SOFT KEY** to show **Menu**.
- Select Menu > Custom Show and then select the custom show you want to view on the list.

To zoom in on a slide

- 1. Press the right SOFT KEY to show Menu.
- Select Menu > Custom Show and then select the custom show you want to view on the list.

Note

You cannot go the next or previous slide when you zoom in. You need to zoom out first to be able to go to the next or previous slide. To zoom out, select **Menu** > **Zoom Out**

To set PowerPoint Mobile preferences

- 1. Press the right SOFT KEY to show Menu.
- Select Menu > Options.
- 3. Set the Orientation and Playback options and select Done.

To show links in a slide

You can show and activate hyperlinks in slides that you created on Microsoft PowerPoint on your phone.

- 1. Press the right **SOFT KEY** to show **Menu**.
- 2. Select Menu > Show Links.
- Press CENTER SELECT to activate the hyperlink. If there is more than one hyperlink on the slide, use NAVIGATION CONTROL to select the hyperlink you want to activate.

To end the presentation

Press the right SOFT KEY (to show End) and select End.

10.5 Adobe® Reader® LE

Adobe® Reader® LE lets you view Portable Document Format (PDF) files.

When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

To open a PDF file on your phone

- 1. Select Start > Adobe Reader LE.
- 2. Select Open.
- 3. Browse to a folder and select the PDF file you want to open.

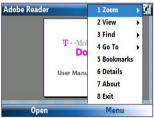
Note To open another PDF file, select **Open > Menu > Browse For File**. You can also open a PDF file from File Explorer by selecting it.

To navigate through a PDF file

You can do any of the following:

- Use the NAVIGATION CONTROLS to scroll through the pages.
- Select Menu > Go To and select an option to go to a specific page in the PDF file.

While reading a PDF file, select **Menu** to open a list of options that lets you zoom in, directly go to a bookmark, find text in the file, and more.



You can create speed dial entries for frequently-called numbers or frequently-accessed items so you can dial a number or access an item by pressing a single key.

To create a speed dial entry for a contact

- On the Home screen, select Start > Contacts.
- Select a contact.
- 3. Press CENTER SELECT to view the contact details.
- Select the desired phone number and select Menu > Add to Speed Dial.
- 5. Enter appropriate details in Name, Value, and Keypad assignment.
- Select Done. To quit at any time during this process, select Menu > Cancel

To create a speed dial entry for an item

- On the Home screen, select Start then choose (just highlight) the item you want.
- 2. Select Menu > Add Speed Dial.
- 3. Enter details in Name, Value, and Keypad assignment.
- Select Done. To quit at any time during this process, select Menu > Cancel.

Note

The first speed dial location is generally reserved for your voice mail. Speed Dial uses the next available location by default. If you want to place a number in a location that is already used, the new number replaces the existing number.

To retrieve a voice mail message

On the Home screen, press and hold w to access your voice mailbox, and follow the prompts to retrieve your messages.

To make a call or launch a program using Speed Dial

If you have assigned a speed dial (for example, the second location) to a contact or a program in Speed Dial, you can simply press and hold the 2 key on the phone keypad to dial the contact's number or open the program.

To delete a speed dial entry

- 1. On the Home screen, select **Start** > **Speed Dial**.
- 2. Select the desired entry and select Menu > Delete.

10.7 Voice Command

Voice Command lets you call your contacts, open applications, play back music, and get calendar information just by using your voice.

Voice Command only responds to a set of predefined commands, you cannot create your custom commands in Voice Command.

To learn more about the commands that you can use, select **Start > Voice Command > Menu > Help**.

To set the Voice Command button

You need to set a button on your phone as the Voice Command button for you to enable and disable it. The default button to activate Voice Command is to press and hold **HOME**.

When Voice Command is activated, the $\stackrel{@}{\underline{\Psi}}$ icon will appear on top of the screen.

- Select Start > Voice Command.
- 2. In **Voice Button**, select the button you want to use and select **Done**.

You can set other options in the Voice Command screen. To learn about the different options, consult the Voice Command help.

To call a contact

- 1. Hold the phone a few inches away from your mouth.
- 2. Press the button you set as the Voice Command button.
- 3. In a clear voice, say "Call [Contact Name]."

Note If Voice Command is wrong about the contact to call, say "No" or "Incorrect" to try again.

5. The phone starts to call the contact.

To request information from your calendar

- 1. Hold the phone a few inches away from your mouth.
- 2. Press the button you set as the Voice Command button.
- 3. In a clear voice, say the information you want to retrieve. For example, "What's my next appointment?" or "What's my next meeting?"

Consult the Voice Command help file to learn the other commands that you can use to retrieve other Calendar information.

To open a program

- 1. Hold the phone a few inches away from your mouth.
- 2. Press the button you set as the Voice Command button.
- 3. In a clear voice, say "Open [Program Name]."

Tip You can also say "Show [Program Name]" or "Start [Program Name]" to open programs.. Use the phrase that you are most comfortable with.

To request phone status information

- 1. Hold the phone a few inches away from your mouth.
- 2. Press the button you set as the Voice Command button.
- 3. In a clear voice, say the phone status information you want to retrieve. For example, say "What time is it?" or "What date is it?"

Consult the Voice Command help file to learn the other commands that you can use to retrieve other phone status information.

To use Voice Command with a Bluetooth headset

Activate Voice Command from your Bluetooth headset by pressing the voice dial button on the Bluetooth headset.

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Appendix

A.1 Specifications
A.2 Regulatory Notices

A.1 Specifications

System information			
Processor/Chipset	 Tl's OMAP™ 850 201 MHz ROM-Nand Flash: 128 MB (Standard) RAM: 64 MB DDR Free memory: 47 MB Available program storage: 18 MB (variable, depending on installed applications) 		
Memory			
	(The first two figures above 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 Standard		
Disulan			

Display	
Туре	2.4" Transmissive LCD with white LED back light
Resolution	320 x 240 dots resolution at 65K Colors (Landscape view)

GSM/GPRS/EDGE Quad-band module			
GSM 850	824 ~ 849, 869 ~ 894 MHz		
GSM 900	880 ~ 915, 925 ~ 960 MHz		
GSM 1800	1710 ~ 1785, 1805 ~ 1880 MHz		
GSM 1900	1850 ~ 1910, 1930 ~ 1990 MHz		

Camera module	
Туре	1.3 Megapixel CMOS
Resolution	 SXGA: 1280 x 1024 VGA: 640 x 480 QVGA: 320 x 240 QQVGA: 160 x120

	препак			
Connections				
I/O port	HTC ExtUSB™: an 11-pin mini-USB and audio jack in one			
	(ExtUSB is a proprietary connection interface that is trademarked by HTC)			
Bluetooth	V 2.0 without EDR, Class 2 transmit power			
Wi-Fi	IEEE 802.11b/g compliant, Internal WLAN antenna			
Audio				
Microphone/speaker	Built-in microphone and 3-in-1 speaker			
Headphone	AAC/AMR/WMA/WAV/MP3 codec			
Physical				
Dimension	4.39 inches (L) x 2.46 inches (W) x 0.5 inches (T)			
Weight	120g / 0.27 lbs with battery pack			
Controls and lights				
Navigation	5-way navigation pad/Center Select Key			
Buttons	 Power on/off (left) Volume Touch Strip Left and RIght Softkeys Home screen Back to previous screen Send (start call/answer call) End call/Lock 10 Column QWERTY keyboard Messaging key Function key 			
Lights	Event notificationCharge statusGSM/GPRS signalsBluetooth connection			

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Expansion slot	
microSD slot	microSD memory card
Power supply	
Battery	Li-lon 960 mAh removable, rechargeable battery
Talk time	Up to 5 hours
Standby	Up to 220 hours
AC adapter	 AC input/frequency: 100 ~ 240 AC, 50/60Hz DC output: 5V and 1A

A.2 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of **EXCA100**.

To ensure continued reliable and safe operation of your phone, use only the accessories listed below with your **EXCA100**.

The Battery Pack has been assigned a model number of **EXCA160**.

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

Federal Communications Commission Notice

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

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

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

 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.

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.

The exposure standard for wireless mobile phones employs a unit of measurement known as the **Specific Absorption Rate**, or SAR.

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

The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage. Normal conditions only 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.

SAR Information

• 1.49 mW/g (1g)

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

Other tips and cautions

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Avoid using your phone after a dramatic change in temperature.

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 centre, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

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

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