



**Touch by HTC™**

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# Please Read Before Proceeding

**THE BATTERY MUST BE CHARGED BEFORE YOU CAN USE THE DEVICE.**

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




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

## PRIVACY RESTRICTIONS

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

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This powerful combination brings you access to more products, more services, and more of what you need to do more of what you want. Welcome to a future full of possibility. Welcome to the new Sprint.

**Welcome and thank you for choosing Sprint.**

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# Section 1

## Getting Started

### In This Section

- 1.1 Setting Up Service
- 1.2 Your Device
- 1.3 Battery Information
- 1.4 Starting Up
- 1.5 The Today Screen
- 1.6 TouchFLO™
- 1.7 Programs
- 1.8 Settings



## 1.1 Setting Up Service

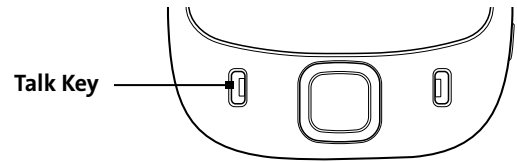
**Setting up service on your new smart device is quick and easy.** This section walks you through the necessary steps to set up your device's phone, set up your voicemail, establish passwords, and contact Sprint for assistance with your Sprint service.

### Setting Up Your Voicemail

All unanswered calls to your device are automatically transferred to your voicemail, even if your phone is in use or turned off. Therefore, you will want to set up your voicemail and personal greeting as soon as your device's phone is activated.

To set up your voicemail:

1. Access the Phone screen by pressing the **Talk Key**.
2. Press and hold the **1** key on the Phone screen.
3. Follow the system prompts to:
  - Create your passcode.
  - Record your greeting.
  - Record your name announcement.
  - Choose whether to activate One-Touch Message Access (a feature that lets you access messages simply by pressing and holding the **1** key, bypassing the need for you to enter your passcode).



**Note:**

If you are concerned about unauthorized access to your voicemail account, Sprint recommends you enable your voicemail passcode.

### Sprint Account Passwords

As a Sprint customer, you enjoy unlimited access to your personal account information, your voicemail account, and your Sprint Vision® account. To ensure that no one else has access to your information, you will need to create passwords to protect your privacy.

#### Account Password

If you are the account owner, you'll have an account password to sign on to [www.sprint.com](http://www.sprint.com) and to use when calling Sprint Customer Service. Your default account password is the last four digits of your Social Security number. If you are not the account owner (if someone else pays for your Sprint service), you can get a sub-account password at [www.sprint.com](http://www.sprint.com).

#### Voicemail Password

You'll create your voicemail password (or passcode) when you set up your voicemail. See "Setting Up Your Voicemail" for more information on your voicemail password.

#### Sprint Vision Password

With your device and Sprint Vision service, you can set up a Sprint Vision password. This optional password may be used to authorize purchase of Premium Services content and to protect personal information on multi-phone accounts.

For more information or to change your passwords, sign on to [www.sprint.com](http://www.sprint.com) or call Sprint Customer Service at 1-888-211-4727.

## Getting Help



Visit [www.sprint.com](http://www.sprint.com)

You can go online to:

- Access your account information.
- Check your minutes used (depending on your Sprint service plan).
- View and pay your bill.
- Enroll in Sprint online billing and automatic payment.
- Purchase accessories.
- Shop for the latest Sprint phones.
- View available Sprint service plans and options.
- Learn more about Sprint Power Vision and other great products like Sprint TV<sup>SM</sup>, the Sprint Music Store<sup>SM</sup>, Sprint Picture Mail, games, ringers, screen savers, and more.

## Reaching Sprint Customer Service

You can reach Sprint Customer Service many different ways:

- From the Phone screen, dial   and then press the **Talk Key**.
- Sign on to your account at [www.sprint.com](http://www.sprint.com).
- Call us toll-free at 1-888-211-4727 (Consumer customers) or 1-888-788-4727 (Business customers).
- Write to us at Sprint Customer Service, P.O. Box 8077, London, KY 40742.

## Automated Billing Information

For your convenience, your phone gives you access to billing information on your Sprint account. This information includes balance due, payment received, invoicing cycle, and the number of minutes used since your last invoicing cycle.

To access automated billing information:

- ▶ From the Phone screen, dial   and then press the **Talk Key**.

**Note:** This service may not be available in all Affiliate areas.

## Sprint 411

You have access to a variety of services and information through Sprint 411, including residential, business, and government listings; assistance with local or long-distance calls; movie listings; and hotel, restaurant, shopping, and major local event information. There is a per-call charge and you will be billed for airtime.

To call Sprint 411:

- ▶ From the Phone screen, dial    and then press the **Talk Key**.

## Sprint Operator Services

Sprint Operator Services provides assistance when placing collect calls or when placing calls billed to a local telephone calling card or third party.

To access Sprint Operator Services:

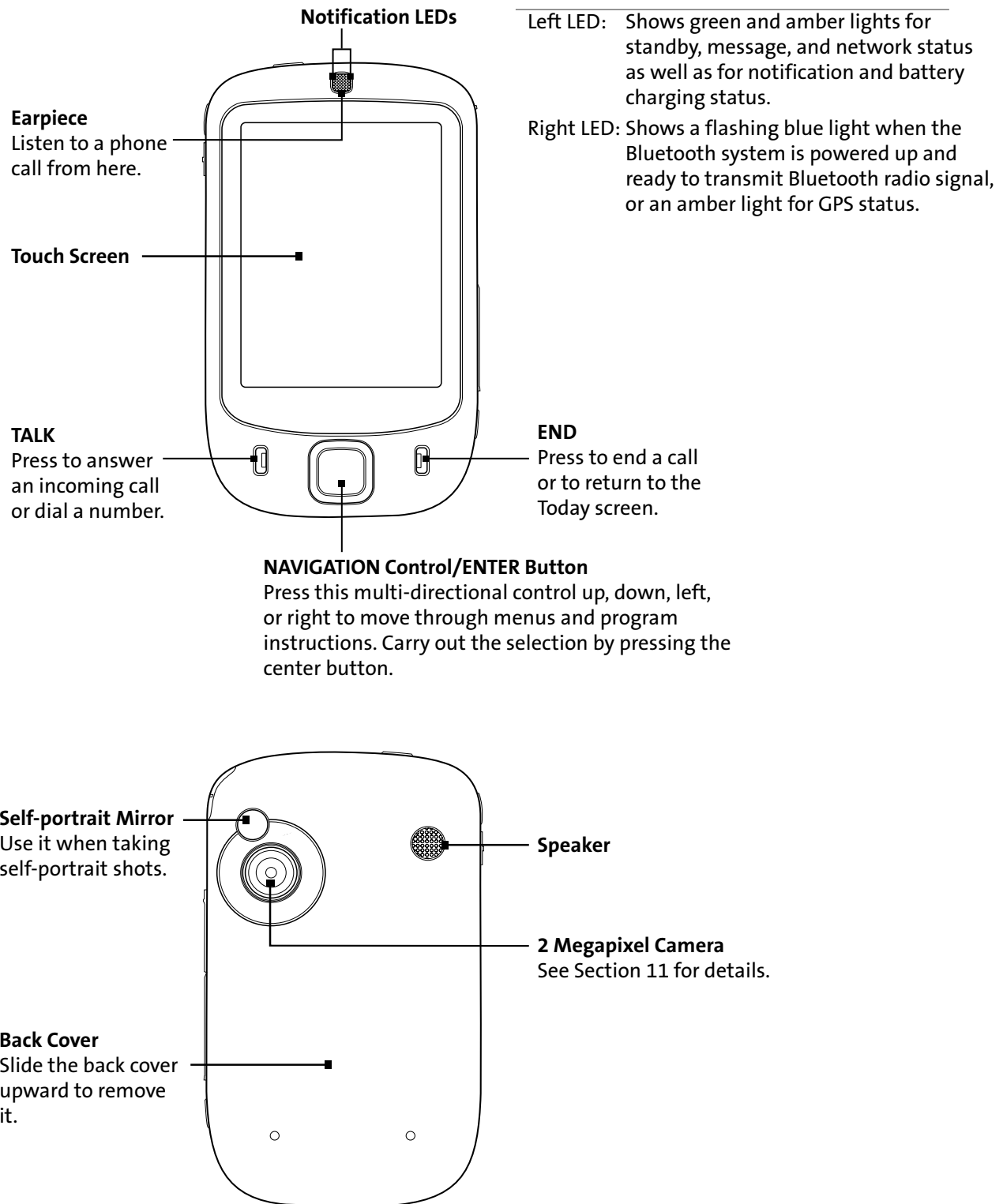
- ▶ From the Phone screen, dial  and then press the **Talk Key**.

For more information or to see the latest in products and services, visit us online at [www.sprint.com](http://www.sprint.com).

## 1.2 Your Device

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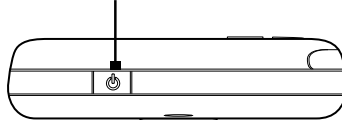
### Front and Back Components



## Top Components

### POWER

Press to turn off the display temporarily. To turn off the power, press and hold for about five seconds. For more information, see “Starting Up” in this section.

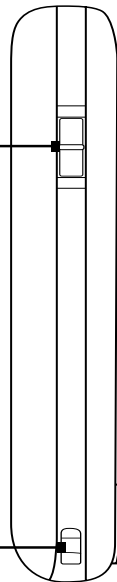


## Left and Right Components

### Volume Slider

- Slide up or down to adjust the speaker volume.
- During a call, slide up or down to adjust the earpiece volume.

Lanyard/Strap holder



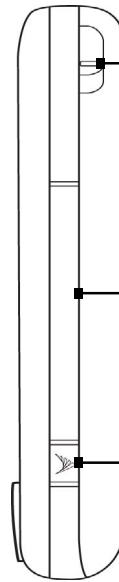
Stylus

### Storage Card Slot Cover

Remove the back cover and then pry open the slot cover to install the microSD card for storing data.

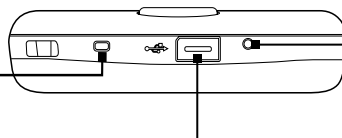
### CAMERA

Press to activate the Camera. See Section 11 for details.



## Bottom Components

Microphone



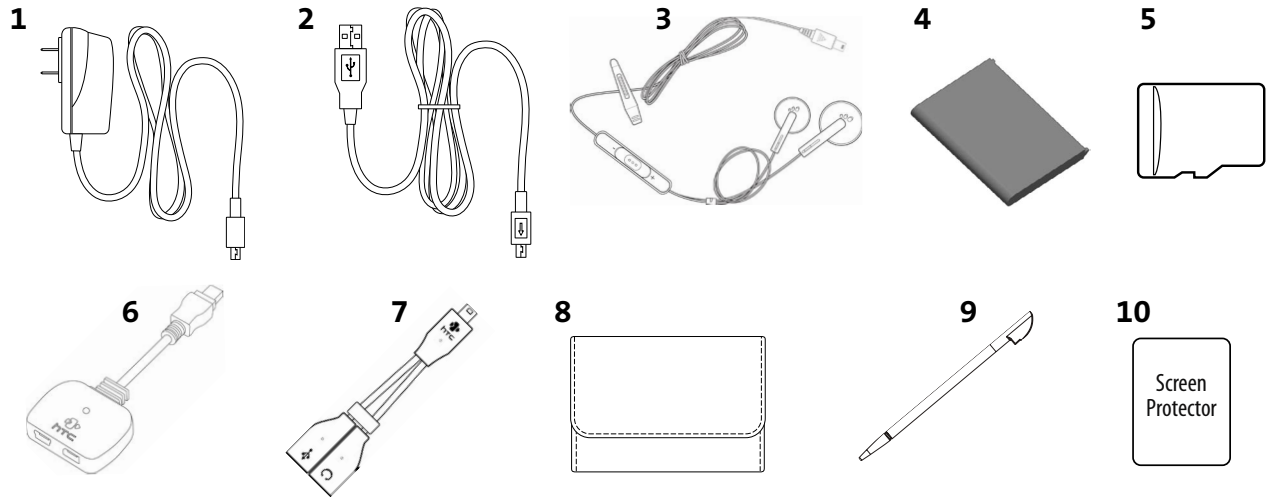
### RESET

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

### Sync Connector/Earphone Jack

Connect the supplied AC phone charger to charge the battery or the USB Sync cable to synchronize data with your PC. You can also connect the provided 2.5mm headset adapter to allow the AC phone charger and stereo headset to be connected to your device at the same time.

## Accessories



- |                                  |   |
|----------------------------------|---|
| <b>1 AC Phone Charger</b>        | Recharges the battery.  |
| <b>2 USB Sync Cable</b>          | Connects your device to a PC and synchronizes data.   |
| <b>3 Mini-USB Stereo Headset</b> | Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call. |
| <b>4 Battery</b>                 | Rechargeable Lithium-ion battery, 1100 mAh.   |
| <b>5 microSD™ card</b>           | Provides 512 MB of storage space.   |
| <b>6 Two Mini USB Adapter</b>    | Lets you connect the supplied AC phone charger and mini-USB stereo headset to your device at the same time.   |
| <b>7 2.5mm Headset Adapter</b>   | Lets you connect the supplied AC phone charger and a standard 2.5mm stereo headset to your device at the same time.   |
| <b>8 Pouch</b>                   | Comes with belt clip. Store your device in the pouch to keep it from dust and scratches.  |
| <b>9 Stylus</b>                  | An extra stylus pen is provided.  |
| <b>10 LCD Screen Protector</b>   | Protects the touch screen from scratches and abrasions.   |



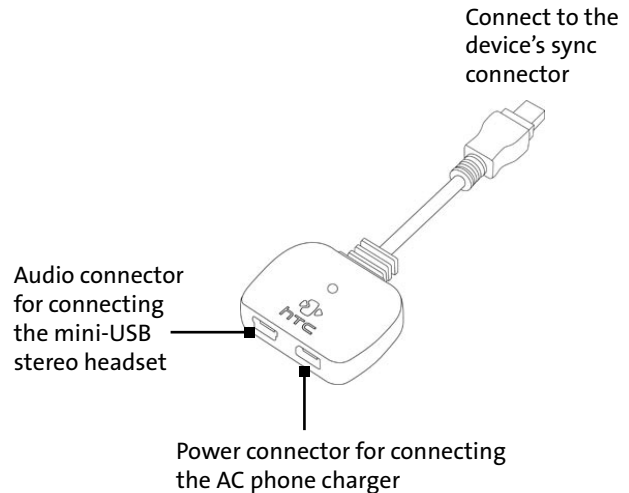
## Using the Two Mini USB Adapter and 2.5mm Headset Adapter

To be able to charge the battery on your device using the AC phone charger and at the same time connect a wired stereo headset for hands-free phone conversation or for listening to audio media, you can use the splitter adapters that are supplied with your device.

**To connect the AC phone charger and the supplied mini-USB stereo headset:**

Use the two mini USB adapter for the connection.

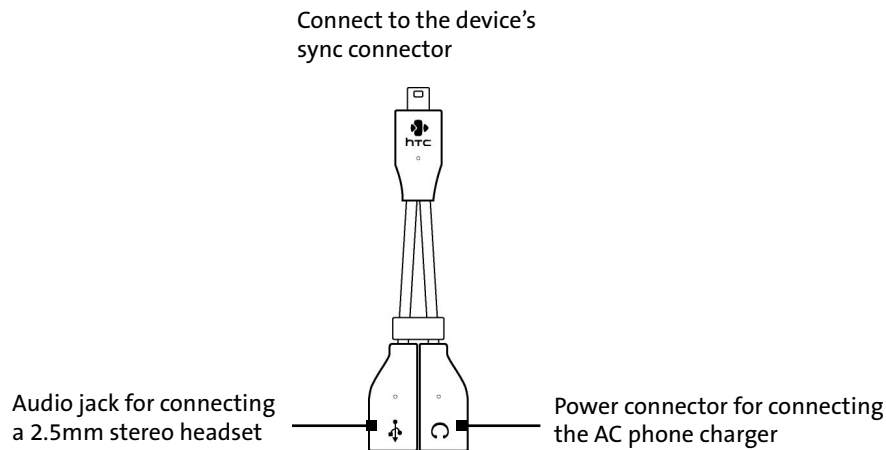
1. Connect one end of the two mini USB adapter to the sync connector at the bottom of your device.
2. Connect the supplied mini-USB stereo headset to the audio connector of the two mini USB adapter.
3. Connect the AC phone charger to the power connector of the two mini USB adapter.



**To connect the AC phone charger and a standard 2.5mm stereo headset:**

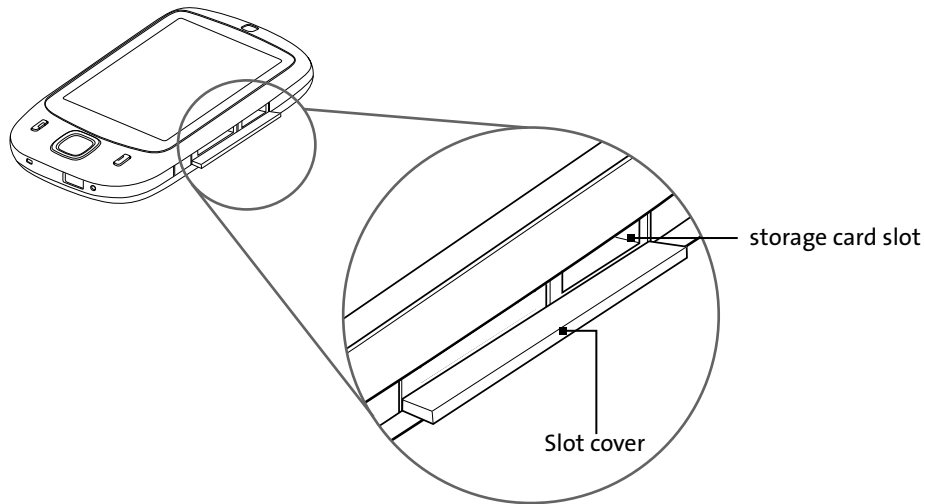
Use the 2.5mm headset adapter for the connection.

1. Connect one end of the 2.5mm headset adapter to the sync connector at the bottom of your device.
2. Connect a standard 2.5mm stereo headset to the audio jack of the 2.5mm headset adapter.
3. Connect the AC phone charger to the power connector (5-pin) of the 2.5mm headset adapter.

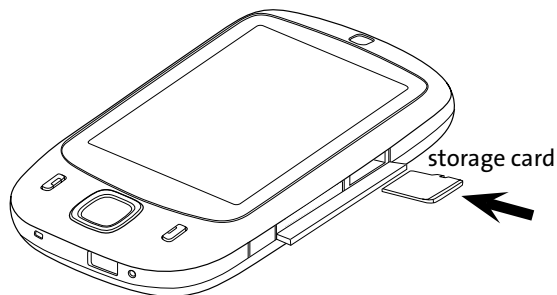


## Installing the microSD card

1. Remove the back cover.
2. Use your thumb or finger to pry open the cover that houses the storage card slot. To open the slot cover more easily, pry it open from both ends.



3. Flip your device so that the touch screen faces upward.
4. Hold open the slot cover with one hand.
5. Insert the microSD card into the storage card slot with the gold contacts facing down.



6. Close the slot cover.
7. Replace the back cover.

**Note:** To remove the storage card, press the card to pop it out of the slot.

## 1.3 Battery Information

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Your device comes with a rechargeable Li-Ion battery. Use only manufacturer-specified original batteries and accessories with your device. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your device, the features and settings you select and use, items attached to your device's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: Up to 250 hours.
- Talk time: Up to 3.5 hours.
- Media playback time: Up to 8 hours for WMV (video); up to 12 hours for WMA (audio).



**Warning:** To reduce risk of fire or burns, do not disassemble, crush, or puncture the battery; short external contacts; heat above 60°C (140°F); or dispose of in fire or water. Replace only with manufacturer-specified batteries. Recycle or dispose of used batteries according to the local regulations.



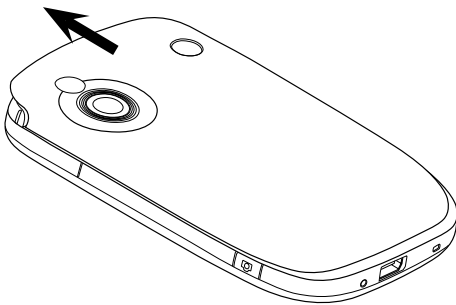
### Installing and Charging the Battery

New batteries are shipped partially charged. Before you start using your device, you need to install and charge the battery.

**To remove the back cover:**

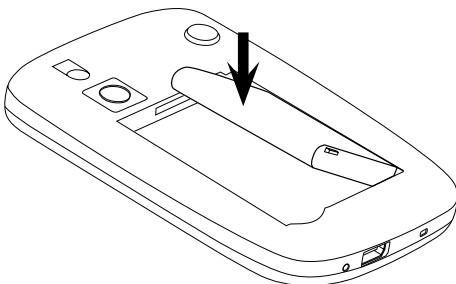
Before installing the battery or storage card, you have to remove the back cover.

1. Make sure your device is turned off.
2. Slide the back cover upward as shown in the following illustration.



**To install the battery:**

1. Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the right side of the battery compartment. Insert the right side of the battery first, then gently push the battery into place.
2. Replace the back cover.



#### To remove the battery:

1. Make sure your device is turned off.
2. Remove the back cover.
3. To remove the battery, lift it up from the lower-left end of the battery.

#### To charge the battery:

Some batteries perform best after several full charge and discharge cycles. The time needed to fully charge the battery is less than four hours. You can charge the battery in one of the following ways:

- Connect your device directly to an electrical outlet using the AC phone charger.
- Plug the sync cable to the USB port on your PC and to the sync connector on your device.

#### Notes:

Do not remove the battery from the device while you are charging it using the AC phone charger. As a safety precaution, the battery stops charging when it overheats.

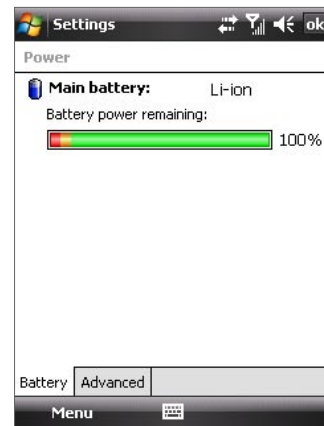
## Low Battery

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

- Immediately save your current data.
- Immediately charge the battery by using the AC phone charger.
- Synchronize with your PC (see Section 5).
- Turn off your device.

#### To check the battery power:

- ▶ Tap **Start > Settings > System tab > Power**.



Power information

## 1.4 Starting Up

---

### Turning Your Device On and Off

To turn on your device, press and hold the **Power** Key at the top left of the device. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see “Calibrating the Device.” For information about setting up the device password, see “Protecting Your Device” in Section 4.

To turn off your device, press and hold the **Power** Key for a few seconds. A message will then be displayed, prompting you whether to turn off the device completely.

### Switching to Sleep Mode

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

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

To specify the timeout period before your device goes into sleep mode:

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

You will still be able to receive messages and calls while your device is in sleep mode. Pressing the **Power** Key again or new incoming calls or messages will wake up your device.

### Calibrating the Device

Calibrating the device screen involves tapping the center of a cross with the stylus as it moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.


If your device does not accurately respond to screen taps, please follow these steps to recalibrate it:

1. Tap **Start > Settings > System tab > Screen**.
2. On the **General** tab, tap **Align Screen**, and follow the instructions on the screen.

### Key Lock

It is possible to lock the buttons on the device, so that the applications may not be accidentally launched. Once you enable this feature, only the **Power** Key can turn on your device.

To lock buttons:

- ▶ Tap the **Lock** icon (  ) on the **Launch** tab of HTC Home. (See “HTC Home” for details.)

To unlock buttons:

- ▶ Tap **Unlock** twice on the Today screen.

**Note:**

To change the Key Lock settings, tap **Start > Settings > System tab > Key Lock**.

The Key Lock feature does not disable the phone function of your device. When you enable this feature, you still can use the buttons on the device to receive or reject an incoming call.

## Managing Screen Settings

The device's display has **Portrait** and **Landscape** screen orientation modes. To change the orientation, tap **Start > Settings > System tab > Screen**, and select the orientation you want.

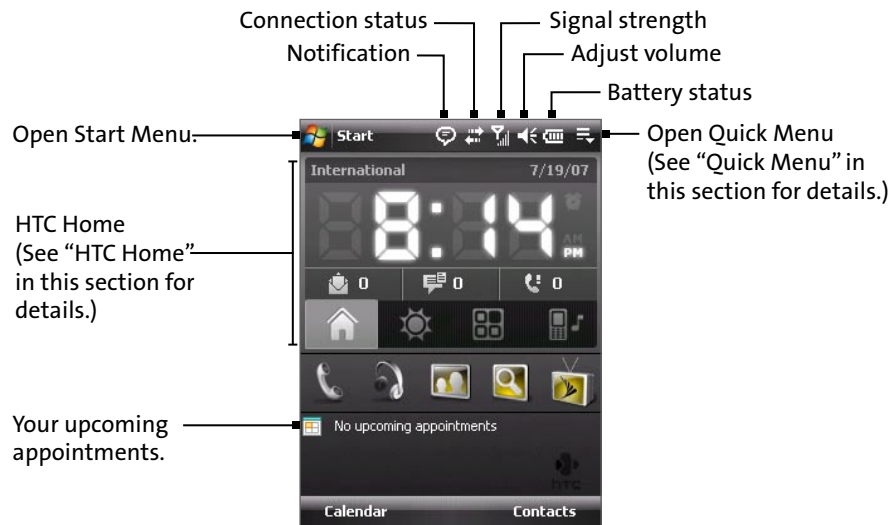
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

**Tip:**

To quickly change the screen orientation, you can also tap the Rotate Screen icon in HTC Home's Launcher. See "HTC Home" later in this section for details.

## 1.5 The Today Screen

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

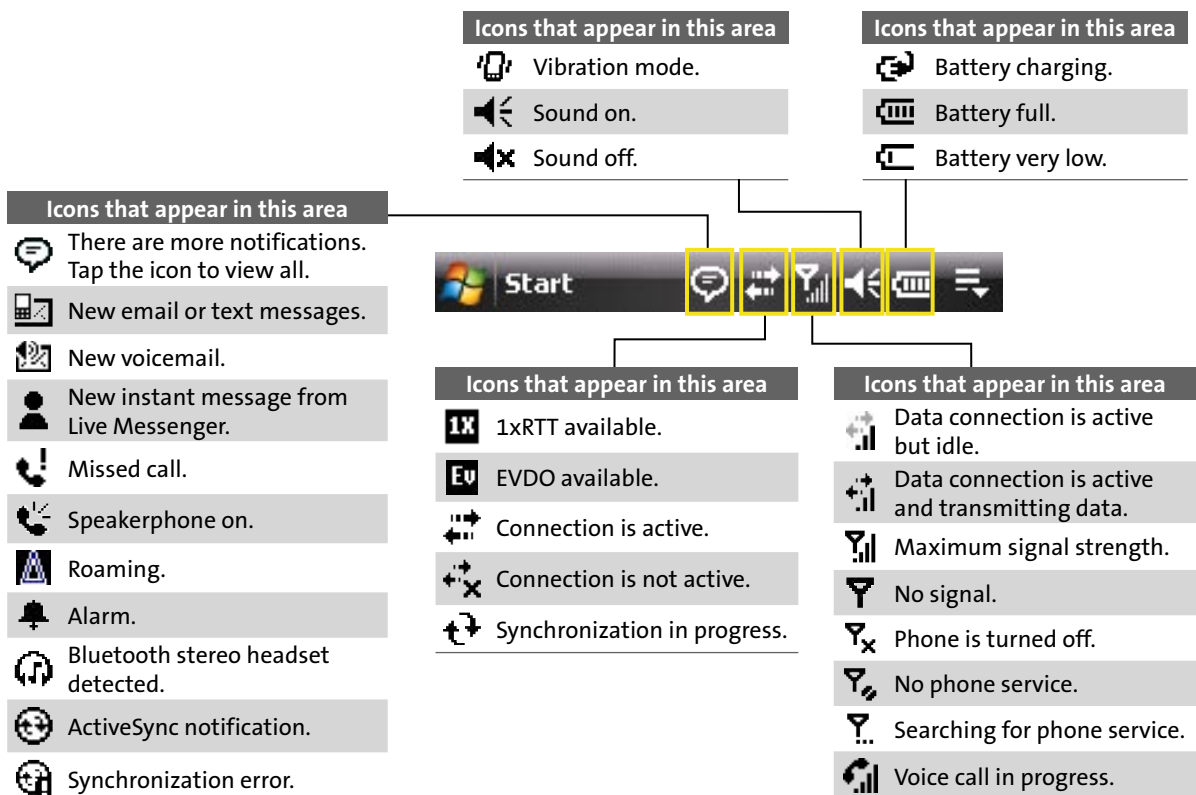


- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.

**Note:** For more information about customizing the Today screen, see Section 4.

### Indicators

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



## The Start Menu

The **Start** menu, located at the top left corner of the Today screen, displays a list of programs. It lets you close a screen and switch from one program to another. You can start a program by scrolling through the programs list and then pressing the ENTER button, or by tapping a program with the stylus.

Open a recently used program.

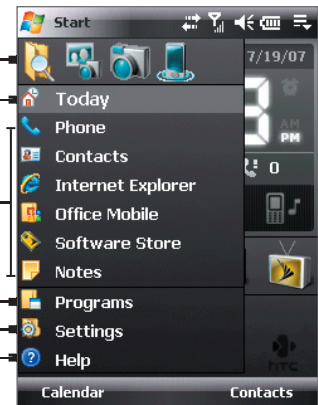
Switch to the Today screen.

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

Access more programs.

View and change settings.

View Help information for the current screen.



## The Quick Menu


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

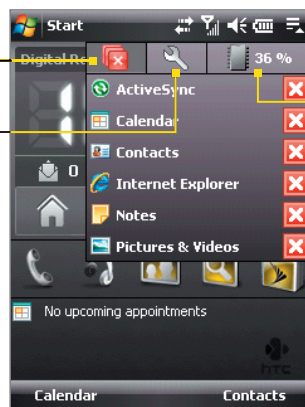
Stop all currently running programs.

Customize Task Manager settings. (See “Using Task Manager” in Section 12.)

Tap this button to open the Quick Menu.

Display the percentage of memory in use. Tap this icon to view more information about memory usage.

- To switch to a running program, tap the program name.
- To stop running a program, tap .





## HTC Home

**HTC Home** is a Today screen plug-in that gives you up-to-date local information at a glance, such as time, day, and weather information, and shows new messages and missed calls. It also has a customizable launcher where you can add your favorite applications for one-touch access.

HTC Home has four components: **Home**, **Weather**, **Launcher**, and **Sound**. At the bottom of HTC Home, there is a toolbar that allows you to switch between these components.



To switch between the different components of HTC Home:

- ▶ Touch the tabs in the toolbar using your finger.  
—or—
- ▶ Tap the tabs in the toolbar using the stylus.  
—or—
- ▶ Use the Navigation Control. If the toolbar is not selected, press the Navigation Control up/down first to select the toolbar. Press the Navigation Control left or right to select a tab and then press the ENTER button.

### The Home tab

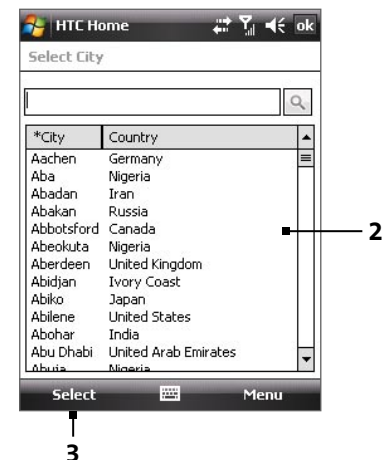
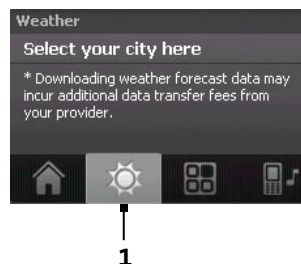
**Home** displays the current day, date and local time. When you have new incoming messages and calls, it shows you the number of new email and text messages, and missed calls. If you have set up the alarm, it also shows the Alarm icon.



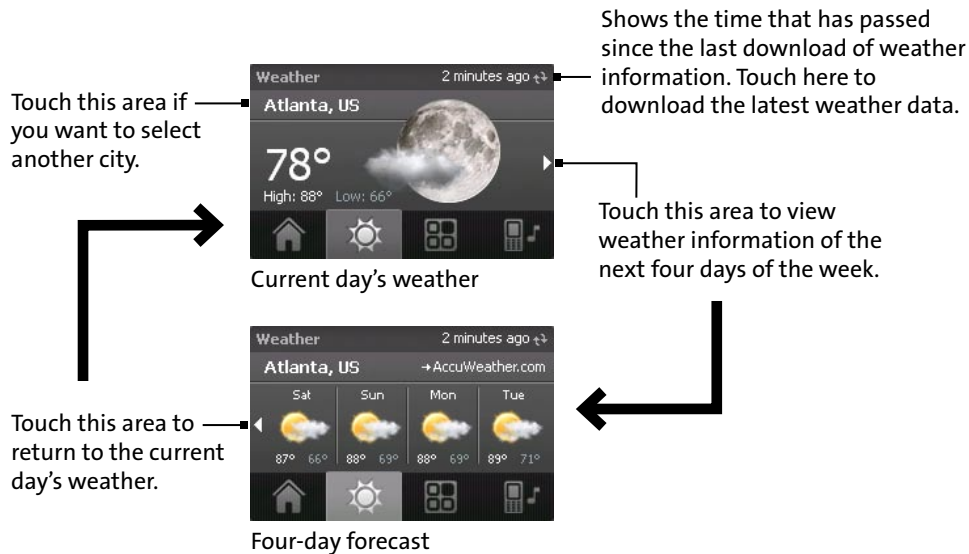
### The Weather tab

**Weather** shows you the current weather as well as weather information for the next four days of the week. The first time you use this feature, you need to select your city first to get local weather information.

1. Select the **Weather** tab (1).
2. Touch the area that shows **Select your city here**.
3. On the Select City screen, browse through the list of cities and choose your city (2).
4. Tap **Select** (3).



After selecting your city, your device automatically connects to the Internet via the data connection and downloads weather information for the current day and the next four days of the week. The current temperature, the highest and lowest temperatures, and a visual indicator of the climate (showing if it's a cloudy or rainy day, etc.) will be displayed on the **Weather** screen.

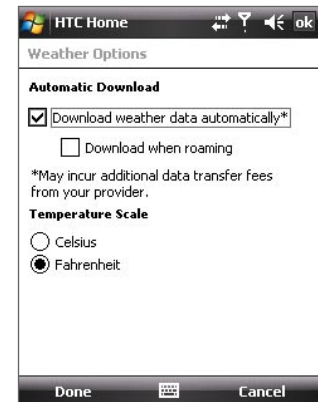


**Note:**

If you have not connected to the Internet and downloaded weather information for five days, the following error message will be displayed: "Unable to retrieve data for selected city. Select here to retry." Use the data connection to connect your device to the Internet, and then touch the area that shows the error message to download weather data.

To customize the weather settings:

1. Touch the area that shows the city name.
2. On the Select City screen, select **Menu > Weather Options**.
3. Enable or disable the following options:
  - **Download weather data automatically.** When this check box is selected, weather information will automatically be downloaded from the AccuWeather Web site whenever you select the Weather tab, if the data has not been updated within the last three hours. Weather data will also be downloaded every time an ActiveSync connection occurs (through over-the-air or USB connection).  
Clear this check box if you prefer to manually download weather information.
  - **Download when roaming.** Select this check box only if you want to allow automatic download of weather data when you're roaming. This may incur additional costs.
  - **Temperature Scale.** Choose whether to display temperature in Celsius or Fahrenheit.



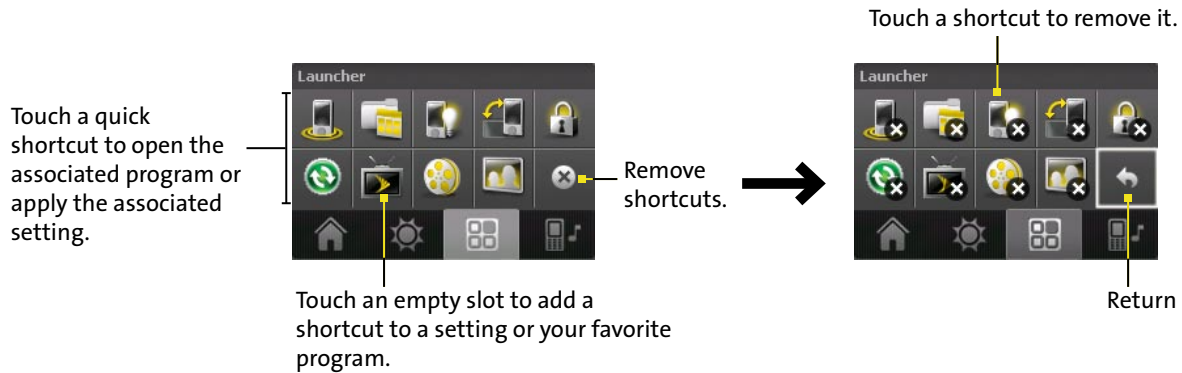
**Note:**

To check for more detailed weather information on the AccuWeather Web site, select **Menu > About Weather** on the Select City screen and then touch the link that shows AccuWeather.com. Internet Explorer Mobile then opens and brings you to the AccuWeather Web site.

## The Launcher tab

**Launcher** allows you to add quick shortcuts to your favorite programs and settings for one-touch access.

Quick settings such as **Adjust Backlight**, **Rotate Screen**, **Lock Device**, and a few program shortcuts are added by default. They can be replaced with your preferred settings and programs.

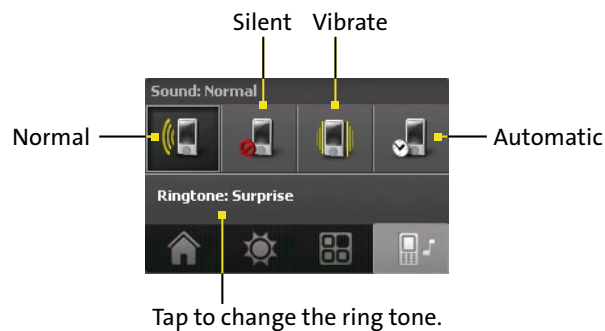


**Note:**

To replace a shortcut, you need to delete it first and then add a shortcut to your favorite program or setting.

### The Sound tab

**Sound** lets you quickly set the device volume and change the ring tone of your device.



- Tap the sound mode icon to set the device to **Normal**, **Silent**, **Vibrate**, or **Automatic** mode.
- Touch the **Ringtone** area to open the phone sound settings to change the ring tone.

**Note:**

Tap the **Automatic** icon to set the device volume to Automatic mode. If Automatic is selected, the device will vibrate during a scheduled event in your calendar; if there are no scheduled events in your calendar, the device will use the Normal mode setting.

## 1.6 TouchFLO™

**TouchFLO™** is a special feature that gives you a better touch screen experience on your device. With TouchFLO, you can simply use your finger to scroll and pan the screen.

TouchFLO also features **Touch Cube**, where you can launch messaging programs, Internet Explorer® Mobile, and more. You can also add your favorite contacts, play music, and access your pictures and videos.

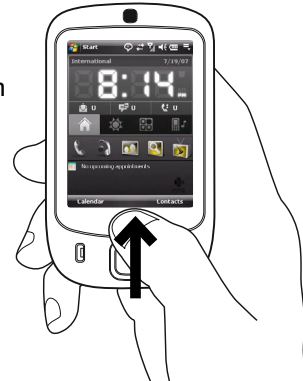
**Note:**

Touch Cube is displayed in portrait view only. To be able to open Touch Cube, make sure your display is set to portrait mode.

### Touch Cube

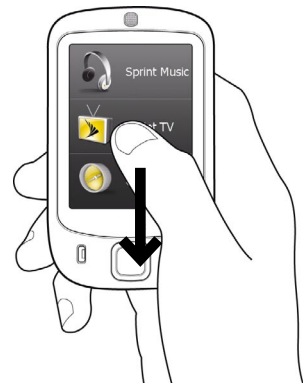
**To open Touch Cube:**

- ▶ Slide your finger upward, starting from the logo at the bottom of the touch screen.



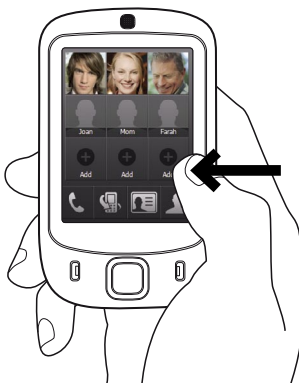
**To close Touch Cube:**

- ▶ To close Touch Cube and return to the screen before opening Touch Cube, slide your finger downward on the touch screen.



**To navigate Touch Cube:**

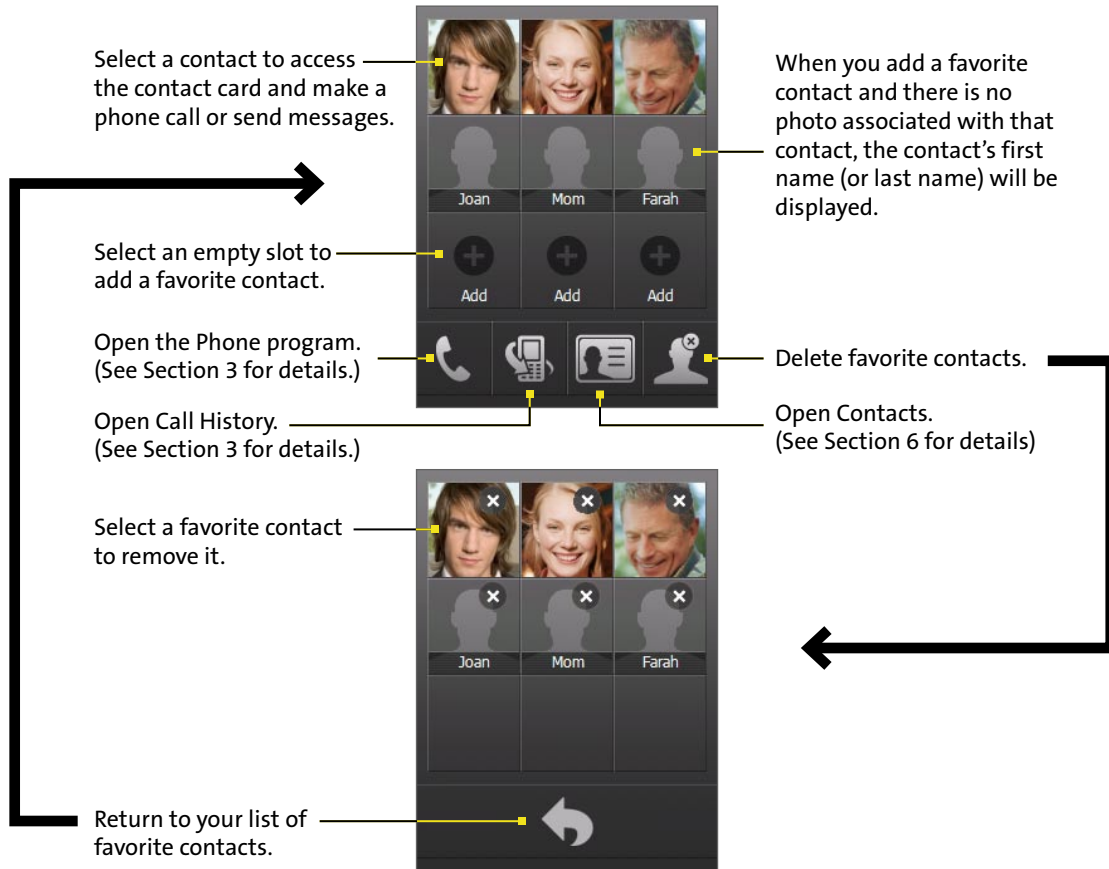
- ▶ Touch Cube is a three-dimensional cubic user interface. To flip the interface from one side to another, slide your finger left or right on the touch screen.



## Touch Cube screens

There are three sides to the Touch Cube interface:

- On the first side of the interface, you can add up to nine favorite contacts. If you make calls or send messages to certain people frequently, you can add them as favorite contacts for quicker access.



### Notes:

You should already have contacts created or synchronized on your device before you can add them as favorite contacts.

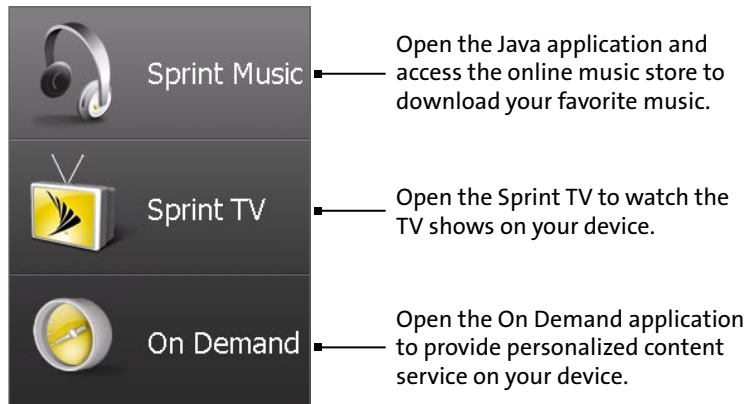
For more information about creating contacts, see Section 6.

For more information about synchronizing your device with a PC, see Section 5. For information about synchronizing your device with the Exchange Server, see Section 8.

- The second side of the interface provides quick shortcuts to your email messages, text messages, the online store, and other applications. Simply touch the icons on the screen to open the corresponding program.



- On the third side of the interface, you can play back music and access the images and video files on your device.



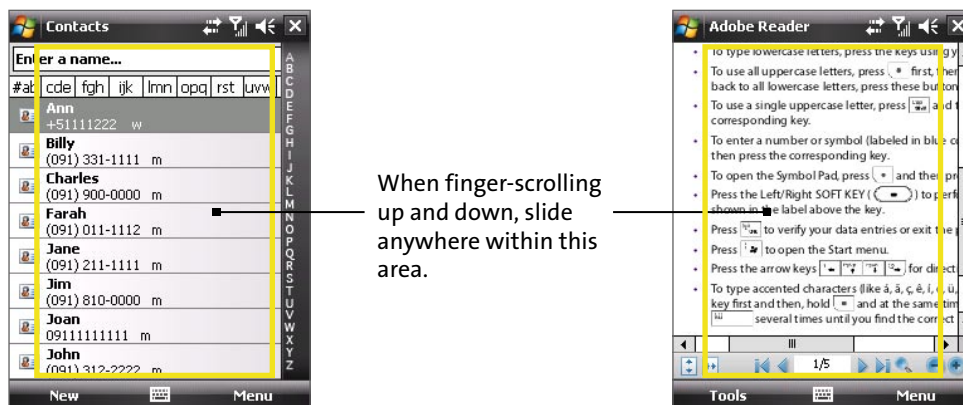
## Finger-scrolling and finger-panning

With TouchFLO, you can use finger-scrolling and finger-panning when viewing content that cannot be fit entirely on the screen, such as Web pages, documents, and messages. Finger-scrolling can also be used to scroll up and down lists such as the contacts list, file list, message list, and calendar appointments list.

**Note:** Finger-scrolling and finger-panning work in both portrait and landscape modes.

### To use finger-scrolling:

- ▶ Slide your finger downward to scroll up the screen.
- ▶ Slide your finger upward to scroll down the screen.
- ▶ To scroll towards the left, slide your finger to the right.
- ▶ To scroll towards the right, slide your finger to the left.
- ▶ While the screen is scrolling, you can stop the scrolling by pressing your finger on the touch screen.



**Note:** Scrollbars shown on the screen indicate that there is more content that does not fit on the screen. You can finger-scroll up and down only when there's a vertical scrollbar shown on the screen. Likewise, you can finger-scroll left and right only when there's a horizontal scrollbar.

### To use finger-panning:

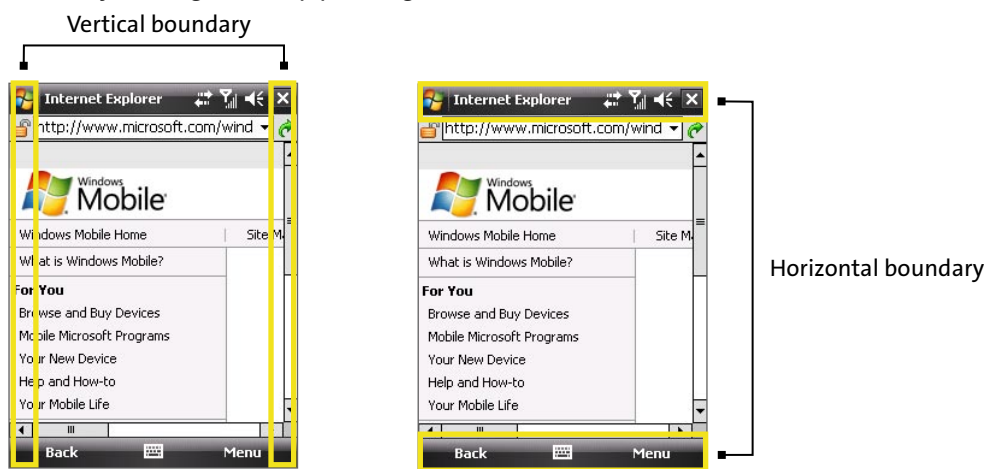
- ▶ To pan downward, touch and hold on the touch screen and then drag your finger upward.
- ▶ To pan upward, touch and hold on the touch screen and then drag your finger downward.
- ▶ To pan towards the right, touch and hold on the touch screen and then drag your finger to the left.
- ▶ To pan towards the left, touch and hold on the touch screen and then drag your finger to the right.
- ▶ You can also pan diagonally.

#### Note:

Scrollbars shown on the screen indicate that there is more content that does not fit on the screen. You can use finger-panning only when there are scrollbars shown on the screen.

### To continuously pan:

1. Drag your finger towards a boundary and hold. The Web page, document, or message that you are viewing then continuously pans.
2. Release your finger to stop panning.



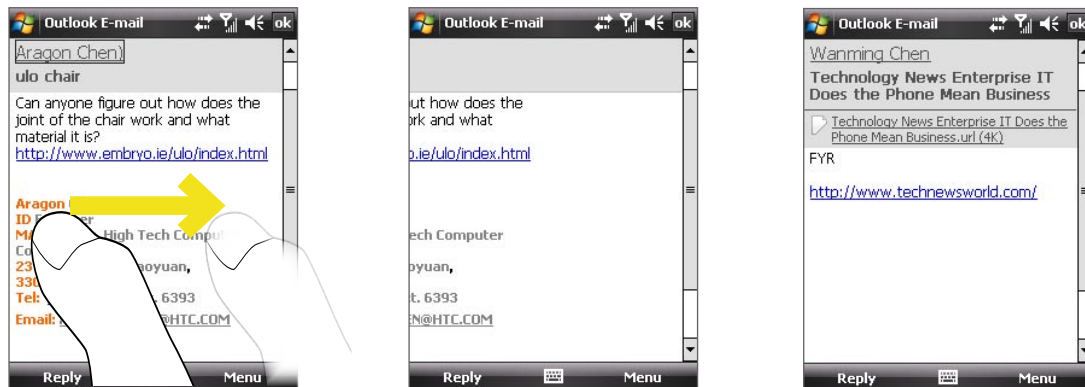
## Enhanced features

TouchFLO provides enhanced features when you use Email and Contacts applications on the device.

### To navigate to the previous or next email message in Outlook:

When you open Outlook to check your email messages, TouchFLO enables you to navigate through the information easily by sliding your finger left or right on the touch screen.

- ▶ Slide your finger to the right to navigate to the previous email message.
- or —
- ▶ Slide your finger to the left to navigate to the next email message.

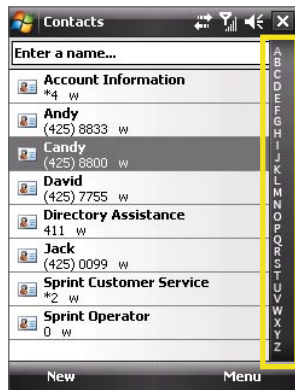


**Tip:**

If you slide to the right and you are on the first email message, or slide to the left and you are on the last email message, you will be returned to the email list screen.

**Random Accessing Contacts:**

When you open the Contacts list, the Random Access bar allows you to quickly scroll through the list.



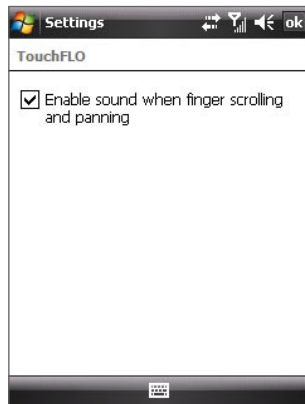
Random  
Access bar



On the Random Access bar, tap a letter or scroll to a letter to contacts beginning with that letter.

**TouchFLO settings**

You can enable or mute the finger-scrolling and finger-panning sound. Tap **Start > Settings > System tab > TouchFLO** and then select or clear the **Enable sound when finger scrolling and panning** check box.




























## 1.7 Programs















The following are some of the icons for the programs that are already installed on your device.

### Programs in the Start Menu

Icon	Description
	<b>Office Mobile</b> Use the complete suite of Microsoft® Office applications for your mobile device.  <b>Excel Mobile</b> Create new workbooks or view and edit Microsoft® Office Excel® workbooks.  <b>PowerPoint Mobile</b> View Microsoft® Office PowerPoint® slides and presentations.  <b>Word Mobile</b> Create, view, and edit Microsoft® Office Word documents.
	<b>Contacts</b> Keep track of your friends and colleagues.
	<b>Internet Explorer Mobile</b> Browse Web and WAP sites as well as download new programs and files from the Internet.
	<b>Notes</b> Create handwritten or typed notes, drawings, and voice recordings.
	<b>Phone</b> Make and receive calls, switch between calls, and set up conference calling.
	<b>Help</b> See Help topics for the current screen or program.
	<b>Software Store</b> Launch the Web browser and connect to the Sprint Mobile Software Store automatically.

### Programs screen











Icon	Description
	<b>Games</b> Play two pre-installed games: <b>Bubble Breaker</b> and <b>Solitaire</b> .
	<b>ActiveSync</b> Synchronize information between your device and a PC or the Exchange Server.
	<b>Adobe Reader LE</b> View PDF (Portable Document Format) files on your device.
	<b>Bluetooth Explorer</b> Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.
	<b>Calculator</b> Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	<b>Calendar</b> Keep track of your appointments and create meeting requests.
	<b>Camera Album</b> View your photos and videos.
	<b>Camera</b> Take photos or shoot video clips with accompanying audio.
	<b>Comm Manager</b> Manage your device's connections (including Bluetooth and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, enable or disable the Direct Push function, and more.
	<b>File Explorer</b> Organize and manage files on your device.
	<b>Get On Demand</b> Provide personalized content service (news, sports, weather, etc.) on your device.
	<b>Instant Messaging</b> Chat with your on-line friends and colleagues in real time.
	<b>Internet Sharing</b> Connect your computer to the Internet using your device's data connection.

Icon	Description
	<b>Java</b> Download and install Java applications, such as games and tools, to your device.
	<b>Messaging</b> Send and receive email and text messages.
	<b>Messenger</b> Use the mobile version of Windows Live Messenger to send and receive instant messages on your device.
	<b>Mobile Email</b> Access multiple email accounts including Yahoo!, AOL, Windows Live, and more.
	<b>Music</b> Go online to access the Sprint Music Store and download your favorite music.
	<b>Pictures &amp; Videos</b> View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card.
	<b>Search</b> Search contacts, data, and other information on your device.
	<b>Sprint TV</b> Watch your favorite TV shows on the device.
	<b>Tasks</b> Keep track of your tasks.
	<b>Voice Recorder</b> Record your voice, play it back, and then send it via email, MMS, or Bluetooth. You can also set the recorded voice as your ring tone.
	<b>Voice Speed Dial</b> Record voice tags so that you can dial a phone number or launch programs simply by speaking.
	<b>Windows Live</b> Use the mobile version of Windows Live™ to find information on the Web. You can also sign into your Windows Live account and access your Live Mail messages and send and receive instant messages in Live Messenger.
	<b>Windows Media Player Mobile</b> Play back audio and video files.
	<b>ZIP</b> Save memory and free up storage space on your device by compressing files in standard ZIP format.










## 1.8 Settings













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

### Personal Tab







Icon	Description
	<b>Buttons</b> Assign a program or function to the hardware button.
	<b>Input</b> Set options for each of the input methods.
	<b>Large Start Menu</b> Enlarge the Start menu to make it easier to touch menu items with your fingers.
	<b>Lock</b> Set a password for your device.
	<b>Menus</b> Set what programs will appear in the Start menu.
	<b>Owner Information</b> Enter your personal information on your device.
	<b>Phone</b> Customize phone settings such as ring type, ring tone, and more.
	<b>Sounds &amp; Notifications</b> Enable sounds for events, notifications, and more, and set the type of notification for different events.
	<b>Today</b> Customize the appearance and the information to be displayed on the Today screen.
	<b>Voice Speed Dial</b> Create voice tags for voice dialing contacts and SIM contacts and for launching programs.

### System Tab

Icon	Description
	<b>About</b> See basic information such as the Windows Mobile version and type of processor used on your device. You can also specify a name for your device.
	<b>Backlight</b> Set the backlight timeout and adjust brightness.
	<b>Certificates</b> See information about certificates that are installed on your device.
	<b>Clear Storage</b> Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.
	<b>Clock &amp; Alarms</b> Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	<b>Customer Feedback</b> Send feedback to the Customer Experience Improvement Program of Microsoft.
	<b>Device Information</b> shows See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	<b>Encryption</b> Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	<b>Error Reporting</b> Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.

Icon	Description
	<b>External GPS</b> Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.
	<b>Key Lock</b> Lock the buttons on your device except for the <b>Power</b> Key when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power
	<b>Long Press End Key</b> Set the behavior of the END key when it is held down.
	<b>Memory</b> Check the device memory allocation status and memory card information. You can also stop currently running programs.
	<b>Power</b> Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	<b>Regional Settings</b> Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	<b>Remove Programs</b> Remove programs that you installed on your device.
	<b>Screen</b> Change the screen orientation, re-calibrate the screen, and change the screen text size.
	<b>Task Manager</b> Stop running programs and set the Exit button (  ) to end programs immediately when you tap the button. For more information, see “Using Task Manager” in Section 12.
	<b>TouchFLO</b> You can enable or mute the finger-scrolling and finger-panning sound. See “TouchFLO settings” in this section for details.
	<b>Windows Update</b> Update Windows Mobile® on your device with security patches or fixes, if they are available.

## Connections Tab

Icon	Description
	<b>Beam</b> Set your device to receive incoming Bluetooth signals.
	<b>Bluetooth</b> Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	<b>Comm Manager</b> Manage your device's connections (including Bluetooth and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, enable or disable the Direct Push function, and more.
	<b>Connections</b> Set up one or more types of modem connections for your device, such as phone dial-up, so that your device can connect to the Internet or a private local network.
	<b>Network Cards</b> Configure the network adapter of the device.
	<b>USB to PC</b> Set a USB serial connection between your device and PC when there are problems connecting ActiveSync.

# Section 2

## Entering and Searching Information

### In This Section

- .....
- 2.1 Entering Information
- 2.2 Using the Onscreen Keyboard
- 2.3 Using HTC Dial Pad or HTC Keyboard
- 2.4 Using Letter Recognizer
- 2.5 Using Block Recognizer
- 2.6 Using Transcriber
- 2.7 Using Notes to Draw, Write, and Record Voice Notes
- 2.8 Searching Information
- .....

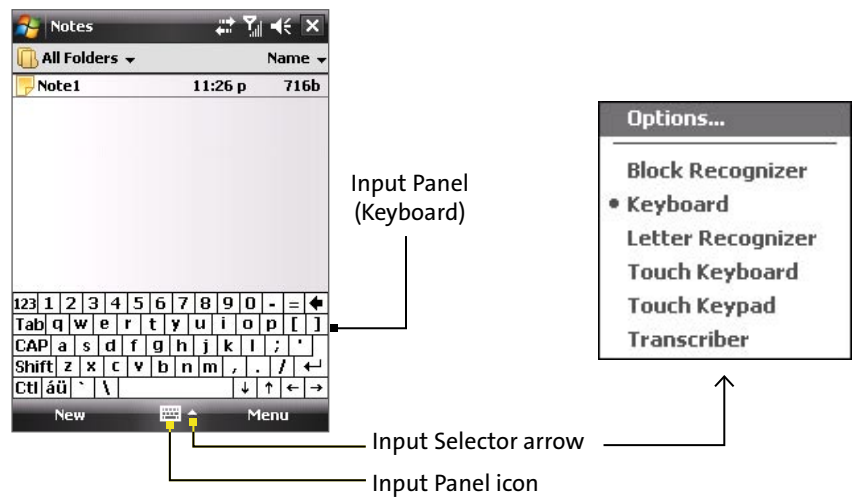







# 2.1 Entering Information

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

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

Example:



Icon	Input method
	Onscreen Keyboard
	Touch Keypad
	Touch Keyboard
	Letter Recognizer or Block Recognizer
	Transcriber

## 2.2 Using the Onscreen Keyboard

---

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

**To enter text using the onscreen keyboard:**

1. In a program, tap the **Input Selector** arrow, and then tap **Keyboard**.
2. Enter text by tapping keys on the onscreen keyboard.

**To enlarge the onscreen keyboard:**

1. Tap the **Input Selector** arrow, and then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large Keys**.

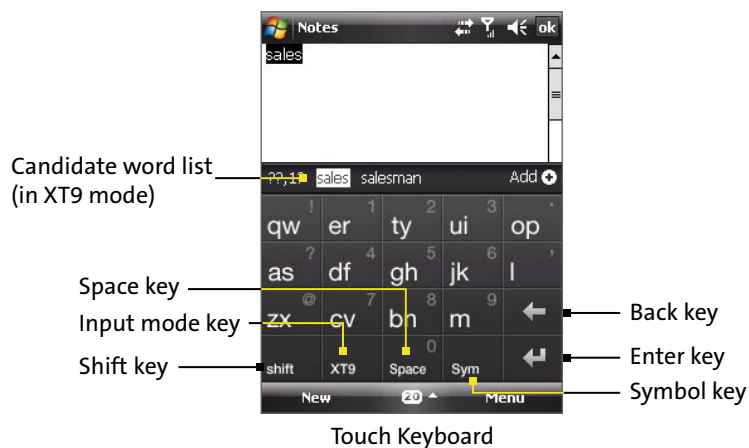
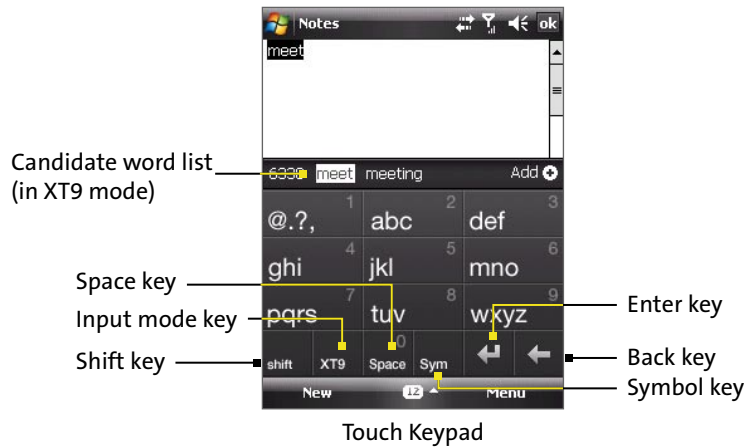
## 2.3 Using Touch Keypad or Touch Keyboard

**Touch Keypad** simulates a wireless phone keypad on the touch screen to allow you to enter text, numbers, and symbols just as if you were using a wireless phone keypad.

**Touch Keyboard** simulates a 20-key QWERTY (typewriter) keyboard on the touch screen to allow you to enter text, numbers, and symbols similar to the way you would using a QWERTY keyboard.

To use Touch Keypad or Touch Keyboard:

- ▶ In a program, tap the **Input Selector** arrow, and then tap **Touch Keypad** or **Touch Keyboard**.



- To type lowercase letters, tap the keys on the dial pad or keyboard.
- To type a single uppercase letter, tap the **Shift** key and then tap the corresponding key.
- To type all uppercase letters, tap the **Shift** key twice. To change back to all lowercase letters, tap again.
- To enter a space after the word, tap the **Space** key.
- To start a new line, tap the **Enter** key.
- To backspace and delete a single character in any input mode, press the **Back** key.
- To open the Symbol pad, tap the **Symbol** key.

To change the input mode:

- ▶ Tap the **Input mode** key to switch to a different input mode: **XT9** (predictive), **Multitap** (abc), or **Numeric** (123).



## Using XT9 mode

To enter 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. If there is more than one choice in the XT9 dictionary for your entry, a list of available words is displayed in the candidate word list (at the top of the dial pad or keyboard).

For example, to enter the word “shoe” in Touch Keypad, tap , , , .

## Using Multitap mode

In Multitap mode, you enter a character by pressing the key on which the character appears.

- To enter the first character on the key, tap once. To enter the second character on the key, tap twice, and so on.
- To enter characters that are on the same key, pause after you enter the first character.

## Using Numeric mode

If you need to enter numbers within a line of text, change to numeric mode. While in numeric mode, enter the number you want by tapping the corresponding key on the dial pad or keyboard.

## Configuring Touch Keypad and Touch Keyboard

1. Do one of the following:
  - ▶ Tap the **Input Selector** arrow, and then tap **Options** from the shortcut menu.  
— or —
  - ▶ Tap **Start > Settings > Personal tab > Input**.
2. Select **Touch Keypad** or **Touch Keyboard** in **Input method**, and then tap **Options**.
  - **Language**: Select your input language. The keyboard layout will change according to your selection.
  - **Turn on one-touch symbol entry**: The default setting for this option is ON, so that you can enter only one symbol at a time (the Symbol pad will be closed after you input a symbol). To enter symbols continuously, clear this option to disable the feature.
  - **XT9 Settings**: Tap to configure advanced XT9 settings, such as turning spelling correction on or off.

## 2.4 Using Letter Recognizer

---

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

To use **Letter Recognizer**:

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

<b>Note:</b>	<b>Letter Recognizer</b> is available when text entry is possible.
--------------	--

<b>Tip:</b>	For help with writing characters with <b>Letter Recognizer</b> , tap the question mark near the writing area.
-------------	---

## 2.5 Using Block Recognizer

---

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

To use **Block Recognizer**:

1. In a program, tap the **Input Selector** arrow, and then tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
  - Enter letters by writing in the **abc** (left) area of the box.
  - Enter numbers by writing in the **123** (right) area of the box.
  - Enter symbols and punctuation by tapping in either area of the box, and then writing the desired character.

<b>Note:</b>	<b>Block Recognizer</b> is available when text entry is possible.
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<b>Tip:</b>	For help with writing characters with <b>Block Recognizer</b> , tap the question mark near the writing area.
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## 2.6 Using Transcriber

---

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

### To start Transcriber:


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

### To write using Transcriber:

1. From the Transcriber Info screen, tap **OK** to display your program's entry screen.
2. Use your stylus to write cursive or printed text. Transcriber will wait until you pause and then convert your entry into typed text.


### To enter punctuation and symbols:

Transcriber comes with an onscreen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- ▶ In a program, tap  on the Transcriber toolbar. The keyboard remains visible until you tap the button again.

#### Tips:

To reposition the keyboard, tap and hold the title bar, and then drag to the desired location.

When no text is selected, you can also open the keyboard by using the  gesture. For more information about using Transcriber gestures, see Help on your device.

### To edit text:

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

## 2.7 Using Notes to Draw, Write, and Record Voice Notes

---

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

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

## 2.8 Searching Information



---

You can search for files and other items stored in the My Documents folder of your device or on a storage card that is installed in the device. You can search by file name or by words within the item. For example, you can search in email messages, notes, appointments, contacts, tasks, and online Help.

To search for a file or an item:

1. Tap **Start > Programs > Search**.
2. In the **Search for** form field, enter the file name, word, or other information you want to search for.
3. If you have looked for this item before, select the item from the **Search for** drop-down list box.
4. Select a data type from the **Type** drop-down list box to help narrow your search.
5. Tap **Search**.
6. The My Documents folder and subfolders are searched.
7. In the **Results** list, tap the item you want to open.

**Note:**

The storage card symbol (  or  ) is displayed next to the names of files saved on a storage card.

# Section 3

## Using Phone Features

### In This Section

- .....
- 3.1 Using the Phone
- 3.2 Making a Call
- 3.3 Receiving a Call
- 3.4 Smart Dialing
- 3.5 Phone Settings
- 3.6 Setting Additional Service Options
- 3.7 Voice and Data Roaming
- .....



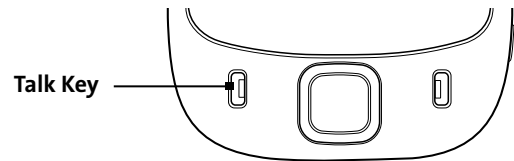
## 3.1 Using the Phone

Like a standard wireless phone, you can use your device to make, receive, and keep track of calls and send SMS messages. You can also take notes while talking and dial directly from Contacts.

### The Phone Screen

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

- ▶ Use the stylus and tap **Start > Phone**.
- or —
- ▶ Press the **Talk Key** on the device.



To turn the phone function on or off:

In many countries, you are required by law to turn off the phone onboard aircraft. Turning off the display switches your device to sleep mode but doesn't turn off the phone. You can disable the phone function temporarily and still keep your device turned on and use other functions.

1. Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections** tab > **Comm Manager**.
2. On the Comm Manager screen, tap the **Phone** button to turn off the phone function.
3. To resume call function, tap the **Phone** button again on the Comm Manager screen.



: the phone function is turned on.



: the phone function is turned off.

### Flight mode

Another way to turn off the phone function is to switch your device to **Flight mode**. When you enable Flight mode, it turns off all wireless radios on your device, which include the phone function and Bluetooth.

1. Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections** tab > **Comm Manager**.
2. On the Comm Manager screen, tap the **Flight Mode** button to enable Flight mode.
3. Disable Flight mode by tapping the **Flight Mode** button again on the Comm Manager screen. When you disable Flight mode, it turns the phone function back on and restores the previous state of Bluetooth.



: the Flight mode is enabled.






: the Flight mode is disabled.



## Adjusting the device volume

To adjust the device volume:


1. On the Today screen, tap the **Speaker icon** (  ).
2. Under Volume, do the following:
  - Adjust the phone volume (  ) or device volume (  ) by moving the slider to the desired volume level.
  - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



Adjusting volume

### Notes:

To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.

When you enable **Vibrate** mode, sound will automatically be muted and the device will vibrate when an incoming call is received. The **Vibrate** icon (  ) will appear in the title bar to indicate that vibrate mode is enabled.


## 3.2 Making a Call

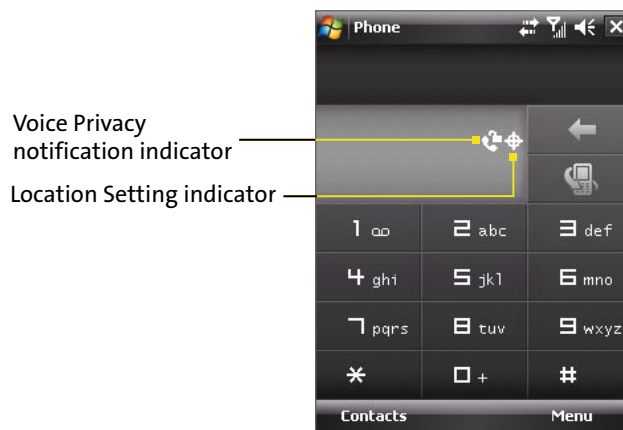
With your device, you can make a call from **Phone**, **Contacts**, **Call History**, and **Speed Dial**.

### Making a Call From the Phone Screen

1. Tap **Start > Phone** or press the **Talk Key**.
2. On the Phone keypad, simply touch the keys with your finger or tap the keys using the stylus to enter the phone number.
3. Press the **Talk Key** on your device to place the call.

**Tip:**

If you tap a wrong number, tap **Delete** (  ) to erase each subsequent digit of a number. To erase the entire number, tap and hold **Delete**.



Phone screen

**Note:**

The icons in the upper right of the Smart Dialing panel indicate the optional phone services. See “Setting Additional Service Options” later in this section for more information.

### Making a Call From Contacts

Tap **Contacts** on the Today screen or tap **Start > Contacts**, and then do one of the following:

- Press the Navigation Control up or down to select a contact, and press the **Talk Key**.
- Tap the desired contact in the Contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To specify which of a contact's phone numbers to dial:

By default, the wireless telephone number for a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Contacts** on the Today screen or tap **Start > Contacts**.
2. Press the Navigation Control up or down to select the contact.
3. Press the Navigation Control left or right. The letters representing the number will change as you scroll through them.

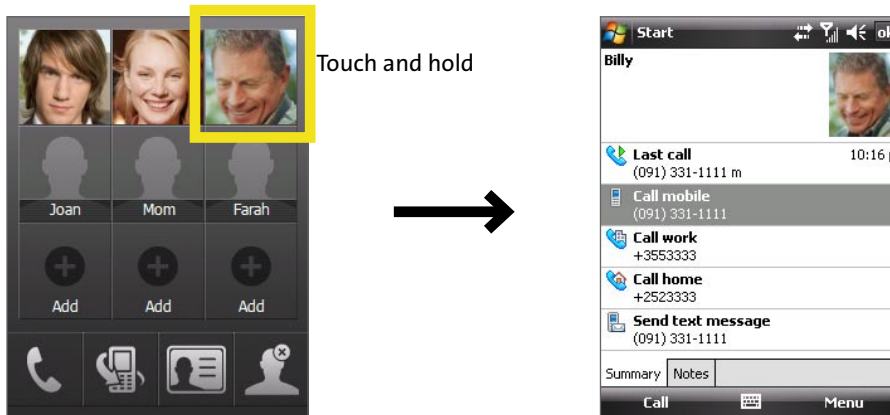
### To make a call using TouchFLO:

To place a call to a favorite contact that you added to TouchFLO's Touch Cube, follow these steps:


1. Open Touch Cube by sliding your finger upward, starting from the HTC logo at the bottom of the touch screen. (See Section 1 for detailed instructions.)
2. Slide your finger left or right to rotate the cube and navigate to the screen that shows your favorite contacts.
3. Touch the photo or name of the favorite contact to dial the wireless phone number (by default) directly.

—or—


Touch and hold the photo or name of the favorite contact you want to dial, and the contact card of your selected favorite contact is then displayed. Touch the phone number that you want to dial.



## Making a Call From Call History

1. On the Phone screen, tap the **Call History** button (  ) or tap **Menu > Call History**.
2. You can either finger-scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types.
3. Finger-scroll to the desired contact or phone number, and tap **Call**.

## One-touch Speed Dial

Use **Speed Dial** to call frequently used numbers with a single tap. For example, if you assign a contact to Location **2** in Speed Dial, you can simply tap and hold the  key on the Phone screen to dial the contact's number. The number must already exist in Contacts before you can create a speed dial entry. When creating a speed dial, note that Location **1** is generally reserved for your voicemail.

To create a speed dial entry:

1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New**.
3. Tap a contact. Tap the phone number for which you want to create a speed dial.
4. In the **Location** box, select an available location for the new speed dial.

### Tips:

To create a speed dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, and then select an available location for the new Speed Dial.

To delete a speed dial, in the **Speed Dial** list, tap and hold the desired entry, and then tap **Delete**.

## 3.3 Receiving a Call

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### To answer or reject an incoming call:

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

- ▶ To answer the call, tap **Answer**, or press the **Talk Key**.
- ▶ To reject the call, tap **Ignore**, or press the **End Key**.

### To end a call:

- ▶ Once an incoming or outgoing call is in progress, you can tap **End**, or press the **End Key** to hang up.

### To put a call on hold:

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

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End**, or press the **End Key**.

### To switch between two calls:

- ▶ Press the **Talk Key** on your device.


### To set up a conference call:

Conference call, or three-way calling, allows you to talk to two different people at the same time. When using this feature, the normal airtime rates will be charged for each of the two calls.

1. Place the first call, or take an incoming call.
2. Press the **Talk Key** to put the first call on hold, and dial a second number.
3. When you're connected to the second party, press the **Talk Key** to begin the three-way call.

### To turn the speakerphone on or off:

The built-in speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.


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

#### Note:


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

#### To mute a call:

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

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

#### To check a missed call:

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

- ▶ Tap the  icon , then tap **View**.  
—or—
- ▶ On the Phone screen, tap the **Call History** button (  ). You can view missed calls as well as incoming and outgoing calls in Call History.

## 3.4 Smart Dialing

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

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



### Tips on using Smart Dialing

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

#### To find a phone number:

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

#### To find a contact name:

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller," "George **A**dams," "John-Carter," "Carter, Ellen," "Dixon, Allan," "Thomas\_Clark," "JaneCampbell."

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

## Making a Call or Sending a Text Message Using Smart Dialing

1. Press the **Talk Key** on your device to open the Phone screen.
2. Begin entering the first few numbers or characters. When you start entering a number or letter, the Smart Dialing panel will display matches found.
3. In the Smart Dialing panel, browse the list by sliding your finger or the stylus up or down or by pressing the Navigation Control up or down.
4. Do one of the following:
  - When the desired contact is selected, press the **Talk Key** to place a call.
  - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
  - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.



Tap and hold the contact to pop up the shortcut menu

**Tip:**

To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

## Setting Up Smart Dialing

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

## 3.5 Phone Settings

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You can customize phone settings, such as the ring type and ring tone to be used for incoming calls and the keypad tone to be used when entering phone numbers.

To access phone settings:

- ▶ Tap **Start > Settings > Personal tab > Phone**.
- or —
- ▶ Tap **Menu > Options** on the Phone screen.

To change the ring tone:

1. Tap **Start > Settings > Personal tab > Phone > Phone tab**.
2. In the **Ring tone** list, tap the sound you want to use.

**Tip:**

To use custom \*.wav, \*.mid, \*.mp3, or \*.wma files as ring tones, use ActiveSync on your PC to copy the file to the /Windows/Rings folder on your device. Then, select the sound from the **Ring tone** list.

To change the ring type:

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. Tap **Start > Settings > Personal tab > Phone > Phone tab**.
2. In the **Ring type** list, tap the desired option.

To change the keypad tone:

You can change the tone you hear when entering a phone number on the keypad. If set to **Long tones**, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble completing tasks that rely on tones from your phone, such as accessing messages from an answering machine. If set to **Short tones**, the tone is heard only for one or two seconds. If set to **Off**, no tone will be heard.

1. Tap **Start > Settings > Personal tab > Phone > Phone tab**.
2. In the **Keypad** list, tap the desired option.





## 3.6 Setting Additional Service Options

Additional phone service options can be easily configured on your device.

To configure additional settings:

1. Tap **Start** > **Settings** > **Personal** tab > **Phone** > **Services** tab.
2. Tap the service you want to use, and then tap **Get Settings**.
3. Select desired options for the service, and then tap **OK**.


The following are some of the phone services that you can configure for your device.

Phone Services	Usage
<b>Location Setting</b>	<p>Allow the mobile phone network to detect your current location via your device's built-in GPS chip. This is especially useful in times of emergency.</p> <p>On the upper right of the Phone screen, one of these icons will be shown:</p> <p> <b>LOCATION ON</b> (your location can be detected)</p> <p> <b>LOCATION OFF</b> (your location cannot be detected except by 911)</p>
<b>Roaming</b>	<p>To better control roaming costs, you can set your device to roam only on certain networks. The Data Roam Guard also helps you to manage your roaming costs. For more information, see "Voice and Data Roaming."</p>
<b>TTY Mode</b>	<p>Allow the use of a TTY (teletypewriter) device with the smart device phone for users who are visually or hearing impaired. Choose one of the following modes, depending on the operation mode that is supported by the TTY device:</p> <ul style="list-style-type: none"><li>■ <b>Full mode:</b> Send and receive text during an ongoing call.</li><li>■ <b>VCO mode:</b> Voice Carry Over mode, which allows users to send voice and receive text during an ongoing call.</li><li>■ <b>HCO mode:</b> Hearing Carry Over mode, which allows users to send text and receive voice during an ongoing call.</li><li>■ <b>Off:</b> Disable TTY mode, and send and receive voice during an ongoing call.</li></ul>
<b>Internet</b>	<p>Initiate IOTA (Internet-based Over-The-Air provisioning) so that the network can provision your device with the required parameters (such as WAP parameters, roaming lists, etc.) for you to access all available services in a secure manner. Tap <b>Start</b> on the Phone: Internet screen to initiate provisioning.</p>
<b>Time Synchronization</b>	<p>Allow the system time on your device to be synchronized with the time information of the mobile phone network.</p>
<b>Roaming Alert</b>	<p>Enable sound alerts on your device so that you can be notified when your device enters or goes out of the network coverage area. By default, alert notification is disabled.</p>

## 3.7 Voice and Data Roaming

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Your device allows both voice and data roaming if these services are provisioned in your service plan. Contact Sprint to find out about roaming services and rates.

When you are off the Sprint National Network and are within a roaming partner's coverage area, the **Roaming** icon () is shown in the title bar. On the Phone screen, you will also see a “Digital Roaming” status when you are roaming in a digital network or an “Analog Roaming” status when you are within an analog network coverage area.

### Setting Roaming Options

You can set roaming options on your device to better control your roaming costs.

1. Tap **Start > Settings > Personal tab > Phone > Services** tab.
2. Select **Roaming**, and then tap **Get Settings**. The Phone: Roaming screen then appears where you can set roaming options.

**To select roaming options:**

Choose one of the following options.

- **Sprint Only** to access the Nationwide Sprint PCS Network only and prevent roaming on other networks.
- **Automatic** to seek service on the Sprint National Network.
- **Roaming Only** to force the device to seek a roaming system.

**To enable or disable notification and data roaming:**

The **Data roam guard** helps you to manage your roaming costs by informing you with a notification message and alert before data roaming. Choose one of the following options to enable or disable the notification, and to always allow or disable data roaming.

- ▶ Select **Always ask** to enable the Data Roam Guard to always display a confirmation message and alert whenever your device enters a roaming network.
- ▶ Select **Never ask** and the **Allow roaming** check box to always allow data roaming without prior notification.
- ▶ Select **Never ask** and clear the **Allow roaming** check box to always disable data roaming.

**To allow or disable call roaming:**

The **Call guard** helps you to manage your roaming costs by informing you with a notification message and alert before call roaming.

- ▶ Tap **Off** to allow call roaming without prior notification.
- ▶ Tap **On** to enable the Call guard to always display a confirmation message and alert whenever you try to make a call within a roaming network.

# Section 4

## Setting Up Your Device

### In This Section

.....  
4.1 Basic Settings

4.2 Personalizing the Today Screen

4.3 Protecting Your Device  
.....



## 4.1 Basic Settings

---

### Time and Date

To set the time and date:

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

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

To set the time and date for a different location:

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

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

### Regional Settings

The style in which numbers, currency, dates, and times are displayed is specified in **Regional Settings**.


1. Tap **Start > Settings > System tab > Regional Settings**.
2. On the **Region** tab, select your region from the list.

**Note:** This does not change the Operating System language of your device.

3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

### Display Settings

To adjust screen brightness:

- ▶ On the Today screen, tap the **Launcher** tab of HTC Home, and then tap the **Backlight Adjust** icon (  ) to toggle among the brightness levels.  
—or—
- ▶ Tap **Start > Settings > System tab > Backlight > Brightness** tab and then move the slider to adjust the brightness.

To set the backlight to dim after a time delay:

1. Tap **Start > Settings > System tab > Backlight**.
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To increase or decrease the size of text on the screen:

1. Tap **Start > Settings > System tab > Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

## Device Name

The device name is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

<b>Note:</b>	If you synchronize multiple devices with the same PC, each device must have a unique name.
--------------	--


To change the device name:

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

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

## Alarms and Notifications

To set an alarm:

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

To choose how to be notified about events or actions:

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

<b>Tip:</b>	Turning off sounds and the flashing light helps conserve battery power.
-------------	---

## 4.2 Personalizing the Today Screen

The Today screen shows your upcoming appointments, active tasks, and information about email messages. You can customize the Today screen on your device.

To customize the Today screen:

1. Tap **Start > Settings > Personal tab > Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

**Tip:**

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

To add a custom background image:

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

1. Tap **Start > Settings > Personal tab > Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To display owner information:

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

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

**Notes:**

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

You can set your device to display the 'my info' screen when your device is turned on. This screen shows your complete personal information. To display the 'my info' screen, tap **Start > Settings > Personal tab > Owner Information > Options** tab then select the **Identification information** check box.

To set options for displaying appointments on the Today screen:

If you have a large number of appointments, you may want to specify the kinds of appointments that are displayed on the Today screen.

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

### To set options for displaying tasks on the Today screen:

If you have a large number of tasks, you may want to specify the kinds of tasks that are displayed on the Today screen.

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

## Customizing the Start Menu

### To customize the Start Menu:

You can choose which items appear in the Start menu.

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

#### Tip:

You can also create folders and shortcuts to appear on the Start menu. In ActiveSync on your PC, click **Explore**. In the Mobile Device window, double-click **My Windows Mobile-Based Device > Windows > Start Menu**, and then create the folders and shortcuts that you want. You will see the added items after you synchronize.

### To change the Start Menu display size:

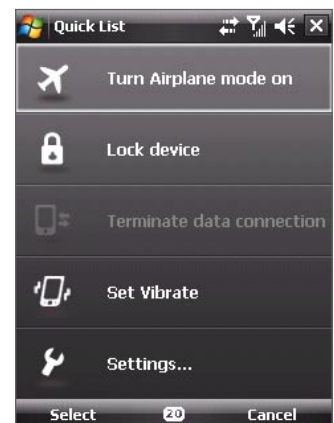
The **Large Start Menu** feature enlarges the Start menu to make it easier to touch menu items with your fingers. When the Large Start Menu is enabled, recently accessed programs are displayed as icons at the top of the Start menu.

1. Tap **Start > Settings > Personal tab > Large Start Menu**.
2. Select the **Enable large Start menu** check box to enlarge the Start menu or clear the check box to resume the normal display of the Start menu.

## The End Key and the Quick List

Use the **Long Press End Key** setting to set the behavior of the **END Key** when it is held down.

1. Tap **Start > Settings > System tab > Long Press End Key**.
2. Do one of the following:
  - ▶ Select the **Always display the Quick List** option to display the Quick List screen when you hold down the **END Key**.
  - or—
  - ▶ Select the **Automatically execute the selected action** option and then select which function will be executed automatically when you hold down the **END Key**. The functions available for selection are the same as the ones in the Quick List.



## 4.3 Protecting Your Device

You can prevent unauthorized access to your device by using password protection. To keep your data more secure, you can set your device to prompt for a password every time the device is turned on or when your device has been idle after a specified amount of time.

### Protecting Your Device With a Password

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

To set a device password:

1. Tap **Start > Settings > Personal tab > Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be turned off before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password. If your device is configured to connect to a network, use a strong password to help protect network security.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but doesn't allow others to guess your password. The hint will be displayed after an incorrect password is entered four times.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

**Notes:**

Each time an incorrect password is entered, the time the device takes to respond will get longer and longer until the device appears to be not responding.

If you forget your password and cannot access your device anymore, please contact your local authorized dealer to clear memory.

To change your password:

1. Tap **Start > Settings > Personal tab > Lock**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. Tap **OK**.

### Encrypting Files on Your Storage Card

You can set your device to encrypt files as they are saved on the storage card.

1. Tap **Start > Settings > System tab > Encryption**.
2. Select **Encrypt files placed on storage cards**.

**Notes:**

Encrypted files can be read only on the device that encrypted them.

Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.

**IMPORTANT:**

Before using Clear Storage, using hard reset or updating the ROM system software, please make sure the **Encrypt files on your storage card** check box is not selected. Otherwise you will no longer be able to access the storage card.

To encrypt files on the storage card after Clear Storage, hard reset or updating the ROM system software, re-select the **Encrypt files on your storage card** check box.



# Section 5

## Synchronizing Information With Your Computer

### In This Section

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



## 5.1 About Synchronization

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

- **Microsoft Outlook®** information, which includes Outlook email, 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 will first need to install and set up the synchronization software on your computer. For more information, see “Setting Up Windows Mobile Device Center on Windows Vista®” and “Setting Up ActiveSync® on Windows XP®.”

### Ways to Synchronize

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

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

Try to synchronize frequently in order to keep information up-to-date in both your device and your computer.

**Note:**

You can also synchronize Outlook email, contacts, calendar, and tasks on your device with the Exchange Server at work. For more information about setting up your device to synchronize with your Exchange Server, see Section 8.

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

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

**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 Software Installation CD that came with your device.

### Setting Up Synchronization in Windows Mobile Device Center

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

1. Connect your device to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.

**Note:**

Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device without synchronizing Outlook information.

4. Select the information types that you want to synchronize, and then click **Next**.
5. Enter a device name and click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook email messages and other information will appear on your device after synchronization.

### Using Windows Mobile Device Center

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

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



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

**Note:**

See Windows Mobile Device Center Help for more information.

## 5.3 Setting Up ActiveSync® on Windows XP®

---

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

**Note:**

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

### Installing ActiveSync

1. Insert the Software Installation CD into the disc drive on your PC.
2. Click **Setup and Installation**.
3. 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**.

### Setting Up Synchronization in ActiveSync

Follow the steps below to set up a synchronization partnership.

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

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

## 5.4 Synchronizing With Your Computer

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

### Starting and Stopping Synchronization



You can manually synchronize either from your device or PC.

#### From your device

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Sync**. To end synchronization before it completes, tap **Stop**.



**Tip:** To delete a partnership with one PC completely, tap **Menu > Options**, tap the computer name, and then tap **Delete**.

#### From Windows Mobile Device Center

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

#### From ActiveSync on your PC

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

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

### Changing Which Information Is Synchronized

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

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

1. In ActiveSync on the device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**. You can then set the download size limit, specify the time period of information to download, and more.

#### Notes:

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


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

Outlook email can be synchronized with only one computer

## Troubleshooting Sync Connection Problems

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

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

The USB to PC (  ) icon appears on the Today Screen when a serial USB connection is used.

## 5.5 Synchronizing via Bluetooth

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

**To synchronize with a computer via Bluetooth:**

1. Set up Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program's Help for instructions.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see "Using Bluetooth" in Section 10.
4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Section 10.

**Notes:**

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

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

## 5.6 Synchronizing Music and Videos

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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 device.

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

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

For more information about using Windows Media Player on your device, see Section 11.



# Section 6

## Organizing Contacts, Appointments, Tasks, and Other Information

### In This Section

.....

- 6.1 Contacts

- 6.2 Calendar

- 6.3 Tasks

- 6.4 Notes

- 6.5 Voice Recorder

.....



# 6.1 Contacts

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

- **Outlook contacts.** Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server. For each contact, you can store phone numbers, email addresses, instant messaging (IM) names, company and home addresses, and information such as a job title, birthday, and a lot more. You can also add a picture and assign a ringer to an Outlook contact.
- **Windows Live contacts.** Contacts that you communicate with using Windows Live Messenger or MSN. Just like Outlook contacts, you can also enter complete information for a Windows Live contact. For more information, see “Adding Windows Live Contacts” in Section 10.

<b>Note:</b>	You can only add Windows Live contacts after you have set up Windows Live on your device.
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## Adding New Contacts

To add a contact on your device:

1. Tap **Contacts** on the Today screen.
2. Tap **New**, and then enter the contact information.
3. In the **File as** field, choose how you want the contact name to appear in the Contacts list.
4. To add a photo of the contact, tap **Select a picture**, and then select the picture file or tap **Camera** to take a photo of the contact. This photo appears on the Phone screen when you receive a call from the contact.
5. To assign a ringer to the contact, tap the Ring tone field, scroll through the list of tones, and then select a desired tone.
6. When you are finished, tap **OK**.

<b>Tips:</b>	<p>If someone who is not in your list of contacts calls you or sends you a message, you can create a contact from Call History, or from the message by tapping <b>Menu &gt; Save to Contacts</b>.</p> <p>To save a phone number that is contained in a message, tap the phone number, and then tap <b>Menu &gt; Save to Contacts</b>.</p> <p>In the list of contact information, you'll see where you can add a picture or assign a ringer to a contact.</p>
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To change contact information:

1. Tap **Contacts** on the Today screen.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When you are finished, tap **OK**.

## Organizing and Searching

### To group similar contacts:

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

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

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

#### Note:

If your Contacts list has been filtered by a category, that category is automatically assigned when you create a new contact.

### To work with the Contacts list:

There are several ways to use and customize the Contacts list. Here are a few tips:

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

### To find a contact on your device:

There are several ways to find a contact in your Contacts list.

1. Tap **Contacts** on the Today screen.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
  - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
  - Use the alphabetical index displayed at the top of the Contacts list.
  - Filter the list by categories. In the Contacts list, tap **Menu > Filter**. Then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

## Sharing Contact Information

You can quickly send contact information to another mobile phone or device through Bluetooth.

1. Tap **Contacts** on the Today screen, and then select a contact.
2. Tap **Menu > Send Contact > Beam**.
3. Select a device to send the contact to.

#### Note:

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

# 6.2 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example. You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda). To see detailed appointment information in any view, tap the appointment.

## Creating Appointments

To schedule an appointment:

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

Notes:

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

Tip:

To have the time entered automatically in Day view, tap the time slot for the new appointment, and then tap **Menu > New Appointment**.

To set a default reminder for all new appointments:

You can have a reminder automatically turned on for all new appointments you schedule.

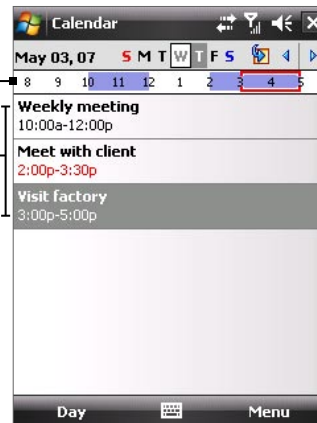
1. Tap **Calendar** on the Today screen.
2. Tap **Menu > Tools > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time you want to be alerted.
5. Tap **OK** to return to the calendar.

## Viewing Appointments


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


The highlighted hours here indicate the time of your appointments.


Tap to view appointment details.




- To see detailed appointment information in any view, tap the appointment.
- To view appointments by category, tap **Menu > Filter**, and then select the desired category.
- To change the default view that Calendar uses to display appointments, tap **Menu > Tools > Options > General** tab. Tap the **Start in** box, and then choose the calendar view.
- When in Month view, you will see the following indicators:

 Morning appointment

 Afternoon or evening appointment

 All-day event

 Both morning and afternoon/evening appointments

## Sending Appointments

To send a meeting request:

Use Calendar to schedule meetings via email with contacts who use Outlook or Outlook Mobile.

1. Tap **Calendar** on the Today screen.
2. Schedule a new appointment, or open an existing one and tap **Menu > Edit**.
3. Tap **Attendees**, tap **Add Required Attendee** or **Add Optional Attendee**, and add the contacts you want to invite.

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

4. When have finished adding attendees, tap **Done**.
5. Tap **OK** to send.

### Tip:

To choose the email account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook Email, POP3/IMAP4 or Windows Live account.

### Notes:

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

When attendees accept your meeting request, the meeting is automatically added to their schedules. When their responses are sent back to you, your calendar is updated as well.

## 6.3 Tasks

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

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

To create a task:

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

**Tip:**

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

To change the priority of a task:

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

1. Tap **Start > Programs > Tasks**.
2. Tap the task for which you want to change the priority.
3. Tap **Edit**, and select a priority level in the **Priority** box.
4. Tap **OK** to return to the task list.

**Note:**

All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks:

You can have a reminder automatically turned on for all new tasks you create.

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

**Note:**

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

To show start and due dates in the task list:

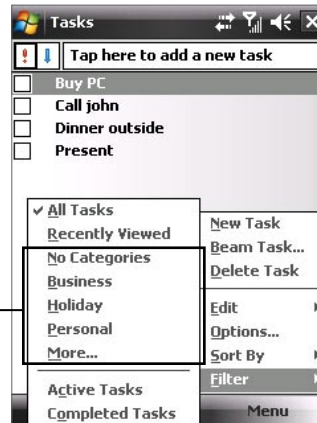
1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

### To locate a task:

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

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

Tap one of these categories



#### Tip:

To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

## 6.4 Notes

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

### Entering Information in Notes

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

**To set the default input mode for Notes:**

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

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

**To create a note:**

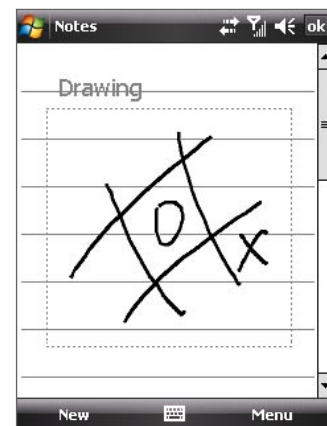
1. Tap **Start > Notes**.
2. In the note list, tap **New**.
3. Tap the **Input Selector** arrow to select the input method you want, and enter your text.
4. If the **Input Selector** arrow is not displayed, tap the **Input Panel** icon.
5. When you are finished, tap **OK** to return to the note list.

**Note:**

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

**To draw in a note:**

1. Tap **Start > Notes**.
2. In the note list, tap **New**.
3. Draw on the screen, crossing at least three ruled lines. (A selection box labeled **Drawing** appears around your drawing.)
4. When you are finished, tap **OK** to return to the note list.



**Note:**

To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.





## Recording Voice Notes

You can create a stand-alone recording (voice note) or you can add a recording to a note.

### To create a voice note:

1. Tap **Start > Notes**.

From the note list, you can directly record a voice note. If you want to embed a recording into a note, create or open a note first.

2. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
3. Tap the record icon (  ) to begin recording.
4. Hold your device's microphone near your mouth or other source of sound.
5. Tap the stop icon (  ) when finished recording.
6. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
7. If you are recording in an open note, an icon will appear in the note.
8. If you are creating a stand-alone recording, the recording will appear in the note list.

#### Tip:

To quickly create a recording, press and hold the Voice Command Key, and then you can begin to record after a beep sound. Release the button when you are finished.

### To change recording formats:

1. Tap **Start > Settings > Personal tab > Input**.
2. Tap the **Options** tab, and in the Voice recording format list, tap the format you want.
3. Tap **OK**.

#### Note:

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


## 6.5 Voice Recorder

**Voice Recorder** lets you record your voice and then quickly send it in an email message, send it via Bluetooth, or set the recorded voice as your ring tone.

**Note:**


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

**To record your voice:**




1. Tap **Start > Programs > Voice Recorder**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or  to start recording a voice clip. Tap **Stop** to end the recording.

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

**To play back a voice recording:**

- ▶ On the Voice Recorder screen, select a voice recording then tap .

**Tips:**

Tap  to increase the volume; tap  to decrease the volume.  
Tap  to toggle between muting and unmuting the volume.

**To send the voice recording via email:**

- ▶ Select a voice recording then tap **Menu > Send > Outlook E-mail**. This creates a new Outlook email message with the voice recording inserted as a file attachment. See “Using Email” in Section 7 to learn how to send email.

**To send the voice recording via Bluetooth:**

1. Select the voice recording you want to send, and then tap **Menu > Beam File**.
2. Tap the device you want to send the voice recording to.
3. On the other device, accept the file transfer to receive the file.

**To set the voice recording as a ring tone:**

- ▶ Select the desired voice recording then tap **Menu > Set as Ringtone**.

**To rename or move a recording:**

1. Select a voice recording then tap **Menu > Rename/Move**.
2. Enter the new **Name** for the voice recording.
3. To move the voice recording, select the new destination Folder and Location.
4. Tap **OK**.

# Section 7

## Exchanging Messages

### In This Section

.....  
7.1 Messaging

7.2 Text Messages

7.3 Setting Up Email Accounts

7.4 Using Email  
.....



## 7.1 Messaging

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

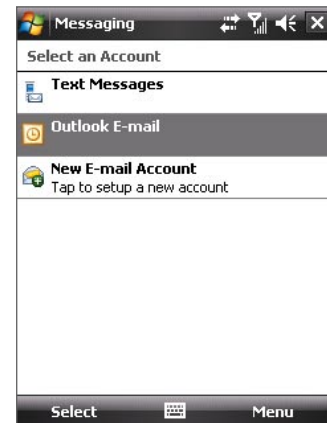


To select a messaging account:

- ▶ Tap **Start > Programs > Messaging**. The Account Selection screen then appears where you can select an account.  
—or—
- ▶ From within one account's message list (for example, Text Messages), tap **Menu > Go To** to switch to another messaging account.

To configure message account settings:

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



Account Selection screen

To automatically add a signature in outgoing messages:

You can automatically add your name and other information as your signature in outgoing SMS and email messages by following these steps:

**Tip:** You need to specify your signature for each type of messaging accounts.

1. Tap **Start > Programs > Messaging**, then tap **Menu > Options**.
2. Tap **Signatures**.
3. Select a type of messaging account in which to add a signature.
4. Select the **Use signature with this account** check box. In the provided text box, enter the information that will be displayed as your signature.
5. If you want the signature to be added whenever you reply or forward messages, select the **Use when replying and forwarding** check box.
6. Repeat steps 3 to 6 to add a signature to the other types of messaging accounts.

## 7.2 Text Messages

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

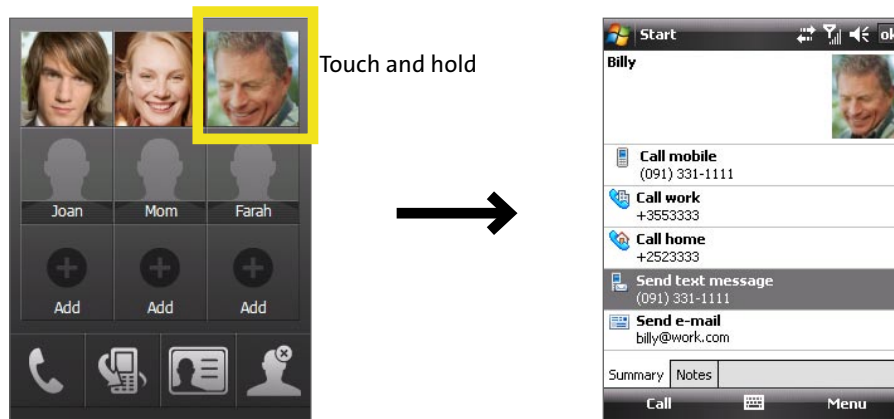
### Sending Text Messages

To compose and send a text message:

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

▶ **Select a favorite contact from TouchFLO's Touch Cube:**

- a. Open Touch Cube by sliding your finger upward, starting from the HTC logo at the bottom of the touch screen. (See Section 1 for detailed instructions.)
- b. Slide your finger left or right to rotate the cube and navigate to the screen that shows your favorite contacts.
- c. Touch and hold the photo or name of the favorite contact to whom you want to send a text message. The contact card of your selected contact is then displayed.



- d. Touch the item that shows **Send text message**.

— or —

▶ **Select from Contacts:**

- a. Tap **Start > Contacts**.
- b. Slide your finger upward on the touch screen to scroll down the contact list. See “Finger-scrolling and finger-panning” in Section 1 for more details on finger-scrolling.
- c. Touch the contact's name to open the contact card.
- d. On the contact card, touch the item that shows **Send text message**.

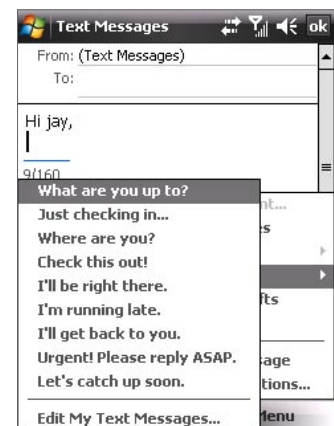
2. A new text message is then created.

To add more recipients, enter their mobile phone numbers in the **To** field, separating them with a semicolon. You can also tap **To** if you want to add mobile phone numbers from Contacts.

3. Enter your message.

- To quickly add common messages, tap **Menu > My Text** and tap a desired message.
- To check the spelling, tap **Menu > Spell Check**.

4. Tap **Send**.



**Tips:**

To enter symbols, tap Shift using the onscreen keyboard.

To set the priority, tap **Menu > Message Options**.

If you are working offline, email messages are moved to the Outbox folder and will be sent the next time you connect.

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

## Receiving Text Messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by your wireless service provider until the next time the phone is turned on.

## 7.3 Setting Up Email Accounts

### Types of Email Accounts

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

- Outlook email that you synchronize with your PC or your company's Exchange Server
- Email account that you have from an Internet Service Provider (ISP)
- Work account that you access using a VPN connection
- Other Web-based email accounts such as Gmail®, Yahoo!® Mail Plus, etc.

### Setting Up Your Device to Synchronize Outlook Email With the Computer

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

**Note:**

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

### Email Setup Wizard

Windows Mobile's **Email Setup Wizard** lets you easily set up your personal and work email accounts. You can add an email account from an Internet Service Provider (ISP) or other email provider as well as Web-based accounts.

**Note:**

For more information about setting up your company Outlook email account, see Section 8.

#### To set up a POP3 or an IMAP4 email account:

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

1. Tap **Start > Programs > Messaging**.
2. Tap **New E-mail Account** on the Account Selection screen.
3. Enter your email address, and select the **Try to get e-mail settings automatically from the Internet** check box. By selecting the option, the device attempts to download email server settings so that you do not need to enter them manually. Tap **Next**.
4. After Auto Setup finishes, tap **Next**.

**Note:**

If Auto Setup is unsuccessful, select **Internet e-mail** from the **Your e-mail provider** list on the next screen. You will also be asked to enter email server settings during the setup process. See "To specify email server settings" for details.

5. Enter your name. You can also edit the **Account display name** field to specify the name of your ISP or email provider. Tap **Next**.
6. Enter your login name if it does not automatically appear in the **User name** field. Also enter your password, and select the **Save password** check box. Tap **Next**.
7. At this point, email setup is complete. In the **Automatic Send/Receive** list, choose how frequently you want email messages to be automatically sent and downloaded on your device.
8. Tap **Finish**.

**Note:**

In step 7, tap **Review all download settings** to select download options, set the email format as HTML or plain text, and more. For more information, see “To customize download and format settings.”

**To specify email server settings:**

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

Other options that you can select include the following:

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

**To customize download and format settings:**

Before you tap **Finish** when setting up your POP3 or IMAP4 email account, you can tap **Review all download settings** to choose download options, message format, and other settings.

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



## 7.4 Using Email

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

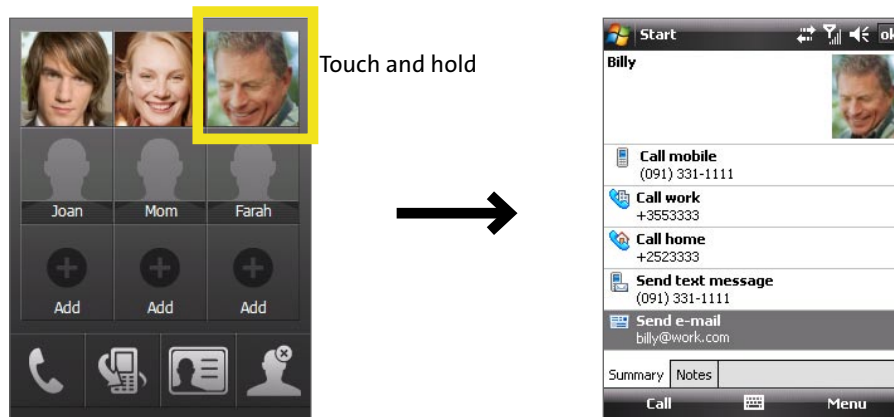
### Creating and Sending Messages

To compose and send a message:

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

► **Select a favorite contact from TouchFLO's Touch Cube:**

- a. Open Touch Cube by sliding your finger upward, starting from the HTC logo at the bottom of the touch screen. (See Section 1 for detailed instructions.)
- b. Slide your finger left or right to rotate the cube and navigate to the screen that shows your favorite contacts.
- c. Touch and hold the photo or name of the favorite contact to whom you want to send a text message. The contact card of your selected contact is then displayed.



- d. Touch the item that shows **Send e-mail**.

— or —

► **Select from Contacts:**

- a. Tap **Start > Contacts**.
  - b. Slide your finger upward on the touch screen to scroll down the contact list. See “Finger-scrolling and finger-panning” in Section 1 for more details on finger-scrolling.
  - c. Touch the contact’s name to open the contact card.
  - d. On the contact card, touch the item that shows **Send e-mail**.
2. If you have several email accounts, the Account Picker screen will appear. Select an email account that you want to use.
  3. A new email message is then created.

To add more recipients, enter their email addresses, separating them with a semicolon. You can also tap **To** if you want to add email addresses stored in Contacts.
  4. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
  5. To check the spelling, tap **Menu > Spell Check**.
  6. Tap **Send**.

**Tips:**

To enter symbols, tap **Shift** using the onscreen keyboard.

To set the priority, tap **Menu > Message Options**.

If you are working offline, email messages are moved to the Outbox folder and will be sent the next time you connect.

**To add an attachment to a message:**

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

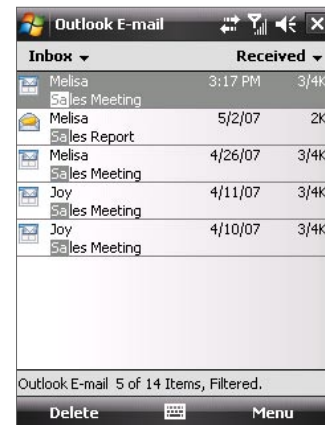
## Filtering the Inbox Message List

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

**To filter your Inbox:**

- ▶ Enter the sender name or email subject you want to look for using the onscreen keyboard. As you tap keys, the message list narrows to the conditions you have set.

For example, tapping “S” and then “A” narrows the list to only the email messages that contain sender names and email subjects that start with “SA.”



## Viewing and Replying to Messages

**To read an incoming message:**

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

- ▶ In the message list, select a message and then tap **Menu > Download Message**.
- or —
- ▶ Open a message. Scroll down to the end of the message and then tap **Get the rest of this message**.

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

**Notes:**

If your company is running Microsoft Exchange Server 2007, the message downloads immediately, without waiting until the next time you synchronize. For more information about working with company email, see Section 8.

The size column in the message list displays the local size and server size of a message. Even when an entire message has been downloaded, these numbers may differ because the size of a message can vary between the server and the device.

### To download an attachment:

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

#### Notes:

If there are multiple attachments in the message, all attachments are downloaded.

For information about setting your device to automatically download file attachments, see “Customizing Email Settings.”

If your company is running Microsoft Exchange Server 2007, the attachment downloads immediately, without waiting until the next time you synchronize. For more information about working with company email, see Section 8.

### To reply to or forward a message:

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

#### Tips:

To see more header information, scroll up.

To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.

In the Outlook Email 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 email formatted in HTML:

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

#### Note:

HTML email support in Outlook Mobile is available only if your company is using **Microsoft Exchange Server 2007**.

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

#### Tip:

Email can contain hyperlinks to Web pages.

## Downloading Messages

The manner in which you download messages depends on the type of email account you have.

**To send and receive email for an Outlook account:**

1. Tap **Start > Programs > ActiveSync**.
2. Connect your device to your PC using the USB Sync cable or Bluetooth.

—or—

Connect wirelessly if you are synchronizing Outlook email with the Exchange Server. For more information, see Section 8.

3. Synchronization automatically begins, and your device sends and receives Outlook email.

**Tip:**

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

**To send and receive email for a POP3 or an IMAP4 account:**

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

1. Tap **Start > Programs > Messaging**, and then select your POP3 or IMAP4 email account.
2. Tap **Menu > Send/Receive**. Messages on your device and email server are synchronized. New messages are downloaded to the device Inbox folder, messages in the Outbox folder are sent, and messages deleted from the server are removed from the device Inbox.

## Customizing Email Settings

**To change the download size and format for Outlook email:**

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

**To change the download size and format for POP3/IMAP4 email:**

1. Tap **Menu > Options** on the Account Selection screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your email account.
3. Keep tapping **Next** until you see **Message format** and **Message download limit** on the screen.
  - Under **Download size limit**, select the desired email size.
  - Under **Message format**, select **HTML** or **Plain text**.
4. Tap **Finish**.

**To exclude your email address when replying to all:**

When you reply to all the recipients of an email message, your own email address will also be added to the recipient list. You can customize ActiveSync so that your email address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**:
4. In the **My e-mail addresses** text box, enter your email address.
5. Tap **OK**.

**To automatically receive attachments with Outlook email messages:**

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

**To automatically receive attachments with IMAP4 email messages:**

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

**To store attachments on a storage card:**

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



# Section 8

## Working With Company Email and Meeting Appointments

### In This Section

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

8.2 Working With Company Email

8.3 Managing Meeting Requests

8.4 Finding Contacts in the Company Directory

8.5 Email Security  
.....



## 8.1 Synchronizing Your Device with the Exchange Server

To keep up-to-date with your company email and meeting schedules while you're out of the office, you can connect your device to the Internet wirelessly and synchronize this 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.

### Setting Up an Exchange Server Connection

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

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

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

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

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

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

**Note:**

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

**Tip:**

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



## Starting Synchronization

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

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

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

**Note:**

If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to “pass through” to the network and download Outlook email and other information to your device.

## 8.2 Working With Company Email

Your device gives you instant access to your company email and lets you manage your messages more easily. Direct Push, Fetch Mail, remote email search, and email flags are just some of the tools you can use to manage your email.

**Note:**

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

### Automatic Synchronization Through Direct Push


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


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


**Note:**

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

To enable Direct Push via Comm Manager:

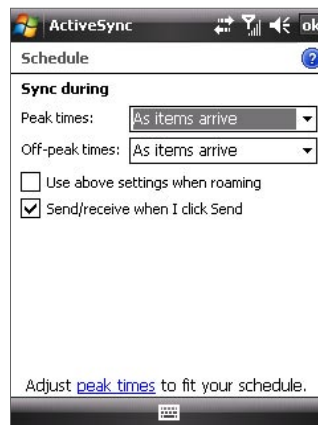
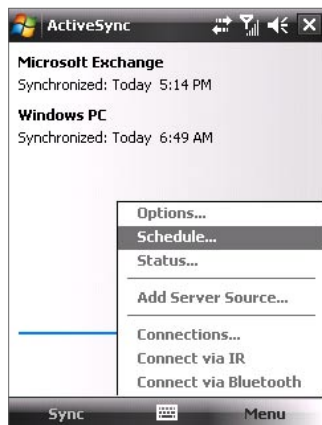
1. Tap **Start > Programs > Comm Manager** or tap **Start > Settings > Connections tab > Comm Manager**.
2. On the Comm Manager screen, tap the **Direct Push** button .

The **Direct Push** button will change to ; this indicates that you will receive email messages as they arrive.

When the button is in the  state, you need to manually retrieve your email messages.

To enable Direct Push via ActiveSync:

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



## Scheduled Synchronization

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

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box to check for email messages more often during peak times.
3. Select a longer interval in the **Off-peak times** box to check for email messages less often during off-peak times.

**Tip:**

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

## Instant Download Through Fetch Mail

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

**Note:**

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

1. Tap **Start > Programs > Messaging > Outlook E-mail**.
2. Tap an email message to open it.
3. By default, only the first few kilobytes of the message are shown. To download the whole message, scroll to the bottom of the message, and then tap **Get the rest of this message**.
4. A “Downloading message” notice appears. Wait for the remainder of the message body to be downloaded.

**Tip:**

For information about changing email sync options such as the initial download size limit for email, see “Customizing Email Settings” in Section 7.

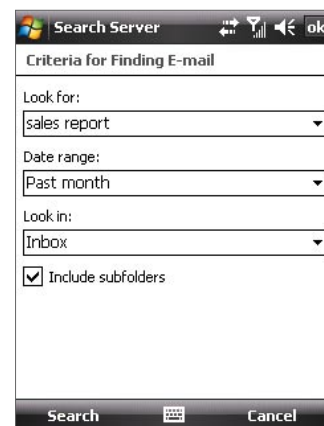
## Searching for Email on the Exchange Server

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

**Note:**

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

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



## Flagging Your Messages

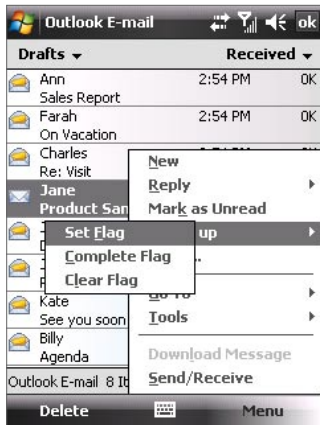
Flags serve as reminders to yourself to follow up on important issues or requests that are indicated in the messages. Flagging messages, which has been a useful feature on desktop Outlook Email, can also be done in Outlook Mobile on your device. You can flag received messages on your device.

**Note:**

Flags are enabled only if email messages are synchronized with **Microsoft Exchange Server 2007** or higher. Flags are disabled or hidden if email messages are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message:

1. Tap **Start > Programs > Messaging > Outlook E-mail**.
2. Select a message, or open a message.
3. Tap **Menu > Follow Up** and select one of the following options:



- **Set Flag.** Mark the message with a red flag to indicate that it needs follow-up action.
- **Complete Flag.** Mark the message with a check mark to indicate that the issue or request in the email is already completed.
- **Clear Flag.** Remove the flag to unmark the message.

**Note:**

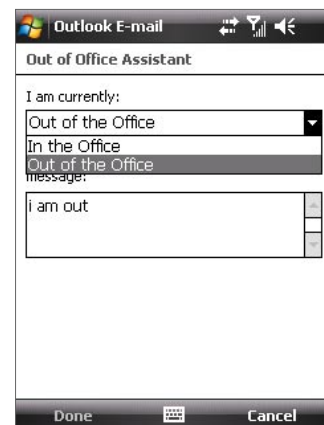
Email message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.

## Out-of-Office Auto-reply

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

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

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



## Viewing a Document Linked to an Email Message

When you receive an email message that contains a link to a document such as a PDF or Microsoft Office document located on SharePoint or an internal file server, you can view the document on your device.

**Note:**

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.

1. Tap **Start > Programs > Messaging**.
2. Select an email account, and then open a message with a link to a SharePoint document.
3. Tap the link to open and view the document.

## 8.3 Managing Meeting Requests

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

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether there are conflicting or adjacent meetings.

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

To reply to a meeting request:

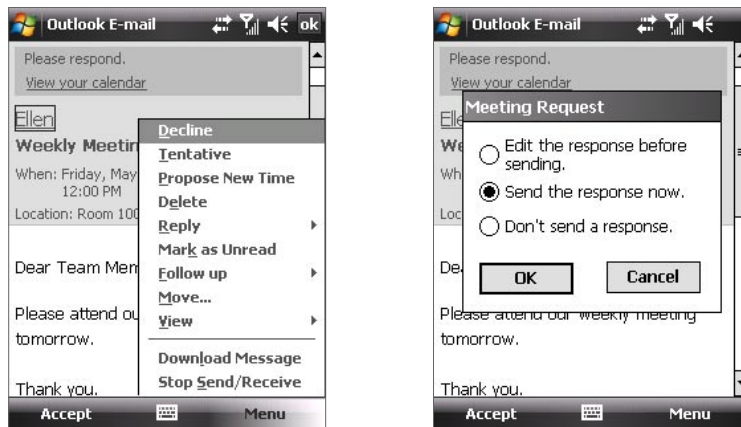
1. When you receive a meeting request, a notification will be displayed on the Today screen. Open the request.
2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

**Tips:**

Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.

If the time of the meeting conflicts with your other appointments, a “Scheduling Conflict” notice appears at the top of the email.

3. Choose whether to edit your response email before sending and then tap **OK**.



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

To view the list of meeting participants:

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

**Tips:**

For information about creating a meeting request, see “To send a meeting request” in Section 6.

If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.

To view an attendee’s contact information, tap the attendee’s name. If the attendee is included in your Contacts list, you will see the contact information immediately. If the attendee is not in your Contacts list, tap **Company Directory** to view the contact information.

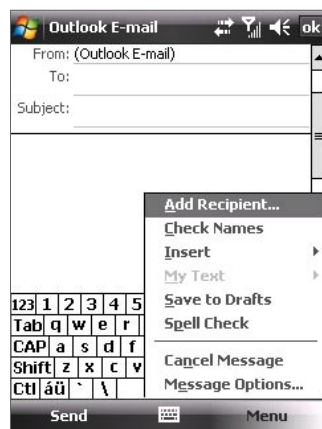
## 8.4 Finding Contacts in the Company Directory

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

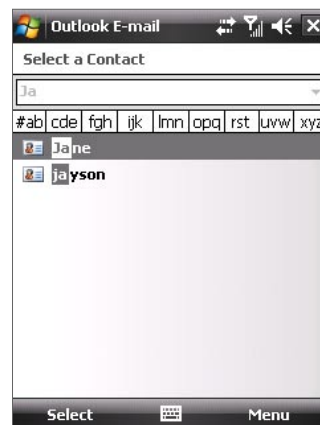
### Notes:

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

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



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



### Notes:

You can save a contact from the Company Directory to your device by selecting the contact and then tapping **Menu > Save to Contacts**.

You can search on the following information as long as that information is included in the Company Directory: First name, Last name, Email name, Display name, Email address, or Office location.

## 8.5 Email Security

Windows Mobile on your device protects your Outlook email through the Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

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

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

### Notes:

S/MIME encryption and digital signatures for Windows Mobile devices are available only with **Exchange Server 2003 SP2** or a later version that supports S/MIME. If you are not using one of these versions, or have not yet synchronized, these options are unavailable.

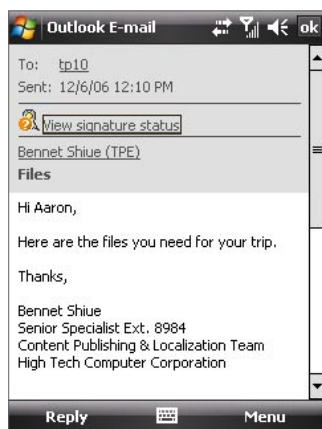
You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

To individually sign and encrypt a new message:

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

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

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



### Notes

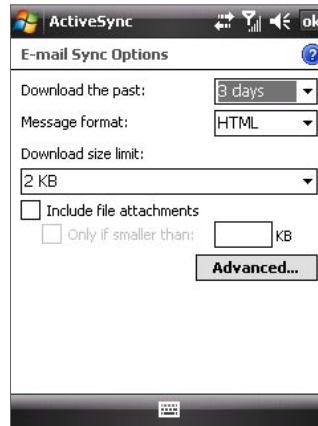
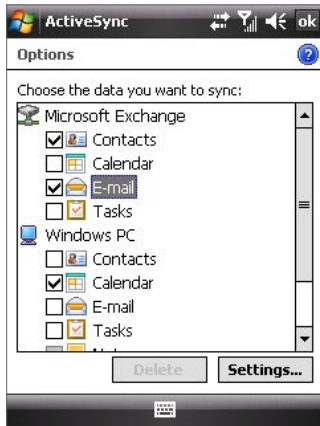
There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate may be unavailable. Contact the sender to report the problem.



### To digitally sign and encrypt all messages:

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

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



4. Do one or both of the following:
  - To sign all your outgoing email messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
  - To encrypt all your outgoing email messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.
5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing email messages.

## Setting Permissions on an Email Message

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

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

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

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



# Section 9

## Working With Documents and Files

### In This Section

.....

9.1 Microsoft® Office Word Mobile

9.2 Microsoft® Office Excel® Mobile

9.3 Microsoft® Office PowerPoint® Mobile

9.4 Adobe Reader LE

9.5 Copying and Managing Files

9.6 Using ZIP

.....



## 9.1 Microsoft® Office Word Mobile

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

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

To create a Word file:

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

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

**Note:**

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

## 9.2 Microsoft® Office Excel® Mobile

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

To create an Excel file:

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

**Tips:**

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

**Note:**

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

## 9.3 Microsoft® Office PowerPoint® Mobile

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

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

Features not supported in PowerPoint Mobile include:

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

To start a slide show presentation:

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

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

### Notes:

If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.

Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

To stop a slide show:

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

## 9.4 Adobe Reader LE

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

**To open a PDF file on your device:**

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

**Note:**

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

**To navigate through a PDF file:**

You can do any of the following:

- ▶ Tap the Up, Down, Right, and Left arrow keys on the horizontal and vertical scrollbars to move to the desired direction of the page.
- ▶ Press the Navigation Control up, down, right, and left to move up or down a page or scroll through the pages.
- ▶ Tap the space between the arrow keys and the scrollbar with your stylus to move one screen towards the desired position.
- ▶ Tap and drag the scrollbar tab to quickly scroll through pages and jump to a desired page number.
- ▶ Tap **Tools > Go To** and select an option to go to a specific page in a multi-page PDF file.

**To enlarge or reduce the display size:**

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

**To customize page view and orientation:**

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

#### To find text in a PDF file:

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










#### Note:

Adobe Reader LE offers you the following advanced features.

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

#### To use the toolbar:

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

This Control	Does This
	Fits the page height to the screen
	Fits the page width to the screen
	Displays the first page
	Displays the previous page
	Displays the next page
	Displays the last page
	Displays the text search screen
	Zooms out
	Zooms in



## 9.5 Copying and Managing Files

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

### Copying Files Using Windows Mobile Device Center or ActiveSync

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

To copy a file between your device and the PC:

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

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

### Using File Explorer

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

To use File Explorer:

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

## Copying Files to a Storage Card

To copy files to a storage card:


1. Make sure the storage card is properly inserted in your device.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the Down arrow (▼) and then tap **Storage Card** from the list.
5. Tap **Menu > Edit > Paste**.

To automatically save files to a storage card:

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

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

**Note:**

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

## 9.6 Using ZIP

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

### Starting ZIP and Opening .zip Files

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

To start ZIP on your device:

- ▶ Tap **Start > Programs > ZIP**.

To open a ZIP file and extract files:

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

<b>Note:</b>	You cannot select multiple ZIP files.
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2. The files contained in the zip file are then displayed. Select files by doing one of the following:
  - Tap to select a file.
  - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it.)
  - To select all files, tap **Menu > Action > Select All**.
3. Tap **Menu > Action > Extract**.
4. Choose a folder to which files will be extracted, and then tap **Extract**.

To create a zip archive:

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



# Section 10

## Getting Connected

### In This Section

.....

10.1 Comm Manager

10.2 Connecting to the Internet

10.3 Internet Explorer Mobile

10.4 Windows Live™

10.5 Using Bluetooth

10.6 Using Your Device as a Modem (Internet Sharing)

.....



## 10.1 Comm Manager

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

To open **Comm Manager**:

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



- 1 Tap to toggle Flight mode on or off. Turning Flight mode on turns off the phone and Bluetooth functions.
- 2 Tap to toggle Bluetooth on or off. Tap **Settings > Bluetooth** to configure Bluetooth on your device.
- 3 Tap to disconnect active data connections. You cannot reconnect data connections in Comm Manager.
- 4 Tap to launch Internet Sharing.
- 5 Tap to toggle between enabling or disabling the phone function. Tap **Settings > Phone** to customize phone settings.
- 6 Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook email.
- 7 Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
- 8 Tap to open ActiveSync so you can synchronize the device and computer.

## 10.2 Connecting to the Internet

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Your device is equipped with powerful networking functions that enable you to connect to the Internet.

### Ways of Connecting to the Internet

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

- **Wireless connections.** Use the 1XRTT or EVDO dial-up connection on your device to connect to the Internet. The **Sprint PCS** connection is preconfigured on your device, which lets you easily access the Internet via the wireless dial-up connection.
- **Work connections**, such as Virtual Private Network (VPN) and proxy connections. A Virtual Private Network (VPN) connection allows you to access your company network through your device's Internet connection, whereas a proxy connection lets you access the Internet using an existing connection to your corporate or WAP network.

**To connect to a private network:**

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


### Starting a Data Connection

The connection is started automatically when you begin using a program that requires an Internet connection. For example, when you start Internet Explorer Mobile to browse the Internet, your device connects automatically.

**To manually start a data connection:**

1. Tap **Start > Settings > Connections tab > Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection (for example, the **Sprint PCS** connection), and then tap **Connect**.

**To disconnect a data connection:**

- ▶ On the Comm Manager screen, tap the **Data Connection** button (  ).

## 10.3 Internet Explorer Mobile


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

To start Internet Explorer Mobile:

- ▶ Tap **Start > Internet Explorer**.

To choose a home page:

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

<b>Tip:</b>	To go to your Home page, tap <b>Menu &gt; Home</b> .
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To transfer favorites from your PC:

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

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

To add a favorite:

1. Go to the Web page you want to add.
2. Tap and hold the Web page, and then tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favorite.
4. Tap **Add**.

To delete a favorite or folder:

1. Tap **Menu > Favorites > Add/Delete** tab.
2. Select an item, and then tap **Delete**.

To change the size of text on Web pages:

- ▶ Tap **Menu > Zoom**, and then tap the size you want.



To change how Web pages are displayed:

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

To save a picture from a Web page:

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

To clear the History list:

1. Tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

To delete temporary Internet files:

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

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

To set up Internet security settings:

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

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

## 10.4 Windows Live™

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

Windows Live™ offers the following key features:

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

### Setting Up Windows Live

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

To set up Windows Live for the first time:

1. Tap **Start > Programs > Windows Live**.
2. Tap **Sign in to Windows Live**.
3. On the next screen, tap the links to read the Windows Live Term of Use and the Microsoft Privacy Statement. After reviewing them, tap **Accept**.
4. Enter your Windows Live Mail or Hotmail address and password, select the **Save password** checkbox, and then tap **Next**.
5. Choose whether to show the Windows Live search bar and applications on the Today screen, and then tap **Next**.
6. Select the information you want to sync online with your device.
7. Tap **Next**.
8. After synchronization is complete, tap **Done**.



### The Windows Live Interface

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



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

**Tip:**

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

## Windows Live Messenger

With the 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
- Ability to add emoticons
- Contact list with presence
- Sending and receiving files including photos
- Ability to change status or display name
- Viewing contacts by online status, groups, and more
- Sending messages even when a contact is offline

**Note:**

Before you can use Windows Live Messenger Mobile, your device must be connected to the Internet. For information about setting up an Internet connection, see “Connecting to the Internet” in this section.

## Launching the Messenger and Signing In

To open **Windows Live Messenger Mobile**:

Do one of the following:

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

To sign in and out:

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

## Adding Windows Live Contacts

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

To add a Windows Live contact in Messenger:

1. Tap **Menu > Add new contact**.
2. Enter the email address of the contact and then tap **OK**.

To add a Windows Live contact in Contacts:

1. Tap **Contacts** on the Today screen.
2. Tap **New** and then tap **Windows Live**.
3. In the **IM** box, enter the email address of the contact, which can be a Windows Live ID or any other email address.

**Tip:**

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

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

To delete a contact:

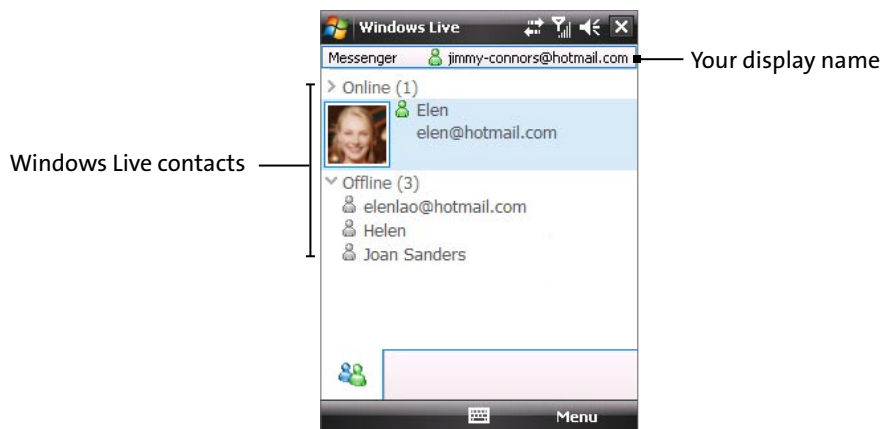
1. In Messenger, select the contact and tap **Menu > Contact options > Remove contact**.
2. Choose whether to block the contact.
3. Choose whether to also delete the contact from your device's Contacts list.
4. Tap **OK**.


## Sending 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 from 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:

1. In the contacts list, select a contact, and then tap **Send IM** to open a message screen.



2. Send an instant message. See “To send an instant message with emoticon” on the next page for details.
3. To start a conversation with another contact, tap  to go back to the Contacts list, and then select another contact and tap **Send IM** again. Another message screen opens.
4. To switch from one message screen to another, tap the display picture of the contact you want to talk to.



5. To end a conversation with the current contact, tap **Menu > End conversation**.
6. To end all active conversations, tap **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.
3. To add an emoticon, tap **Menu > Add emoticon** and then tap an icon from the list of emoticons.
4. Tap **Send**.

**Tips:**

To send a file, tap **Menu > Send**. You can choose to send a picture, voice clip, or any file.

To invite one or more contacts to the conversation, tap **Menu > Options > Add participant**.

To send a voice clip:

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

## Personalizing Messenger

While in the Contacts list, you can do the following:

- Tap **Menu > Change status** to set your current status (such as Busy, Out to lunch, etc.) so that your contacts will know whether you're available.
- Tap **Menu > Change appearance** to change your display name, add a personal message, and add your picture.
- Tap **Menu > Sort by** to organize contacts by online status, groups, name, or email address. You can also hide offline contacts from the Contacts list.
- Tap **Options** to see more settings.

## 10.5 Using Bluetooth

---

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of up to about 33 feet without requiring a physical connection. You can even send information to a device in a different room, as long as it is within the Bluetooth signal coverage range.

Bluetooth can be used in the following ways:

- ▶ To send information, such as files, appointments, tasks, and contact cards between devices that have Bluetooth capabilities.
- ▶ To synchronize information between your device and computer via Bluetooth.
- ▶ To use a Bluetooth-enabled headset (or other Bluetooth-enabled hands-free device such as a car kit) with your device for hands-free phone conversations.
- ▶ To use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.
- ▶ To create a connection between your device and another Bluetooth-enabled phone to use that phone as a modem.

### Bluetooth Modes

Bluetooth on your device operates in three different modes:

- **On.** Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but cannot be detected by those devices.
- **Off.** Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn Bluetooth off at times in order to conserve battery power, or in situations where using a wireless device is prohibited, such as onboard an aircraft and in hospitals.
- **Visible.** Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

**Note:**

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

To turn Bluetooth on and make your device visible:

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

## Bluetooth Partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same Bluetooth passcode on both devices.

Creating a partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again. Make sure Bluetooth is turned on and in visible mode on the two devices.

### To create a Bluetooth partnership:

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

### To accept a Bluetooth partnership:

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

### To rename a Bluetooth partnership:

1. Tap **Start > Settings > Connections** tab > **Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Edit**.
4. Enter a new name for the partnership.
5. Tap **Save**.

### To delete a Bluetooth partnership:

1. Tap **Start > Settings > Connections** tab > **Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Delete**.

## Connecting a Bluetooth Hands-free or Stereo Headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset with your device.

Your device also supports A2DP (Advanced Audio Distribution Profile) which enables stereo audio over Bluetooth. This means that you can use a Bluetooth stereo headset with your device for hands-free phone conversations as well as for listening to stereo music. Make sure that your stereo headset also supports A2DP.

Just as when connecting to any Bluetooth device, you also need to enter a passcode when connecting to a Bluetooth hands-free or stereo headset. The passcode is fixed and cannot be changed on a Bluetooth headset. Before you connect it to your device, check for the proper passcode in the manufacturer's documentation.

**To connect a Bluetooth hands-free or stereo headset:**

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that both are set to visible mode. Refer to the manufacturer's documentation to find out how to set the headset to visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.
4. Tap the name of the Bluetooth headset, and then tap **Next**.
5. Enter the passcode of the Bluetooth headset, and then tap **Next**.
6. Make sure the **Hands Free** check box is selected. If you have a Bluetooth stereo headset, also make sure the **Wireless Stereo** check box is selected.



7. Tap **Finish**.

**Note:**

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



## Sending Information Using Bluetooth

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

**Note:**

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

### To send information from your device to a computer:

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see “To turn Bluetooth on and make your device visible” in this section.
2. You also need to set Bluetooth on your computer to visible mode. Do one of the following:
  - If your computer has Windows XP SP2 and your computer’s built-in or external Bluetooth adapter is supported by Windows XP SP2, open **Bluetooth Devices** from the Control Panel. Click the **Options** tab, and then select the **Turn discovery on** and the **Allow Bluetooth devices to connect to this computer** options.
  - If the Bluetooth adapter on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter. This software varies by manufacturer, but in most cases, you will find a **Bluetooth Configuration** utility which you can open from the Control Panel. After Bluetooth Configuration opens, click the **Accessibility** tab, and then select **Let other Bluetooth devices to discover this computer**. Refer to the Bluetooth adapter’s documentation for more information.
3. Create a Bluetooth partnership between the two devices. For information about creating a partnership, see “Bluetooth partnerships.” After a partnership has been created successfully, your computer is ready to receive Bluetooth signals.
4. On your device tap and hold an item to send. The item can be an appointment in your calendar, a task, a contact card, or a file.
5. To send a contact, tap **Menu > Send Contact > Beam**. To send other types of information, tap **Menu > Beam [type of item]**.
6. Tap the device name to which you want to send the data.
7. If you sent an Outlook item and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To send information to a Bluetooth-enabled device such as another smart device, follow steps 3 to 6 in the above procedure.

**Note:**

If the device you want to send to does not appear in the box, make sure that it is turned on and visible.

### To receive a Bluetooth signal:

Your device will not detect and notify you of incoming Bluetooth signals unless you set it up to do this.

1. Tap **Start > Settings > Connections** tab > **Beam**.
2. Select the **Receive all incoming beams** check box.
3. Make sure your device is turned on, visible, and within Bluetooth range of the device that is sending the information.
4. When prompted to receive an incoming signal, tap **Yes** to receive the information.

## 10.6 Using Your Device as a Modem (Internet Sharing)

**Internet Sharing** connects your PC or notebook computer to the Internet by using your device's data connection. You can choose to connect via USB or Bluetooth.

**Note:**

Sprint requires customers to have a separate Phone As Modem service plan in order to use this device as a modem. More information about Phone As Modem service plans are available at [www.sprint.com](http://www.sprint.com), or you can contact Sprint Customer Service to add the Phone as Modem service plan to your account.

Follow the procedure below to set up your device as a USB modem. To learn how to set up your device as a Bluetooth modem, see “To use your device as a Bluetooth modem.”

**Notes:**

Make sure you have subscribed to a Phone As Modem Service plan and have set up a phone dial-up modem connection on your device. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen.

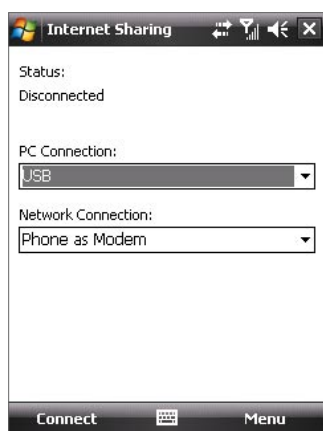
If you want to use a USB Sync cable connection, you must first install Microsoft ActiveSync version 4.5 or later on the computer.

If you want to use a Bluetooth connection, make sure your computer has built-in Bluetooth capability. If your computer does not have Bluetooth, you can connect and use a Bluetooth adapter or dongle on your computer.

Before using Internet Sharing, disable ActiveSync on your computer.

**To set up your device as a USB modem:**

1. On your device, tap **Start > Programs > Internet Sharing**.
2. In the **PC Connection** list, select **USB**.



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

**To use your device as a Bluetooth modem:**

For the computer to use the Internet connection of your device, activate Internet Sharing on your device, and then set up a Bluetooth Personal Area Network (PAN) between the computer and your device.

1. On your device, turn on Bluetooth and set it to visible mode.
2. Initiate a Bluetooth partnership from your device by following the steps in “To create a Bluetooth partnership” in this section.
3. Tap **Start > Programs > Internet Sharing**.

4. Select **Bluetooth PAN** as the **PC Connection**.
5. From the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
6. Tap **Connect**.
7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your device:

**For Windows Vista:**

- a. Click **Start > Control Panel > Network and Internet > Network and Sharing Center**.
- b. 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, and then click **Connect**.

**For Windows XP:**

- a. Tap **Start > Control Panel > Network Connections**.
  - b. 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 device, and then click **Connect**.
8. On the Internet Sharing screen on your device, check that a connected message is displayed, indicating that your computer has been successfully connected to the Internet using your device as a Bluetooth modem.

**To end the Internet connection:**

- ▶ On the Internet Sharing screen, tap **Disconnect**.



# Section 11

## Experiencing Multimedia

### In This Section

.....  
11.1 Using the Built-in Camera

11.2 Camera Album

11.3 Using Pictures & Videos

11.4 Using Windows Media Player  
.....



# 11.1 Using the Built-in Camera

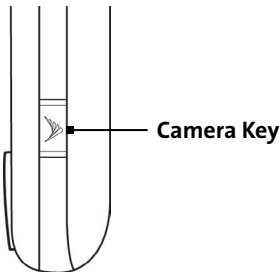
Taking photos and capturing video clips along with audio is easy with the built-in camera on your device.

To open the Camera screen:

- ▶ Press the **Camera Key** on your device.
- or —
- ▶ Tap **Start > Programs > Camera**.

To exit the Camera:

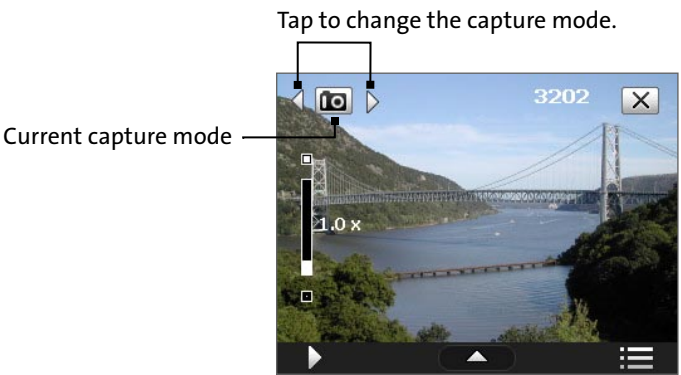
- ▶ Tap the **Exit** icon (  ) on the Camera screen.










## Capture Modes

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

To change the capture mode:



The available capture modes of the camera are as follows:

Icon	Capture Mode
	<b>Photo:</b> Captures standard still images.
	<b>Video:</b> Captures video clips, with or without accompanying audio.
	<b>Contacts Picture:</b> Captures a still image with the option to immediately assign it as a Photo ID for a contact.
	<b>Picture Theme:</b> Captures still images and place them within frames.
	<b>Panorama:</b> Ideal for taking scenic shots. Captures parts of a scenery and then stitches all the shots to create a panoramic view of the scenery.
	<b>Sports:</b> Captures a sequence of still images (3, 5, 7, or 10) automatically.
	<b>Burst:</b> Captures a sequence of still images (maximum 30) as long as the <b>Camera Key</b> on the device or the ENTER button on the Navigation Control remains pressed.

**Tip:** You can also press the Navigation Control right or left to change the capture mode.

## Supported File Formats

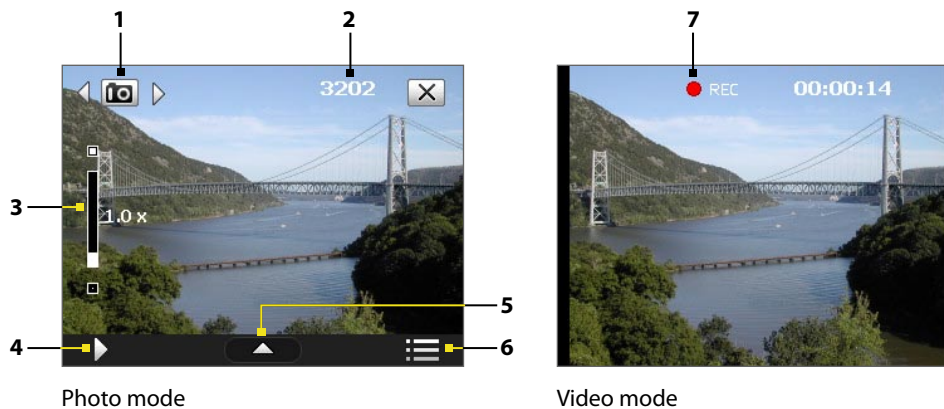
The camera in your device captures files in the following formats:

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

## Camera Controls



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

Onscreen controls and indicators:



### Note:

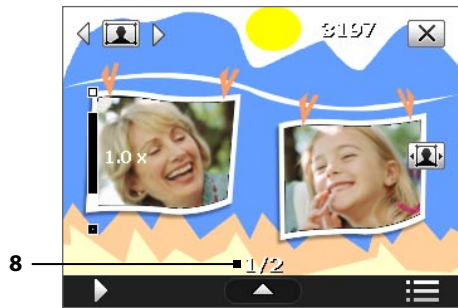
The onscreen controls and indicators are displayed for a few seconds only and are then hidden from the Camera screen. To bring up the onscreen controls and indicators again, simply touch or tap the screen, or press the Navigation Control in any direction.

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

### Note:

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


- 4 Album.** Tap to open Camera Album. See “Camera Album” for details.
- 5 Quick Settings.** Tap to open the Quick Settings Panel. See “Quick Settings Panel” for details.
- 6 Menu.** Tap to open the Camera Settings screen.
- 7 Recording indicator.** This flashes red while video recording is in progress.



Picture Theme mode



Sports mode



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

## Zooming

Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away. The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table is a summary.

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

### To zoom in and zoom out:

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



## Quick Settings Panel

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



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

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


## The Review Screen

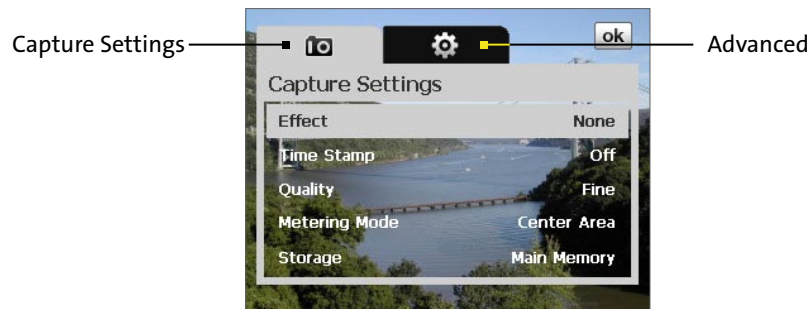
After taking a still image or recording a video clip, you can view the image or video clip on the **Review** screen. In addition, you can tap the icons at the bottom of the Review screen to delete a captured image or video, send an image or video via email, and more.



Icon	Capture Mode
	<b>Back:</b> Go back to the live Camera screen.
	<b>Delete:</b> Remove the captured image or video.
	<b>Send:</b> Send via email.
	<b>View:</b> View the captured photo or play the recorded video.
	<b>Assign to Contacts:</b> Associate the photo to a selected contact.
	<b>Browse:</b> After capturing in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

## Camera settings

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



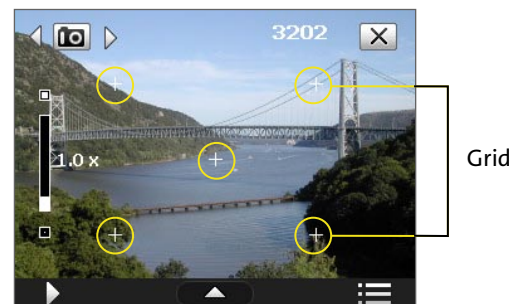
Camera Settings screen in Photo mode

### Capture Settings menu ( )

- **Effect.** Choose a special effect such as **Grayscale** or **Sepia** to apply to your photos or video clips.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether to include the shooting date and time on captured photos.
- **Quality.** Select the JPEG image quality level for all captured still images. Choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Storage.** Select where you want to save your files. You can either save the files to the **Main Memory** or to a **Storage Card**.
- **Template** (in Picture Theme mode only). Select a template.
- **Direction** (in Panorama mode only). Choose in what direction images will be stitched in a panorama.
- **Stitch Count** (in Panorama mode only). Select the desired number of snapshots to be taken and stitched into a panorama.
- **Capture Speed** (Sports and Burst modes). This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots** (in Sports mode only). Select the number of consecutive shots to capture.

### Advanced menu ( )

- **Capture Format.** Select the desired file format.
- **Shutter Sound.** Choose whether you want the camera to make a shutter sound when you press the ENTER button or **Camera Key**.
- **Grid** (Photo mode only). Choose whether to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.



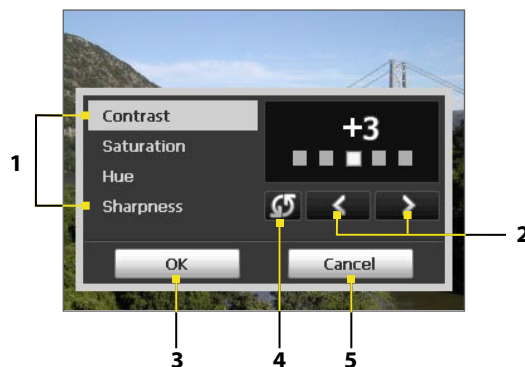
Grid

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

**Note:**

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

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



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

- **Show Reminder** (in Contacts Picture mode only). Select **On** if you want the Camera to always display a message that confirms whether to assign the captured picture to a contact.


# 11.2 Camera Album


View your photos and videos using Camera Album. Camera Album offers a host of features that let you rotate images, view your images as a slide show, use images as contacts pictures, and more.

Note:

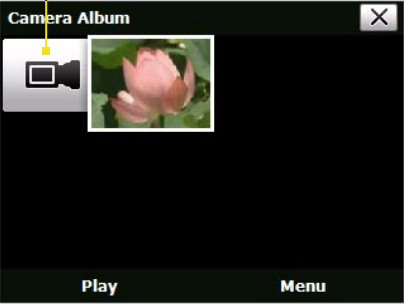
Only files supported by your device’s camera are displayed in Camera Album. To check which file formats are supported, see “Supported File Formats” in the Camera section.

To open Camera Album:

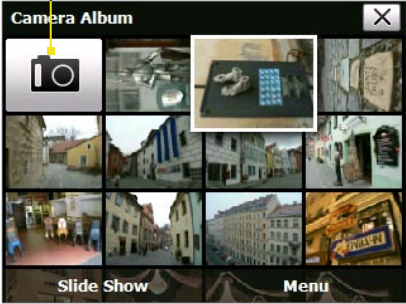
- ▶ Tap **Start > Programs > Camera Album**.
- or—
- ▶ In the Camera program, tap .

Depending on the capture mode you are in, Camera Album will show either still images or video clips in your device. For example, if you are in Photo mode, only still images will be shown in Camera Album. To view video clips, switch first to Video mode before tapping .

Touch to go to Camera mode.



Opened from video capture mode



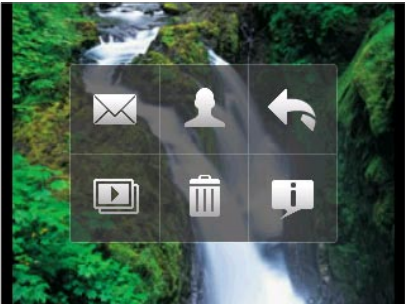
Opened from still image capture mode


Tip:

If you have a lot of images in your device, scroll up or down by sliding your finger upward or downward on the touch screen.

To view an image:

On the main Camera Album screen, touch the thumbnail of the image you want to view. While viewing an image, touch the screen to open the onscreen menu.







Touch to send the image via one of your Messaging accounts.




Touch to assign the image as a contact picture.




Touch to return to the main Camera Album screen.



Touch to start the slide show.



Touch to delete the image.



Touch to show you how to use gestures in Picture View of Camera Album.

While viewing an image, you can advance to the next image or go back to the previous image; rotate the image; zoom in or out on the image, and more.

**To advance to the next image or go back to the previous image:**

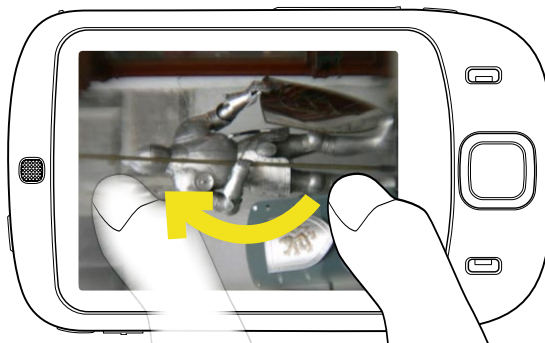
- ▶ Advance to the next image by sliding your finger across the screen from right to left.  
—or—
- ▶ Go back to the previous image by sliding your finger from left to right.



**To rotate the image:**

With your finger, make a half-circle motion on the screen.

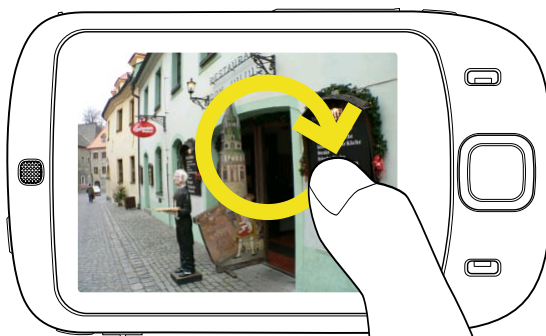
- ▶ Slide your finger clockwise to rotate the image 90 degrees clockwise.  
—or—
- ▶ Slide your finger counter-clockwise to rotate the image 90 degrees counter-clockwise.



**To zoom in or out of an image:**

With your finger, make a full-circle motion on the screen.

- ▶ Slide your finger clockwise to zoom in.  
—or—
- ▶ Slide your finger counter-clockwise to zoom out.



**Tips:**

When you zoom in on an image, you can double-tap the screen to automatically zoom out and fit the image to the screen.

When you zoom in on an image, touch and hold the screen so you can pan the image.

**To view the images as a slide show:**

Touch to open the slide show options where you can set the transition effect, time per slide, and orientation of the images.



Touch to go back to the previous image.



Touch to play or pause slideshow playback.



Touch to advance to the next image.



Touch to return to the main Camera Album screen.



**To play back video files:**

On the main Camera Album screen, touch the thumbnail of the video clip you want to play back. Windows Media Player then plays back the clip.

**Tip:**

You can also select a video clip and tap **Play** to play back the clip in Windows Media Player.

**To close Camera Album:**

- ▶ Go back to the main Camera Album screen and touch  .  
—or—
- ▶ When you open Camera Album from the Camera mode, touching  takes you back to the Camera program.



## 11.3 Using Pictures & Videos

The **Pictures & Videos** program collects, organizes, and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.bmp, *.jpg, *.gif
GIF animation	*.gif
Video	*.avi, *.wmv, *.mp4, *.3gp, *.3g2

You can view the pictures as a slide show, send them via email or Bluetooth, edit them, or set them as the background on the Today screen.

### To copy images, GIF animation files, and video clips to your device:

You can copy images, GIF animation files, and video files from your PC and view them on your device.

- ▶ Copy the images, GIF animation files, and video files from your PC or a storage card to the My Pictures folder on your device. (You can also copy video files to the My Videos folder.)

For more information about copying files from your PC to your device, see ActiveSync Help on your PC.

#### Note:

You can also copy images, GIF animation files, and video files from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device, and then copy the files from your PC to the folder you created on the memory card.

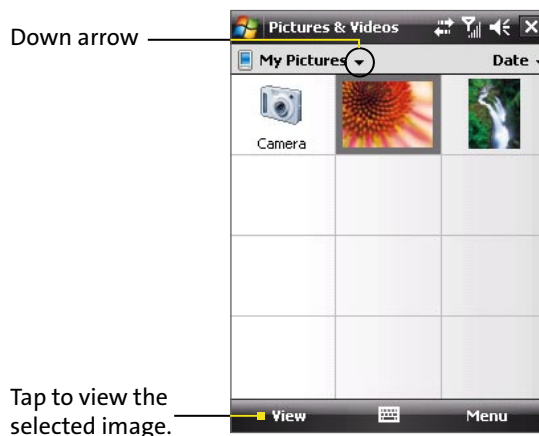
### To view pictures:

1. Tap **Start > Programs > Pictures & Videos**. The images in the My Pictures folder appear as thumbnails by default.
2. Select an image and tap **View**.

If you cannot find the desired image in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).

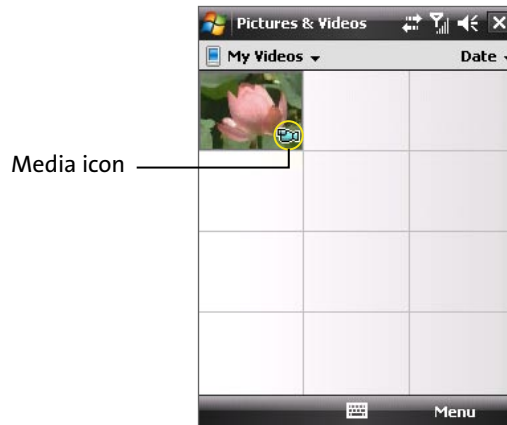
### To play GIF animation files:

1. Tap **Start > Programs > Pictures & Videos**.
2. Select a GIF animation file and tap **View**. The GIF Animation program then opens and plays the animation.



### To play videos with audio:

1. Tap **Start > Programs > Pictures & Videos**. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow (▼) next to the My Pictures folder and tap **My Documents**. Next, tap **My Videos**. Video clips are displayed as thumbnails by default, which appear with a media icon (🎵).



3. Tap to select a video and play it in Windows Media Player.

### To view slide shows:

You can view your pictures as a slide show on your device. Pictures are shown in full-screen view with a five-second interval between slides.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap **Menu > Play Slide Show**.

#### Note:

You can specify how pictures are scaled to optimize their display in a slide show. Tap **Menu > Options**, and then tap **Portrait pictures** or **Landscape pictures** on the **Slide Show** tab.

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more.

### To sort pictures and video clips:

If you store a large number of pictures or video clips on your device, you may find it helpful to sort them to quickly find a specific picture or clip. You can sort by name, date, and size.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the sort list (labeled **Date** by default), and select the key you want to sort on (**Name**, **Date**, or **Size**).

### To delete a picture or video clip:

Do either of the following to remove a picture or a video clip:

- ▶ Select a picture or video clip on the Pictures & Videos screen, and tap **Menu > Delete**.
- ▶ Tap and hold the thumbnail of the picture you want to delete, and then tap **Delete**.

Tap **Yes** to confirm the deletion.



### To edit a picture:

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

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

#### Note:

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

### To set a picture as the Today screen background:

You can use a picture as the background on the Today screen.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to set as the background.
3. Tap **Menu > Set as Today Background**.
4. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
5. Tap **OK**.

### To send pictures and video clips via email:

You can send pictures and video clips to other devices via email.

1. Ensure that Messaging is set up to send and receive messages.
2. From the program, select the item you want to send.
3. Tap **Menu > Send**, and select one account (such as Outlook email) to send the attached item. (A new message is created with the item attached.)
4. Enter the recipient name and subject, and tap **Send**. The message will be sent the next time you synchronize your device.

#### Note:

Pictures and video clips are saved automatically before they are sent.

### To assign pictures to contacts:

You can assign a picture to a contact so that you can easily identify the contact.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to assign to a contact.
3. Tap **Menu > Save to Contact**.
4. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To customize more image settings:

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture for which you want to configure further settings.
3. Tap **Menu > Options**. The Options screen appears, allowing you to:
  - Resize a picture so that it can be sent more quickly through email.
  - Set the direction of rotation for the Rotate function.
  - Configure the view settings during slide shows and activate screensaver options.

# 11.4 Using Windows Media Player

You can use Microsoft Windows Media Player 10 Mobile for Pocket PC to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

Using Windows Media Player, you can play both audio and video files. The following file formats are supported by this version of Windows Media Player.

Video File Formats Supported	File Extensions	Audio File Formats Supported	File Extensions
Windows Media Video MPEG4 Simple Profile H.263 Motion JPEG 3GPP2	.wmv, .asf .mp4 .3gp .avi .3g2	Windows Media Audio MP3 MIDI AMR Narrow Band AMR Wide Band AAC 3GPP2	.wma .mp3 .mid, .midi, .rmi .amr .awb .m4a .gcp

## About the Controls



The following are available controls on the Windows Media Player.

Control	Function
1	Adjusts the playback progress of a selected file.
2	Displays the video full-screen.
3	Displays a Web site where you can find music and videos to play.
4	Skips to the beginning of the current file or to the previous file.
5	Plays/Pauses a file.
6	Skips to the next file.
7	Decreases the volume level.
8	Increases the volume level.
9	Turns the sound on or off.

## About the Screens and Menus

Windows Media Player has three primary screens:

- **Playback** screen (default): Displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window.
- **Now Playing** screen: Displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are “queued up” to play next.
- **Library** screen: Lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

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

## About Licenses and Protected Files

Some content (such as digital media files downloaded from the Internet, CD tracks, and videos) have associated licenses that protect them from being unlawfully distributed or shared. Licenses are created and managed by using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that have been copied to your device. Files that have licenses associated with them are called “protected files.”

If you want to copy a protected file from your PC to your device, use the desktop player to synchronize the file to your device (instead of dragging the file from a folder on your PC to a folder on your device, for example). This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your device and other mobile devices, see desktop player Help.

<b>Note:</b>	You can view the protection status for a file by checking its file properties (tapping <b>Menu &gt; Properties</b> ).
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## Synchronizing Video and Audio Files

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

To synchronize content to your device automatically:

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

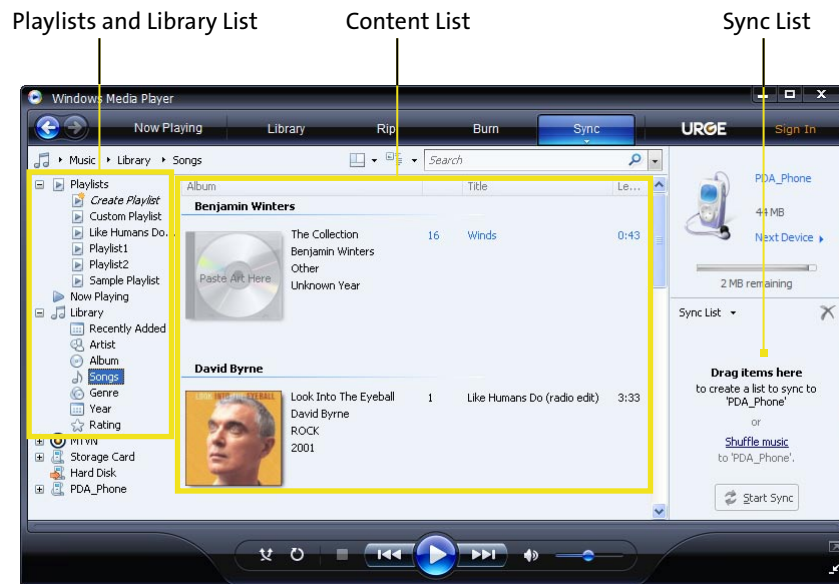
<b>Note:</b>	To set up media synchronization on a storage card, right-click <b>Storage Card</b> in the left panel of Windows Media Player, and then click <b>Set Up Sync</b> .
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5. On the Device Setup dialog box, select **Sync this device automatically**.
6. Select the playlist(s) that you want to sync between your PC and device, and then click **Add**.
7. Click **Finish**.

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

### To synchronize content manually to your device:

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



4. Click **Start Sync** to start synchronizing the selected files to your device.

#### Notes:

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

## Playing Media

### To play items on your device:

Use the library on Windows Media Player Mobile to find and play songs, videos, and playlists that are stored on your device or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.
2. On the Library screen, tap the Library arrow (near the top of the screen), and then tap the media storage that you want use (for example, Storage Card).
3. In most cases, Windows Media Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.
4. Select a category (for example, My Music or My Playlists).
5. Tap and hold the item that you want to play (such as a song, album, or artist name), and then tap **Play**.

#### Note:

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

### To play an item on a network:

Use the **Open URL** command to play a song or video that is stored on the Internet or on a network server.

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap **Menu > Open URL**.
3. In the **URL** box, enter a network address.

—or—

In the **History** box, tap a URL that you have previously used.

#### Note:

To play an item on a network, you must be connected to the network. For more information about creating a remote connection between your device and a network, see Connections Help on your device.

## Using 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 the desktop player, you can create a playlist of media files and synchronize the desktop Player with your device.

In Windows Media Player on your device, your 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, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, and then tap **Menu > Queue Up**. This adds the file to the Now Playing list. Repeat this step until you have added all desired media files to the Now Playing list.

#### Note:

You cannot select multiple files simultaneously.

4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name and then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, and then tap **Play**.

## Troubleshooting

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

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

# Section 12

## Managing Your Device

### In This Section

.....  
12.1 Adding and Removing Programs

12.2 Using Task Manager

12.3 Resetting Your Device

12.4 Managing Memory

12.5 Windows Update

12.6 Battery-saving Tips  
.....



## 12.1 Adding and Removing Programs

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Before purchasing additional programs for your device, you should note the name of your device, the version of Windows Mobile software running on it, and the type of processor. This information will help you select a program that is compatible with your device.

Programs available for purchase usually include a setup program (commonly named “setup.exe”) that you must first install on your PC. You can then use ActiveSync to add programs to your device, or add a program directly from the Internet.

### To add programs:

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single \*.exe file, a \*.zip file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device and PC.
4. Double-click the \*.exe file.
  - If the executable file is an installation wizard, follow the instructions on the screen. The wizard will automatically install the program to your device.
  - If an installation wizard does not start, you will see an error message stating that the program is valid but that it is designed for a different type of computer. You will need to copy this program directly to your device. If you cannot find any installation instructions for the program, use ActiveSync to copy the program file to the Program Files folder on your device.


### To remove programs:

You can remove only programs that you installed. Programs that have been pre-loaded onto your device cannot be removed.



1. Tap **Start > Settings > System tab > Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and then tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.



## 12.2 Using Task Manager

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


To open Task Manager:

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

To switch back to a running program:

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



To configure the **Exit** button (  ):

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

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

**Note:**

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

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

To close running programs from the Task Manager:

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

**Tip:**

You can also close running programs from the **Quick Menu** on the Today screen. See “Quick Menu” in Section 1 for details.

To add a running program to the exclusive list:

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

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

To remove a program from the exclusive list:

- ▶ In the **Running** tab, tap and hold the program name in the list, and then tap **Remove from Exclusive**.  
—or—
- ▶ In the **Exclusive** tab, select the program name and tap **Remove**.

To sort running programs in the **Quick Menu**:

1. Tap the **Advanced** tab.
2. Select **Program name** or **Memory usage** to sort running programs by order of the program name or memory usage.

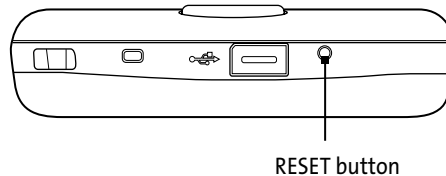
## 12.3 Resetting Your Device

### Soft Reset

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

To perform a soft reset:

- ▶ Use the stylus to lightly press and hold the **RESET** button on the bottom of your device. The device restarts, and then displays the Today screen.



### Hard Reset

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

To perform a hard reset:

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

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

3. Release the **Talk Key** and **End Key**, and then press the **ENTER** button on your device.

**Note:**

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

### Clear Storage

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

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

## 12.4 Managing Memory

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

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

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

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

## 12.5 Windows Update

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

### To set up Windows Update:

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

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

**Note:**

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

4. Tap **Finish**.

### To check for updates:

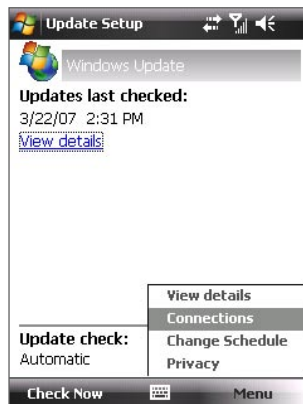
1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Check Now**.

**Note:**

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

### To change Windows Update options:

1. Tap **Start > Settings > Systems tab > Windows Update**.
2. Tap **Menu** and select the option you want to change.



- Tap **Connections** to change how the device connects to the Internet when checking for updates.
- Tap **Change Schedule** to change how Windows Update checks for Windows Mobile® updates.

## 12.6 Battery-saving Tips

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How long your battery power lasts depends on battery type and how you use your device. Here are a few tips on saving battery power:

- ▶ When the device is not in use, press the **Power** Key to switch off the display.
- ▶ Tap **Start > Settings > System** tab > **Power**. On the **Advanced** tab of the Power settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify three minutes or less.
- ▶ Use the AC phone charger to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- ▶ Adjust the backlight settings. For more information, see “To set the backlight to dim after a time delay” in Section 4.
- ▶ Turn Bluetooth off when you are not using it. For more information, see “Using Bluetooth” in Section 10.
- ▶ Lower the volume.
- ▶ Close battery-intensive programs, such as the Camera, when you are not using them. Make sure the programs are ended and are not continuously running in the background. For more information about ending running programs, see “To close running programs from the Task Manager” in this Section.

# Section 13

## Using Other Applications

### In This Section

.....

13.1 Using Java

13.2 Using Voice Speed Dial

.....



## 13.1 Using Java

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

To open the Java program:

- ▶ Tap **Start > Programs > Java**.

### Installing and Launching MIDlets or MIDlet Suites

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

To download and install via Internet Explorer Mobile:

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

To install from your device:

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

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

To run a MIDlet or MIDlet suite:

Do one of the following:

- ▶ After installation of the MIDlet/MIDlet suite is complete, select **Run** and tap **OK**.  
—or—
- ▶ On the Java screen, open the folder that contains the MIDlet or MIDlet suite. Select the MIDlet or MIDlet suite and then tap **Launch**.

To stop running a MIDlet or MIDlet suite:

- ▶ Tap **Exit** or **Quit** on the MIDlet's or MIDlet suite's screen or menu.



## Managing MIDlets and MIDlet Suites

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

To create folders:

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

To move a MIDlet to another folder:

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

To rename a MIDlet or folder:

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

To update a MIDlet or MIDlet suite:

- ▶ Tap and hold a MIDlet or MIDlet suite and then tap **Update**. Alternatively, you can tap **Menu > Edit > Update**. Java will search for updates for the selected MIDlet or MIDlet suite.

To remove MIDlets:

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

1. Tap and hold the MIDlet, and tap **Erase**. Alternatively, you can tap **Menu > Edit > Erase**.
2. Tap **OK** to confirm.

<b>Note:</b>	To uninstall all MIDlets and folders from the current folder, tap <b>Menu &gt; Remove All</b> .
--------------	---

To set MIDlet permission settings:

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

Action	Description
Local connection	Enables a MIDlet to access device connections, such as Bluetooth.
Location information access	Determines whether a MIDlet can access location-related information.
Recording	Enables a MIDlet to record audio and images.
Messaging	Enables a MIDlet to send or receive SMS. You will be charged for airtime minutes.
Net access	Enables a MIDlet to access the Internet. You will be charged for airtime minutes.
Auto start	Enables a MIDlet to be started automatically to handle an incoming event. If there is another MIDlet running, it may be interrupted.
Read user data	Allows a MIDlet to read data on the device memory or storage card.

<b>Note:</b>	Some actions may not be available for certain MIDlets.
--------------	--

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

1. Tap and hold a MIDlet and then tap **Security**, or tap **Menu > Edit > Settings**.
2. For each action, choose one of the following permission options:
  - **Always Allow**. Enables a MIDlet to perform the action.
  - **Never Allow**. Prohibits a MIDlet from performing the action.
  - **Ask**. Asks for your confirmation whenever a MIDlet attempts to perform the action.
3. Tap **Save**.


**Note:**

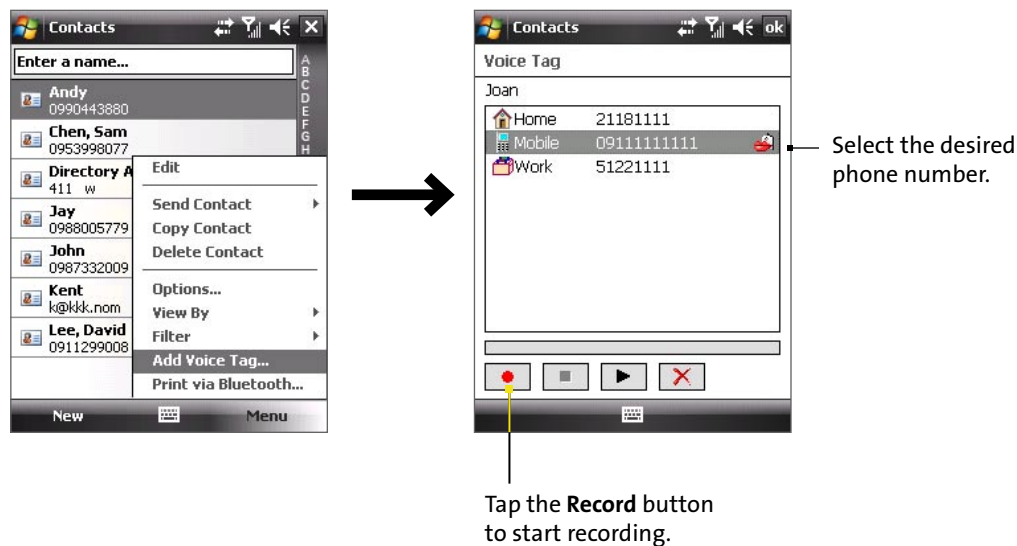
Changes to permission settings for a MIDlet in a multi-MIDlet suite will affect the settings for the whole suite.





## 13.2 Using Voice Speed Dial

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

To create a voice tag for a phone number:

1. Tap **Contacts** on the Today screen to open the Contacts list.
2. Do one of the following:
  - Tap and hold the desired contact, and then tap **Add Voice Tag**.
  - Select the desired contact, and then tap **Menu > Add Voice Tag**.
  - Tap the desired contact to open the contact's detailed screen, and then tap **Menu > Add Voice Tag**.
3. Select the phone number for which you want to create a voice tag, and then tap the **Record** button (  ).



4. When recording is completed, a **Voice Tag** icon (  ) will be displayed to the right of the item.
5. When you create a voice tag for the item, you can do any of the following:
  - Tap the **Record** button (  ) to rebuild the voice tag.
  - Tap the **Play** button (  ) to play the voice tag.
  - Tap the **Delete** button (  ) to delete the voice tag.

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

To create a voice tag for a program:

1. Tap **Start > Settings > Personal tab > Voice Speed Dial**.
2. After you have created a voice tag for a program, you can then launch the program by saying the recorded voice tag after tapping **Start > Programs > Voice Speed Dial**.

**Note:** The **Application** tab displays a list of all installed programs on your device. The procedure for creating a voice tag for a program is the same as the procedure for creating a voice tag for a phone number.




To make a call or launch programs using voice tags:

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

**Note:**

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

To view and test the voice tags you have created:

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

# Appendix

## In This Section

.....
A.1 Specifications
A.2 Regulatory Notices
A.3 Additional Safety Information
.....



## A.1 Specifications

System Information	
Processor	Qualcomm MSM7500, 400MHz
Memory	ROM : 256 MB NAND RAM : 128 MB DDR (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written.)
Operating System	Windows Mobile® 6 Professional
Power	
Battery	Rechargeable Lithium-Ion battery, 1100 mAh
Charging Time	Less than four hours
Battery Life (estimates)	Standby time: Up to 250 hours Talk time: Up to 3.5 hours Media playback time: Up to 8 hours (WMV); up to 12 hours (WMA)
AC Phone Charger	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Display	
LCD Type	2.8" transmissive TFT-LCD with backlight LEDs, touch-sensitive screen
Resolution	240 x 320 dot pixels with 64K colors
Alignment	Portrait and Landscape
Cellular Radio Module	
Functionality	CDMA2000 1xEVDO/1xRTT and IS-95A/B voice or data
Mode	Dual-band (800 and 1900 MHz)
Internal Antenna	Yes
Physical	
Dimensions	101 mm (3.98") L x 59.6 mm (2.34") W x 13.9 mm (0.54") T
Weight	4.4 oz (with battery)
Camera Module	
Type	2 Megapixel color CMOS camera
Resolution	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 176x144 (QCIF), 128x96
Digital Zoom	Up to 8x

Connections	
<b>I/O Port</b>	HTC ExtUSB™ : 11-pin mini-USB and audio jack in one Full-speed USB 2.0 HTC H2Wire support (ExtUSB is a proprietary connection interface that is trademarked by HTC.)
<b>External Antenna Connector</b>	For connecting to an external phone antenna
<b>GPS</b>	Internal GPS antenna
<b>Wireless Connections</b>	Bluetooth®
Controls and Lights	
<b>Navigation Buttons</b>	<ul style="list-style-type: none"> <li>• HTC TouchFLO™</li> <li>• 5-Way Navigation Control / ENTER button</li> <li>• Two phone functions : Talk Key and End Key</li> <li>• Volume Slider</li> <li>• Camera Key</li> <li>• Power Key</li> <li>• RESET button</li> </ul>
<b>LEDs</b>	<ul style="list-style-type: none"> <li>• The left LED shows Green and Amber lights for CDMA standby, message, and network status as well as for notification and battery charging status.</li> <li>• The right LED shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal, and an Amber light for GPS status.</li> </ul>
Audio	
<b>Microphone/Speaker</b>	Built-in microphone and loud speaker for hands-free supported
<b>Codec</b>	AMR-NB / AMR-WB / AAC / AAC+ / eAAC+ / WAV / WMA / MP3
Expansion Slots	
<b>Card Slot</b>	microSD™ (SD 2.0 compatible)

## A.2 Regulatory Notices

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### Regulatory Agency Identifications

For regulatory identification purposes, your Touch by HTC™ is assigned a model number of VOGU100.

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

To ensure continued reliable and safe operation of your device, use only the accessories approved by the manufacturer with your Touch by HTC™.

The battery pack has been assigned a model number of ELF0160.

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

### Federal Communications Commission Notice

#### DECLARATION OF CONFORMITY

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

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

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

#### Modifications

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

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

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

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

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

The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully.

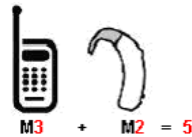


Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

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

Please power off the Bluetooth function while using hearing aid devices with your Touch by HTC™.

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



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

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

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

FCC Hearing Aid Compatibility and Volume Control:

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

Gallaudet University, RERC:

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

## **SAR Information**

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

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

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

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

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

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

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

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

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

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

## IC Statement

Operation is subject to the following two conditions:

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

### Important Note

IC Radiation Statement:

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

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

## Telecommunications & Internet Association (TIA) Safety Information

### Pacemakers

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

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

### Hearing Aids

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

## Other Medical Devices

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

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

## WEEE Notice

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

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



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

## RoHS Compliance

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

## Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages. Additional safety information can be found in the Appendix at the end of the user manual.

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

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

### ELECTRICAL SAFETY

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

### SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

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

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

## SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

### ■ Use the correct external power source

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

### ■ Handle battery packs carefully

This product contains a Li-Ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



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



### ■ Take extra precautions

- Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
- Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
- Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
- Always keep the battery out of the reach of infants and toddlers, to prevent their swallowing the battery. Consult a doctor immediately if the battery is swallowed.
- If the battery leaks:
  - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.
  - Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
  - Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.
- Communicate the appropriate steps immediately in case a hazard occurs.

## SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

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

## PREVENTION OF HEARING LOSS

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

Turn down the volume before using headphones or other audio devices. An excessive sound volume level could cause damage to your hearing.

## ROAD SAFETY

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

## SAFETY PRECAUTIONS FOR RADIO FREQUENCY (RF) EXPOSURE

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

## INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

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

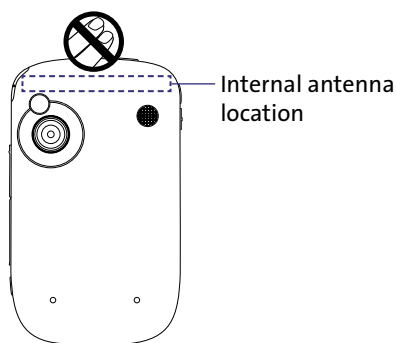
If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

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

## NONIONIZING RADIATION

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

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



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

## GENERAL PRECAUTIONS

- **Heed service markings**

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

- **Damage requiring service**

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

- Liquid has been spilled or an object has fallen 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 not 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.

<b>Note:</b>	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.
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- **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.

- **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.

## A.3 Additional Safety Information

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

### When Driving

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

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

When driving:

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

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

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

#### Using The Phone Function Of Your Smart Device While Driving Is Extremely Dangerous

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

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

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

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

### When Using Your Device Near Other Electronic Devices

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

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

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

## **HEARING AIDS**

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

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

## **ELECTRONIC DEVICES IN VEHICLES**

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

## **POSTED FACILITIES**

Turn your device OFF where posted notices so require.

## **Turn Off Your Device Before Flying**

### **AIRCRAFT**

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

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

## **Turn Off Your Device in Dangerous Areas**

### **BLASTING AREAS**

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

### **POTENTIALLY EXPLOSIVE ATMOSPHERES**

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

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

## **General Safety and Other Precautions**

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

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

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

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

DO NOT expose this equipment to rain or spilled beverages.



DO NOT use unauthorized accessories.

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

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

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

In the event that the device emits an unusual odor or sound or generates smoke, immediately disconnect the AC phone charger from the power outlet, and then remove the battery.

## Antenna Safety

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

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

## Battery Safety

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

### DOs

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

### DON'Ts

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

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

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

## AC Phone Charger Precautions

Your device should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

The AC phone charger for this unit requires the use of a standard 120 V AC power source for device operation.

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

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

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

Always use the supplied AC phone charger to avoid any risk of bodily injury or damage to your cellular phone or battery.

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

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

Always disconnect the AC phone charger from the power source when it is not in use.

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