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## Safety

Never attempt to disassemble your phone. You alone are responsible for how you use your phone and any consequences of its use.

As a general rule, always switch off your phone wherever the use of a phone is prohibited. Use of your phone is subject to safety measures designed to protect users and their environment.

Do not use your phone in damp areas (bathroom, swimming pool...). Protect it from liquids and other moisture.

Do not expose your phone to extreme temperatures lower than - 10°C and higher than + 55°C.

The physicochemical processes created by chargers impose temperature limits when charging the battery. Your phone automatically protects the batteries in extreme temperatures.

Do not leave your phone within the reach of small children (certain removable parts may be accidentally ingested).

**Electrical safety:** Only use the chargers listed in the manufacturer's catalogue. Using any other charger may be dangerous; it would also invalidate your warranty. Line voltage must be exactly the one indicated on the charger's serial plate.

**Aircraft safety:** When traveling by plane, you will need to switch your phone off when so instructed by the cabin crew or the warning signs.

Using a mobile phone may be dangerous to the operation of the aircraft and may disrupt the phone network.

Its use is illegal and you could be prosecuted or banned from using cellular networks in the future if you do not abide by these regulations.

**Explosive materials:** Please comply with warning signs at petrol station asking you to switch your phone off. You will need to comply with radio equipment usage restrictions in places such as chemical plants, fuel depots and at any location where blasting operations are under way.

**Electronic equipment:** To avoid the risk of demagnetization, do not let electronic devices close to your phone for a long time.

**Electronic medical equipment:** Your phone is a radio transmitter which may interfere with electronic medical equipment or implants, such as hearing aids, pacemakers, insulin pumps, etc. It is recommended that a minimum separation of 15 cm be maintained between the phone and an implant. Your doctor or the

manufacturers of such equipment will be able to give you any advice you may need in this area.

**Hospitals:** Always make sure that your phone is switched off in hospitals when so instructed by warning signs or by medical staff.

**Road safety:** Do not use your phone when driving. In order to give your full attention to driving, stop and park safely before making a call. You must comply with any current legislation.

**Distance of operation:** This phone model has been tested and meets radiofrequency exposure guidelines when used as follows:

- **Against the ear:** Place or receive a phone call and hold the phone as you would a wire line telephone.
- **Body worn:** When transmitting, place the phone in a carry accessory that contains no metal and positions the phone a minimum of 2.5 cm from your body. Use of other accessories may not ensure compliance with radiofrequency exposure guidelines. If you do not use a body worn accessory and are not holding the phone at the ear, position the phone a minimum of 2.5 cm from your body.
- **Data operation:** When using a data feature, position the phone a minimum of 2.5 cm from your body for the whole duration of the data transmission.

### **Environment**

**Packaging:** To facilitate the recycling of packaging materials, please obey the sorting rules instituted locally for this type of waste.

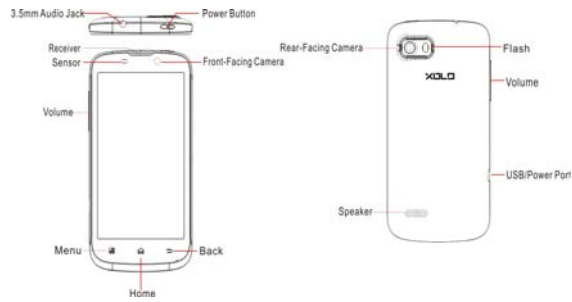
**Batteries:** Spent batteries must be deposited at the designated collection points.

**The product:** The crossed-out waste bin mark affixed to the product means that it belongs to the family of electrical and electronic equipment.

To promote the recycling and recovery of waste electrical and electronic equipment (WEEE) and at the same time safeguard the environment, European regulations require you to obey the sorting rules instituted locally for this type of waste.

# 1 Getting Started

## 1.1 Getting to know your touch phone



## 1.2 Installing the SIM card, battery, and storage card

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

### To remove the back cover

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

### To install the SIM card

The SIM card contains your phone number, service details, and phonebook/message memory. Your device is supported both 2G and 3G (WCDMA) SIM cards.

1. Remove the battery if it is installed.

2. Locate the SIM card slot, and then insert the SIM card with its gold contacts facing down and its cut-off corner facing out the card slot.
3. Slide the SIM card completely into the slot.



**Note:** • The phone can be supported the double SIM cards. The card slot 1/2 will be both supported 3G SIM card (WCDMA), but one SIM card can use 3G networks only.

If you need to use 3G operation, please insert 3G card in the card slot 1(Default SIM1 card, defined in the menu Settings/More.../Mobile networks/3G service), the SIM2 card will be supported 2G network only (If insert 3G card in the card slot 2, you can also use 2G operation only).

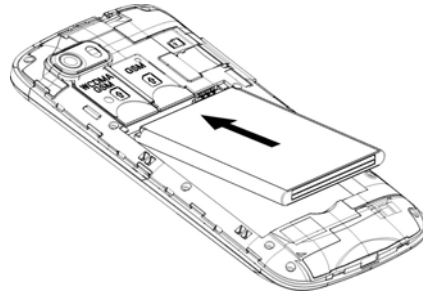
• Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

**To install the battery**

Your device comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, and usage patterns.

Warning: To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
  - Do not crush, puncture, short external contacts, or dispose of in fire or water.
  - Do not expose to temperatures above 60°C (140°F).
  - Replace only with the battery pack designated for this product.
  - Recycle or dispose of used battery as stipulated by local regulations.
1. Align the battery's exposed copper contacts with the battery connectors at the bottom part of the battery compartment.
  2. Insert the contacts side of the battery first and then gently push the battery into place.
  3. Replace the back cover.



**To remove the battery**

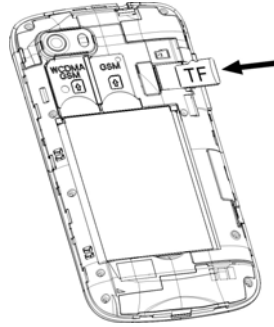
1. Make sure your device is turned off.
2. Remove the back cover.
3. The bottom of the phone has a notch. Lift the battery by the notch to remove it.

**To install a memory card**

To have additional storage for your images, videos, music, and files, you can

purchase a memory card and install it into your device.

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



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

### **1.3 Charging the Battery**

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

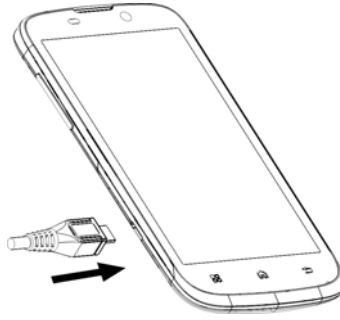
Note: Only the AC adapter and USB sync cable provided with your device must be used to charge the device.

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

As the battery is being charged while the device is on, a charging icon appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon appears in the title bar of the Home screen.



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



#### 1.4 Starting up the device


##### Power on/off

To power off your phone, press & hold POWER. On release, the Phone options menu opens. Select 'Power off' and confirm.

To power on again, press & hold POWER.

##### Silent mode

To silence your phone quickly, press & hold the – volume button to zero volume.


Or on the Home screen, touch  and select Settings > Audio profiles. Select 'Silent' check box. Or pull down the drop-down menu, and turn to the last page, and select 'Silent'. Or long press the 'POWER ON' button, and select 'Silent' Icon'.

##### Screen sleep


After a period of inactivity, your screen will go to sleep (display will turn black).

In sleep, your phone uses less battery power. You can control this behavior:

Set screen timeout period

1. On the Home screen, touch  and select Settings.
2. Select Display option.
3. Select Sleep. Select a time from the menu.


Prevent sleep while charging

1. On the Home screen, then touch  and select Settings.
2. Select Developer options.
3. Select 'Stay awake' check box.

Lock screen & put phone to sleep

Except when on a phone call, from any screen, press POWER (immediately). While not on a call, to lock your control buttons and screen from accidental touch activation, press POWER.

You can increase the security of your phone by setting Screen unlock pattern. Once set, in order to unlock your screen, you'll have to draw the correct unlock pattern. You can set your screen unlock pattern as follows:


1. On the Home screen, touch  and select Settings.
2. Select Security and then scroll down to Screen lock pattern section.
3. Set or change your unlock pattern by selecting Screen lock pattern, as applicable.
4. Follow the prompts to define your pattern.

Note: You must slide your finger along the screen to create the pattern, not select individual dots. Connect at least four dots.

If you want your pattern to be hidden as you draw it, clear 'Make pattern visible' check box.


#### **Home screen**

The Home screen is your starting point for using all the applications on your phone. You can customize your Home screen to display applications, shortcuts, and widgets as you like.

1. Touch the application tab  with your fingertip to reveal the application icons.
2. The Home screen actually extends beyond the screen width. On Home screen, slide your fingertip left and right along the screen to reveal the full width of the Home screen. This additional space gives you more room to customize Home

with applications, shortcuts, and widgets.

3. Create Home screen shortcuts and widgets:

- Touch the application tab  with your fingertip to reveal the application icons, slide your fingertip right to show the shortcuts and widgets.
- Select an Application shortcut, a Shortcut to some of your saved information (such as a play list), a Widget (a clock or picture frame) for your Home screen.
- The application, shortcut, folder, or widget appears on Home screen.

Tip: To create an application shortcut quickly, touch the application tab to reveal all the application icons, then touch & hold an application icon. Its shortcut is added to the Home screen; close the application tab to see it.

4. To remove a shortcut or widget from your Home screen, touch & hold the item to enter “move mode”. The application tab turns into a Trash button. Drag the item to the Trash button and release. You’ll know when your item is in the Trash because the item and the tab will turn red.

5. Move objects on the Home screen




















- To move an icon or other item on the Home screen, you must first touch & hold it to enter move mode. The object will magnify when it’s ready to be moved.
- Without lifting your finger (or you’ll drop out of move mode), drag the object to the new position. To move an item to a section of the Home screen not in view, move it to the edge of the screen and hold it there for a moment. The screen view will shift; position the object and release.

### 1.5 Status Icons

#### Connection status icons

Along the top of your phone screen is the status bar. On the left side, icons will appear, notifying you of a new message, upcoming calendar event, or something else you should notice. On the right side of the status bar, you’ll see connection status icons.



	EDGE service connected, data flowing		Song is playing
	WCDMA service connected, data flowing		Ringer is off 'Meeting mode'
	SMS/MMS		WLAN service connected
	Call in progress		Wireless services are off (Airplane mode)
	Missed call		Phone on mute
	Call forward		Battery is low
	Alarm is set		Battery is very low!
	Bluetooth is on		Battery is charging
	Connected the PC		Connected the earphone
	Without Email icon		

#### Read your notifications

When you see a notification in the status bar, touch the bar and slide your finger down the screen to open the list of notifications displayed in the sliding window. Ongoing notifications report activities such as call forwarding ON, current call status, song playing.

Notifications report the arrival of new messages, calendar events, and alarms. You can clear notifications list by selecting 'Clear' notifications at the top of the notifications window.

To open the message, reminder, or other notification, you can touch the items. To close the notifications window, slide your finger up the screen.

**Notes:** On the home screen, touch the bar and slide your finger down the screen to open the list of notifications displayed in the sliding window, you can touch the icon on the top of the screen (such as WLAN, Bluetooth, Data connection, Airplane mode, ) to open or close the selected function, sliding your finger left or right to select more functions.


## 2 Using phone features

### 2.1 Turning the phone function on and off

#### To enable or disable Airplane Mode

In many countries, you are required by law to turn off the phone while on board an aircraft. Another way to turn off the phone function is to switch your device to Airplane Mode.

When you enable Airplane Mode, all wireless radios on your device are turned off, including the phone function, Bluetooth, and WLAN.

1. Touch  -> Settings -> More... -> Airplane mode.
2. Touch 'Airplane mode' to enable or disable.


When you disable Airplane mode, the phone function is turned back on and the previous state of Bluetooth and WLAN are restored.

#### Adjusting the volume

Press Volume button on the side of the phone to show the volume screen.

If the phone is in vibrating mode, the voice will be muted automatically and the device will vibrate when there is an incoming call.

### 2.2 Making a call

On Home screen, touch  -> Phone to enter the dial screen.

Touch the on-screen dial pad to enter a number, touch 'Delete' button to delete numbers you've entered. Touch & hold to delete all the numbers in the field.

To dial a number, touch 'Voice Call' button icon) to select SIM1 card or SIM2

card to make a call. To end a call, touch 'END' button (Red icon).


1. Call log tab: Select an entry listed in the log to call the number.

2. Contacts tab: Contacts with phone numbers are listed. Select a contact, and then select the phone number to dial the call.

**Note: If you inserted dual SIM card, the dial screen is default dual call (Defined in the menu Settings/SIM management/Voice call).**

**2. The internet call is default closed (defined in the menu Settings/SIM management/Voice call). If need to dial the internet call successfully, you must open the WLAN and add the account (defined in the menu Call settings/Internet call).**

#### **Calling a video call**

Touch the on-screen dial pad to enter a number, touch 'Video Call'  button to make a video call.

Notice: • SIM1 slot can be supported video call default (SIM1 card must be supported 3G network).

• Your phone must be in of the normal WCDMA network coverage, and the other side (the receiver's phone and SIM card) can also be supported the video call function of 3G.

#### **2.3 Answering and Ending a call**


When you receive a phone call, the incoming voice call screen will appear, allowing you to either answer or ignore the call.

1. To answer an incoming call, slide 'ANSWER' (Green icon) button rightward.

2. To reject a call, slide 'REJECT' button (Red icon) button leftward.

#### **2.4 In-call options**

While on a call, reveal the in-call options: Speaker, Mute, Hold, End.

Note that if Bluetooth services are on and you are connected to a hands-free device, the more menu indicator will show Bluetooth on. 'Blue' bar here 

1. Speaker: To use the speaker, select 'Speaker' so it shows a-Blue bar. To turn it off, select it again so the bar is unfilled. The status bar will display this icon when the speaker is on.

2. Mute: To mute your side of the conversation, select 'Mute' so it shows a Blue bar. To turn it off, select it again so the bar is unfilled. The status bar will display this icon when Mute is on.

3. Hold: To put an active call on hold, select 'Hold' so it shows a Blue bar. To resume the call, or take the call off hold, select it again so the bar is unfilled. If you take a call while already on a call, the first call will be placed on hold automatically. The status bar will display this icon when a call is on hold.

4. Add call: If you need to enter numbers while on a call, touch 'Add call'.


5. Incoming call: During call in progress, if you are on a call ("call in progress") when another call comes in ("incoming call"), you have a few choices:

- Answer the incoming call and place the call in progress on hold. To switch calls at any time, touch 'Swap calls'.
- If you don't want to interrupt your call in progress, then touch 'END'.
- If you have one call in progress and one caller on hold, to end both calls, touch 'End all'.

6. While on a call, you can conference up to six callers, counting yourself. Note that you can also have an additional caller on hold during a conference call, regardless of how many participants are on the conference.

Note: Whether the group call function can be used depends on whether the network operator supports and provides such function as well as whether you have applied for such function. Please contact network operator for details.

## 2.5 Using call history

1. The missed call icon  appears in the title bar when you missed a call.

2. Use 'Call log' tab to check who the caller was, or view all your dialed numbers, and received calls. To open 'Call log' tab, touch 'Call log' button in the phone screen to enter the call history list.

3. Scroll to select the contact or number you want to dial, touch 'Call' button.

4. Tap and hold the selected contact you want to call, and then you can make to do the following options of call, edit number before call, send text message, add to contacts or remove from call log phone on the shortcut menu.

## 2.6 Call settings

On the dialing screen or call log screen, press MENU > Settings to enter Call settings. you can make the operation of voice call, voice call, internet call and the other settings.

Note that when you open 'Call settings' for SIM1 or SIM2, your current settings are fetched, which can take a few moments.

### Voice Call

**Voicemail:** Select to set a voicemail number that isn't being read from the SIM card.

**Call forwarding:** Select how you want busy, unanswered, and unreachable calls to be handled. There is also an option to Always forward.


**Call barring:** Restrict to answer or dial the call in any situation. You need to apply to the network operator for opening the international long-distance function and get network restricting code for barring setups.

**Additional settings:** From this setting you can set your Caller ID preference and turn on/off call waiting.

### Other Settings

**Fixed Dialing Numbers:** This feature allows you to restrict outgoing calls to a fixed set of numbers. To enable this feature you must know the SIM PIN2 code for your phone. You can get this number from your wireless operator, assuming this feature is supported.

## 3 Setting on your device

Control phone-wide settings from the Home settings screen: touch  and select Settings.

### 3.1 Wireless & networks

#### SIM management

You can select to activate or deactivate the SIM card you want to open.

Set the default SIM to use voice call, Video call, messaging and data connection.

#### Wi-Fi



WLAN on/off: Select this check box if you prefer to use WLAN for your data connection.

WLAN settings: Open the WLAN settings screen; select it from the network list. Provide your username or password if required.


#### Bluetooth

Bluetooth on/off: Use this check box to turn Bluetooth services on or off.

Bluetooth settings: With Bluetooth services on, you can open the Bluetooth settings screen to:

- Rename your device.
- Select to be discoverable for seconds, or not discoverable.
- Pair or unpair with one of the Bluetooth devices in range - You will be asked to type a PIN before pairing. Refer to the manufacturer's documentation for the PIN code.
- Rescan for devices.

#### More...

Airplane mode on/off: When airplane mode is selected, all wireless connectivity is off. This icon  will display in the status bar when airplane mode is selected.

Mobile network

- 3G service settings
- Add or edit network Access Point Names (APNs) - Do not change this setting unless advised to do so by your wireless operator!
- Select a network operator

### **3.2 Device**

#### Audio profiles

Select one user profile and enter the following options:

Vibrate: Select to have your phone vibrate for incoming calls.

Volume: Select to open the volume control, and then slide your finger along the volume bar to set an incoming call ring volume or alarm, playing back music, videos.

Voice/video ring tone: Select to decide on a ring tone to use for incoming calls.

Note that you can override this setting for individual contacts in the Edit contact

details screens.

Notification ring tone: Select a ring tone to use for a notification (e.g., new message). Note that you can override this setting for new Calendar event notifications, text and multimedia message notifications. Go to the applications settings screens to select specific ring tones.

'Dial pad touch tones': Select to have a tone sound when you use the on-screen Dialer.

'Touch sounds': Select to have a sound play when you select an item on the screen either using touch.

#### Display

Brightness: Select to open the brightness control, and then slide your finger along the brightness bar to set the level. In sunlight, increase the level.

Sleep: Select to decide how long your phone must be inactive before the screen turns off.

#### Storage

View and manage the data storage on your phone.

microSD Card: Monitor and manage the use of your Memory card from this screen: 1. View how much space you are using on your memory card. 2. Select to use your memory card as USB mass storage when your phone is connected to your computer (selected by default) 3. Unmount/eject your memory card from your phone. Note that when your phone is connected to your computer via USB, you cannot view pictures or play any media stored on the card from your phone.

Internal phone storage: Reports how much internal storage is free.

**Notes: 1. the mobile phone may be configured phone U disk, U disk is divided into internal (sdcard) and external (sdcard/sdcard2). External U disk is located inside the U disk subdirectory, name is sdcard2, and specific settings please refer to the menu Settings/ Storage.**

**2. The phone U-disk function to the actual configuration of the mobile phone, please take to the actual mobile phone.**

'Apps':

-you can uninstall (APK) from this screen. Select a specific application to:

1. Clear your user data (if you have any associated with a particular application).
  2. 'Force stop'
  3. Uninstall - If you've downloaded an application from Android Market, you will be able to uninstall it from this screen by selecting Uninstall.
- should be in **3.4 System 'Developer options'**: If you are an application developer, you may be interested in these settings: 1. USB debugging: If you want be able to communicate with your phone directly via USB, select 'USB debugging' check box. 2. Stay awake: To prevent your phone from sleeping while charging (via power adapter or USB), select 'Stay awake' check box.

### **3.3 Personal**

#### Accounts & sync

Turn on/off synchronization for all services.

#### Location services

My Location: Select a source for determining your location: Wireless networks, or GPS satellites. Typically GPS will be more accurate (to street level) but it consumes more battery power.

#### Security

Screen unlock pattern: Create a pattern you will be asked to draw before your screen will unlock. You can select to make the pattern visible or invisible as you draw it.

SIM card lock settings: Lock your SIM card for extra security. You can also change your SIM card PIN from this screen. If you don't know your SIM PIN, you can obtain it from your operator.

Visible passwords: Select to have your password display as you type it.

#### Backup & reset

You can select to reset your phone to factory settings. This will erase all your data from the phone and require you to sign in and go through the 'Password or Pattern' to use any of the applications.

### **3.4 System**

#### Date & time

Set time, time zone, and date: Use Automatic unless you need to override the

network values.

Time format: Select from 12 or 24 hour formats.

Date format: Select from a variety of formats.

#### About phone

View your phone Status: This screen lists a variety of information, including your phone number, the network you are currently using, the type of network, signal strength, whether you are roaming or not, any WLAN addresses you're connected to, and more.

View the model number and version information for your phone.

## 4 ActiveSync

### 4.1 Data synchronization



Some applications on your phone (Contacts and so on) give you access to the same personal information that you can add, view, and edit on your computer using Web applications. This means that when you add, change, or delete your information in any of these applications on the Web, the updated information also appears on your phone, and vice versa. Also, if you lose your phone or if your phone is destroyed, your personal information is not lost and will appear, as before, on a replacement phone.

This mirroring of information happens through over-the-air data synchronization, or data "syncing". Data syncing occurs in the background and shouldn't ever get in your way. You'll know your data is being synchronized when you see this icon in the status bar:

Because sending large amounts of data back and forth over the air can take time and require considerable bandwidth, there are some settings on the phone that allow you to control data sync.

#### Sync by application

To control synchronization Contacts, you can do the following:


1. On the Home screen, then touch  and select Settings.
2. Select Accounts & sync. When any of the applications are synchronizing, you will see the "sync" icon . You will also see the last time your data was

synchronized.

3. By default, the personal information in Contacts will sync whenever you make a change or receive a new message. You can change this behavior:

**Auto-sync:** When selected, Auto-sync will sync Contacts automatically, as you make changes or receive new messages. When OFF, information will not be synced automatically, although you can force sync by using the individual application check boxes described below.


4. Sync problems:

If you see this icon  to the left of the sync check box, then there was a temporary problem with the data synchronization. Check your data connection and try again later.

#### **4.2 Bluetooth**

You can use Bluetooth to send and receive calls using a headset or hands-free car kit.

##### **Turn on Bluetooth services**

1. On the Home screen, then touch  and select Settings.
2. Select Bluetooth, and then select 'Bluetooth' check box to turn on Bluetooth services.
3. When on, the Bluetooth icon appears in the status bar.

##### **Discoverability**

By default, your phone is not "discoverable". This means other Bluetooth devices will not see your phone in their scans for Bluetooth devices, and it will show 'Not visible to other Bluetooth devices' under your Phone name. To make your phone discoverable, you need to click your phone name, and it will show 'Visible to all nearby Bluetooth devices', and also shows the timeout, it could be set to '2min, 5 min, 1 hour, never timeout' by pressing the Function key.

##### **Name your Bluetooth device**

1. Make sure you have turned Bluetooth on.
2. Select Settings > Bluetooth
3. Press the Function Key, and choose 'Rename phone'.
4. Your new device name appears on the Bluetooth settings screen.

**Pair & connect with Bluetooth devices**

Before your phone can communicate with a Bluetooth headset or hands-free car kit, the devices must “pair”, then “connect”:

1. Make sure you have turned Bluetooth on.
2. Select Settings > Bluetooth
3. Your phone starts scanning for Bluetooth devices within range. As they are found, the devices appear in the list of Bluetooth devices.
4. To pair with a device in the list, select it.
5. Type the device’s PIN and then select ‘OK’.
6. Once paired, select the device name to connect. You can also touch & hold the name to open the context menu, and then select Connect.
7. Pairing and connection status appear under the device name.
8. Once the other Bluetooth device shows “connected” status, you can start using it to make and receive phone calls.
9. To disconnect or unpair with a device, touch & hold the device to open the context menu. Select Disconnect or Unpair, as appropriate. If you select ‘Unpair’ when connected, you will be disconnected as well.

Notes: The phone supports only the headset and hands-free Bluetooth profiles, so if you try to connect to a device that is not a headset or hands-free car kit, then you will receive an “unable to connect” message.


If you pair with a second headset while connected to the first, the first headset will remain connected. To switch connection to the second headset you must manually select that headset again after pairing.

**Rescan for Bluetooth devices**

If you want to update the list of Bluetooth devices, select (SEARCH FOR DEVICES)

## 5 Contacts

The contacts on your phone are synced with your account contacts stored on the Web.

To view the contacts on your phone, touch  and select Contacts

Browse through your contacts by sliding your fingertip up and down on the screen. Another way to find a contact quickly is to use 'Find contacts' button, input the first letter of the name you're looking for and touch search icon, the matching contacts are appeared on the screen.

From the Contacts tab, you can:

1. Take action on a contact: Touch the contact's name to open the context menu. From the menu you can select to view the Contact details screen, call the contact's number, send a text message, edit the contact details, or delete the contact.

2. Go to Contact details: Select the contact's name to open the Contact details screen, where all screen the information you've saved for this contact is displayed.

### Add a contact

1. On the Home screen, then touch  and select Contacts. Your contact list appears.

2. Touch the + icon on the right bottom of the screen to add new contact.

3. Add all the information you want to store for this contact in the appropriate fields. You must add some information to save a contact. To change a default label, select the label name to open the label menu. Select a different label or create a custom label. To add more fields, select 'Add another field'.

4. You can assign a Caller ID icon to your contact by touching Caller ID icon. The Pictures application opens. Navigate to a picture and select it, size the cropper with your fingertips. When finished, select 'Crop'. The picture is associated with your contact. If you do not assign an icon, a default android icon will be assigned.

5. To save your contact, press BACK, or touch 'Done'.

### Edit contact details

You can always make changes to the information you've stored for a contact:

- 1 From Contacts, touch the contact to open the Contact details screen.
2. Press 'Function Key and select 'Edit'. The Edit contact screen appears.
3. Make your edits, then press 'Done'.

**Communicate with a contact**

From Contacts you can quickly call or text a contact's default number, as displayed below their name on the screen. However, to view all the information you've stored for a contact, and to initiate other types of communication with that contact, open the Contact details screen. To open a contact's details screen, simply select their name from Contacts.

1. Call a contact: From the contact list, touch the contact you want to open the Contact details screen. Touch the call number directly to dial that contact's primary number (first in the list on their details screen).
2. To dial a different number for the contact, select the contact's name, and then select the number on their details screen and then touch the call number that you want.
3. Send a text or multimedia: To send a text or multimedia message to a contact, you must have a message to a contact mobile number stored for them in contact details. From the Contact details screen, select a phone number and click 'Message' icon. A Compose screen opens for your new message. Complete your message and select 'Send' icon.
4. Send email to a contact: To send an email message to a contact, you must have an email address stored for them in their contact details.
  - Select the contact you want to email. Their Contact details screen opens.
  - In the Send email section, select the email address. If you are fetching POP3 or IMAP email accounts to your phone, then select the account you wish to use to send. A Compose screen opens for your new message.
  - Complete your message, select 'Send' icon.

**SIM contacts importer**

If you have stored names and phone numbers on your SIM card, you can add these to the Contacts stored on your phone by selecting this settings option. From the contact list, press MENU to select 'Import/export', you can select to




import from SIM card or memory card, once the list of names and numbers appears you can:

Import all names/numbers in the list - Press MENU and select 'Import all'.

Import only certain names/numbers in the list - Select the name/number you want to import, then repeat for others as you wish. (As soon as you select the name/number, it is imported)

## **6 Exchanging Messages**

### **6.1 SMS and MMS messaging**

To open the SMS & MMS Messaging application, on the Home screen, then touch  and select the Messaging icon.

#### **About text and multimedia messages**

SMS messages are also known as "text" messages and can each be around 160 characters. If you continue to type after the limit is reached, your message will be delivered as one, but count as more than one message. These are called "concatenated" messages.

MMS messages are also known as "multimedia" or "picture" messages and can

contain text, picture, audio, and video files.

When you compose a message, the phone will automatically convert a text message into a multimedia message as soon as you add a subject or an attachment, or if you address the message using an email address rather than a phone number.

**View the message from the message list**

Select a message thread in the list to open it for reading. When open, the individual messages appear stacked on the screen, much like with instant messaging conversations (or chats).

Note that messages you send are also listed in the Read view.

**1. Reading multimedia messages**

If you have selected to auto-retrieve your multimedia messages, then both the message header and body will download.

If you are downloading only the headers, then you must first select the Download button to retrieve the message body. If you are concerned about the size of your data downloads, you can check the message size before you download.

Once the message has downloaded, select "Play" button to view the message.

From a message read view, you can do the following:

1. To view details about a particular message, in the Read view, touch & hold the message to open the context menu. Select View details.

2. Reply to a message: Simply start typing your message in the text box at the bottom of the screen to reply to a message. You can always press MENU and select to add a subject or an attachment to convert it to a multimedia message. Select 'Send' icon when ready.

3. Links in messages: If a message contains a link to a Web page, it will be selectable. To view the Web page in the Browser, simply select it.

4. Delete messages: Your messages will be saved until you explicitly delete them.

Delete one message in a thread - With the message thread open in Read view, touch & hold the individual message you want to delete to open the context menu. Delete all messages in a thread - With the message thread open in Read

view, press MENU > Delete. You can also delete an entire thread from the message list by pressing & holding the thread to open the context menu, then select 'Delete'.

Delete all message threads - From the message list, press MENU and select Delete all threads.

#### **Compose text and multimedia messages**

1. Touch 'Compose' icon. The Compose screen opens.
2. Add recipients by typing a name, phone number, or email address in the 'To' field. Matching contacts will appear. Select the recipient or continue typing. Add as many recipients as you wish. If you send the message to an email address, the message will automatically convert from a text to a multimedia message.
3. To add a subject, press MENU and select 'Add subject'. If you add a subject, the message will convert to a multimedia message.
4. To add an attachment, touch 'Attach' icon on the right-top of the screen. Adding an attachment will always convert the message to a multimedia message. Select from audio or picture files. You can select to take a new picture if you want, or record an audio file. Any recordings you make will be stored automatically in the Music application in a play list named "My recordings". To remove an attachment, select the attachment's 'Remove' button.
5. Type your message. As you type, you'll be able to track how many characters/messages you're creating. Remember that text messages have a limit around 160 characters. Once you go over that limit, a new message is actually created but automatically joined into one when received.
6. Select 'Send' icon when ready. You can also save a draft.
7. As your message sends, progress displays in the title bar. If you see this icon to the right of the message, it means your message is still being delivered.

#### **Save message as draft**

While composing, press BACK, your message automatically saves as a draft.

#### **Text and multimedia message settings**

To set text and multimedia message preferences, from the message list, press MENU and select 'Settings'. You can set the following from this screen:

### 1. Notification settings

You can receive a notification each time you receive a new message.

Select 'Notifications' check box to receive a notification in the status bar when a new message arrives. If you want your phone to ring when a new message arrives, select that check box as well. Select Ring tone to open the ring tone menu and select a ring tone specific to new text and multimedia message notifications. Note that when you check a ring tone, it plays briefly.

### 2. Text message settings

**Request** delivery reports: To receive a report on the delivery status of your message, select this check box.

**Manage SIM card messages:** Text messages can also be stored on your SIM card. The exact SIM card number depends on your card, but it is usually around 25-50. To view messages on your SIM card, delete them, and copy them to your phone memory, select this setting.

### 3. Multimedia message settings

**Request** delivery reports: To receive a report on the delivery status of your message, select this check box.

**Request** read reports: To receive a report on whether each recipient has read or deleted the message without reading it, select this check box.

**Auto-retrieve:** To retrieve all your MMS messages automatically (the header plus the message will download to your phone), select this check box. If you clear this check box, then only the message headers will be retrieved and display in your message list. You can retrieve the full message by selecting the Download button that displays in the header. Once the message has downloaded, select the "play" button to expand the message.


**Roaming auto-retrieve:** If you are concerned about data traffic and just want the message headers to download while roaming, clear the Roaming auto-retrieve check box. Otherwise, you can select this check box to have your messages download even while roaming.

## 6.2 POP3 and IMAP email accounts

### Add an email account

You can fetch messages from up to five POP3 or IMAP accounts. Follow these

steps:

1. On the Home screen, then touch  and select Email application.
2. The Set up new account screen appears.
3. Type your account email address and password.
4. If you want, select the Send email from this account by default check box. This setting only applies if you have more than one POP3 or IMAP account set up.
5. Select 'Next'.

If you have a popular email account, the application will set everything up for you! Before you go to your Inbox, you can name the account (if you don't, your email address will be used). You are also asked to type your name as you want it to display on outgoing messages. You must complete this field before you can select 'Next' and go to your Inbox.

For less popular accounts, follow the prompts to type the email server, protocol, and other account information yourself. After your account settings have been verified, select 'Next' to go to your Inbox.

6. To add more accounts (up to five), from an Inbox or your Accounts screen, press MENU and select 'Add account'.

#### **Use your POP3 and IMAP email account**

Once you've set up an account, you can do the following:

1. Refresh Inbox: From the Inbox, select 'Refresh' to update your Inbox with any previously-unfetched email.
2. Read email: You can display or collapse the messages in your Inbox by selecting Inbox. Unread messages display with a colored band.
3. Forward, Reply, Reply all: You can forward, reply, or reply all to an email message from the Inbox. From the Inbox, touch & hold the message to open its context menu. Select the action you want to take.
4. Compose new

From the Inbox: 1. select 'Compose' icon. 2. Add recipients by typing a name or address in the 'To' field. Matching contacts will appear. Select the recipient or continue typing the address. Add as many as you wish. 3. Type a subject and

message. 4. Select 'Send' icon, 'Save as draft', or 'Discard'. Pressing BACK will also save as draft unless you have not typed anything.

5. Delete message

From the Inbox: 1. Expand the Inbox to display the messages. 2. Touch & hold the message you want to delete. 3. Select 'Delete' icon. 4. Your message is moved to the Trash.

6. Empty Trash: Once you've moved a message to the Trash, to empty messages in the Trash you must delete each message individually, select 'Folders' to enter the Trash.

Note that the message is only deleted from your phone, not from the account server.

7. Remove an email account: You can always remove a POP3 or IMAP email account from your phone. Go to your Inbox, press MENU and select "Settings". Your Accounts screen opens. Touch & hold the account you want to remove to open the context menu. Select 'Remove account'. You will be asked to confirm before the account is removed.

#### **Edit account settings**

To open your Account settings screen, do the following:

1. From your account Inbox, press MENU and select 'Settings'.

2. The Account settings screen appears. You can do the following from this screen:

Account name: Select to change the name of your account as it appears on your Accounts screen.

Your name: Select to change your name as it appears in outgoing email.

(Inbox) check frequency: Select this pop-up menu to set how frequently your email account is checked for new messages. Note that whenever you open a folder, email is refreshed, regardless of this setting.

Default account: If you have more than one POP3 or IMAP email account set up on your phone and want to use this account by default when selecting Compose from the Accounts screen, select this check box.

Email notifications: If you want an icon to appear in the status bar when a new message arrives, select this check box.

Incoming settings: Select Incoming settings if you need to edit the username/password, server, port, or option to delete email from server.

Outgoing server settings: Select Outgoing settings if you need to edit the SMTP server, port, security type, option to require sign-in, or username/password.

**Add another POP3 or IMAP**

To add another account (you can add up to five), go to your Inbox, press MENU and select (Settings) , then choose 'ADD ACCOUNT', Your Accounts screen opens.

## **7 Internet**

### **7.1 Ways of Connecting to the Internet**

Your device's networking capabilities allow you to access the Internet or your corporate network through WLAN, GPRS, EDGE (if available), or WCDMA (if SIM card supported).

You can also add and set up a VPN or proxy connection.

**WLAN**

WLAN provides wireless Internet access over distances of up to 100 meters (300 feet). To use WLAN on your device, you need access to a wireless access point or "hotspot". Note: The availability and range of your device's WLAN signal depends on the number, infrastructure, and other objects through which the signal passes.

## 7.2 Browser

To open the Browser, touch  and select Browser icon.

The Browser always opens to the last Web page you were viewing. The first time you enter the Browser after powering on, your home page will display.

You can change your home page by pressing MENU > Settings > General > Set homepage.

### Zoom and navigation in Web pages

While viewing a Web page, you can press MENU and select Settings > >Advanced >Default zoom to set the zoom controls.

Slide your fingertip in any direction to shift your page view.

### The Browse screen

From the Browse screen you can do the following:

1. Go to a Web page: Make sure the focus is not on a text box and then start typing the URL.

2. Add a bookmark: Bookmark the Web page you are currently viewing:

- Press MENU and select 'Save to bookmarks'.


- Confirm the URL and name, and then select 'OK'.

To view all your bookmarks, press MENU and select Bookmarks.

3. Refresh a Web page: To refresh the contents of the current page, press MENU and select 'Refresh'.

### Open pages in separate windows

You can keep more than one Web page open by using multiple windows to display the pages. You can open up to eight windows.

Open a new window: From a Web page, press MENU  and select 'Windows'. The Current windows screen opens, showing the Web page you started from, plus a "new window". Select 'New window'. Your home page opens in a new window. To return to one of the other windows, press MENU and select 'Windows'. Select the page you want to view.

### Manage bookmarks

You can store as many bookmarks as you want on your phone.

Press MENU and select 'Bookmarks'. The Bookmarks screen opens.

1. Bookmark any page: Select 'Add'. Type a name and location (URL) in the



dialog box. Select 'OK'.

2. Send bookmarked page's URL: Touch & hold the bookmark you want to open. The context menu opens. Select 'Share link'. An email Compose screen opens with the URL as the message. Address your message and finish composing and select 'Send'.

3. View bookmarked page: Touch & hold the bookmark you want to open. The context menu opens. Select View page or Open in new window.

4. Edit bookmark: Touch & hold the bookmark you want to open. The context menu opens. Select 'Edit bookmark'. The edit bookmark dialog box opens. Type your change and select 'OK'.

5. Delete a bookmark: Touch & hold the bookmark you want to open. The context menu opens. Select 'Delete bookmark'. You will be asked to confirm.

6. Bookmark current page: Go to a Web page you want to bookmark. Press MENU and select 'Bookmarks'. The Bookmarks screen opens. Press MENU and select Bookmark last-viewed page. The Bookmark link dialog box opens. Confirm or edit the information, then select 'OK'.

#### **Set your home page**

You set your home page from the Settings screen:

1. Press MENU and select More > Settings. The Settings screen opens.


2. In the Page content section, select 'Set home page' to open the dialog box.

3. Type the URL of the page you want to set as home, and then select 'OK'.

#### **Download Web files and applications**

Before you download any files or applications using the Browser, note the following:

1. Before you can download Web applications, you must explicitly "allow" downloading from the Home > Settings screen:

On the Home screen, then press  and select Settings. Select 'Security', then select 'Unknown sources' check box.

2. All items downloaded from the Web are stored on your memory card, so be sure you have a card installed in your phone before you download from the Browser.

3. The Browser will only allow you to download items that are supported by an

application installed on the phone.

Warning! Applications downloaded from the Web can be from unknown sources. To protect your phone and personal data, only download applications from sources you trust, such as Android Market.

## **8 Experiencing Multimedia**

### **8.1 Camera & Picture**

All the pictures you can capture or view on your phone are stored on memory card, which must be installed in your phone. Before you can use the Camera or view pictures in Pictures, make sure you have a card installed.

#### **Load pictures onto your memory card**

Read the instructions below to add pictures to your Memory card or the phone storage.

1. insert your memory card to your computer by doing one of the following:  
Remove the memory card and insert it into a card reader connect to your computer.
2. On your computer, find the mounted USB drive and open it.
3. Create a folder at the (Root Directory) called "Pictures" or some other

descriptive name and open it.


4. Copy .jpg or other image files into this folder. To organize pictures into albums that will display in the Pictures application, create a folder and copy pictures there for each album you want to display.

5. When finished, close the USB drive window and eject the drive as required by your computer's operating system.

#### **Take a picture**

Captured pictures are saved to the "DCIM" folder on your memory card or the phone.

Tip: Before you take a picture, wipe the sensor window (on the back cover) to remove any small amounts of oil.

1. To open the Camera, on the Home screen, touch  and select Camera icon.


2. The Camera opens in capture mode. Frame your picture within the screen and hold the phone steady. Touch Camera button to capture. Continue to hold the camera steady for a second after you hear the shutter sound.

3. Immediately after capture, you can select to Save, Set as (contact icon or wallpaper), Share (via a compatible application), or Delete your picture.

4. If you select to save, set as, or share, your picture is saved to Gallery application.

#### **View your pictures**

To view the pictures you've captured, as well as any you've stored on your memory card or the phone storage, go to Gallery application:

1. To open Pictures, on the Home screen, touch  and select Gallery icon.

2. Depending on how many pictures you've stored, they may take a few minutes to load.

3. If you've stored your pictures in folders on your Memory card, then the folders will display as separate "albums". The top left album always contains all the pictures in all the albums.

4. The individual pictures display in a grid in thumbnail format. You can select to display smaller or large thumbnails in Settings.


5. To open a picture in full-screen view, touch the picture. Once in full-screen,

scroll through the pictures for zoom controls.

#### **Picture options**

You can do the following while in Pictures. Note: In all the instructions below, you can touch & hold a picture to open the context menu to access all actions, rather than open the picture in full-screen view.

1. View full-screen: Select a picture to open it in full-screen view.

2. Share a picture: In full-screen view, press MENU  and select Share. Select to share your picture via Messaging (MMS), or another application (if you have another application installed on your phone that supports sharing).

3. Set as wallpaper: In full-screen view, press MENU and select Set as. From the menu that opens select Wallpaper. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch & drag the center of the cropper to move it within the picture. When you're happy with the cropped area, select 'Save'.

4. Set as contact picture: In full-screen view, press MENU and select Set as. From the menu that opens, select Contact icon. Your contact list opens. Select the contact you want to associate with the picture. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch & drag the center of the cropper to move it within the picture.

When you're happy with the cropped area, select 'Save'. The picture will now appear in the Contact details screen, as well as on any incoming call notifications.

7. Crop picture: In full-screen view, press MENU and select More > Crop. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch & drag the center of the cropper to move it within the picture. 3 When you are happy with the cropped area, select 'Save'. Select Discard to cancel the crop. The cropped picture is saved to Pictures as a copy. Your original is not touched.


8. Rotate picture: In full-screen view, press MENU and select Rotate. Select from Rotate left (counter-clockwise) or Rotate right (clockwise). Your picture rotates and is saved automatically.

9. Delete picture: In full-screen view, press MENU and select Delete.

The picture will be removed from the Memory card after you confirm.

10. View picture details: In full-screen view, press MENU and select More > Details. The picture details window opens. You can see the title, resolution, file size, and date of the picture.

## 8.2 Music

To open your music Library, on the Home screen, touch  and select the Music icon. Your music is organized into four categories: Artists, Albums, Songs, and Playlists. Select a category to view the lists within each. Once in a category, keep selecting until you reach the music you want to play.

For example, if you select the Artists category, you will see a list of artists in A-Z order. If you select an artist, the list opens to display that artist's albums. Select an album, and the album's song list displays.

### Load music onto your Memory card

All the music you can listen to on your phone is stored on memory card. Read the instructions below to add music to your memory card.

1. Insert your memory card to your computer by doing one of the following:

Remove the memory card and insert it into a card reader attached to your computer; or, attach your phone to your computer using a USB cable that came in the box. If you use this method, make sure the Home > Settings > Storage > SD card is selected.

2. On your computer, find the mounted USB drive and open it.

3. Although your phone will find all music files on your memory card, it's advisable to keep the number of files or folders at the root level to a minimum. So, if you wish, create a folder at the top-level called "music" (or whatever you want) to store your files.

4. Open this folder and copy music files into it. If you want, create folders within "music" to organize your music further. If you want to use certain music files as phone, notification, or alarm ring tones.

Note: If you do not want a ringtone to appear in your music Library but you do want it to be available as a ringtone, and then create the "ringtones", "notifications", or "alarms" folder outside your "music" folder.

5. When finished copying, close the USB drive window and eject the drive as

required by your computer's operating system. Remove the USB cable from your phone and computer.

#### **Play back music**

At any level in your Library, touch & hold a listing (a song, artist, album, or playlist) to open the context menu. Select Play to begin play and go to the Playback screen. You can do the following using the Playback screen:

1. Shuffle songs: Shuffle plays songs in random order. Touch to toggle shuffle on and off. When the con is grey, shuffle is off.
2. Repeat mode: Touch to step through repeat modes: repeat all songs, repeat current song, don't repeat (grey icon).
3. Go to any point in song: Slide fingertip in progress bar to desired point in a song.
4. Playback control: from left to right icons: Go to beginning song, Pause/resume play and Go to next of song.

If a song is playing while you are on the Library screen, you can switch to the Playback screen quickly by selecting the lower song bar.

#### **Playlists**

You can create as many playlists as you wish. Note that the "Recently added" playlist is a system playlist and cannot be deleted or renamed. Also, if you make any voice recordings as part of a MMS message, they will be stored automatically in a playlist called "My recordings".

#### **Create a playlist on your phone**

1. From the Library, select a category. From the list that appears, navigate to the artist, album, or song that you want on a playlist.
2. Touch & hold the artist, album, or song to open the context menu.
3. Select Add to playlist.
4. In the Add to playlist menu that opens, select New to create a new playlist, or one of the existing playlists.
5. The song(s) are added.

#### **Manage your playlists**

Go to the Library screen and select 'Playlists'. All your playlists appear. Touch & hold the playlist to open the context menu. You can do the following from this screen: Play, Edit (rearrange songs), Delete and Rename.

#### **Create ringtones from songs**

You can set any of your songs as a phone ringtone:

1. From the Library, to **choose** a song you want to use as a phone ringtone.
2. **Click** the song in the list to open the context menu.
3. Select Use as phone ringtone. The ringtone is set as your default incoming call ringtone.
4. Now, when you go to Home > Settings > Audio profiles, and select a phone ringtone, your song will be listed as an option.

#### **Delete music from memory card**

All the music you play on your phone is stored on the inserted memory card.

From your phone, you can delete music stored on the card:

1. From the Library screen, select the Artists, Albums, or Songs category.
2. Go to the screen that shows the artist, album, or song that you want to delete.
3. Touch & hold the item to open the context menu.
4. Select 'Delete'. You will be asked to confirm that you want to delete the item from your memory card.

#### **8.3 FM Radio**

This device provides radio function.

Note: Within doors or shielded environment, the receiving effect of radio may be affected. You can improve the effect in the following ways: Near window, adjust the position of earphone cable or adopt manual adjustment.

#### **8.4 Search**

When data connection or WLAN network is connected, input the keywords on the input field to search the web page that matched keywords.

#### **8.5 Sound record**

The phone can be as sound record and stored automatically under the folder of Music.

## 9 Other applications

### 9.1 Calendar

#### Calendar views

You can view multiple calendars on your phone, so each calendar event is coded with a color.

You can view your calendar in a variety of ways. Touch the date on the left-top of the screen to select from Day, Week, Month or Agenda.

#### 1. Month view

Days are shown in a month grid. Busy time slots are shown as vertical bars in the corresponding part of the day. An all-day event is shown as a small vertical bar at the top of the slot (it does not fill the entire slot).

View event details - Select a day to view all the events in that day. This will take you to either the Agenda or Day view, depending on which you last visited. Select the event to view its details.

Edit an event - First select a day to go to either the Day or Agenda view. From there, select the event to view its details. Assuming you have write privileges on an event, touch and hold the event and select 'Edit event' to open the event for editing. Navigate months - Slide your fingertip up/down, through the days and past the beginning/end of the month to move to the previous/next month.

Create new event- Touch & hold a day to open the context menu. Select 'New event'. You can also press MENU and select 'New event'.

#### 2. Agenda view

Events in the current month are shown vertically in a list, one event after the other. Days with no events are not displayed.

Repeating events - Marked with icon following the time or date.

View event details - Select the event to view its details.

Edit an event - First, select the event to view its details. Assuming you have write privileges on an event, touch and hold the event and select 'Edit event' to open the event for editing.

Navigate within the current month - Slide your fingertip up/down.

#### 3. Week view



Days are shown vertically within the Week view. Time slots are defined horizontally in rows. Events are shown as blocks.

View event details - Highlight an event to open a small popup window in the lower part of the screen that provides more event information. This window will stay open for three seconds. (Note that highlighted events are outlined in orange.) To view the full event details, touch the pop-up window while it's open, or select the event itself. You can also touch & hold the event to open the context menu, then select 'View event'.

Edit an event - Assuming you have write privileges on an event, touch and hold the event to open the context menu, then select 'Edit event'.

Navigate within the current week - Slide your fingertip up/down.

Navigate to a past or future week - Slide your fingertip left/right.

#### 4. Day view

Days are divided into hour time slots. Events are shown tiled and span the time they last. All-day events are displayed at the top of the day list.

View event details - Highlight an event to open a small popup window in the lower part of the screen that provides more event information. This window will stay open for three seconds. (Note that highlighted events are outlined in orange.) To view the full event details, touch the pop-up window while the pop-up window is open, or select the event itself. You can also touch & hold the event to open the context menu, then select View event.

Edit an event - Assuming you have write privileges on an event, touch and hold the event to open the context menu, then select Edit event.

Navigate within the current day - Slide your fingertip up/down.

Navigate to a past or future day - Slide your fingertip left/right.

Create new event - Touch an empty time slot to open the new Event details screen.

#### **Create an event**

From any of the views, press MENU and select 'New event' to open the new Event details screen.

- Type the information in the fields.
- Select date & time.

- Name that appears in Day view.
- Description can be as long as you like.
- Select a calendar if you display more than one.
- Set a default reminder time.
- Set online presence: available or busy.
- Select calendar privacy from Default (as defined when calendar was created), Private, or Public.

When finished, select 'Done'. Pressing BACK also saves the event.

Tip: Create an event quickly in the Day or Week view by selecting an empty time slot. A new Event details screen appears. The 'From' field contains the selected time slot.

#### **Edit an event**

To edit an event, you must have the View event screen open and you must have created, or have write privileges, for the event.

1. Navigate to the View event screen.
2. Touch and hold the event and select 'Edit event'. If Edit event isn't an option, then you cannot make any changes to that particular event.

Note: If your event repeats, you will be asked to choose which events you want changed (only the current one you're editing, all events in the series, or the current event plus future events).

3. Once you have finished your edits, select 'Done'.
4. To delete the event, from the View event screen, press MENU and select 'Delete event'.

#### **Calendar settings**

From any of the calendar views, press MENU and select Settings.

##### 1. Calendar view setting

Hide declined events: Select this check box if you want all the events you decline to be hidden from all calendar views.

##### 2. Reminder settings

Set alerts & notifications: Select to set the type of event reminder you want:

- Alert - A dialog box will appear to remind you of the event.
- Status bar notification - An icon appears on the left side of the status bar.


• Off - You will receive no reminder.

Select ring tone: Select Ring tone to open the ring tone menu and select a ring tone specific to new event notifications. Note that when you check a ring tone, it plays briefly.

Vibrate: Select this check box to have your phone vibrate when you are reminded of an event.

Default reminder time: Select to open the default reminder menu. The time you select will appear by default in the Reminder section when you create a new event.

### 9.2 Alarm Clock

To open Alarm Clock, on the Home screen, then touch  and select Clock icon. The Alarm clock offers as many alarms as you want.

#### Set an alarm

Two alarms are set up for you, ready to customize. Both two alarms are turned off by default. Select the check box to turn on the alarm. If no day shows under the set time, the alarm will go off once when the set time is reached.

This alarm will go off at 9:00 am every Tuesday and Friday.

To begin, select one of the default alarms to open Alarm settings.

Set the following options:

Alarm: Select the check box to turn alarm on (checked) or off (cleared). This is the same check box that appears on the main Alarm Clock screen.

Time: The time the alarm will go off is shown. To change this time, select Time to open the time selector. Slide the finger up or down to set the time you want, and then select Set.

Repeat: The current repeat selection is shown. To change the setting, select Repeat and make a selection from the menu. To have your alarm will only go off once at the set time, don't select any of the options. A one-time alarm is shown on the Alarm Clock screen without any days under the set time.

Ring tone: The current ring tone selection is shown. Select Ring tone to pick another ring tone that will play when the alarm rings.

Vibrate: Select this check box to have your phone vibrate when it goes off.

Once your alarm goes off, you will receive an alert with the options to Snooze

(for 10 minutes) or Dismiss.

#### **Add more alarms**

To add more than three alarms, from the main Alarm Clock screen, press MENU and select 'Add alarm'.


#### **Change clock display**

You can change the **position** of the clock displayed on the main Alarm Clock screen:


1. Go to the main Alarm Clock screen.
2. Touch the clock with your fingertip to open the Clock selection screen.
3. Slide your fingertip horizontally along the bottom clock face row and touch the face you want to display.

#### **Change date & time display**

You can change the format of the time displayed in your alarms from the global Settings screen:

1. Go to the main Alarm Clock screen. On the Home screen, then touch  and then press MENU and select Settings. Scroll down and select 'Date & time'. The Date & time settings screen appears.
2. Use the network-provided values by selecting 'Automatic' check box.
3. Select 'Use 24 hour format' check box if you wish to use that rather than 12 hour format.
4. Select 'Select date format' option to open the menu of various date formats.

### **9.3 Calculator**

To open Calculator, on the Home screen, then touch  and select the Calculator icon.

The Calculator offers two panels: basic and advanced. Switch back and forth between panels by pressing MENU and selecting 'Advanced panel' or 'Basic panel', as you wish.

#### **Calculator panels**

Two calculator's panels are available: basic and advanced. Use the Basic panel to enter numbers and perform basic addition, subtraction, multiplication, and division. Use the Advanced panel to insert advanced operators or delimiters, such as sine, cosine, tangent, square root, parentheses, etc.

Switch back and forth between calculator panels by pressing MENU and selecting 'Advanced panel' or 'Basic panel', as you wish. As soon as you select an advanced operator, the panel switches back to Basic, where your operator appears. When you touch a key on the screen, the key flashes red to let you know the selection was made. Make sure you see the red flash before entering your next number or completing the operation.

To delete numbers, one at a time, touch CLEAR on the screen.

To clear your operation history, press MENU and select 'Clear history'.