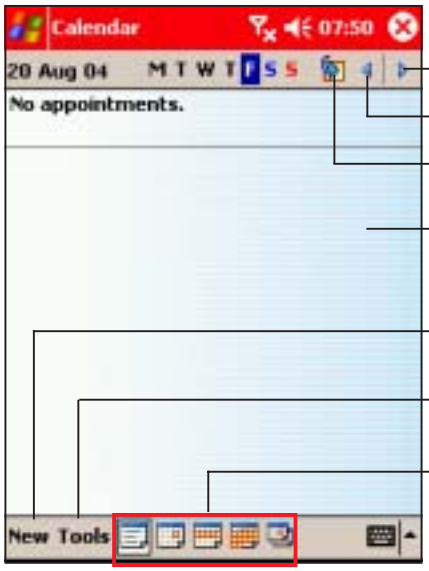
Introduction

Microsoft® Pocket Outlook® includes Calendar, Tasks, Notes, Contacts, and Messaging. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Messaging.

Using ActiveSync®, you can synchronise information in Microsoft® Outlook or Microsoft® Exchange on your desktop computer with your device. You can also synchronise this information directly with a Microsoft® Exchange server. Each time you synchronise, ActiveSync® compares the changes you made on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync®, see ActiveSync® Help on your desktop computer.

Calendar: Scheduling appointments and meetings

Use Calendar to schedule appointments, meetings and other events. You can check your appointments in one of several views (Agenda, Hourly, Daily, Weekly, Monthly, and Yearly) and easily switch views using the View menu.

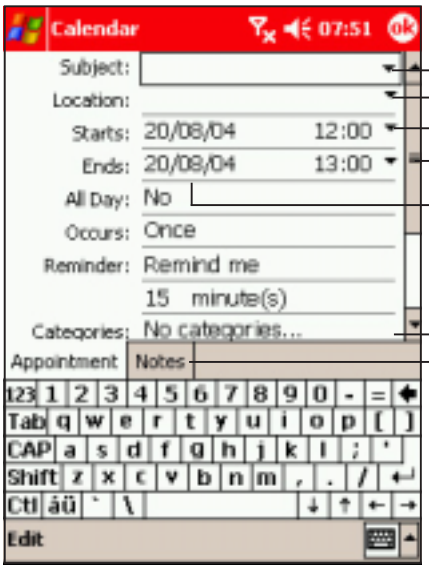


NOTE You can customise the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

Creating appointments

To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment.
2. Tap **New**.



Tap to select from a list of predefined subjects
Tap to select from previously entered locations
Tap to specify the time of appointment
Scroll down to see other appointment options
Tap to specify the date of appointment
Tap to set the appointment reminder options
Tap to set the appointment category
Tap to add notes to the appointment

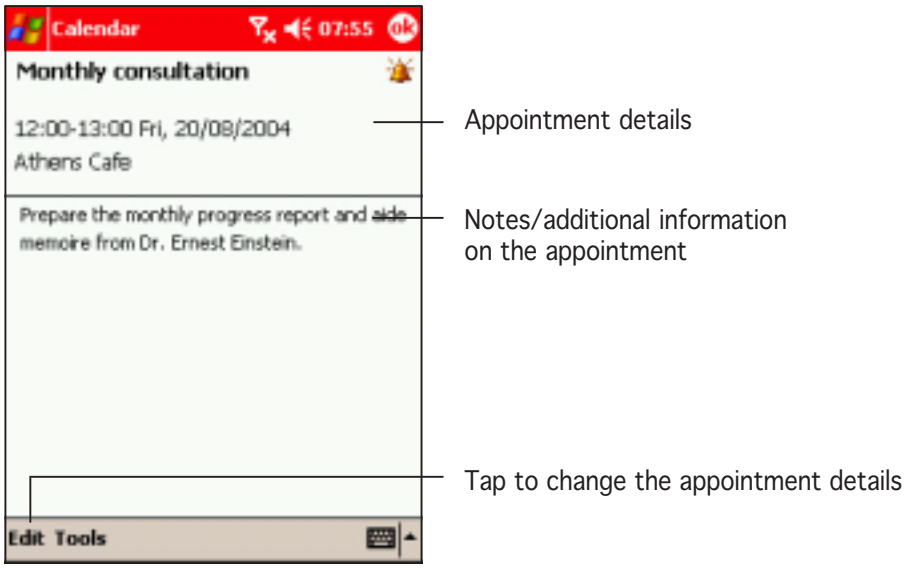
3. Using the input panel, enter a description for the appointment and the appointment location.
4. If needed, tap the date and time to adjust the appointment schedule.
5. Enter other desired information. You will need to hide the input panel or tap to scroll down and see all appointment details.
6. To add notes to your appointment, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the "Notes: Capturing thoughts and ideas" later in this chapter.
7. When done, tap ok to return to Calendar.

NOTE If you select **Remind me** in an appointment, your device will remind you according to the options set in > **Settings** > **Personal** tab > **Sounds and Notifications**.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears.

To change the appointment, tap **Edit**.



Creating meeting requests

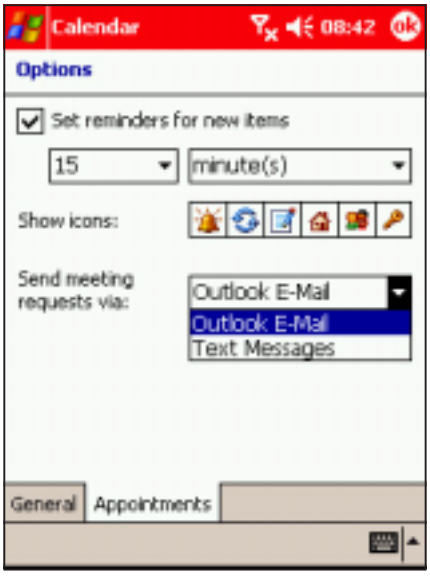
You can use Calendar to set up meetings with users of Microsoft® Outlook® and mobile phone users. The meeting request will be created automatically and sent either when you synchronise Inbox or when you activate the phone.

To create a meeting request:

1. Create an appointment
2. Tap **Tools > Options**, then tap the **Appointments** tab to indicate how you want meeting requests sent.

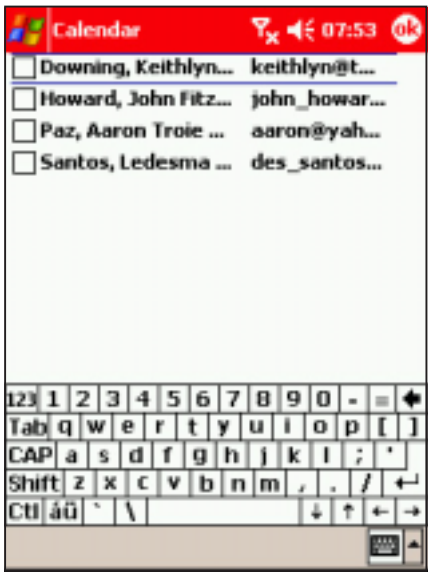
3. If you send and receive e-mail messages through ActiveSync®, select **Outlook E-mail**. If you wish to send the meeting request to mobile phone contacts, select **Text Messages**.

NOTE You can only send a text message if your contact has a mobile phone number in **Contacts**.



To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the input panel, then tap **Attendees**.
3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.



The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Messaging Help on the device.

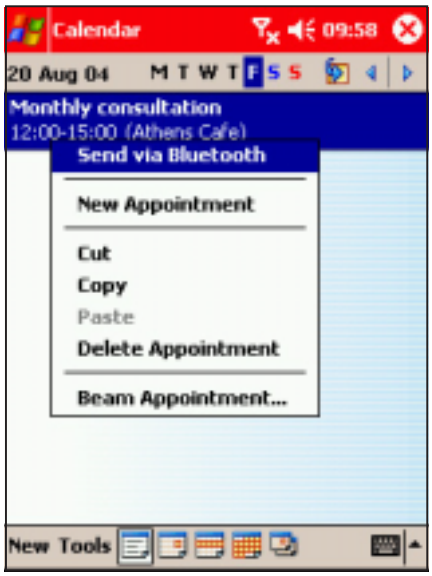
Sending appointments

You can send appointments and other schedules to other devices using the infrared (IR) and Bluetooth™ capabilities of your Pocket PC.

NOTE Refer to "Chapter 10: Getting connected" for details on infrared and Bluetooth™ connections.

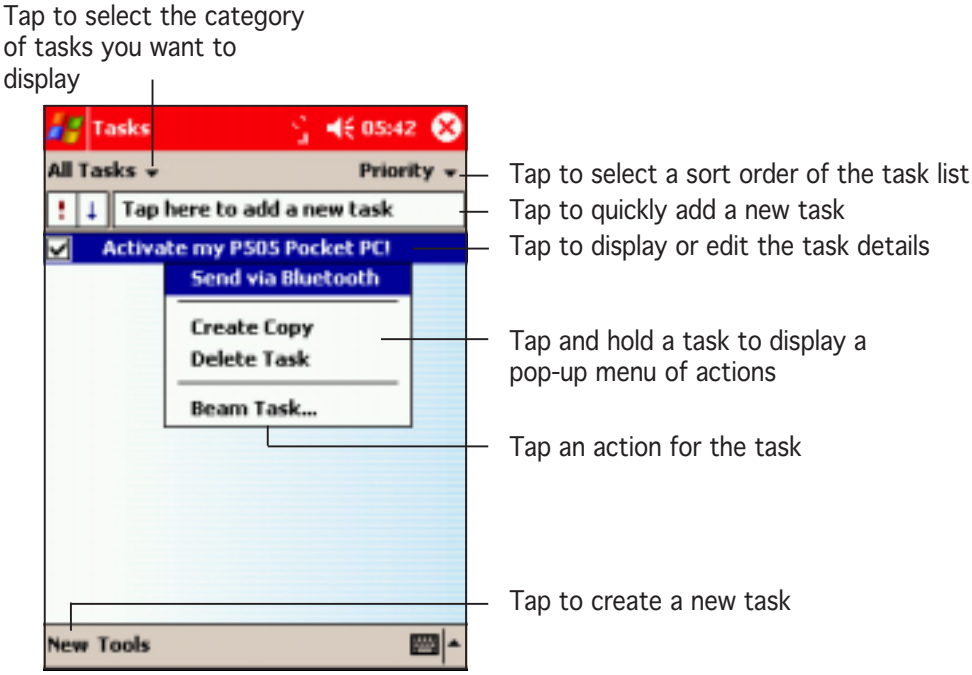
To send an appointment:

1. Select an appointment you wish to send.
2. Tap and hold the appointment to display a pop-up menu.
3. Select **Send via Bluetooth** or **Beam Appointment**.
4. Follow screen instructions to send the appointment.



Tasks: Keeping a to do list

Use Tasks to keep track or prioritise the things you have to do.

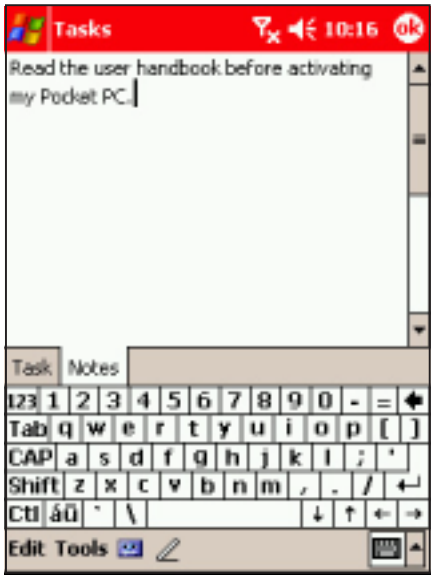


Creating a task

To create a task:

1. Tap , then tap **Tasks**. If **Tasks** is not listed as an item in the Start menu, launch it by tapping > **Programs** > **Tasks**. After launching, **Tasks** now appears in the recently used program list.
2. Tap **New** to display a blank task form.
3. Using the input panel, enter a description.
4. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.
5. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.

6. To add notes, tap the **Notes** tab. You can enter text, add a drawing, or create a recording. For more information on creating notes, see “Notes: Capturing thoughts and ideas” later in this chapter.



7. Tap ok to return to the task list when done.

Using the summary screen

Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.

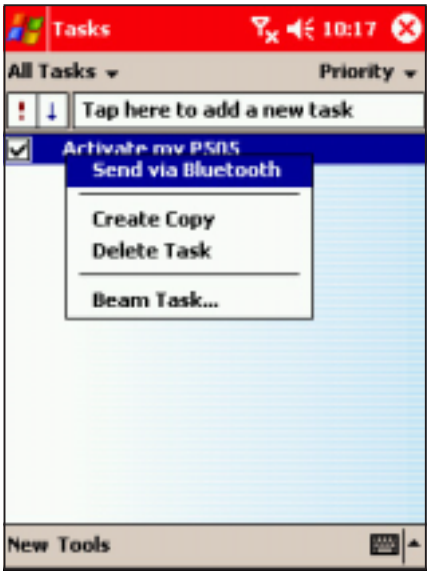
Sending tasks

You can send tasks to other devices using the infrared (IR) and Bluetooth™ capabilities of your Pocket PC.

NOTE Refer to "Chapter 10: Getting connected" for details on infrared and Bluetooth™ connections.

To send a task:

1. Select the task you wish to send.
2. Tap and hold the taskto display a pop-up menu.
3. Select **Send via Bluetooth** or **Beam Appointment**.
4. Follow screen instructions to send the task.



Notes: Capturing thoughts and ideas

Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a stand-alone recording.

Tap to change the sort order of the list

Tap to record

Tap to show or hide the recording toolbar

Tap to create a new note or recording

Creating notes

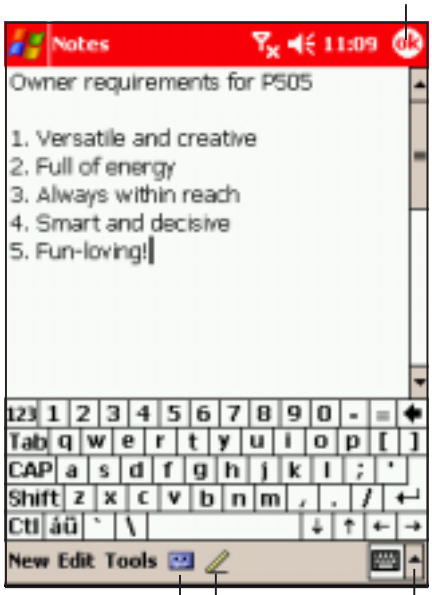
To create a note:

1. Tap , then tap **Notes**.

NOTE If **Notes** is not listed as an item in the **Start** menu, launch it by tapping > **Programs** > **Notes**. After launching, **Notes** now appears in the recently used program list.

2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording.

Tap to save the note and return to the Notes list



Tap to add a recording to the note

Tap to write on the screen

Tap to show or hide the input panel

NOTE For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

4. Tap ok when done.

You may change the default Notes options including the writing mode, template, file storage, and record button action.

To change the Notes options:

1. Tap , then tap **Notes**.
2. Tap **Tools**, then **Options...** to display the options screen.
3. Make your desired changes.
4. Tap ok when done to save your changes.

Contacts: Tracking friends and colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road.

With the mobile phone features of your Pocket PC, you can call your contact's home, mobile, or office phone number, send an SMS message or share the contact information to another device using the infrared port (IR) or Bluetooth™.

Tap to select the category of contacts you want to display

Tap and enter part of a name to quickly find it on the list

Tap an entry to display or edit the contact details

Type of contact information displayed. Tap to change or select another contact information.

Tap to sort contacts by name or company

Tap to create a new contact

NOTE To change the way information is displayed in the list, tap **Tools** then **Options**.

Creating contacts

You can create or add a contact information by:

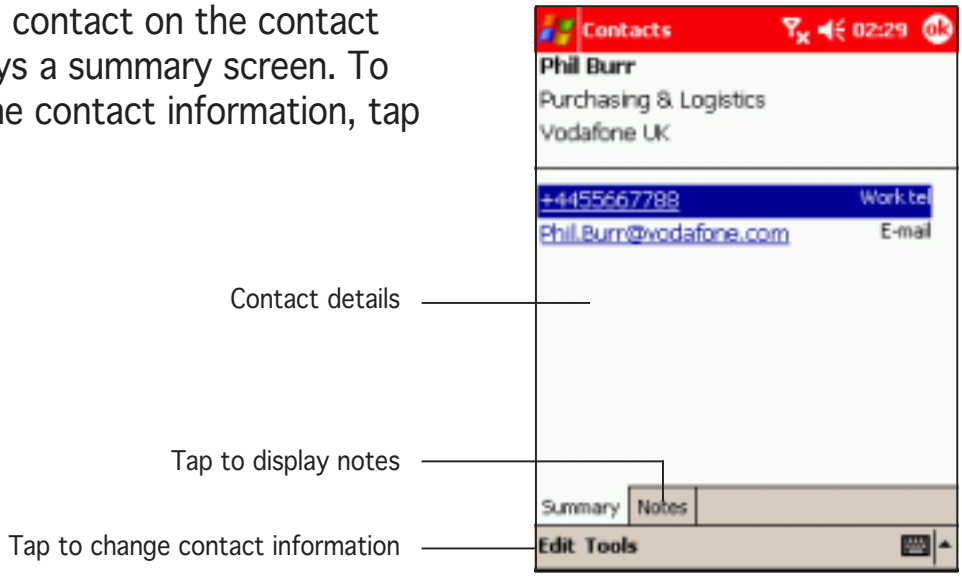
- Using the **Contacts** application
- Using Microsoft® Outlook on your PC. New contacts will be added to the P505, the next time it is synchronised with the PC. See Chapter 3 for details on synchronisation.
- Transferring contact information from your SIM card to the Contacts using the **SIM Manager** application. See Chapter 5 for details.
- Receiving a contact information from other devices using beam or Bluetooth™ features.

To create a contact:

1. Tap , then tap **Contacts**.
2. Tap **New** to display a blank contact form.
3. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
4. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.
6. Tap ok to return to the contact list when done.

Using the summary screen

Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.

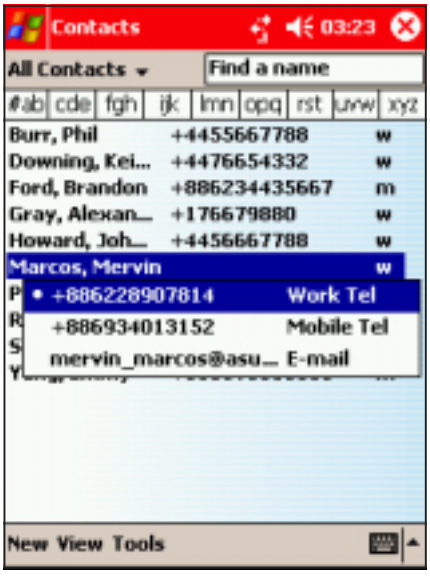


Changing a contact information display

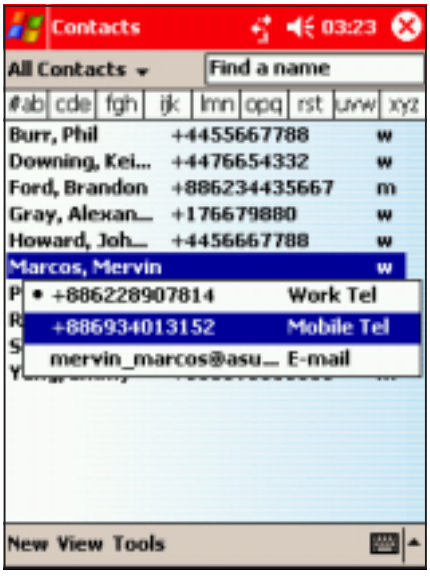
If a contact has multiple contact information (e.g. work telephone, home telephone, car mobile phone, mobile phone), you can change or select the contact information displayed on screen.

To change a contact information display:

1. Tap the type of contact information displayed (last column of the contact line) to show additional contact information.



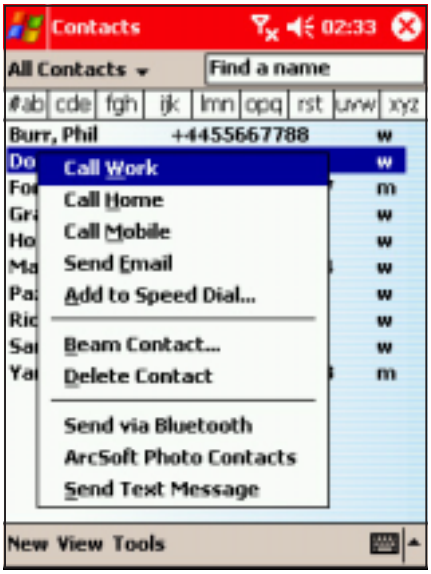
2. The current displayed contact information is indicated by a bullet. Tap another contact information to change the contact information display.



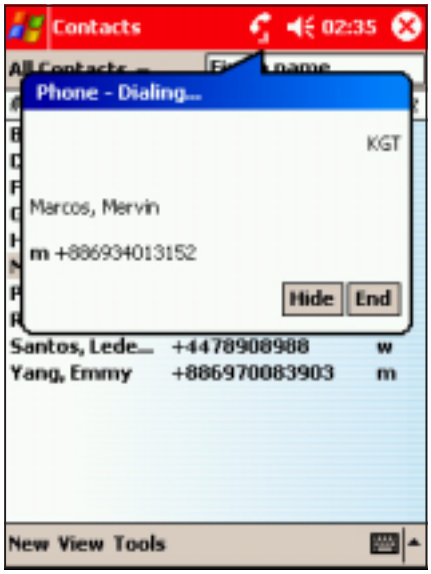
Getting in touch with your contacts

To call a contact:

1. Tap and hold a contact to display a pop-up menu. Tap **Call Work/Home/Mobile** to place a call.



2. The phone dials the selected contact number. Tap **Hide** to hide the balloon information or **End** to cancel the call.

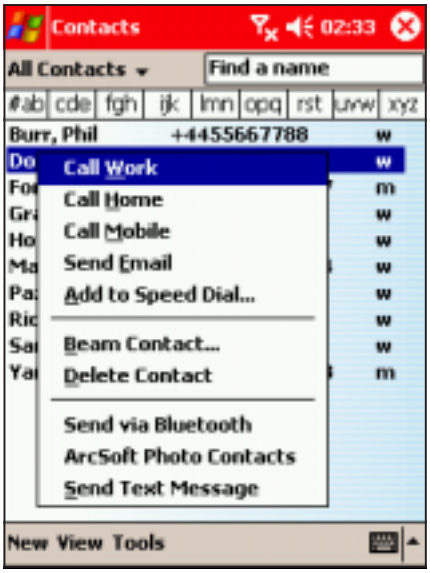


3. Talk to the called party when connected. The balloon displays the call duration.

4. Tap **End** to terminate the call.

To send an e-mail message to a contact:

1. Tap and hold a contact, then tap **Send Email** from the pop-up menu.



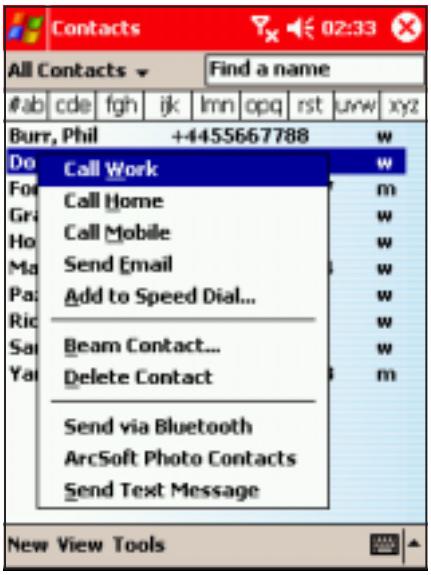
2. The **Messaging** window appears. Compose the e-mail message, then tap **Send** to send the message.

NOTES

- Refer to Chapter 6 for details on composing and sending e-mail messages.
- E-mail messaging features are network dependent and may require subscription to a particular service. Contact your phone operator for details.

To send a text message to a contact:

1. Tap and hold a contact, then tap **Send Text Message** from the pop-up menu.



2. The **Messaging** window appears. Compose the text message, then tap **Send**. The text message is sent to the contact's mobile phone.

NOTES

When sending text messages to contacts with multiple contact information, the Messaging application automatically selects the mobile phone number entry.

Refer to Chapter 6 for details on composing and sending text messages.

To send a contact info by beam or Bluetooth™:

1. Tap and hold the contact you wish to send, then tap **Beam Contact...** or **Send via Bluetooth**.
2. Follow screen instructions to send the contact information.

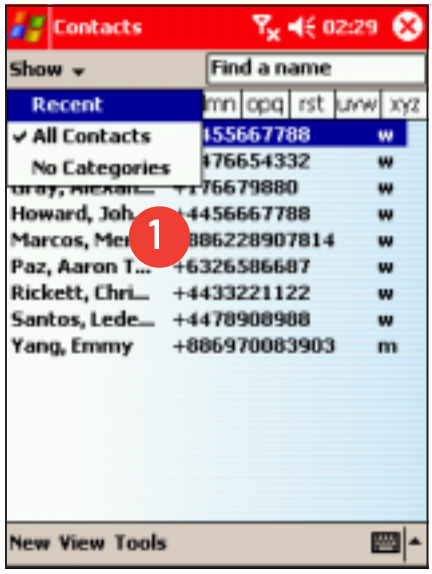
NOTE

Refer to Chapters 10 and 11 for details on sending information via the IR port and Bluetooth™.

Finding a contact

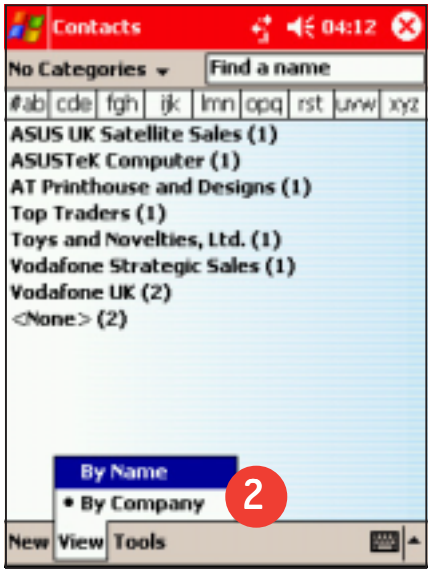
There are three ways to find a contact:

1. In the contact list, tap the category list (labelled **All Contacts** by default) and select the type of contact that you wish to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **No Categories**.



2. To view the names of companies your contacts work for, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

   Tap the company name to display the contacts.



3. You can also type the name of the contact in the **Find a name** field. When you type a letter, the Pocket PC automatically searches and displays the available contacts. Tap a contact entry from the list to view the details.

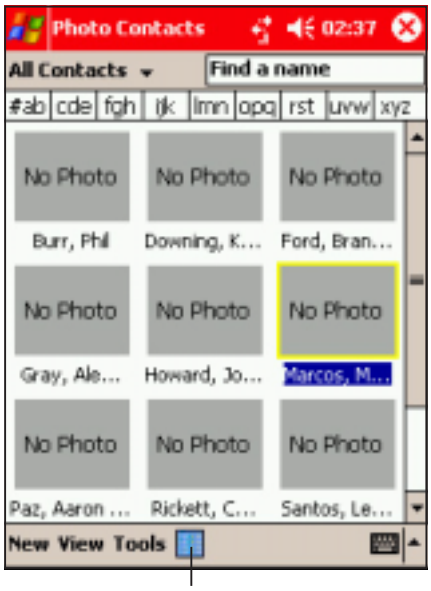
Adding a photo to a contact

The **Photo Contacts** application allows you to attach photos to your contacts. The photo is displayed on screen when the contact calls you.

To add a photo to a contact:

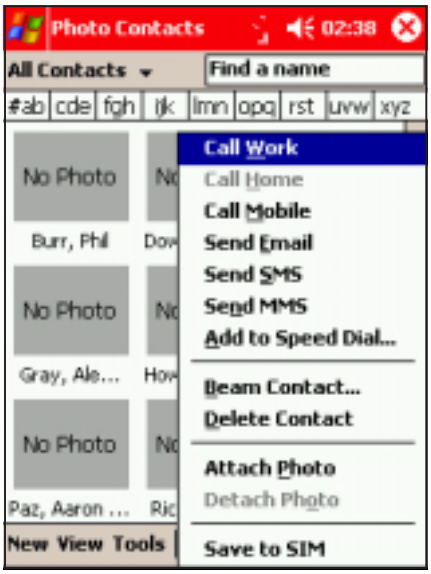
1. Tap and hold a contact, then tap **Arcsoft Photo Contacts** from the pop-up menu.

2. Tap the **Thumbnail View** button to display a thumbnail of each contact.

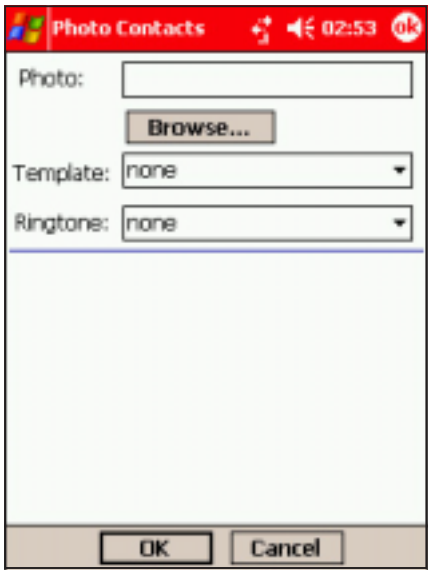


Tap to view the contact thumbnail

3. Tap and hold a contact, then tap **Attach Photo** from the pop-up menu.

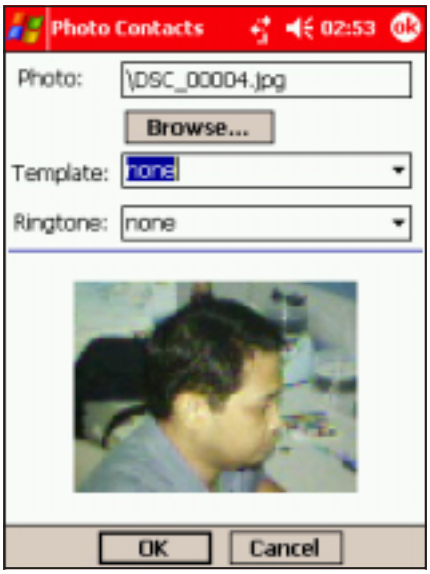


4. Tap **Browse...** to locate the photo you want to attach.



5. The selected photo is displayed. Select a template and/or ringtone if you wish to customise the contact call settings. Tap **OK** when done.

A thumbnail of the attached photo with the contact name will appear on screen when the contact calls.



You can also use Photo Contacts to:

- Call and send e-mail/SMS/MMS messages to contacts
- Send the contact information by beam
- Save the contact information to the SIM card phone book.
- Assign a speed dial key to a contact.

Chapter 5

This chapter provides information on how to use the Pocket PC phone features using the Vodafone Menu and Phone applications.

Phone Features

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Phone features

The P505 is a tri-band mobile phone that allows you to place a call, send text messages, videos, and audio files to other mobile phones. You can place a call using the **Vodafone Menu** or the Windows® Mobile 2003 **Phone** applications. The following sections describe the phone features of your Pocket PC.

Vodafone menu

The Vodafone menu is an interactive application that transforms your Pocket PC into a mobile phone when you close the phone flip. This application allows you to enjoy the phone features of your PDA, while keeping track of the most common PDA functions such as reminders, appointments, and tasks.

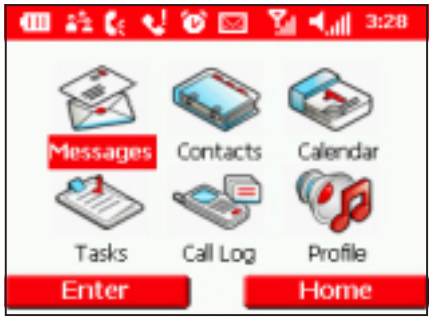
NOTE When the phone flip is open, you can access the Vodafone menu by tapping the Vodafone logo in the Today screen.

To enable the Vodafone menu:

1. Tap .
2. Tap **Settings**.
3. Tap **Personal** tab.
4. Tap the **Vodafone Menu** icon to display the Vodafone Menu settings.
5. Tap **Enable**, then tap ok.

6. Close the phone flip. The screen displays the **Vodafone Menu**.

NOTE The touch screen is disabled when the phone is in Vodafone Menu mode.

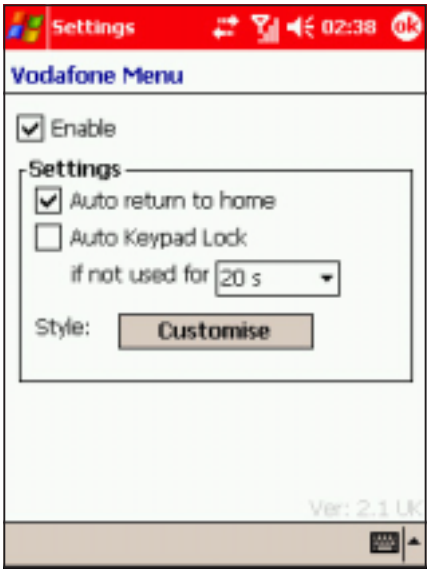


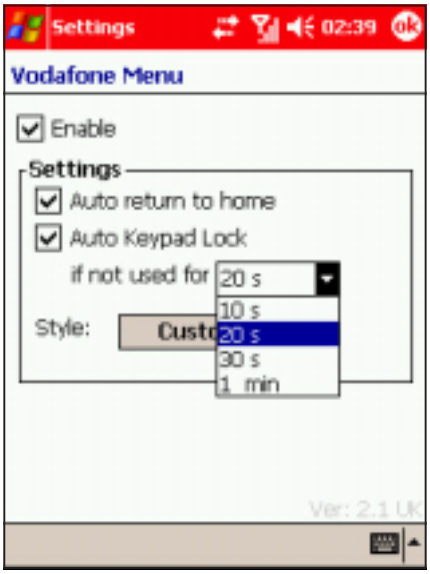
7. Open the flip, and now applications can be selected by tapping on the Vodafone icons or by tapping on and selecting the application you require.

Customising the Vodafone menu

To change the Vodafone menu settings:

1. Tap .
2. Tap **Settings**.
3. Tap the **Vodafone Menu** icon to display the Vodafone Menu settings.
4. Check the **Auto return to home** option to allow the Vodafone Menu to return to the home screen when idle for a certain period of time.
5. Check the **Auto Keypad Lock** option, then adjust the idle time before the phone keypad is locked.
6. Tap ok to save your settings.





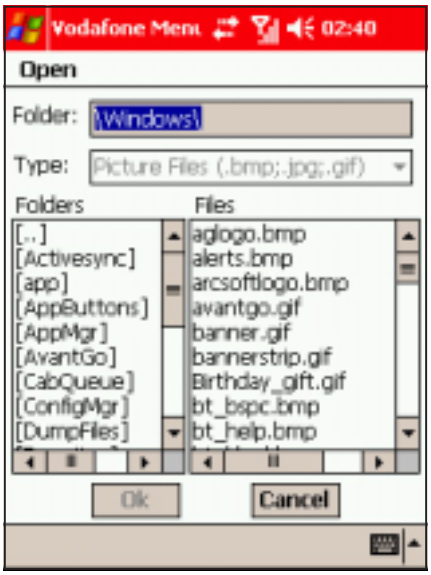
To change theme, home screen, and animation of the Vodafone menu:

1. Tap .
2. Tap **Settings**.
3. Tap the **Vodafone Menu** icon to display the Vodafone Menu settings.
4. Tap the **Customise** button.
5. The **Theme** tab allows you to select or change the color theme for the **Vodafone Menu** display.

   Select a colour from the available color swatches.

6. Tap the **Home Screen** tab. The Home Screen tab allows you to select a new home screen background image.
7. Tap **Browse** to locate the new background image.

7. Locate the new home screen background image, then tap the **OK** button to select.



8. Tap the **Screensaver** tab to select or change the screensaver.

Refer to the screens below for a comparison of screensaver modes.

Screensaver modes

Animation

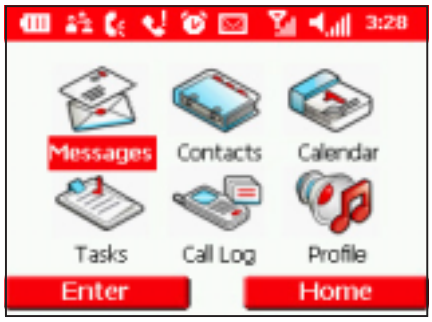
Clock

Text

9. Tap ok to save your settings. Close the phone flip to see if the display and screensaver changed based on your settings.

The Vodafone Menu

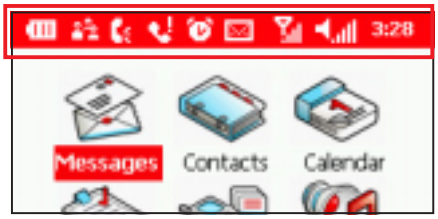
The Vodafone Menu contains the phone menu icons that you can select using the button or the 5-way joystick. Refer to the table below for the menu description.



Icon	Description	Allows you to
	Messages	read text messages (SMS) sent to your PDA
	Contacts	view the SIM and PDA phone book entries
	Calendar	keep track of your schedules and appointments
	Tasks	keep track of your tasks and to do lists
	Call Log	view received, dialled, and missed call information
	Profile	change the phone profile or turn the phone on or off

The icon bar

Icons at the top of the screen indicate phone status as follows:



Icon	Description	The icon indicates
	Battery	the amount of battery power
	Profile	the current phone profile
	Talking	that the phone is in talking mode
	Mute	that the phone speaker is mute
	Keylock	that the phone keypad is locked
	Missed Call	that you have missed a call
	Alarm	that you have scheduled an alarm
	SMS	that you received an SMS message
	Signal	the signal strength
	Volume	phone ring volume level

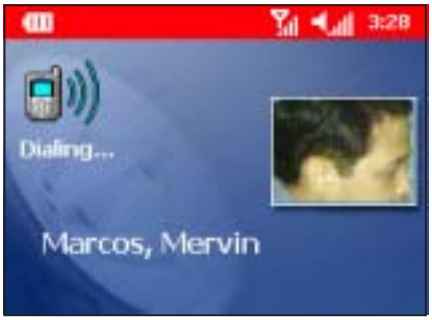
Placing a call

To place a call using the keypad:

1. Close the PDA flip. The Vodafone Menu appears.

NOTE If you opened an application before you close the flip, you may have to press (Home) before you place a call.

2. Use the keypad to enter the number of the party you wish to call, then press . The phone dials the number.
3. Wait for the called party to answer.
4. Press anytime to end the call.



NOTE The screen will display the contact name if they are calling using a number you have saved for them in Contacts or on your SIM. Likewise, if you have associated a picture/ringtone with this contact, you will see the picture/hear the ringtone.

To place a call using the Call Log:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Call Log** from the menu, then press (Enter). The screen displays the Call Logs.

3. Use to select from incoming, outgoing, or missed calls, then press (Enter). The screen displays the received/dialled/missed call entries.
4. Use to highlight the number you wish to call, then press (Send).
5. Wait for the called party to answer.
6. Press anytime to end the call.

To place a call using Contacts:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Contacts** from the menu, then press (Enter). The screen displays the list of phone numbers stored in the PDA Contacts, including a link to the SIM Phone Book .

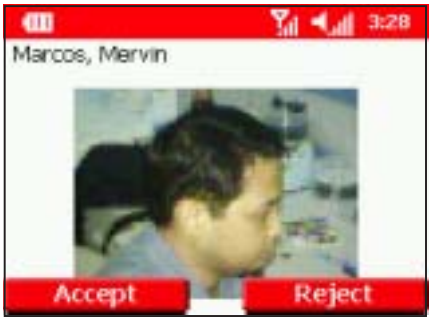
3. Use to select the phone number you want to call, then press . If the number is stored in your SIM card, select **SIM Phone Book**, then press (Enter). The screen displays the phone numbers stored in the SIM card. Use to select the phone number you want to call, then press .
4. Wait for the called party to answer.
5. Press anytime to end the call.

Receiving a call

To receive or reject an incoming call:

1. Depending on your settings, the PDA rings, vibrates, or rings and vibrates when it receives an incoming call. Press (Accept) to answer the call or (Reject) to end the call.

   When you accept the call, the screen shows **CONNECTED**.



2. Press anytime to end the call.

To use the call options:

1. After accepting an incoming call, press (Options) to display available call options. Refer to the table below for the call options.

Option	Description
Hold	Puts the current call on hold
Mute	Mutes the current call or a conference call member
Contacts	Opens the Contacts menu for dialling additional numbers
Conference*	Creates a multi-party conference from two or more callers
Leave*	Disconnects a member from the conference call
Drop*	Drops a member from the conference call

*Appears only when in conference call mode.

2. Use to select an option, then press (OK).

Making a conference call

To make a conference call:

1. Place a call to person A.
2. After establishing connection with person A, press (Option), then use to select **Hold** from the menu. Press (OK) to keep the current call on hold.

3. Press (Option), use to select **Contacts** from the menu.

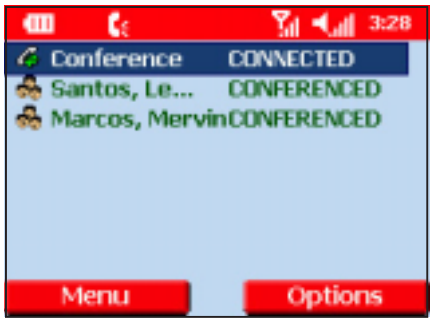
4. Select the phone number of person B, then press .

   or

   Key-in the phone number of person B using the keypad, then press .

5. After you have established a connection with person B, press (Option), then use to select **Conference** from the menu. Press (OK) to begin the conference.

   The screen shows the conference call members.



To talk privately to a conference call member:

1. During a conference call, use to select a member you want to drop from the conference call.
2. Press (Option), then select **Drop** from the menu.
3. The selected member drops from the conference call. You can now talk privately to the remaining conference call member.
4. To resume the conference, use to select **Conference** from the menu, then press (OK).

To end a conference call:

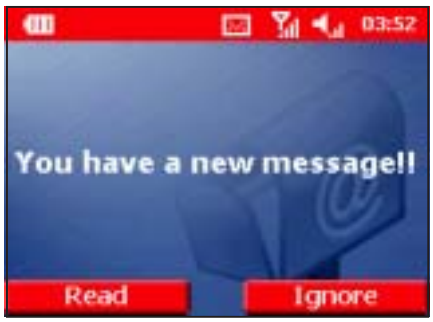
1. Use to select **Conference** from the list of members.
2. Press to end the conference call.

Viewing SMS messages

The phone alerts you everytime it receives a Short Message Service (SMS) message from other mobile device. The Vodafone Menu allows you to view the SMS message.

To view a new SMS message:

1. Press (Read) when a **"You have a new message!!"** appears on the screen. Press (Ignore) to read the SMS message later.



2. Read the message, then press (Back) to return to the previous menu.

To read an ignored SMS message:

1. Use to select **Messages** from the menu, then press (Enter). The screen displays the list of SMS messages stored in the PDA and in the SIM memory .
2. Use to select the SMS message you wish to read, then press (Enter) to display the message. Messages preceded by are unread messages
3. Press (Back) to return to the previous menu.

Viewing contacts

The Vodafone Menu allows you to view the contact information stored in both the PDA memory and SIM memory even when the PDA flip is closed.

To view your contacts:

1. Put the PDA in idle mode, close the flip, then press (Menu).
2. Use to select **Contacts** from the menu, then press (Enter). The screen displays the list of phone numbers stored in the PDA Contacts, including a link to the SIM Phone Book.

3. Use to select a contact, then press (Enter). The screen displays the contact information.

All the numbers saved for the contact will be listed. Icons denote the type of contact as follow:

- mobile
- office
- home
- car
- pager
- radio
- assistant

NOTE By default, the contact's mobile phone number is displayed at the top of the list. If you wish to call the other phone numbers, use to select the number, then press (Send).

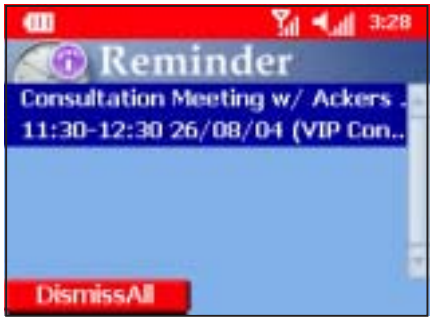
Viewing appointment schedules

Your appointments stored in the PDA may be viewed using the Calendar menu.

To view your appointments:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Calendar** from the menu, then press (Enter). The screen displays a list of your future and past due appointments .

3. Use to select the appointment you wish to view, then press (Enter) to view the appointment details.
4. Press (Back) to return to the previous menu.



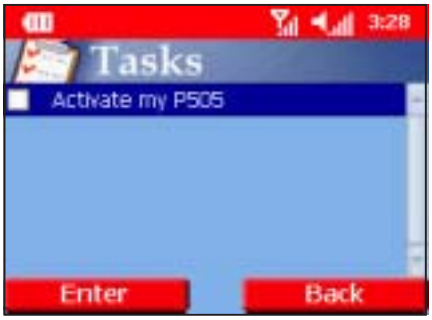
5. If you set an appointment reminder, the screen displays the reminder during the specified reminder time.
6. Press (Dismiss) to dismiss the appointment and return to the previous menu.

Viewing tasks

The **Tasks** menu allows you to view the tasks saved in the PDA.

To view tasks:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Tasks** from the menu, then press (Enter). The screen displays a list of completed and incomplete tasks.
3. Use to select a task, then press (Enter) to view the task details.
4. Press (Back) to return to the previous menu.

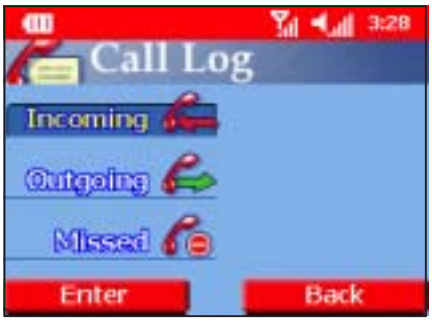


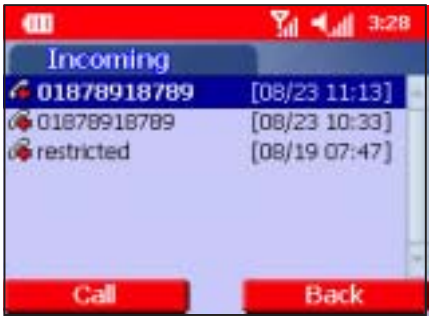
Viewing call logs

You can view incoming, outgoing, or missed call logs using the **Call Log** menu.

To view the call logs:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Call Log** from the menu, then press (Enter).
3. Use to select the type of call log you want to view, then press (Enter) to display the log.
4. Press (Back) to return to the previous menu.





Changing the phone profile

The **Profile** menu allows you to enable or disable the phone flight mode or change the phone profile.

To open the Profile menu:

1. Close the PDA flip. The Vodafone menu appears. If the flip was closed, you may have to press (Menu) first.
2. Use to select **Profiles** from the menu, then press (Enter).

Flight Mode

The phone functions are disabled when the **Flight Mode** is enabled. Enable this item if you want to use the PDA functions of your Pocket PC in areas where mobile communication is prohibited (i.e. on an aircraft).

To enable Flight Mode:

1. Use to highlight **Flight Mode** from the menu, then press (Enable). A check mark appears inside the box opposite the option.
2. Press (Back) to return to the previous menu.

Profile

The **Profile** option allows you to select from seven preset phone profiles. Each profile has a unique ring tone, type, and volume settings for various phone functions such as alarms, reminders, SMS message, etc.

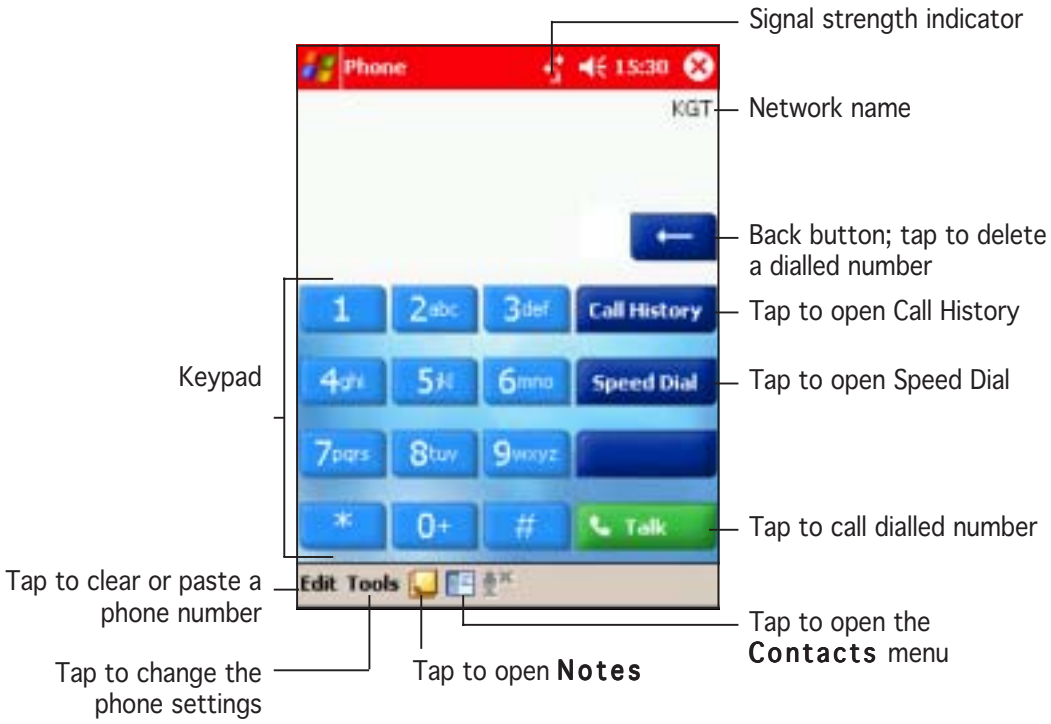
NOTE The **Car**, **Headset**, and **Speaker** profiles are auto-detected. For example, the phone profile is set to when you connect a headset to the device headset port, the phone profile is automatically set to **Headset**. You cannot select these profiles when the PDA is on phone mode.

To select a profile:

1. Use to highlight **Profiles** from the menu, then press (Enter).
2. Use or the 5-way joystick to select a profile then press (OK). The bullet preceding the profile is blacked out.
3. Press (Back) twice to return to the Vodafone menu. The icon of the selected profile now appears on the icon bar.

Phone

To use the Microsoft® application for telephony when the flip is open, tap , then tap **Phone** or press the green telephone button below the screen. This screen will appear.



Placing a call

You can place a call using:

1. Phone keypad
2. Call History
3. Speed Dial
4. Contacts menu
5. Voice Commander application

Refer to the corresponding sections for details.

To place a call using the keypad:

1. From the phone keypad, tap the number of the party you want to call, then tap **Talk**.

NOTE Use the correct dialling prefixes when placing a long distance or international call.

If the dialled number is stored in the **Contacts**, the display shows the name of the contact and type of phone number being dialled.

The **Talk** button toggles to **End**.

2. Talk to the called party when connected. The display shows the duration of the call.

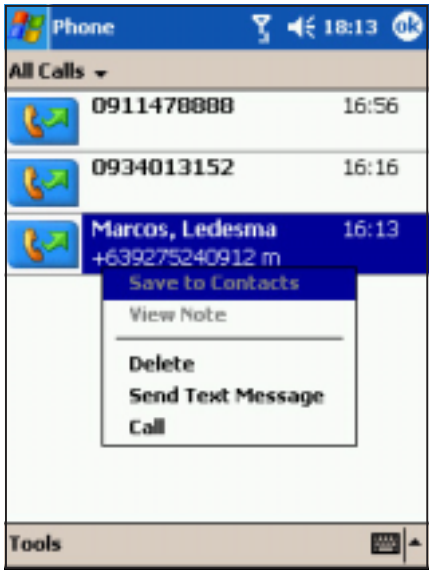
   Tap **End** to terminate the call.

To place a call using the Call History:

1. Tap the **Call History** button to display the incoming, outgoing and missed call information.

2. Tap and hold the entry you wish to call, then select **Call** from the pop-up menu. The phone dials the entry.

   If the number you wish to call is not in the list selected, tap **All Calls**, then select from Missed, Outgoing, or Incoming call folders to locate the phone number entry.



3. Talk to the called party when connected. The display shows the duration of the call.

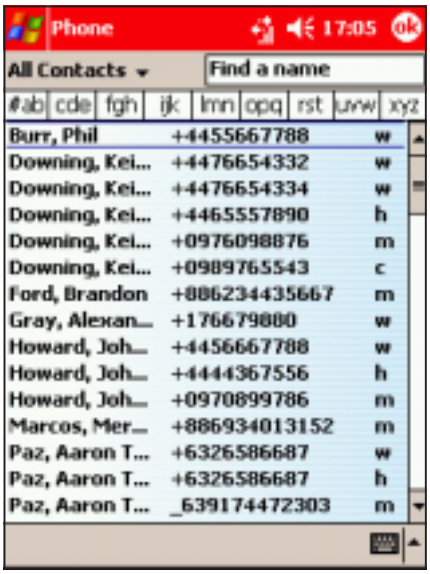
   Tap **End** to terminate the call.

To place a call using Speed Dial:

NOTE You must assign a speed dial key to a phone number before you can use the speed dial feature.

1. From the dialer, tap the **Speed Dial** button to open the Speed Dial window.

2. Tap **New** to display the list of contacts saved in your PDA. Tap a number from the list.



3. The screen displays the contact information. Tap the **Location** up/down arrow button to assign a speed dial key to the selected contact, then press ok.

NOTE Speed dial key 1 is reserved for Voice Mail. You can assign up to 99 speed dial keys.

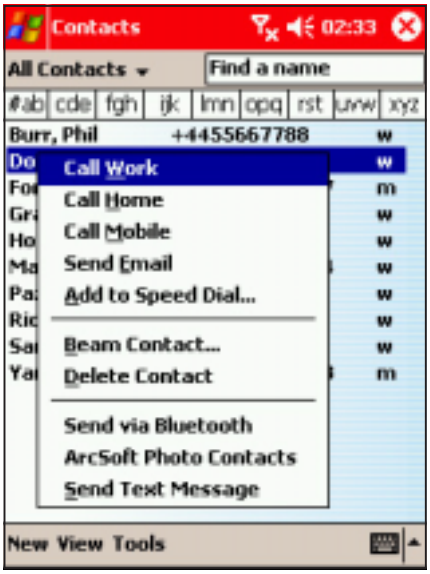
4. The screen shows the speed dial number and the assigned contact information.

5. Tap the speed dial number to call. Otherwise, tap ok to return to the previous menu.

To place a call in Contacts:

1. Tap , then select **Contacts** from the menu. The Contacts window appears.

2. Tap and hold a contact, then select **Call Work/Home/Mobile** depending on the saved contact information.



3. Talk to the called party when connected. The call balloon shows the duration of the call.

   Tap **End** to terminate the call, or hide to hide the balloon.

Receiving a call

To receive an incoming call:

1. A **Phone - Incoming...** callout appears when you receive an incoming call while the PDA is in idle mode.

   Tap **Answer** to accept the call.

2. The **Phone** window appears. Talk to the called party.

   Tap **End** to terminate the call.

Rejecting a call

To reject an incoming call:

1. A **Phone - Incoming...** callout appears when you receive an incoming call while the PDA is in idle mode.

   Tap **Ignore** to reject the call.

2. A **Phone** callout appears telling you that you have a missed call.

   Tap **View** to open the Call History window and view the missed call information. Otherwise, tap **Close** to ignore and close the callout.

Changing the phone settings

To change the phone settings:

1. From the **Phone** window, tap **Tools** then select **Options**. The phone options window appears.

2. The screen displays the **Phone** settings tab. Change the ring type, ring/keypad tone, and Personal Identification Number (PIN) from this window.

   Tap ok when finished.

To change the PIN:

1. From the **Phone** tab, tap the **Change PIN** button. The phone keypad appears.
2. Enter the old PIN using the phone keypad, then tap **Enter**.
3. When prompted, enter the new PIN, then tap **Enter** to change the PIN.

NOTE Be careful when changing your PIN. Some phone functions require you to enter the PIN before using.

To activate the phone security:

1. From the **Phone** tab, check the item **Require PIN when phone is used**. The phone keypad appears.
2. Enter the PIN using the phone keypad, then tap **Enter**.

NOTE When the phone security is activated, you need to enter the correct PIN before using the phone application.

To access the phone network services:

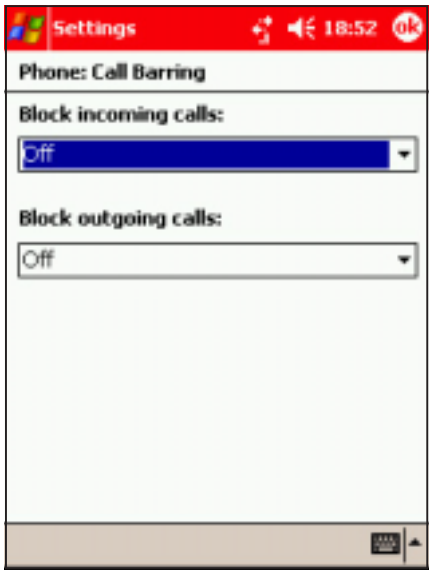
1. From the Phone options window, tap the **Services** tab. The window displays the available network services.

2. Tap a service, then tap the **Get Settings** button to get the network settings for the selected service.

To change the Call Barring settings:

1. From the Services tab, select **Call Barring**, then tap the **Get Settings** button. The screen displays the Call Barring settings.
2. Change the Call Barring settings from this window, then tap ok.

   The phone sends the new settings to the network.



To change the Caller ID settings:

1. From the Services tab, select **Caller ID**, then tap the **Get Settings** button. The screen displays the Caller ID settings.
2. Change the Caller ID settings from this window, then tap ok.

   The phone sends the new settings to the network.

To change the Call Forwarding options:

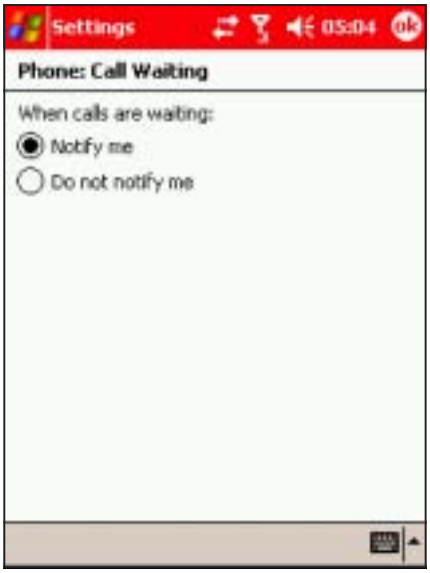
1. From the Services tab, select **Call Forwarding**, then tap the **Get Settings** button. The screen displays the Call Forwarding settings.
2. Adjust the Call Forward settings from this window, then tap ok.

   The phone sends the new settings to the network.

To change the Call Waiting settings:

1. From the Services tab, select **Call Waiting**, then tap the **Get Settings** button. The screen displays the Call Waiting settings.
2. Change the Call Waiting settings from this window, then tap ok.

   The phone sends the new settings to the network.



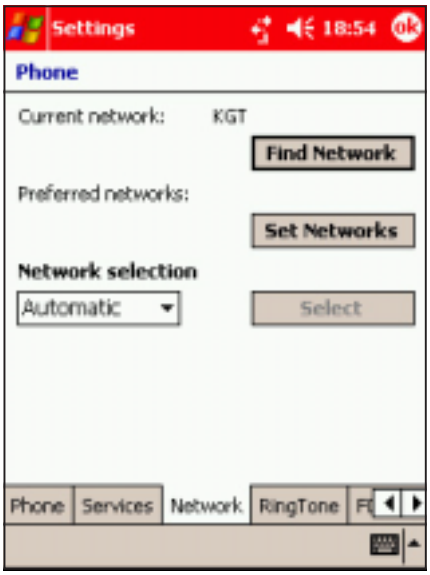
To change the Voice Mail and SMS settings:

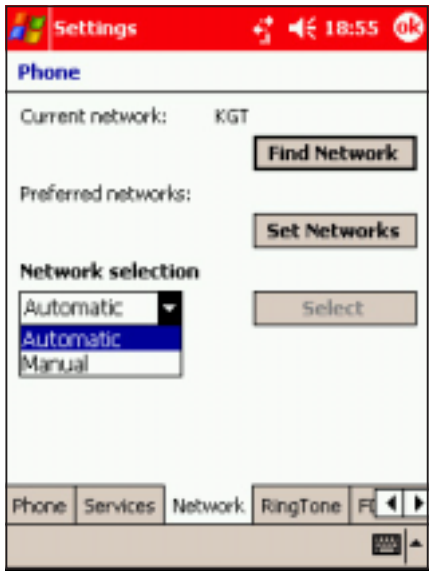
1. From the Services tab, select **Voice Mail and SMS**, then tap the **Get Settings** button. The screen displays the Voice Mail and SMS settings.
2. Key-in the new SMS and Voice Mail service center using the soft keyboard, then tap ok.

   The phone sends the new settings to the network.

To change the network selection settings:

1. From the phone Settings window, tap the **Network** tab to display the network settings.
2. Select **Automatic** or **Manual** from the **Network selection** option, then tap ok.





NOTE It is recommended that you keep the **Network selection** to automatic to keep you connected to your phone network.

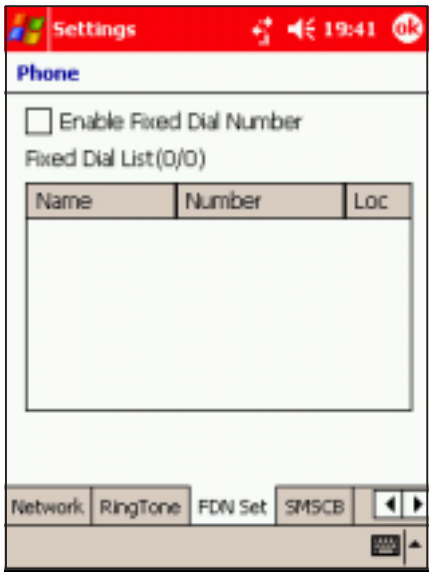
To add ring tones in the ring tone selection:

1. From the phone Settings window, tap the **Ring Tone** tab to display available ring tones you can add to the ring tone list.
2. Select the audio file format (*.wav, *.mid, *.wma) from the drop-down menu to display all ring tones saved on that format.
3. To listen to a ring tone, select the ring tone file from the list, then tap ▶ . Tap ■ to stop.
4. Tap the box preceding the ring tone(s) to select and add the tone to the ring tone list.
5. Tap the **Add** button.
6. Tap ok when done.

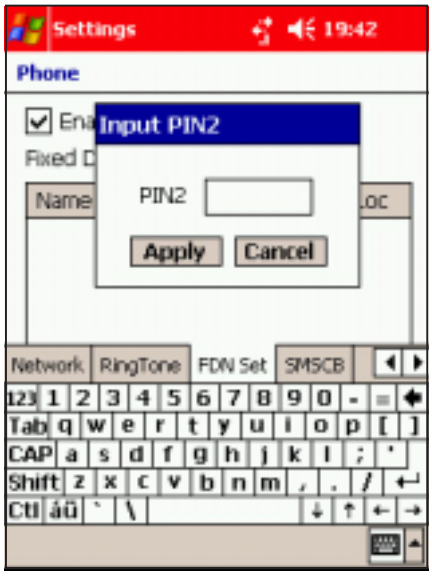
NOTE Check if the selected ring tone was added to the ring tone list by tapping the **Phone** tab from the Services window, then tap the **Ring tone** down arrow button to display.

To enable fixed dialling:

1. From the phone Settings window, tap the **FDN Set** tab to display the fixed dial settings.
2. Check the option **Enabled Fixed Dial Number**.



3. When prompted, enter the PIN2 using the soft keyboard, then tap **Apply**.
4. When you enter the correct PIN2, you can modify, add, or delete an entry in the Fixed Dial List.
5. Tap ok when finished.



SMSCB shows information about the cell location in which you are registered.

To enable the SMSCB:

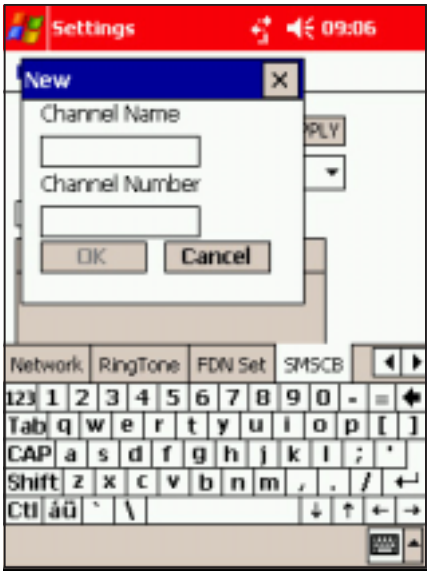
1. From the phone Settings window, tap the **SMSCB** tab to display the SMSCB settings.
2. Check the option **Enable SMSCB**.

3. Select the SMSCB language from the LANGUAGE list.
4. If you want to accept all SMSCB channels, check the **Accept All Channels** option.

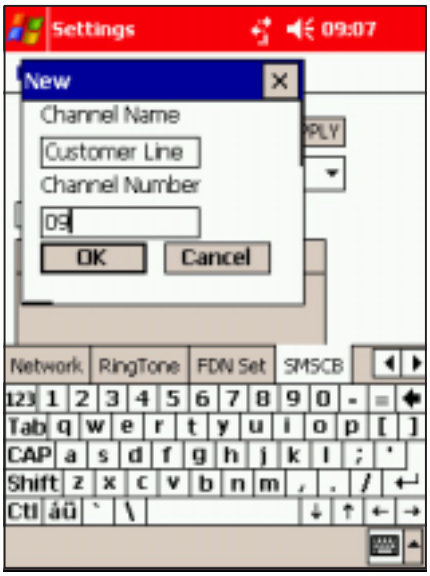
   The available channels are displayed.
5. Tap the **APPLY** button.

To create a new SMSCB channel:

1. From the SMSCB window, tap **NEW**. A pop-up window appears.



2. Use the soft keyboard to enter the channel name and number, then tap **OK**.



3. The created channel is displayed in the SMSCB window. Tap the box preceding the channel to activate.

Using other phone applications

The following sections provide information on how to use the **Conference**, **SIM Manager**, and **STK** applications. You can access these applications by tapping > **Programs**.

Conference call

The Conference call feature of the Pocket PC allows you to talk to up to five parties simultaneously. The Conference application provides a graphical conference presentation for easy use.

To start a conference call:

1. Tap > **Programs** > **Conference**.
2. Tap **New Call**, then select the way you want to call the conference participants.

   Refer to the next page for ways on how to call the conference call participants.

When you select:

Dial Number

A phone keypad appears on the left side of the screen. Tap the phone number of the participant, then tap to place the call.

Contacts

The Photo Contacts window appears. Tap and hold a contact, then select **Call Work/Home/Mobile** from the menu.

Call History

The Call History window appears. Tap and hold an entry, then select **Call** from the menu.

When connected, the party becomes the first call conference participant.

3. Call another conference participant. When connected, the participant is placed on hold at the bottom of the screen.

4. Tap and hold the new participant, then select **Join Conference** from the menu.

   or

   Tap and hold the first conference call participant, then tap **Invite Participant**.

   The participant is added to the conference.

5. Follow steps 2 to 4 to call additional conference participants.

To talk privately to a conference call member:

1. Tap and hold the conference call participant you want to talk with privately, then select **Leave Conference** from the menu.

2. The conference is put on hold, while the selected member is placed at the bottom of the screen.

   You can now talk privately to the participant.

3. To bring the participant back to the conference, tap and hold the icon then select **Join Conference.** Otherwise, select **End** from the menu to terminate the conference call participant.

To terminate a conference call member:

1. Tap and hold the member you want to leave, then select **End** from the menu.
2. The selected member leaves the conference call. Tap and hold the remaining member(s) to invite other participants to the call.

To end a conference call:

1. Tap ok from the Conference window. The **Phone** window appears.
2. Tap **End** to terminate the conference call.