

Keytone

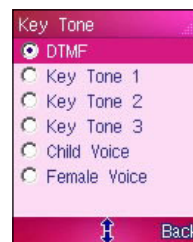
The keytone sounds off everytime you press any key on the keypad.

To select a keytone:

1. Select **Keytone** from the **Ringtone** menu, then press .



2. Highlight a key tone using  (up) or  (down), then press  to select.
3. Click  (Back) to return to the **Ringtone** menu.



Composer

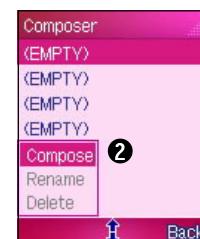
In addition to the pre-installed ringtones, you can compose five ring tones, each with up to 200 notes, if you know how to compose with musical notes.

Composing a ring tone

To compose a ring tone:

1. Select **Composer** from the **Ringtone** menu, then press  to display the list of composed ring tones.
2. Highlight an **(EMPTY)** ring tone, press  (Option), then select **Compose**. The music staff appears on screen.
3. Use the keypad button to key-in the notes. Refer to the table below for the musical note equivalents of the keypad buttons.

Key	Note/Beat	Key	Note/Beat
1	Do	8	Rest
2	Re	9	longer beat
3	Mi	0	dotted note
4	Fa	*	octave
5	Sol	#	short beat
6	La		half note lower
7	Si		half note higher



4. When done, press  (Option), select **Instrument**, then press  to display the available instrument sounds that you can use.



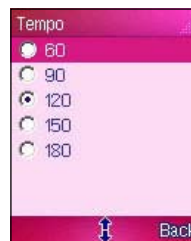
5. Use  (up) or  (down) to highlight an instrument, then press  to select. Press  (Back) to return to your composition.



6. Press  (Option), select **Tempo**, then press  to display the available tempo you can use for the composed ring tone.



7. Use   to highlight a tempo, then press  (Back) to listen to your composition.



A low number option means a slow tempo. The higher the number you select, the faster the tempo. You may try several tempos until you find the appropriate one for your ring tone.

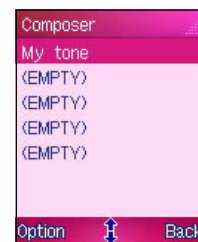
8. Press  (Option), select **Play**, then press  to listen to your composition. When playing, press  (Stop) to stop.



9. When finished, press  (Option), select **Save**, then press . The text input screen appears.
10. Key-in a name for the composed ringtone, then press . A **Set successfully!** message appears indicating that you have successfully composed and saved the new ringtone.



11. The new ring tone is displayed in the Composer list. Press  (Back) to return to the **Ringtone** menu.



Ring mode

The ring mode menu allows you to select the behavior of your phone everytime you receive an incoming call.

To select a ring mode:

1. Select **Ring Mode** from the **Ringtone** menu, then press .
2. Highlight a ring mode using  (up) or  (down), then press  to select.
3. Click  (Back) to return to the **Ringtone** menu.



Volume

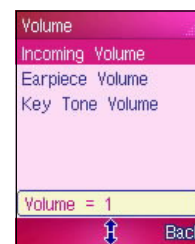
Adjusting the volume

To adjust the incoming ring volume:

1. Select **Volume** from the **Ringtone** menu, then press .



2. Select **Incoming Volume**, then press  to display the Incoming Volume screen. Eight (8) bars indicate the volume level. The default setting is 2.



3. Press  (left) to decrease the volume or  (right) to increase the volume. The default ring tone is played the moment you adjust the volume.



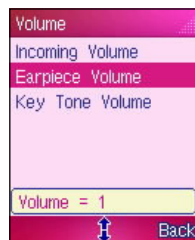
4. When finished setting the incoming volume, press  (Back) to return to the **Volume** menu.



You cannot adjust the ring volume if you set the **Ring Mode** to **Silent** or **Vibrate**.

To adjust the earpiece volume:

1. Select **Earpiece Volume** from the Volume menu, then press .



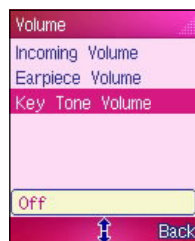
2. Follow steps 3 to 4 of the previous section to adjust the earpiece volume.



The default earpiece volume is 4.

To adjust the key tone volume:

1. Select **Key Tone** from the Volume menu, then press .



2. Follow steps 3 to 4 of the previous section to adjust the keytone volume.



Misc Tones Switch

To set miscellaneous tone alerts:

1. Select **Misc Tones Switch** from the **Ringtone** menu, then press  to display a list of phone events that a tone alert can be assigned.
2. Highlight an item using  (up) or  (down), then press  to select. All the items are enabled by default. When selected, a check mark appears on the box preceding the item.



Tone	When enabled
Key Tone	a tone plays everytime you press a key
Connect Vib.	the phone vibrates when you are connected to the called party
Battery Low	an alert tone sounds every 10 minutes when battery power is low
Alert Tone	an alert tone sounds every 5 minutes when you missed a call or when you have an unread SMS/MMS message
Message Tone	a tone plays everytime you receive an SMS/MMS message
Power On/Off	a tone plays everytime you turn on/off the phone
Charger Tone	a tone plays everytime you connect/disconnect the battery charger
Flip Tone	a tone plays everytime you open the phone flip



3. If you want to enable or disable a tone, use  (up) or  (down) to highlight the item, then press  to uncheck the box preceding the tone.
4. Press  (Back) to return to the **Ringtone** menu.



M303

This chapter provides information on how to save, use, share, and manage contact information using the phone book.

Managing the phonebook

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Phonebook

The **Phonebook** allows you to store, use, share, and manage contact information such as names, phone numbers, company and home addresses, e-mail address, etc. You can also add a voice recording and personalize the ringtone and LED settings for a particular contact using this menu.

To access the **Phonebook**:

1. Put the phone in idle mode, then press  to display the main menu.
2. Use the navigation keys to select the **Phonebook** icon , then press  to open the **Phonebook**.

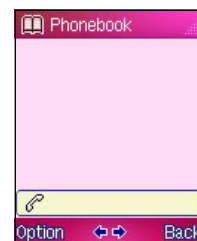
OR

Press  to open the **Phonebook**.



When in idle mode, you can press   to open the phone book.

3. Press  (Option) to display the phone book menu. Refer to the next section for details.





Options	Allows you to
Quick Find	easily search for a contact in your phonebook by typing the initial letters of the contact name.
Name Search	easily search for a contact in your phonebook by typing the contact name.
Add	add a contact record in the SIM or phone memory
Delete	delete a contact record in the SIM or phone memory
Copy	copy a name entry from the SIM card to the phone memory or vice versa
Settings	allows you to modify the group and speed dial setting; display the contact information saved in the phone memory, SIM memory, or both.
Storage	view the available phone and SIM phone book memory

Adding contact information

The phone memory can store up to 300 phone book entries and supports a SIM card that can store up to 255 phone book entries.

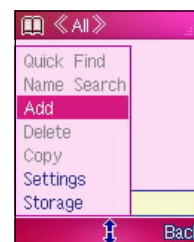
Adding a contact information to the SIM card

To add a phone book entry to the SIM card:



Because SIM card memory is limited, you can only save the name and one phone number of an entry.

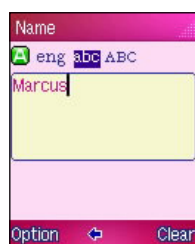
1. From the Phonebook, press  (Option) to display a pop-up menu.
2. Use  (up) or  (down) to select **Add**, then press .
3. When prompted, select **To SIM** from the pop-up menu at the bottom left corner of the screen, then press . An **Add Record** screen appears.



4. Press  to key-in the contact name.



5. Use the keypad to key-in the contact name, then press .



6. Press  (down) to highlight the **Phone No1** field, then press .



7. Use the keypad to key-in the phone number of the contact, then press .

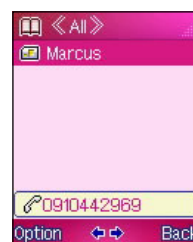


8. When finished, press  (Save) to save the contact information.

A **Data saved!** message appears indicating that you have saved the entry to the SIM memory.



The created contact appears in the **Phonebook** preceded by the SIM icon .



Adding a contact information to the phone memory

Aside from the contact name and phone number, you can add other information to a phone book entry when you save it to the phone memory. The phone memory can store up to four phone numbers, fax number, office name, home and e-mail addresses, birthdate, notes, and many more. You can also customize the contact group, melody, and LED settings or add a photo and voice tag for voice command recognition.

Below are the contact information that you can select and change when you save a phone book entry to the phone memory.

Icon	Description	Icon	Description
	Position		E-mail address
	Name		Birthday
	Mobile phone number		Remarks
	Home phone number		Picture
	Office phone number		Voice Tag
	Other phone no.		Gender
	Fax number		Group
	Company		Melody
	Title		LED
	Home Address		

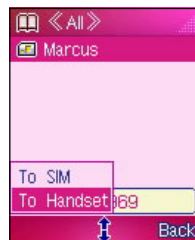
To add a phone book entry to the phone memory:

1. From the Phonebook, press  (Option) to display a pop-up menu.



2. Use  (up) or  (down) to select **Add**, then press .

3. When prompted, select **To Handset** from the pop-up menu at the bottom left corner of the screen, then press . An **Add Record** screen appears.



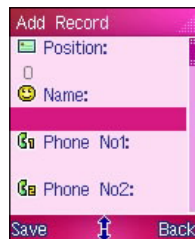
5. Use the keypad to key-in the contact name, then press .



6. Press  (down) to highlight the **Phone No1** field, then press .



4. Press  to key-in the contact name.



7. Use the keypad to key-in the phone number of the contact, then press .



8. Key-in other contact information including the home phone number, office phone number, other phone number, fax number, company, title, home address, e-mail address, birthday, remarks, and gender. Refer to the next sections when adding a photo and/or voice tag, or when classifying the phone book entry to a group.

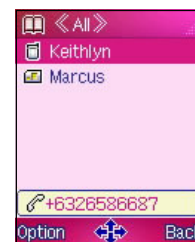


You are not required to fill in all the phone book entry information. You may add other information to the phone book entry later using the **Modify** command.

9. When finished, press  (Save) to save the contact information. A **Data saved!** message appears indicating that you have saved the entry to the phone memory.



The created contact appears in the **Phonebook** preceded by the handset icon .



Adding a photo to a phone book entry

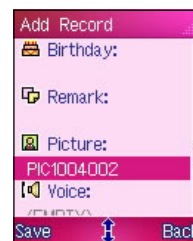


- You can only add a photo to a phone book entry saved in the phone memory.
- You must have the photo saved in the **Sub Wallpaper (Portrait)** folder of the Image Gallery before you can attach to a phone book entry.

To add a photo to a phone book entry:

1. Highlight the **Picture** field, then press to open the **Image Gallery**.
2. Select **Sub Wallpaper (Portrait)**, then press .
3. Use (up) or (down) to select the photo, then press .

The display returns to the **Add Record** window with the selected photo attached to the phone book entry.



Refer to the Camera section for details on capturing and saving **Portrait** photos.

Adding a voice recording to a phone book entry



- Voice recordings for phone book entries are used for voice dialing. Record the voice tag in a quiet environment to achieve accurate recordings.
- Refer to Chapter 2 on how to use the Voice Dialing feature of the phone.

To add a voice tag to a phone book entry:

1. Highlight the **Voice** field, then press **Enter** to open the **Select Voice** window.
2. Select **Record Voice**, then press **Enter**.
3. After the beep, use the microphone to say the name of the phone entry. The phone processes the recording.
4. When prompted, repeat saying the name of the phone entry until the phone recognizes the recording.

The phone automatically replays the recording and displays a **Data saved!** message to indicate that the voice tag is successfully created. The display returns to the **Add Record** window. The **Voice** field now shows **Set**.



Searching phone book entries

Using Quick Find

To search a phone book entry using Quick Find:

1. From the Phonebook, press  (Option) to display a pop-up menu.
2. Use  (up) or  (down) to select **Quick Find**, then press .
3. Use the keypad to type the first letter of the entry you are searching. The letter is displayed on top of the soft key bar.
The screen displays all phone book entries having the first letter you typed.
4. To narrow down the list, type the second and/or third letter of the name you are searching.
The screen now displays all phone book entries having the first three letters you typed.
5. Use  (up) or  (down) to select the phone book entry, then press  to view.



- You can use Quick Find directly by pressing the first letter of the entry while in the **Phonebook**.
- You can shift from English to Chinese input mode by pressing .

Using Name Search

To search a phone book entry using Name Search:

1. From the Phonebook, press  (Option) to display a pop-up menu.
2. Use  (up) or  (down) to select **Name Search**, then press .
3. Use the keypad to type the entry name, then press .
4. When there is a match, the screen displays the phone book entry you searched. If no such entry was found, the **Phonebook** screen shows blank.
5. Press  (Back) to return to the **Phonebook**.



Managing phone book entries

Viewing phone book entries



To display the phone book entry information:

1. Select a phone book entry using  (up) or  (down), then press . The **View Record** screen appears.
2. Use  (up) or  (down) to scroll and view additional phone book entry information.
3. Press  (Back) to return to the **Phonebook**.



Displaying long entries

The phone book has a scrolling feature that allows you to see a name entry even if it is longer than the screen width.

To display a long phone book entry:

1. Select a phone book entry with a long name, then press  to view the phone book entry record.
2. Notice that the name entry scrolls to the left until the last character is displayed. Compare Screens 1 to 3.



Screen 1



Screen 2



Screen 3

Modifying a phone book entry



You can change or add a contact information to a phone book entry even after it has been saved to the phone memory.

To modify a phone book entry:

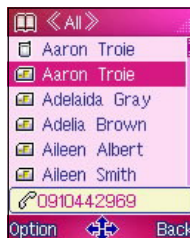
1. View an entry following the instructions in the **“Viewing phone book entries”** section, then press  (Options).
2. Select **Modify** from the options, then press . The **Modify Record** screen appears.
3. Use  (up) or  (down) to select the phone book entry information that you want to modify, then press .
4. Key-in the changes using the keypad, then press  (Save) to save your changes. Otherwise, press  (Back) to return to the previous screen.

A **Data Saved!** message appears indicating that you have successfully modified the entry. The display returns to the previous menu.-

Deleting a phone book entry

To delete a phone book entry:

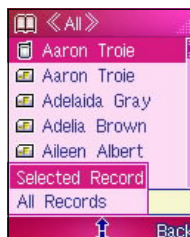
1. From the **Phonebook**, select the phone book entry you want to delete.



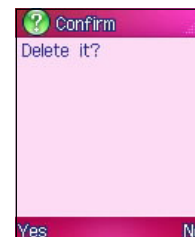
2. Press  (Option), then select **Delete** from the pop-up menu.



3. Select whether to delete only the selected phone book entry or all phone book entries, then press .



4. Press  (Yes), when a confirmation window appears. A **Deleted successfully!** message appears indicating that the entry has been deleted from the phone book. The display returns to the **Phonebook**.



To delete a phone book entry from the **View Record** window:

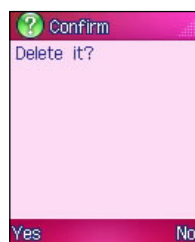
1. View an entry following the instructions in the section **“Viewing phone book entries”**, then press  (Options).



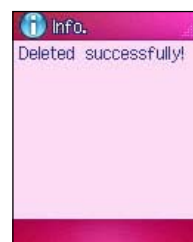
2. Select **Delete** from the menu, then press .



3. Press  (Yes) when a confirmation window appears.



A **Deleted successfully!** message appears indicating that the entry has been deleted from the phone book. The display returns to the **Phonebook**.

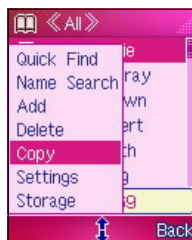


Copying name entries

Copying a SIM phone book entry to the phone memory

To copy a SIM phone book entry to the phone memory:

1. From the **Phonebook**, select the phone book entry you want to copy to the phone memory.
2. Press  (Option), then select **Copy** from the pop-up menu.



3. Select whether to copy only the selected phone book entry or all the phone book entries, then press .



4. From the pop-up menu, select **To Handset**, then press .



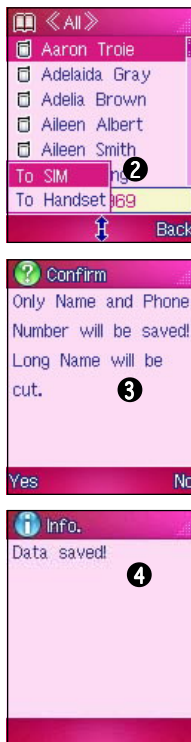
5. A **Data saved!** message appears indicating that the entry has been copied to the phone memory. The display returns to the **Phonebook**.



Copying a phone book entry to the SIM card

To copy a phone book entry to the SIM card:

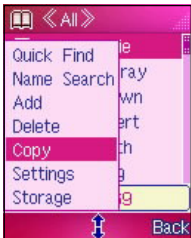
1. Follow steps 1 to 3 of the previous section.
2. From the pop-up menu, select **To SIM**, then press .
3. A confirmation message appears to inform you that only the name and phone number of the phone book entry will be saved, and that a long phone book entry name will be cut. Press  (Yes) to confirm. Otherwise, press  to cancel.
4. A **Data saved!** message appears indicating that the entry has been copied to the phone memory. The display returns to the **Phonebook**.



Copying multiple entries

To copy multiple phone book entries:

1. From the **Phonebook**, Press  (Option), then select **Copy** from the pop-up menu.



2. Select **All Records**, then press .



3. From the pop-up menu, select **Handset to SIM** or **SIM to Handset**, then press .

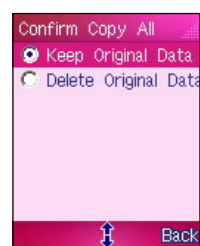


Options	Allows you to copy
Handset to SIM	all phone book entries in the phone memory to the SIM card
SIM to Handset	all phone book entries in the SIM card to the phone memory

4. When prompted for confirmation, press  (Yes).



5. Another confirmation screen appears. Select whether to keep or delete the original data after copying, then press .

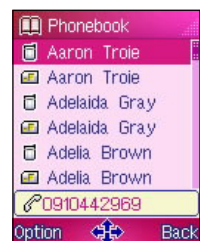


When you select **Keep Original Data**, the phone book entries remain in the phone or SIM memory after copying them.

6. A **Data saved!** message appears indicating that the phone book entries were copied to the specified memory. The display returns to the **Phonebook**.



The copied phone entries now appear in the phonebook.



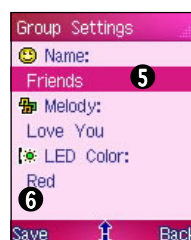
Changing the phone book settings

Customizing group settings

You can customize the phone book group name, ring tone and LED color.

To customize the group settings:

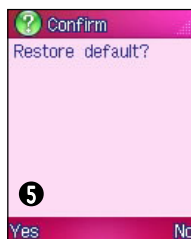
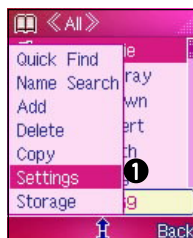
1. From the **Phonebook**, press  (Option), then select **Settings** from the pop-up menu.
2. Use  (up) or  (down) to select **Group Set**, then press .
3. Use  (up) or  (down) to select the group you want to modify, then press  (Option).
4. Select **Edit** from the menu, then press .
5. Select the group **Name**, **Melody**, or **LED Color** field, then press  to change their respective settings.
6. When finished, press  (Save) to save your changes and to close the group settings window.



Restoring a phone book group settings

To restore the default phone book group settings:

1. From the **Phonebook**, press  (Option), then select **Settings** from the pop-up menu.
2. Use  (up) or  (down) to select **Group Set**, then press .
3. Use  (up) or  (down) to select the group you want the settings restored, then press  (Option).
4. Select **Restore** from the menu, then press .
5. When prompted, press  (Yes). The display returns to the **Phonebook**.



Classifying a phone book entry to a group

To classify an entry to a group:

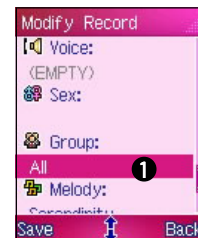
1. Select the phone book entry you want to classify to a group, then press to view the phone book record.
2. Press (Option), then select **Modify** from the pop-up menu.
3. Select the **Group** field, then press to display the group list. When the entry is not classified, this field shows **All**.
4. Use (up) or (down) to select a group, then press .

The selected group now appears in the **Group** field.

5. When finished, press (Save) to save your changes and return to the **Phonebook**.



When classified to a group, the phone book entry adapts the Melody and LED Color of the group. You can change these settings using the instructions in the previous section.



Changing the speed dial settings

You can change the speed dial key assignments and other speed dial settings using the **Settings** menu.



To change the speed dial settings:

1. From the **Phonebook**, press  (Option), then select **Settings** from the pop-up menu.
2. Use  (up) or  (down) to select **Speed Dial**, then press .
3. Follow the instructions in the section **Speed Dial** on page 109 to assign and use the speed dial keys.

Selecting the phone book memory

You can choose to display all phone book entries saved in the phone memory, SIM memory, or both.

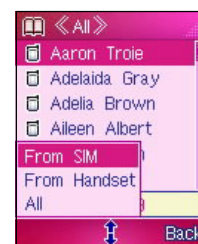


To select the phone book memory in use:

1. From the **Phonebook**, press  (Option), then select **Settings** from the pop-up menu.
2. Use  (up) or  (down) to select **Memory in use**, then press .

3. Select an option from the menu, then press . Refer to the options description below.

From SIM	Displays only all phone book entries saved in the SIM memory.
From Handset	Displays only all phone book entries saved in the phone memory.
All	Displays only all phone book entries saved in the SIM memory.



4. When finished, press  (Back) to return to the **Phonebook**.

Viewing the phone book storage

To view the phone book storage:

1. From the **Phonebook**, press  (Option), then select **Storage** from the pop-up menu.
2. The display shows the used memory over the total memory capacities of the phone (handset) and the SIM card.
3. Press  (Back) to return to the **Phonebook**.



Other phone book features

Sending an SMS/MMS message

You can send an SMS or MMS message from the phone book entry.

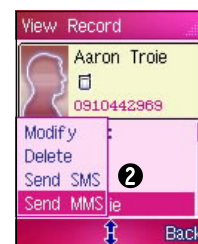
To send an SMS message:

1. From the **Phonebook**, select the entry you want to send an SMS message, then press .
2. Press  (Option), then select **Send SMS** from the pop-up menu. The **Edit SMS** screen appears.
3. Follow the instructions in Chapter 5 “Messaging features” to compose and send the SMS message.



To send an MMS message:

1. From the **Phonebook**, select the entry you want to send an MMS message, then press .
2. Press  (Option), then select **Send MMS** from the pop-up menu. The **Edit MMS** screen appears.
3. Follow the instructions in Chapter 6 “Messaging features” to compose and send the MMS message.



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This chapter provides information on the MMS and SMS messaging features of your mobile phone including instructions on how to send text, graphics, and audio files to other mobile phones.

Messaging Features

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