

Server begins automatically. A status bar appears onscreen, indicating sync progress.




You can set a schedule for synchronization to take place any time info is updated on either your smartphone or the server or at certain intervals (see [Setting the synchronization schedule](#)), or allow synchronization to take place only when you initiate it manually (see [Initiating a wireless sync manually](#)).

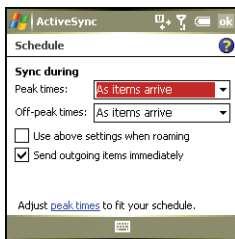
### Setting the synchronization schedule

You can set a synchronization schedule in either of the following situations:

- If your Microsoft Exchange Server 2003 is upgraded to Service Pack 2:** By default, wireless sync takes place any time info is updated on either your smartphone or the server using Direct Push Technology. To save battery life, however, you can set synchronization to take place at intervals that you specify.
- If your Microsoft Exchange Server 2003 is not upgraded to Service Pack 2:** By default, wireless sync does not take place automatically. Set a

synchronization schedule to have sync take place either any time info is updated on your smartphone or the server, or at certain intervals.

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu**  (right action key) and select **Schedule**.



- 4 Set any of the following options:
  - Peak times:** Sets the frequency for high-traffic time periods such as when you are at work or when email volume is high.
  - Off-peak times:** Sets the frequency for low-traffic time periods such as late at night.

**Use above settings while roaming:**

Sets the frequency while you are roaming outside your wireless network. To minimize roaming charges, uncheck this box and synchronize manually while roaming.


**Send outgoing items immediately:**

Sets whether items are sent as soon as you select Send in the Inbox application, or whether they are held until the next synchronization.

- 5 Press **OK** .

**Initiating a wireless sync manually**

If you want to control exactly when a wireless sync takes place, or if it is not OK to store your corporate email password on your smartphone, you can initiate the sync manually.

- 1 To set up a manual sync, follow the previous procedure, [Setting the synchronization schedule](#). In the Peak times and Off-peak times lists, select **Manual**.
- 2 To initiate a manual sync, press **Start**  and select **Programs**.

- 3 Select **ActiveSync** .

- 4 Press **Sync**  (left action key).

## Setting up your computer for synchronization

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Even if you are synchronizing email, contacts, calendar events, and tasks directly with Exchange Server 2003, we recommend that you install the ActiveSync desktop software from the *Windows Mobile Getting Started Disc* so that you can sync your smartphone directly with your computer. Why? Using ActiveSync enables you to synchronize additional info such as pictures, videos, music files, Microsoft Office files, and notes, so you can create and work on files on your smartphone and then sync changes to your computer, where you then have a backed-up and up-to-date copy of important info.

**TIP** If you want to synchronize with a personal information manager (PIM) other than Microsoft Office Outlook, you must install a third-party solution. Contact the PIM's vendor to learn if software is available for your Treo 750v smartphone.

Before you can synchronize directly with your computer, you need to install the desktop synchronization software and connect the sync cable to your computer. Even if you have already installed a previous version of ActiveSync desktop software, you must install the software that came with your smartphone on the *Windows Mobile Getting Started Disc*.

### System requirements

Your computer must meet the following minimum system requirements:

- Windows 2000 or XP (later versions may also be supported)
- 32MB of available memory (RAM)
- 170MB of free hard disk space
- CD drive
- Available USB port

### Installing the desktop synchronization software

**BEFORE YOU BEGIN** If you are installing the software on a computer at work, make sure your company allows you to install new software. Contact your company's IT department for help.

- 1** Close any applications that are currently running on your computer, including those running in the background. Your computer needs to have all its resources available to install the software.
- 2** Insert the *Windows Mobile Getting Started Disc* into the CD drive on your computer.
- 3** Follow the installation instructions on your computer.

During installation, you connect your smartphone to your computer and sync for the first time. Be sure to watch what's happening on both your computer and your smartphone. For more info, see [Connecting your smartphone to your computer and Synchronizing information](#).

**DID YOU KNOW?** During software installation, you can select an option to synchronize email, contacts, calendar events, and tasks directly with Microsoft Exchange Server 2003. If you choose this option, you are prompted to enter your mail server address and domain name and your Exchange Server account username and password.

**TIP** You can also install additional software from the *Windows Mobile Getting Started Disc*; see [Installing bonus software from the CD](#).

## Using ActiveSync desktop software


After you install ActiveSync desktop software, synchronization happens automatically anytime you connect your smartphone to your computer, as described in the next section. However, you can open the ActiveSync window on your computer to do tasks such as the following:

- Install applications from your computer to your smartphone (see [Installing applications from your computer](#)) or to an expansion card inserted into your smartphone's expansion card slot (see

### [Installing applications onto an expansion card](#))

- Change which applications synchronize
- Enter settings to synchronize wirelessly with Microsoft Exchange Server 2003

**DID YOU KNOW?** You can also change which applications synchronize (see [Changing which applications sync](#)) and enter settings to synchronize wirelessly (see [Setting up wireless synchronization](#)) in the ActiveSync app on your smartphone. Whether you enter changes on your smartphone or your computer, the changes are transferred to the other location the next time you synchronize.

To open the ActiveSync window, double-click the **ActiveSync** icon  in the taskbar in the lower-right corner of your computer screen.

**TIP** If the ActiveSync icon does not appear in the taskbar, go to **Start**, navigate to **Programs**, and select **Microsoft ActiveSync** to open the ActiveSync window.

Desktop software installation also creates a Mobile Device folder on your computer, which you can see when you open My Computer or Windows Explorer. When your smartphone is connected to your computer, opening the Mobile Device folder displays an icon representing your smartphone. It also displays folders containing items you synchronized, such as music files, pictures, and videos.

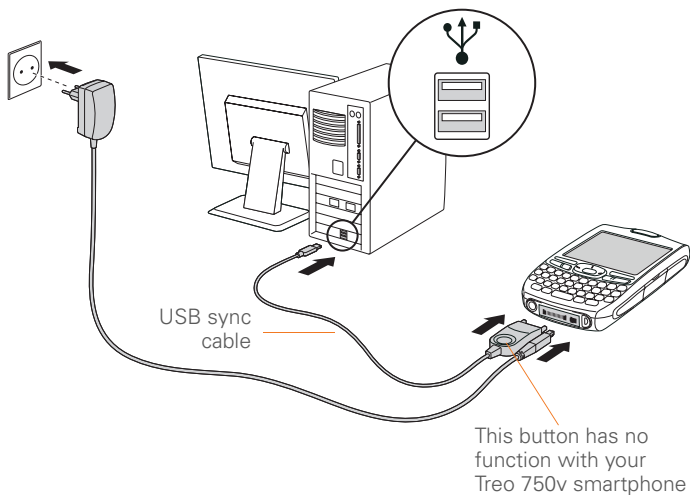
### Connecting your smartphone to your computer

- 1 Prepare the AC charger by inserting the adapter that fits the wall outlet you're going to use.
- 2 Plug the AC charger into a wall outlet.
- 3 Plug the USB sync cable into an available USB port or into a powered USB hub on your computer.

**TIP** For best performance, plug your sync cable directly into a USB port on your computer. If your computer has USB ports on both the front and back, we suggest using the back port. If you use a USB hub, make sure it's a powered hub.

- 4 Connect the sync cable to your smartphone by inserting it into the two sockets to the left on the bottom of the smartphone.
- 5 Connect the charger cable to the remaining socket on the bottom of your smartphone.

**DID YOU KNOW?** The AC charger contains an indicator light that glows when the charger is connected to a power source.



## Synchronizing using the sync cable



After you install ActiveSync desktop software, synchronization takes place automatically anytime your smartphone is

connected to your computer and info is updated in either location.

- 1 Connect your smartphone to your computer. You should hear the ActiveSync® tone.



This button has no function with your Treo 750v smartphone

- 2 Look for the **ActiveSync** icon  at the top of your smartphone's screen and the **ActiveSync** icon  in the taskbar on your computer.
  - If you don't see the ActiveSync icon, make sure the desktop synchronization software that came with your smartphone is running on your computer.
  - If you have any problems synchronizing, see [Synchronization](#) for troubleshooting suggestions.

**TIP** We recommend that you install the backup and restore app from the *Windows Mobile Getting Started Disc*. A backup and restore app preserves your data and settings if your smartphone is ever lost or stolen, and it protects your data during a hard reset.

## Other ways to synchronize







### Synchronizing over a Bluetooth connection

You can wirelessly synchronize your computer and smartphone using Bluetooth wireless technology.

**BEFORE YOU BEGIN** Do the following:


- Make sure your computer is equipped with Bluetooth® wireless technology.
- If you did not do so during initial setup, install the ActiveSync Plug-in for Bluetooth wireless technology from the *Windows Mobile Getting Started Disc*.

**TIP** To install the plug-in for Bluetooth technology, insert the *Windows Mobile Getting Started Disc* into your computer's CD drive, and then select **Add Programs**. Select the plug-in option on the Add Programs screen and follow the onscreen instructions.

- 1 On your computer, right-click the **ActiveSync** icon  in the taskbar in the lower-right corner of the screen, and select **Connection Settings**.
- 2 Check the **Allow connections for one of the following** box, and then select **Bluetooth**.
- 3 On your smartphone, press **Start**  and select **Settings**.
- 4 Select the **Connections** tab, and then select **Bluetooth** .
- 5 Check the **Turn on Bluetooth** box to turn on your smartphone's Bluetooth feature.
- 6 Press **Start**  and select **Programs**.
- 7 Select **ActiveSync** .
- 8 Press **Menu**  (right action key) and select **Connect via Bluetooth**.

9 If this is the first time you're making a Bluetooth connection to this computer, follow the onscreen prompts to set up a Bluetooth partnership with this computer. See [Connecting to devices with Bluetooth® wireless technology](#) for more information on partnerships.


10 Select **Sync**.

11 When synchronization has finished, press **Menu**  (right action key) and select **Disconnect Bluetooth**.



### Synchronizing over an infrared connection

If your computer has an IR (infrared) port, you can synchronize with your computer wirelessly using your smartphone's IR port.

**BEFORE YOU BEGIN** Make sure your computer is equipped with an IR port.

- 1 Set up your computer to receive infrared beams. See ActiveSync Help on your computer for details.
- 2 Point your smartphone's IR port directly at the IR port on your computer.
- 3 On your smartphone, press **Start**  and select **Programs**.



- 4 Select **ActiveSync** .
- 5 Press **Menu**  (right action key) and select **Connect via IR**.
- 6 Select **Sync**.

### Synchronizing with multiple computers

You can set up your smartphone to synchronize with up to two computers as well as with Exchange Server 2003. When synchronizing with multiple computers, the items that you synchronize appear on all the computers.

For example, if you set up to sync your smartphone with two computers named C1 and C2, when you sync Contacts and Calendar on your smartphone with both computers, you get the following results:




- The contacts and calendar appointments that were on C1 are now also on C2.
- The contacts and calendar appointments that were on C2 are now also on C1.
- The contacts and calendar appointments from both computers are on your device.

**NOTE** Microsoft® Office Outlook® E-mail can synchronize with only one computer.

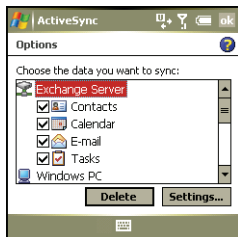
## Setting synchronization options

### Changing which applications sync

You must select sync options if you want to synchronize notes, pictures, and other types of files.




- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu**  (right action key) and select **Options**.
- 4 Do any of the following:
  - Check the box next to any items you want to synchronize. If you cannot check a box, you might have to uncheck a box for the same information type elsewhere in the list.
  - Uncheck the box next to any items you want to stop synchronizing.

- Select an item and then select **Settings** to customize the settings for that item. Settings are not available for all items.



## Stopping synchronization

If you ever need to manually stop synchronization, follow these steps:

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Stop**  (left action key).

**TIP** To stop synchronizing all items on a computer, select the computer name and then select **Delete**.



# Your email

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You already know how efficient email is for staying in touch. Now your smartphone brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can access your network operator's data network.

You can send photos to your friends and family, or create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience.

## Benefits

- Receive photos, sound files, Word and Excel files, and more
- Attach and send files of almost any type
- Save messages from your computer to view at a convenient time

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## Setting up

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You can use the Inbox application to send and receive email. Before you use your smartphone to send or receive messages, consult your network operator for pricing and availability of email services and data rate plans.

**BEFORE YOU BEGIN** Do the following:

- Make sure your phone is on before you send or receive messages.
- If you want delivery of Outlook email using Direct Push Technology, make sure that your IT organization has upgraded your Exchange Server 2003 to Service Pack 2.

### Entering settings for an email account

You can use your smartphone to access the many kinds of email you may use: corporate, ISP (like EarthLink and Comcast), and web-based (like Gmail and Yahoo! Mail Plus). Before you can send and receive email on your smartphone, you need to decide which type of email account you want to access. The setup process is different for each email account

type, so it is very important that you select the correct type.

**DID YOU KNOW?** You can enter settings for more than one email account, and you can use different email setup applications on your smartphone to enter settings for different accounts, depending on which app best meets your needs.

**NOTE** Once you go through the setup process for your email account, you use the Inbox application on your smartphone to send and receive email. The Inbox application is the home base for viewing and sending messages for all your email accounts.

**DID YOU KNOW?** Operator-provided push mail is different from the Direct Push Technology used to synchronize email wirelessly with an Exchange Server.



Email account type	Type of email you can access	How to set up
POP/IMAP	You can obtain mail from an ISP or Internet mail account such as EarthLink, or from a small business or corporate Internet mail account.	See <a href="#">Setting up an IMAP or POP email account</a> .
Operator-provided push mail	Your network operator most likely offers services for accessing personal and corporate email accounts. Please refer to your network operator or IT organization for additional information about these email services.	See <a href="#">Setting up an operator-provided push email account</a> .  You may need to contact your network operator to check if your subscription is enabled for push email.
Microsoft Exchange Server	You can retrieve corporate email using a Microsoft Exchange Server. Wireless email access can be supported if your company is using the Microsoft Exchange ActiveSync®.	See <a href="#">Setting up wireless synchronization</a> .  You may need to check with your IT organization to ensure that Exchange ActiveSync is supported and to obtain the configuration settings.
Free web-based email	You can access mail from Hotmail and other free web-based systems.	Access the email website directly using your smartphone's web browser.

**TIP** Use the web browser to view your free Yahoo! mail account on the web.

## Setting up an operator-provided push email account

Your push email account provides secure, remote access to corporate and personal email, contacts, calendar, tasks, and desktop files directly from your smartphone.

**BEFORE YOU BEGIN** Make sure your phone is on.



- 1 Press **Start**  and select **Programs**.
- 2 Select **Email Setup** .
- 3 Follow the onscreen instructions for downloading and installing the software.

## Setting up an IMAP or POP email account


You can send and receive email messages using an email account that you have with an Internet service provider (ISP), an email account that you access using a VPN server connection (such as a work account), or any other IMAP or POP email account.

**TIP** If you have problems configuring your account, go to [www.palm.com/emailsetup](http://www.palm.com/emailsetup) for more information.

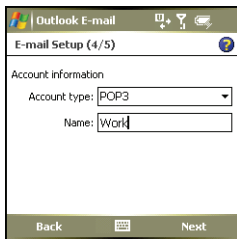
**BEFORE YOU BEGIN** Work with your email provider or system administrator to gather the following info:

- Account type (POP3 or IMAP)
  - Mail server name for receiving mail
  - Mail server name for sending mail
  - Your username and password
  - Any special security requirements
- 1 Go to your Today screen.
  - 2 Press **E-mail**  (left action key).
  - 3 Press **Menu**  (right action key) and select **Tools > New Account**.

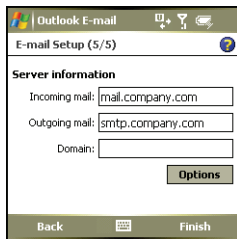
**DID YOU KNOW?** On the Accounts tab in Messaging Options, an asterisk appears next to the accounts you create.

- 4 Enter the email address that you want to set up, and then press **Next**  (right action key).

- 5 The setup process searches an online database to obtain the settings for your account. When the Status box displays Completed, press **Next** (right action key). If no settings are returned, enter the settings you obtained from your email provider, and then press **Next** (right action key).
- 6 Enter your name, username, and password.
- 7 If you want to enter your password each time you access this account, do not check the **Save password** box. If you want your password entered automatically, check this box.
- 8 Press **Next** (right action key).
- 9 Select the Account type list, and then select **POP3** or **IMAP**.




- 10 Enter a name for this account, and then press **Next** (right action key). For example, if this is your work email account, enter “Work” or your company’s name.
- 11 Enter the name of the Incoming mail and Outgoing mail servers.



**NOTE** Do not enter anything in Domain. It is not needed for POP3 or IMAP accounts.

**TIP** If you are unable to send mail using your email provider’s or corporate mail system’s outgoing mail server, contact your network operator to see if you are required to use their server and, if so, to obtain the server name.




- (Optional) Select **Options** to select download settings for this account.
- Press **Finish**  (right action key).





**TIP** To delete an email account or to edit account settings—for example, if you need to change the name of the outgoing mail server—press **Menu** (right action key) and select **Tools > Options**. To delete an account, highlight the account you want press and hold **Center** on the 5-way, and then select **Delete**. To edit an account, select the account and change the settings you want to edit.

## Sending and receiving messages

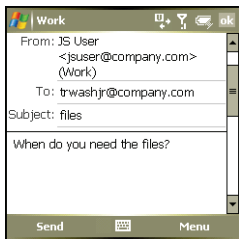
### Creating and sending an email message

- Go to your Today screen.
- Press **E-mail** .

**DID YOU KNOW?** You can also access the Inbox application from the Start menu.

- Press **Left**  to cycle through your Inbox accounts until you see the right email account name in the title bar.
- Press **New** .
- Enter the recipient's email address. Here are some shortcuts:
  - If the recipient's name and email address are in your Contacts list, enter the first few letters of the recipient's first or last name, and then select the recipient's name.
  - If the recipient's name is in an online address book, you can find the name and add it. See [Using an online address book](#).
- Select **Subject** and enter a title for the message.
- Press **Down**  to go to the body of the message. Enter your message, or press **Menu** , select **My Text**, and then select a predefined phrase you want to insert.

**DID YOU KNOW?** When addressing a message, you can enter the contact's first and last initials separated by a space.



- 8 (Optional) Press **Menu** (right action key) and select **Insert**. Select the type of item you want to attach, and then select the file or record a voice note.

**TIP** You can send an email message with a file attached from directly within other applications on your smartphone; see [Sending email messages from within another application](#).

- 9 (Optional) Press **Menu** (right action key) and do one or both of the following:
- Select **Spell Check**. When the spell check is complete, press **OK**.

- Select **Message Options**. Select the **Priority** list, select a setting for the message, and then press **OK**.

- 10 Press **Send** (right action key).

**TIP** To save memory on your smartphone, turn off the option to save sent messages in the Saved folder. In the Inbox, press **Menu** (right action key) and select **Tools > Options**. Select **Message**, and then uncheck the **Keep copies of sent items in Sent folder** box.

## Receiving email messages

How you receive email messages depends on the type of account you are using and how you synchronize:




- If you set up a push email account, new email messages are sent to your smartphone as they appear on the server.
- If you synchronize wirelessly with your Exchange Server using Microsoft Exchange ActiveSync, new email messages are sent to your smartphone when they appear on the server, according to the schedule you set up (see [Setting the synchronization](#)).

[schedule](#)), or when you manually initiate a sync (see [Initiating a wireless sync manually](#)).

**TIP** If you sync email with Microsoft Exchange Server 2003, you can synchronize messages in subfolders you create. In the Inbox, press **Menu** (right action key) and select **Tools > Manage Folders**. Folders containing subfolders display a +. Select the + to view the subfolders. Check the box to the left of any subfolder you want to sync.

- If you use ActiveSync desktop software to synchronize your smartphone with your computer, messages in Outlook on your computer are transferred to your smartphone when you connect your computer and your smartphone (see [Connecting your smartphone to your computer](#)).
- For all other types of accounts, including ISP accounts and accounts you access using a VPN server connection (typically a work account),

follow these steps to send and receive messages:

- 1 Go to your Today screen.
- 2 Press **E-mail**  (left action key).
- 3 Press **Left**  to cycle through your accounts until the name of the account you want to synchronize appears in the title bar.
- 4 Press **Menu**  (right action key) and select **Send/Receive** to synchronize your smartphone with your email server.





### Receiving attachments

- 1 Scroll to the attachment name (below the subject) to highlight it and mark it for download.
- 2 Synchronize the email account that contains the message as described in the previous sections.
- 3 Scroll to and select the attachment name (below the subject) to open the attachment.




**DID YOU KNOW?** You can receive and open attachments in a number of different formats, including PDF. PDF file attachments open in Pictsel PDF Viewer on your smartphone.

**TIP** To store attachments on an expansion card, press **Menu** (right action key) and select **Tools > Options**. Select **Storage** and then check the **Store attachments on a storage card** box.

If you are synchronizing with Outlook on your computer and want to download attachments automatically, do the following:

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu**  (right action key) and select **Options**.
- 4 Select **E-mail**, and then select **Settings**.
- 5 Check the **Include file attachments** box.
- 6 Press **OK** .

To automatically download attachments from an IMAP4 email account (typically an ISP account) or an account that you access using a VPN server connection (typically a work account), do the following:

- 1 Go to your Today screen.
- 2 Press **E-mail** .
- 3 Close any open messages.
- 4 Press **Menu**  (right action key) and select **Tools > Options**.
- 5 On the Accounts tab, select the IMAP4 account name.
- 6 Press **Next**  (right action key) until you reach Server information, and then select **Options**.
- 7 Press **Next** twice, and then select **Get full copy of messages** and **When getting full copy, get attachments**.

**DID YOU KNOW?** Embedded images and objects cannot be received as attachments, unless you have an IMAP4 email account with TNEF disabled. Note that TNEF must be enabled to receive meeting requests.

# Working with email messages


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## Adding an online address book

Many email servers, including servers running Exchange Server, can verify names with an online address book, also called a directory service or a Global Address List. After you create and enable an email account, the Inbox application checks your contacts list and then the directory service to verify names that you enter in the To, Cc, and Bcc fields.

**BEFORE YOU BEGIN** Do the following:

- Ask your system administrator for the name of the directory service and the server, and whether authentication is required for accessing an online address book.
- If your company is using an Exchange Server, you must first synchronize with the Exchange Server to enable the Global Address List to find a Contact.

- 1 In the message list, press **Menu**  (right action key) and select **Tools > Options**.
- 2 Select the **Address** tab.
- 3 Select the address book you want to check for email addresses, and then select **Add**.
- 4 Enter the name of the Directory service.

**TIP** To delete a directory service, highlight it, press and hold **Center** on the 5-way, and then select **Delete**.
- 5 Enter the server name.
- 6 If your server requires authentication, check the box, and then enter your username and password.
- 7 (Optional) Check the **Check name against this server** box to enable this directory service.
- 8 Select **OK**.



## Using an online address book

You can access contact information, such as an email address or phone number, from your organization's online address book or Global Address List (GAL). To access a

GAL, make sure you are accessing an Exchange Server 2003 upgraded to Service Pack 2. This feature is useful only if you know the exact name as it appears in the directory.



**DID YOU KNOW?** You can use the Global Address List to find a contact. In Contacts, press **Menu** (right action key), and then select **Find Online**. When sending a meeting request, select **Attendees**, press **Menu** (right action key), and then select **Find Online**.

**BEFORE YOU BEGIN** Add an online address book to your smartphone. See [Adding an online address book](#).

- 1 In a new message, tap the **To** box.
- 2 Press **Menu**  (right action key), and select **Add Recipient**.
- 3 Press **Menu**  (right action key), and select **Find Online**.
- 4 Enter the contact name as it appears in the directory and tap **Find**. You must spell the contact name correctly.



**TIP** When you sync with Outlook on your computer, disable your online address books to avoid errors. Press **Menu** (right action key) and select **Tools > Options**. Select **Address**, select each online address book, and then uncheck the **Check name against this server** box. Be sure to turn this option back on if you synchronize other email accounts.

### Forwarding a message

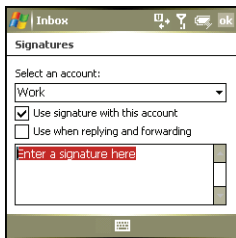
- 1 Open the message you want to forward.
- 2 Press **Menu**  (right action key) and select **Forward**.
- 3 Address the message and enter any text you want to add.
- 4 Press **Send**  (left action key).


### Adding a signature to your messages

You can use a different signature with each email account.

- 1 Press **E-mail**  (left action key).
- 2 Press **Menu**  (right action key) and select **Tools > Options**.
- 3 On the Accounts tab, select **Signatures**.



- 4 Select the account for which you want to create a signature.

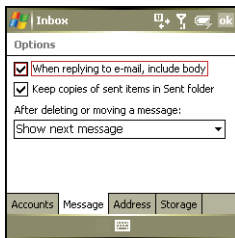



- 5 Check the box to add this signature to new messages you create with this account.
- 6 (Optional) Check the box to add this signature to messages you reply to or forward with this account.
- 7 Select the default signature text and enter the signature text you want to use.
- 8 Press **OK** .

### Customizing your email settings

When you customize settings for an email account, the options you choose apply to that account only.

- 1 Press **E-mail**  (left action key).
- 2 Press **Left**  to cycle through your accounts until the name of the account you want appears in the title bar.



- 3 Press **Menu**  (right action key) and select **Tools > Options**.
- 4 Select the **Message** tab and set any of the following options:

**When replying to e-mail, include body:** Indicates whether the body of a message you received appears in your response to that message.

**Keep copies of sent items in Sent folder:** Indicates whether messages you send are stored in the Sent folder.

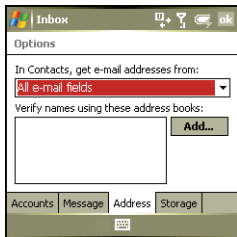
**After deleting or moving a message:**

Specifies what you want to see after you delete or move an email message.

- 5 Select the **Address** tab and set any of the following options:

**In Contacts, get e-mail addresses**

**from:** Indicates whether you want to check Contacts in addition to any directory services for email addresses.

**Verify names using these address**

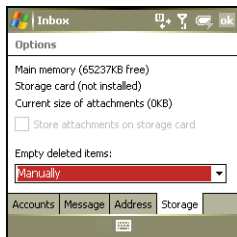
**books:** Indicates which directory services you want to check for email addresses.

**Add:** Enables you to add directory services to the list of online address books.

- 6 Select the **Storage** tab and set any of the following options:

**Store attachments on storage card:**

Indicates whether you want to automatically store email attachments on an expansion card.



**Empty deleted items:** Indicates whether you want to automatically empty the Deleted folder, and when you want this to occur.

- 7 Press **OK** .



## Sending email messages from within another application

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You can send files such as pictures, videos, and ringtones as attachments to email messages; see [Creating and sending an email message](#) for instructions.

You can send certain files as attachments from within the application where the file is created or stored. For example, if you take a picture with your smartphone's built-in camera, you can select an option to send the picture as an attachment to an email message. This feature can be used with videos and sound files as well. For details, see the chapter on the specific application.





# Your text and multimedia messages

---

If you need to get a short message to a friend or a co-worker fast, send a text message from your smartphone to their mobile phone or email address.

If you need more than text to express yourself, use multimedia messaging to give your message extra impact by adding a photo, video, or sound file.

## Benefits

- Enjoy quick communication
- Use text messaging to chat with friends
- Be as simple or as creative as you want

## In this chapter

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## Using the Messaging application

You can use the Messaging application to send and receive brief text messages (SMS) and multimedia messages (MMS). Before you use your smartphone to send or receive messages, consult your network operator for pricing and availability of text and multimedia messaging services.

### Creating and sending a text message


Each text message can have up to 160 characters. You can send a message of more than 160 characters, but the message will automatically be split into several messages. (If you send a text message to an email address, the email address is deducted from the 160-character count.)

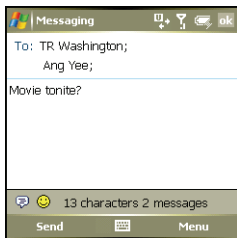
**DID YOU KNOW?** You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free headset or the speakerphone.


- 1 Press **Start**  and select **Messaging**.
- 2 Press **New**  (left action key).
- 3 Enter the recipient's mobile phone number or email address. Here are some shortcuts:
  - If the recipient's name and mobile number are in your Contacts list, type the first few letters of the first or last name or simply enter the first initial, followed by a space, and then the last initial to find a name.
  - Press **Center**  to view a list of recently used addresses, and select the recipient from the list. Select **Add Recipient** to add a recipient from your Contacts list.

**TIP** To address a message to multiple recipients, separate the addresses by pressing **Enter** or entering a semicolon (;). You can send a message to up to 20 addresses.

**TIP** To send a message to a different number for a contact, select the contact in the To field, and then edit the number that appears in the box directly below the contact number. You can also select a number by pressing **Center** on the 5-way, and then edit it.

- 4 Enter your message, or tap  and then select a predefined phrase you want to insert.



- 5 (Optional) Tap  and then select an emoticon to add to your message.

**TIP** You can also access predefined phrases and emoticons by pressing **Menu** (right action key) on the message compose screen.

**TIP** Some symbols can't be used in text messages. Invalid characters are automatically replaced by the Messaging application.

- 6 Press **Send**  (left action key).



## Creating and sending a multimedia message

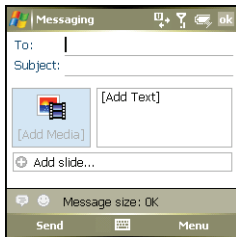
Multimedia messages consist of pictures, videos, text, and sounds presented as one or more slides. You can include any of the following items:

- **Ringtones**
  - MIDI
- **Sound clips**
  - AMR
  - QCELP
- **Pictures**
  - JPEG
  - GIF
  - WBMP
- **Videos**
  - 3GPP
  - 3GPP2
  - MPEG4



Outgoing multimedia messages can be up to 300KB by default, but your network operator may change the maximum message size.

**BEFORE YOU BEGIN** Not all service plans support multimedia messaging. If you're not sure, check with your network operator to confirm that your service plan includes this feature.

- 1 Press **Start**  and select **Messaging**.
- 2 Press **Menu**  (left action key) and select **New MMS**.



- 3 Enter the recipient's mobile phone number or email address. Here are some shortcuts:
  - If the recipient's name and mobile number are in your Contacts list, type the first few letters of the first or last name or simply enter the first initial, followed by a space, and then the last initial to find a name.



- Press **Center**  to view a list of recently used addresses, and select the recipient from the list. Select **Add Recipient** to add a recipient from your Contacts list.
- 4 Select **Subject** and enter a title for the message.
  - 5 Select  and select one of the following:

**Add Picture:** Enables you to insert a picture. You can take a new picture with the built-in camera or insert an existing picture.


**Add Video:** Enables you to insert a video. You can capture a new video with the built-in camera or insert an existing video clip.

**Add Sound:** Enables you to record a message, such as a voice caption for a picture, or insert an existing sound, such as a ringtone. You can add one sound per slide; to send more than one sound in a message, add another slide to your message.

**TIP** You can add both a picture and a sound clip to the same slide in a message. To add a sound to a picture, select the picture thumbnail and select **Add Sound**. To add a picture to a sound, select the sound icon thumbnail and select **Add Picture**.

- 6 (Optional) Select **Add Text** and enter a text caption or message for the slide you inserted. Tap  to insert a predefined phrase. Tap  to insert an emoticon.
- 7 (Optional) Select **Add slide** and repeat steps 5–6 to add another slide in this message.

**DID YOU KNOW?** If you add more than one slide to a message, you can set the length of time each slide is displayed. Press **Menu** (right action key) and then select **Slide Timing**.

- 8 (Optional) To add a vCard (contact file) to a message, press **Menu**  (left action key), select **Add Media**, and then select **Add vCard**.


**TIP** To preview a multimedia message as the recipient will see it, press **Menu** (right action key) and then select **Preview Message**.

- 9 Press **Send**  (left action key).

### Setting message options

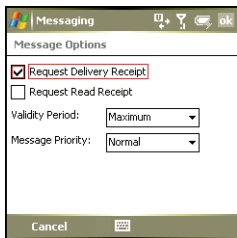
You can set options for individual text and multimedia messages you send.

**DID YOU KNOW?** You can set general preferences that apply to all incoming and outgoing messages; see [Customizing message settings](#). If you set options for an individual message, those options override your general preferences for that message only.

- 1 On the message compose screen, press **Menu** .
- 2 Select **Message Options**.



3 Select any of the following options:



#### Request Delivery/Read Receipt:

Indicates whether you want to receive confirmation that the message has been delivered or has been read.

**Validity Period:** Indicates how long the message remains available to be sent if the recipient's phone or email address is not available when you originally send the message. For example, if a message contains information that will not be useful to the recipient after an hour, you can set the validity for one hour.

**Message Priority (multimedia messages only):** Indicates the priority for this message.

4 Press **OK** .

## Receiving text and multimedia messages

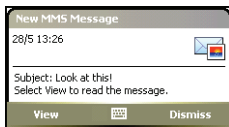
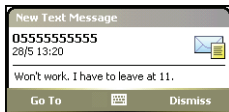
When your phone is on and you are in a wireless coverage area, you automatically receive new text messages. For multimedia messages, you can set your smartphone to automatically download new messages or to notify you that messages are ready to download. You can also set your smartphone to notify you when a new text or multimedia message arrives.

**DID YOU KNOW?** Message notifications include the message text unless you have turned on privacy mode (see [Customizing message settings](#)). If privacy mode is on, the notification states only the type of incoming message.

The new message notification may include any of the following options:

- **Go To:** Opens a text message so you can view its full contents.
- **View:** Opens a multimedia message and plays the included media.

- **Download:** Downloads the full content of a multimedia message.
- **Dismiss:** Closes the notification and puts the message into your Inbox.




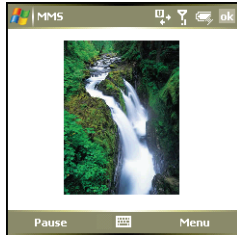
If you have multiple messages, the notification includes the number of messages and the type (text or multimedia).

### Viewing/playing a message

You can open a message from a notification or from the Inbox of the Messaging application. When you open a multimedia message, playback starts automatically.



- 1 Do one of the following to open the message:


- Press **Start**  and select **Messaging**. From the Inbox, select the message you want to view.
- From a notification, select **Go To** (for text messages) or **View** (for multimedia messages).





- 2 Do any of the following:


### Pause or resume playback (multimedia message only):


Select **Pause**  (left action key). To resume playback, select **Play**  (left action key).


**Save the item that is playing (multimedia message only):** Press **Menu**  (right action key) and select **Save**.


**See a summary of the message, including sender, date, and time:** Press **Menu**  (right action key) and select **Message Details**.


**Reply to the message:** Press **Menu**  (right action key) and select **Reply** or **Reply All**.

**NOTE** If the message is a single picture with no audio, select **Reply**  (left action key) to reply to the message.

**Forward the message:** Press **Menu**  (right action key) and select **Forward**.

**Call the sender:** Press **Menu**  (right action key) and select **Call Sender**.

**Add the sender's information to your Contacts list:** Press **Menu**  (right action key) and select **Add to Contacts**.

**Save the message as a template for other messages:** Press **Menu**  (right action key) and select **Save as Template**.

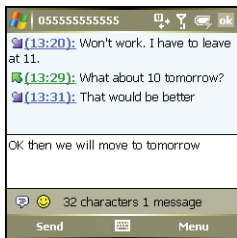
**DID YOU KNOW?** When viewing a message containing multiple slides, you can press **Right** on the 5-way to move to the next slide, or press **Left** on the 5-way to move to the previous slide.

**3** Press **OK** .

## Using Messaging to chat

When you exchange more than one message with a single contact, the messages you exchange with that person are grouped into a chat session. When you select a chat session from your message list, the upper part of the screen displays all messages you've exchanged with this contact, and the lower part provides a text entry area.



**1** Press **Start**  and select **Messaging**.



- 2 Do one of the following:

**Start a new chat:** Select a message and reply to it.

**Continue an existing chat:** Select a message with the **Chat**  icon.

- 3 Enter your message.
- 4 Press **Send**  (left action key).
- 5 In a received message, select  to open a media file, or click a link to download and open a new multimedia message.

**TIP** Only the last 50 messages in a chat session are displayed. Select **View older messages** near the top of the screen to see earlier messages.

## Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately. Your smartphone automatically opens the appropriate application from the link.

- 1 Open a message in the Inbox or another folder.
- 2 Select the phone number, email address, or URL (appears as underlined blue text).

## Message status icons

The status icons that appear next to each message in the Inbox, Outbox, and Sent folders indicate the following:



An unread text message.



An unread message with pictures or videos.



An unread message with sound.



A read text message.



A read message with pictures or videos.



A read message with sound.



A message that was delivered with delivery confirmation turned on (Sent folder only).



Multiple messages exchanged with a single recipient (chat).




An urgent message. This icon appears below the message size on the right side of the screen.


**TIP** Unread messages appear in bold. Messages you've read appear in plain text.

## Sorting your messages


You can sort the messages in any folder by date or by sender.

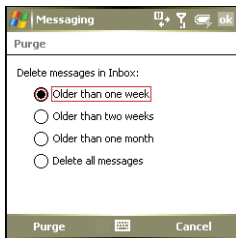
- 1 Go to the Inbox or other folder you want to sort.
- 2 Press **Menu**  (right action key) and select **Sort**.
- 3 Select **By Name** or **By Date**.

## Deleting a single message

- 1 Go to the Inbox or other folder containing the message you want to delete.
- 2 Highlight the message.
- 3 Press **Menu**  (right action key) and select **Delete**.
- 4 Select **Yes** to confirm the deletion.

## Deleting multiple messages



- 1 Go to the Inbox or other folder containing the messages you want to delete.
- 2 Press **Menu**  (right action key) and select **Purge**.
- 3 Select the age of messages to be deleted, or select to delete all messages.

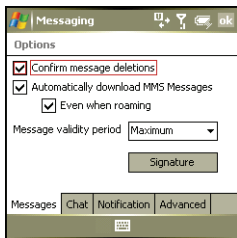


- 4 Select **Purge**  (left action key).

## Customizing the Messaging application

### Customizing message settings

- 1 Press **Start**  and select **Messaging**.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 On the Messages tab, set any of the following options:




**Confirm message deletions:** Indicates whether you want deletion confirmation messages to appear.

**Automatically download MMS messages:** Indicates whether you want to automatically receive multimedia messages. Check the **Even when roaming** box to download multimedia messages both on your home network and while roaming.

**NOTE** You might incur additional charges if you download multimedia messages while roaming.



**Message validity period:** Indicates how long messages remain available to be sent if the recipient's phone or email address is not available when you originally send the message. For example, if your messages generally contain information that will not be useful to recipients after an hour, you can set the validity for one hour.

**Signature:** Enables you to add a signature to outgoing messages. Select the button; then, on the Signature screen, check the **Use signatures with new messages** box, enter your signature text, and press **OK** .


- 4 Press **OK** .

**DID YOU KNOW?** Options you select for an individual message (see [Setting message options](#)) override the general preferences you set for messages.



### Customizing chat settings

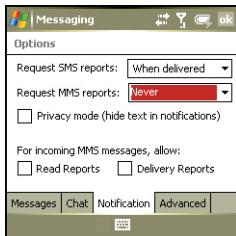
- 1 Press **Start**  and select **Messaging**.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 Select the **Chat** tab.



- 4 Select either of the following options:
  - Create chat from messages:** Indicates the conditions under which a chat session starts.
  - Show time stamps of each message:** Indicates whether you want chat session items to display a date and time indicator.
- 5 Press **OK** .

### Customizing notification settings

- 1 Press **Start**  and select **Messaging**.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 Select the **Notification** tab.



- 4 Select any of the following options:

**Request SMS/MMS receipts:**

Indicates whether you want to receive a confirmation when a message is delivered or (for multimedia messages only) when it is read.

**Privacy mode:** Indicates whether you want only the message type displayed on a notification for a single incoming message. If the box is unchecked, the notification displays the text of the message.

**Allow Read Reports/Delivery**



**Reports:** Indicates whether you want a confirmation sent to the sender when you read a multimedia message or a message is delivered.

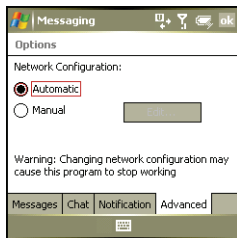
- 5 Press **OK** .

**Customizing network settings**

**IMPORTANT** Changing the network settings can cause the Messaging application to stop working correctly. We

recommend that you keep the default network settings.

- 1 Press **Start**  and select **Messaging**.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 Select the **Advanced** tab.



- 4 Select **Manual**, and then select **Edit**.
- 5 Edit the network settings you want to change.

**TIP** Select **Automatic** on the Advanced tab to restore the default settings.

- 6 Press **OK**  twice.





# Your connections to the web and wireless devices

---

You use the web for so many things: finding driving directions, getting news, buying gifts, checking web-based email. Now, with your network operator's network and the built-in web browser, you can take the web with you almost anywhere you go.

Your smartphone's built-in Bluetooth® wireless technology helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity. You can also use your smartphone to connect your computer to the Internet and to share contacts or your favorite photos with other people.

## Benefits

- Carry the web with you
- Store web pages for offline viewing
- Connect to Bluetooth headsets and car kits
- Connect your computer to the Internet through your smartphone

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## Browsing the web

Internet Explorer Mobile provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames.

Internet Explorer Mobile supports JavaScript, Secure Sockets Layer (SSL), and cookies, but does not support plug-ins (Flash, Shockwave, and so on) or Java applets.

**DID YOU KNOW?** The security certificates and 128-bit SSL strong encryption enables you to browse secure sites, such as online shopping, banking, and email. Remember, some secure sites also require a specific browser and may not work with Internet Explorer Mobile. Ask the organization for an alternate access point that is compatible with Internet Explorer Mobile.

**BEFORE YOU BEGIN** Do the following:

- Be sure to subscribe to data services from your network operator. This is necessary for browsing the web.

- Make sure your phone is on (see [Turning your smartphone on/off](#)).


### Viewing a web page

By default, Internet Explorer Mobile scales web page content to fit your smartphone screen so that you can view most of the information without scrolling left or right.


**DID YOU KNOW?** You can also start a web search from your Today screen by selecting the Web search field, entering the item you want to find, and then pressing Center on the 5-way.



- 1 Press **Start**  and select **Internet Explorer**.

- 2 Highlight the address line, enter the address of the web page you want to view, and then press **Center** . To return to a recently viewed page, select the address line list, and then select the web address.


**DID YOU KNOW?** If you browse to a secure web page, the Lock icon in the address line appears closed instead of open.

- 3 Press **Menu** , select **View**, and then select one of the following:













**One Column:** Arranges web pages into one column that is as wide as the screen, so that you don't have to scroll horizontally.

**Default:** Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without scrolling horizontally.











**Desktop:** Keeps the same layout and size as on a desktop computer, which requires both horizontal and vertical scrolling.

**Full Screen:** Hides the status and navigation areas and fills the entire screen with the web page. To exit full screen mode, press  (right action key), or tap and hold anywhere on the screen and uncheck **Full Screen**.

**Show Pictures:** Shows or hides pictures on web pages. Hiding pictures speeds up the time it takes to load pages.

- 4 Here are some tips on viewing web pages and moving around in them:
  - To view the previous page, press **Back**  (left action key) or **Backspace** .
  - To refresh the page with the latest content from the Internet, press **Menu**  (right action key) and select **Refresh**.
  - To scroll through the page in One Column View or Default View, press **Up**  or **Down** . In Desktop View, press **Up** , **Down** , **Left** , or **Right**  to scroll in all directions.
  - To follow a link to another web page, press **Up**  or **Down**  to highlight the link, and then press **Center**  to

go to the selected page. You can also tap the link on the screen with your stylus.

- To send email from a web page, select the address link. You need to configure an email application on your smartphone before you can use this feature. See [Your email](#).
  - To adjust the size of the text on web pages, press **Menu**  (right action key), select **Zoom**, and then select the size you want.
  - To view a web page's properties, press **Menu**  (right action key) and select **Tools > Properties**.
  - To view each item in a list, select the list and scroll using **Up**  or **Down** .
  - In a list, press **Left**  or **Right**  to cycle between items, and press **Center**  to accept the change.
  - In a form, such as a browser search field, press **Center**  to interact with the form, and then press **Center**  to stop interacting with the form.
- 5 Press **OK**  to close Internet Explorer Mobile.

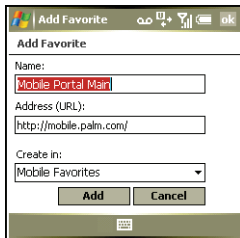
**TIP** To send a link, press **Menu** and select **Tools > Send Link via E-mail**. Select the Messaging account you want to use to send the link.





## Creating a favorite

Favorites let you bookmark a web page so that you can instantly access it without entering the web address.

**BEFORE YOU BEGIN** Create the folders where you want to store your favorites first. Once you create a favorite, you can't move it to another folder.



- 1 Go to the page you want to mark as a favorite.



- 2 Press **Menu**  (right action key) and select **Add to Favorites**.
- 3 (Optional) Select **Name** and enter a different description.
- 4 (Optional) Select the folder where you want to create the favorite.
- 5 Select **Add**.
- 1 Press **Start**  and select Internet Explorer.
- 2 Press **Menu**  (right action key) and select Favorites.
- 3 Select the **Add/Delete** tab.
- 4 Select **New Folder**.
- 5 Enter a name for this folder, and then select **Add**.
- 6 Press **OK** .

**TIP** To delete a favorite or folder, press **Menu** and select **Favorites**. Select the **Add/Delete** tab, highlight the item you want to delete, and then select **Delete**. Select **Yes** to confirm deletion, and then press **OK**.

### Viewing a favorite

- 1 Press **Start**  and select Internet Explorer.
- 2 Press **Favorites**  (left action key).
- 3 Select the page you want to view in the list.




### Organizing your favorites


You can create folders to organize your favorites. For example, you can store travel links in one folder, stock links in another, and business links in a third folder.

### Downloading files and images from a web page

**DID YOU KNOW?** You can select the Downloads favorite to access the network operator downloads page.

You can download files that are usable on your smartphone, such as new applications, MIDI ringtones, or pictures that are specifically tagged for download.

- 1 Go to the page that contains the link to the file you want to download.
- 2 Press **Left**  or **Right**  to highlight the link to the file.
- 3 Press and hold **Center** , and then select **Save As** to download a file, or



- tap and hold, and then select **Save Image** to download an image.
- 4 Select **Name** and enter a new name for the file.
  - 5 Select the **Folder** list, and then select the folder where you want to save the file.
  - 6 Select the **Location** list, and then select where you want to store the file: **Main memory** or **Storage card**.
  - 7 Press **OK** .

**DID YOU KNOW?** You can access specially formatted streaming content by pressing **Menu** (right action key), selecting **Favorites**, and then selecting **WindowsMedia.com**.

## Copying text from a web page

**TIP** You can copy the text from the entire web page. Tap and hold on the page, and tap **Select All Text**. Tap and hold on the page again, and tap **Copy**.


You can copy text from a web page and paste it in other applications.

- 1 Use the stylus to highlight the text you want to copy.
- 2 Press **Menu**  (right action key) and select **Edit > Copy**.
- 3 Go to the application in which you want to paste, and then position the cursor where you want to paste the text.
- 4 Press **Menu**  (right action key) and select **Edit > Paste**.

**TIP** If Internet Explorer Mobile does not recognize a smartphone number as dialable, you can copy the phone number (as text) and paste it into the Phone Dial Pad.

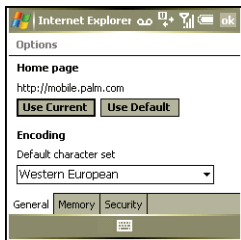
## Returning to recently viewed pages

The History list stores the addresses of the pages you visited recently.

- 1 Press **Menu**  (right action key) and select **History**.
- 2 (Optional) Select the **Show** list in the upper-left, and then select how you want to sort the History list.
- 3 Select the web page you want to view.

## Customizing your Internet Explorer Mobile settings

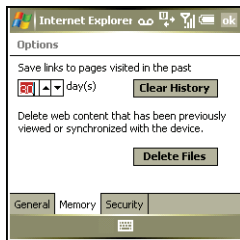
- 1 Press **Menu** (right action key) and select **Tools > Options**.
- 2 On the General tab, set any of the following options:



**Home Page:** Sets the page that appears when you open Internet Explorer Mobile. To use the page you were on when you opened the menu, select **Use Current**. To select the original home page, select **Use Default**.

**Encoding:** Sets the character set for the web pages you view.

- 3 Select the **Memory** tab and set any of the following options:



**Save links to pages visited in the past:** Sets how many days of activity the History list stores.

**Clear History:** Empties the History list.

**Delete Files:** Removes web files that you synchronized with your computer.

- 4 Select the **Security** tab and set any of the following options:

**Allow cookies:** Sets whether your smartphone accepts cookies (small files containing info about your identity and preferences). The page sends the file and stores it on your smartphone.



## Connecting to devices with Bluetooth® wireless technology



**Clear Cookies:** Deletes any cookies stored on your smartphone.

**Warn when changing to a page that is not secure:** Sets whether a message appears when you switch from a secure page to one that is not secure.

**Warn when page content is blocked due to security settings:** Sets whether a message appears when you attempt to open a page that does not meet your smartphone's security standards.

- 5 Press **OK** .


With your smartphone's built-in Bluetooth® wireless technology, you can connect to a number of Bluetooth devices such as a headset or hands-free car kit, as well as to other phones, handhelds, or piconets. When you connect to another device, you create a partnership (also referred to by terms such as *trusted pair*, *trusted device*, or *pairing*) with that device. If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly or use your phone as a wireless modem.

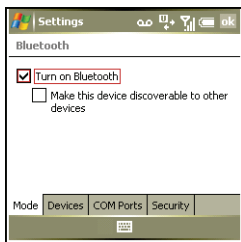
You can create a list of Bluetooth devices that you trust to communicate with your smartphone. When communicating with trusted devices, your smartphone skips the discovery process and creates a secure link as long as the device is within range. Bluetooth range is up to 10 meters (30

feet) in ideal conditions. Performance and range are affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

When you configure a headset (see [Connecting to a Bluetooth® hands-free device](#)), the headset is automatically added to your trusted device list. Follow the steps in this section to add other devices to your trusted device list, such as your computer.

### Entering basic Bluetooth settings

- 1 Go to your Today screen, and then tap **Bluetooth** .



- 2 Check the **Turn on Bluetooth** box to turn on your smartphone's Bluetooth feature.

- 3 Check or uncheck the **Make the device discoverable to other devices** box.
- 4 When this box is checked, this enables Bluetooth devices that are not on your Trusted Device list to request a connection with your device. Your device remains accessible to other devices until you uncheck the box.

**DID YOU KNOW?** The Bluetooth icon on your Today screen indicates the status of your smartphone's Bluetooth feature:

Gray = Bluetooth off.

Blue = Bluetooth on.

White = Connected to a Bluetooth device.


Headset = Call in progress with a Bluetooth headset or car kit.

### Requesting a connection with another Bluetooth device

**BEFORE YOU BEGIN** To prepare your smartphone to be able to accept a connection from a requesting device, enter the basic Bluetooth settings as described in [Entering basic Bluetooth settings](#).

**KEY TERM Partnership** Two devices—for example, your smartphone and a hands-free device—that can connect because each device finds the same passkey on the other device. Once you form a partnership with a device, you don't need to enter a passkey to connect with that device again. Partnership is also known as paired relationship, pairing, trusted device, and trusted pair.






**IMPORTANT** Some devices have a predefined passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your smartphone and the other device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your smartphone. The longer the passkey, the more difficult it is for the passkey to be deciphered.

1 Go to your Today screen, and then tap Bluetooth .

- 2 Check the **Turn on Bluetooth** box to turn on your smartphone's Bluetooth feature.
- 3 Select the **Devices** tab, and then select **New Partnership**.



- 4 Wait for your smartphone to search for devices and to display the device list.

- 5 Select the device you want to connect with, and then press **Next**  (right action key).
- 6 Enter an alphanumeric passkey between 1 and 16 characters long, and then press **Next**  (right action key).
- 7 If the passkey is not built-in, enter the same passkey on the smartphone and the other Bluetooth device, and then press **Finish**  (right action key)
- 8 If you're connecting to a headset or hands-free car kit, check the **Hands Free** box, and then press **Finish**  (right action key).
- 9 Press **OK** .


You can now communicate with this device whenever it is within range and your smartphone's Bluetooth feature is turned on. The range varies greatly depending on environmental factors; maximum is about 10 meters or 30 feet.

**TIP** To delete the established partnership with a device, go to the Bluetooth Settings screen and select **Devices**. Highlight the connection you want to remove, press and hold **Center** on the 5-way, and then select **Delete**. The deleted device can no longer automatically connect with your smartphone.

### Accepting a connection from another Bluetooth device

**TIP** Check your battery level before establishing a Bluetooth connection. If the battery level is low, you can't make a Bluetooth connection.

**BEFORE YOU BEGIN** To prepare your smartphone to be able to accept a connection from a requesting device, enter the basic Bluetooth settings as described in [Entering basic Bluetooth settings](#).

- 1 Go to your Today screen, and then tap **Bluetooth** .
- 2 Check the **Turn on Bluetooth** box to turn on your smartphone's Bluetooth feature.

- 3** If you have already set up a partnership with the transmitting device, your smartphone is ready to receive the info.

If you haven't set up a connection, check the **Make this device discoverable to other devices** box to let the device find your smartphone and request a connection. Enter the same passkey on your smartphone and on the Bluetooth device.

- 4** When your smartphone is receiving info, a notification tells you that a transmission is in progress. To stop the transmission, press **Cancel** (left action key); to close the notification, press **Dismiss** (right action key).

## Using your device as a wireless modem

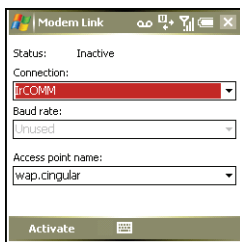
Dial-up networking (DUN) is the feature that converts your smartphone into a modem so that you can access the Internet from your computer.

You can set up DUN in one of two ways:

- You can use ModemLink (USB).
- If your computer is enabled with Bluetooth wireless technology, you can set up your device as a wireless modem using the built-in Bluetooth technology.

### Setting up Modem Link for a USB connection

- 1** Press **Start** and select **Programs**.



- 2** Select **Modem Link**.
- 3** Select the **Connection** list and select **USB**.
- 4** Press **Activate** (left action key) and follow the wizard to set up Modem Link.

## Creating a DUN connection using Bluetooth technology

To configure DUN using Bluetooth technology, complete the following procedures:

- Create a partnership between your device and your computer as described in [Requesting a connection with another Bluetooth device](#).
- [Setting up your computer for a Bluetooth DUN connection](#)
- [Accessing the Internet using a Bluetooth DUN connection](#)

## Setting up your computer for a Bluetooth DUN connection

Dial-up networking must be enabled or installed on your computer. Follow the instructions from the manufacturer of your Bluetooth adapter to enable DUN. Your wireless service provider may provide customized software programs that walk you through the DUN setup process. Check with your wireless service provider to see if such a program is available.

## Accessing the Internet using a Bluetooth DUN connection

The steps for accessing the Internet on your computer may vary depending on your operating system and how Bluetooth wireless technology is set up on your computer—for example, if it is built in versus if you are using a wireless Bluetooth adapter. If the following procedure does not work with your computer, check your computer's documentation for how to set up Bluetooth technology to access the Internet using a DUN connection.

**BEFORE YOU BEGIN** You may need to use a virtual private network (VPN) to access corporate email. Check with your system administrator for more information.

- 1 Open the Bluetooth screen on your computer and look for the option for paired devices. Check your computer's documentation for how to open this screen and for the name of the paired devices option.
- 2 Double-click the icon or option representing your smartphone. Your computer connects to your smartphone

- and shows that DUN services are available.
- 3 Double-click the **DUN** icon.
  - 4 Enter the following in the **Dial** field: **\*99#** or **\*99\*\*\*1#**. You do not need to enter anything in the User Name or Password field.
  - 5 Click **Dial**. Once the connection is successfully established, you can browse the Internet on your computer or download your email.
  - 6 You may be asked if you want to remember this dial text for this connection. We recommend that you choose to remember the dial text to

avoid errors and the inconvenience of entering it for every session.

- 7 To verify that you are connected, look for a network connection icon in the taskbar at the bottom of your computer screen. To check the status of the connection, right-click the **Bluetooth network** icon.

### Terminating a DUN Internet session

To terminate the DUN connection, right-click the icon or option representing your smartphone on your computer, and then click **Disconnect**.







# Your photos, videos, and music

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Do you have a wallet bulging with photos of friends, family, pets, and your most recent vacation?

Are you tired of carrying both your MP3 player and your phone?

Your smartphone solves both problems. You can keep your favorite photos right on your smartphone—videos, too. And there's no need to carry an expensive MP3 player; you can play music on your smartphone. Simply transfer songs onto your smartphone or an expansion card and then listen through your stereo headphones.

## Benefits

- Never be far from your favorite people, places, and songs
- No separate photo viewer, MP3, CD, or mini-disc player required
- Arrange your photos, videos, and songs

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## Camera

Your Palm® Treo™ 750v smartphone comes with an easy-to-use, built-in, 1.3-megapixel camera with 2x digital zoom. You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your smartphone, use your pictures as your Today screen background, and as caller ID images, or use your videos to create video ringtones.



You can receive and view pictures and videos, and send pictures and videos as attachments or multimedia messages; see [Pictures & Videos](#). You can also personalize your smartphone by using a picture as a background or by adding a picture to a contact; see [Adding a contact](#) for details. You can also move pictures and videos to a computer by synchronizing your smartphone with your computer.

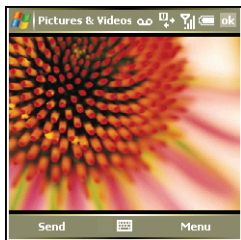
### Taking a picture

By default, pictures are stored in the My Pictures folder on your smartphone. If you want to store your pictures on an

expansion card, see [Customizing your Camera settings](#) to change where pictures are stored. For information on accessing your pictures on your computer, see [Viewing pictures and videos on your computer](#).

Pictures are captured and stored in 16-bit color, JPG format. Resolution settings range from 1280 x 1024 to 160 x 120 pixels; 1.3-megapixels to QQVGA (160 x 120 pixels). You can change the default setting. See [Customizing your Camera settings](#) for details.

- 1 Press **Start**  and select the **Camera**  icon.




- 2 Adjust the position of your smartphone until you see the subject you want to photograph on the screen. Your




smartphone has a self-portrait mirror next to the camera lens on the back of your smartphone. Use the mirror when you're taking a picture and you want to be in the picture too.


- 3 (Optional) Adjust any of the following:

**Zoom:** Press **Up** ▲, to zoom in or **Down** ▼ to zoom out.

**Brightness:** Press **Right** ► to increase the brightness or **Left** ◀ to decrease the brightness.

**Resolution:** Press **Menu**  (right action key) and select **Resolution** to change the image quality.





- 4 (Optional) Set a five-second timer: Press **Menu**  (right action key), select **Mode**, and then select **Timer**.
- 5 Press **Center**  to capture the picture or start the timer.
- 6 Hold your smartphone still until the picture renders, and then do one of the following:
- Press **Camera**  (left action key) to take another picture.

- Press **OK**  to return to Thumbnails View.

**DID YOU KNOW?** After three minutes of inactivity when previewing an image, the camera goes into standby mode. Press any key or tap the screen to return to the image preview. If the camera goes to standby while the recording is paused, the recording is stopped and the video clip is saved.

### Taking pictures in burst mode

Burst mode takes five pictures in quick succession, with one button press.




- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Press **Camera**  (left action key).
- 3 Press **Menu**  (right action key) and select **Mode > Burst**.
- 4 Press **Center** .



### Recording a video


Videos can be any length, provided you have enough storage space available. By default, videos are stored in the My Pictures folder on your smartphone. If you want to store your videos on an expansion







card, see [Customizing your Camera settings](#) to change where videos are stored. For information on accessing your videos on your computer, see [Viewing pictures and videos on your computer](#).

**TIP** If you see a camcorder icon below the preview image, video mode is on. To turn on the still camera, press **Menu** and select **Still Mode**.

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Select **Camera** .
- 3 Press **Menu**  (right action key) and select **Video Mode**.
- 4 Adjust the position of your smartphone until you see the subject you want to record on the screen. Your smartphone has a self-portrait mirror next to the camera lens on the back of your smartphone. Use the mirror when you're taking a picture video and you want to be in the picture too.

- 5 (Optional) Adjust any of the following:
  - Brightness:** Press **Right**  to increase the brightness or **Left**  to decrease the brightness.

**Resolution:** Press **Menu**  and select **Quality** to change the video resolution.

- 6 Press **Center**  to start recording.
- 7 When you're finished recording, press **Stop**  (left action key) or **Center**  to stop recording.
- 8 (Optional) To review the video in Windows Media Player Mobile, press **Thumbnails**  (left action key), highlight the video, and then press **Center** . Press **OK**  to return to Thumbnail View.

**TIP** If you don't like a video you recorded, delete it. See [Deleting a picture or video](#) for details.

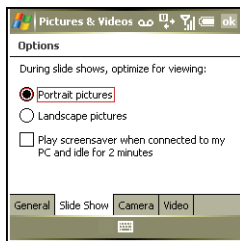
### Customizing your Camera settings

- 1 Press **Start**  and select **Pictures & Videos**.

- 2 Press **Menu** (right action key) and select **Options**.



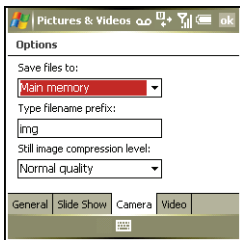
- 3 On the General tab, set any of the following options:
- Use this picture size:** Sets the size of pictures you send with the Messaging application.
- When rotating a picture, rotate 90 degrees:** Sets the direction in which pictures rotate.
- 4 Select the **Slide Show** tab and set any of the following options:
- During slide shows, optimize for viewing:** Sets whether pictures are optimized for portrait or landscape format during slide shows.



**Play screensaver when connected to my PC and idle for 2 minutes:**

Sets whether the pictures in your My Pictures folder are used as a screensaver when your smartphone is connected to your computer and ActiveSync® desktop software is not running.

- 5 Select the **Camera** tab and set any of the following options:



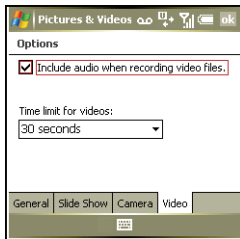
**Save files to:** Specifies whether pictures and videos are stored on your smartphone or on an expansion card.

**Type filename prefix:** Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.

**Still image compression level:** Sets the default size for newly captured pictures.

**DID YOU KNOW?** Videos are captured and stored in 3GP format. Video resolution settings range from 352 x 288 to 176 x 144 pixels.

- 6 Select the **Video** tab and set any of the following options:



**Include audio when recording video files:** Turns the microphone on and off so that you can record videos with or without sound.

**Time limit for videos:** Limits the length of videos you record. You can also select the No limit option.



- 7 Press **OK**  to return to the Thumbnail View.

## Pictures & Videos

### Viewing a picture

In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the Internet. Your smartphone supports the following picture formats:

- JPG
- PNG
- BMP
- GIF



- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Select the picture you want to view.
- 3 Press **OK**  to return to Thumbnail View.

### Viewing a video

In addition to viewing the videos you capture with the built-in camera, you can view videos captured on many popular digital cameras streamed from websites.



Your smartphone supports and streams the following types of video files:

- MPEG-4
- 3GPP2
- 3GPP
- WMV, WMA, ASF
- RTSP
- SDP Streaming








- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Select the video you want to view. For more info on viewing videos, see [Playing media files on your smartphone](#).
- 3 Press **OK**  to return to Thumbnail View.

**TIP** To view pictures or videos in a different folder, select the **Show** list in the upper-left, and then select the album you want to view.

### Viewing a slide show

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Press **Menu**  (right action key) and select **Play Slide Show**. The slide show plays automatically.





- 3 Press **Center**  to display the slide show toolbar, which you can use to **Rotate** , **Play** , **Pause** , **Reverse** , **Forward** , and **Stop**  the slide show.

### Sending a picture or video



You can send a picture or video to other picture-enabled mobile smartphones or to an email address as an attachment.

You cannot send copyrighted pictures or videos that appear with a Lock icon in Thumbnail View.

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the picture or video you want to send.
- 3 Press **Menu**  (right action key) and select **Send**.
- 4 Select the email or MMS account you want to use to send the picture or video.
- 5 When the Messaging application opens, address and send the message. (See [Creating and sending a multimedia message](#) for details.)



### Creating a video ringtone



You can save a video that you record as a ringtone.

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the video you want to use as a ringtone.
- 3 Press **Menu**  (right action key) and select **Save to Contact Ring Tone**.
- 4 Select the contact to whom you want to assign the ringtone.


### Organizing pictures and videos

You can move or copy pictures and videos to other folders or between your smartphone and an expansion card.


- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the picture or video you want to move or copy.
- 3 Do one of the following:
  - To move the picture or video to another location, press **Menu**  (right action key) and select **Edit > Cut**.



- To keep the picture or video in two locations, press **Menu**  (right action key) and select **Edit > Copy**.
- 4 Select the **Show** list in the upper-left, and select the location where you want to place the picture or video you selected in step 3.
  - 5 Press **Menu**  (right action key) and select **Edit > Paste**.

You can also view a specific folder or expansion card and arrange the pictures and videos by name, date, or size.

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Select the **Show** list in the upper-left, and then select the folder you want to view.
- 3 Select the **Sort By** list in the upper-right, and then select the sort method: **Name**, **Date**, or **Size**.




### Using a picture as the Today screen background

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the picture you want to use.


- 3 Press **Menu**  (right action key) and select **Set as Today Background**.
- 4 Select the **Transparency level** list and select the appropriate level. Use a higher percentage for a more transparent picture and a lower percentage for a more opaque picture.
- 5 Press **OK**  to return to Thumbnail View.

### Editing a picture



For more extensive edits, just download your picture or video to your computer and edit it in your favorite graphics program. Then sync the picture or video back on your smartphone.

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the picture you want to edit.
- 3 Press **Menu**  (right action key) and select **Edit**.
- 4 Do any of the following:
  - To rotate a picture 90 degrees counterclockwise, select **Rotate**.
  - To crop a picture, press **Menu**  (right action key) and select **Crop**. Tap

and drag the stylus to highlight the area to crop. Tap outside the box to stop cropping.

- To adjust the brightness and contrast levels of a picture, press **Menu**  (right action key) and select **AutoCorrect**.
- To undo an edit, press **Menu** and select **Undo**.
- To cancel all unsaved edits you made to the picture, select **Revert to Saved**.

### Deleting a picture or video

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Highlight the picture or video you want to delete.
- 3 Press **Menu**  (right action key) and select **Delete**.
- 4 Select **Yes**.

### Viewing pictures and videos on your computer

**BEFORE YOU BEGIN** You must install ActiveSync® desktop software from the Windows Getting Started Disc (see

[Installing the desktop synchronization software](#)) and select the option to synchronize media (see [Changing which applications sync](#)).

When you synchronize your smartphone, your pictures and videos are copied to your desktop computer. You can view the pictures and videos, and you can also send them to friends using your desktop email application.

To find all synchronized pictures and videos, look in C:\Documents and Settings\<<Username>\My Documents\Treo My Documents.

**DID YOU KNOW?** You can also download animated GIF files and view them in Internet Explorer Mobile.

**IMPORTANT** You must have QuickTime Player version 6.5 or later installed on your computer to play videos recorded by your computer to play videos recorded by your smartphone. You can download the videos from an expansion card or you can click the video thumbnail after synchronizing the files.

## Windows Media Player Mobile

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Windows Media Player Mobile can play music, audio, and video files that are stored on your smartphone or on an expansion card (sold separately) in any of the following file formats:

- WMA
- WMV
- MP3
- 3GP

You can listen to these music, audio, and video files through the speaker on the back of your smartphone or through stereo headphones.

**TIP** For tips on using the desktop version of Windows Media Player, go to the Help menu in Windows Media Player on your computer.

### Transferring media files to your smartphone

Use the Sync feature in the desktop version of Windows Media Player 10 to transfer digital music, audio, video, and playlist files from your computer to an expansion card or your smartphone. Using Sync ensures that the files are transferred correctly.



**BEFORE YOU BEGIN** Do the following:

- Be sure you have Windows Media Player 10 or later installed on your computer. Windows Media Player 10 must be installed on your computer before you install the ActiveSync desktop software. See [My video and music files won't sync](#).
  - To sync media files with your computer, set the Media sync option on your smartphone. See [Setting synchronization options](#).
- 1 On your computer, open Windows Media Player 10.
  - 2 (Optional) Insert a 32MB or larger expansion card into your smartphone.

- 3 Connect your smartphone to your computer with the USB sync cable.
- 4 When the Device Setup Wizard opens on your computer, click **Automatic**.
- 5 Check the **Customize the playlists that will be synchronized** box.
- 6 Select the playlists you want to sync.
- 7 Click **Finish** to begin the transfer. The next time you connect your smartphone to your computer while the desktop version of Windows Media Player 10 is running, synchronization starts automatically. Be patient; transferring media files to an expansion card can take several minutes.



**DID YOU KNOW?** If you close the Windows Media Player Mobile window, your music continues to play in the background.

### Playing media files on your smartphone

- 1 Press **Start**  and select **Windows Media**.
- 2 Press **Menu**  (right action key) and select **Library**.

- 3 Select the **Library** list in the upper-left, and then select the library you want to use. If you can't find a media file on your expansion card, update the library (see [Working with libraries](#)).

**TIP** To play a file that is not in a library, go to the Library screen, press **Menu**, and select **Open File**.

- 4 Select the item you want to play (such as a song, album, or artist name).
- 5 Press **Play**  (left action key). See the next page for playback controls.
- 6 Press **Menu**  (right action key) and select any of the following during playback:

**Library:** Displays the Library screen so you can select a different song to play.

**Shuffle/Repeat > Shuffle:** Plays the Now Playing playlist in random order. A check appears next to this command when it is on.


**TIP** To repeat the current song, press **Menu** and select **Repeat Song**.

**Shuffle/Repeat > Repeat:** Plays the Now Playing playlist repeatedly. A check appears next to this command when it is on.

**Stop:** Ends playback.


Use any of the following onscreen controls during playback:

▶ or **Center**  plays the current file.

|| or **Center**  pauses the current file.

⏮ or **Left** ◀ skips to the beginning of the current file or to the previous file.

▶ or **Right** ▶ skips to the next file.


 sets the point from which playback begins. Tap and drag the slider to change the current position.

⊕ or **Volume button** increases the volume level.

⊖ or **Volume button** decreases the volume level.

🔊 turns the sound on or off.

 displays a video using the full screen.

 displays a website where you can find music and videos to play.




★ indicates the rating of the current file. Select the star to change the rating.

**DID YOU KNOW?** You can play streaming files from the web. To play a MMS (Microsoft Media Streaming) file, press **Menu** on the Library screen, and then select **Open URL**. Select **URL** and enter the website address, or select **History** and select a site you've visited before. To play a RTSP or SDP streaming file, using the Streaming Media application. Press **Start**, select **Programs**, and then select **Streaming Media**. Select **Connect** and add the URL.

## Working with libraries

A library represents each of the storage locations available to Windows Media Player Mobile, so you should have two libraries: My Device and My Storage Card. Each library contains links to the media files in that location. Windows Media Player Mobile usually updates the My Device library automatically, but you must manually update the My Storage Card library.

**TIP** If you don't see a media file that you added, manually update the library.

- 1 Press **Start**  and select **Windows Media**.
- 2 Press **Menu**  (right action key) and select **Library**.
- 3 Press **Menu**  (right action key) and select **Update Library**.
- 4 Wait for the files to be added, and then select **Done**.

**TIP** To delete an item from a library: Highlight the item and then press and hold *Center* on the 5-way to open the shortcut menu. Then select **Delete** from Library. Select **Yes** to confirm the deletion.

## Working with playlists



A playlist is a list of media files that play in a specific order. You can use playlists to group audio files together or video files together for convenient playback. For example, in the desktop Player, you can create a playlist of upbeat songs for when you exercise and a playlist of soothing

songs for a long flight. When you synchronize, your favorite playlists are automatically copied to your smartphone. Your playlists appear in your libraries (in the My Playlists category).






A temporary playlist, called Now Playing, appears on the Now Playing menu. It lists the currently playing file, as well as any files that are queued up to play next. You can add to, modify, or clear the files on the Now Playing playlist.

- 1 Go to the Now Playing screen:
  - If you are on the Library screen, select the **Now Playing** category.
  - If you are on the Playback screen, select **Now Playing**.
- 2 Do any of the following:



- To move a file up or down one slot, highlight the file, and then select **Move Up**  or **Move Down** .



**TIP** You can also move a file in the Now Playing playlist by tapping and dragging it to a new position.

- To add a file, select **Add** , press **Menu**  (right action key), and then select **Queue Up**.
- To delete a file from the playlist, highlight the file, and then select **Remove** .
- To view more info about a file, highlight the file and select **Properties** .
- To remove all items from the Now Playing playlist, press **Menu**  (right action key) and select **Clear Now Playing**.

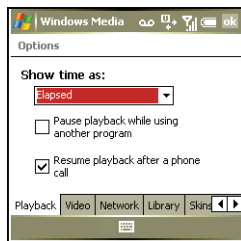
**DID YOU KNOW?** If you move files between your smartphone and an expansion card, be sure to update your libraries, or you won't be able to see the files in their new location.

## Customizing Windows Media Player Mobile

**DID YOU KNOW?** You can also customize your smartphone so that pressing and holding the Side button on the side of your smartphone opens Windows Media Player Mobile. See [Reassigning buttons](#) for details.

- 1 If necessary, go to the Playback screen by pressing **OK**  to close the current screen.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 On the **Playback** tab, set any of the following options:

**Show time as:** Sets whether the time remaining or time elapsed appears in the Playback screen.





**Pause playback while using another program:**

Sets whether playback continues if you switch to another application.

**Resume playback after a phone call:**

Sets whether playback continues after you finish a phone call.

- 4 Select the **Video** tab and set any of the following options:

**Play video in full screen:** Sets whether videos automatically play in full screen format.

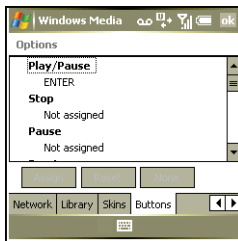
**Scale to fit window:** Sets whether videos are automatically scaled to fit the Playback screen.

- 5 Select the **Network** tab and set the following options:

**Protocol:** Enables and disables the available protocols. You must select at least one protocol. You can also set a UDP Port.

**Internet Connection Speed:** Specifies the speed of your network connection, and specifies whether you want the device to detect connection speed.

- 6 Select the **Library** tab and set whether you want to see the Library or Playback screen when you open Windows Media Player Mobile.
- 7 Select the **Skins** tab and select **Previous** or **Next** to set the player's background.
- 8 Select the **Buttons** tab to change any of the available button settings:



- To assign a button, highlight the item you want to set, select **Assign**, and then press the button you want to use for that item.
  - To restore an item's factory setting, highlight the item and select **Reset**.
  - To unassign an item, highlight the item and select **None**.
- 9 Press **OK** (OK).





# Your personal information organizer

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Say good-bye to paper calendars and throw away those scribbled to-do lists. Your smartphone is all you need to organize your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All your personal information is backed up each time you synchronize, and your information is kept private when you use your smartphone's security features. Also, you can easily share info with others electronically.

## Benefits

- Track current, future, and past appointments
- Set reminders for appointments, birthdays, important tasks, and more
- Make to-do lists that get done

## In this chapter

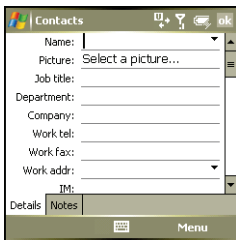
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# Contacts

## Adding a contact

- 1 Press **Start**  and select **Contacts**.




**TIP** Take some time to scroll down through all the fields in a new contact. There are fields for multiple addresses, phone numbers, email addresses, and much more.

- 2 Press **New**  (left action key).
- 3 Use the 5-way navigator to move between fields as you enter information.

**TIP** Be sure to enter mobile numbers and email addresses in the correct fields so that Inbox and Messaging can find this info when you address a message and Calendar can find your contacts when you want to invite them to meetings.


Here are some helpful tips for entering info:

- To enter complete name or address (work, home, or other) information, tap the arrow on the right side of the line and enter the information in the box that appears. When finished, tap outside the box to accept the information and close the box.
  - To add a caller ID picture that displays when that person calls, select **Picture**, and then select **Camera** and take a picture, or select an existing picture from Thumbnails view.
  - To assign the entry to one or more categories, select **Categories** and then check the categories under which you want this entry to appear.
- 4 To add a note to an entry, select the **Notes** tab.

- 5 To assign a ringtone to the entry, select **Ring tone** and select a tone.
- 6 After you enter all the information, press **OK** .



### Viewing or changing contact information

The contacts list displays contacts stored on your smartphone, followed by contacts stored on your SIM card.


- 1 In the Contacts list (viewed by name), begin entering one of the following for the contact you want to view or edit:
  - First name
  - Last name
  - First initial and last initial separated by a space
  - Phone number (be sure to press **Option**  twice to turn on Option Lock before entering a phone number)

**DID YOU KNOW?** You can find a contact by company name. Press **Menu** (right action key) and select **View By > Company**. Select a company name to see the contacts who work there.



**TIP** To view a particular group of contacts, press **Menu** (right action key), select **Filter**, and then select the category you want to view. To view contacts on the SIM card only, press **Menu** (right action key) and select **SIM Manager**.

- 2 Select the entry you want to open.
- 3 Press **Menu**  (right action key) and select **Edit**.
- 4 Make changes to the entry as necessary.
- 5 Press **OK** .

### Deleting a contact

- 1 In the Contacts list, highlight the contact you want to delete.
- 2 Press **Menu**  (right action key) and select **Delete Contact**.
- 3 Select **Yes**.



## Customizing Contacts

- 1 Go to the Contacts list.
- 2 Press **Menu**  (right action key) and select **Options**.
- 3 **Set any of the following options:**
  - Show alphabetical index:** Displays the alphabet at the top of the Contacts list. You can use this index to find a contact.
  - Show contact names only:** Enables you to fit more names on the Contacts list by hiding everything but the contact's name.
  - Area code:** Specifies the default area code for new contact entries.
- 4 Press **OK** .

## Finding a contact in an online address book

In addition to having contacts on your device, you can also access contact information from your organization's online address book or Global Address List (GAL).



## BEFORE YOU BEGIN Do the following:

- Make sure you are accessing an Exchange Server 2003 upgraded to Service Pack 2.
  - Add access to the online address book to your smartphone. See [Adding an online address book](#).
  - After adding the online address book, you must synchronize with the Exchange Server in order for the Find Online option to appear.
- 1 Press **Start**  and select **Contacts**.
  - 2 Press **Menu**  (right action key) and select **Find Online**.

## Calendar

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### Displaying your calendar

- 1 Press **Start**  and select **Calendar**.
- 2 Press **Menu**  (right action key) and select **View**.

- 3 Select one of the following views:
- Agenda:** Shows your daily schedule in list format. Upcoming appointments are bold; past appointments are dimmed.

**Day:** Shows your daily schedule in day-planner format.

**Week:** Shows your schedule for an entire week.

**Month:** Shows your schedule for a whole month.

■ A morning appointment

▲ An afternoon appointment

■ Both morning and evening appointments

□ An all-day event

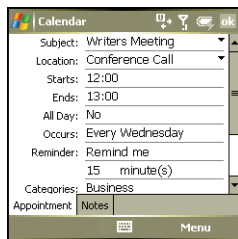
**Year:** Shows a calendar for a six-month period.



**TIP** Don't confuse the view name displayed above the left action key with the current view. The left action key displays the name of the next view you see when you press the key.

- 4 Use the 5-way to move to another day, week, month, or year (based on the current view).

## Creating an appointment

- 1 Press **Start**  and select **Calendar**.



- 2 Press **Menu**  (right action key) and select **New Appointment**.
- 3 Enter a subject (description) and a location.
- 4 Select **Starts** and select the starting date and time.
- 5 Select **Ends** and select the ending date and time.
- 6 Press **OK** .