

CALENDAR & CONTACTS

TO	DO
View or edit calendar appointment	Tap calendar icon on today screen, highlight the appointment and then tap Menu > Edit.
Add a new calendar entry	Select Calendar > Select Menu > New Appointment > enter the desired information and select OK to save.
Delete an appointment	Select Appointment > Menu > Delete Appointment.
Move between days	Tap the desired day from the Date Bar or Select Day/Week/Month/Year Soft Key.
Add a picture or assign a ring tone to a New Contact	Tap Start > Contacts. Tap New and enter the contact information. In the list of contact information you'll see where you can add a picture or assign a ring tone to a contact. When finished, tap OK.
Change a contact filed by last name to file by business name	In the File as field, choose how you want the contact name to appear in the contact list.
Have the time entered automatically in Day View for a new appointment	Tap the time slot for the new appointment and tap Menu > New Appointment.
Create a voice tag for a phone number or contact	Tap Start > Contacts. Tap and hold the desired contact, then tap Add Voice Tag. Select the phone number that you want to create a voice tag, then tap the Record Button (red dot). When completed, a Voice Tag icon () will be displayed on the right of the item.
Make a call using a voice tag from your contacts	Tap Start > Programs > Voice Speed Dial. After a "beep" sound, say the recorded voice tag that you have assigned to the phone number you want to call. The system will repeat the voice tag and then dial out.



TIPS & TRICKS



FROM THE TOUCH SCREEN

TO	DO
See the menu of programs, applications and settings	Tap Start.
Customize the Today screen, including the background image	Start > Settings > Personal Tab > Today.
Display owner information on the "My Info" screen	Tap Start > Settings > Personal tab > Today. On the Items tab, select the Owner Info check box.
Move cursor or highlight items on the screen	Use the center navigation key to move up/down, left/right or select an item. You may also use your stylus for directional navigation or highlighting items.
Open or select items	Use the included stylus.
Open Phone Screen	Use the stylus to tap on an item to open. Holding down the stylus on an item will often open a second menu of options.
Make call	From the Phone Screen, enter a number and again press Send/Talk. You may also press the Contacts soft key, select the desired contact and tap on the number to call. From the Today screen, to call the last number dialed, press the Send/Talk button twice.
Call selected name or number	Go into contacts, highlight the contact and press Send or tap name.
Turn mute on/off during call	Menu > Mute/Unmute.
Switch between Speakerphone and earpiece during a call	Menu > Turn Speaker Phone on/off.
Change volume during a call	During a call or when playing music, scroll up or down with the slide button (located on the upper left side of the device) to adjust the sound volume.
Adjust the ringer volume	When receiving an incoming call, use the slide button to silence the ringer.
Lock the device screen and keys	Tap Device Unlocked.
Change font size to see more/less content on the screen	Tap Start > Settings > Personal tab > Today. On the Items tab, select the Device Lock check box. On the Today screen, tap Device Unlocked to lock the device.
Return to the Today Screen	Press End button (unless on a call) or Tap "X" on any screen.
Change the sleep settings	Start > Settings > System tab > Power. On the Advanced tab of the Power Settings screen, you can specify when your device turns off (to conserve battery power).
Switch to/from sleep mode	Press the Power button once. NOTE: The device does not power off, just the screen. You will be able to receive incoming calls.

TYPING

TO	DO
Access onscreen keyboard	While in application, tap Keyboard icon at bottom of screen.
Access Letter Recognizer/Transcriber	While in application, tap arrow next to Keyboard icon, choose input method.
Type a single uppercase letter	Tap Shift and then the corresponding key.
Type all uppercase letters	Tap Cap (this is also how you access special symbols or keys like @ or _).
Exit program in use	Tap the "X" in the upper right corner of the display.
Open the Start Menu	Tap Start.
Perform command shown on screen above the key	Tap the command.

MESSAGING

TO	DO
Access mailbox	Start > Messaging. NOTE: There are shortcuts on the Today screen for the E-mail mailbox and text messaging mailbox.
Open Selected Message	In the appropriate mailbox, tap on the desired message to open.
Compose new message	Start > Messaging > select type of messaging account > Menu > New.
Reply to message	Select the message > tap Reply.
Reply to all	Select the message > Menu > Reply > Reply to all.
Forward a message	Select the message > Menu > Reply > Forward.
View text messages	Start > Messaging > Text Messages.
Quickly add common phrases to IM Messages	Tap Menu > My Text > select a phrase in the list.
View phone call logs	Start > Phone > tap Call History icon.
Access addresses and phone numbers from Contacts	Tap Contacts.
Quickly add common messages	Tap Menu > My text and tap a desired message.
Check Spelling	In a messaging account, tap Menu > My text and tap a desired message.
Check voice mail messages	Start > Phone. Tap and hold the 1 key, then follow prompts.
Set the message priority (Not available for SMS)	E-mail: from within the message, Tap Menu > Message Options.
Always include the original message, from the list view	Tap Menu > Tools > Options > Message tab > Select "When replying to e-mail, include body" check box.

GENERAL TIPS

TO	DO
Soft Reset	While the device is powered on, insert the stylus into the Reset button located on the bottom of the device to the right of the USB port.
Hard (Factory) Reset	Select Start > Settings > System > Clear Storage. Type 1234 in the box and tap Yes. Note: This will erase all information on the device and restore it to factory setting.
Turn On/Off Bluetooth®	Start > Programs > Comm Manager > tap the Bluetooth icon.
Turn On/Off Flight Mode	Start > Programs > Comm Manager > tap Turn on Flight Mode/Turn off Flight Mode (note: signal icon changes to "X" when phone is in flight mode).
Modify the backlight time-out period	Tap Start > Settings > System > Backlight > Battery Power/External Power tabs. Note: default is 30 seconds when not in use.
Close running programs and/or to free up additional memory	Tap the Task Manager shortcut (drop down icon in the upper right corner of the Today screen). Select desired action from drop down menu.
Automatically close applications when the "X" is tapped	Start > Settings > System tab > Task Manager > Button tab and select "End Programs" by tapping "X".
Reassign programs or shortcuts to program buttons	Tap Start > Settings > Personal tab > Buttons. Tap the button you want to reassign. (To help you identify the buttons, there are numbers and icons representing the original function of the button.) In the Assign a Program box, tap the program or shortcut you want to assign. Tap OK.
Change the ring tone	On the Phone screen, tap Menu > Options > Phone tab. In the Ring tone list, tap the sound you want to use and then tap OK.
Use custom ".wav", ".mid", ".mp3" or ".wma" files as ring tones	Use ActiveSync or Windows Media Device Center (Vista Only) on your PC to copy the files to the /Windows/Rings folder on your device. Next, select the sound from the Ring tone list (Start > Settings > Personal tab > Sounds and Notifications > Notifications tab.

BROWSER

TO	DO
Open Browser	Tap Start > Internet Explorer.
Browse to Web address	Type the Web address in the address bar or select Menu > Address Bar.
Set a Home page	Using Internet Explorer on any Web page, select Menu > Tools > Options > General Tab. Select Use Current to change your Home page.
Add a new Favorite	Using Internet Explorer on any Web page, select Menu > Add to Favorites. Enter the preferred page name and select Add.