

Xda Zest



User Manual

E2899

First edition

August 2008

Copyright © O₂ (UK) Limited. All Rights Reserved.

No part of this manual, including the products and software described in it, may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form or by any means, except documentation kept by the purchaser for backup purposes, without the express written permission of O₂ (UK) Limited (“O₂ (UK)”).

The Bluetooth® trademark is owned by Bluetooth SIG, Inc

Wi-Fi is a registered trademark of the Wireless Fidelity Alliance, Inc

microSD is a trademark of SD Card Association

Copyright® 2008, Adobe Systems Incorporated

The Java™ and all Java-based marks are either trademarks or registered trademarks of Sun Microsystems, Inc

Product warranty or service will not be extended if: (1) the product is repaired, modified or altered, unless such repair, modification or alteration is authorised in writing by O₂ (UK); or (2) the serial number of the product is defaced or missing.

O₂ (UK) PROVIDES THIS MANUAL “AS IS” WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL O₂ (UK), ITS DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, INTERRUPTION OF BUSINESS AND THE LIKE), EVEN IF O₂ (UK) HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES ARISING FROM ANY DEFECT OR ERROR IN THIS MANUAL OR PRODUCT.

SPECIFICATIONS AND INFORMATION CONTAINED IN THIS MANUAL ARE FURNISHED FOR INFORMATIONAL USE ONLY, AND ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE, AND SHOULD NOT BE CONSTRUED AS A COMMITMENT BY O₂ (UK). O₂ (UK) ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ERRORS OR INACCURACIES THAT MAY APPEAR IN THIS MANUAL, INCLUDING THE PRODUCTS AND SOFTWARE DESCRIBED IN IT.

Microsoft®, ActiveSync™, Outlook®, Pocket Outlook®, Windows®, and the Windows® logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or in other countries. Microsoft products are licensed to OEMs by Microsoft Licensing, Inc., a wholly owned subsidiary of Microsoft Corporation.

Table of Contents

Safety Information	12
Notices.....	20
O ₂ Xda Zest specifications	21
Package contents	23
Chapter 1: Getting started	
1.1 Getting to know your Xda	24
Front features	25
Top features.....	26
Back features.....	26
Bottom features.....	26
Left features	27
Right features	27
1.2 Getting your Xda ready.....	28
Installing the SIM card and battery.....	28
Charging the battery	30
Installing and removing a microSD card.....	31
1.3 Starting up	32
Powering your Xda	32
Using the stylus	32

Calibrating your Xda.....	33
Locking your Xda.....	33
1.4 The Today screen	34
Status indicators	35
Main window panels	38
Using the window panels.....	38
Now Screen	39
Professional	39
Classic	41
O ₂ Menu.....	41
Speed Dial	42
Today Plug-In	44
Taskbar smart gestures.....	45
Enabling the Taskbar smart gestures	46
Screen orientation	47
Start menu	47
1.5 Searching for information	48
1.6 Getting Help.....	48

Chapter 2: Xda features

2.1 Using the Xda.....	50
------------------------	----

Xda pad.....	50
Turning off the phone function.....	50
Adjusting the volume.....	51
2.2 Making a call	52
Making a voice call	52
Calling using the Xda pad.....	52
Making an emergency call	57
Making an international call.....	58
Making a video call.....	58
Making a video call from Contacts.....	59
Making a video call from Call History	59
Video Call Setting	60
General settings.....	60
Service settings.....	60
2.3 Receiving a call	61
2.4 Options during a call.....	62
Managing multiple calls	63

Chapter 3: Xda Synchronisation

3.1 Synchronising your Xda	65
3.2 Microsoft® ActiveSync.....	65

Synchronising via mini-USB	67
Synchronising via Bluetooth®	68
Synchronising with an Exchange Server.....	69

Chapter 4: Managing your Xda

4.1 Customising your Xda.....	71
Customising the Start menu	71
Customising the Today screen.....	71
Customising the Now screen	72
Customising the Today Plug-in	73
Customising the gestures.....	74
Customising the O ₂ Menu.....	75
Entering your contact information	75
Setting Sounds and Notifications	76
Setting the date, time, and alarm.....	76
Setting the ring tone.....	77
Wake-up settings.....	78
4.2 Managing and backing up files	79
Using the File Explorer	80

Chapter 5: Getting connected

5.1	Using the Wireless Manager	82
	Enabling/disabling flight mode.....	82
	Enabling/disabling the wireless connections	82
	Using your Xda as an external modem.....	83
	Using a USB cable to connect your Xda to your PC	83
	Using Direct Push.....	84
5.2	Using Bluetooth®	85
	Activating Bluetooth in your Xda	85
	Adding Bluetooth devices	86
5.3	Using Wi-Fi.....	87
	Turning on Wi-Fi.....	87
	Configuring wireless networks.....	88
	Adding a wireless network.....	88
	Using Wi-Fi Manager	89
5.4	Setting the GPRS connection	91
	Connecting GPRS	92
	Disconnecting GPRS.....	93
5.5	Setting the network.....	94
	Configuring the network	94
5.6	GSM/3G Networks.....	95

5.7	Using the Opera Mobile.....	96
5.8	Using the Internet Explorer Mobile.....	98

Chapter 6: Messaging

6.1	Entering text and numbers.....	101
	Using the Input Panel.....	101
	Using the Block Recogniser	101
	Using the on-screen keyboard.....	102
	Using the Letter Recogniser	103
	Using the Transcriber	104
	Using the XT9 input mode	105
6.2	Email messaging	106
	Setting up an email account	106
	Managing email accounts	107
	Sending an email message.....	108
	Downloading email messages	109
	Synchronising email messages	110
	Managing folders	111
6.3	Threaded SMS	112
	Sending a threaded SMS.....	112

6.4	MMS messaging	113
	Accessing MMS	113
	Editing MMS settings.....	113
	Sending an MMS message.....	114
6.5	Windows® Live	116
	Using Hotmail®	116
	Using Windows® Live Messenger	118

Chapter 7: Organising your life

7.1	Using Contacts	121
	Viewing Contacts	121
	Using the SIM Manager	123
7.2	Using Calendar	124
	Scheduling an appointment.....	124
	Viewing an appointment	125
	Viewing your schedule.....	125
7.3	Using Tasks.....	126
	The Tasks list.....	126
7.4	Microsoft® Mobile Device Manager 2008.....	128
	Using Mobile Device Manager 2008	128

Chapter 8: GPS features

8.1	GPS Catcher	130
	Updating GPS data	130
	Setting GPS Catcher	131
8.2	External GPS	131
8.3	CoPilot Live 7	133
	Using the trial version	133
	Using the licensed version	135
	Navigating your first trip	137
	Quick address entry	137
	More navigation tips	138
	Change the driving view	138
	Safety camera alerts	139
	Find a Point of Interest	139

Chapter 9: Multimedia features

9.1	Working with pictures and videos	141
	Using the camera	141
	Camera features	142
	Taking photos	143

Recording videos	144
Organising your pictures and videos.....	145

Chapter 10: O₂ Features and Applications

10.1 Newstation	149
Using Newstation	149
Using Newstation menus	150
Channel menu.....	151
Subject menu	151
10.2 Microsoft® Office Mobile.....	152
Excel® Mobile	153
OneNote® Mobile	153
PowerPoint® Mobile.....	153
Word® Mobile.....	153
10.3 Adobe Reader LE.....	154
Service and Support	154

Safety Information

Specific Absorption Rate (SAR)

Your O₂ Xda Zest has been designed, manufactured and tested not to exceed the limits for exposure to electromagnetic fields recommended by the Council of the European Union. These limits are part of comprehensive guidelines developed by independent scientific organisations.

European standards provide for the amount of radio frequency electromagnetic energy absorbed by the body when using a phone to be measured by reference to the Specific Absorption Rate (SAR). The SAR limit for the general public is currently 2 watts per kilogram averaged over 10 grams of body tissue.

The maximum SAR value for the O₂ Xda Zest is 0.754 W/kg @10g (CE).

Xda care

You should never attempt to open the Xda casing. There are no user-serviceable parts inside and you might damage sensitive electronic circuits and components. Unauthorised disassembly will void the warranty.

You should never leave your Xda in the window of your car or otherwise expose it to strong sunlight or excessive heat for a prolonged period. This may damage it.

You should never handle your Xda with wet hands or expose it to moisture or liquids of any kind. Continuous changes from a cold to a warm environment may lead to condensation inside the Xda, resulting in corrosion and possible damage.

If you pack your Xda in your suitcase during travel, beware of damage. Cramming a suitcase may crack the LCD display. Remember to switch off your wireless connections during air travel.

As with all other radio devices, touching the built-in antenna area during telephone conversation may impair the quality and lead to shorter standby time due to increased power consumption.

The battery

Your Xda is equipped with a high-performance Li-Ion battery. Optional battery types may be available; check with your local retailer. Observe the maintenance guidelines and your battery should give you a long service life.

- At the beginning of the battery's life, fully charge and discharge (let it go flat) three times.
- Do not overcharge the Li-Ion battery, as this can result in a reduction in battery performance and lifespan. The recommended maximum charge time is 2.5 hours.
Avoid repeated short charging. It is preferable to let the battery go flat and then recharge it completely.
- Avoid charging in strong heat or extreme cold. Ambient room temperature is preferable. The battery has its optimum performance in an ambient temperature of +5 °C to +50 °C.
- Do not store a battery near a fire or heat source.
- Use only the battery approved by the manufacturer.
- Never replace the battery with a non-approved battery.
- Never soak the battery in water or any other fluid.
- Never try to open the battery as it contains substances that might be harmful if swallowed or allowed to come into contact with unprotected skin.
- Never short-circuit the battery, as it may overheat and cause a fire. Keep it away from jewellery and other metal objects.
- Never dispose of the battery in a fire. It could explode and release harmful substances into the environment.

- Never dispose of the battery with your regular household waste. Take it to a hazardous material collection point.
- Do not touch the battery terminals.

WARNING! There is a risk of explosion if the battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

The charger

- Use only the charger supplied with your Xda.
- Never pull the charger cord to release it from the mains – pull the charger itself.

Memory card

- Do not remove or insert a memory card or turn off the handset while data on the card is being edited.
- Do not touch the metal terminals with your hands or with other metal objects.
- Do not bend the memory card or subject it to violent impact. Keep it away from water and high temperatures.
- Keep all memory cards out of reach of small children.
- Do not short circuit the contact points or expose it to liquids or moisture. When not in use, keep it in the antistatic container it came in.
- Do not use force when inserting or handling the card, and do not expose it to excessive heat or strong magnetic fields.

Cleaning and storing

- Your Xda should always be handled with care and protected from dirt, dust and dampness. To avoid scratches, never place your Xda face down.
- If cleaning is necessary, switch the Xda off and wipe carefully with a soft, slightly damp (not wet) cloth. Use a cotton swab to clean the camera lens. Allow the Xda to dry completely before switching it on. Never use solvents for cleaning.
- Never expose your Xda to moisture or liquids of any kind.
- Do not paint your Xda or otherwise block the keypad, microphone or earpiece function, i.e. with stickers.

WARNING! Failure to follow these instructions may lead to serious personal injury and possible property damage.

Driving safety

- Never use a handheld phone while driving. Use hands-free car kits or alternative hands-free accessories.
- For safety, we recommend the use of a cradle while using any form of hands-free accessory.
- While driving, we recommend that you use voicemail whenever possible, and that you listen to your messages when you are not in the car. If you must make a hands-free call when driving, keep it brief.
- An airbag inflates with great force. Do not place objects, including both installed or portable wireless equipment, in the area over the airbag or in the airbag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

Electronic devices

Most modern electronic equipment is shielded from RF energy.

However, certain electronic equipment may not be shielded against the RF signals from your Pocket PC phone.

Pacemakers

To avoid potential interference, the Health Industry Manufacturers' Association recommends that a minimum separation of six (6") inches be maintained between a phone and a pacemaker.

These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research.

If you have a pacemaker:

- Always keep your Xda more than six inches from your pacemaker when turned on.
- Do not carry your Xda in a breast pocket.
- Use the ear opposite the pacemaker to minimise the potential for interference.
- If you have any reason to suspect that interference is taking place, turn your Xda off immediately.

Hearing aids

Some digital phones may interfere with some hearing aids. In the event of such interference, call O₂ Customer Service to discuss alternatives.

Other medical devices

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone off in healthcare facilities when any regulations posted in these areas instruct you to do so. Hospitals or healthcare facilities may be using equipment that could be sensitive to external RF energy.

Vehicles

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer or its representative regarding your vehicle. You should also consult the manufacturer of any equipment added to your vehicle.

Posted facilities

Turn off your Xda where posted notices so require.

Magnetic media

Magnetic fields generated by Smartphone may damage data on magnetic storage media, such as credit cards, computer discs or tapes. Do not place your Xda next to such media.

You should never expose your Smartphone to strong magnetic fields as this may cause temporary malfunction.

Other Safety Guidelines

Aircraft

Regulations prohibit using your Xda while in the air. Switch off your Xda before boarding an aircraft or turn off the wireless connections.

Blasting areas

To avoid interfering with blasting operations, turn off your Xda when in a 'blasting area' or in areas posted: 'Turn off two-way radio.' Obey all signs and instructions.

Potentially explosive environments

Turn off your Xda when in any area with a potentially explosive environment and obey all signs and instructions.

Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

Areas with a potentially explosive environment are often, but not always, clearly marked. They include fuelling areas such as gas stations, below decks on boats, fuel or chemical transfer or storage facilities, vehicles using liquified petroleum gas (such as propane or butane), areas where the air contains chemicals or articles, such as grain, dust, or metal powders, and any other area where you would normally be advised to turn off your vehicle's engine.

Choking

Keep your Xda away from children as the SIM card and other small parts present a choking hazard.

Cautions

Your Xda is a high quality piece of equipment. Before operating, read all instructions and cautionary markings on (1) AC Adapter (2) Battery and (3) Product.

- **Do not** use this equipment in an extreme environment where high temperature or high humidity exists.

- **Do not** abuse the equipment. Avoid striking, shaking or giving it a shock. When not using the unit, lay it down to avoid possible damage due to instability.
- **Do not** expose this equipment to rain or spilled beverages.
- **Do not** use unauthorised accessories.
- **Do not** disassemble the Xda or its accessories. If service or repair is required, return the unit to an authorised service centre. If the unit is disassembled, a risk of electric shock or fire may result.
- **Do not** short-circuit the battery terminals with metal items.

About this guide

This document is provided as a Full User Manual to the O₂ Xda Zest and to this system only. O₂ Xda Zest is a trademark of the O₂ group of companies.

Mandatory statements

We hereby declare that the O₂ Xda Zest is in conformity with all essential requirements of Directive 1999/5/EC.

Year of Manufacturing: 2008

Notices

Regulatory Notices

Intended for use in the European Union.

Products with CE marking comply with the R&TTE directive (99/5/EC), the EMC directive (89/366/ECC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

EN 301 908 Electromagnetic compatibility and Radio spectrum Matters (ERM); Base Stations (BS) and User Equipment (UE) for IMT-2000 third generation cellular networks.

EN 301 489-24 Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; part 24: Specific conditions for IMT-2000 CDMA direct spread (UTRA) for mobile and portable (UE) radio and ancillary equipment.

EN 60950-1 Safety of Information Technology Equipment.

ETSI EN 301 511 Global system for mobile communications (GSM); harmonised EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2 of the R&TTE directive (1995/5/EC).

ETSI EN 301 489-1 Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.

ETSI EN 301 489-7 Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunication systems (GSM and DCS).

O₂ Xda Zest specifications

ITEM	SPECIFICATIONS
Processor	Marvell TavorP 624MHz
Operating System	Microsoft® Windows Mobile™ 6.1 Professional
Memory	256 MB NAND Flash ROM 128 MB SDRAM
Display	2.8-inch, 480 x 640 TFT Touchscreen Liquid Crystal Display (LCD) with 65,536 colour and back-lighting
Frequency band	HSDPA 3.6Mbps, UMTS 2100Mhz, EDGE/GPRS/GSM (900/1800/1900Mhz): Class 10
GPS	Built-in SiRF star III chipset
GPRS	Class B, Multi-slot class 10
Camera	Back: 3.0 megapixel auto focus camera. Front: VGA camera
Connectivity	Bluetooth : V2.0 EDR USB : USB 1.1 compatible WLAN : 802.11b/g
Battery capacity	1300 mAh Lithium Ion (Manufacturer: TD HiTech Energy; Model: SBP-19)
Expansion slot	MicroSD card slot
Audio	Mini-USB audio port Built-in microphone and output speaker

continued on the next page

Weight	120.5g (with battery)
Dimension	102 x 60.5 x 16.5 mm
Talk time*	3G: up to 3 hrs; 2G: up to 5 hrs
Standby time*	3G: up to 220 hrs; 2G: up to 260 hrs

* The actual performance is dependent on multiple factors, including network environment and usage behaviour.

Package contents

Check your product package for the following items:

Standard items

- Xda Zest device with stylus
- Battery (1300mAh)
- AC Adapter
- Mini-USB cable
- Headset
- Y-cable (audio/charging cable)
- Getting Started CD
- Quick Start Guide
- Warranty Card
- CoPilot map SD card

NOTE: If any of the above items is damaged or missing, contact your retailer.

Chapter 1

Getting started

- 1.1 Getting to know your Xda
- 1.2 Getting your Xda ready
- 1.3 Starting up
- 1.4 The Today screen
- 1.5 Searching for information
- 1.6 Getting Help

1.1 Getting to know your Xda Zest

Front features



LED INDICATOR	STATUS
Green	Battery is fully charged.
Flashing green	Signal/network detected.
Red	Battery is charging.
Flashing blue	Bluetooth, Wi-Fi, or GPS is on.
Flashing red	Event alarm/notification

FEATURE	
1 Earpiece receiver	Allows you to listen to incoming/outgoing calls.
2 LCD touch screen	This 2.8-inch, 65,536-colour, 480 x 640 resolution, touchscreen TFT LCD allows you to write, draw, or make selections using the stylus.
3 OK key	Press to confirm a command or close/exit an open application.
4 End key	Press to end a call.
5 Navigation key	This five-direction navigation key allows you to navigate through menus. Press down to confirm a command.
6 Call key	Press to receive an incoming call or to make a voice call. Press and hold to make a video call.
7 Start key	Press to launch the Start menu.
8 LED indicator	It indicates the status of your battery, signal/network, Bluetooth, and WLAN. See the LED indicator table for more information.
9 Front camera lens	Makes yourself visible during video calls.

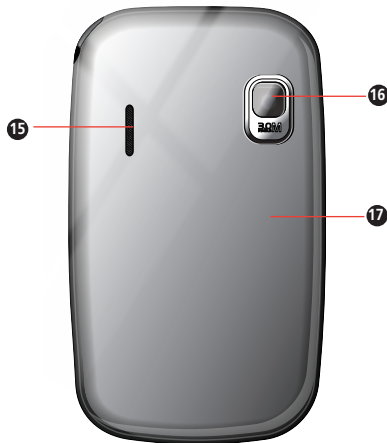
Top features



Bottom features



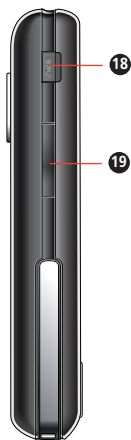
Back features



FEATURE

10	Power key Press and hold to power on/off the Xda. Press to set suspend mode or to wake Xda from sleep mode.
11	Built-in microphone The built-in microphone allows you to make or receive phone calls, record sounds and voices, or give voice commands.
12	Mini-USB sync/power connector Synchronises data in your Xda with your PC or charges your battery.
13	Carrying strap hole Allows you to attach a strap to the Xda.
14	Reset key hole Insert your stylus into this hole to soft-reset your Xda.
15	Output speaker Allows you to listen to audio and phone calls.
16	Back camera lens 3.0 megapixel lens for taking pictures and videos.
17	Back cover Covers the internal components such as the battery.

Left features



Right features



FEATURE	
18	GPS port Allows you to install a GPS antenna for better signal reception.
19	Volume key Allows you to adjust the volume.
20	Stylus Use the stylus to write, draw, or select items on the screen.
21	Hold key Allows you to disable the keys and the LCD screen.
22	Camera key Press to launch the camera. In camera mode, half-press to focus the object, and full-press to take a picture. In video mode, press to start recording and press again to stop.

1.2 Getting your Xda Zest ready

Installing the SIM card and battery

Before you can make a phone call using your Xda, you need to install a Subscriber Identity Module (SIM) card. The SIM card contains your phone number, subscriber details, phonebook, and additional phone memory.

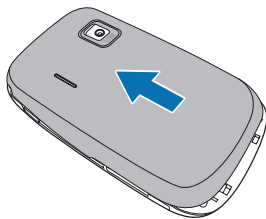
Your Xda comes with a rechargeable Lithium-Ion (Li-Ion) battery.

New batteries come partially discharged and should be fully charged before using them.

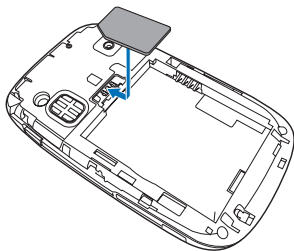
CAUTION: Use only the specified battery.

To install a SIM card and battery:

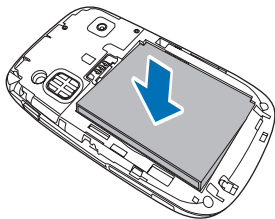
1. Remove the back cover.



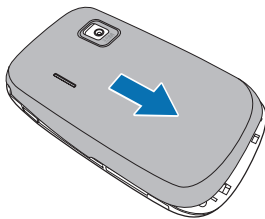
2. Insert the SIM card with its gold contacts facing down and the notched corner oriented to the upper left corner of the slot as shown.



3. Install the battery into the compartment with its copper contacts properly aligned to the copper conductor on the Xda.



4. Replace the back cover.



Charging the battery

The bundled battery is shipped partially charged. Charge the battery up to four hours before using for the first time.

To charge battery:

1. Connect the mini-USB cable to the AC adapter.
2. Connect the other end into the mini-USB connector at the bottom of the Xda.
3. Connect the AC power plug into a grounded wall socket or power strip.

NOTES: The notification LED turns red and the charging battery icon appears on the status bar indicating that the battery is charging.

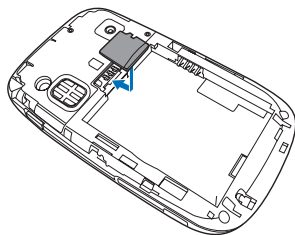
If your battery gets totally discharged, you need to recharge it for at least 20 minutes before you can turn it back on.

Installing and removing a microSD card

Your Xda is equipped with a microSD card slot. A microSD card provides you with extended memory where you can store your files and data.

To install/remove a microSD card:

1. Locate the microSD card slot beneath the SIM card slot inside the Xda.
2. With the golden fingers facing down, insert the microSD card into the slot until it snaps properly.
3. To remove, push the card until it ejects out, then remove the card safely.



1.3 Starting up

Powering your Xda

Ensure that your Xda is fully charged before using it for the first time.

To turn on power:

1. Press and hold the Power button on top of the Xda.



2. Follow the on-screen instructions to align the screen and set the local time zone.

Using the stylus

The stylus is a pen-like Xda found behind the upper right corner of your Xda.




- Use the stylus to write, draw, select, or drag an item on the screen.
- Single-tap an item to select or open it.
- Tap and hold an item to see a menu.

Calibrating your Xda

Calibrating your Xda ensures that the item you tap on the screen is activated. This involves tapping the centre of targets that appear in various locations on the screen.

To calibrate your screen:

1. Tap  > **Settings** > **System** tab, then tap **Screen** icon.
2. On the **General** tab, tap **Align Screen**, then follow the calibration screen instructions.

Locking your Xda

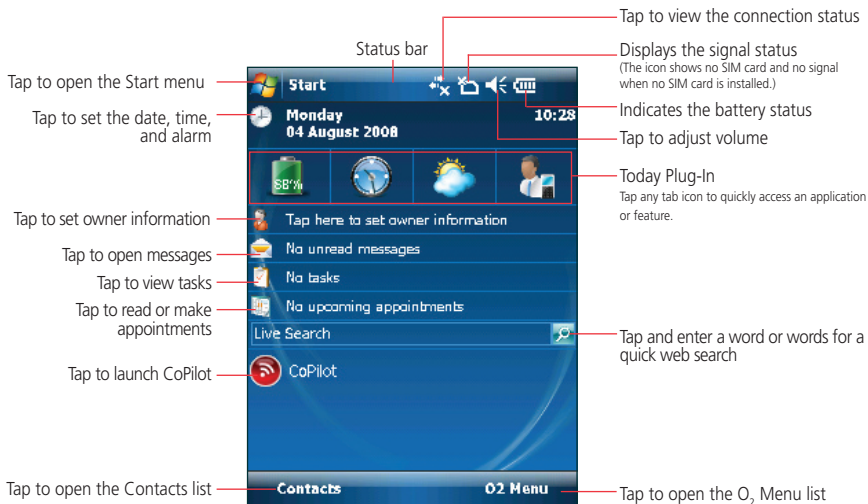
You can lock the keys, buttons, and touch screen of your Xda to avoid inadvertently dialling numbers or launching any application.



- Locate the Hold key and slide downward to lock.
- Slide upward to unlock.

The Today screen
















The Today screen features easy and accessible functions and tools that keep your Xda organised. It features the main window panels (Now Screen, O₂ Menu, and Speed Dial), the quick panel (smart taskbar gestures), the Today plug-in (home, weather forecasts, world time, and photo speed dial), Contacts (smart contact search), Task Manager, colour-based themes, and improved usability for Xda locking.

































NOTE: To know more about customising the functions and tools on your Xda, refer to **Chapter 4: Managing your Xda** of this Full User Manual.

Status indicators

Refer to the table below for the status indicators.

ICON	DESCRIPTION
Call status 	 Call in progress
	 Call forwarded
	 Call on hold
	 Missed call
General Packet Radio Service (GPRS) connection status*  <p>* This icon depends on your location and mobile service provider.</p>	 GPRS available
	 Connecting via GPRS
	 Connected via GPRS
	 3rd Generation (3G) service available
High-Speed Download Packet Access (HSDPA) connection status	 Connected via HSDPA
Messaging status 	 New Short Messaging Service (SMS) message
	 New voice mail
	 New Multimedia Messaging Service (MMS) message

ICON	DESCRIPTION	
		Battery fully charged
		Battery partially charged
		Battery charging
		Battery low
		No cellular phone service
		No signal
		Searching for cellular phone service
		Indicates signal strength
		Xda off
		ActiveSync synchronisation in progress
		Connecting with ActiveSync
		ActiveSync connection not active
		Synchronisation error


ICON	DESCRIPTION	
Sound status 		Sound ON
		Sound OFF
Wi-Fi status 		Wi-Fi is not connected
		Wi-Fi connected
Bluetooth headset connection		Bluetooth stereo headset connected
		Hands-free on
Roaming service		Roaming service. This icon appears if you have international roaming feature.
Mode status		Vibrate or Meeting mode on
Speakerphone status		Speakerphone on
Alarm status		Appears when you set the alarm
SIM card status		No SIM card installed
Notification status		Notice indicator

Main Window Panels

The three main window panels (**Now Screen**, **O₂ Menu**, and **Speed Dial**) work as a shell to your Today screen and do not replace it. All of these panels are designed for a stylus-free navigation and support animated transitions.

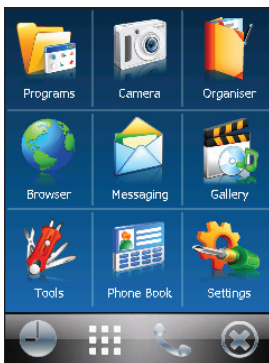
Using the window panels

To use the window panels:

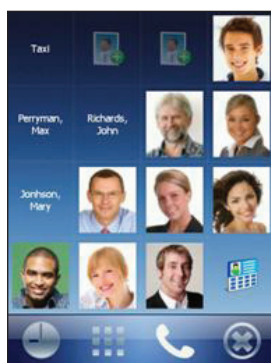
- Use the left-right gesture or soft keys to switch between the main window panels.
- Slide your finger in a downwards gesture, tap , or press the ok key to close the panels and return to the Today screen (or the last active application).



Now Screen



O₂ Menu



Speed Dial

Now Screen

Now Screen gives you a quick and easy way to check your Xda status. You can see your most important information with a quick glance, for the fastest and most direct way to use your Xda. For example, you can open your Inbox to read new emails with just a tap, or with a few key clicks.

You can choose from any of these two Now Screen layouts: **Professional** and **Classic**.


NOTE: To customise the Now Screen settings, refer to the section **Customising the Now Screen** in Chapter 4 of this Full User Manual.

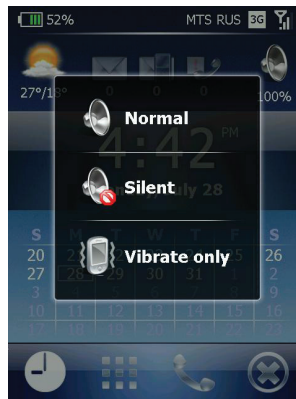
Professional

The Now Screen professional layout provides you with the following information:

- The battery indicator icon on the top left corner shows the remaining power in your battery.
- The network signal indicator on the top right corner shows the signal strength of your mobile service provider. Next to it the data connection status indicator.
- The weather forecast icon on the upper left for the selected city. Tap to open the weather details panel where you can update the weather forecast or access the weather options.



- In the upper middle you have indicators for emails, SMS, and missed calls. For example, when you receive an email you will see the email icon highlighted with the number of new email messages you have in your Inbox. You can open your Inbox to read new email messages with just a tap, or with a few key presses.
- With the speaker indicator on the upper right, you can adjust the following phone profiles on your Xda. Select On, Vibrate or Off from the profiles list.
- The digital clock in the middle of the Now Screen displays your current time and date. Tap to open the time screen for more details.
- Under the digital clock you will find the alarm notification bar when an alarm time is set and the corresponding option is enabled.
- You will find the next two appointment notification bars (if available) in the lower part of Now Screen. All day event appointments will not be displayed.
- The calendar displays the days that correspond to the selected month and year settings. The selected date is your Xda's current setting. You can see a full month, three weeks, two weeks, one week or disable the calendar from the corresponding option in the options.
- Use the left-right gesture or soft keys to switch between the main window panels. Slide your finger in a downwards gesture, tap , or press ok key to return to the Today screen (or the last active application).



Classic


The Now Screen classic layout provides you with almost the same information you can find in the professional layout. However, some features are different, these are:

- The ability to choose between a digital or analogue clock views.
- The ability to disable or enable the display of current and upcoming appointments.
- The calendar is not available in the classic layout.

O₂ Menu

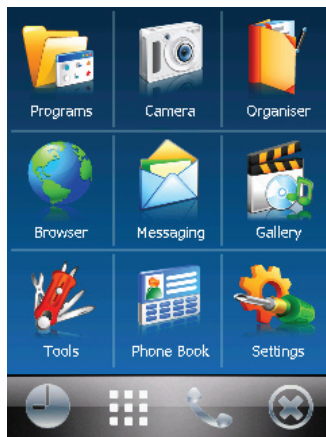
O₂ Menu allows you to quickly and conveniently access an application or feature on your Xda. You can navigate in any O₂ Menu screens without using the stylus and using only finger gestures.

To use the O₂ Menu, do either of the following:

- Tap the O₂ Menu soft key from the Today screen, then tap any of the tabs on the O₂ Menu.
- Tap  > **Programs** > **O₂ Menu**, then tap or move your finger on any of the icons.

Slide your finger to go to the previous or next page or menu level.

Slide your finger downwards to return to the Today screen or to the last active application.




The nine sub-menu items in O₂ Menu contain these useful features and tools:

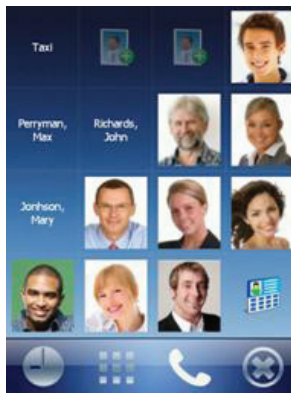
- **O₂ Contacts:** Under the **Phone Book** category you can find the O₂ Contacts tool. When you start entering a phone number or contact name, O₂ Contacts will automatically search and sort the contact entries that match the sequence you have entered. You can then select the desired number or contact from the filtered list to dial. To find a contact name you can enter the first letter of a contact's first name or surname. O₂ Contacts will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "5" which is associated with [j, k, l], contact names such as the following will be considered matches: Sue Jackson, Armstrong Jason, Julia, Lisa, Kim. If the matching list is long and you want to narrow down the search further, enter another letter. Each time you tap the back arrow you will go to the previous search screen.
- **Task Manager:** Under the Tools category. Use the task Manager to display your active programs list. Tap program to Activate, Close, Close All, Close All But This and Minimise All active programs to the Task Manager.
- **Theme:** Under the Tools category. Tap and select a colour to change the colour of key user interface elements (including Today).
- **Xda Lock:** Under the Tools category. You can lock your Xda using a hardware key, soft key on the Today screen or a shortcut. You also can unlock the Xda using only soft keys.
- **Phone Profiles:** Under the Tools category. This tool allows you to select one of three basic phone profiles Normal, Vibrate only, and Silent.

NOTE: To customise the O₂ Menu, refer to the section **Customising the O₂ Menu** in Chapter 4 of this Full User Manual.

Speed Dial

Speed Dial allows you to add up to 16 photo contacts of your choice. You can also add a shortcut to the O₂ Contacts on the panel.

- From the main window slide your finger in a left-right gesture to go to the Speed Dial panel. You can also have quick access to Speed Dial panel from any application using the taskbar gesture.
- Add your favourite photo contacts to the Speed Dial panel (applies only to entries stored in Contacts on your Xda).
- If the contact profile doesn't include photo, the name of the contact will be shown instead.
- You can devote a square(s) in the speed dial grid to recent received or dialled calls.
- Tap the photo, name, or number of the contact whom you want to call.
- The contact panel of your selected contact is then displayed. Select one of the phone numbers that you want to dial or send a text message.
- Tap **Open** to view the contact profile.
- To go back to the Speed Dial panel slide your finger in a right gesture or tap the back soft key.
- To close the Speed Dial panel slide your finger in a downward gesture or tap .



NOTE: To edit information associated with the selected contact, tap and hold the contact's name on the Speed Dial panel and select the corresponding option from the context menu.

Today Plug-In

The Today Plug-In consists of these four dynamic tab icons: **Home**, **Time**, **Weather Forecast**, and **Photo Speed Dial**. Tap any of these icons to quickly and conveniently access the applications or features on the Xda.

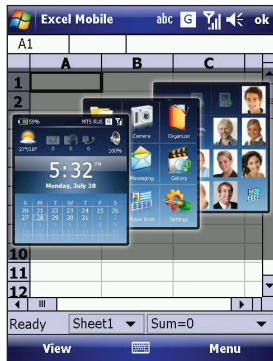


NOTES: Tap and hold a tab icon to enable/disable the Auto-Hide Mode of the sub-items or view the options in the selected tab.

To customise the Today Plug-In, refer to the section **Customising the Today Plug-In** in Chapter 4 of this Full User Manual.

Taskbar Smart Gestures

The taskbar smart gestures allow you, if enabled, to select and launch the **Now Screen**, **O₂ Menu**, or **Speed Dial** screen from any application you are in. The gesture panel thumbnails show you a real-time preview of the current panel status.



Taskbar Gesture: Now Screen selected





Taskbar Gesture: O₂ Menu selected

NOTE: For more details on gestures, refer to the section **Customising the gestures** in Chapter 4 of this Full User Manual.

Enabling the taskbar smart gestures

To enable the taskbar smart gestures:

1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs > O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings > O₂ Menu**.
3. From the **Animation** tab, select **Enable taskbar smart gestures** to launch one of the main window panels (Now Screen, O₂ Menu, and Speed Dial) from any application you are in.
4. Tap  when finished.

To use the taskbar smart features:

- Tap and hold in the left-half of the taskbar while moving your finger in a downwards gesture.
- Select one of the panels and release when the gray pop-ups window appears.
- If you release your finger outside the grey area then the highlight disappears and the panels launching is cancelled.

NOTES: You can use an alternative to the taskbar gestures by assigning a panel to one of the hardware keys using the default Windows Mobile button mapper.

If you want to activate the panel very quickly, you can just swipe your finger in a downwards gesture from the taskbar. The panel that will be activated depends on the gesture direction (left part of the screen: Now Screen, centre: O₂ Menu, right part of the screen: Speed Dial).

Screen orientation


You can set the screen to three different orientations:

1. Portrait
2. Landscape (right-handed)
3. Landscape (left-handed)

Set to Portrait mode to get a better view or better operation of certain applications on your Xda. Set to Landscape when viewing pictures, video or viewing longer text files.


To change the screen orientation, tap  > **Settings** > **System tab** > **Screen**, then select the orientation you want.

Start menu

The Start menu contains various programs and applications that you commonly use. Tap  to display the Start menu items.

You can also customise the items that appear in the Start menu.


To customise the Start menu:

1. Tap  > **Settings** > **Personal tab** > **Menus**.
2. Select the check boxes of the items you want to appear in the Start menu. You can select up to seven items.

1.5 Searching for information

The Search tool enables you to search for files and other items stored in your Xda or in the external MicroSD card. You can search by file name or by words located in various applications including the Calendar, Contacts, Excel Mobile, Word Mobile, Help, Messages, Notes, and Tasks. You can also filter your search to files larger than 64 KB.

To search for a file or an item:

1. Tap  > **Programs** > **Search**.
2. In **Search for** field, enter the file name, word, or other information you want to search.
3. In **Type** field, select the data type to help you filter your search.
4. Tap **Search**. Found items are listed in Results.
5. In the Results list, tap the item with the information you need.

1.6 Getting Help

You can easily find Help for using any program on the Xda.

To get help for a program:

- From the Today screen or program, tap  > **Help**. Then a page opens with links to topics that explain how to use the program.

Chapter 2

Xda Zest features

- 2.1 Using the Xda Zest
- 2.2 Making a call
- 2.3 Receiving a call
- 2.4 Options during a call



2.1 Using the Xda

Like a standard mobile phone, you can use your Xda Zest to make and receive voice and video calls. You can also keep a history of calls made, missed, and received, send SMS or MMS messages, take notes while talking, call from Contacts, and copy data from an installed SIM card to your Xda.

Phone pad

The phone pad allows you to easily dial and access the Contacts, Call History, and Phone settings.



To launch the phone pad, do any of the following:

- Tap  > **Programs > Phone**.
- Press the Call key .

Turning off the phone function


You may use other functions even when your Xda's phone function is turned off.

To turn off the phone function:

1. Tap the signal icon  or tap  > **Settings > Connections tab > Wireless Manager**.
2. Tap the **Phone** icon. The icon turns grey when turned off.

Adjusting the volume

To adjust the volume:

1. Tap  from the status bar.
2. From the volume menu, you can:
 - Move the slider to adjust the volume.
 - Tap **On**, **Vibrate**, or **Off** to change the mode and ringer volume settings.

NOTE: You can also press the volume button at the left side of the Xda to adjust the volume.



Press up/down to increase/
decrease volume.






2.2 Making a call

You can make a phone call using the phone pad. You can also make calls directly from the Contacts, Call History, Speed Dial, or Voice Commander.

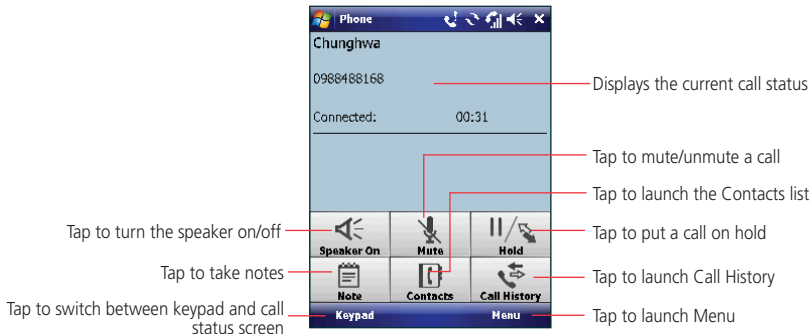
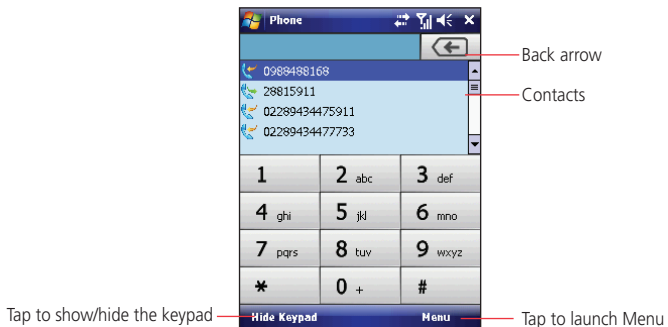
Making a voice call

Calling using the Xda pad

To make calls using the Xda pad:



1. Tap  > **Programs** > **Phone** or press  to launch the phone pad.
2. Tap the number or choose a contact or a recently dialed number from the list above the phone pad.
If you tapped the wrong number, tap  to erase number to the left.
3. Press  to make the call.
4. When finished, press  to end the call.

Xda pad features



Calling from Contacts



To make a call from Contacts:

1. Tap **Start > Contacts** or from the Today screen, tap **Contacts**.
2. You can do any of the following to make a call:
 - Tap name of contact, then tap **Call**.
 - Tap name of contact, then press .
 - You can also tap and hold the contact, and from the shortcut menu tap **Call Work**, **Call Home**, or **Call Mobile**.
 - Tap **Enter a name...** then enter the name or number you want to call from Contacts. Press  to dial the highlighted item.




Calling from Call History




Your Xda enables you to check your call logs such as your missed, incoming, or outgoing calls.

To make a call from the Call History list:

1. Launch **Call History**. To do this, do any of the following:
 - Tap  > **Programs > Phone**, then tap **Menu > Call History**.
 - After making a call, tap .

The Call History screen displays the following tabs:



-  (default): Displays all calls made, received, or missed.
- : Displays all missed calls.
- : Displays all the calls you made.

- : Displays all the calls you received.
2. Scroll to the desired contact or phone number, then tap **Call** or press . Tap **Menu** to do other tasks such as saving a caller's contact information to your Contacts list, or send a text message to a caller.
 3. Press  to end the call.

Calling using Smart dialler

The Smart dialler feature in your Xda enables you to find a contact more quickly. Just key in the first letters of the contact you want to call. Your Xda smartly matches it with your Contacts list and displays the possible matches.

To use Smart dialler:



1. On the phone pad, key in the first letters of the contact name.
2. From the list displayed, tap the contact you want to call.
3. Press .
4. To end the call, press .

Calling using the Speed Dial



The Speed Dial function enables you to quickly and conveniently call frequently called numbers. You may assign speed dial entries from 2-99.

To create a Speed Dial entry:


1. Ensure that the entry you want to create is already in the Contacts list.

2. Tap  from the Today screen.
3. Tap **Menu > Speed Dial** to enter the Speed Dial menu. Tap **Menu > New** to add a contact.
4. Edit the name and number and select a numeric key for this contact.
5. Tap  when finished.

To call a Speed Dial number:


1. Tap  > **Phone**. Tap and hold the numeric key assigned to the contact you want to call.
2. To end the call, press .

To delete a Speed Dial entry:

1. Tap  > **Phone > Menu > Speed Dial**.
2. Tap the contact that you want to delete from the speed dial list, then tap **Delete**.
3. Tap **Yes** from the pop-up message.

Using Voice Commander

To make a phone call using Voice Commander:

1. Tap  > **Programs > Voice Commander**.
2. From the following screen, your Xda asks you to "Say command".
3. Audibly say "Call" then the name to call from your Contact list.
4. Say "Yes" or "No" after the confirmation question.

If you said "Yes", the application proceeds and dials the number. Otherwise, it returns to the




Voice Commander menu.

5. Say "Goodbye" or tap  to exit Voice Commander.

NOTES: To use Voice Commander while using a headset, press the answer button* on the headset then follow given instructions. (* Answer button may not be available in some headset models.)

Some languages may not support the Voice Commander function.

To personalise the voice commander:

1. Tap  > **Settings** > **Personal tab** > **Voice Commander Settings**.
2. Set the Voice Commander according to your preference.
Refer to the Help centre on your Xda for details.
To launch the Help centre, tap  > **Help**.
3. Tap  when done.

Making an emergency call


Calls to emergency service number can be made under any circumstances, even if you have locked the SIM card.

To place an emergency call:

Enter the emergency number appropriate for your location, and press .

Making an international call

To place an international call:

1. Tap and hold “0” on the keypad to enter a (+) plus sign.
2. Enter the full phone number with the country code, area code, and phone number, and then press .




Making a video call

IMPORTANT: Before using the video call function, apply for a 3G SIM card from your mobile service provider.

Ensure that you and the recipient of your call are both using mobile devices with video call function, 3G SIM card, and under 3G network service.


Using the phone pad

To make a video call using the phone pad:

1. Tap  > **Phone** or press , then key in the number you want to call.
2. Tap **Menu > Video Call**, then the Xda begins to establish the connection.
3. When finished, press  to end the call.



Making a video call from Contacts

To make a video call from Contacts:





1. From the Today screen, tap **Contacts**.
2. Select a contact and tap **Menu > Video Call**.
3. When finished, press  to end the call.


Making a video call from Call History

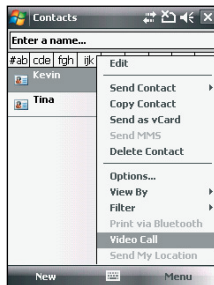
To make a call from the Call History list:

1. Launch **Call History**. To do this, do any of the following:
 - Tap  > **Programs > Phone > Menu > Call History**.
 - After making a call, tap .

The Call History screen displays the following tabs:

-  (default): Displays all calls made, received, or missed.
- : Displays all missed calls.
- : Displays all the calls you made.
- : Displays all the calls you received.

2. Scroll to the desired contact or phone number, then tap **Menu > Video Call**.
3. Press  to end the call.





Video Call Setting

The Video Call Setting function enables you to set up the video call related features.


General settings

To set the General settings:


1. Tap  > **Settings** > **Personal tab** > **Video Call Setting** > **General tab**.
2. Select your preferred items.
Select the **Accept without camera** box if you do not want to show your video profile in video call.
Select the **Vibration when connected** box if you want to enable the vibration alert when a video call is established.
Select the profile you want to show in a video call. The default is video profile. You can also set a picture as your profile.
Set the default audio path for video call.
3. Tap **Done** or  when finished.

Service settings

To set the Service settings:

1. Tap  > **Settings** > **Personal tab** > **Video Call Setting** > **Service tab**.
2. Select the service item that you want to set. Then tap **Retrieving Settings** button.



NOTE: The service options vary with different service providers.

3. Set the preferences that you want for your selected service option.
4. Tap  when finished.

2.3 Receiving a call

When you receive a call, a message prompts and allows you to answer or reject the incoming call.

To answer or reject an incoming call:

- To answer a call, tap **Answer** or press .
- To reject an incoming call, tap **Ignore** or press .




NOTE: Press and hold  to switch receiver to speakerphone mode.

To terminate a call:

- Press .


2.4 Options during a call

Listed in the table below are the possible menu options for when a call is in progress. Some of these options are available only when multiple calls are in progress or during a conference call.


IN-CALL MENU OPTION	DESCRIPTION
Hold	Places the active call on hold. You can also press  during an active call to put it on hold.
Unhold	Activates the call that is on hold. You can also press  to activate the call that is on hold.
Mute	Switches off the microphone for the active call (you can hear the caller but the caller cannot hear you).
Unmute	Turns the microphone for the active call back on.
Speakerphone On/Off	Activates/deactivates the speakerphone.
Turn Hands-free On/Off	Turns on the hands-free function. You can also press and hold  to turn on/off the hands-free function.
Conference	Joins together all existing calls if you have subscribed to this service.
Paste	Pastes the phone number you copied from your messages, notes, or contacts to the phone pad instead of keying in the number manually.
View Contacts	Opens the Contacts list.
Save to Contacts	Saves the caller to the Contacts list.
Create Note	Allows you to create a note during an active call.
Call History	Opens the Call History list.
Speed Dial	Opens the Speed Dial list.
Options	Opens the Phone settings.

Managing multiple calls

To answer another call:

1. Tap **Hold** to place the first call on hold and answer the second call.
2. To end the second call and return to the first call, press .

To hold a call to make a second call:

Tap **Hold** to place the first call on hold and call a second number. Press  to end the second call and go back to the first call.

To switch between calls:

To switch between two calls, tap **Swap**.

To set up a multiple call:

With multiple calls in progress, tap **Menu > Conference**.

NOTE: The service options vary with different service providers.

Chapter 3

Xda Zest Synchronisation

3.1 Synchronising your Xda Zest

3.2 Microsoft® ActiveSync

3.1 Synchronising your Xda

Your Xda enables you to synchronise data in your Xda with the data on your computer. You can synchronise contents and transfer data between your Xda and your computer using Microsoft® ActiveSync on Windows XP™ platform, or Microsoft® Windows Mobile Device Center on Windows Vista™ platform.

NOTE: For synchronising on Windows Vista™ platform, refer to the Microsoft® Windows Mobile Device Center's website at <http://www.microsoft.com/windowsmobile/devicecenter.mspx>

3.2 Microsoft® ActiveSync

ActiveSync allows you to synchronise data in your Xda with data in your computer. ActiveSync can also synchronise over a wireless or mobile network with Microsoft Exchange Server, provided that your mobile phone service or company is running Microsoft Exchange Server with Exchange ActiveSync. When synchronised directly with Exchange Server, you can stay up to date even when your computer is turned off.

During synchronisation, ActiveSync compares the data in your Xda with the data in your computer or Exchange Server, and updates all data with recent changes.

You can select and synchronise data in the following locations using ActiveSync:

- Contacts
- Calendar
- Email
- Tasks

- Notes
- Favourites
- Files
- Media

You can also exchange data between your computer and Xda without synchronising.

ActiveSync is already installed in your Xda, but before you can synchronise data with your computer, you must first install ActiveSync in your computer. You can download the latest ActiveSync program from www.microsoft.com.

After you have installed ActiveSync, set up a sync relationship between your Xda and your computer. ActiveSync recognises your Xda and automatically transfers the synchronisation settings you have in your Xda.

If you wish to synchronise your Xda with Exchange Server through your company or service provider, obtain the name of the Exchange Server, user name, password, and domain name from your network administrator before starting the Sync Setup Wizard.

To install and configure ActiveSync in your computer:

1. Insert the Getting Started CD that came with your Xda package.
2. Follow the screen instructions.
3. After the set-up is complete, the Sync Setup Wizard automatically starts when you connect your Xda to your computer. Follow screen instructions to complete the wizard.
4. From the Sync Set-up Wizard, you can:
 - Configure an Exchange Server connection to synchronise directly with an Exchange Server. Acquire from your network administrator the required parameters for input.
 - Create a synchronisation relationship between your computer and your Xda.

5. Select the information type that you want to synchronise.
6. After you finish the wizard, ActiveSync/Microsoft® automatically synchronises your Xda. You can disconnect the Xda after the synchronization is complete.

NOTES: When connected, your Xda is automatically synchronised with your computer. ActiveSync synchronises every time you make a change on either the Xda or computer.

You cannot use WLAN to synchronise database.

Refer to your Windows® Mobile Help, for more information about ActiveSync synchronisation.

Wireless connection may require separately purchased equipment (e.g. Wireless router or Access Point).

Synchronising via mini-USB

You can connect to your Xda using the bundled mini-USB cable to synchronise to your computer.

To synchronise your Xda via mini-USB:

1. After installing ActiveSync to your computer, connect the mini-USB plug to the mini-USB connector at the bottom of the Xda.
2. Connect the other end of the USB cable to your computer. Upon connection, ActiveSync automatically synchronises your Xda.

Synchronising via Bluetooth®

NOTE: Ensure that Bluetooth is turned on both on your Xda and your computer.



To synchronise your Xda via Bluetooth:

1. Configure the settings of ActiveSync and Bluetooth on your computer.

NOTE: Refer to the Microsoft® ActiveSync Help on your computer for details.

2. Connect your Xda with your computer using Bluetooth.

NOTE: Refer to the section **Using Bluetooth®** in this Full User Manual for more details.

3. From the list of connected devices, tap the name of the computer you want to synchronise with.
4. Select **ActiveSync**, then tap **Save**.
5. Tap  to exit the Bluetooth settings.
6. From your Xda, tap  > **Programs > ActiveSync > Menu > Connect via Bluetooth**. The Xda starts to connect to your computer.
7. When connected, tap **Sync** to synchronise data.

NOTE: Media files, such as music and video files, can be synchronised only via a USB cable.

Synchronising with an Exchange Server

To synchronise your Xda with Exchange Server:

1. From the ActiveSync screen, tap **Menu > Add Server Source...**
2. Key in your email address, then tap **Next**. If you prefer the Xda to detect the Exchange Server Settings automatically, select the check box.
3. In the **Server Address** field, key in the name of the server running Exchange Server then tap **Next**. If necessary, tap the check box **This server requires an encrypted (SSL) connection**.
4. Enter user name, password, and domain then tap **Next**.
5. Tap the check boxes to select the data items that you want to synchronise with Exchange Server. To change the available synchronisation settings, select a data item then tap **Settings**. Tap **Finish** when done.
6. Start the sync process.

Setting the synchronisation schedule

To set the synchronisation with Exchange Server:

1. From the ActiveSync screen, tap **Menu > Schedule**.
2. Set the schedule according to your preference. Refer to the table for input details.

VOLUME	RECOMMENDED SET-UP
High	Select a shorter interval in the Peak times list.
Low	Select As items arrive option or a longer interval in the Off-peak times list.
While roaming	Check Use above settings when roaming .
Sending messages	Check Send/receive when I click Send .

Chapter 4

Managing your Xda Zest

4.1 Customising your Xda Zest



4.2 Managing and backing up files

4.1 Customising your Xda Zest

Customising the Start menu



You can choose up to seven programs to appear in the Start menu.

To customise the Start menu:



1. Tap  > **Settings** > **Menus**.
2. Select up to seven programs that you want to be on the Start menu.
3. Tap .

Customising the Today screen



To change the theme of your Xda:

1. Tap  > **Settings** > **Personal tab** > **Today**.
2. From **Appearance** tab, select a theme for your Xda.
3. Tap  when finished.

To customise the items displayed on the Today screen:



1. Tap  > **Settings** > **Personal tab** > **Today**.
2. From **Items** tab, check the items you want to show on the Today screen.
4. Tap  when finished.

To change the background image:

1. Tap  > **Settings** > **Personal** tab > **Today**.
2. From **Appearance** tab, select the box of **Use this picture as the background** and tap **Browse**. Then tap an image to use as the background image.
3. Tap  when finished.



Customising the Now Screen

To customise the Now Screen:


1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs** > **O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings** > **O₂ Menu**.
3. From the **Now Screen** tab, make the necessary settings:
 - Select **Show the Now Screen when the Xda wakes up** to display the Now Screen each time your Xda wakes up from standby mode.
 - From the drop-down list, select either **Professional** or **Classic** as the layout of the Now Screen. Tap **Configure** to change the selected layout settings.
4. Tap  when finished.


Customising the Today Plug-In

To customise the Today Plug-In:

1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs > O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings > O₂ Menu**.
3. From the **Today** tab, make the necessary settings:
 - Select **Auto-hide the tab content** to hide the selected tab's content in the Today's Plug-In on the Today screen.
 - Select **Backlight indicator in the Home Tab** to show the backlight indicator in the Home tab for quick access.
 - From the drop-down lists, assign your Today's screen left or right soft keys to launch any of the functions or features, or to lock your Xda.
4. Tap  when finished.



To customise the items on the Today Plug-In:

1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs > O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings > O₂ Menu**.

3. From the **Tabs** tab, set up the necessary settings. You can move up, move down, add and replace the item.
4. Tap  when finished.



Customising the gestures

To customise the gestures:

1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs > O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings > O₂ Menu**.
3. From the **Animation** tab, make the necessary settings:
 - Select **Enable taskbar smart gestures** to allow you to launch one of the main window panels (Now Screen, O₂ Menu, and Speed Dial) from any application you are in.
 - Select **Animate transitions** to allow animated transitions for the main window panels.
 - Under the **Animation effect on gesture**, select the animated transition effect from the drop-down lists. From the **Main Window** drop-down list, select the transition effect when shifting between the main window panels. From the **More/Back** drop-down list, select the transition effect when you want to move back and forth between the subpanels of the main window.
4. Tap  when finished.

Customising the O₂ Menu

To customise the O₂ Menu:



1. Launch the **O₂ Menu**. To do this, do any of the following:
 - From the Today screen, tap **O₂ Menu**.
 - Tap  > **Programs > O₂ Menu**.
2. From the O₂ Menu main screen, tap **Settings > O₂ Menu**.
3. From the **Advance** tab, tap **Menu**. The list of default items on the O₂ Menu is displayed. Make the necessary changes.
4. Tap  when finished.

Entering your contact information

The Owner Information feature allows you to enter and display your personal contact information, such as your name, alternative contact numbers, and email address, on your Xda.

NOTE: We recommend that you enter your contact information so you can easily be contacted in case of loss.



To enter owner information:

1. Tap  > **Settings > Personal tab > Owner Information**.
2. Key in your details and tap .



Setting Sounds and Notifications

This function enables you to customise the sounds for ring tones, notifications, reminders, alert, warnings, email, text message, and key tones. The Xda comes with some polyphonic ring tones from which you can choose.

To change the sound:



1. Tap  > **Settings** > **Personal tab** > **Sounds and Notifications**.
2. From the **Sounds** tab, select the items you want to enable sounds for.
3. When done, tap .

To change the notifications:



1. Tap  > **Settings** > **Personal tab** > **Sounds and Notifications**.
2. From the **Notifications** tab, select an event from the drop-down list and change the settings.
3. When done, tap .

Setting the date, time, and alarm

To set the date and time:

1. Tap  > **Settings** > **System tab** > **Clock and Alarms**.
2. On the **Time** tab, enter the Time zone, Date, and Time settings.
3. Tap .

To set the alarm:





1. Tap  > **Settings** > **System** tab > **Clock and Alarms**.
2. On the **Alarm** tab, enter the necessary alarm settings.
3. Tap .

Setting the ring tone

With your Xda you can add and configure your favourite music as your ring tone. You can easily configure your favourite song or sound as your ring tone with the following compatible audio formats: aac, amr, .mp3, .wav, .wma, and .mid.





Adding the ring tone to selection

To add ring tone to the selection category under phone setting:

1. Tap  > **Settings** > **Personal** tab > **Ring tones**.
2. Select a specific file extension from the list box.
3. Tap to check a ring tone file that you want to add.
Tap  to play ring tone sound and tap  to stop.
4. Tap  when finished.

Changing the ring tone



To change the ring tone:

1. Tap  > **Settings** > **Personal tab** > **Phone**.
2. On the **Phone** tab, select a ring tone from the **Ring tone** list box. The songs or sounds that you added as ring tone appears on this list along with the default ring tones that came with the Xda.
Tap  to play ring tone sound and tap  to stop.
3. Tap  when finished.

Wake-up settings

You can set the wake-up actions whenever your Xda is in sleep mode.

To set the wake-up action:

1. Tap  > **Settings** > **Personal tab** > **Wake-up Source**.
2. Select from the available wake-up actions.
Tap **Select All** to select all actions or tap **Select None** to deselect all available actions.
3. Tap  when finished.

4.2 Managing and backing up files

To manage your files, you can use the File Explorer or a storage card (microSD card) on your Xda or the ActiveSync on your PC.

You can back up files to your PC using ActiveSync or copy files to a storage card on your Xda. You can also efficiently manage your files and folders using the File Explorer program on your Xda. Changes you make to the information on your Xda will not affect the information on the PC. If you want to automatically update information on both your Xda and PC, synchronise the information instead. For more information about copying and synchronising files, see the [ActiveSync Help](#) guide on your PC.

To copy a file using ActiveSync

Copying a file results in separate file versions in your Xda and your PC. Because the files are not synchronised, changes made to one file will not affect the other.

1. Connect your Xda to your PC.
2. In ActiveSync, click [Explore](#).
3. Select the file you want to copy on your Xda or PC.
4. Do one of the following:
 - From your PC, right-click the file, and click [Copy](#). Right-click the desired folder on your Xda, and click [Paste](#).

NOTE

To copy files to a storage card, insert a micro SD card (see [Installing and removing a microSD card](#)). You can play MP3 and other media files directly from a micro SD card inserted into your Xda.

-
- From your Xda, right-click the file and click [Copy](#). Right-click the desired folder on your PC, and click [Paste](#).

Using File Explorer

File Explorer allows you to manage the files and folders on your Xda just like you do on your PC.

To start File Explorer

- Tap  > **Program** > **File Explorer**.

Once in the File Explorer application, you can do the following:

TO	DO THIS
Create a new folder	Tap Menu > New Folder . Enter a name for the new folder.
Rename a file or folder	Select the file or folder that you want to rename, and tap Menu > Rename .
Delete a file or folder	Select the file or folder that you want to delete, and tap Menu > Delete .
Beam a file	Select the file that you want to send. Tap Menu > Beam File... Select the device you want to send to and tap Tap to send .
Send a file by email	Select the file to send, tap Menu > Send... > Outlook Email . The Outlook Email screen will launch with the selected file already attached.
Sort files and folders	Tap Menu > Sort By , and select a sort option.
Move a file or folder from one location to another	Select the file or folder that you want to move. Tap Menu > Edit > Cut . Navigate to the new location and tap Menu > Edit > Paste .
Duplicate a file or folder	Select the file or folder that you want to duplicate. Tap Menu > Edit > Copy . Navigate to the new location and tap Menu > Edit > Paste .

Chapter 5

Getting connected

- 5.1 Using the Wireless Manager
- 5.2 Using Bluetooth®
- 5.3 Using Wi-Fi
- 5.4 Setting the GPRS connection
- 5.5 Setting the network
- 5.6 GSM/3G networks
- 5.7 Using the Opera Mobile
- 5.8 Using the Internet Explorer Mobile


5.1 Using the Wireless Manager

The Wireless Manager allows you to enable/disable the flight mode function; enable/disable Wi-Fi, Wireless, Bluetooth and phone connections; use your Xda as an external modem; and disable/enable Direct Push.

Enabling/disabling flight mode

Your Xda allows you to enable flight mode before taking an onboard flight. The flight mode feature enables you to turn off the wireless connections and transmitting function of your Xda but allows you to use its basic functions, such as listen to music and play games, while onboard. You cannot send SMS or make calls while flight mode is enabled.

To enable/disable flight mode:

1. Tap  > **Settings** > **Connections** tab > **Wireless Manager**.
2. Tap the **Flight Mode** icon. When enabled, the icon turns blue.

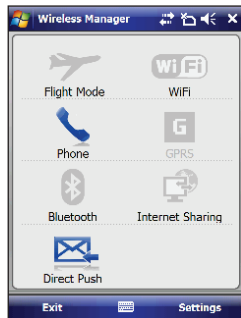
To disable the flight mode function, tap the Flight Mode icon. The icon turns gray when disabled.

Enabling/disabling the wireless connections

You can turn on/off the wireless connections on your Xda such as Wi-Fi, Bluetooth, and GPRS connections from the Wireless Manager application.

To enable/disable the wireless connections:

1. Tap  > **Settings** > **Connections** tab > **Wireless Manager**.



2. Tap the **Wi-Fi**, **Bluetooth**, or **GPRS** icons to turn on any of these wireless connections. The selected icon turns blue when enabled.

To disable a wireless connection, tap the icon of the wireless connection that you want to turn off. The icon turns gray when disabled.

Using your Xda as an external modem


With Internet Sharing, you can use your Xda to connect your PC to the Internet. To connect your Xda to your PC, you can use a USB Bluetooth dongle.

NOTE: Ensure that you have Internet connection via Wi-Fi or GPRS connection. Refer to the Wi-Fi or GRPS sections in this Full User Manual for more details.

Using a USB cable to connect your Xda to your PC

NOTE: Ensure that you have installed Microsoft® ActiveSync 4.5 or later on your PC.

To use a USB cable to connect your Xda to your PC:


1. Ensure that the ActiveSync USB connection on your PC is disabled. To disable:
 - Open **ActiveSync** on your PC, and click **File > Connection Settings**.
 - Clear the **Allow USB connections** checkbox.
2. Tap  > **Settings > Connections tab > Wireless Manager > Internet Sharing**.
3. Select **USB** from the **PC Connection** drop-down list.

4. From the Network Connection list, select the network that your Xda will use to connect to the Internet.
5. Tap **Connect**. Allow a few seconds for your Xda to establish the Internet connection.

Using Direct Push

Direct Push is a technology that allows you to continuously retrieve email messages even without synchronising your Xda with your PC.

To use Direct Push:

1. Tap  > **Settings** > **Connections** tab > **Wireless Manager**.
2. Tap the **Direct Push** icon to enable the Direct Push function. When enabled, the icon turns blue. To disable Direct Push, tap the **Direct Push** icon. The icon turns grey when disabled.

5.2 Using Bluetooth®



Bluetooth® is a short-range wireless communication technology that allows devices with Bluetooth capabilities to exchange data within a radius of about 10 meters (30 feet) without requiring a physical connection. With Bluetooth enabled in your Xda, you can:

- Connect and communicate, such as beam files, tasks, or contacts, with other Bluetooth-enabled devices.
- Use Bluetooth service. After you connect to another device or computer using Bluetooth, you can use the services available on that device.

Activating Bluetooth in your Xda

Use the Wireless Manager to enable or disable Bluetooth in your Xda.


To activate Bluetooth in your Xda:

1. Launch the Wireless Manager. To do this, you can either:
 - Tap  > **Settings** > **Connections** tab > **Wireless Manager**.
 - Tap  > **Wireless Manager**.
2. Tap the **Bluetooth** icon to turn on/off the Bluetooth connection. The icon turns blue when enabled, and grey when disabled.

TIP: When not in use, deactivate Bluetooth in your Xda to conserve battery power.

Adding Bluetooth devices

To add Bluetooth devices:


1. Ensure that Bluetooth is enabled on the device you want to add and the device is set as visible.
2. Tap  > **Settings** > **Connections** tab > **Bluetooth**.
3. Tap **Add new device...** to search for available Bluetooth devices. The search may take a while.
4. Select the device you want to connect to, then tap **Next** or press the Right Soft key.
5. Enter the alphanumeric passcode of the device you want to connect then tap **Next** or press the Right Soft key. You can find the passcode in the documentation that came with the target device.
6. Enter the display name for this connection.
7. Repeat steps 3 – 6 to connect to more devices.

5.3 Using Wi-Fi

NOTE: Bluetooth and Wi-Fi share the same frequency band depending on the environment and wireless equipment being connected. Hence, performance may vary if both the device's Bluetooth and Wi-Fi features are used simultaneously.



Turning on Wi-Fi


To turn on Wi-Fi:

1. Tap  > **Settings** > **Connections** tab > **Wi-Fi Manager** > **Menu** > **Turn On Wi-Fi**.
The Xda then automatically scans for all available wireless networks within the Wi-Fi range.
2. From the list of detected wireless networks, select a wireless network that you want to connect the Xda to, then tap **OK**.
3. Select whether the wireless network connects to **The Internet** or **Work** network, then tap **Connect**.
4. Enter a password and tap **Connect**. If no password needed, just tap **Connect**. The Xda then connects to the selected network.

Configuring wireless networks

To configure a wireless network:



1. To launch the Wi-Fi settings page, you can either:
 - Tap  > **Settings** > **Connections** tab > **Wi-Fi**.
 - Tap  from the status bar and then tap **Settings** > **Wi-Fi**.
2. On the Configure Wireless Networks screen, tap an available wireless network, then make the necessary changes.

If the wireless network you want to connect to is not on the list, tap **Add New**.
Refer to the succeeding sections for details on how to add new wireless networks.
Tap the **Network Adapters** tab and select an adapter. Tap an adapter to set if necessary.
3. Tap  when done.

Adding a wireless network

If the Xda fails to automatically detect the wireless network you want to connect to, you can manually add a network. Ask for the wireless network settings from your network administrator.

To add a wireless network:

1. To launch the Wi-Fi settings page, you can either:
 - Tap  > **Settings** > **Connections** tab > **Wi-Fi**.
 - Tap  from the status bar and then tap **Settings** > **Wi-Fi**.Then tap **Add New...** from the **Wireless** tab.
2. Enter a name for the network and select an item from the **Connects to:** drop-down menu.
Then tap **Next**.

3. Set authentication, data encryption, and network key. Ask your network administrator for this information. Then tap **Next**.

NOTE: Obtain the authentication, data encryption, and network key from your network administrator.

4. If you need to change the EAP type, check the check box and then change the EAP type.
5. Tap **Finish** when done.

Using Wi-Fi Manager

The Wi-Fi Manager shows connection status and information on a wireless network, and allows you to manually scan your area for available wireless networks.

To open the Wi-Fi Manager:

- Tap  > **Settings** > **Connections** tab > **Wi-Fi Manager**.

There are four tabs in the Wi-Fi Manager:

- **Wi-Fi status**
This page shows the current connection status and link information.
- **Setting**
This page allows you to define settings for establishing a device-to-device wireless connection as well as power saving settings. We recommend you set the **Power Save to Enable**.

- **IP Info**

This page shows the network information and provides a way to get the new IP address from the DHCP server.

The **Renew** button enables you to request the DHCP server for a new IP address.

This function would take several seconds to get the new IP address.

The **Ping** button serves as the network's diagnostic tool. It enables you to detect if your Xda is connected to the network.

- **Site Survey**


This page shows the available wireless network. Tap Re-Scan to search for available wireless networks.

Each wireless network is preceded by an icon for easy identification. The network channel, RSSI, and SSID are also displayed in columns.

5.4 Setting the GPRS connection

Your Xda allows you to connect via General Packet Radio Service (GPRS). GPRS is a wireless communication standard. It supports a wide range of bandwidth that allows sending and receiving small bursts of data, such as email and web browsing.

To set a GPRS connection in your Xda:

1. Tap  > **Settings** > **Connections** tab > **Connections**.
2. From the Connections screen, tap **Add a new modem connection**.
3. Enter a unique name for the connection then select **Cellular Line** from the modem list.
4. Enter the Access point name. Consult your network service provider for the access point.
5. Enter your user name, password, and domain then tap **Finish**. Contact your network administrator for assistance.



NOTES: The network connection may vary with different locations and mobile service providers. Consult your mobile service provider for the applicable network connection in your area.

The charge for GPRS services and the GPRS connection settings might vary with different operators. Consult your service provider for suitable solution.

The GPRS and USB connections cannot be used at the same time.

Connecting GPRS

To connect GPRS:


1. Tap  > **Settings** > **Connections** tab > **Connections**.
2. From the Connections screen, tap **Manage existing connections**.
3. Tap and hold on an existing connection then from the pop-up menu tap **Connect**.
Tap **Delete** if you want to delete the selected connection.
4. When connected, tap  to exit.

If you have set a default GPRS connection, it automatically connects when you launch an application that connects to the Internet.

1. Launch any application that connects to the Internet such as Internet Explorer. The Xda will automatically connect to your default GPRS connection. A pop-up callout appears to display the connection status.
2. When connected, you can start browsing the Internet. If you are using Internet Explorer, the default site will be displayed.

Disconnecting GPRS

To disconnect GPRS:

1. Tap  > **Settings** > **Connections** tab > **Wireless Manager**.
2. Tap the **GPRS** icon. The icon turns grey when disabled.

NOTES: You can only disconnect but you cannot enable the GPRS connection in the Wireless Manager application.

If your ActiveSync is set to sync with Exchange Server automatically, synchronisation will occur after you connect again.



GPRS will automatically reconnect every time you launch an application that requires GPRS connection (such as Internet Explorer or Windows Live Messenger).

5.5 Setting the network

Your Xda enables you to configure your Xda's network connection as well as set multiple networks in the order that you want to access them.

Configuring the network



To configure the network settings:

1. Tap  > **Programs** > **O₂ Connection Settings**.
2. Select the **Country** and **Profile** from the drop-down lists.
3. When done, tap .


5.6 GSM/3G Networks

GSM/3G Networks allows you to conveniently switch network type. Network options include **Automatic**, **3G**, and **GSM**. The default setting is Automatic, which allows the Xda to search for the proper service automatically.

To choose network type:

1. Tap  > **Settings** > **Connections** tab > **GSM/3G Networks**.
2. Select a proper network type, then tap .

If you prefer to use the service your SIM card automatically detected, select **Automatic**.

3. When prompted, tap  to restart your Xda and apply changes.

NOTES: Network type varies with different service providers.

Ensure that you choose the right network type for your SIM card.

5.7 Using the Opera Mobile

Opera Mobile enables you to browse the Internet on your Xda. It allows you to import your favourite links from Internet Explorer; send links as email/SMS/MMS messages; and download images and copy texts from web pages.

To launch the Opera Mobile, tap  > **Programs > Opera Browser.**

NOTE: Before using this application, ensure that you have Internet connection via GPRS or Wi-Fi connection. Refer to the GPRS or Wi-Fi section of this Full User Manual for more details.

TO	DO THIS
Set a web page as the homepage	Tap Menu > Tools > Settings > General tab. Key in the URL address of the website that you want to set as the homepage.
Go to the homepage	Tap Action > Go to Homepage.
Go to a web page	Tap Action > Go to to enter or change the page address. Key in the address, then tap ok to open the page. You can also use this screen to access the Bookmarks and History folders.
Go back to the last web page viewed	Tap Action > Back.
Go to next web page viewed	Tap Action > Forward.
Stop the web page from loading	Tap Action > Stop.
Refresh the current web page	Tap Action > Reload.
Go to the top of the current web page	Tap Action > Go to Top.

TO	DO THIS
Save a web page	Tap Action > Save This Page .
Manage saved web pages	Tap Menu > Tools > Settings > Manage Saved Pages . Tap Menu to add or delete saved web pages.
Bookmark a favourite web page	Tap Action > Bookmark This Page .
Manage bookmarks	Tap Menu > Tools > Manage Bookmarks . Tap Menu to add, edit or delete a bookmark. You can also create a folder and import Favourites from the Internet Explorer®.
Clear history, cookies, and cache	Tap Menu > Tools > Settings > History tab. Tap Clear History, Clear Cookies , or Clear Cache . A confirmation message appears. Tap Yes to confirm.
Open a new window	Tap Menu > Windows > New Window .
Toggle between windows	Tap Menu > Windows > Next Window .
Close a window	Tap Menu > Windows > Close Window .
Change the size of text on Web pages	Tap Menu > Display > Zoom and select the size you want.
Show or hide pictures on Web pages	Tap Menu > Display > Load Images to select (show) or deselect (hide) this function.
View a page in full screen mode	Tap Menu > Display > Full Screen .
Exit full screen mode	Tap and hold the screen. The menu appears. Deselect Full Screen .
Change Web page display options	Tap Menu > Display . Select one of the display options.
Show downloads	Tap Menu > Tools > Show Downloads . The list of downloads appears. Tap Menu to open or delete downloaded files.
Send a web link via email/SMS/MMS messaging	Tap Menu > Tools > Send Current Web Address As . Select if you want to send the link through email/SMS/MMS messaging.

5.8 Using the Internet Explorer Mobile

Use the Internet Explorer® Mobile to browse the Internet on your Xda. With the Internet Explorer® Mobile, you can add a website to your favorites list; send a web link via SMS/MMS/ email messaging; and do other tasks that you normally do while browsing the Internet on a desktop PC.

To launch the Internet Explorer® Mobile, tap  > **Internet Explorer**.

NOTE: Before using this application, ensure that you have Internet connection via GPRS or Wi-Fi connection. Refer to the GPRS or Wi-Fi section of this Full User Manual for more details.

TO	DO THIS
Set a web page as the homepage	Tap Menu > Tools > Options > General tab. Key in the URL address of the website that you want to set as the homepage.
Go to the homepage	Tap Menu > Home .
Go to a web page	Tap the URL bar. Key in the web address of website that you want to browse.
Set up the security settings such as allowing or clearing cookies, receiving alerts when a page is blocked or not secure	Tap Menu > Tools > Options > Security tab. Make the necessary security settings.
Add or delete favourites	Tap Favourites . From the Favourites screen, select Add/Delete tab to add, delete favourites.
Create a new folder in Favourites	Tap Favourites > Add/Delete tab > New Folder .
Adding a web page to the Favourites list	From the current web page, tap Menu > Add to Favorites .

TO	DO THIS
Viewing a web page from your History list	Tap Menu > Tools > History , and select a web page.
Clear history, or temporary files	Tap Menu > Tools > Options... > Memory tab.
Send a web link via email/SMS/MMS messaging	Select the web page that you want send. Tap Menu > Tools > Send Link . Select if you want to send the link through email/SMS/MMS messaging.
Change web page display options	Tap Menu > View . Select one of the display options.
Change the text size on web pages	Tap Menu > View > Zoom Level . Select the size that you want.
View a page in full screen mode	Tap Menu > View > Full Screen .
Exit full screen mode	Tap and hold the screen. The menu appears. Deselect Full Screen .

Chapter 6

Messaging

6.1 Entering text and numbers

6.2 Email messaging

6.3 Threaded SMS

6.4 MMS messaging

6.5 Windows® Live

6.1 Entering text and numbers




Using the Input Panel

When you start an application or select a field that requires text, symbols, or numbers, the Input Panel icon appears on the menu bar. The Input Panel allows you to select various input methods including: **Block Recogniser**, **Keyboard**, **Letter Recogniser**, **Transcriber**, and **XT9**.

Using the Block Recogniser

The Block Recogniser allows you to use a single stroke to write letters, numbers, symbols, or punctuations, which are converted into typed text.

To use the Block Recogniser:

1. In an application that accepts user input, tap the Input Panel arrow, then tap **Block Recogniser**.
2. Write letters, numbers, symbols, or punctuations in the designated writing area.
 - Write letters on the **abc** (left) area of the box.
 - Write numbers on the **123** (right) area of the box.
 - Tap the space  button to input a space.
 - Tap the special symbols  button to input symbols, punctuations and other special characters.
 - Tap Help  button for help on how to write characters.

Using the on-screen keyboard

With the on-screen keyboard, you can enter texts, symbols, numbers, or other special characters.

To input text using the on-screen keyboard:

1. In an application that accepts user input, tap the Input Panel arrow, then tap **Keyboard**.
2. Tap the keys on the on-screen keyboard to enter.




To enlarge the on-screen keyboard:

1. Tap the Input Panel arrow, then tap **Options**.
2. Select **Keyboard** from the Input Method list.
3. Tap **Large Keys**.

Using the Letter Recogniser

With the Letter Recogniser you can write individual letters, numbers, or special characters, which are converted into typed text.


To use the Letter Recogniser:

1. In an application that accepts user input, tap the Input Panel arrow, then tap **Letter Recogniser**.
2. Write letters, numbers, symbols, or punctuations in the designated writing area.
 - Write capital letters on the **ABC** (left) area of the box.
 - Write lower case letters on the **abc** (middle) area of the box.
 - Write numbers on the **123** (right) area of the box.
 - Tap the space  button to input a space.
 - Tap the special symbols  button to input symbols, punctuations and other special characters.
 - Tap Help  button for help on how to write characters.

Using the Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or mixed styles. It recognises not only written text but also numbers and symbols. Make sure to write legibly. See Help for more information on the Transcriber.


To use the Transcriber:

1. Start an application that accepts user input, such as Notes or Word Mobile.
2. Tap the Input Panel arrow, then tap **Transcriber**.
3. The Transcriber Intro screen appears. Tap  to close the introduction, or tap **Help** to find more instructions.

To write using Transcriber:

1. Tap screen to position the cursor where you want the text to appear.
2. Use the stylus to write on the screen. The handwriting will be converted to text after you lift the stylus from the screen.

To edit text:

1. Tap the text you want to edit to position the cursor.
2. You can now rewrite the text or use the Transcriber gestures to edit your selected text. See Help  for more details about the Transcriber gestures.

Using the XT9 input mode

The XT9 input mode enhances your text input as it provides you with possible word matches as you key in your text in a text entry, such as SMS messaging.

To use the XT9 input mode:

1. In an application that accepts user input, tap the Input Panel arrow, then tap **XT9**.
2. From the XT9 screen, tap the letters, symbols, or numbers that you want to key in.


6.2 Email messaging

Setting up an email account

Before you can send and receive email messages, you need to set up an email account that you have with an Internet Service Provider (ISP) or an account that you access using a VPN server connection (typically a work account). You can send email messages by synchronising or by connecting directly to an email server through your Internet Service Provider or a corporate network.

NOTE: Before you set up an email address on your Xda, you must have an Internet or an email account.

To set up an email account:

1. Tap  > **Messaging** > **Set-up Email**.
2. Key in your **Email address** and **Password**, then tap **Next**.

NOTE: By default, your Xda automatically attempts to obtain your email settings from the Internet, particularly for Internet email accounts such as Yahoo or Hotmail.



3. If you want to manually enter your email settings, clear the **Try to get email settings automatically from the Internet** checkbox. Otherwise, tap **Next**.

NOTE: Obtain the email server information from your mobile service provider.

4. Key in **Your name** and **Account display name**, then tap **Next**.


- From the drop-down list, select the time interval that you want to automatically send/receive email messages. If you want to view more download settings, tap **Review all download settings**, and select your preferred download settings.
- When done, tap **Finish**.

Managing email accounts

TO	DO THIS
View a list of accounts	Tap  > Messaging . A list of accounts is displayed with the number of unread messages in the Inbox of each account shown in parenthesis.
Send/receive Internet email messages	Tap  > Messaging . Select the Internet email account for which you want to send and receive messages and tap Menu > Send/Receive . To stop this process, tap Menu > Stop Send/Receive .
Delete an account	Tap  > Messaging . Select an account and tap Menu > Delete .
Switch between accounts	With an account open, tap Menu > Go To , then tap an account you want to switch to. You can also push the navigation key left or right to quickly switch to another account.
Changing account options	Tap  > Messaging . Select an account and tap Menu > Options and then select the type of option you want to change. Tap  when finished.

Sending an email message

To send an email message:

1. Tap  > **Messaging**.
2. Tap an email account.
3. Tap **Menu > New**.
4. In **To:** field, enter email address of the person to whom you want to send the message or tap **Menu > Add Recipient** to select from your Contacts list.

NOTE: If you are sending a message to more than one recipient, separate them with a semicolon (;).

5. Key in your message in the message field.
6. When finished, tap **Send**.

NOTE: If you are working offline, email messages are saved to the Outbox folder and sent the next time you connect.

TO	DO THIS
Insert a picture/voice note/file into an email message	While composing your message, tap Menu > Insert > Picture/Voice Note/File .
Set the priority, security, permission, and language of an email message	While composing your message, tap Menu > Message Options .
Cancel a message	While composing your message, tap Menu > Cancel Message .
Save a message	While composing your message, tap Menu > Save to Drafts .
Delete a message	With the message you want to delete selected, tap Delete .
Move a message to another folder	With the message you want to move selected, tap Menu > Move . Tap the new folder and tap Select .
Sort messages	On any account screen, tap Menu > Tools > Sort By and select your desired sort method.
Insert a signature	On any account screen, tap Menu > Tools > Options > Signatures .
Change message options	On any account screen, tap Menu > Tools > Options....

Downloading email messages

To send and receive email messages:

- Synchronise email messages with Microsoft Exchange or Microsoft Outlook on your computer.
- Send and receive email messages by connecting directly to an email server through an Internet Service Provider (ISP) or a network.

Synchronising email messages


You can include email messages as part of the general synchronisation process. On Windows® XP platform, you need to enable mail synchronisation in Microsoft® ActiveSync. For more information on enabling mail synchronisation, see the ActiveSync online help on your computer. On Windows® Vista platform, you can synchronise your email messages via the Windows® Mobile Device Center.

NOTES: For synchronising on Windows® Vista platform, refer to the Windows® Mobile Device Center's website at <http://www.microsoft.com/windowsmobile/devicecenter.mspx>

To connect directly to an email server, see **Synchronising with an Exchange Server** in this Full User Manual.

Managing folders

Each Messaging account has a set of five folders: **Deleted Items**, **Drafts**, **Inbox**, **Outbox**, and **Sent Items**. These folders store messages that you send and receive through the account. You can move a message to a different folder within the same account.


TO	DO THIS
View message folder contents	Tap  > Messaging . Select the account that you want to view. Tap Menu > Go To > Folders and select the folder that you want to view.
Moving a message to a different folder	Tap  > Messaging . Select the account with the message that you want to move. Select the message you want to move and tap Menu > Move.... Select the folder into which to move the message.

6.3 Threaded SMS

Your Xda organises your SMS messages from a single contact or number into a single thread of conversation, making it easier for you to follow the messaging flow and send the appropriate responses.

Sending a threaded SMS

To send a threaded SMS message:

1. Tap  > **Messaging** > **Text Messages** > **Menu** > **New**.
2. Key in your recipient's phone number or tap **To:** to select a recipient from the Contacts list. Separate multiple recipients with a semicolon (;).
3. Key in your message.
4. When finished, tap **Send** to send out the message.

NOTE: Once your recipient replies to your message, your Xda displays the message thread, making it easier for you to follow the mobile conversation with your recipient.

6.4 MMS messaging

Multimedia Messaging System (MMS) allows you to send text messages with multiple slides. Each slide may include a picture, video or audio, or text. MMS messages are sent by GPRS (General Packet Radio Service) to email accounts or other MMS-enabled mobile devices.

NOTES: You need to subscribe to the GPRS and MMS services with your service provider before you can send and receive MMS messages. Ask your mobile service operator on how to activate the MMS feature. Only mobile phones with MMS feature can send/receive MMS messages.

Depending on the service that you subscribe to, you may not be able to send and receive MMS messages to users using a different mobile phone network.

Accessing MMS

To access MMS, do any of the following:

- Tap  > **Messaging** > **MMS**.
- After capturing a picture or video clip, tap **Menu** > **Send via MMS**.

Editing MMS settings


1. From the MMS main screen, tap **Menu** > **Tools** > **Options**.
2. From the list of accounts, tap **MMS**.

3. On the **MMSC Settings** tab, select your Internet Service Provider from the list. Tap **Edit** to access Multimedia Messaging Service Centre (MMSC) settings.

NOTE: Contact your mobile service provider for the detailed settings.

Sending an MMS message

To send an MMS message:

1. Tap  > **Messaging** > **MMS** > **Menu** > **New**.
2. In the **To:** field, key in the mobile phone number or email address of your recipient. You can enter it using the phone pad or tapping **Menu** > **Add Recipient** to select from your Contacts. If you have more than one recipient, separate them with semicolon (;).
3. In the **Subject** field, key in a subject for the message.
4. Tap the **Insert Picture/Video** field. All of your pictures and video clips will be displayed in thumbnail view.
5. Tap a picture or video clip to insert it to the message.
6. Tap the **Insert Audio** field. All of your available audio clips will be displayed in thumbnail view.
7. Select the audio clip you want to attach, then tap **Select**.

NOTE: You will not be able to attach an audio file to a slide with a video clip.

8. Tap the **Insert Text** field and key in your message.
9. Tap **Send** to send the message.

The following assumes that you are on the MMS message screen.

TO	DO THIS
Copy the message to other recipients	Using the stylus, move the scroll bar to display the Cc: field. Key in the recipient's phone number or email address or tap Menu > Add Recipient to select a recipient from your Contacts list.
Hide a recipient's contact information from other message recipients	Using the stylus, move the scroll bar to display the Bcc: field. Key in the recipient's phone number or email address or tap Menu > Add Recipient to select a recipient from your Contacts list.
Hide sender information	Tap Menu > Options > Send Options . Select the Hide Sender checkbox.
Create an MMS message from a template	Tap Menu > Template > New from Template to compose a message using a pre-defined template.
Create an MMS message template	Create a message or open an existing message, and tap Menu > Template > Save as Templates .
Add preset or frequently used text strings to a message	In a text field, tap Menu > My Text . Select the text string that you want to add.
Edit a preset message	In a text field, tap Menu > My Text > Edit My Text Messages .
Request message read notification	Tap Menu > Options > Send Options . Select the Read Report checkbox.
Request message delivery notification	Tap Menu > Options > Send Options . Select the Delivery Report checkbox.

6.5 Windows® Live

Windows® Live provides a set of services including email, messaging, and search that brings all your online necessities together. With Windows® Live, you can conveniently do the following on your Xda:

- Access your Hotmail, Messenger, or Microsoft Exchange account and send or receive email messages.
- Start a chat with your friends who are online.
- Search the web using the Windows® Live search engine.


To use Windows® Live, you must have a Passport account. If you have a Hotmail® or an MSN® account, you already have a Passport. Once you have obtained either a Microsoft® Passport or Microsoft® Exchange Server account, you are ready to set up your account.

NOTE: You need a Microsoft® Passport account to use Windows Live® application. If you do not have a passport account, go to www.passport.com to obtain one.

Using Hotmail®

Use the Windows® Live application to access your Hotmail® mailbox and access your email messages on your Xda.


To sign in Hotmail®:

1. Tap  > **Programs > Windows Live.**
2. On the Windows Live-Sign In screen, tap **Sign in to Windows Live** to enter Windows Live Set-up session.
3. Tap **Accept**, then enter the email address and password for your Hotmail® account.
4. Select **Save password** and tap **Next**.

5. Tap the check boxes to show or hide Windows® Live items on the Today screen, then tap **Next**.
6. Select the items you want to synchronise on your Xda, then tap **Next**. Wait for a few minutes for the synchronisation process to finish.
The next time you sign in to Windows® Live, your username and password is displayed.

Using Windows® Live Messenger


To sign in and out of Windows® Live Messenger:

1. Set email address and password in Windows® Live.
2. When the setting is finished, tap  > **Programs > Messenger**.
3. On the Windows® Live Messenger main screen, tap **Signing In**.
4. To sign out, press **Menu > Sign Out**.

NOTE: If you do not sign out of the Windows® Live Messenger application, you will remain connected. This may result in additional charges from your service provider.

Common Windows® Live Messenger features

TO	DO THIS
Add a contact	Tap Menu > Add new contact , and follow the instructions on the screen.
Delete a contact	Select the contact to delete and tap Menu > Contact options > Remove Contact .
Send an instant message	Select the recipient you want to chat with and tap Send IM . Key in your message and tap Send .
Add other people to a conversation	From a chat session, tap Menu > Options > Add participant , then select a contact and tap Add .

TO	DO THIS
Switch to another chat session	In the list of ongoing chats displayed at the bottom of screen, tap the name of a contact with whom you want to chat.
Return to the contacts list	Tap  at the bottom of the screen.
End a chat session	From a chat session, tap Menu > End Conversation .
See all who are chatting	From a chat session, tap Menu > Options > View participants .
Block someone on your Messenger contacts list from seeing and contacting you	In the Messenger contacts list, select the contact's name. Tap Menu > Contact options > Block contact . The contact will no longer be able to see your status or send you messages.
Unblock a contact	In the Messenger contacts list, select the contact's name. Tap Menu > Contact options > Unblock contact .
Change your status	Above the Messenger contacts list, tap your name, then tap a status description to use. Or tap Menu > Change Status , then tap a status description.
Send a voice clip	Tap Voice clip from a chat session to record then tap Send .

NOTES: If your Internet service provider (ISP) only allows one Access Point Name (APN) connection at a time, you may meet some problems when using Windows Live Messenger concurrently with other Internet related applications.

We recommend that you close Windows Live Messenger before activating any applications that require an Internet connection such as Internet Explorer, MMS, or Streaming Player.

Chapter 7

Organising your life

7.1 Using Contacts

7.2 Using Calendar

7.3 Using Tasks

7.4 Microsoft® Mobile Device Manager 2008

7.1 Using Contacts

Contacts contains your list of contact information such as mobile or work numbers and email addresses. Using Bluetooth® on the Xda, you can quickly share Contacts information with other Xda users. If you use Outlook on your computer, you can synchronise Contacts between your Xda and computer.



Viewing Contacts


To view the Contacts list, do any of the following:

- Tap  > **Contacts**.
- On the Today screen, tap **Contacts**.

The contact list displays the names of your contacts alphabetically. Beside each name in the contact list is an abbreviation for the default communication method, such as the person's work phone number (w), mobile phone number (m), or home phone number (h). Your Xda automatically sets a contact's mobile phone number as the contact's default number.

If there are phone numbers stored in your SIM card, the entries display with a SIM card icon before the name.

TO	DO THIS
Create a new contact on the Xda	On the Today screen, tap Contacts > New > Outlook Contact . Enter the information for the new contact and tap  .
Create a new contact on the SIM card	On the Today screen, tap Contacts > New > SIM Contact . NOTE: You can only store one phone number for a SIM contact.
Edit a contact's information	On the Today screen, tap Contacts . Select the contact whose information you want to edit and tap Menu > Edit . When finished making changes, tap  .

TO	DO THIS
Call a contact from the contact list	On the Today screen, tap Contacts . Tap the contact you want to call and use the stylus to scroll to the number you want to call, and tap Call .
Send a text message to a contact	On the Today screen, tap Contacts . Tap the contact to which you want to send a text message and scroll to the number. Tap Send Contact > Text Messages .
Send an MMS message to a contact	On the Today screen, tap Contacts . Tap the contact to which you want to send an MMS message and scroll to the number. Tap Menu > Send MMS .
Beam a contact's information to another device	On the Today screen, tap Contacts . Tap the contact to beam and scroll to the number. Tap Menu > Send Contact > Beam . Tap the device name to send.
Find a contact by name	On the Today screen, tap Contacts . If you are not in Name view, tap Menu > View By > Name . Enter the first few letters of the contact's name until the contact is displayed.
Find a contact by company	On the Today screen, tap Contacts . Tap Menu > View By > Company . Tap the company to see all the contacts listed under it.
Find a contact using filter	From the Contact list, tap Menu > Filter . Tap the category. To show all contacts again, tap All Contacts .
Assign a ring tone to a contact	On the Today screen, tap Contacts . Select the contact to which you want to assign a custom ring tone and tap Menu > Edit and scroll to Ring tone. Tap Ring tone and select a ring tone, then tap  NOTE: You can only assign a ring tone to contacts stored in your Outlook Contact list.
Add a picture to a contact	On the Today screen, tap Contacts . Select the contact to which you want to add a picture and tap Menu > Edit . Tap Select a picture... and tap an picture, or select Camera and take a picture to use. NOTE: You can only add a picture to contacts stored in your Outlook Contact list.

Using the SIM Manager

SIM Manager enables you to manage your contacts stored in the SIM card, as well as to copy contacts from your Xda to the SIM card and vice versa.

To launch the SIM Manager, tap  > **Programs > SIM Manager**.

TO	DO THIS
Create a new contact on the SIM card	Tap New and then key in the contact name and phone number. Tap Done when finished.
Select/deselect all contacts on the SIM card	To select all contacts on the SIM card, tap Menu > Select All . To deselect all contacts, tap Menu > Deselect All .
Copy a contact from the SIM card to the Contacts list on the Xda	Select the contact entry that you want to copy. Tap Menu > Copy to Contacts , then tap Copy .
Copy or retrieve a contact from the Contacts list to the SIM card	Tap Menu > Retrieve from Contacts . The contacts stored on your Xda is displayed. Select the contact entry that you want to copy or retrieve from your Xda to the SIM card, then tap Retrieve .
Deleting a contact on the SIM card	Select the contact that you want to delete, then tap Menu > Delete . From the confirmation screen, tap Delete .
Calling or editing a contact	Tap and hold the contact that you want to call or edit, then tap Dial or Edit .



7.2 Using the Calendar

Use Calendar to schedule appointments, including meetings and other events. You can also set the Calendar to remind you of your appointments. If you use Outlook on your computer, you can synchronise appointments between your Xda and computer.

To open the Calendar program, tap  > **Calendar**.

Scheduling an appointment


To schedule an appointment:

1. Tap  > **Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter information about the appointment.
To schedule an all-day event, in **All Day**, select **Yes**.
4. Tap .

TO	DO THIS
Make a recurring appointment	Tap the appointment and tap Menu > Edit . Tap Occurs and select one of the recurrence options.
Delete an appointment	Tap the appointment to delete and tap Menu > Delete .
Beam an appointment	Tap the appointment to beam and tap Menu > Beam...


Viewing an appointment

To view an appointment:

1. Tap  > **Calendar**.
2. Tap the appointment to view.

Viewing your schedule

To view your schedule:

1. Tap  > **Calendar**.
2. Tap **Menu > View** and then select your desired view.
 - **Agenda**
 - **Day**
 - **Week**
 - **Month**
 - **Year**

TO	DO THIS
View today's appointment	From any Calendar view, tap Menu > Go to Today .
View your agenda for a specific date	From any Calendar view, tap Menu > Go to Date . Tap the date to view.
Show week numbers	From any Calendar view, tap Menu > Tools > Options . Select the Show week numbers checkbox.
Change the display of the work week	In any Calendar view, tap Menu > Tools > Options . and do the following: <ul style="list-style-type: none">• To specify the first day of the week, in 1st day of week, select Sunday or Monday.• To specify the number of days you want to appear in a week, in Week view, select 5-day week, 6-day week, or 7-day week.




7.3 Using Tasks



Use Tasks to keep track of what you have to do.

The Tasks list

The task list is your “things to do” list. When you create or edit tasks with Outlook on your computer and then synchronise it with your Xda, additional information, such as due date, priority, and category, may show. A task that has been marked as high priority is preceded by an exclamation mark, and a low priority task is marked by a downward-pointing arrow. Overdue tasks are displayed in bold red.

NOTE: You can synchronise information on your Xda with your computer to keep your task list up to date in both locations.

TO	DO THIS
Create a task	Tap  > Programs > Tasks > Menu > New Task . Enter the task name and details, then tap ok .
Mark a task as completed	Tap  > Programs > Tasks . Select the task to mark complete, then tap Complete .
Delete a task	Tap  > Programs > Tasks . Select the task to delete, then tap Menu > Delete Task . Tap Yes to confirm.

TO	DO THIS
Change a completed task to incomplete	Tap  > Programs > Tasks . Select a completed task, then press Activate to change status to incomplete.
Find a task	Tap  > Programs > Tasks . Tap Menu > Sort by and select a sort option or Menu > Filter and select a category.

7.4 Microsoft® Mobile Device Manager 2008

Microsoft® System Centre Mobile Device Manager 2008 provides organisations with enhanced security and control over mobile devices within their organisations, and gives mobile employees access to corporate resources such as confidential information on corporate networks with firewalls.

Using Mobile Device Manager 2008

Your company's network administrator can control the following features in your Xda:

- **Password policies**

The system administrator can impose setting up a password on your Xda, and set the password length and complexity.

- **Communications functions lockdown**

The system administrator can disable Wi-Fi, SMS, MMS, Bluetooth, email messaging, and camera functions in your Xda.

- **Disable device applications**

The system administrator can disable the applications in your Xda.

- **File encryption**

The system administrator encrypts the files, and turn on/off encryption on your Xda.

- **Software distribution**

The system administrator can distribute software/applications to your Xda.

NOTE: To connect your Xda with your company's resources, you need to enroll a domain. Consult your network administrator about using this function.

Chapter 8

GPS features



- 8.1 GPS Catcher
- 8.2 External GPS
- 8.3 CoPilot Live 7

8.1 GPS Catcher

The GPS Catcher allows you to update the Global Positioning System (GPS) data in your Xda. The GPS data contains important information about the status of satellite, and the current date and time for determining the satellite position.

Updating GPS data

To update GPS data:

1. Tap  > **Programs** > **GPS Catcher**.
2. Tap **Update** to start update.
3. Tap  when finished.

NOTES: To make a successful update, ensure that your Xda is connected to the Internet.

GPS data expires in three days. You need to update it again when it expires.

You can also set GPS Catcher to update automatically, refer to the **Setting GPS Catcher** section for details.

Setting GPS Catcher

To set GPS Catcher:

1. From the GPS Catcher screen, tap **Menu > Setting**.
2. Set the options according to your preference. Tap **Done** when finished.


8.2 External GPS

Your Xda allows you to use an external GPS device to receive GPS data.

NOTES: Your Pocket PC support only Bluetooth-enabled external GPS devices.

Before using an external device, connect your external GPS device to your Pocket PC via Bluetooth. Refer to **Using Bluetooth®** section for details.

To set an external GPS device:

1. Tap  > **Settings > System tab > External GPS**.
2. From the **Programs** tab, select a program port.

NOTE: By default, the port is set to **GPD1**. We recommend that you DO NOT change the default setting.

3. From the **Hardware** tab, specify a hardware port and baud rate for your external GPS device to use.

NOTE: By default, the hardware port is set to **COM2**, and the baud rate is set to **57600**. Refer to the Full User Manual of your external GPS device for details.

4. From the **Access** tab, select the **Manage GPS automatically (recommended)** box.

IMPORTANT: If you clear this checkbox, some GPS related application in your Xda may not be able to obtain GPS data.

8.3 CoPilot Live 7

CoPilot Live 7 is a satellite navigation software that is pre-loaded on your Xda to guide you wherever you go – simply, safely, and reliably. You have 14 days to explore a full featured version of CoPilot Live 7 on your Xda. To continue enjoying its features, buy the full licence at www.copilotlive.co.uk/o2 before the end of the 14-day trial period.


NOTES: Ensure that you set the correct location, date, and time on your Xda to enjoy the best GPS functionality.

Before using CoPilot, ensure that you insert the supplied CoPilot map SD card into the microSD card slot on your Xda.

The supplied CoPilot map SD card contains the UK and Ireland maps.

Using the trial version

To use the trial version:

1. Tap  > **Programs** > **CoPilot**.
2. In the online validation screen, tap **Next**.


NOTE: CoPilot will connect to the Internet every time you start using it during the 14-day trial period. This requires approximately 2kb of mobile data usage which will be charged for.


3. In the **Subscription Alert** screen, the remaining days on your free trial version is displayed. Tap **Cancel** to use the free trial version.

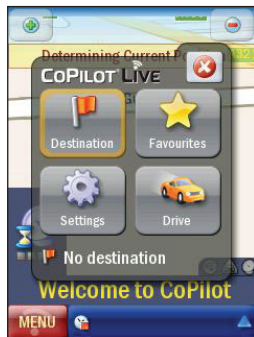
NOTE: The CoPilot Live 7 trial version on your Xda expires in 14 days. After it expires, you need to buy the full licence at www.copilotlive.co.uk/oz. Refer to **Using the licensed version** for more details.

If you are using CoPilot for the first time, you need to set up the following settings:

- From the list of data regions, select the region which you require for navigation, then tap **Next**. In the confirmation screen, tap **Finish** to confirm your selected region.
- In the **Set Language** screen, set the language for the on-screen text and voice guidance, then tap **Next**.
- Select between miles or kilometres for the distance unit used in maps and instructions, then tap **Next**.
- In the **Warning** screen, tap **Accept** to accept the Safety Warning Statement for CoPilot Live.

4. After setting up the initial settings, the **Welcome** screen appears. The **Welcome** screen includes a quick menu which allows you to easily enter a **Destination**, select your **Favourites**, access your **Settings**, or **Drive** to set off. To close the quick menu tap .


NOTE: Tips and tricks are displayed at start-up to let you learn more about the various features of CoPilot. Scroll backwards or forwards to see more tips and tricks, or tap  to close the window.



Using the licensed version

After the 14-day trial period, you need to purchase a full licence to continue using CoPilot Live. Purchase the full licence at www.copilotlive.co.uk/o2. Once you have purchased a full licence, a **Product Key** will be sent to you via email.

To use the licensed version:

1. Tap  > **Programs** > **CoPilot**.
2. In the **Subscription Alert** screen, tap **Next**.
3. Enter your **Product Key**, then tap **Next** to activate CoPilot Live. You may activate CoPilot in any of these three ways:

Activating using the Internet connection on your Xda

- Tap **Internet** and then tap **Next**.
- Enter your email address when requested and tap **Next**.

Activating using the Internet connection on your PC

- Connect your Xda to a PC with an Internet connection using the synchronisation software and cable supplied with your device.
- Tap **Internet** and then tap **Next**.
- Enter your email address when requested and tap **Next**.

Activating via the CoPilot activation website

- Activate your licence on the CoPilot Live activation website at <http://activate.alk.com>.

4. Once your CoPilot is activated, the **Activation Successful** screen is displayed. Tap **Next** to continue using CoPilot.

NOTES: CoPilot Live automatically detects your Xda's built-in GPS receiver for navigation.

You will not be able to receive a GPS signal inside buildings, tunnels, garages, multi-storey and basement car parks. To work effectively the GPS receiver needs to have a clear line of sight to the sky.

Navigating your first trip

CoPilot Live uses GPS satellites to calculate your exact position so you do not have to enter your starting point. Simply enter your destination and CoPilot Live will take you there, providing detailed instructions all the way.

To navigate your first trip:

1. From the CoPilot main screen, tap **Menu > Destination > Address**.
2. Enter the city/town name of your destination.
3. Select the correct city or area when it appears in the list below. Scroll down to see more options matching what you have typed.
4. Enter the first three or four letters of the street name. Select the correct one when it appears in the list below the street name field.
5. Enter the house number and tap **Finish**, or just tap **Finish** to skip this step.
6. A screen will then appear, showing you a map of the route. Select Drive to begin navigating your route.


Quick address entry

In the UK, you can quickly enter an address in CoPilot Live using a full postcode:

1. Tap **Menu > Destination > Address**.
2. Enter the postcode. Select a street name and key in a house number then tap **Finish**.

More navigation tips

There is more you can do when inputting your destination and setting off.

- To plan a trip with multiple destinations, tap **Menu** >  > **Plan or Edit Trip**.
- To set and save your Home address for quick and easy route planning, tap **Menu** > **Destination** > **Home**.
- To create and manage your favourite destinations, tap **Menu** > **Destination** > **Favourites**.

Change the driving view

CoPilot Live has a selection of different driving views. Simply select **Menu** > **Driving Views** and choose from one of the below:

- Driver Safety
- 3D
- 2D Where Am I
- 2D Next Turn
- 2D Destination
- Itinerary (>)




Safety camera alerts

Safety alerts let you know where safety cameras are located. To enable this feature or to adjust the warning distance select **Menu >  > Settings >  > Safety Alerts.**

Taking a detour

You can programme CoPilot Live to make a detour from your current route. You can choose an alternate route, or just detour around a section of the route. Select **Menu > Detour.**

Find a Point of Interest

If you are running low on fuel, looking for a place to park or a nearby restaurant, tap **Menu >  > Nearby POI** to search for what you need.

Chapter 9

Multimedia features


9.1 Working with photos and videos

9.1 Working with pictures and videos

The built-in 3.0 megapixel camera allows you to take photos and record audio/video clips. After you have taken the photos and video clips, you can organise, edit, beam or send them using a messaging application.

Using the camera

To start using the camera, do either of the following:

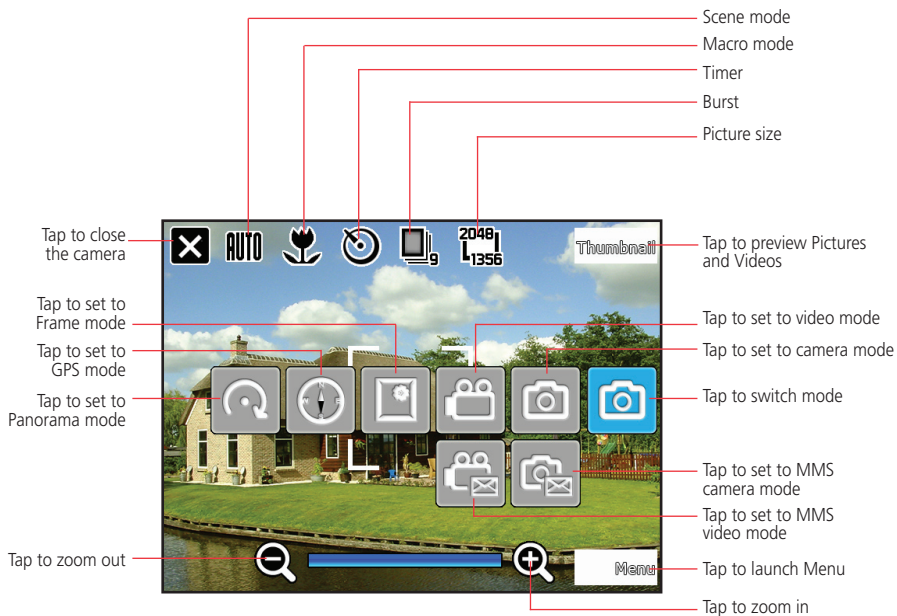
- Tap  > **Programs** > **Pictures and Videos** > **Camera** icon.
- Press the Camera button on the lower right side of your Xda.

To exit the Camera, tap the exit icon  on the camera screen.

NOTES: By default, the preview screen is set to landscape.

After launching the camera, your Xda is set to camera mode by default.

Camera features



Taking photos

After launching the camera, your Xda is set to Camera mode by default. You can switch between camera and video mode by tapping the camera/video mode icon on the screen.

To take photos:

1. Aim Xda to your subject then half-press the camera button to auto-focus on the subject. While the camera button is half-pressed, the auto-focus frame appears on the centre of the screen.
2. Full-press the camera button.
3. Tap **Camera** and then repeat steps 1 to 2 to take more photos.

NOTE: The image is automatically saved to the default storage location and can be viewed using the Pictures and Videos application.

Recording videos

To record videos, set the Xda to video capture mode.

To set video mode:

- Tap the video mode icon on the screen.

To record video:

1. Aim Xda to your subject then half-press the camera button to auto-focus on the subject. While the camera button is half-pressed, the auto-focus frame appears on the centre of the screen.
2. Full-press the camera button to begin recording. The record indicator turns from green to red while video is recording.
3. Press the camera button again to stop recording.

NOTES: The video clip is automatically saved to the default storage location.

Use Windows Media Player Mobile to play back video clip in your Xda.

Use Apple® QuickTime™ player, if you wish to play video clips in your computer. You can download QuickTime™ installer from www.apple.com/quicktime.

Organising your photos and videos

Use the Pictures and Videos application to preview stored images and playback video clips. To launch the application, tap  > **Programs > Pictures and Videos**.

TO	DO THIS
Set the photo scene	Set to Camera Mode . Select Menu > Scene . You may also tap the Scene Mode icon.
Set the photo/video size	Set to either Camera Mode or Video Mode . When you have chosen the mode, select Menu > Picture (or Video) Size to select the photo/video size. You may also tap the Picture Size icon.
Set the photo quality	Set to Camera Mode . Select Menu > Advanced . Choose from Normal , Fine , or Super Fine .
Zoom a photo	Set to Camera Mode . Tap the Zoom in or the Zoom out icon.
Set the timer for taking a photo	Set to Camera Mode . Select Menu > Self Timer or the Self Timer icon.
Save a photo or a video clip	Set to either Camera Mode or Video Mode . Select Menu > Advanced > General tab. You can save a picture or a video clip in a storage card or in the main memory.
Set the advanced settings	Set to either Camera Mode or Video Mode . Select Menu > Advanced .

TO	DO THIS
View a picture or a video clip	Select the picture or video clip you want to view and tap View .
Delete a picture or a video clip	Select the picture or video clip you want to delete and tap Menu > Delete .
View your pictures as a slide show	Tap Menu > Play Slide Show .
Set a picture as the Today Background	Select the picture you want to use and tap View > Menu > Set as Today Background . Use the Left/Right navigation keys to select the display area and press Next . Adjust the transparency and tap Finish .
Send a picture or a video clip	Select the picture or video clip you want to beam and tap Menu > Beam . Tap the device to which you want to send and tap Beam .
Change the name of a picture	Select a picture and tap View > Menu > Save > Save as . Change the name in the Name field.
Edit a picture	<p>Select the picture you want to edit and tap View. Tap Menu > Edit, and do the following:</p> <ul style="list-style-type: none"> • To rotate the picture 90 degrees, tap Rotate. • To crop the picture, tap Menu > Crop. Use the navigation pad to position the first corner of the cropping area and tap Next. Position the second corner and tap Finish. To start over, tap Previous. • To automatically readjust the brightness and contrast levels of the picture, tap Menu > Auto Correct. <p>Tap Menu > Save As, to save the edited picture with a different name or to a different location.</p>

TO	DO THIS
Email a picture or video clip	Select the picture or video clip you want to send and tap Menu > Send . Select Outlook Email and tap Select . A new email message is created with the file attached. Enter the recipient's email address, the subject, and your message; and tap Send .
Send a picture or video clip using MMS	Select the picture or video clip you want to send and tap Menu > Send . Select MMS and tap Select . A new MMS message is created with the file attached. Enter the recipient's mobile phone number and the subject. Scroll down to Insert Audio (available only for pictures), press the centre navigation key, and select an audio clip to attach. Scroll down to Insert Text , enter your message; and tap Send .
Set a picture size to use when emailing pictures	Tap Menu > Options > General . Select the picture size.
Set whether pictures are rotated clockwise or counter-clockwise	Tap Menu > Options > General . Select to rotate either Right (clockwise) or Left (counter-clockwise).

Chapter 10

O₂ Features and Applications

10.1 Newstation

10.2 Microsoft® Office Mobile

10.3 Adobe Reader LE


10.1 Newstation

With the Newstation in your Xda, you can conveniently browse news and blogs anywhere and anytime.

NOTE: Ensure that your Xda is connected to Internet when using Newstation.

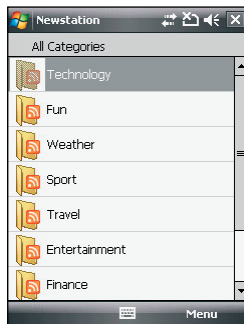
Using Newstation

To read RSS news:


1. Tap  > **Programs** > **Newstation**.
2. Tap a category folder to open.
3. Tap a channel name to open.
4. Browse your favourite subjects.

To create a new category folder:

1. Tap  > **Programs** > **Newstation**.
2. Tap **Menu** > **New Category** then edit the category name.



To add a channel:

1. Tap  > **Programs** > **Newstation**, then tap a category folder to open.
2. Tap **Menu** > **New Channel**. You can add a channel from either Internet or an existing file.
 - **Input from URL**


Select the radio button of **Input from URL** and enter the URL address. Then tap **Next**.
Select a category where you want to add the channel. Then tap **Finish**.
 - **Import from a file**

Select the radio button of **Import from a file**, then tap **Next**.
Select a folder and choose a file from the list.
Choose channels from the list, then tap **Next**.
Select a category where you want to add the channel, then tap **Finish**.

Using Newstation menus


Category Menu

To use the category menu:

1. Tap  > **Programs** > **Newstation**.
2. Select a category folder. Then tap **Menu**. The menu list pops up.
3. Tap an option that you need.


Channel Menu

To use the channel menu:

1. Tap  > **Programs > Newstation**.
2. Tap a category folder, then select a channel and tap **Menu**.
3. Tap an option that you need.


Subject Menu





To use the subject menu:

1. Tap  > **Programs > Newstation**.
2. Tap a category folder. Then tap a channel to open. Select a subject and tap **Menu**. The menu list pops up.
3. Tap an option that you need.

10.2 Microsoft® Office Mobile

Your Xda comes with pre-installed Microsoft® Office Mobile applications which enable you to create, view, and edit spreadsheets, presentations, note, and word files on your Xda. Use these applications like you would normally use the Office applications on your computer.

To access these applications tap  > **Programs > Office Mobile**. Select the appropriate application to use.

ICON	DESCRIPTION
	Excel Mobile allows you to view, create, and edit an Excel spreadsheet.
	OneNote Mobile allows you to view, create, and edit an OneNote file.
	Powerpoint Mobile allows you to view a powerpoint presentation.
	Word Mobile allows you to view, create, and edit a word file.

Excel® Mobile

Excel® Mobile enables you to view, and edit spreadsheets on your Xda. Any editing or formatting done on a spreadsheet file is kept intact even when you open the spreadsheet file on your computer. Excel® Mobile is compatible with Microsoft® Office Excel 2007.

OneNote® Mobile

OneNote Mobile is a note-taking application. It allows you to capture information in multiple ways and organise it according to your needs. Besides text, you can also insert audio recording and pictures to your notes.

PowerPoint® Mobile

PowerPoint Mobile enables you to only view presentation files on your Xda. It is compatible with Microsoft® Office PowerPoint 2007.

Word® Mobile

Word® Mobile enables you to view and edit Word documents on your Xda. It saves the editing or formatting that you have done on a Word document from your Xda, even when you open the Word document on your computer. Word® Mobile is compatible with Microsoft® Office Word 2007.

10.3 Adobe Reader LE

Adobe Reader LE allows you to view portable document format (pdf) files on your Xda. To launch the Adobe Reader LE, tap  > [Programs](#) > [Adobe Reader LE](#).

Service and Support

For more information about your O₂ Xda Zest, answers to Frequently Asked Questions, documentation and software upgrades, please visit www.seeO2.com. You can also register online to receive information on updates and promotions.

Should you have further enquiries or feedback, log on to 02.co.uk/xda and click on Contact Us.

Alternatively, you may call us for assistance. For a complete list of customer service phone numbers, refer to your [O₂ Warranty Card](#).

