ZTE Tania
User Guide

www.zteuk.co.uk
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Getting Started

Please read the *Warranty, Safety & Regulatory Guide* on our website at: www.zteuk.co.uk

For additional information about your phone go to *windowsphone.com*

Overview
## Keys Explained

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
</table>
| POWER Key    | - Press and hold to turn on or off the phone.  
              | - Press to switch your phone to Sleep mode.  
              | - Press to wake up your phone. |
| CAMERA Key   | - Press fully to start the camera.  
              | - When the camera is started, press halfway to adjust the focus; press fully to take a photo. |
| BACK Key     | - Tap to go one screen back.  
              | - Tap and hold to see and switch running apps. |
| START Key    | - Tap to go back to Start.  
              | - Tap and hold to use voice recognition. |
| SEARCH Key   | Tap to use Bing search. |
| Volume Keys  | Press or hold to turn the volume up or down. |
Starting Up

Installing the SIM Card and Battery

Switch off your phone before installing or replacing the battery or the SIM card.

1. Remove the back cover.

2. Hold the SIM with the cut corner oriented as shown and slip it into the card holder.
3. Insert the battery by aligning the gold contacts on the battery with the gold contacts in the battery compartment. Gently push down on the battery until it clicks into place.

4. Press the cover gently back into place until you hear a click.

**Removing the battery and SIM card**

1. Make sure that your mobile phone is off.
2. Remove the back cover.
3. Lift the battery up and out.
4. Slide the SIM out.
Charging the battery

When you first get your new phone you’ll need to charge the battery.

1. Connect the adapter to the charger jack. Ensure that the adapter is inserted with the correct orientation. Do not force the connector into the charger jack.

2. Connect the charger to a standard AC wall outlet.

3. Disconnect the charger when the battery is fully charged.

Switching Your Phone On/Off

Make sure the SIM is in your device and the battery is charged.

- Press and hold **POWER Key** to switch on your phone.
- To switch it off, press and hold **POWER Key**. Then slide down the picture on the screen.
Setting Up Your Phone for the First Time

When you first power on your phone after you purchase it or reset it to factory settings (see Sorting out Your Phone Settings – Privacy: Reset to Factory Settings in the manual), you need to do some settings before using it.

1. In the welcome screen, tap get started and select the language you want to use.

2. Tap next. If you have changed the language, tap ok for the phone to reboot and then tap next.

3. Read the Windows Phone Terms of Use and Privacy Statement. Tap accept to continue.

4. Tap recommended to enable mobile data and send information to Microsoft for product improvement. Or tap custom to select the options you want to enable and tap next.

5. Choose the time zone you are in and tap next.

6. Set the correct date and time. Tap the date or time box and then scroll up or down to select the exact digits. Tap next when you finish.

7. Sign in or create a Windows Live ID. You need it to get apps, games, and music from Marketplace, find a lost phone, and more. Tap not now to sign in or create an account later.

8. Tap done. The phone will show the Start screen.
Switching to Sleep Mode

To save battery power, Sleep Mode suspends your device to a low-power-consumption state while the display is off. Your device also goes into Sleep Mode by itself when the display is automatically turned off after a certain period of time, which you can set in Settings > system > lock + wallpaper > Screen times out after.

Press POWER Key to switch to Sleep Mode.

Waking up Your Phone

1. Press POWER Key. The phone displays the lock screen.
2. Press the bottom of the screen and slide your finger up.

NOTE: If you have set a phone password (see Sorting out
Your Phone Settings – Security Settings in the manual) you’ll need to enter the password to unlock your screen.

Getting Around

Touch Control

You can use finger gestures to control your phone. The controls on your touch screen change dynamically depending on the tasks you’re performing.

1. Tap the buttons, icons, or applications to select items or to open applications.

2. Tap and hold an item by keeping your finger on it to see the available options.

3. Flick the screen to scroll up, down, left or right.

4. Point, drag and drop to move particular items across the screen.

5. Pinch or double-tap the screen, to zoom in/out on a web page or an image.

NOTE: You can view the phone screen in portrait or landscape orientation simply by holding the phone upright or turning it on its side.
Start Screen
On your Windows Phone, the Start Screen (or Start) is like a home screen: you can keep what really matters to you at easy reach. The start screen contains Windows Phone live tiles, which are shortcuts to functional features and apps. Pin all sorts of things to Start, including apps, websites, map locations, and even contacts. When you pin a contact to Start, you’ll see missed calls, SMS, IM, email, and feed updates from that person, right from that Tile. You can also customise your start screen layout. Check out the Start Here Guide that’s included in the box for more details about Start and the fun things you can do with it.
Rearranging the Start Screen Tiles
1. Tap and hold the tile you want to move until other tiles recede.
2. Drag the tile to a new position in the Start screen.
3. Tap the tile or a blank space to dock the tile.

Pinning New Items to the Start Screen
Lots of stuff can be pinned to the Start screen, such as apps, contacts, and office documents.
To pin something to the Start screen, tap and hold it until a menu pops up. Then tap pin to start.

Removing a Tile from the Start Screen
1. Tap and hold the tile you want to remove until other tiles recede.
2. Tap on the upper-right corner of the tile.
**Status Icons**

Your phone will tell you exactly what’s going on by showing you different icons. Simply tap the top of the screen to see the icons. After a few seconds, they will disappear again. Here’s some of the icons you may see and what they mean.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>GPRS connection</td>
<td><img src="image" alt="GPRS" /></td>
</tr>
<tr>
<td>E</td>
<td>EDGE connection</td>
<td><img src="image" alt="EDGE" /></td>
</tr>
<tr>
<td>3G</td>
<td>3G connection</td>
<td><img src="image" alt="3G" /></td>
</tr>
<tr>
<td>H</td>
<td>HSPA connection</td>
<td><img src="image" alt="HSPA" /></td>
</tr>
<tr>
<td>☑</td>
<td>Battery flat</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>☑️</td>
<td>Battery very low</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>☑️</td>
<td>Battery medium</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>☑️</td>
<td>Battery high</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>☑️</td>
<td>Battery full</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>🔋</td>
<td>Battery charging</td>
<td><img src="image" alt="Battery" /></td>
</tr>
<tr>
<td>🔋</td>
<td>Internet sharing on</td>
<td><img src="image" alt="Internet" /></td>
</tr>
<tr>
<td>☎️</td>
<td>Call forwarding</td>
<td><img src="image" alt="Call" /></td>
</tr>
</tbody>
</table>
TIP: When the phone notifies you of something on top of the screen, for instance, a new message or a new found WiFi network, tap the notification area to open the related screen, such as the new message or WiFi settings.

**Accessing the applications and Settings**

From the Start screen, tap ➔ or flick your finger left to see all your apps and settings.

**Hubs**

Your Windows Phone simplifies related experiences by combining them into one hub. You can see all your contacts and check out their status updates on social networks from the People Hub; check all your music, video, podcast and listen to FM radio from the Music+Videos Hub; explore Office documents on your phone or online from the Office Hub, and more.

Flick left or right in a hub to view different categories of information.

**Adjusting the Volume**

Press the **Volume Up** or **Volume Down** key to adjust the volume to your desired level. At the same time, numbers will appear on top of the screen to show the current volume level.
Tap ☢ icon on the right to turn off ringtone and make the phone only vibrate or silent.

Tap ☢ or ☢ icon to turn ringtone back on.

**Searching**

1. From Start, press **SEARCH Key** to open the Bing™ search screen.

2. Tap the search box and enter the key words with the onscreen keyboard. Then tap → on the keyboard to see the search results.

3. Tap the categories below the search box or flick left or right to check out other results in other categories.

**TIP**: Tap 🌍, 📊, 🎵 or 🎤 to search for local businesses, scan barcodes or texts, use audio search to find songs, or use your voice to do a search.

**Voice Interaction**

From any screen on your phone, tap and hold **START Key** to bring up the Microsoft Tellme screen. Now you can use your voice to call your contacts, open applications, text a friend, search the web, and more.

Tap 🤔 to learn what you can do and how to use this feature.

**Switching between Running Applications**

You can have multiple applications running on your phone.
When you want to open another application without exiting the current one, tap **START Key** and tap ➔ then tap the new application you want to open.

To switch back to the previous application, first tap and hold **BACK Key** to see all running applications. Then flick left or right to find the application you want and tap to restore it.

**Setting up an Account**

Set up an email, Windows Live, Google, and social network account to synchronize emails, contacts, or receive updates on your phone.

1. From Start, tap ➔
2. Tap **Settings > email+accounts > add an account**.
3. Tap the account you want to set up and enter the email address and password.
4. Tap **sign in**.
Phone Calls

How to make calls

There are many ways to make a call with your phone. And they’re all easy to do.

Calling with the Keypad

1. From Start, tap the Phone tile.

2. Tap ☑️ to open the keypad.

3. Enter the phone number
   Tap ✖️ to delete wrong digits.

4. Tap call.

TIPS: To make international calls, hold 0 to enter the “+”.
Calling from your Contacts

1. From Start, tap the People tile.
2. Flick up or down to scroll the contacts list and tap the contact you want to call.
   You can search for a contact by tapping at the bottom of the contact list.
3. Tap the phone number.

Calling from your Call History

1. From Start, tap the Phone tile.
2. Tap in front of the name or number you want to call in the history list.

Calling your Voicemail

Press and hold 1 key from the keypad to call your voicemail.

How to receive calls

When you have an incoming call, the caller number appears on the screen.
Answering or rejecting a call

<table>
<thead>
<tr>
<th>If</th>
<th>How to answer</th>
<th>How to reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display is on</td>
<td>Tap answer</td>
<td>Tap ignore</td>
</tr>
<tr>
<td>Display is off</td>
<td>Press the bottom of the screen and slide your finger up. Then tap answer.</td>
<td>Press the bottom of the screen and slide your finger up. Then tap ignore.</td>
</tr>
</tbody>
</table>

Muting a Call

During a call, you can mute your microphone so that the person you are speaking to cannot hear you, but you can still hear them:

Tap **mute** to turn your microphone off. The mute button changes colour. To turn your microphone back on, tap **mute** again.

Putting a call on Hold

During a call, you can put it on hold by tapping **hold**. The hold button changes colour.

To restore the call, tap **hold** again.

**TIPS:** If you accept an incoming call while you’re on another call, the first call automatically goes on hold. Just press **TAP TO SWAP** on top of the screen to switch between the two callers.
Turning the Speakerphone On/Off

Tap **speaker** during a call to turn the speakerphone on. This speaker button changes colour. Tap **speaker** again to turn off the speakerphone.

Ending a Call

Tap **end call** to finish a call.

Adjusting your Call Settings

From Start, you can open the call settings menu by tapping the Phone tile and selecting … > call settings.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voicemail number</td>
<td>Show the current voicemail number. Tap to change it.</td>
</tr>
<tr>
<td>Show my caller ID to</td>
<td>Set who can see your phone number when you call.</td>
</tr>
<tr>
<td>Call forwarding</td>
<td>Forward your incoming calls to a different number.</td>
</tr>
<tr>
<td>International assist</td>
<td>Correct common mistakes automatically when you dial internationally or from abroad.</td>
</tr>
<tr>
<td>SIM security</td>
<td>See <em>Sorting out Your Phone Settings – Security Settings – Protecting Your SIM With a PIN</em> in this manual.</td>
</tr>
</tbody>
</table>
People

The People Hub stores all your contacts information. When you sign in to an email or other accounts, such as Windows Live, Outlook, Google, and Facebook, your contacts from these accounts will also be imported to your phone, and you can receive status updates from these contacts.

From Start, tap the People tile to open the People Hub.

In all, you can see all contacts you’ve created on the phone as well as those imported from your email or other accounts.

If you have signed in to Windows Live or other social network accounts, you can flick left or right to see status updates from your online friends.
Importing SIM Card Contacts

Your phone does not automatically show contacts saved in your SIM card. You need to import them to your phone by doing the following:

1. From Start, tap the People tile to open the People Hub.
2. Under all in the People Hub, tap settings > import SIM contacts.

Contact Information

Under all in the People Hub, tap a contact to see that contact’s profile. You can call, text, or email the contact from the profile screen.

**TIPS:** Tap and hold a contact to edit or delete it.

If the contact is your Windows Live, Facebook, or Twitter friend, you can flick left or right to see status updates, picture albums, recent conversations or recent calls.

Creating a Contact

1. Under all in the People Hub, tap  +  > new contact.
2. If you have signed in to multiple accounts, choose the account that the new contact belongs to.
3. Enter the contact name, phone numbers, and other information.
4. Tap  to save the contact.
Searching for a Contact
1. From Start, tap the People tile.
2. Tap 📌 at the bottom of the contacts list.
3. Input the contact name you want to search for.
The contacts matched will be listed as you type.
**TIPS:** Contacts are sorted in alphabetic order either by first or last name depending on the setting. You can tap any letter and then select the letter you need to quickly jump to the contacts with that first name or last name initial.

Linking Contact Information
If someone’s contact information is saved on your phone and your phone has also imported the same contact from your Windows Live or other accounts, it is possible that you may see duplicated entries for the same person in the contact list. You phone can automatically link most of the duplicated entries, but if it does not, you can manually do so, so that you can see someone’s information in a single profile.
1. From Start, tap the People tile.
2. Under all in the People Hub, tap the name of the contact you want to link.
3. Tap 📌 at the bottom of the screen and then tap choose a contact.
4. Tap the contact that you want the current contact to link to. Then tap BACK Key.
Unlinking Contact Information

1. To break the link you have created, tap the contact name in the People Hub.
2. Tap the link icon at the bottom of the screen.
3. Tap the name whose contact information you want to unlink.
4. Tap **unlink**.

Creating a New Group

1. In **all** of the People hub, tap (+) > **new group**.
2. Enter the group name and tap **OK**.
3. Tap ( ) > **add a contact** and tap the contact you want to add to the group. Tap **add a contact** again to add more.
4. Tap **BACK Key**.

Now you can see all contacts in the group. Flick left or right to check updates from the group members.

The Me Tile

After you sign in to Windows Live or certain social network accounts, a Me tile is automatically created on the Start screen, from which you can check your own profile, status updates, and comments you have received, or post a message, change your photo avatar and chat status, or reply to the comments you received.
Using the Keyboard

When you enter a field that needs text or numbers, a keyboard automatically appears on the screen. After entering your text, press **BACK Key** to close the keyboard.

Entering Text

The keyboard provides a layout similar to a desktop computer keyboard. Turn the phone sideways and the keyboard will change from portrait to landscape with larger keys for you to type with.

Use the following keys when entering text. Note the keyboard layout may change slightly in different apps.

- Tap the alphabetic keys to enter letters. Tap and hold the keys to enter associated accented letters or numbers. For example, to enter Ê, tap and hold “E” and the available accented letters appear. Then tap to choose Ê.
- Tap ▲ once to use uppercase for the next letter. Tap
the key twice to lock in uppercase mode.

- Tap \( \text{Delete} \) to delete any text you have entered.
- Tap \( \text{Symbols} \) to select numbers and symbols. You can then tap \( \text{Find More} \) to find more.
- Tap \( \text{Smiley Face} \) to choose a smiley face; you can then tap \( \text{Find More} \) to find more.
- Tap \( \text{Alphabetical Keyboard} \) to return to the alphabetical keyboard.
- Tap \( \text{Start New Line} \) to start a new line.
- Tap \( \text{Change Input Language} \) to change input language. You can enable more languages by tapping \( \text{Settings > Keyboard} \) from the Start screen.

**Moving the Cursor**

When entering text, you might want to move the cursor back. Here is how.

1. Tap and hold the text box. A floating cursor will appear.

2. Drag the cursor to the position you want in the text field. Then release your finger.
Copying and Pasting

1. Tap the text field. The word you tapped will be selected.
2. Move the cursors before and after the word to adjust the selection.
3. Tap 📝 to copy the selected text.
4. Move the cursor to the position you want to paste.
5. Tap 📜 to paste the text.

Changing Keyboard Settings

1. From Start, tap ➡ > Settings > keyboard.
2. Tap to check or uncheck the keyboard languages you need. You can also tap typing settings to choose more options.
**Messaging**

Your SMS (text message) and MMS (multimedia message) are combined into one menu. From Start, tap the Messaging tile to see it.

**The Message Box**

Instead of an inbox and outbox, your phone organises all messages you send and receive into one box, where messages exchanged with the same number are grouped into one message thread in the Messaging screen. You can tap a thread to see the conversation you have had with someone.

Message threads are sorted in chronological order with the latest one on top.

**Sending a Message**

1. From Start, tap the Messaging tile.
2. Tap +
3. Enter the recipient’s number or name. As you type the name, matching contacts will appear. Tap a suggested contact to add as a recipient.
4. Tap **type a text message** and type your message.
   - You can also tap ✨ to use voice recognition. Your phone will convert the message you speak into text.
• If you are sending an MMS, tap 📸 add a picture. You can either add from your albums, or tap 📷 to shoot a new picture.

5. Tap 📩 to send your message.

Managing Message Threads

Deleting a Message Thread

1. In the Messaging screen, tap and hold the thread you want to delete, and then tap delete.

2. Tap delete to confirm.

Deleting a Message

1. In the Messaging screen, tap the thread to see the conversation you’ve had with a certain contact.

2. Press and hold the message you want to delete.

3. Tap delete > delete.

Changing Message Settings

The phone’s message settings are pre-configured for you to use immediately. To change them, tap ... > settings from the Messaging screen.
Online Messaging

If you have signed in to your Windows Live, Facebook, or other accounts that support online chat, you can send and receive online messages to your friends in these accounts. From Start, tap the Messaging tile and flick left or right to online messaging.

- Tap (+) to create a new message.
- Tap (person) to pick a status.
Email

Creating an Email account

1. From Start, tap ➔ > Settings > email+accounts > add an account.

2. Select the type of your account.
   - Tap Outlook if you want to add a Microsoft Exchange Server account.
   - Tap other account or advanced setup if the account you want to add is not in the list. The advanced setup requires you to manually input the incoming and outgoing servers. Consult your email service provider if necessary.

3. Enter the email address and password. Then tap sign in.
   For Microsoft Exchange Server accounts, you might need to ask your Exchange Server administrator for detailed parameters.

After the account is created, a new tile for the account is created in the Start screen and a new shortcut appears in the application list.
Receiving Emails

From Start, tap the tile for the email account to open the email inbox. Flick left or right to see only unread, urgent or other categorized emails.
Tap ⌚️ to synchronize emails in the account immediately, whatever the automatic sync settings are.

Composing and Sending an Email

1. Open the email account you want to use to send the email.
2. Tap 📦
3. Fill in one or more recipients in the To field.
   Tap … > show cc & bcc to add carbon copy and blind carbon copy recipients.
4. Enter the email topic in the Subject field.
5. Tap the space below the Subject field to enter the email text.
   Tap 📸 to add pictures to the email as attachments.
   Tap … > priority to change email priority.
6. Tap ✉️ to send the email immediately, or tap ✗ > save to send the email later.
Replying to or Forwarding an Email

1. Open the email you want to reply to or forward from the INBOX screen.
2. Tap 📧 > reply / reply all / forward to reply to/forward the Email.

Deleting an Account

1. From Start, tap 🔄 > Settings > email + accounts
2. Tap and hold the account you want to delete and select delete from the pop-up menu.
3. Tap delete to confirm. All Email messages in the account will be deleted.

**TIP:** You need to reset your phone to delete the first Windows Live account. See Sorting out Your Phone Settings – Privacy: Reset to Factory Settings in the manual.

Email Settings

1. Tap the email account you want to set from the Start screen or the application list.
2. Tap … > settings to set up sync settings, conversations, signature, and self bcc.
3. Tap ✔️ to save the settings.
Getting Connected to the Internet

Your phone’s impressive networking capabilities allow you to access the Internet or your corporate network with ease. You can use default connection settings to connect to the web via your mobile network (GPRS/EDGE/3G), or WiFi. The GPRS/EDGE/3G connection can be enabled/disabled manually. Just tap START Key > and select Settings > mobile network and tap the Data connection on/off switch.

Adding a New GPRS/EDGE/3G Connection

To get connected via GPRS/EDGE/3G you need a data plan with your service provider. Also if the GPRS/EDGE/3G settings are not pre-configured on your phone, please contact your provider to get the necessary information.

1. From Start, tap ➔ > Settings > mobile network > add apn.
2. Tap each field to enter the information you get from your provider.
3. Tap ✔️ to complete.
Turning on WiFi

WiFi provides wireless Internet access over distances of up to 300 feet (100 meters).

1. Tap 🔄 > Settings > WiFi.
2. Tap the On/Off switch to turn WiFi on.

Connecting to a WiFi Network

1. Tap 🔄 > Settings > WiFi.
   
   The phone will show available WiFi networks, their security settings and signal strength.

2. Tap a WiFi network to connect to it.

If security features are implemented, you’ll need to enter a password.

Sharing Internet

You can use the phone as a portable WLAN router, sharing your mobile data connection over WiFi with up to 5 guest devices. The function need data connection on a mobile network and will bring data charges, so get a data plan from your service provider and make sure the GPRS/EDGE/3G connection is correctly set.

1. From Start, tap 🔄 > Settings > Internet Sharing.
2. Tap the On/Off switch to enable sharing.
3. The phone will show the broadcast name, password, and number of connected guests. If you want to change the broadcast name or the password, tap **setup**. You can also tap the box below **Security type** to change the WiFi as an open one.
Browsing the Internet

You can use your phone to get on the Internet via a GPRS, EDGE, 3G, or WiFi connection.

Tap the Internet Explorer tile or from Start tap ➔ > Internet Explorer to open the web browser.

There are different ways to open web pages:

- Tap the address bar at the bottom of the browser screen to enter the website you want to browse. Then tap ➔.
- Tap … > favourites from the browser screen and select a bookmark to open.
- Tap … > recent from the browser screen and choose an item to open.

TIP: Some web sites automatically display a mobile version of their web pages on your phone, even when you enter a desktop version address. To view the full desktop version, tap … > settings from the browser screen and select Desktop version in Website preference.

Navigating on a Web Page

Swipe your finger on the web page to view other areas of the page.

Tap the screen twice quickly to zoom in or zoom out. You can also pinch or spread the screen with two fingers to zoom out or zoom in.
Browsing Options

Press … in the browser screen to access the following options.

- Switch browser tabs. You can tap 🔄 to add a new tab.
- Check recently visited web address.
- Access favourites.
- Add the current web address to favourites.
- Share the current web address through messaging, mail, or social networks.
- Pin a shortcut for the current page to the Start screen.
- Set up the web browser.

Tap 🔄 or ⌚ beside the address bar to reload or stop loading the web page.

Managing Bookmarks

Editing a Bookmark

1. Tap … > favourites in the browser screen.
2. Tap and hold the bookmark you want to edit and tap edit.
3. Enter your changes and tap ✅
Deleting a Bookmark

1. Tap … > favourites in the browser screen.
2. Tap and hold the bookmark you want to remove and tap delete.

Changing Browser Settings

Tap … > settings in the browser screen to change browser settings.
Bluetooth®

Bluetooth® is a short-range wireless communication technology. Phones or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 10 meters. The Bluetooth devices must be paired before the communication is performed.

**TIP:** Your phone supports Bluetooth connection with a Bluetooth headset.

1. From Start, tap ➔ > Settings > Bluetooth and tap the On/Off switch to turn on Bluetooth.
   
   Your phone automatically starts to search for visible Bluetooth devices in range, and becomes discoverable itself for other devices to find and connect.

2. Tap the device you want to pair with and, if required, enter your PIN and tap **done**.

   If a PIN is required, the same PIN may need to be entered on the other device. Refer to the document for the other Bluetooth device for information on pairing mode and PIN.

To unpair from a Bluetooth device from Start, tap ➔ > Settings > Bluetooth. Then tap and hold the paired device and select **delete** to unpair from it.
Calendar

From Start, tap 🔄 > Calendar to manage your schedule. Besides saving appointments on the phone, you can also synchronise appointments to your Google, Windows Live, or Microsoft Exchange ActiveSync account, once you sign in to the accounts on the phone.

Creating an Appointment

1. From Start, tap the Calendar tile.
2. Tap + in day or agenda view.
3. Enter the appointment details, such as subject, location, and reminder.
   
   Tap the Calendar field to choose calendar account. If you choose phone calendar, the appointment will appear on your phone only. For other accounts, the appointment will sync with the online server.
4. Tap 📅 to save the appointment.

Calendar Views

You can open the calendar app and check your appointments in day, agenda, or month view.

Appointments that belong to different calendar accounts are shown in the day and agenda view in different colours.
• Day view: Day view displays your appointments in an hour-by-hour format. Scroll up and down to see earlier and later appointments.

• Agenda view: Agenda view lists all your appointments in chronological order.

• Month view: Tap ☐ in day or agenda view to switch to month view. You’ll see text on days that have appointments. Tap a day to view appointments on that day; scroll up and down to see earlier and later months.

**Viewing an Appointment**

From Start, the Calendar tile shows your upcoming appointments. You can check all appointments and here’s how.

1. From Start, tap the Calendar tile.
2. Tap the appointment you want to see in day or agenda view.

**Editing an Appointment**

1. From Start, tap the Calendar tile.
2. Tap and hold the appointment in day or agenda view, and select edit.
3. Make the changes and tap ☐ to save.
Deleting an Appointment

1. From Start, tap the Calendar tile.
2. Tap and hold the appointment in day or agenda view, and select delete.
3. Tap delete to confirm. If the appointment is a recurring one, you need to choose to delete just that occurrence or all of them.

Handling Appointment Reminders

If you set a reminder for an appointment, the phone will alert you by playing a sound and displaying a reminder message when the time comes.

- Tap snooze to let the phone remind you later.
- Tap dismiss to close the reminder message.

Hiding or Showing Appointments

Now that you can manage your phone’s calendar, your Windows Live calendar, Google calendar, etc, you can hide the appointments from one calendar whilst showing those from another.

1. From Start, tap the Calendar tile.
2. Tap … > settings.
3. Tap the on/off switch next to the calendar you want to hide or show.
Making the Most of Multimedia

Syncing your Phone and your Computer

You need to install the Zune software on your computer in order to sync media contents on your phone and your computer.

1. Connect your phone and your computer with the USB cable. The Zune software on the computer will open automatically.

   For first time connection, wait for the software to recognize your phone and follow the onscreen instructions to finish setup.

2. In Zune’s media collection, drag the items you want to sync with the phone to the phone icon at the bottom left of the Zune window.

Taking Pictures with your Camera

Your phone has a high-resolution digital camera. Open it by holding down the CAMERA Key or by tapping ➔ > Camera.

NOTE: The first time you open the camera, you will be asked whether to share your phone’s location. Sharing this will add location information to the photos you take, so you’ll know where each photo was taken.
• Tap the + or – button on the screen to zoom in or out.
• Press **CAMERA Key** lightly to focus and then press it fully to take a shot. You can also tap the place you want to focus on in the viewfinder screen to take a shot.
• To view the photo you have taken, just tap 🔄 or flick right in landscape orientation. Continue flicking right to see more photos or videos you have taken. Or tap 🔄 or flick down in portrait orientation.

**Adjusting Camera Settings**

From the camera’s viewfinder screen, tap 🛠️ to set up focus mode, white balance, image effects, brightness, contrast, saturation, sharpness, exposure value, ISO, metering, anti-banding, photo resolution, or restore default camera settings.

Tap ⚫️, ⚫️, ⚫️ to turn on or off flash light, or use auto flash.

Tap **Save settings** to close the camera settings and return to the camera viewfinder screen.

**Shooting Video with your Camcorder**

From the camera’s viewfinder screen, tap 🎥 to open the camcorder.

**NOTE:** Tap 🎥 to return to the camera mode.

• Tap the + or – button on the screen to zoom in or out.
• Fully press **CAMERA Key** to start and end shooting.
To view the video you shot, just tap ⬅ or flick right in landscape orientation, and then tap ⏯. Go on flicking right to see more photos or videos you shot. Or tap ⬆️ or flick down in portrait orientation.

**Adjusting your Video Settings**

From the Camcorder Screen, tap ⚙️ to adjust white balance, image effects, contrast, saturation, exposure value, ISO, anti-banding, video resolution, or restore default camcorder settings.

Tap ⬅️ or ⬆️ to turn on or off video light.

Tap **Save settings** to close the camcorder settings and return to the viewfinder screen.

**Listening to your FM Radio**

With the FM Radio, you can search for radio channels, listen to them, and save them on your phone. Note that the quality of the radio broadcast depends on the coverage of the radio station in your area. The wired headset that comes with your phone works as an antenna, so always connect the headset when using the radio. When you receive an incoming call while listening to the radio, the radio will be turned off.

To tune in, plug your headset into your phone. Tap the Music + Videos tile on the Start screen, and then tap **Radio** in **Zune** of the **Music + Videos** Hub.

- Flick left or right to scan for available FM channels.
• Tap 🌟 ▲ add or remove the current frequency to or from favourites. You can tap 🌟 open favourites and tap a frequency to change the channel.

• Tap and hold the current frequency to pin it to the Start screen, set available options, or switch between the headset or phone speaker.

• Tap 💻 or 🎧 to stop or resume the radio reception.

**TIP:** The radio continues even if you exit the radio screen. If you do not want to listen, exit the radio screen after tapping 🎧.

**Playing your Music**

1. Tap **Music** in **Zune** in the **Music + Videos** Hub.
2. Browse your music library and tap the song you want to play.
3. Adjust the volume with **Volume Keys**.

**Playing your Videos**

To play a video file, tap **Videos** in **Zune** of the **Music + Videos** Hub. Browse through your video gallery and tap the video you want to watch.

**Listening to or Watching Podcasts**

Tap **Podcasts** in **Zune** of the **Music + Videos** Hub. Flick left
or right to browse podcast feeds, and then tap the title of the podcast you want.

Opening your Picture and Video Gallery

Pictures Hub
From Start, tap the Pictures tile to open the Pictures Hub. You can view photos and videos you’ve captured with the phone camera, downloaded from the Internet, synchronized from your computer, or from Windows Live or other accounts.

Viewing Pictures and Videos
In the Pictures Hub, flick left or right to choose albums, view by category, or check out picture updates from your online friends.

Tap a picture or a video to view in full screen. You can then tap ... to share or delete local video/picture, auto-fix your photo, save online photo to your phone, and more.
Using Maps

Enabling Location Services

Some applications need to access your location data in order to offer more features. To use these features, you need to enable location services.

1. From Start, tap ➔ > Settings > location.
2. Tap the On/Off switch for location services to turn it on.
3. Tap BACK Key to return to the system settings screen.
4. Flick left to the application settings and tap the application that need location data, for example, maps.
5. Tap the On/Off switch for using your location.

Bing Maps

Bing Maps, offered by Microsoft, allows you to track your location, get directions to your destination, view traffic situation, and search for places and businesses through mobile data or WiFi connections.

From Start, tap ➔ > Maps to open Bing Maps.

NOTE: Real-time traffic information is only available in some areas.
Finding your Current Location

1. Open Bing Maps.
2. Tap 🌋 at the bottom of the screen.

Viewing the Map

Moving around on the map
Slide your finger on the screen to move the map around and see other areas.

Zooming in or out on the map

<table>
<thead>
<tr>
<th>Zooming in</th>
<th>Spread with two fingers on the map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zooming out</td>
<td>Pinch with two fingers on the map.</td>
</tr>
</tbody>
</table>

Viewing satellite images
Open the Maps app, and tap … > aerial view on.

Getting address and other information for a place on the map
1. Tap and hold a location on the map. The address of that place appears over the location.
2. Tap the address to see more information.
You can get directions to that place from your current location, or tap ... to pin the place to the Start screen, add it to your favourite places, share it via message or email, or suggest changes to the location information.

**Getting Directions**

1. Tap 📍 in the **Maps** app to initiate a route search.
2. In the **Start** line, use your current location as the starting point or enter a location.
3. In the **End** line, enter your destination.
4. Tap ⬅️ on the keyboard. Your phone will display the directions in a list. Tap ⚒️ or 🚗 to switch between
directions for walking and driving.

5. Flick up and down to scroll the list of steps.

**Searching for Places**

1. When viewing the map, tap 🌍

2. Enter the address or name of the place you want to search for in the search box and tap ➡️ on the keyboard. You can also tap 🎤 in the search box to use your voice for the search.

   The search results will be marked on the map with 🔔 and numbers. Tap a marker to see its address, directions, neighbourhood, etc.

3. To see all the search results in a list, tap … > search results when viewing the map.

**Exploring Nearby Places**

When viewing the map, tap 🏮 at the bottom of the screen to explore businesses and attractions around the shown area. Flick left and right to check places for eat and drink, shopping, events, sightseeing, and more.

**Clearing the Map**

When viewing the map, tap … > clear map to remove all markers left from searches you’ve done for places and directions.
Sorting out your Phone Settings

Setting Time and Date
1. From Start, tap ➔ > Settings > date + time.
2. Tap the On/Off switches to enable or disable 24-hour time format and automatic time synchronization with your mobile network.

   If you want to set the time, date and time zone by yourself, turn off automatic time synchronization. Then tap Time zone, Date, and Time to set them up.

Changing Display Settings

Changing the Lock Screen Wallpaper
1. From Start, tap ➔ > Settings > lock + wallpaper.
2. Tap change wallpaper to select an image from your local or online albums.
3. Tap the image you like.
4. If the image is larger than the allowed wallpaper size, crop the image by moving the part you need into the cropping box. You can also pinch or spread to zoom out or zoom in.
5. Tap ✔.

TIP: To give the lock screen wallpaper a more dynamic look, you can use the artist photo as the lock screen wallpaper when
playing the artist’s music. Tap the On/Off switch below **Show artist when playing music** in **lock+wallpaper** settings.

**Adjusting Screen Timeout**

Set the delay for the screen to automatically turn off.

1. From Start, tap ➔ > **Settings** > **lock+wallpaper**.
2. Tap the box below **Screen times out after** and tap the time before the screen turns off.

**Adjusting Screen Brightness**

1. From Start, tap ➔ > **Settings** > **brightness**.
2. Tap the box below **Level** to choose brightness level, or tap the **On/Off** switch below **Automatically adjust**.

**Sound Settings**

By tapping ➔ > **Settings** > **ringtones+sounds**, you can adjust the sound settings, such as ringtones and alerts.

- **Ringer**: Tap the On/Off switch to enable or disable ringtone sounds. When the ringer is disabled, the phone will be silent or only vibrate.
- **Vibrate**: Tap the On/Off switch to enable or disable vibration.
- **Ringtone, New text or IM, New voicemail, or New email**: Tap each item to set ringtones or alerts for different notifications.
• **Play a sound for:** Select the occasions for playing a sound.

**Language and Region Settings**
Changing the language and region settings will affect display language, date format, keyboard layouts and more.
1. From Start, tap ➔ > **Settings** > **region + language**.
2. Tap the item you want to change and select the option you think fit.
3. Some changes require you to restart the phone. Tap Press here to accept changes and restart your phone if necessary.

**Mobile Network Services**

**Turning On/Off Flight Mode**
Turning on flight mode will disable mobile, WiFi, FM radio, and Bluetooth connections. While in flight mode, you can turn back on WiFi, FM, and Bluetooth separately.
1. From Start, tap ➔ > **Settings** > **flight mode**.
2. Tap the **On/Off** switch below **Status**.

**Setting up Mobile Services**
From Start, tap ➔ > **Settings** > **mobile network**.
• **Data connection:** Turn on or off mobile data service.
- **Data roaming options**: Allow or forbid data service when on a roaming network.
- **3G connection**: Choose whether to use 3G connection when available.
- **Network selection**: Switching mobile networks. Tap automatic to let the phone register automatically, or tap **press to select** to search and select network manually.
- **add apn / edit apn**: Add or edit APN for mobile data connection. Contact your service provider for the parameters.

**Security Settings**

**Protecting your phone with a password**

Set up a password for your phone, so when you turn on the phone or wake it up from Sleep Mode, you need to enter the password.

1. From Start, tap ➔ > **Settings > lock+wallpaper**.
2. Tap the **On/Off** switch below **Password**.
3. Enter the password in the **New password** box and the **Confirm password** box.
4. Tap **done**.
5. If you don’t want to enter the password every time you wake up the phone from a brief sleep time, tap **Require a password after** to set a time delay for the password
protection to activate after the phone goes into Sleep Mode.

Protecting your SIM with a PIN
Every SIM card comes with a PIN. The initial PIN is provided by your mobile phone carrier. It’s best to lock your SIM as soon as you can.

1. From Start, tap the Phone tile.
2. Tap … > call settings.
3. Tap the On/Off switch below SIM security.
4. Enter the PIN you’ve been given and tap enter.

Changing Your SIM PIN
You can change the PIN you’ve been given to one easier for you to remember and harder for others to guess.

1. From Start, tap the Phone tile.
2. Tap … > call settings.
3. Tap change SIM PIN.
4. Enter the old PIN and tap enter.
5. Enter your new PIN and tap enter.
6. Enter the new PIN again and tap enter.

Restoring a Locked SIM Card
Put all your confidential passwords in a safe place for future use. If you enter the wrong SIM PIN more times than allowed, your SIM card will be locked and you cannot access the
mobile phone network. Contact your operator for a PIN Unlock Key (PUK) to restore the SIM card.

Protecting your phone when you lose it
You can find your lost phone on a map, make it ring, lock it, or erase your personal information on it by signing in to your Windows Live account at windowsphone.com
To use this function, sign in to the same Windows Live account on the phone and make sure the phone’s data service is enabled or WiFi is connected.

Privacy: Reset to Factory Settings
From Start, tap ➔ > Settings > about > reset your phone > yes.
WARNING: All your personal information and downloaded applications on your phone will be erased after the resetting.

Managing Application Settings
From Start, tap ➔ > Settings and flick left or right to access the application settings.
Tap the application in the list to see available options.

Managing Other Settings
• theme: Set the background and accent colour to match
your mood.

- **battery saver**: Turn on battery saver to preserve the battery.

- **ease of access**: Turn on TTY/TDD mode or speech for phone accessibility.

- **speech**: Set speech recognition, audio confirmation, or incoming message reading options.

- **phone update**: Choose if you want to be notified when new updates are found and how you want the phone to check for updates.

- **about**: View phone information, terms of use, privacy statement, or reset your phone to factory settings.

- **feedback**: Choose whether to send feedback to Microsoft and how to send it.

- **SIM applications**: Use applications in your SIM card if available.
Other Applications

Alarms
1. From Start, tap ➔ > Alarms.
2. Tap + to create a new alarm.
3. Set time, repeat, sound, and alarm name. Tap ✅ to save.
In the alarms list, tap the on/off switches to turn on/off each alarm.

Calculator
From Start, tap ➔ > Calculator.

Games
From Start, tap the Games tile. You can sign in to your Xbox Live account to download and play games from Marketplace.

Marketplace
From Start, tap the Marketplace tile. You can sign in to your Windows Live account to download games, apps, and music.

Office
From Start, tap ➔ > Office to use the mobile version of
Microsoft Office OneNote, Microsoft Office Word, Microsoft Office Excel, and Microsoft Office PowerPoint.
You can create OneNote, Word, and Excel documents, edit and view OneNote, Word, Excel, and PowerPoint documents, no matter they are on your phone or online.
## Specifications

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