



Laylo  
user guide



## Layout User Guide

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## IC Notice

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. The term "IC" before the radio certification number only signifies that Industry Canada technical specifications were met.

- This Class B digital apparatus complies with Canadian ICES-003.
- Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## FCC Notice

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation. To maintain compliance with FCC RF exposure guidelines, if you wear a handset on your body, use the Kyocera Communications Inc. (KCI) supplied and approved accessory designed for this product. Using accessories that are not supplied or approved by KCI may violate FCC RF exposure guidelines.

Other accessories used with this device for body-worn operations must not contain any metallic components and must provide at least 15 mm separation distance including the antenna and the user's body.

## THIS MODEL PHONE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

Your wireless phone is a radio transmitter and receiver. It is designed and manufactured to not exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include

a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg.\*

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands.

Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model.

Body-worn measurements differ among phone models, depending upon availability of accessories and FCC requirements. While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement for safe exposure.

The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF emission guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section [www.fcc.gov/oet/ea](http://www.fcc.gov/oet/ea) after searching on the FCC ID: OVFK50-03.

Additional information on SAR can be found on the Cellular Telecommunications and Internet Association (CTIA) web-site at [www.ctia.org](http://www.ctia.org).

\* In the United States and Canada, the SAR limit for mobile phones used by the public is 1.6 watts/kg (W/kg) averaged over

one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.

## Bluetooth® Certification

For information about M1400 Bluetooth Certification, visit the Bluetooth Qualification Program Web site at [www.bluetooth.org/tgp/listings.cfm](http://www.bluetooth.org/tgp/listings.cfm).

## Caution

The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the warranty and user's authority to operate the equipment.

## Optimize your Phone's Performance

Use the instructions in this guide to learn how to optimize the performance and life of your phone and battery.

## Air Bags

If you have an air bag, DO NOT place installed or portable phone equipment or other objects over the air bag or in the air bag deployment area. If equipment is not properly installed, you and your passengers risk serious injury.

## Medical devices

**Pacemakers**—Warning to pacemaker wearers: Wireless phones, when in the 'on' position, have been shown to interfere with pacemakers. The phone should be kept at least six (6) inches away from the pacemaker to reduce risk.

The Health Industry Manufacturers Association and the wireless technology research community recommend that you follow these guidelines to minimize the potential for interference.

- Always keep the phone at least six inches (15 centimeters) away from your pacemaker when the phone is turned on.
- Do not carry your phone near your heart.
- Use the ear opposite the pacemaker.
- If you have any reason to suspect that interference is taking place, turn off your phone immediately.

**Hearing aids**—Some digital wireless phones may interfere with hearing aids. In the event of such interference, you may want to consult your service provider or call the customer service line to discuss alternatives.

**Other medical devices**—If you use any other personal medical device, consult the manufacturer of the device to determine if it is adequately shielded from external RF energy. Your physician may be able to help you obtain this information.

**In health care facilities**—Turn your phone off in health care facilities when instructed. Hospitals and health care facilities may be using equipment that is sensitive to external RF energy.

### **Potentially unsafe areas**

**Posted facilities**—Turn your phone off in any facility when posted notices require you to do so.

**Aircraft**—FCC regulations prohibit using your phone on a plane that is in the air. Turn your phone off or switch it to Airplane Mode before boarding aircraft.

**Vehicles**—RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer of the device to determine if it is adequately shielded from external RF energy.

**Blasting areas**—Turn off your phone where blasting is in progress. Observe restrictions, and follow any regulations or rules.

**Potentially explosive atmospheres**—Turn off your phone when you are in any area with a potentially explosive atmosphere. Obey all signs and instructions. Sparks in such areas could cause an explosion or fire, resulting in bodily injury or death. Areas with a potentially explosive atmosphere are often, but not always, clearly marked.

They include:

- fueling areas such as gas stations
- below deck on boats
- transfer or storage facilities for fuel or chemicals
- vehicles using liquefied petroleum gas, such as propane or butane
- areas where the air contains chemicals or particles such as grain, dust, or metal powders
- any other area where you would normally be advised to turn off your vehicle engine

### **Use with care**

Use only in normal position (to ear). Avoid dropping, hitting, bending, or sitting on the phone.

### **Avoid magnetic environments**

Keep the phone away from magnets which can cause improper functioning of the phone.

### **Keep your phone dry**

Keep the phone dry. Damage can result if the phone gets wet. Water damage is not covered under warranty.

### **Resetting the phone**

If the screen seems frozen and the keypad does not respond to keypresses, reset the phone by completing the following steps:

1. Remove the battery cover.
2. Remove and replace the battery.

If the problem persists, return the phone to the dealer for service.

### **Accessories**

Use only Kyocera-approved accessories with Kyocera phones. Use of any unauthorized accessories may be dangerous and will void the phone warranty if said accessories cause damage or a defect to the phone.

## Radio Frequency (RF) energy

Your telephone is a radio transmitter and receiver. When it is on, it receives and sends out RF energy. Your service provider's network controls the power of the RF signal. This power level can range from 0.006 to 0.6 watts.

In August 1996, the U.S. Federal Communications Commission (FCC) adopted RF exposure guidelines with safety levels for hand-held wireless phones. These guidelines are consistent with the safety standards previously set by both U.S. and international standards bodies in the following reports:

- ANSI C95.1 (American National Standards Institute, 1992)
- NCRP Report 86 (National Council on Radiation Protection and Measurements, 1986)
- ICNIRP (International Commission on Non-Ionizing Radiation Protection, 1996)

Your phone complies with the standards set by these reports and the FCC guidelines.

### E911 mandates

Where service is available, this handset complies with the Phase I and Phase II E911 Mandates issued by the FCC.

### Hearing Aid Compatibility (HAC) with Mobile Phones

Some mobile phones and hearing devices (hearing aids and cochlear implants), when used together, result in buzzing, humming, or whining noises detected by the user.

Some hearing devices are more immune than others to this interference noise, and phones also vary in the amount of interference they generate.

The wireless telephone industry has developed ratings for some of their mobile phones, to assist hearing device users in finding phones that may be compatible with their hearing devices. Not all phones have been rated.

Phones that are rated have the rating on their box or a label on the box. The ratings are not guarantees and results will vary depending on the user's hearing device and hearing loss. If your

hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

**M-Ratings**—Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings.

**T-Ratings**—Phones rated T3 or T4 meet FCC requirements and are likely to be more usable with a hearing device's telecoil ("T Switch" or "Telephone Switch") than unrated phones. T4 is the better/higher of the two ratings. (Note that not all hearing devices have telecoils in them.)

Hearing devices may also be measured for immunity to this type of interference. Your hearing device manufacturer or hearing health professional may help you choose the proper rating for your mobile phone. The more immune your hearing aid is, the less likely you are to experience interference noise from mobile phones.

For more information about hearing aid compatibility, visit the FCC's Consumer & Governmental Affairs Bureau Web site at [www.fcc.gov/cgb/dro](http://www.fcc.gov/cgb/dro).

**Kyocera Communications Inc.**  
[www.kyocera-wireless.com](http://www.kyocera-wireless.com)

To purchase accessories, visit  
[www.kyocera-wireless.com/store](http://www.kyocera-wireless.com/store)



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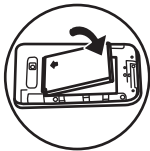
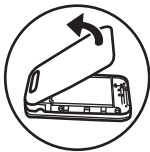
# 1 Get Started

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## Phone Battery

### Install the Battery

1. Hold the phone face down.
2. Find the notch on the bottom of the phone. It is a rectangle. Using your thumbnail, pry the cover up from the bottom to remove.
3. Place the battery in the battery casing with the metal contacts facing down. The metal contacts of the battery must touch the metal contacts of the battery casing.
4. Replace the battery cover by sliding the notches into the openings on the top of the battery casing.
5. Snap the cover into place.





### Charge the Battery

1. Connect the AC adapter to the microUSB jack on the side of the phone.
2. Plug the adapter into a wall outlet.



The battery icon in the upper-right corner of the screen tells you whether the phone is:

- Charging (the icon is animated)
- Partially charged 
- Fully charged 

You must have at least a partial charge in the battery to make or receive calls. You can safely recharge the battery at any time, even if it has a partial charge.

**Note:** Before removing the battery, make sure the phone is powered off.

## Battery Safety Guidelines

- Do not disassemble or open the battery.
- Do not crush, bend, deform, puncture, or shred the battery.
- Do not attempt to insert foreign objects into the battery.
- Do not immerse the battery or expose it to water or other liquids. Even if a battery appears to dry out and operate normally, internal parts can slowly corrode and pose a safety hazard.
- Always keep the battery between 15 °C and 25 °C (59 °F and 77 °F). Do not expose the battery to extremes of temperature (heat or cold), fire, or other hazards such as a cooking surface, iron, or radiator.
- Never use any damaged battery.
- Only use the battery for its intended phone.
- Only use the battery with a qualified charger. Use of an unqualified battery charger may present a risk of fire, explosion, leakage, or other hazard. If you are unsure about whether a charger is qualified, contact customer support.
- Do not short-circuit the battery or allow metallic conductive objects—such as keys, coins, or jewelry—to contact the battery's terminals.

- Replace the battery only with another qualified battery. Use of an unqualified battery may present a risk of fire, explosion, leakage, or other hazard. If you are unsure about whether a replacement battery is compatible, contact customer support.
- Promptly dispose of used batteries in accordance with local regulations and recycle if possible. Do not dispose as household waste.
- Supervise all battery usage by children.
- Avoid dropping the phone or battery. If the phone or battery is dropped, especially on a hard surface, an internal short-circuit can occur and pose a safety hazard. If you suspect battery damage, take it to a service center for inspection.
- Improper battery use may result in a fire, explosion, or other hazard.

## Common Causes of Battery Drain

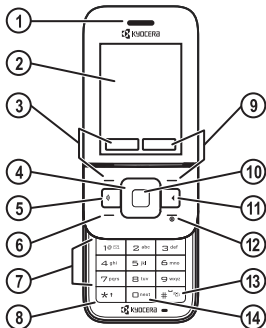
- Playing games or using the Web.
- Taking pictures with the flash on.
- Keeping backlighting on.
- Operating when far away from a base station or cell site.
- Using data cables or accessories.
- Operating when no service is available, or service is available intermittently.
- High earpiece and ringer volume settings.
- Repeating sound, vibration, or lighted alerts.

# Phone Overview

## Get to Know Your Phone

The following shows the phone's keypad with the slide open.

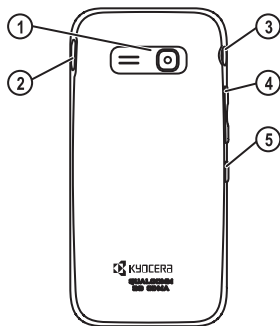
1. Earpiece speaker.
2. Home screen.
3. **Left** softkey selects items that appear on the lower left of the display. At the home screen, you can select **Menu**.
4. **Navigation** key scrolls through lists and text entry fields and accesses the following shortcuts from the home screen:
  - Scroll left or right to highlight an icon on the application bar.
  - Scroll up to go to **Contacts > View All**.
  - Scroll down to go to **Messaging**.
5. **Speakerphone** key activates the speakerphone and answers calls.
6. **Send** key starts or answers a call. Press once to display the All Calls list, and twice to redial the last number dialed. Press and hold to activate voice commands.
7. Keypad for entering numbers, letters, or symbols.
8. \* **Shift** key changes the text mode in text entry.
9. **Right** softkey selects items that appear on the lower right of the display. At the home screen, you can select **@metro**.
10. **OK** key selects a menu item or option. At the home screen, press the **OK** key to launch the icon highlighted on the application bar. Use the **Navigation** key to choose an icon to highlight.
11. **Back** key erases characters in text entry and returns you to the previous screen when navigating through menus.
12. **End** key turns the phone on and off, ends a call or browser session, and returns you to the home screen.
13. # **Space** key enters a space during text entry. Press and hold to activate or deactivate **Vibrate Only**.
14. **0** **Next** key cycles through word choices during text entry.



The following shows the back of the phone with the slide closed.

1. Camera lens.
2. Jack for AC adapter (included) and microUSB cable (sold separately).
3. Jack for a hands-free headset (sold separately).
4. **Volume** key raises or lowers ringer volume.
5. **Camera** key activates camera mode. Press and hold the **Camera** key to activate camera mode. If you have **ChatLINK** installed, press the **Camera** key to activate the application.

**Warning:** Inserting an accessory into the incorrect jack will damage the phone.



## MetroPCS Applications


















At the home screen, your phone displays an application bar. Scroll left or right to with the **Navigation** key to highlight an application. Press the **OK** key to launch an application. Your phone has the following application shortcuts available:


















<b>MyMetro</b>	Check your account status.
<b>MetroWEB</b>	Launch the web browser.
<b>Metro411</b>	Find a phone number.
<b>Pocket Express</b>	Check the news.
<b>Loopt</b>	Contact friends using GPS.
<b>MetroBACKUP</b>	Back up your data.
<b>Mobile IM</b>	Send instant messages.
<b>MetroNavigator</b>	Find directions using GPS.
<b>mail@metro</b>	Send email messages.

**Note:** Please check with your service provider regarding the pricing and availability of these applications.

## Screen Icons

These icons may appear on your phone's screen.

	The phone is operating in IS2000 (1X) digital mode.
	The phone is in airplane mode.
	The alarm clock is set.
	The phone is set to auto answer.
	The battery is fully charged. The more black bars, the greater the charge.
	Bluetooth wireless technology is disabled (Off).
	Bluetooth wireless technology is enabled (On).
	The phone is in camera mode.
	The battery will not charge.
	Data service is available and active on your phone. Check with your service provider for availability.
	Data service is available, but the phone is dormant.
	(blinking) The phone is receiving high-speed data.
	(blinking) The phone is sending high-speed data.
	The phone is operating in IS95 digital mode.
	Content is DRM protected.
	Position location is set to your service provider and to emergency services.
	Position location is set to emergency services only.
	A headset or other hands free device is in operation.

	The phone has a high speed data connection.
	A call is in progress.
	The phone is set to light up instead of ring.
	New message.
	New email message.
	New email and instant message.
	New instant message.
	New photo and text message.
	New photo and voice message.
	New photo message.
	New photo, voice and text message.
	New text message.
	New voice and text message.
	New voice message.
	The phone is not receiving a signal. You cannot make or receive calls.
	The phone is roaming outside of its home service area.
	The phone is in privacy mode or is accessing a secure Web site.
	The phone is receiving a signal. You can make and receive calls. Fewer bars indicate a weaker signal.
	The speaker phone is turned on.
	A T-coil hearing aid is in operation.
	A traffic channel is active.
	The phone is in TTY device mode.
	The phone is set to vibrate or to vibrate and then ring.

# Main Menu

From the home screen, select **Menu** to access the main menu.

Idle State >	Level 1 >	Level 2
Menu	Recent Calls	Access these options: <b>All, Incoming, Outgoing, Missed, Erase Call List, Call Timers, and Kilobyte Counter.</b>
	Contacts	Access these options: <b>View All, Add New, ChatLINK, Metro411, Groups, Speed Dial List, Voice Dial List, Delete All, and Contacts Count.</b>
	Messaging	Access these options: <b>Inbox, New Text Msg, New Pic Msg, Email, IM, Voicemail, Web Alerts, Sent Msgs, Outbox, Saved Msgs, Drafts, Msg Settings, Message Groups, Erase Msgs, and Message Count.</b>
	@metro	Download an application.
	MetroWEB	Browse the web.
	Settings	Access these options: <b>Bluetooth, Sounds, Display, Convenience, Voice Features, Accessories, Network, Security, Memory Status, and Phone Info.</b>
	Media Gallery	Access these options: <b>Images, Tones, and Delete All.</b>
	Camera	Take a picture.
	Tools & Games	Access these options: <b>Brick Attack, Voice Memo, Scheduler, Alarm Clock, Tip Calculator, Calculator, Timer, Stopwatch, Memopad, and World Clock.</b>

# Guide Conventions

In this guide, the following conventions are used when describing phone features.

**Select** means to press the **Left** softkey, **Right** softkey or **OK** key to select an item seen on the display. For example, “Select **Menu**” tells you to physically press the left softkey to choose **Menu** from the display.

**Press** means to press a phone key. For example, “Press the **Send** key to make a phone call” tells you to physically press the **Send** key on your phone.

**Scroll** means to use the **Navigation** key to move through a list on the display. For example, “Scroll through your contacts list to choose a contact” means to physically press the **Navigation** key up or down to scroll through the list on the display.

> (greater than symbol) tells you to select an option from a menu or list. For example, “**Menu** > **Settings**” means to:

1. Press the left softkey to select **Menu**.
2. Scroll to the **Settings** option.
3. Press the **OK** key to select **Settings**.



## 2 Call Features

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This section describes the basic features related to calls.

### Power Phone Up

- To turn your phone on, press the **End** key and wait until the phone display lights up.
- To turn your phone off, press and hold the **End** key until the phone plays a short musical sound and turns off.

### Make Phone Calls

Make sure you are in an area where a signal can be received. Look for the signal strength icon on the home screen. The more bars, the stronger the signal. If there are no bars, move to where the signal strength is better.

When the phone has been idle for a time, it cycles into power save mode. Press any key to return to normal operating mode.

There are several ways you can make a phone call.

#### Call Using a Number

1. Enter a phone number.
2. Press the **Send** key.

#### Call Using a Contact

1. From **View All**, highlight a contact.
2. Press the **Send** key.

### Call Using Voice Commands

You can use voice commands to call a contact from your voice dial list or to dial a phone number. For more information, see “Voice Commands” on page 81.

### Redial a Number

1. Press the **Send** key to open your call history.
2. Highlight a phone number or contact and press the **Send** key.

**Note:** To redial the last number called, received or missed, press the **Send** key twice.

### Answer Phone Calls

When a call comes in, the phone rings, vibrates, or lights up. The phone number of the caller also appears if it is not restricted. If the number is stored in your contacts list, the contact’s name appears. There are several ways you can answer a phone call.

#### Answer Using Earpiece

Press the **Send** key.

#### Answer Using Speakerphone

Press the **Speakerphone** key.

## Answer Using Slide

You can set the phone to answer immediately when you open the slide. This feature does not apply to incoming data calls. For more information, see “Enable Open to Answer” on page 60.

## End Phone Calls

Press the **End** key.

## Activate Voice Dialing

1. Press and hold the **Send** key.
2. Follow the prompts.

For more information, see “Voice Commands” on page 81.

## Volume Control

### Adjust Volume during a Call

Press the **Volume** key up or down to adjust the earpiece volume during a call.

## Use the Speakerphone

Your phone has a built-in speakerphone.

- To turn on the speakerphone, press the **Speakerphone** key. The speakerphone icon appears on the home screen when the speakerphone is on.
- To turn off the speakerphone, press the **Speakerphone** key again.

**Note:** If you press the **Speakerphone** key during an incoming call, you will answer the call.

## Silence an Incoming Call

- To silence the phone without answering the call, press the **Back** key or press the **Volume** key up or down.
- To silence the phone and answer the call, press the **Back** key or press the **Volume** key up or down and then press the **Send** key.

## Use Speed Dialing

Speed dialing allows you to assign a one- or two-digit shortcut to a contact. Before you can use speed dialing you must save a phone number as a contact and assign a speed dial location to it. See “Assign Speed Dials to Contacts” on page 30.

To call a contact that has a speed dial location:

1. Enter the one- or two-digit speed dial location.
2. Press the **Send** key.

# Emergency Services

## Call Emergency Services

You can call an emergency code even if your phone is locked or your account is restricted. When you call, your phone enters emergency mode. This enables the emergency service exclusive access to your phone to call you back, if necessary. To make or receive regular calls after dialing the code, you must exit this mode.

To dial an emergency code:

1. Enter the 3-digit emergency code.
2. Press the **Send** key.

**Note:** Regardless of the 3-digit emergency code (911, 111, 999, 000, etc.), your phone operates as described above.

## Exit Emergency Services

When you have completed the emergency call:

1. Select **Exit**.
2. Select **Exit** again to confirm your choice.

**Note:** To determine who has access to your location, see “Set Location Information” on page 64.

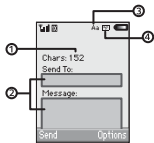
## 3 Text Entry

You can enter letters, numbers, and symbols in contacts, text messages, and your banner.

### Text Entry Modes

The text entry screen has the following features:


1. Characters remaining that you can type. Allowed message length can vary depending on your service.
2. Text entry fields.
3. Current capitalization setting.
4. Current text entry mode.



**Note:** The entry mode will default depending on the task you are doing. For example, when entering a phone number, you are in **Numbers Only** mode. When entering a name for a contact, you are in **Normal Alpha** mode.

### Enter Numbers with Number Keypad


From the text entry field, select **Options** > **Numbers Only** to enter a number when you press a key once.

The  icon indicates you are in **Numbers Only** input mode. Press and hold the \* **Shift** key to switch input modes.

### Enter Letters with Number Keypad

From the text entry field, select **Options** > **Normal Alpha** to enter letters. You can enter text in the following ways:


- To enter a letter, press a key once for the first letter, twice of the second letter, and so on. If your phone is set to Spanish, accented letters are available. Wait for the cursor to move right and enter the next character. Press the # **Space** to enter a space.
- To change case mode for a single letter, press that key until you see the letter case you want. To change the case mode, press the \* **Shift** key.
- To enter a number, press and hold a number key until the number appears on the screen.

The  icon indicates you are in **Normal Alpha** input mode. Press and hold the \* **Shift** key to switch input modes.

## Rapid Entry with Number Keypad

From the text entry field, select **Options** > **Rapid Entry** to check words you are trying to spell against a dictionary of common words. You can enter text in the following ways:

- To enter words, press a key once. For example, to enter the word “Glow” press the 4 > 5 > 6 keys. If the word doesn’t match what you want, press **0 Next** key to look at other word matches. When you see the word you want, scroll right.
- To change case mode, press the \* **Shift** key.
- To enter a number, press and hold a number key until the number appears on the screen.

The  icon indicates you are in **Rapid Entry** input mode. Press and hold the \* **Shift** input key to switch input modes.

## Enter Symbols with Number Keypad

While entering text in **Normal Alpha** mode, you can enter symbols by pressing the **1** key until you see the symbol you want. Using this method, you have access to the following symbols:

. @ ? ! - , & : ‘

To access the full set of symbols:

1. From the text entry field, select **Options** > **Add Symbols**.
2. Scroll up or down to view the list of symbols.
3. Press the number key corresponding to the symbols to enter it.

# Text Entry Quick Reference

This table gives instructions for entering letters, numbers, and symbols.

To...	Do this...
Enter a letter	Use <b>Normal Alpha</b> mode and press a key until you see the letter you want.
Enter a number	Use <b>Numbers Only</b> mode and press a key.
Enter a symbol	Use <b>Normal Alpha</b> mode and press the <b>1</b> key until you see the symbol you want.
Enter a space	Press the <b># Space</b> key.
Erase a character	Press the <b>Back</b> key.
Erase all characters	Press and hold the <b>Back</b> key.
Move the cursor right or left	Scroll left or right.
Move the cursor up or down	Scroll up or down.
Change input mode	Press and hold the * <b>Shift</b> key.
Change case mode	Press the * <b>Shift</b> key.
Capitalize any letter	In <b>Normal Alpha</b> mode, press the * <b>Shift</b> key. Choose uppercase.
Lowercase any letter	In <b>Normal Alpha</b> mode, press the * <b>Shift</b> key. Choose lowercase.
Initial caps	In <b>Normal Alpha</b> mode, press the * <b>Shift</b> key. Choose sentence case.
Select options on the bottom of the screen	Press the appropriate left or right softkey.

## 4 Recent Calls

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### Recent Calls Menu

Select **Recent Calls** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
<b>Recent Calls</b>	<b>All</b>	See a list of all voice calls.
	<b>Incoming</b>	See a list of all voice calls you have received.
	<b>Outgoing</b>	See a list of all voice calls you have made.
	<b>Missed</b>	See a list of all voice calls you have missed.
	<b>Erase Call List</b>	Access these options: <b>All</b> , <b>Incoming</b> , <b>Outgoing</b> , and <b>Missed</b> .
	<b>Call Timers</b>	Access these options: <b>All Voice Calls</b> , <b>All Data Calls</b> , and <b>Life</b> .
	<b>Kilobyte Counter</b>	See how much data you have sent and received.

### Work with Call Lists

#### Return Any Call

1. From **All**, highlight a number.
  2. Press the **Send** key to call the number or select **Options** to access more features.
- This list contains all calls made and received.

#### Return a Received Call

1. From **Incoming**, highlight a number.
  2. Press the **Send** key to call the number or select **Options** to access more features.
- This list contains all calls received.

#### Return an Outgoing Call

1. From **Outgoing**, highlight a number.
  2. Press the **Send** key to call the number or select **Options** to access more features.
- This list contains all calls you have made.

## Return a Missed Call

1. From **Missed**, highlight a number.
2. Press the **Send** key to call the number or select **Options** to access more features.

This list contains all calls you received, but did not answer.

## Manage a Missed Call Alert

When you have missed a call, “Missed Call” appears on your screen. You can do one of the following:

- To clear the screen, select **OK**.
- To view the call details, select **Calls** and press the **OK** key.
- To return the call, select **Calls** and press the **Send** key.

## Call List Options

### Save Number from Call List

1. At a call list, highlight a number.
2. Select **Options > Save**.
3. Select **Save New Contact** to create a new contact or **Add to Existing** to add a number to an existing contact.

### View Contact from Call List

1. At a call list, highlight a contact.
2. Select **Options > View** to see the contact details screen.

## Send Text Message from Call List

1. At a call list, highlight a contact.
2. Select **Options > Send Text Msg**.
3. Complete your text message and select **Send**.

## Send Multimedia Message from Call List

1. At a call list, highlight a contact.
2. Select **Options > Send Pic Msg**.
3. Complete your multimedia message and select **Send**.

## Erase Call List Records

### Erase a Single Record

1. At a call list, highlight a contact.
2. Select **Options > Erase Record > Yes**.

### Erase a Call List

From **Erase Call List**, select a call list to erase records from. For example to erase all records from the incoming call list, select **Incoming > Yes**.

### Erase All Call Lists

From **Erase Call List**, select **All > Yes** to erase all records from all call lists.



## Work with Call Timers

### View Outgoing Calls Timer

From **All Voice Calls**, select **Total Dialed** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls made since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View Incoming Calls Timer

From **All Voice Calls**, select **Total Received** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls received since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View All Calls Timer

From **All Voice Calls**, select **All Calls** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls received since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View Outgoing Data Timer

From **All Data Calls**, select **Total Sent** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls made since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View Incoming Data Timer

From **All Data Calls**, select **Total Received** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls received since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View All Data Timer

From **All Data Calls**, select **All Calls** to view the amount of data sent and received by the phone since the last reset. Select **Done** when finished.

This timer tracks all calls received since you last reset the timer. To reset this timer to zero, select **Reset > Yes**.

### View Calls Life Timer

From **Life**, select **All Voice Calls** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks all calls made and received for life of the phone and cannot be reset.

### View Data Life Timer

From **Life**, select **All Data Calls** to view the number of calls and the total call time. Select **Done** when finished.

This timer tracks data sent and received for life of the phone and cannot be reset.

## View Data Counter

Select **Kilobyte Counter** to view the amount of kilobytes sent during data calls. Select **Done** when finished.

This timer tracks kilobytes sent during data calls made, data calls received, and for the life of the phone. To reset the data counter to zero, select **Options > Reset > Yes**.

## 5 Contacts

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Use **Contacts** to store information about a person or company.

### Contacts Menu

Select **Contacts** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
<b>Contacts</b>	<b>View All</b>	Access your existing contacts list.
	<b>Add New</b>	Add a new entry to your contacts list.
	<b>ChatLINK</b>	Use your phone as a walkie-talkie.
	<b>Metro411</b>	Find a phone a number.
	<b>Groups</b>	View your groups of contacts.
	<b>Speed Dial List</b>	View your contacts assigned with speed dials.
	<b>Voice Dial List</b>	View your contacts assigned with voice dials.
	<b>Delete All</b>	Access these options: <b>Contacts Only</b> , <b>Groups Only</b> , and <b>Delete All</b> .
<b>Contacts Count</b>	Check how much contact space you have used.	

### Launch ChatLINK

From **Contacts**, select **ChatLINK** to use your phone as a walkie-talkie. You may need download and install **ChatLINK**. For more information on the availability of **ChatLINK**, contact Metro PCS.

### Launch Metro411

From **Contacts**, select **Metro411** to access the Metro411 directory. You may need download and install **Metro411**. For more information on the availability of **Metro411**, contact metroPCS.

# Access Contacts

## Access Contacts List

1. From **View All**, enter the first letter of your desired contact and scroll to highlight it.
2. Do one of the following:
  - Press the **Send** key to call the contact.
  - Press the **OK** key to view the contact's details.
  - Select **New** to create a new contact.
  - Select **Options** to access more functions.

## View Contact Details

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number, address or note.
3. Select the detail you want to view. For example, to view a phone number, select **Options > View Number**.

## Use Frequent List

With **Frequent List** enabled, you can view 15 of your most frequently called contacts. See “Enable Frequent List” on page 60.

## Use Fast Find

With **Fast Find** enabled, you can press one or two keys to view closer matches in your contacts list. See “Call Contact using Fast Find” on page 60.

# Add Contacts

## Add Contacts from Home Screen

1. From the home screen, enter a phone number to save (include the area code).
2. Select **Save > Save New Contact**.
3. Enter a name for the contact.
4. Enter additional phone numbers, email addresses, and other contact details. (Scroll up or down to move through the contact fields.)
5. When done, select **Save**.

## Add Contacts from Contacts Menu

1. From **Add New**, enter a name for the contact. Scroll down to the next field when done.
2. Enter a primary number for the contact.
3. Enter additional phone numbers, email addresses, and other contact details. (Scroll up or down to move through the contact fields.)
4. When done, select **Save**.

## Add a Code or Extension

When saving the phone number of an automated service, you may include a pause for dialing an extension.

1. From the home screen, enter a phone number.
2. Select **Options** and a type of pause:
  - **Time Pause** causes the phone to stop dialing for two seconds.
  - **Hard Pause** causes the phone to wait until you select **Release** while making the call.
3. Enter the remaining numbers and select **Save > Save New Contact**.
4. Complete the contact information and select **Save**.

## Use Contacts

### Call Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number.
3. Select **Options > Call**.

### Send a Text Message to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number or email address.
3. Select **Options > Send Text Msg**.
4. Complete your text message and select **Send**.

### Send a Multimedia Message to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number or email address.
3. Select **Options > Send Pic Msg**.
4. Complete your multimedia message and select **Send**.

### Send a Contact vCard

1. From **View All**, select a contact.
2. At the contact details screen, highlight the contact name.
3. Select **Options > Send as vCard > Via MMS** (to attach to a multimedia message), **Via Bluetooth** (to send to a Bluetooth-enabled device), or **To Printer** (to print on a Bluetooth-enabled device).
4. Complete the appropriate task to send the contact information.

**Note:** If your phone has no Bluetooth feature, you may send the contact information with a message only.

## Customize Contacts

### Edit Contact Details

1. From **View All**, select a contact.
2. At the contact details screen, select **Edit**.
3. Enter additional phone numbers, email addresses, and other contact details. (Scroll up or down to move through the contact fields.)
4. When done, select **Save**.

### Assign Number Types

1. From **View All**, select a contact.
2. At the contact details screen, select **Edit**.
3. Press down twice to scroll to the number type dropdown and press the **OK** key.
4. Select a number type. The appropriate icon appears next to the number in your contacts list.
5. Select **Save**.

### Assign Ringers to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight the contact name.
3. Select **Options > Ringer > Assign Ringer** and a ringer from the list. (Scroll to play the ringers.)

### Assign Message Tones to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight the contact name.
3. Select **Options > Msg Tone > Assign Msg Tone** and a ringer from the list. (Scroll to play the ringers.)

### Assign Pictures to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight the contact name.
3. Select **Options > Picture > Assign Picture** to assign a picture.

### Add a Prefix to Phone Numbers

Use **Prepend** to add a prefix, such as an area code, to a phone number:

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number.
3. Select **Options > Prepend** to enter the prefix at the beginning of the number.
4. Select **Save**.

### Assign Speed Dials to Contacts

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number.
3. Select **Options > Add Speed Dial**.
4. Select a location from the list to assign the speed dial number.

## Change Primary Numbers

When a contact has more than one number, the first number becomes the primary number by default. To change the contact's primary number:

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number.
3. Select **Options > Primary Number > Yes**.

## Add Contacts to Groups

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number or email address.
3. Select **Options > Add To Group**.
4. Select groups from the list provided. A checkmark appears next to each selection. You can also remove a checkmark.
5. When finished, select **Done**.

## Visit Web Addresses

1. From **View All**, select a contact.
2. At the contact details screen, highlight a Web address.
3. Select **Options > Launch Web**.

## Erase Contacts

### Erase Contact Details

1. From **View All**, select a contact.
2. At the contact details screen, highlight a number, address or note.
3. Select your desired erase option and then select **Yes**. For example, to erase an email address, select **Options > Erase Address > Yes**.

### Erase an Entire Contact

1. From **View All**, select a contact.
2. At the contact details screen, highlight the contact name.
3. Select **Options > Erase Contact > Yes** to erase the entire contact.

### Erase All Contacts

From **Delete All**, select **Contacts Only > Yes > Yes** to erase all your contacts.

**Note:** You cannot recover deleted information.

### Erase All Contacts and Groups

From **Delete All**, select **Delete All > Yes > Yes** to erase all your contacts and groups.

**Note:** You cannot recover deleted information.

## Contact Groups

You can assign your contacts to groups. Your phone comes with default groups. You can also create your own groups.

### View Groups

1. Select **Groups** to view your preloaded groups, followed by the custom groups you have created.
2. Highlight a group and do one of the following:
  - Press the **OK** key to view the group details.
  - Select **New** to create a new group.
  - Select **Options** to access more functions.

### Create a New Group

1. From **Groups**, select **New**.
2. Enter a name for the group and select **Next**.
3. Select contacts from the list provided. A checkmark appears next to each selection. You can also remove checkmarks.
4. When finished, select **Done**.

Your new group appears the next time you view your groups list.

### Send Text Messages to Groups

1. From **Groups**, highlight a group.
2. Select **Options > Send Text Msg**.
3. Complete your text message and select **Send**.

### Send Multimedia Messages to Groups

1. From **Groups** list, highlight a group.
2. Select **Options > Send Pic Msg**.
3. Complete your multimedia message and select **Send**.

### Add or Remove Contacts from Groups

1. From **Groups**, highlight a group.
2. Select **Options > Edit**.
3. If you are modifying a group you created, select **Next**. Otherwise, go to the next step.
4. Select contacts from the list provided. A checkmark appears next to each contact in the group. Press the **OK** key to add or remove checkmarks.
5. When finished, select **Done**.

### Assign Ringers to Groups

1. From **Groups**, select a group.
2. At the group details screen, scroll to the group name.
3. Select **Options > Ringer > Assign Ringer** and a ringer from the list. (Scroll to play the ringers.)

### Assign Message Tones to Groups

1. From **Groups**, select a group.
2. At the group details screen, scroll to the group name.
3. Select **Options > Msg Tone > Assign Msg Tone** and a ringer from the list. (Scroll to play the ringers.)



## Assign Pictures to Groups

1. From **Groups**, select a group you have created.
2. At the group details screen, scroll to the group name.
3. Select **Options > Picture > Assign Picture** to assign a picture.

## Send a Group vCard

1. At the **Groups** list, highlight a group.
2. Select **Options > Send > Via Bluetooth**.
3. Complete the appropriate task to send the group information.

## Create a Message Group

You can create a group specifically for messaging, based on a contact group.

1. From **Groups**, highlight a group.
2. Select **Options > Create Msg Group**.
3. Modify the name for the group and select **Next**.
4. Select contacts from the list provided. A checkmark appears next to each contact in the group. Press the **OK** key to add or remove checkmarks.
5. When finished, select **Done**.

Your new message group appears the next time you view your message groups list.

## Erase a Group

1. From **Groups**, highlight a group.
2. Select **Options > Erase > Yes**.

## Erase All Groups

From **Delete All**, select **Groups Only > Yes > Yes** to erase all your groups.

**Note:** You cannot recover deleted information or erase preloaded groups.

## Speed Dial List

### Assign Speed Dial Numbers

1. From **Speed Dial List**, highlight an unassigned number (marked as empty).
2. Select **Assign**.
3. At the contacts list, select a contact.
4. At the contact details screen, select a phone number.

### Clear Speed Dial Numbers

1. From **Speed Dial List**, highlight an assigned number.
2. Select **Erase > Yes**.

# Voice Dial List

## Enable Voice Dial Tags

Your phone creates a voice dial tag for each contact that has a name field which is not blank or a name that is more than five syllables. You can enable or disable the voice dial tags associated with your contacts.

1. From **Voice Dial List**, press the **OK** key to add or remove checkmarks. A checkmark appears next to each enabled voice dial. (Scroll through the list to play the voice dial tags.)
2. When done, select **Save**.

## Search Contact Voice

You can use voice commands to find a contact in your voice dial list. For more information, see “Find a Contact” on page 82.

## Check Contacts

Select **Contacts Count** to check how many contacts you have stored.

## 6 Messaging

Use **Messaging** to send, receive, and erase messages from your phone.

### Messaging Menu

Select **Messaging** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
Messaging	<b>Inbox</b>	Shows a list of received text and multimedia messages.
	<b>New Text Msg</b>	Compose a text message.
	<b>New Pic Msg</b>	Compose a multimedia message.
	<b>Email</b>	Send an email.
	<b>IM</b>	Send an instant message.
	<b>Voicemail</b>	Shows how many voicemails are waiting.
	<b>Web Alerts</b>	Shows how many alerts are waiting.
	<b>Sent Msgs</b>	Shows a list of messages you have successfully sent.
	<b>Outbox</b>	Shows a list of messages you have sent, but are pending or failed.
	<b>Saved Msgs</b>	Shows a list of messages you have saved.
	<b>Drafts</b>	Shows a list of messages that have been started, but saved to be completed at a later time.
	<b>Msg Settings</b>	Access these options: <b>Alerts, Msg List View, Signature, QuickText, Auto Retrieve, CC and BCC, Callback Number, Save to Sent, Auto-Erase, Default Text, Text Msg Receipt, Pic Msg Receipt, Voicemail Number, Erase Recent List, Text Msg Read Receipt, and Pic Msg Reply by.</b>
	<b>Message Groups</b>	See a list of your message groups.
	<b>Erase Msgs</b>	Access these options: <b>Inbox, Outbox, Sent Msgs, Saved Msgs, Drafts, and All.</b>
<b>Message Count</b>	Check how many messages you have.	

## Send Email

From **Messaging**, select **Email** to launch the email application. For more information on this application, contact metroPCS.

## Send Instant Messages

From **Messaging**, select **IM** to launch the instant message application. For more information on this application, contact metroPCS.

## Send Messages

### Create a Text Message

You can only send text messages to phone numbers capable of receiving them or to email addresses if supported.

1. From **New Text Msg**, enter a recipient's phone number or email address. (Select **Options** to access contacts, groups or recently used addresses. Scroll down to move to the next field when done.)  
You can message up to ten recipients at once. Use comma or spaces to separate addresses.
2. Enter the message. (Select **Options** to access more features.)
3. When done, select **Send**.

## Create a Multimedia Message

You can only send multimedia messages to phone numbers capable of receiving them or to email addresses. If the character and file size limit for a single multimedia message is exceeded, the message must be edited to meet the size limitation.

**Note:** Multimedia messaging is not available on all phones. Check with your service provider.

1. From **New Pic Msg**, enter a recipient's phone number or email address. (Select **Options** to access contacts, groups or recently used addresses. Scroll down to move to the next field when done.)  
You can message up to ten recipients at once. Use comma or spaces to separate addresses.
2. Repeat the first step for CC and BCC, if needed.
3. Enter a subject.
4. Enter a message.
5. Attach an image file. (Select **Options** to access more features.)
6. Attach a sound file. (Select **Options** to access more features.)
7. When done, select **Send**.

## Receive Calls while Creating Messages

If you receive a call while creating a message a notification appears. Do one of the following:

- Select **Ignore** to ignore the call and return to the message screen.
- Press the **Send** key to answer the call and your phone automatically saves the message to **Drafts**.

## Enter Message Recipients

The following describes how to add recipients to your messages, depending on the services provided. Check with your service provider for availability.

### Add Recipients from Contacts

1. At the compose message screen, select **Options > Contacts** when entering a phone number or email address.
2. Select a contact from the contacts list.
3. Select a number or address.
4. Complete your message.

### Add Recipients from Recent List

1. At the compose message screen, select **Options > Recent List** when entering a phone number or email address.
2. Select a number or address.
3. Complete your message.

### Add Recipients from Recent Calls

1. At the compose message screen, select **Options > Recent Calls** when entering a phone number or email address.
2. Select a number.
3. Complete your message.

### Send to Groups

1. At the compose message screen, select **Options > Message Groups** when entering a phone number or email address.
2. Select a group.
3. Complete your message.

### Save Recipients as Contacts

1. At the compose message screen, select **Options > Save Address** when entering a phone number or email address.
2. Select a number or address.
3. Select **Options > Save New Contact** (to create a new contact) or **Options > Add to Contact** (to add the number or address to an existing contact).

### Add Recipients from Message Text

1. At the compose message screen, select **Options > Add Address** when entering the text to add more recipients.
2. Enter a number or address to add.
3. Complete your message.

## Save Messages to Drafts

At the compose message screen, select **Options > Save Message** when entering the text. Your phone saves the message to **Drafts** for you to complete at a later time.

## Complete Messages in Drafts

- From **Drafts**, highlight your desired message.
- Select **Edit** or **Options > Edit**.
- Complete your message.

## Use Preset Text

### Add Preset Text

1. At the compose message screen, select **Options > Insert QuickText** when entering the text.
2. Select a preset text entry.
3. Complete your message.

### Save Messages as Preset Text

1. At the compose message screen, select **Options > Save as QuickText** when entering the text to use it later as preset text.
2. Complete your message.

### Save Received Messages as Preset Text

When viewing a received message, select **Options > Save as QuickText** to use it later as preset text.

## Attaching Files to Messages

The following describes how to select **Options** to add various files to your messages when entering the text, depending on the services provided. Check with your service provider for availability.

### Add Memos to Messages

1. At the compose message screen, select **Options > Insert Note** when entering the text.
2. Select a memo.
3. Complete your message.

### Add Contacts to Messages

1. At the compose message screen, select **Options > Insert Contacts** when entering the text.
2. Select a contact from your contacts list.
3. Complete your message.

## Add Slides to Messages

Use slides in a multimedia message to send multiple files of the same type, such as pictures or voice memos. A multimedia message may have up to ten slides.

1. At the compose message screen, select **Options > Add New Slide** when entering the text.
2. Select a slide and add more files or text if needed.

To navigate through the slides, select **Options > Next Slide** or **Previous Slide**.

To erase the current slide, select **Options > Erase Slide**.

3. Complete your message.

You can only attach a limited number of files.

## Add Media Files to Messages

1. At the compose message screen, select **Options > Media Gallery** when adding a media file.
2. Select a file to add to your message.  
To remove a media file, select the applicable option. For example, to remove a sound, select **Options > Remove Sound**.
3. Complete your message.

## Take Pictures for Messages

1. At the compose message screen, select **Options > Take a Picture** when adding an image.
2. Take a picture.

3. Select it to add to your message.

4. Complete your message.

## Record Sounds for Messages

1. At the compose message screen, select **Options > Record Sound** when adding a sound.
2. Record a sound.
3. Select it to add to your message.
4. Complete your message.

## Set Writing Language

1. At the compose message screen, select **Options > Writing Language** to change the language you compose your message in.
2. Complete your message.

## Preview Messages

1. At the compose message screen, select **Options > Preview Message** when entering the message or media file.
2. Do one of the following:
  - If the message has more than one slide, select **Next** to view the next slide.
  - If the message has only one slide, select **Send** to send message.
  - Select **Options** to access more features.

## Set Individual Message Settings

The following describes how to set message settings for individual messages.

**Note:** Your selection of each of the following message settings overrides that selected for all messages from **Msg Settings**.

### Request a Message Receipt

1. When entering a message, select **Options > Msg Settings > Msg Receipt > Request** to request a message delivery notice.
2. Complete your message.

### Set Message Priority

1. When entering a message, select **Options > Msg Settings > Set Priority** to set the priority level.
2. Complete your message.

### Change the Callback Number

1. When entering the message, select **Options > Msg Settings > Callback Number**.
2. Enter your callback number and select **OK**.
3. Complete your message.

## Send Messages Later

1. When entering a message, select **Options > Msg Settings > Send Later**.
2. Select **Immediate** or **Set Time** to set a specific time to send the message.
3. Press the **OK** key to change the time.
  - Scroll left or right to move between the hour, minute, and AM/PM.
  - Scroll up or down to change the hour, minute, and AM/PM.
4. Select **Next**.
5. Press the **OK** key to change the date.
  - Scroll left or right to move between the month, day, and year.
  - Scroll up or down to change the month, day, and year.
6. Select **Done**.
7. Complete your message. Your phone will save the message and send it later.



## Set the Validity Period

1. When entering a message, select **Options > Msg Settings > Validity Period**.
2. Select **Set Time** to set how long to keep your message valid before removing it from the phone if not sent.
3. Press the **OK** key to change the time.
  - Scroll left or right to move between the hour, minute, and AM/PM.
  - Scroll up or down to change the hour, minute, and AM/PM.
4. Select **Next**.
5. Press the **OK** key to change the date.
  - Scroll left or right to move between the month, day, and year.
  - Scroll up or down to change the month, day, and year.
6. Select **Done**.
7. Complete your message.

## Set the Slide Interval

1. When entering the message, select **Options > Msg Settings > Slide Interval**.
2. Select a time interval for the slides.
3. Complete your message.

## Set CC and BCC Fields

1. When entering the message, select **Options > Msg Settings > CC & BCC** to enable or disable the CC and BCC address fields.
2. Complete your message.

## Request a Message Read Receipt

1. When entering the message, select **Options > Msg Settings > Msg Read Receipt > Request** to request a notice sent upon reading the message.
2. Complete your message.

## Manage Received Messages

### Reply to Text Messages

When receiving a message, your phone displays a notification and the message icon appears at the top of your screen. The message icon flashes with an urgent message alert if the message is urgent.

1. When a message notification appears, select **Inbox** (to view the message) or **Ignore** (to clear the notification).  
An icon appears at the top of your screen when you have an unread message.
2. From **Inbox**, highlight a message and select **View > Reply** (to compose your message) or **Options** (to access more features).
3. Complete your message and select **Send**.

## Reply to Multimedia Messages (with Auto Retrieve)

When receiving a message in auto retrieve mode, your phone automatically downloads it with a notification.

**Note:** If receiving a message during a call, the phone downloads the message after the call.

1. At a message notification, select **View** (to view the message) or **Later** (to check it later).
2. After viewing the message, select **Reply** or **Options > Reply** if the message has more than one slide.  
Select **Options** to access more features.
3. Complete your message and select **Send**.

## Reply to Multimedia Messages (with Prompt)

When receiving a message in prompt mode, your phone displays a notification showing a new message is available for download.

1. At the download notification, select **Yes** (to download the message) or **Options** (to retrieve it later or erase it without downloading).
2. At the message notification, select **View** (to view the message) or **Later** (to check it later).

3. Select **Reply** or **Options > Reply** if the message has more than one slide.  
Select **Options** to access more features.
4. Complete your message and select **Send**.  
Select **Options** to access more features.

## Forward Messages

1. When viewing a received message, select **Options > Forward**.
2. Enter a number or address.
3. Complete your message and select **Send**.

## Reply to all Recipients

1. When viewing a received message, select **Options > Reply All** to send your reply to all the message recipients.
2. Complete the message and select **Send**.

## Reply with a Copy of the Message

1. When viewing a received message, select **Options > Reply with Copy**.  
The original message appears in your reply message.
2. Complete your message and select **Send**.

## Call Sender

When viewing a received message, select **Options > Call** to call the sender.

## Save Received Messages

When viewing a received message, select **Options > Save Message** to save it to **Saved Msgs**.

## View Recipients

When viewing a received message, select **Options > Recipients** to check all recipients of the message.

## View Sender Information

When viewing a received message, select **Options > Sender** to view an existing contact, add to an existing contact, or create a new contact depending on the sender.

## Lock Messages

When viewing a received message, select **Options > Lock Msg** to protect it from accidental deletion. To unlock the message, select **Options > Unlock Msg**.

## Sort Messages in Inbox

1. From **Inbox**, select **Options > Sort**.
2. Select a sort option.

## Go to Web Addresses in Messages

When viewing a received message, select **Options > Launch Browser** to go to a web address included in the message.

## Manage Attached Files

### Play Attached Files

When viewing a received message with files attached, select **Options > Play** (to play an attached file), **Stop** (to stop playing), or **Mute** (to turn off the sound).

## Save Attached Files

When viewing a received message with files attached, select the applicable save option to save the attached files, including graphics, sounds, contacts (vCard), or events (vCal). For example, to save a contact, select **Options > Save Contact**.

## View Messages with Multiple Slides

When viewing a received message containing multiple slides, use the following options to navigate through the slides.

- **Next** to view the next slide.
- **Options > Replay** to restart the message from the beginning slide.
- **Options > Pause** to pause at the current slide.
- **Options > Resume** to resume playing the slides.
- **Options > Done** to exit the message.

## View Message Information

When viewing a received message, select **Options > Message Info** to view the message priority, sent time, size, etc.

## Replay Messages

When viewing a received message, select **Options > Replay** to restart the message (including a slide or sound if contained) from the beginning.

## Manage Voicemail

### Configure your Voicemail

Before your phone can receive voicemail messages, you need to set up a password and record a personal greeting with your service provider.

When you have set up your voicemail, all unanswered calls to your phone are automatically transferred to voicemail, even if your phone is in use or turned off.

1. Press and hold the 1 key.
2. Follow the system prompts to create a password and record a greeting.

### Check your Voicemail





When you receive a voicemail message, a notification with a voicemail message icon appears at the top of your screen.

- At the voicemail notification, select **Call** to call your voicemail number and follow the system prompts to retrieve the message. Select **Ignore** to clear the notification without checking messages. The notification icon remains on top of the screen until you listen to the message.
- When only the voicemail message icon appears on top of the screen, select **Voicemail** and follow the system prompts to retrieve the message.

## Manage Sent Messages



### Check Message Status in Sent Folder

Use the following symbols to check the Sent folder for the status of messages successfully sent.

	The scheduled message will be sent at the scheduled time. You cannot cancel delivery of the message.
	The message was sent. You cannot cancel delivery of the message.
	The message has been received.
	The message has been sent to more than one recipient.

### Check Message Status in Outbox

Use the following symbols to check your **Outbox** for the status of messages sent but still in process.

	The message is pending and will be sent when possible. You can cancel delivery of the message.
	The message cannot be sent because service is not available. An alert appears on your phone if the message cannot be sent.

## Unable to Send Messages

You may not be able to send or receive messages if your phone's memory is nearly full, or if digital service is not available at the time. To free up memory, erase old messages. See "Erase Messages" on page 49.

## Appended Messages

If you go over the character limit for a single message, the phone may automatically append an empty segment to your message to make space.

**Warning:** Your service provider may charge you for each message segment.

When you start a message, the maximum character limit appears once you are in the message entry field. This number counts down as you enter characters, until it reaches 0.

If you continue to enter text after this counter reaches 0, a message segment may be appended. When you reach the message size limit, you are prompted to edit the message or alerted that the message is being appended.

**Note:** Appended messages may not be available on all phones. Check with your service provider.

## Manage Web Alerts

1. From **Web Alerts**, select an alert.
2. Select **Connect** to launch the browser.

## Message Settings

The following message settings affect all messages unless you change them for individual messages.

### Set Message Alerts

1. From **Alerts**, select **Msg Alert**.
2. Select an alert for messages.

If you select an & Remind alert, the phone notifies you once when receiving a new message and notifies you again every five minutes. To stop a reminder alert, select **Ignore**.

### Set Page Alerts

1. From **Alerts**, select **Page Alert**.
2. Select an alert for pages.

If you select an & Remind alert, the phone notifies you once when receiving a new message and notifies you again every five minutes. To stop a reminder alert, select **Ignore**.

### Set Voicemail Alerts

1. From **Alerts**, select **Voicemail Alert**.
2. Select an alert for voicemails.

If you select an & Remind alert, the phone notifies you once when receiving a new message and notifies you again every five minutes. To stop a reminder alert, select **Ignore**.

## Set Message List View

From **Msg List View**, select one of the following to set your message list display:

- **Sender & Preview** displays the sender and first part of messages.
- **Sender & Date-Time** displays the sender and sent time of messages.

## Set your Signature

You can create a signature to appear at the end of all outgoing messages.

1. From **Signature**, enter your signature.
2. Select **OK** to save the signature.

**Note:** The signature counts towards the character limit of your message.

## Edit Preset Messages

Your phone comes with preset messages, such as “Please call me,” which you can insert into the body of a text message. You can edit or create up to 40 preset messages.

1. From **QuickText**, do one of the following:
  - Scroll to a preset message and select **Edit**.
  - Select **New Msg** to create a new preset message.
2. Enter or edit the text.
3. Select **Save**.

**Note:** You can also save messages you have written or received as preset messages.

## Enable Auto Retrieve

From **Auto Retrieve**, select one of the following:

- **Disabled** turns off auto retrieve and prompts you before downloading any multimedia messages.
- **Enabled** turns on auto retrieve to automatically download multimedia messages.

## Enable CC/BCC Fields

From **CC and BCC**, select **Disabled** (to hide the CC and BCC fields) or **Enabled** (to show them).

## Set Callback Number

1. From **Callback Number**, enter a new number to change your default callback number.
2. Select **OK** to save the number.

## Enable Save to Sent

From **Save to Sent**, select **Enabled** to automatically save outgoing messages to the **Sent Msgs** folder.

## Enable Auto-Erase

Use **Auto-Erase** to set your phone to erase messages automatically when it needs memory for incoming messages.

From **Auto-Erase**, select one of the following:

- **Disabled** erases no messages.
- **Old Inbox Msgs** erases old messages in **Inbox** when memory is needed.
- **Sent Msgs** erases old messages in **Sent Msgs** when memory is needed.
- **Both** erases old messages in both **Inbox** and **Sent Msgs** when memory is needed.

## Set Default Text

You can change the default text entry mode when creating a text message. This setting applies only to the Message field, not the Send To field.

From **Default Text**, select **Normal Alpha** (to enter text letter by letter) or **Rapid Mode** (to enter text with word recognition).

## Request Text Message Receipts

From **Text Msg Receipt**, select **Request** to request a notification when a recipient has received your text message.

## Request Multimedia Message Receipts

From **Pic Msg Receipt**, select **Request** to request a notification when a recipient has received your multimedia message.

## Set your Voicemail Number

Often your service provider automatically programs your voicemail number (the number your phone calls to retrieve voicemail). To change it:

1. From **Voicemail Number**, select **Edit**.
2. Enter your voicemail number. (Use **Options > Time Pause** or **Hard Pause** to enter pauses.)
3. Select **Save**.

## Erase Recent List

From **Erase Recent List**, select **Yes** to clear the list of recipients you have recently sent messages to.

## Request Text Message Read Receipts

From **Text Msg Read Receipt**, select **Request** to request a notification when a recipient has read your text message.

## Set Multimedia Message Response

From **Pic Msg Reply by**, select **Text Msg** or **Pic Msg** to set the default reply to a multimedia message.

If you select **Text Msg**, you go to the text message compose screen when you reply to a multimedia message. When you select **Pic Msg**, you go to the multimedia message compose screen.

# Message Groups

You can create groups for messaging.

## View Message Groups List

1. From **Message Groups**, view your preloaded groups, followed by the custom groups you have created.
2. Highlight a group and do one of the following:
  - Press the **OK** key to view the groups details.
  - Select **New** to create a new group.
  - Select **Options** to access more functions.

## Create a New Message Group

1. From **Message Groups**, select **New**.
2. Enter a name for the group and select **Next**.
3. Select contacts from the list provided. A check mark appears next to each selection. You can also remove checkmarks.
4. When finished, select **Done**.

Your new group appears the next time you view your groups list.

## Send Text Messages to Message Groups

1. From **Message Groups**, highlight a group.
2. Select **Options > Send Text Msg**.
3. Complete your text message and select **Send**.

## Send Multimedia Messages to Message Groups

1. From **Message Groups**, highlight a group.
2. Select **Options > Send Pic Msg**.
3. Complete your multimedia message and select **Send**.

## Add Contacts to Message Groups

1. From **Message Groups**, highlight a group.
2. Select **Options > Edit**.
3. If you are modifying a group you created, select **Next**. Otherwise, go to the next step.
4. Select contacts from the list provided. A checkmark appears next to each contact in the group. Press the **OK** key to add or remove checkmarks.
5. When finished, select **Done**.

## Assign Message Tone to Message Group

1. From **Message Groups**, select a group.
2. At the groups details screen, scroll to the group name.
3. Select **Options > Msg Tone > Assign Msg Tone** and a ringer from the list. Scroll to play the ringers.

## Send a Message Group vCard

1. From **Message Groups**, highlight a group.
2. Select **Options > Send > Via Bluetooth**.
3. Complete the appropriate task to send the contact information.



## Erase a Message Group

1. From **Message Groups**, highlight a group.
2. Select **Options > Erase > Yes**.

## Erase Messages

Erasing old messages frees up memory in your phone. You can erase messages as you send or read them, erase them one at a time, or erase them all at once.

### Erase a Single Message

When viewing a received message, select **Options > Erase > Yes**.

**Note:** You can erase a scheduled message, but cannot cancel its delivery.

### Erase Messages from a Folder

From **Erase Msgs**, select a folder to erase messages from. For example, to erase received messages, select **Inbox > Yes**.

**Note:** You cannot recover deleted information.

### Erase All Messages

From **Erase Msgs**, select **All > Yes** to erase all messages from all folders, except for voicemail messages.

**Note:** You cannot recover deleted information.

## Check Message Count

From **Message Count** screen, check how many messages you have stored.

Download ringtones, games, graphics, and more from **@metro**. For information on airtime charges, contact your service provider.

### Application Shopping and Downloading

1. From the home screen, select **@metro**.

**Note:** The first time you access **@metro**, it will take a few moments to load and then a welcome message will display. Press the **OK** key to continue.

2. Scroll down to highlight **Catalog** and press the **OK** key. The Catalog takes a few moments to load and the Catalog menu appears.
3. Scroll to browse the **Catalog**.
4. Follow the instructions to purchase content.

**Note:** Please check with your service provider for availability of applications.

### Access Downloaded Applications

Applications that have already been downloaded or pre-loaded to your handset can be accessed by selecting **My Apps**.

1. From the home screen, select **@metro**.
2. Scroll right to select **My Apps**.

3. Scroll down to highlight an application. Press the **OK** key.
4. Follow the instructions to access the application.

### Changing your @metro Settings

Use **Options** in **My Apps** to manage, sort, and delete applications.

1. From the home screen, select **@metro**.
2. Scroll right to select **My Apps**.
3. Scroll **Options** and one of the following:
  - **Launch** launches the selected application.
  - **View Info** displays the application details.
  - **Delete** removes the application.
  - **Check Upgrade** checks if a new application version is available.
  - **Move Apps** moves an application to a different location.
  - **Sort List By** sorts applications by date or name.
  - **View Purchase Log** displays applications purchase history.

## Buy New Applications

To buy new and exciting applications, visit **@metro**. It provides you with a variety of applications you can choose from.

## What Do I Pay?

When you buy an application, you will be charged for the purchase cost of the application.

## Delete Applications

You may delete applications that are no longer needed.

1. From the home screen, select **@metro**.
2. Scroll right to select **My Apps**.
3. Scroll down to highlight an application.
4. Select **Options > Delete**.

You can use your phone to browse the Internet if you have obtained phone Internet services from your service provider and if over-the-air Internet access is available in your area.

### Launch Browser

Select **MetroWEB** to launch the browser. An alert appears notifying of airtime fees, if you have enabled web alerts. Select **OK** to continue.

If this is the first time you have connected to the Internet, a message informs you that security is not yet enabled for your browser. Select **Yes** to enable security.

### Browse the Web

A browser home page with a list of bookmarks and some browser menu options appear when you are connected to the Web. The lock icon appears in a secure session. You can do the following:

- To choose a site, scroll to the link and press the **OK** key.
- An underline and an arrow indicate that there is more text. Scroll down to view the rest of the text.
- Press the **Back** key to return to the previous screen.
- Press the **End** key to exit.
- Select **Options** to access more browser features.

### Add a Bookmark

1. Surf to the Web page you want to bookmark and select **Options > Add to Bookmarks**.
2. Edit the bookmark's details, if needed.
3. Select **Options > Save** to save the bookmark.

To access your saved bookmarks, select **Options > Bookmarks** from any web page.

## Settings Menu

Select **Settings** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
<b>Settings</b>	<b>Bluetooth</b>	Access these options: <b>On/Off</b> , <b>My Devices</b> , and <b>Settings</b> .
	<b>Sounds</b>	Access these options: <b>Ringers</b> , <b>Roam Ringer Activation</b> , <b>Volume</b> , <b>Slide Sounds</b> , <b>Pwr On/Off Sound</b> , and <b>Key Sounds</b> .
	<b>Display</b>	Access these options: <b>Set Wallpaper</b> , <b>Wallpaper Shuffle</b> , <b>Set Screensaver</b> , <b>Themes</b> , <b>Main Menu View</b> , <b>Icon Display Mode</b> , <b>My Banner</b> , <b>Backlighting</b> , <b>Brightness</b> , <b>Language</b> , and <b>Time/Date Format</b> .
	<b>Convenience</b>	Access these options: <b>Date/Time Display</b> , <b>Set Time/Date</b> (with <b>Airplane Mode</b> enabled), <b>Airplane Mode</b> , <b>Keyguard</b> , <b>Auto-Hyphen</b> , <b>1-Touch Dialing</b> , <b>Fast Find</b> , <b>Frequent List</b> , <b>Minute Alert</b> , <b>Missed Call Alert</b> , <b>Open to Answer</b> , <b>Close to End</b> , and <b>Any Key Answer</b> .
	<b>Voice Features</b>	Access these options: <b>Automatic Add</b> , <b>Expert Mode</b> , <b>Display Results</b> , <b>Digit Lengths</b> , <b>Voice Answer</b> , and <b>Voice Training</b> .
	<b>Accessories</b>	Access these options: <b>Headset Sounds</b> , <b>Auto-Answer</b> , <b>TTY Device</b> , and <b>T-coil Hearing Aid</b> .
	<b>Network</b>	Access these options: <b>Privacy Alert</b> , <b>Voice Privacy</b> , <b>Roam/Svc Alert</b> , <b>Roam Option</b> , <b>Set Phone Line</b> , <b>Location</b> , and <b>Roam Call Alert</b> .
	<b>Security</b>	Access these options: <b>Lock Phone</b> , <b>Limit Calls</b> , and <b>New Lock Code</b> .
	<b>Memory Status</b>	Check how much memory your phone is using.
	<b>Phone Info</b>	Access these options: <b>Build Info</b> , <b>Icon Keys</b> , and <b>User Guide</b> .

# Bluetooth

The Bluetooth® wireless technology (not available on all phones) enables wireless connectivity with accessories such as portable or installed hands-free car kits, headsets, handsets, computers, and so on. For details, check with your service provider.

You must use a Bluetooth device (compatible with Class 2 Bluetooth wireless technology, version 1.2) in order to use this phone wirelessly. Bluetooth accessories display a symbol on your phone.

## Enable Bluetooth

Before you can connect your phone with a Bluetooth device, you need to enable the Bluetooth feature on your phone.

From **Settings**, select **On/Off > On**.

## Pair with a Device

To enable your phone to communicate with a Bluetooth device, you need to "pair" the device with your phone. The following instructions describe the process. You may also need to reference the user guide provided with your Bluetooth device.

1. Prepare the Bluetooth device (accessory) for pairing as described in the device's user guide.
2. From **My Devices**, select **Find New**. Your phone then searches and detects any available Bluetooth devices in the vicinity.

You must enable the Bluetooth feature on your phone.

3. At the device list, highlight a device and select **Add**.  
Accept the pairing if prompted.
4. If necessary, enter the password provided with the Bluetooth device and select **OK**.

With the password accepted, the device appears in your device list.

## Use Bluetooth Devices

### Connect to a Device

Before you can use Bluetooth, you must get your phone ready to communicate with a device. This is called "connecting."

To connect your phone to a Bluetooth device, from **My Devices**, highlight a device and select **Connect**.

A notification appears confirming the connection. You can now use the device with your phone.

### Disconnect from a Device

From **My Devices**, highlight a connected device and select **Disconnect**.

### Rename a Device

1. From **My Devices**, highlight a device.
2. Select **Options > Rename**.
3. Enter a new name and select **Save**.

## Delete a Device

You can delete a Bluetooth device that you have paired your phone with.

1. From **My Devices**, highlight a device.
2. Select **Options > Delete > Yes**.

## View Device Services

A Bluetooth device paired with your phone may have more than one service profile (such as Headset, Handsfree, and so on). Do the following to check the services available:

1. From **My Devices**, highlight a device.
2. Select **Options > Services**.
3. At the service list, highlight a profile and select **Connect** to change the active profile.

## Change Bluetooth Settings

From **Settings**, you can modify the following **Bluetooth** features.

### Change Phone's Name

You can change the name presented for other Bluetooth devices' search of your phone.

From **My Name**, enter a new name and select **Save**.

### Limit Visibility

By default your phone is always visible, if set to visible mode. You can limit the time your phone is visible to other Bluetooth devices.

From **Visible Duration**, select an option to set the phone visible for your selected time before becoming invisible.

## View Supported Services

Select **Services** to view a list of the Bluetooth service profiles your phone supports.

### Enable OBEX Authentication

From **OBEX Authentication**, select **Enabled**.

With object exchange (OBEX) authentication enabled, you need a user name and password to transfer files via Bluetooth.

## Sounds

Your phone has several settings that control the sound. You can select from a variety of ringers and adjust the volume.

### Ringers

From **Ringers**, you can modify the following settings.

#### Set Ringers

From **Ringer Type**, select a ringer. (Scroll down the list to play the ringers.)

#### Set Roam Ringer

From **Roam Ringer**, select a ringer. (Scroll down the list to play the ringers.)

#### Ringer Shuffle

– Enable Ringer Shuffle

From **Ringer Shuffle**, select **Enable** to turn on the ringer shuffle.

### – Edit Ringer Shuffle

1. From **Ringer Shuffle**, select **Edit**.
2. Select **Add** (to include the file in the shuffle) or **Remove** (to remove the file from the shuffle).
3. When finished, select **Options > Done**.

### – View Ringer Shuffle

1. From **Ringer Shuffle**, select **View**. Only the files used in the shuffle appear.
2. Select **Edit** to modify the shuffle list or press the **Back** key to exit.

## Enable Roam Ringer

From **Roam Ringer Activation**, select **Enabled** to activate the roam ringer.

## Volume

From **Volume**, you can modify the following settings.

### Set Ringer Volume

1. From **Ringer Volume**, scroll right or left to set the ringer volume.
2. Press the **OK** key to save.

### Set Speakerphone Volume

1. From **Spkrphone Volume**, scroll right or left to set the speakerphone volume.
2. Press the **OK** key to save.

### Set Earpiece Volume

1. From **Earpiece Volume**, scroll right or left to set the earpiece volume.
2. Press the **OK** key to save.

### Set Keypad Volume

1. From **Key Volume**, scroll right or left to set the keypad volume.
2. Press the **OK** key to save.

### Enable Smart Volume

From **Smart Volume**, select **Enabled** to automatically adjust the volume during a call, based on surrounding noise levels.

## Set Slide Sounds

1. From **Slide Sounds**, select **Slide Open** or **Slide Close**.
2. Select a sound. (Scroll down the list to play the sounds.)

## Set Power On/Off Sounds

1. From **Pwr On/Off Sound**, select **Power On Sound** or **Power Off Sound**.
2. Select a sound to play when your phone powers on or off. (Scroll down the list to play the sounds.)

## Set Key Press Sounds

From **Key Sounds**, select **Tone**, **Click**, or **Off** to set the sounds you hear when pressing the keypad.



# Display

## Set Wallpaper

You can select a wallpaper for your phone's home screen.

1. From **Set Wallpaper**, select **Camera Pictures**, **Saved Images**, or **Wallpapers**. To turn off wallpaper, select **None**.
2. Select a file. You may need to resize or crop the file.
3. Select **Done**.

## Wallpaper Shuffle

### Enable Wallpaper Shuffle

From **Wallpaper Shuffle**, select **Enable** to turn on wallpaper shuffle.

### Edit Wallpaper Shuffle

1. From **Wallpaper Shuffle**, select **Edit**.
2. Select **Add** (to include a file in the shuffle) or **Remove** (to remove a file from the shuffle).
3. When finished, select **Options > Done**.

### View Wallpaper Shuffle

1. From **Wallpaper Shuffle**, select **View**. The files in your shuffle appear.
2. Select **Edit** to modify the shuffle list or press the **Back** key to exit.

## Set Wallpaper Shuffle Interval

1. From **Wallpaper Shuffle**, select **Set Shuffle Time**.
2. Select an interval time from the list. Your wallpaper changes to another file in the shuffle at the selected interval time.

## Set Screensaver

Screensavers appear on the home screen, activated ten seconds after the last keypress. Incoming calls and alerts override the screensavers.

1. From **Set Screensaver**, select **Camera Pictures**, **Saved Images**, or **Screensavers**. To turn off screensaver, select **None**.
2. Select a file. You may need to resize or crop the file.
3. Select **Done**.

## Set Theme

From **Themes**, select a color theme for the display background.

## Set Main Menu View

From **Main Menu View**, select one of the following:

- **Grid** displays icons of each menu item, with its name at the top of the screen.
- **List** displays a list of all menu items.

The next time you view the **Menu**, your selected menu style appears.

## Set Icon Display Mode

To change the application bar display, select **Icon Display Mode** and one of the following:

- **Always Visible** displays the application bar solid all the time.
- **Translucent all the time** displays the application bar translucent all the time.
- **Invisible but appears on key press** does not display the application bar unless you press the **Navigation** key.
- **Translucent but appears solid on key press** displays the application bar translucent until you press the **Navigation** key.
- **Off** turns off the application bar.

When the application bar is turned off, the home screen shortcuts will change. Scrolling left launches **MetroWEB** and scrolling right launches **@metro**.

## Set Greeting Banner

The banner is the personal label for your phone, appearing on the home screen above the time and date.

1. From **My Banner**, select **Edit**.
2. Press the **Back** key to clear the current banner.
3. Enter your new text (up to 14 characters) or press the **# Space** key for a blank banner.
4. Select **Save**.

## Set Backlight Duration

Use **Backlighting** to minimize the bright time and maximize the battery life.

From **Backlighting**, select one of the following:

- **Always Dim** forces the backlight to remain dim before turning off.
- **7 Seconds, 10 Seconds, 15 Seconds, or 30 Seconds** turns backlighting on for the set time after your last keypress.
- **Always Bright** forces the backlight to remain bright before turning off.

## Set Brightness

1. From **Brightness**, scroll to change the brightness level.
2. Select **Save**.

## Set Language

From **Language**, select a language.

## Set Time and Date Format

From **Time/Date Format**, select a time and date format.

## Convenience

Use these settings to make your phone more convenient to use.

### Enable Date/Time Display

From **Date/Time Display**, select **Enabled** to show the date and time when the phone is in idle state.

## Set Date and Time

In Airplane mode, you can set the time and date manually.

**Note:** You can only access **Set Time/Date** with **Airplane Mode** enabled.

1. From **Set Time/Date**, do the following to change the date:
  - Scroll left or right to move between the month, day, and year fields.
  - Scroll up or down to change the month, day, and year.
2. Press the **OK** key to save the date.
3. Do the following to change the time:
  - Scroll left or right to move between the hour, minute, and AM/PM fields.
  - Scroll up or down to change the hour, minute, and AM/PM.
4. Press the **OK** key to save the time.
5. Select **Done**.

## Enable Airplane Mode

While in an airplane, it is normally required that you turn off your mobile phone because it emits RF signals that interfere with air traffic control. In airplane mode, however, your phone does not emit RF signals. You cannot make or receive calls, send text messages, use the Browser or Bluetooth, but you can play games, use the Scheduler, set the clock, and make emergency calls to designated emergency numbers. Please check with uniformed personnel before operating your phone in Airplane mode.

From **Airplane Mode**, select **Enabled > OK** to activate airplane mode.

With airplane mode enabled, you can also set the time and date manually.

## Keyguard

### Enable Auto Keyguard

Use **Auto Keyguard** to automatically lock the keypad after 30 seconds of inactivity to prevent accidental key presses.

From **Keyguard**, select **Auto Keyguard > Enabled** or from the home screen, press and hold the **Back** key.

### Unlock Keyguard

From the home screen, select **Unlock** and press the **OK** key to unlock the keypad.

## Enable Auto-Hyphenation

Auto-hyphenation, when enabled, automatically inserts hyphens into your phone numbers to be consistent with the U.S. dialing plan (or the North American Numbering Plan). From **Auto-Hyphen**, select **Enabled** to turn on auto-hyphenation.

## Use 1-Touch Dialing

The 1-Touch Dialing feature is the fastest way to call a speed dial location. To call a contact with speed dial, press and hold the speed dialing location.

If it is a two-digit location, press the first digit briefly, then press and hold the second digit.

**Note:** To use 1-Touch dialing, you must enable 1-Touch dialing on your phone and have a speed dial location assigned to a contact.

From **1-Touch Dialing**, select **Enabled** to turn on 1-touch dialing.

## Call Contact using Fast Find

1. From **Fast Find**, select **Enabled** to turn on fast find.
2. From the home screen, press the keys corresponding to the letters of the name you want to find. A matching contact or speed dial entry appears.
3. Scroll to your desired contact and press the **Send** key to call the number.

## Enable Frequent List

From **Frequent List**, select **Enabled**. With **Frequent List** enabled, the last 15 of your most frequently called contacts appear at the beginning of your contacts list. Scroll past the double line to view the entire contacts list.

## Enable Minute Alert

From **Minute Alert**, select **Enabled**. Your phone alerts you with a short beep ten seconds before each minute passes during a call.

## Set Missed Call Alert

From **Missed Call Alert**, select an alert type for missed calls.

If you select an & Remind alert, the phone notifies you once when receiving a new message and notifies you again every five minutes. To stop a reminder alert, select **Ignore**.

## Enable Open to Answer

From **Open to Answer**, select **Enabled** to answer calls by opening the phone.

## Enable Close to End

From **Close to End**, select **Enabled** to end calls by closing the phone.

## Enable Any Key Answer

From **Any Key Answer**, select **Enabled** to answer calls when you press any key on the keypad.

## Voice Features

Use the following features to customize the voice commands.

### Enable Automatic Add

From **Automatic Add**, select **Enabled** to automatically add a contact to your voice dial list when you create a new contact.

### Set Expert Mode

Use **Expert Mode** to speak a command after you hear a tone instead of following the initial voice prompts.

From **Expert Mode**, select one of the following:

- **Normal** sets the phone to default voice prompts.
- **Expert** sets the phone to sound tones instead of voice prompts.

### Set Display Results

You can set the phone to display up to three voice recognition contacts when calling or searching for a contact with voice commands.

From **Display Results**, select **Single Best** or **Three Best**.

## Set Digit Lengths

You can set the number of digits used for a phone number in your voice dial list.

From **Digit Lengths**, select one of the following options:

- **North American** recognizes only 7, 10, and 1 + 10 digits in a phone number.
- **Permit All** allows 4-14 digits in a phone number.

## Voice Answer

### Enable Voice Answer

You can set your phone to answer a call with your voice when using a hands-free accessory.

1. From **Auto-Answer**, select **Disabled**.
2. From **Ringer Mode**, select **Normal Sounds**.
3. From **Headset Sounds**, select **Out of headset**.
4. From **Voice Answer**, select **With Accessory**.

## Answer Using Voice Answer

When you receive an incoming call, the phone prompts “Incoming call, answer?”. With the caller recognized as a contact entry in your phone, the phone prompts “Incoming call from (Name), answer?”. Do one of the following:

- Say “Yes” or press any key except the **End** key to answer the call.
- Say “No” or press the **End** key to ignore the call.
- Remain silent. The voice alert repeats twice and the phone rings once before returning to the home screen.

## Use Voice Training

If your phone has trouble recognizing your voice, you can train your phone to recognize your specifically voice for numbers.

1. From **Voice Training**, read the message and select **OK > Train Numbers > OK**.
2. Follow the prompts for each number until training is complete.

**Note:** You must read the numbers digit by digit for voice training to work.

## Accessories

### Set Headset Sounds

With a headset attached to your phone, you can play the ringer through the headset or phone speaker.

From **Headset Sounds**, select **Out of phone** (ringing from the phone speaker) or **Out of headset** (ringing from the headset).

### Enable Auto-Answer

From **Auto-Answer**, select **After 5 Seconds**. The phone automatically answers after five seconds with a headset attached.

### Connect to TTY Device

You can connect the phone to a teletype (TTY) device for the hearing impaired. (TTY device sold separately.)

**Note:** Enable TTY only when using the phone with a TTY device.

1. Connect the TTY device to your phone.
2. From **TTY Device**, select **OK** to clear the notification.
3. Select one of the following:
  - **TTY Off** disables TTY.
  - **TTY On** enables TTY devices.
  - **TTY On + Talk** enables TTY devices and voice carry over.
  - **TTY On + Hear** enables TTY devices and hearing carry over.

**Note:** You can also enter **##889** with your keypad and select **TTY** to enable TTY.

## Connect to Hearing Aid Device

With a T-coil hearing aid device (sold separately) connected, you can enable the hearing aid feature.

1. Connect the T-coil hearing aid device to your phone.
2. From **T-coil Hearing Aid**, select **OK > Enabled**.

## Network

### Enable Privacy Alert

From **Privacy Alert**, select **Enabled** to set your phone to alert you when enhanced digital CDMA privacy is lost or regained.

### Enable Voice Privacy

From **Voice Privacy**, select **Enhanced** to use enhanced digital CDMA privacy.

### Enable Roaming Service Alert

Use this setting if you want the phone to alert you when you roam outside of your home service area.

From **Roam/Svc Alert**, select one of the following:

- **Disabled** turns roaming service alert off.
- **When no svc** alerts you with three tones decreasing in pitch when service is lost and three tones increasing in pitch when service is acquired again.
- **On roam change** alerts you with two decreasing tones when roaming service is acquired and three increasing tones when home area service is acquired again.
- **On any change** alerts you with three increasing tones if there is a change in roaming service or three decreasing tones if the phone loses service.

### Set Roaming Restrictions

You can restrict your phone from making a call when roaming.

From **Roam Option**, select **Automatic** (to allow roaming) or **MetroPCS Only** (to disallow roaming).

## Set Phone Line

Your phone can have two service accounts, or phone lines, associated with it. Each phone line has its own phone number.

**Note:** You must first establish a second phone line with your service provider. Once established, a second phone number becomes available in the menu for selection.

From **Set Phone Line**, read the note and select **OK** and one of the phone lines.

When using one line, you cannot receive calls from the other. It would be as if the phone were “off” for that number. Your voicemail, however, still takes messages. All contacts and settings are shared for both lines.

## Set Location Information

Use **Location** to share your location information with network services other than emergency services (for example, 911, 111, 999 and 000) in serviced areas. This feature works only when your phone is in digital mode. You do have the option of turning off the locator to emergency services.

From **Location**, select one of the following:

- **911 Only** (default) shares your position information only with emergency services when you call your 3-digit emergency code.
- **Location On** shares your position information, in addition to emergency services.

## Enable Roaming Call Alert

You can set the phone to warn you before you answer or place a call while roaming.

**Note:** Call prompt is disabled when the phone is in Emergency Mode.

From **Roam Call Alert**, select **Enabled**.

The phone emits a distinctive ring to indicate when you are roaming during a call. To accept or place a call while roaming, you must press **1**.

## Security

This section describes the security features on your phone. You can adjust these features to prevent access to your personal information. All security features are shielded by a four-digit lock code (typically 0000 or the last 4 digits of your phone number).

## Lock Phone

### Set Lock Phone

With your phone locked, you can call only emergency numbers or your service provider’s customer service number. You can still receive incoming calls.

1. From **Security**, enter your four-digit lock code.
2. Select **Lock Phone > OK** and one of the following:
  - **On power up** locks the phone every time you turn it on.
  - **Now** locks the phone immediately.



## Unlock the Phone

1. From the home screen, select **Unlock**.
2. Enter your four-digit lock code.

## Set Limit Calls

You can limit the calls that can be made from your phone to emergency numbers, your contacts, and your service provider's numbers.

1. From **Security**, enter your four-digit lock code.
2. Select **Limit Calls** and one of the following:
  - **No Limit** does not limit calls.
  - **Limit Outgoing** limits outgoing calls while incoming calls still work.
  - **Limit All** limits both incoming and outgoing calls.

## Change Lock Code

Change your lock code from the default.

1. From **Security**, enter your four-digit lock code.
2. Select **New Lock Code > Yes**.
3. Enter a new four-digit code.
4. Re-enter your new lock code.

## Check Memory Status

From **Memory Status**, check how much memory is being used by your phone.

## Phone Info

### View Version Information

Select **Build Info** to check your phone's software and hardware information.

### View Phone Icons

Select **Icon Keys** to view the icons used in your phone.

### Access User Guide

From **User Guide**, access the user guide for your phone.

# 10 Media Gallery

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Use **Media Gallery** to retrieve and playback media files and other downloads.

## Media Gallery Menu

Select **Media Gallery** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
Media Gallery	Images	Access these options: <b>Camera Pictures</b> , <b>Saved Images</b> , <b>Wallpapers</b> , <b>Wallpaper Shuffle</b> , <b>Screensavers</b> , and <b>Caller IDs</b> .
	Tones	Access these options: <b>Saved Sounds</b> , <b>Ringers</b> , <b>Ringer Shuffle</b> , and <b>Voice Memos</b> .
	Delete All	Access these options: <b>Camera Pics Only</b> , <b>Images Only</b> , <b>Sounds Only</b> , and <b>Delete All</b> .

## Images

### Send a Picture

1. From **Camera Pictures**, select a picture.
2. Select **Send > Via MMS** (to attach to a multimedia message), **Via Bluetooth** (to send to a Bluetooth-enabled device), or **To Printer** (to print on a Bluetooth-enabled device).
3. Complete the appropriate task.

**Note:** If your phone has no Bluetooth feature, you may send the file with a message only.

### Send an Image

1. From **Saved Images**, select an image.
2. Select **Send > Via MMS** (to attach to a multimedia message), **Via Bluetooth** (to send to a Bluetooth-enabled device), or **To Printer** (to print on a Bluetooth-enabled device).
3. Complete the appropriate task.

**Note:** If your phone has no Bluetooth feature, you may send the file with a message only.

## Change the Default Wallpaper

1. From **Wallpapers**, select a wallpaper.
2. Select **Set Default**.

## Edit the Wallpaper Shuffle

1. From **Wallpaper Shuffle**, select **Edit**. With no wallpapers saved, you need to add files.
2. Select **Add** to include a file in the shuffle, **Remove** to remove a file from the shuffle, or **Options** to access more features.
3. When finished, select **Options > Done**.

## Change the Default Screensaver

1. From **Screensavers**, select a screensaver.
2. Select **Set Default**.

## Assign a Caller ID

1. From **Caller IDs**, select an image.
2. Select **Assign**.
3. At the contacts list, select a contact.

## Tones

### Send a Sound

1. From **Saved Sounds**, highlight a sound.
2. Select **Send > Via MMS** (to attach to a multimedia message) or **Via Bluetooth** (to send to a Bluetooth-enabled device).
3. Complete the appropriate task.

**Note:** If your phone has no Bluetooth feature, you may send the file with a message only.

## Assign a Ringer

1. From **Ringers**, highlight a ringer.
2. Select **Assign** and choose how you want to assign the ringer.
3. Complete the appropriate task.

## Edit the Ringer Shuffle

1. From **Ringer Shuffle**, select **Edit**.
2. Select **Add** to include a file in the shuffle, **Remove** to remove a file from the shuffle, or **Options** to access more features.
3. When finished, select **Options > Done**.

You can only edit the shuffle with at least a file added.

## Play a Voice Memo

1. From **Voice Memos**, highlight a memo you have recorded.
2. Select **Play**.

Use the **Navigation** key to control the playback tools displayed.

## Media File Options

### Rename a File

1. From a media file list, highlight a file.
2. Select **Options > Rename**.
3. Enter a new name and select **Save**.

You can only rename unlocked files. Preloaded files on your phone are always locked.

## Send a File

1. From a media file list, highlight a file.
2. Select **Options > Send > Via MMS** (to attach to a multimedia message), **Via Bluetooth** (to send to a Bluetooth-enabled device), or **To Printer** (to print on a Bluetooth-enabled device). The options available depend on the file type.
3. Complete the appropriate task.

**Note:** If your phone has no Bluetooth feature, you may send the file with a message only.

## Assign a File

1. From a media file list, highlight a file.
2. Select **Options > Assign** and choose how to assign the file.
3. Complete the appropriate task.

## Lock a File

1. From a media file list, highlight a file.
2. Select **Options > Lock** to protect a file from being accidentally erased. To unlock the file, select **Options > Unlock**.

## Play a File

1. From a media file list, highlight a file.
2. Select **Options > Play**.

Use the **Navigation** key to control the playback tools displayed.

## Add Files to a Shuffle

1. From a media file list, highlight a file.
2. Select **Options > Shuffle** to add the file to the applicable shuffle.

## View File Details

1. From a media file list, highlight a file.
2. Select **Options > Details** to view the details such as file size or save date.
3. Select **OK** to exit.

## Modify a File

1. From a media file list, select a file.
2. Select **Options > Modify**.
3. Select **Options** and an option to rotate, resize, and so on.
4. When done, select **Save** to save over an existing file or as a new one.

## Use the Zoom

1. From a media file list, select a file.
2. Select **Options > Zoom**.
3. Use the **Navigation** key to zoom in and out.
4. Select **Cancel** to exit.

## View a Slideshow

1. From **Camera Pictures**, select **Options** > **Slideshow** to play the slideshow of the files contained in the current folder.
2. Select **Pause** (to stop), **Play** (to resume), or **Options** (to access more features).  
With **Options** selected, your phone automatically pauses the slideshow.
3. When you are done, select **Options** > **Exit**.

## Erase Media Files

### Erase a Single File

1. From a media file list, highlight a file.
2. Select **Options** > **Erase** > **Yes**.

You can only erase unlocked files. Preloaded files on your phone are always locked.

### Erase All Files in a Folder

From a media file list, select **Options** > **Erase All** > **Yes**.

**Note:** You can only erase unlocked files. Preloaded files on your phone are always locked.

### Erase All Pictures

From **Delete All**, select **Camera Pics Only** > **Yes** to erase all files in the **Camera Pictures** folder.

**Note:** You can only erase unlocked files.

## Erase All Image Files

From **Delete All**, select **Images Only** > **Yes** to erase all files in the **Images** folder.  
**Note:** You can only erase unlocked files. Preloaded files on your phone are always locked.

## Erase All Sound Files

From **Delete All**, select **Sounds Only** > **Yes** to erase all files in the **Tones** folder.  
**Note:** You can only erase unlocked files. Preloaded files on your phone are always locked.

## Erase All Media Files

From **Delete All**, select **Delete All** > **Yes** to erase all files in the **Media Gallery** folder.  
**Note:** You can only erase unlocked files. Preloaded files on your phone are always locked.

## Camera Tips

Your phone has a camera. Before using your phone's camera, here are some tips:

- You cannot activate the camera while on an active call or while browsing files in the media gallery.
- Once the camera is active, the home screen acts as the viewfinder.
- If you get a “Low memory” error, check your resolution and quality compression settings.
- If there is no activity within 45 seconds after you turn your camera on, the camera times out and returns to the previous launch point.
- Menu settings and options can only be accessed when the camera is active.
- Numbers in the top right corner indicate the number of snapshots remaining before the phone runs out of memory.

## Take a Picture

1. To activate the camera, press and hold the **Camera** key. You can also select **Camera** from the main menu.
  2. Focus on the image using the phone's display as a viewfinder.
  3. To take a picture, press the **OK** key. The picture is saved to **Camera Pictures**.
  4. Select **Send > Via MMS** (to attach to a multimedia message), **Via Bluetooth** (to send to a Bluetooth-enabled device), or **To Printer** (to print on a Bluetooth-enabled device).  
Select **Erase** to delete the picture from your phone.
  5. Press the **End** key to exit camera mode.
- Note:** If your phone has no Bluetooth feature, you may send the file with a message only.

# Other Camera Options

## Camera Setting Options


### Adjust the Resolution

From camera mode, select **Options > Settings > Resolution** and a size for your pictures.

Numbers in the bottom left corner indicate the current resolution setting.


### Set Self Timer

From camera mode, select **Options > Settings > Self Timer** and a time.

The  icon indicates the timer is activated. When you take a picture, a beep plays three seconds from the time the shutter snaps the picture.


### Enable Date/Time Stamp

From camera mode, select **Options > Settings > Date/Time > On** to place a date/time stamp on each picture taken.

The  icon indicates when the date/time stamp is on.

### Enable Multishot Mode

From camera mode, select **Options > Settings > Multishot > On** to take multiple pictures.

The  icon indicates multishot mode is enabled. When you take a picture, press and

hold the **OK** key to take multiple pictures. A single tone plays for each picture taken.

Your camera is set to a lower resolution during multishot mode. The resolution setting returns to the previous setting when you are done.

### Set Shutter Sound

1. From camera mode, select **Options > Settings > Shutter Sound**.
2. Select a sound to play when the shutter takes a picture.

### Set White Balance

1. From camera mode, select **Options > Settings > White Balance**.
2. Scroll left or right to select the white balance setting. Look at the display to see how each setting looks.

### Set Color Tone

1. From camera mode, select **Options > Settings > Color Tone**.
2. Scroll left or right to select a color tone. Look at the viewfinder to see how each setting looks.

### Set Picture Quality

From camera mode, select **Options > Settings > Picture Quality** and a quality level for your picture.

When you select a higher quality level, the size of the file is bigger.

## Set Brightness Level

1. From camera mode, select **Options > Brightness**.
2. Scroll left or right to change the brightness level. Press the **OK** key to set the brightness.

## Go to Camera Pictures

From camera mode, select **Options > Camera Images** to see all of the pictures you have taken. These are located in **Camera Pictures**.

## Take a Picture in a Frame

1. From camera mode, select **Options > Frames**.
2. Scroll left or right to view the frames available.
3. Select **OK** to choose a frame.
4. Take a picture with the frame. The frame is part of the image and can not be removed.



## 12 Tools & Games

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### Tools & Games Menu

Select **Tools & Games** from the main menu to access the following functions:

Level 1 >	Level 2 >	Level 3
Tools & Games	<b>Brick Attack</b>	Play Brick Attack.
	<b>Voice Memo</b>	Access these options: <b>Record New</b> and <b>Recorded Memos</b> .
	<b>Scheduler</b>	Access these options: <b>Add New Event</b> , <b>View Month</b> , <b>View Day</b> , <b>Go to Date</b> , <b>View All Events</b> , and <b>Settings</b> .
	<b>Alarm Clock</b>	Set an alarm.
	<b>Tip Calculator</b>	Calculate a tip.
	<b>Calculator</b>	Perform basic calculations.
	<b>Timer</b>	Set a countdown timer.
	<b>Stopwatch</b>	Use a stopwatch timer.
	<b>Memopad</b>	Access these options: <b>New Memo</b> and <b>View Memos</b> .
<b>World Clock</b>	View times from different time zones.	

### Play Brick Attack

The goal of this game is to eliminate bricks arranged in levels. You send a moving ball upward using a paddle at the bottom of the screen.

1. Select **Brick Attack**.
2. You may see a notification, select **Yes** or **No**.

3. Select **New** to start the game. You have the following options:

- Use the **Navigation** key to move the paddle.
- Press the **Back** key to pause the game.
- Select **Resume** to restart the game.
- Select **Options > Exit** to exit the game.

## Voice Memo

Use **Voice Memo** to record and play back audio memos.

### Record Voice Memos

1. From **Voice Memo**, select **Record New**.
2. Record your voice memo and select **Stop** when done.
3. Select **Save**.

If you receive an incoming call while recording a memo, the memo is saved and the incoming call screen appears.

### Play Voice Memos

1. From **Recorded Memos**, highlight a memo.
2. Select **Play** to play the memo or **Options** to access more features.

## Scheduler

Use **Scheduler** to schedule events and set reminder alerts.

### Create an Event

1. From **Add New Event**, enter a name. Scroll down to move to the next field when done.
2. Press the **OK** key to select an event type from the list.

3. Press the **OK** key to change the date, if needed.
  - Scroll left or right to move between month, day, and year fields.
  - Scroll up or down to change month, day, and year.

Press the **OK** key to save and move to the next field.

4. Press the **OK** key to change the time, if needed.
  - Scroll left or right to move between hour, minute, and AM/PM fields.
  - Scroll up or down to change hour, minute, and AM/PM.

Press the **OK** key to save and move to the next field.

5. Press the **OK** key to change the duration, if needed.
  - Scroll left or right to move between hour and minute fields.
  - Scroll up or down to change hour and minute.

Press the **OK** key to save and move to the next field.

6. Press the **OK** key to select a priority from the list.
7. Press the **OK** key to select a reminder from the list.
8. Press the **OK** key to select a reminder sound from the list.

9. Press the **OK** key to select **During Event** to enable silent mode or **Off** to have normal sounds.
10. Press the **OK** key to select a recurring event from the list, if needed.
11. Select **Save**.

## View Events

### View Events by Month

1. From **View Month**, scroll through the month view. (Days with events are highlighted.)
2. Press the **OK** key to select a date.
3. Do one of the following:
  - Scroll left or right to move to another date.
  - Select an event.
  - Scroll to a time and select **Add New** to create a new event.
  - Select **Options** to access more features.

### View Events by Date

From **View Day**, do one of the following:

- Scroll left or right to move to another date.
- Select an event.
- Scroll to a time and select **Add New** to create a new event.
- Select **Options** to access more features.

### Go to a Specific Date

1. From **Go to Date**, scroll left or right to move between month, day, and year fields. Scroll up or down to change month, day, or year.
2. Press the **OK** key to select the date.

### View Events by List

From **View All Events**, select an event from the list or **Options** to access more features.

### Return to the Current Date

From **View Day**, select **Options > Go to Today** to return to the current date.

### Sort Events by Time

From **View All Events**, select **Options > Sort by Time** to sort events by time.

### Sort Events by Type

From **View All Events**, select **Options > Sort by Type** to sort events by their assigned type.

### Sort Events by Priority

From **View All Events**, select **Options > Sort by Priority** to sort events by their assigned priority.

## Modify Events

### Edit an Event

1. From **View Day**, select an event.
2. At the event details screen, select **Options** > **Edit**.
3. Modify the event and select **Save**.

### Send an Event

1. From **View Day**, select an event.
2. At the event details screen, select **Options** > **Send** > **Via MMS** (to attach the file to a multimedia message), **Via Bluetooth** (to send the file to a Bluetooth-enabled device), or **To Printer** (to print the file on a Bluetooth-enabled device).

3. Complete the appropriate task.

**Note:** If your phone has no Bluetooth feature, you may only send the file with a message.

### Copy an Event

1. From **View Day**, select an event.
2. At the event details screen, select **Options** > **Copy**.
3. Enter a new name for the event.
4. Complete the event and select **Save**.

## Erase Events

### Erase an Event

1. From **View Day**, select an event.
2. At the event details screen, select **Options** > **Erase** > **Yes**.

### Erase the Current Day's Events

From **View Day**, select **Options** > **Erase Today's Events** > **Yes** to erase all events on that day.

### Erase All Events

From **View All Events**, select **Options** > **Erase All Events** > **Yes** to erase all events from the phone.

**Note:** You cannot recover deleted information.

### Erase All Past Events

From **View All Events**, select **Options** > **Erase All Past Events** > **Yes** to erase all past events from the phone.

**Note:** You cannot recover deleted information.

## Change Scheduler Settings

From **Settings**, you can modify the following features.

### Set Scheduler Hours

1. From **Scheduler Hours**, modify the start and end times.
  - Scroll left or right to move between hour, minute, and AM/PM fields.
  - Scroll up or down to change hour, minute, and AM/PM.
2. Select **Save** when done.

## Erase Events Automatically

From **Auto Erase**, select an option from the list to set when to automatically erase your past events.

## Set Event Priority

From **Priority**, select an option to set every event you create with this priority type.

## Set Event Reminder

From **Reminder**, select an option to set every event you create with this reminder setting.

## Set Event Reminder Alert

From **Reminder Sound**, select an option to set every event you create with this reminder alert. (Scroll to listen to sounds.)

## Set Event Silent Mode

From **Silent Mode**, select an option to set every event you create with this silent mode.

## Alarm Clock

You can set up to four alerts with your phone's three alarm clocks and one quick alarm.

**Note:** The alert occurs only if the phone is on.

## Set an Alarm

1. From **Alarm Clock**, scroll to one of the alarms and select **Set**.
2. Press the **OK** key to change the time, if needed.
  - Scroll left or right to move between hour, minute and AM/PM fields.
  - Scroll up or down to change hour, minute and AM/PM.Press the **OK** key to save time and move to the next field.
3. Press the **OK** key to select a sound from the list.
4. Press the **OK** key to select a recurring alarm from the list, if needed.
5. Press the **OK** key to enter a note.
6. Select **Save**.

When the alarm rings, select **Stop** to turn off the alarm or **Snooze** to set the alarm to ring in another ten minutes.

## Set the Quick Alarm

1. From **Alarm Clock**, scroll to the quick alarm and select **Set**.
2. Choose a time. (A notification shows the quick alarm is on.)

When the quick alarm rings, select **Off** to turn off the alarm, or **Reset** to set the quick alarm again.

## Use Tip Calculator

1. From **Tip Calculator**, enter the amount of your bill.
2. Scroll down to select the percentage you want to tip.  
The total bill with tip is displayed. If you are finished, select **Done**. Otherwise, go on to the next step.
3. Scroll down to enter the number of people sharing the bill (or enter 1 if paying the entire bill).
4. Select **Next** to view the final bill.
5. Select **Done** when finished.

## Use Calculator

1. From **Calculator**, enter the first number.
2. Select a mathematical operation:
  - Scroll left to multiply.
  - Scroll right to divide.
  - Scroll up to add.
  - Scroll down to subtract.Your selection will appear highlighted.
3. Enter the second number, and press the **OK** key to view the result.
4. Select **Exit** to return to the menu, or **Options** and one of the following:
  - **MS** replaces the value currently stored in memory with the displayed result on the screen.
  - **M+** adds displayed result on the screen to the value currently stored in memory.
  - **MR** displays value currently stored in memory on the screen.
  - **MC** clears value currently stored in memory.

## Use Timer

The timer counts down for the specified time. It beeps when that amount of time has elapsed.

1. From **Timer**, select **Set**.
2. Enter the time length.
  - Scroll left or right to move between hours, minutes, or seconds fields.
  - Scroll up or down to change hours, minutes, or seconds.
3. Select **Sound**, and choose from the list to modify the sound.
4. To work the timer, select from the following options:
  - **Start** begins the countdown.
  - **Stop** pauses the countdown.
  - **Reset** clears the timer.

When the countdown is complete, select **Off** to silence the alarm.

## Use Stopwatch

From **Stopwatch**, select from the following options:

- **Start** begins counting.
- **Stop** pauses counting.
- **Reset** clears the stopwatch.

Press the **Back** key to exit.

## Memopad

### Write a Memo

1. From **New Memo**, enter the memo.
2. Select **Save**.

### View a Memo

From **View Memos**, select **View** to open a memo or **Options** to access more features.

### Edit a Memo

1. From **View Memos**, highlight a memo.
2. Select **Options > Edit**.
3. Edit the memo, and select **Save**.

### Send a Memo

1. From **View Memos**, highlight a memo.
2. Select **Options > Send as SMS**.
3. Complete the message, and select **Send**.

### Call a Number in a Memo

If you have a phone number in a memo, you can call it.

1. From **View Memos**, highlight a memo.
2. Select **Options > Use Number**.
3. Select a number, and press the **Send** key.

## Lock a Memo

You can lock a memo to prevent it from being edited or erased.

1. From **View Memos**, highlight a memo.
2. Select **Options > Lock Memo**.

To unlock a memo, select **Unlock Memo**.

## Erase a Memo

1. From **View Memos**, highlight a memo.
2. Select **Options > Erase > Yes**.

## Erase All Memos

From **View Memos**, select **Options > Erase All > Yes**.

**Note:** Selecting **Erase All** only erases unlocked memos.

## World Clock

Use **World Clock** to check times in cities around the world in relation to your local time.

### Set World Clock

1. From **World Clock**, first scroll left or right to select a time zone.
2. Check your local time and date on the first line, followed by your selected world city and its time and date.

## Search World Clock

1. From **World Clock**, select **Options > Search City** or **Search Country**.
2. Enter the first letter(s) of your desired city or country.
3. Select a city or country from the list.



## 13 Voice Commands

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You can execute certain commands through voice recognition. To control the settings associated with voice commands, see “Voice Features” on page 61.

### Call a Contact

1. From the home screen, press and hold the **Send** key. The phone prompts, “Say a command”.
2. Say “Contact” and the name of the person you want to call.

The phone prompts, “Please repeat” or “Say a name” if it does not recognize the name. If the name you spoke matches a contact in the voice dial list, the phone prompts: “Name, correct?” Say “Yes” to make the call, “No” to select a similar name, or “Cancel” to cancel the phone call. If the phone finds multiple voice tags that sound like the name you said, the phone will list the names. You will be asked to verify which name you want to call. Say “Yes” when you hear the correct name. Say “No” when you hear an incorrect name.

3. Press the **End** key to end the call.

To modify your voice dial list, see “Enable Voice Dial Tags” on page 34.

### Call a Number

1. From the home screen, press and hold the **Send** key. The phone prompts, “Say a command”.
2. Say “Dial Number” and then speak the digits of the number you want to call. If you pause, the phone prompts you, “Did you say <number>” or “Say a number” if it does not recognize the name. Say “Yes” to make the call, “No” to cancel the phone call.
3. Press the **End** key to end the call.

### Use a Shortcut

1. From the home screen, press and hold the **Send** key. The phone prompts, “Say a command”.
2. Say the name of the menu item you want to access or say “Shortcuts” to view a list of menu items. The phone prompts, “Say one of the shortcuts”.
3. Say the name of the menu item you want to access.

## Find a Contact

1. From the home screen, press and hold the **Send** key. The phone prompts, “Say a command”.
2. Say “Find Contacts”. The phone prompts, “Say a name”.

The phone prompts, “Please repeat” or “Say a name” if it does not recognize the name. If the name you spoke matches a contact in the voice dial list, the phone prompts: “Name, correct?” Say “Yes” to display the contact, “No” to select a similar name, or “Cancel” to cancel the search.

**Note:** You can only search for contacts that are in the voice dial list.

### User Guide

From **Phone Info**, select **User Guide** to access the user guide for your phone. You can also find the user guide at [www.kyocera-wireless.com/support](http://www.kyocera-wireless.com/support).

### Customer Support

Your service provider's customer support department may be accessible directly from your phone when you dial a number, such as \*611 (check with your service provider). They can answer questions about your phone, phone bill, call coverage area, and specific features available to you, such as call forwarding or voicemail. For questions about the phone features, refer to the materials provided with your phone, or visit [www.kyocera-wireless.com](http://www.kyocera-wireless.com).

For additional questions, you may contact the Kyocera Communications Inc. Customer Care Center in any of the following ways:

- Web site: [www.kyocera-wireless.com](http://www.kyocera-wireless.com).
- Email: [phone-help@kyocera-wireless.com](mailto:phone-help@kyocera-wireless.com).
- Phone:
  - U.S. and Canada: 1-800-349-4478 or 1-858-882-1401
  - Puerto Rico: 1-866-664-6443

Before requesting support, please try to reproduce and isolate the problem. When you contact the Customer Care Center, be ready to provide the following information:

- The name of your service provider.
- The actual error message or problem you are experiencing.
- The steps you took to reproduce the problem.
- The phone's mobile equipment identifier (MEID).

**Note:** From **Phone Info**, select **Build Info**. Scroll down to **MEID**. The 18-digit number is the MEID number. If your phone uses an electronic service number (ESN), **ESN** replaces **MEID**.

## Qualified Service

If the problem with your phone persists, return the phone with all accessories and packaging to the dealer for qualified service.

## Phone Accessories

To shop for phone accessories, visit [www.kyocera-wireless.com/store](http://www.kyocera-wireless.com/store). You may also call us at 800-349-4188 (U.S.A. only) or 858-882-1410.

## Become a Product Evaluator

To participate in the testing and evaluation of Kyocera Communications Inc. products, including cellular or PCS phones, visit [beta.kyocera-wireless.com](http://beta.kyocera-wireless.com).

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