

# Nokia Lumia 710 User Guide

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## Safety

Read these simple guidelines. Not following them may be dangerous or illegal. For further information, read the complete user guide.

### SWITCH OFF IN RESTRICTED AREAS



Switch the device off when mobile phone use is not allowed or when it may cause interference or danger, for example, in aircraft, in hospitals or near medical equipment, fuel, chemicals, or blasting areas. Obey all instructions in restricted areas.

### ROAD SAFETY COMES FIRST



Obey all local laws. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety.

### INTERFERENCE



All wireless devices may be susceptible to interference, which could affect performance.

### QUALIFIED SERVICE



Only qualified personnel may install or repair this product.

### BATTERIES, CHARGERS, AND OTHER ACCESSORIES



Use only batteries, chargers, and other accessories approved by Nokia for use with this device. Do not connect incompatible products.

### KEEP YOUR DEVICE DRY



Your device is not water-resistant. Keep it dry.

### GLASS PARTS



The device screen is made of glass. This glass can break if the device is dropped on a hard surface or receives a substantial impact. If the glass breaks, do not touch the glass parts of the device or attempt to remove the broken glass from the device. Stop using the device until the glass is replaced by qualified service personnel.

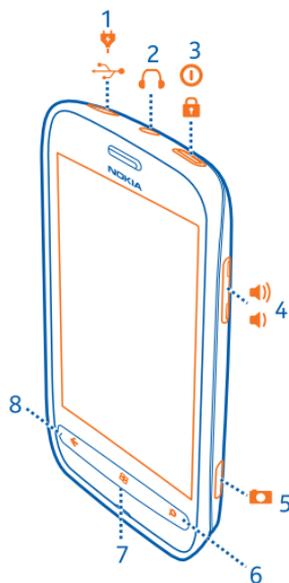
**PROTECT YOUR HEARING**

Listen to a headset at a moderate level, and do not hold the device near your ear when the loudspeaker is in use.

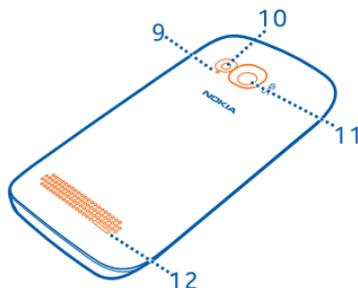
## Get started

Learn how to start using your phone.

### Keys and parts



- 1 Micro-USB connector. Also used to charge the battery.
- 2 Connector for headphones and loudspeakers (3.5 mm)
- 3 Power key/Key lock button
- 4 Volume key
- 5 Camera key
- 6 Search key
- 7 Start key
- 8 Back key



- 9 Microphone
- 10 Camera flash
- 11 Camera lens
- 12 Loudspeaker

### Back, start, and search keys

The back, start, and search keys help you to navigate your phone.

#### Back key ←

##### Return to the previous screen

Press ←. Your phone remembers all the apps and websites you have visited since the last time your screen was locked.

##### Switch between open apps

Press and hold ←, swipe left or right, and select the desired app.

#### Start key

##### Go to the start screen

Press .

##### Control your phone with your voice

Press and hold , and say a voice command.

This feature may not be available in all languages.

#### Search key

##### Search the web

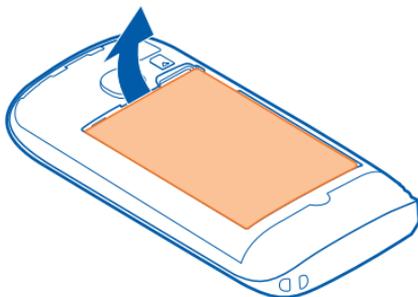
Press .

### Insert the SIM card

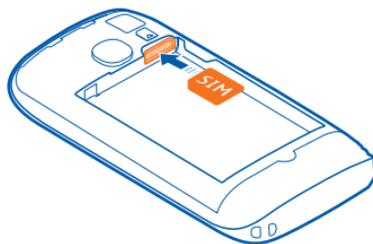
Your phone uses a micro-SIM card, also known as a mini-UICC card.

Do not attach any stickers to your SIM card.

- 1 With the back of the phone facing you, place your fingernail in the gap on the right edge of the phone, and carefully lift and remove the back cover.
- 2 If the battery is inserted, lift it out.



- 3 Make sure the contact area is facing down, and insert the SIM card.



- 4 Line up the battery contacts, and insert the battery.



5 Replace the back cover.

**!** **Important:** This device is designed to be used with a mini-UICC SIM card, also known as a micro-SIM card only. A micro-SIM card is smaller than the standard SIM card. Use of incompatible SIM cards may damage the card or the device, and may corrupt data stored on the card.

### Remove the SIM card

- 1 Remove the back cover and battery.
- 2 Use the opening above the SIM card holder to push the card out of the holder.

## Charge your phone

Learn how to charge the battery.

### About the battery

Use only Nokia approved chargers designated for this phone. You can also use a compatible USB cable to charge your phone (included).

You can set your phone to automatically save power when the battery charge level is low. Select  >  and **battery saver** > **Always turn on Battery Saver when battery is low**.

When your phone goes into battery saver mode, you may not be able to change the settings of all apps.

### Charge the battery

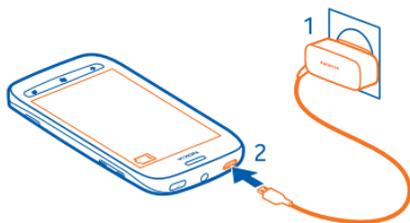
Your battery has been partially charged at the factory, but you may need to recharge it before you can switch on your phone for the first time.

You do not need to charge the battery for a specific length of time, and you can use the phone while it is charging.

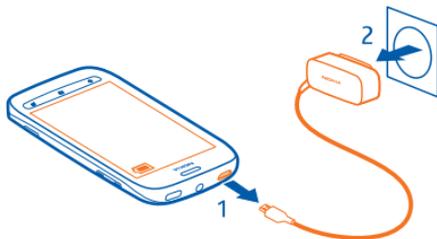
If the phone indicates a low charge, do the following:

### Charge from a wall outlet

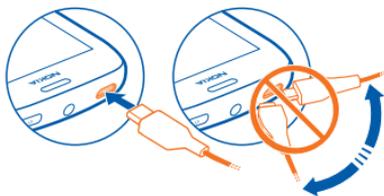
- 1 First connect the charger to the wall outlet, then connect the charger to your phone.



- 2 When the battery is full, disconnect the charger from the phone, and then from the wall outlet.



To avoid breaking the charger connector, be careful when connecting or disconnecting the charger cable.



### Charge from a computer

You can use USB charging when a wall outlet is not available. Data can be transferred while charging the device. The efficiency of USB charging power varies significantly, and it may take a long time for charging to start and the device to start functioning.

- 1 First connect the USB cable to the computer, then to your phone.

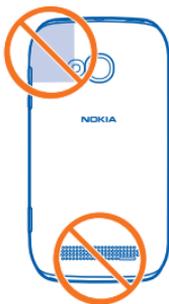
- When the battery is full, first disconnect the USB cable from your phone, then from the computer.

If the battery is completely discharged, it may take several minutes before the charging indicator is displayed or before any calls can be made.

If the battery has not been used for a long time, to begin charging, you may need to connect the charger, then disconnect and reconnect it.

### Antenna locations

Avoid touching the antenna area while the antenna is in use. Contact with antennas affects the communication quality and may reduce battery life due to higher power level during operation.



The antenna area is highlighted.

### Switch the phone on or off

#### Switch the phone on

Press and hold the power key, until the phone vibrates.



#### Switch the phone off

Press and hold the power key, and drag the lock screen down.

## Create your Windows Live ID

Your phone guides you through the initial setup when you put your SIM card in your phone and switch your phone on for the first time. To access all Windows Live services, create your Windows Live ID.



To create a Windows Live ID, you need an internet connection. For info about possible data costs, contact your network service provider. If you can't connect to the internet, you can create the account later.

If you already have a Windows Live ID, sign in with your existing username and password.

**Tip:** Forgotten your password? You can request it to be sent to you in a mail or text message.

To create your Windows Live ID later, go to [www.live.com](http://www.live.com).

To make an emergency call during the initial setup, select **emergency call**.

---

## Windows Live ID

With a Windows Live ID, you can access Windows Live and Zune services with a single username and password on your computer or phone. You can also use the same username and password to access Xbox Live services on your Xbox.

With your Windows Live ID, you can, for example:

- Download content from Marketplace
- Back up your contacts in Windows Live
- Upload, store, and share pictures and documents on SkyDrive
- Keep track of and lock your lost phone with Find My Phone
- Get your gaming achievements on your phone, and add to them when you play games on your phone

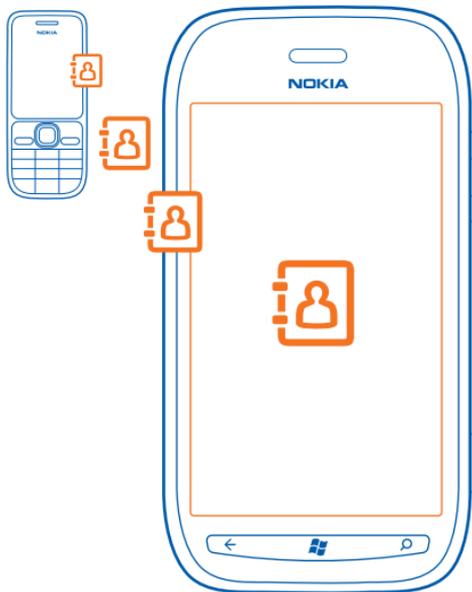
The available services may vary.

To learn more about Windows Live ID and Windows Live services, go to [www.live.com](http://www.live.com).

## Copy contacts from your old phone

Have your nearest and dearest instantly at your fingertips. Use the Contacts Transfer app to easily copy your contacts from your old phone.

Your old phone needs to support Bluetooth. The contacts on your old phone need to be stored in the phone memory, not on the SIM card.



- 1 On your old phone, switch Bluetooth on.
- 2 On the start screen of your new phone, swipe left to the apps menu, then select **Contacts Transfer**.
- 3 Select **continue**, then switch Bluetooth on.
- 4 Select your old phone from the list of found devices, then follow the instructions shown on both phones.

If your contacts are written in a language that is not supported by your new phone, the contact info may not be shown correctly.

If you have previously backed up your contacts in Windows Live, you can also import them to your phone straight from the service.

### **Lock or unlock the keys and screen**

To avoid accidentally making a call when your phone is in your pocket or bag, lock the keys and screen of your phone.

### **Lock the keys and screen**

Press the power key.

### Unlock the keys and screen

Press the power key, and drag the lock screen up.

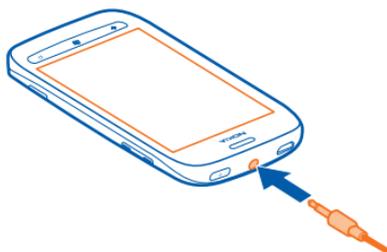


### Set the keys and screen to lock automatically

Select  $\odot$  >  and lock+wallpaper > Screen times out after, and select the length of time after which the keys and screen are locked automatically.

### Headset

You can connect a compatible headset or compatible headphones to your phone.



Do not connect products that create an output signal, as this may damage the device. Do not connect any voltage source to the audio connector. If you connect an external device or headset, other than those approved by Nokia for use with this device, to the audio connector, pay special attention to volume levels.

## Change the volume

Press the volume keys up or down.

The volume keys control all sounds, including the volume of alarms and reminders.

The built-in loudspeaker allows you to speak and listen from a short distance without having to hold the phone to your ear.

## Switch the loudspeaker on or off during a call

Select .

## Access codes

<p>PIN code (4-8 digits)</p>	<p>This protects your SIM against unauthorised use or is required to access some features.</p> <p>You can set your phone to ask for the PIN code when you switch it on.</p> <p>If not supplied with your card or you forget the code, contact your service provider.</p> <p>If you type in the code incorrectly three times in a row, you need to unblock the code with the PUK code.</p>
<p>PUK code (8 digits)</p>	<p>This is required to unblock a PIN code.</p> <p>If not supplied with your SIM, contact your service provider.</p>
<p>IMEI number (15 digits)</p>	<p>This is used to identify valid phones in the network. The number can also be used to block, for example, stolen phones. You may also need to give the number to Nokia Care services.</p> <p>To view your IMEI number, dial <b>*#06#</b>.</p>
<p>Lock code (security code) (min. 4 digits)</p>	<p>This helps you protect your phone against unauthorised use.</p> <p>You can set your phone to ask for the lock code that you define.</p> <p>Keep the code secret and in a safe place, separate from your phone.</p> <p>If you forget the code and your phone is locked, your phone will require service. Additional charges may apply, and all the personal data in your phone may be deleted.</p>

For more information, contact Nokia Care or your phone dealer.

The personal unblocking key (PUK) code and the universal personal unblocking key (UPUK) code (8 digits) are required to change a blocked PIN code and UPIN code, respectively. The PUK2 code (8 digits) is required to change a blocked PIN2 code. These codes are not supplied with the SIM card. Contact your local service provider for the codes.

### Set your phone to sync with your computer

With the Zune PC app, you can sync music, videos, and pictures between your phone and your compatible computer. You can also back up and update your phone with the latest software, to improve performance and get new features.



- 1 Download and install the latest version of Zune on your PC from [www.zune.net](http://www.zune.net).

**Tip:** If you're using an Apple Mac, download Windows Phone 7 Connector for Mac from the Mac App Store.

- 2 Make sure your phone is not locked with a security code.
- 3 Connect your phone to your computer with a compatible USB cable, then follow the instructions shown on your computer.

4 To change Zune sync settings, on your computer, select **SETTINGS**.

If you have previously used another app, such as Nokia Suite or Nokia Ovi Suite, to sync your files between your phone and computer, you can set Zune to sync files to the same folders you have used earlier, and have your music and other content easily synced to your new phone.

## Basics

Learn how to use the basic features of your phone.

### About the start screen and apps menu

The two main views in your phone are:

- Start screen

Tap the tiles to open your favourite apps. Animated tiles show missed calls and received messages, the latest news and weather forecasts, your friends' online statuses, and more.

You can rearrange the tiles, and pin contacts, apps, feeds, mailboxes, and other favourites. Pinned contacts' updates are shown on the tile, and you can call them directly from the start screen.

- Apps menu

All your apps are listed here, in alphabetical order. Have a lot of apps? To search for an app, select .

**Tip:** To switch between the start screen and apps menu, select  or , or simply swipe left or right.

### Touch screen actions

To use your phone, tap or tap and hold the touch screen.

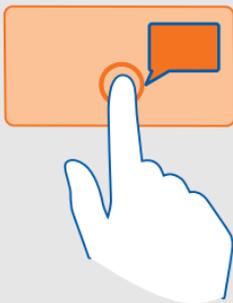
 **Important:** Avoid scratching the touch screen. Never use an actual pen, pencil, or other sharp object on the touch screen.

### Open an app or other screen element

Tap the app or element.

### Tap and hold to open a menu with further options

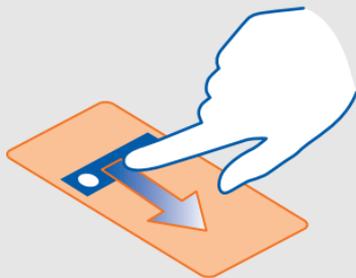
Place your finger on an item, until the menu opens.



**Example:** To edit or delete a calendar appointment, tap and hold the appointment, and select the appropriate option.

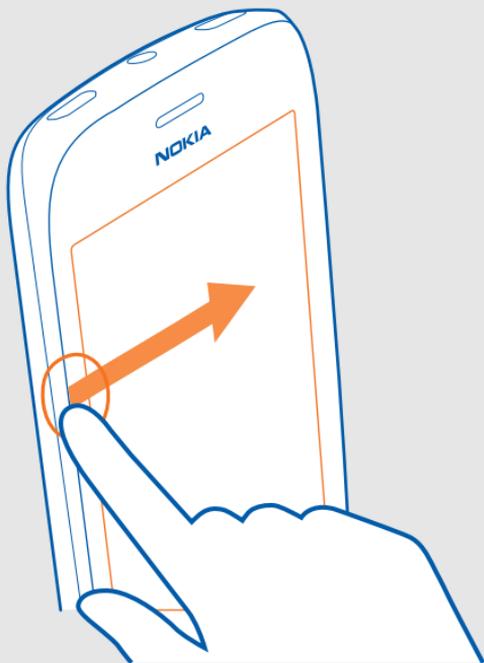
#### **Tap and hold to drag an item**

Place your finger on the item for a second or two, and slide your finger across the screen.



#### **Swipe**

Place a finger on the screen, and steadily slide your finger in the desired direction.



**Example:** Swipe left or right between the start screen and the apps menu, or between different views in the hubs. To quickly scroll through a long list or menu, slide your finger quickly in a flicking motion up or down the screen, then lift your finger. To stop the scrolling, tap the screen.



**Zoom in or out**

Place two fingers on an item, such as a map, picture, or web page, and slide your fingers apart or together.

**Use your phone when it's locked**

You can use certain features of your phone when it is locked, without having to enter the security code.

You can, for example:

- Change how your phone notifies you about incoming calls
- Answer or reject an incoming call
- Pause or resume playing music, or skip to another song

To wake up your phone, press the power key.

**Change how incoming calls are notified**

Press a volume key, and select , , or .

**Pause or resume music, or skip to another song**

Use the music player controls displayed at the top of the screen.

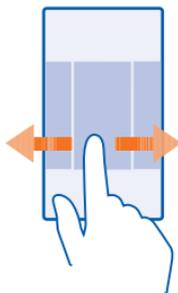
You can also see:

- The date and time
- Your next calendar event
- Missed calls or messages

**Switch between open apps**

You can see which apps and tasks are open in the background, and switch between them.

Press and hold , swipe left or right, and select the desired app.



## Personalise your phone

Learn how to personalise the home screen, and how to change ringtones.

### Personalise the start screen

Would you like to have only the content you need on the start screen? Move or remove tiles, and pin contacts, apps, and websites to the start screen.

You can also pin music and pictures, your latest mail, favourite contacts, and more. When you pin a contact, their feed updates are displayed on the tile, and you can call them directly from the start screen.

#### Pin a contact

- 1 Select **People**.
- 2 Select and hold the contact, then select **pin to Start**.

#### Pin an app

- 1 Select  to go to the apps menu.
- 2 Select and hold the app, then select **pin to Start**.

#### Pin a website

Go to a website, then select  > **pin to start**.

#### Move a tile

Select and hold the tile, drag and drop it to the new location, then press .

#### Remove a tile from the start screen

Select and hold the tile, then select .

## Change your theme

You can change the colours, to match your taste and mood.

Select  >  and theme > **Background** or **Accent colour**.

**Tip:** You can save battery power if you use a darker background.

### Change the background pictures

Want to view your favourite pictures more often? You can change the background picture of the lock screen, or the Pictures hub or live tile.

#### Change the lock screen wallpaper

- 1 Select  >  and lock+wallpaper > **change wallpaper**.
- 2 Select a picture, adjust it to get the best possible fit, and select .

#### Change the background of the Pictures hub and live tile

- 1 In the Pictures hub, select  > **choose background**.
- 2 Select a picture, adjust it to get the best possible fit, and select .

**Tip:** If you like variety, select **shuffle background**, and the phone will shuffle through your pictures.

### Personalise your ringtone and other tones

You can personalise your phone tones.

Select  >  and **ringtones+sounds**.

Select the type of ringtone or alert you want to change, and select the sound.

**Tip:** You can use the Zune PC app to create ringtones from your favourite songs.

### Make your own ringtone

You can use your own sound files as ringtones.

- 1 Connect your phone to your computer with a compatible USB cable.
- 2 On your computer, open Zune.
- 3 Select the sound file you want to use as a ringtone. The file must be in MP3 or WMA format, and should be less than 40 seconds long and less than 1 MB in size.
- 4 Right-click the file, then select **Edit**.
- 5 Write **ringtone** in the genre field, or select it from the list.
- 6 Drag and drop the new ringtone to your phone.
- 7 On your phone, select  >  and **ringtones+sounds**, then select your ringtone.

### Silence your phone

When you switch silent mode on, all ringtones and alert tones are muted. Use this when you are, for example, at the cinema or in a meeting.

Press a volume key to see the volume status bar, then select ring . Silent mode  is switched on. If you have set your phone to vibrate, vibrate mode  is switched on instead of silent mode.

### Set your phone to vibrate

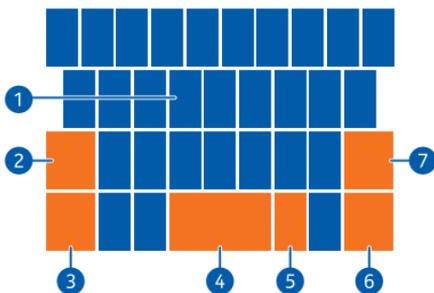
Select  >  and ringtones+sounds, and switch Vibrate to On .

### Write text

Learn how to write using your phone.

### Use the virtual keyboard

To open the virtual keyboard, select a text input field. You can use the virtual keyboard when holding your phone upright or on its side.



- 1 Character keys
- 2 Shift key
- 3 Numbers and symbols key
- 4 Smiley key
- 5 Space key
- 6 Language key. Only available when more than one writing language has been selected.
- 7 Enter key
- 8 Backspace key

The keyboard layout can vary in different apps.

### Switch between upper and lower case characters

Select the shift key before inserting the character. To switch caps lock mode on, select the key twice. To return to normal mode, select the shift key again.

### Insert a number or a special character

Select the numbers and symbols key. Some of the special character keys can bring up more symbols. To see more related symbols, select and hold a special character.

**Tip:** To quickly insert a number or a commonly used special character, select the numbers and symbols key, and slide your finger to the character without lifting.

### Add an accent to a character

Select and hold the character, and select the accented character.

### Delete a character

Select the backspace key.

### Switch between the writing languages

Select the language key.

### Move the cursor

Tap and hold the screen near the text, until a cursor is displayed. Without lifting your finger, drag the cursor to the desired location.

To move the cursor to the next row or text input field, select the enter key. The function of the enter key can change in different apps. For example, in the web address field of the web browser, it acts as the Go icon.

### Use keyboard word suggestions

Your phone suggests words as you write, to help you write quickly and more accurately.

Word suggestions are not available in all languages.

- 1 Select  >  and **keyboard > typing settings**.
- 2 Select a keyboard and **Suggest text and highlight misspelt words**.
- 3 In a text input field, start writing a word. Your phone suggests possible words as you write. When the correct word is displayed, select the word.
- 4 To add a new word to the dictionary, write the word, select it, and then select the plus sign (+) next to the word in the suggestion bar.

### Remove all words manually added to suggestion list

Select  >  and **keyboard > typing settings > reset suggestions**.

### Add more writing languages

You can add several writing languages for your keyboard and switch between the languages when writing.

Select  >  and **keyboard**, and select the languages you want to write in.

### Switch between the languages when writing

Select the language key.

### Search your phone and the web

Explore your phone, the web, and the outside world. With Bing search, you can use the on-screen keyboard or your voice to enter your search words. You can also use your phone camera to scan things, such as barcodes and book and DVD covers, and get further info on what your phone recognises.

Some services may not be available in all countries, and may be provided only in selected languages.

#### Search the web

- 1 Press .
- 2 Write your search word in the search field, then select . You can also select from the proposed matches.

**Tip:** To see related search results, swipe to **local** or **images**.

#### Use voice search

- 1 Press .
- 2 Select  in the search field.
- 3 Say **Find** or **Search for** and your search word.

#### Search inside an app

- 1 In an app, such as Marketplace, select .
- 2 Write your search word in the search field, then select . You can also select from the proposed matches.

#### Use vision search

- 1 Press .
- 2 Select , then scan text, QR codes, or barcodes.

**Tip:** To translate or search for text on the web, select **scan text**.

## Control your phone with your voice

Got your hands full, but need to use your phone? You can use your voice to make a call, send a text message, search the web, or open an application.

This feature may not be available in all languages.

- 1 Press and hold .
- 2 Say a voice command.

**Example:** To check your schedule, say **Open calendar**.

**Tip:** For more examples, say **Help**.

## Indicators on the status bar

The status bar at the top of the screen tells you the current time, battery and signal strength, and much more.

**Tip:** To see hidden icons, tap the status bar.

	Signal strength
	A GPRS data connection (network service) is open.
	An EDGE data connection (network service) is open.
	Your phone is connected to a 3G network (network service).
	An HSDPA/HSUPA data connection (network service) is open.
	A Wi-Fi connection is available.
	A Wi-Fi connection is active.
	A Bluetooth device is connected to your phone.
	Your calls are diverted to another number or your voice mailbox.
	There is no SIM card in your phone.
	Your SIM card is locked.
	Your phone is roaming and not on your home mobile network.
	Silent mode is switched on.
	Airplane mode is switched on.
	Vibrate mode is switched on.
	Battery power level
	Battery saver mode is switched on.
	The battery is charging.

The icons may vary depending on your region or network service provider.

### Use your phone offline

In places where you do not want to make or receive calls, you may still access your music, videos, and offline games if you switch airplane mode on.

Select  > , and switch **flight mode** to On .

When airplane mode is switched on, your connection to the mobile network is closed. All radio frequency signals between the phone and the mobile network are prevented.

When airplane mode is switched on, you can still connect to a Wi-Fi network to, for example, read your mail or browse the internet. You can also use Bluetooth.

Switch the phone off when mobile phone use is not allowed or when it may cause interference or danger. Remember to comply with any applicable safety requirements.

### Prolong battery life

If it seems you're always looking for a charger, there are steps you can take to reduce the power consumption of your phone. The key is to find the balance between getting the most out of your phone while getting the battery life you need.

- Always charge the battery fully.
- Close the apps you're not using.

**Example:** The camera viewfinder can be a power drain, so after you've finished taking pictures, press .

- Switch battery saver mode on.

**Tip:** To check the battery status, and switch battery saver mode on, select  >  and **battery saver**.

### Save battery with sound and screen options

- Mute unnecessary sounds, such as key press sounds.
- Use wired headphones, rather than the loudspeaker.

### Set the phone screen to switch off after a short time

Select  > , and **lock+wallpaper** > **Screen times out after**.

### Use a dark theme

Select  >  and **theme** > **Background** > **Dark**.

### Lower the screen brightness

Select  >  and **brightness**, switch **Automatically adjust** to Off , and select the desired level.

## Use network connections selectively

- If you are listening to music or otherwise using your phone, but do not want to make or receive calls, switch airplane mode on.
- Rather than streaming music wirelessly, use the Zune PC app to copy your favourite music to your phone.
- Set your phone to check for new mail less frequently.
- Switch Bluetooth on only when needed.
- Use a Wi-Fi connection to connect to the internet, rather than a mobile data (GPRS or 3G) connection.
- Stop your phone scanning for available Wi-Fi networks. Select  > , and switch WiFi to Off .

## Switch battery saver mode on manually

In battery saver mode, you can use your phone normally, but the touch screen dims quickly, new mail is not automatically downloaded, and any apps running in the background, such as the radio, are closed.

Battery saver mode is automatically switched on when the battery charge level is low, but if you think you won't have the chance to charge your phone for a while, you can switch battery saver mode on immediately, to get the most out of your battery.

Select  >  and battery saver > Always turn on Battery Saver when battery is low.

 indicates that battery saver mode is switched on.

## Switch battery saver mode off

Clear the Always turn on Battery Saver when battery is low check box.

## Prevent battery saver mode from switching on automatically

Clear the Always turn on Battery Saver when battery is low check box.

## Calls

Learn how to make and answer calls, and how to view missed and received calls and the calls you have made recently.

### Call a contact

On the start screen, select  >  and the contact and the number.

### Search for a contact

On the start screen, select  > , and start entering the contact's name.

### Call the last dialled number

Trying to call someone, but they are not answering? It is easy to call them again. In the call history view, you can see information about the calls you have made and received.

On the start screen, select .

Select  next to the name or phone number.

### Call your voice mailbox

You can divert your incoming calls to your voice mailbox. Callers can also leave you a message if you do not answer. Voice mailbox is a network service.

- 1 Select  > .
- 2 If your phone asks for the voicemail password, enter it.
- 3 You can listen or reply to voicemails, delete them, or record a greeting message. Follow the audible instructions.

### Change the phone number of your voice mailbox

- 1 Select  > ●●● > **call settings** and the voicemail number.
- 2 Enter the new number, and select **save**.

If the voice mailbox number is automatically set by your network service provider, you do not need to change the number.

### Divert calls to your voice mailbox or another phone number

If you cannot answer your calls, you can divert incoming calls to your voice mailbox or another phone number. Remember to set up your voice mailbox before diverting your calls there.

To divert an incoming call to your voice mailbox, select **ignore**.

### Divert calls to another phone number

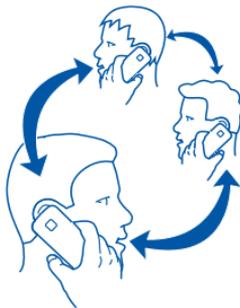
- 1 On the start screen, select  > ●●● > **call settings** > **Call forwarding**.
- 2 Enter the phone number in the **Forward calls to** field, and select **save**.

To check if call divert is being used, indicated with , tap the top of the screen.

Call divert is a network service. For details, contact your network service provider.

## Make a conference call

Your phone supports conference calls between two or more people. The maximum number of participants varies by the network operator. Conference call is a network service.



- 1 Make a call to the first participant.
- 2 To make a call to another participant, select , and make the call.
- 3 When the new call is answered, to start the conference call, select .

## Add a new participant to a conference call

Make a call to another participant, and to add the new call to the conference call, select .

## Have a private conversation with a conference call participant

Select  and the person's name or phone number. The conference call is put on hold on your phone. The other participants continue the conference call.

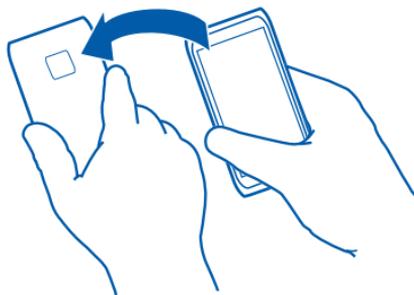
To return to the conference call, select .

## End an active conference call

Select end call.

## Silence an incoming call

When someone calls you, press the volume key or turn your phone face down.



### Use your voice to call a contact

You can use your voice to make calls with your phone.

This feature may not be available in all languages.

- 1 Press and hold .
- 2 Say **Call** and the contact's name.  
To cancel making the call, press .

**Tip:** You can use your voice to make a phone call also through a Bluetooth headset.

## Contacts & social networking services

Learn how to save and update your friends' contact information, and how to access social networking services.

### Contacts

Learn how to save names, phone numbers, and mail addresses to your phone.

#### About the People hub

You can save and organise your friends' phone numbers, addresses, and other contact information in the People hub. You can also get in touch with your friends through social networking services.

The social networking services are third-party services and not provided by Nokia. Check the privacy settings of the social networking service you are using as you may share information with a large group of people. The terms of use of the social networking service apply to sharing information on that service. Familiarise yourself with the terms of use and the privacy practices of that service.

Using services or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.

### Create, edit, or delete a contact

You can save your friends' phone numbers, addresses, and other information to the People hub.

Select **People**, and swipe to all.

#### Add a new contact

- 1 Select  > **new contact**.
- 2 If you have signed in to several accounts, select the account to which the contact is linked.
- 3 Select a contact detail, fill in the fields, and select .
- 4 When you have added the details, select .

#### Edit a contact

- 1 Select the contact and .
- 2 If the contact has several accounts linked in the contact card, select an account.
- 3 Select a contact detail, edit the fields, and select .

#### Delete a contact

- 1 Select the contact and  > **delete**.
- 2 If the contact has several accounts linked in the contact card, select an account and **delete**.

The contact is deleted both from your phone and, with some exceptions, from the online service where it's stored.

### Save a number from a received call or message

Have you received a call or message from a person whose phone number is not yet saved in the People hub? You can easily save the number in a new or existing contact list entry.

#### Save a number from a call

- 1 On the start screen, select .
- 2 In the call history list, select a phone number and .
- 3 Select , edit the phone number and phone number type, and select .
- 4 Edit other contact details, including the name, and select .

### Save a number from a message

- 1 On the start screen, select .
- 2 In the conversations list, select a conversation.
- 3 At the top of the conversation screen, select the phone number and .
- 4 Select , edit the phone number and phone number type, and select .
- 5 Edit other contact details, including the name, and select .

### Search for a contact

Is the People hub overflowing? Rather than scrolling through your entire contacts list, you can search, or jump to a letter of the alphabet. You can also use a voice command to call or send a message to a contact.

Select **People**, and swipe to all.

Select , and start writing a name. The list filters as you write.

### Jump to a letter of the alphabet

First select any letter, then the desired letter, and you jump to that point in your contacts list.

### Reduce the number of visible contacts

Select  > settings > filter my contact list, and select or clear the appropriate check boxes.

### Use a voice command

- 1 In any view, press and hold .
- 2 Say **Call** or **Text** and the contact's name.

Not all languages may be supported.

**Tip:** Pin your most important contacts or contact groups to the start screen. Select and hold a contact, then select **pin to Start**.

### Create, edit, or delete a contact group

When you have created contact groups, you can send a message to several people at the same time. For example, you can assign the members of your family to one group and reach them more easily with a single message.

Select **People**, and swipe to all.

### Add a new contact group

- 1 Select  > new group.

- 2 Enter a name for the group.
- 3 Select **add a contact** and a contact. To add another contact, select **add a contact** again.
- 4 Select .

### **Edit a contact group**

Select the group and .

### **Rename a group**

Select the group name, and enter the new name.

### **Add a new contact**

Select **add a contact** and a contact.

### **Remove a contact**

Select the contact and **remove from group** > **Remove**.

### **Change the preferred contact information for a contact**

Select the contact and the information you want to change, and when you're done, select .

### **Delete a contact group**

Select the group and  > **delete** > **delete**.

### **Link contacts**

Do you have contact information for the same person from different social networking services or mail accounts as separate contact entries? You can link multiple contacts so that their information is in a single contact card.

Select **People**, and swipe to **all**.

### **Link two or more contacts**

- 1 Select the main contact you want to link to, and select .
- 2 Select **choose a contact** and the contact to be linked.

### **Unlink a contact**

- 1 Select the main contact and .
- 2 Select the contact to be unlinked and **unlink**.

### Copy contacts from a SIM card to your phone

If you have contacts stored on your SIM card, you can copy them to your phone. You can add more details to contacts that are stored on your phone, such as alternative phone numbers, addresses, or a picture.

- 1 Select **People**.
- 2 Select **••• > settings > import SIM contacts**.

### Social networks

Learn how to make the most of your favourite social networking services.

#### Set up an account

Set up your social networking service accounts.

Select **⊕ > ⚙️ and email+accounts**.

Select **add an account** and the name of the service, and follow the displayed instructions.

#### Change your profile picture

When you set up a Facebook or Windows Live account on your phone, your profile picture from one of these social networking services also becomes the picture in your contact card on your phone. If you change your picture on your phone, you can update your Facebook and Windows Live profiles at the same time.

Select **People**, and swipe to **all**.

- 1 Select your own contact card and your picture.
- 2 Select your picture again, and in the Pictures hub, select a new picture.
- 3 Drag the picture around to adjust the cropping, and select **✔️**.
- 4 To set where to update your picture, select **Post to**, select or clear the check boxes, and select **✔️**.
- 5 Select **⊞**.

#### See your friends' status updates

After you set up social networking services on your phone, you can follow your friends' status updates in the People hub.

Select **People**, and swipe to **what's new**.

#### Post your status

If you feel like reaching out to your friends, let them know what's on your mind. Post your status to the social networking services that you use.

Select **People**, and swipe to **all**.

- 1 Select your own contact card and **post a message**.
- 2 Write your message.
- 3 In the **Post to** field, select the check box next to each account to post to, and select .
- 4 Select .

### Write on your friend's wall

In Facebook, you can contact your friends by writing on their Facebook wall or by commenting on their status updates.

Select **People**.

- 1 Swipe to **all**.
- 2 Select a Facebook friend's profile and **write on wall**.
- 3 Write your message, and select .

### Comment on a friend's post

- 1 Swipe to **what's new**. Recent posts from your friends are displayed.
- 2 On the post, select .
- 3 Write your comment, and select .

### Upload a picture to a service

After you take a picture, upload it to the web so all your friends can see what you're up to. You can also set up your phone to upload pictures automatically to social networking services.

Select **Pictures**.

- 1 Browse your photo albums for the picture you want to share.
- 2 Select and hold the picture, and select **share...**
- 3 Select the sharing method. You can send it in a text message or mail, or upload it to social networking services.
- 4 Add a picture caption if you want, and select .

## Internet

Learn how to browse the internet on your phone.

## Internet connections

Learn how to select the connection type to use to connect to the internet, and how to manage active data connections.

### Define how your phone connects to the internet

Does your network service provider charge you a fixed fee for data transfer, or on a pay as you use basis? To use the optimal connection method, change the Wi-Fi and mobile data settings.

Select  > .

#### Use a Wi-Fi connection

- 1 Select **WiFi**.
- 2 Make sure **WiFi networking** is switched to **On** .
- 3 Select the connection you want to use.

Using a Wi-Fi connection is generally faster and less expensive than using a mobile data connection. If both Wi-Fi and mobile data connections are available, your phone uses the Wi-Fi connection.

#### Use a mobile data connection

- 1 Select **mobile network**.
- 2 Switch **Data connection** to **On** .

#### Use a mobile data connection when roaming

Select **mobile network** > **Data roaming options** > **roam**.

Data roaming means using your phone to receive data over networks that your network service provider doesn't own or operate.

Connecting to the internet when roaming, especially when abroad, can raise data costs substantially.

Mobile data access points may be sent to you by your network service provider. You can manually add access points.

#### Manually add a mobile data access point

- 1 Select **mobile network** > **add APN**.
- 2 Write the APN address in the **APN** field.
- 3 Type in the username and password for your mobile data account.
- 4 If the APN uses a proxy server, write the address and port number in the appropriate fields.

## About Wi-Fi connections

Select  >  and **WiFi**.

**Tip:** Your phone periodically checks for and notifies of available connections. The notification appears briefly at the top of the screen. To manage your Wi-Fi connections, select the notification.

**!** **Important:** Use encryption to increase the security of your Wi-Fi connection. Using encryption reduces the risk of others accessing your data.

**!** **Note:** Using Wi-Fi may be restricted in some countries. For example, in France, you are only allowed to use Wi-Fi indoors. For more information, contact your local authorities.

## Connect to a Wi-Fi network

Connecting to a Wi-Fi network is a handy way of accessing the internet. When out and about, you can connect to Wi-Fi networks in public places, such as a library or internet café.

Select  >  and **WiFi**.

- 1 Make sure **WiFi networking** is switched to **On** .
- 2 Select the Wi-Fi connection you want to use.

## Connect to a hidden Wi-Fi

- 1 Make sure **WiFi networking** is switched to **On** .
- 2 Select **advanced** > .
- 3 Write the network name, then select **add**.

## Close the Wi-Fi connection

Switch **WiFi networking** to **Off** .

## Close a network connection

If an app in the background is using an internet connection, you can close the connection without closing the app.

Select  > .

## Close all mobile data connections

- 1 Select **mobile network**.
- 2 Switch **Data connection** to **Off** .

### Close all Wi-Fi connections

- 1 Select **WiFi**.
- 2 Switch **WiFi networking** to Off .

### Close all network connections

- 1 Select **flight mode**.
- 2 Switch **Status** to On .

### Share your mobile data connection

Want to use the internet on your laptop but don't have access? When you wirelessly tether your phone to your computer or other device, you can use your mobile data connection on that device. A Wi-Fi connection is created.

- 1 Select  >  and **Internet Sharing**.
- 2 Switch **Sharing** to On .
- 3 To change the name of your connection, select **setup** > **Broadcast name**, then write a name.  
You can also type in a password for the connection.
- 4 Select the connection on the other device.

The other device uses data from your data plan, which may result in data traffic costs. For info on availability and costs, contact your network service provider.

### Internet

Learn how to browse the internet.

### About the web browser

Select .

Catch up on the news, and visit your favourite websites. You can use Internet Explorer 9 Mobile in your phone to view web pages on the internet.

To browse the web, you must be connected to the internet.

### Browse the web

Select .

**Tip:** If you do not have a flat-rate data plan from your network service provider, to save data costs in your phone bill, you can use a Wi-Fi network to connect to the internet.

**Go to a website**

Write a web address in the address bar, then select .

**Search the internet**

Write a search word in the address bar, then select .

**Zoom in or out**

Place two fingers on the screen, then slide your fingers apart or together.

**Tip:** To quickly zoom in on a section of a web page, double-tap the screen. To zoom out, double-tap the screen again.

You can open up to 6 browser tabs at the same time and switch between them.

**Open a new tab**

Select  > tabs > .

**Switch between tabs**

Select  > tabs and a tab.

**Close a tab**

Select .

**Send a web link**

Select  > share page and the sharing method.

A cache is a memory location that is used to store data temporarily. If you have, or have tried to, access confidential information or a secure service, requiring passwords, clear the cache after each use.

**Empty the cache**

Select  > settings > delete history.

**Add a website to your favourites**

If you visit the same websites all the time, add them to your favourites, so you can easily access them.

Select .

While browsing, select  > add to favourites.

### Go to a favourite website

Select  > favourites and a website.

**Tip:** You can also pin your favourite websites to the start screen. While browsing the website, select  > pin to start.

## Messaging & mail

Learn how to send and receive messages and mail.

### Messages

Learn how to create and send text, multimedia, and audio messages.

### About Messaging

Select .

You can send and receive different kinds of messages:

- Text messages
- Multimedia messages that contain your pictures
- Instant messages

Messages and chats between you and a particular contact are arranged into conversations.

When you want to get in touch with a contact, your phone can help you pick the best method. If the contact is signed in to a chat service, you can send an instant message. Otherwise, a text message can be sent instead.

If you make contact groups containing, for example, family or colleagues, you can send a message to a group.

You can send text messages that are longer than the character limit for a single message. Longer messages are sent as two or more messages. Your service provider may charge accordingly.

Characters with accents, other marks, or some language options, take more space, limiting the number of characters that can be sent in a single message.

Using services or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.

## Send a message

With text and multimedia messages, you can quickly contact your friends and family. In a multimedia message, you can attach your pictures.

Select .

- 1 Select .
- 2 Select  to add a recipient from your contacts list, or type in the phone number. You can add more than one recipient.
- 3 Select the message field, then write your message.
- 4 To add an attachment, select  and the file.
- 5 Select .

## Reply to a message

- 1 Select the conversation containing the message.
- 2 Select the message field, write your reply, then select .

## Forward a message

- 1 Select the conversation containing the message.
- 2 Select and hold the message, then select **forward**.
- 3 Select  to add a recipient from your contacts list, or type in the phone number.
- 4 Select .

Sending a message with an attachment may be more expensive than sending a normal text message. For more info, contact your service provider.

If the item you insert in a multimedia message is too large for the network, the device may automatically reduce the size.

Only compatible devices can receive and display multimedia messages. Messages may look different in different devices.

## Send a message to a group of people

Would you like to send a message to all your family members? If you have assigned them to a group, you can send a text message or mail to all of them at the same time.

Select **People**.

Select the group and **text** or **send email**, and write and send your message.

## Chat with your friends

Select .

You need a Windows Live account to chat.

Before starting to chat, set up a chat service. Swipe left to **online**, then follow the instructions shown on the phone.

- 1 Sign in to a chat service, if not signed in already.
- 2 In the People hub, select the contact you want to chat with. You can also chat with a group of people.
- 3 Write your message, then select .

### View a conversation

You can see the messages you have sent to and received from a particular contact in a single conversation thread, and continue the conversation from that thread. The thread can contain text messages, multimedia messages, and instant messages.

On the start screen, select  and the conversation.

### Reply to a message in a conversation

Select the message field, write your reply, then send the message.

### Delete a conversation

In the threads view, select and hold the conversation, then select **delete**.

When you send a new message, it is added to the current conversation. If no conversation exists, a new conversation is started.

When you open a received message from the start screen, the message opens in the conversation.

## Mail

Learn how to set up a mail account, and how to send and receive mail.

### About Mail

On the start screen, select a mailbox.

You can use your phone to read and reply to mail when you are on the go. You can also combine mailboxes, so you can see all your mail in a unified inbox.

Mails are organised into conversations.

### Add a mailbox

You can add several mailboxes to your phone.

Select  >  > **email+accounts**.

- 1 Select **add an account** and an account.
- 2 Enter your username and password in the appropriate fields.
- 3 Select **sign in**.

### Delete a mailbox

Select and hold the mailbox, and select **delete**.

### View several mailboxes in a unified inbox

If you have more than one mail account, you can choose which inboxes you want to link together in a unified inbox. The unified inbox lets you see all your mail at a glance.

#### Link inboxes

- 1 On the start screen, select a mailbox.
- 2 Select **••• > link inboxes**.
- 3 In the **other inboxes** list, select the inboxes you want to link to the first one.
- 4 Select **rename linked inbox**, enter a new name, and select **✓**. The new unified inbox is pinned to the start screen.

#### Unlink inboxes

- 1 On the start screen, select a unified inbox.
- 2 Select **••• > linked inboxes**.
- 3 In the **this inbox** list, select the inboxes you want to unlink and **unlink**.

### Read a received mail

You can use your phone to read and reply to mail.

On the start screen, select a mailbox.

In the inbox, select the mail.

**Tip:** To zoom in or out, place two fingers on the screen, then slide them together or apart.

### Open an attachment

Select the attachment. If the attachment has not already been downloaded to your phone, select the attachment, then select it again when it has downloaded.

### Save an attachment

Open the attachment, then select **••• > save to phone**.

## Reply to the mail

- 1 Select .
- 2 To reply to the sender only, select **reply**. To reply to the sender and all other recipients, select **reply all**.

## Forward the mail

Select **forward**.

## Delete a mail

Open the mail, then select .

## Delete several mails at once

In the inbox, tap to the left of the mail you want to delete. Select the check boxes that appear next to the mails, then select .

**Tip:** If a mail contains a web address, to open the address in the phone web browser, select the address.

## Send a mail

You can use your phone to write and send mail, and attach files to your mail.

On the start screen, select a mailbox.

- 1 Select .
- 2 To add a recipient from the People hub, select  in the **To:** field.
- 3 To remove a recipient, select their name or mail address, and select **Remove**.
- 4 Enter a subject in the **Subject:**field.
- 5 Write your mail.
- 6 To attach a file, select .
- 7 To send the mail, select .

## Open mail from the start screen

You can have several mailboxes pinned to the start screen. For example, dedicate a tile for business mail and another for free time. You can also combine several mailboxes into one tile.

From the tiles, you can see if you've received new mail and the number of unread mails. To read your mail, select the tile.

## Camera

Learn how to take pictures or record videos with your phone, and how to share them with your friends and family.

### About the camera

To open the camera, press the camera key.

Why carry a separate camera if your phone has all you need for capturing memories? With your phone camera, you can easily take pictures or record videos.

You can later view the pictures and videos on your phone, and send them to your family and friends. It's also easy to share your pictures on the internet.

### Take a picture

To open the camera, press the camera key.



- 1 To zoom in or out, select + or – in .
- 2 To focus, press and hold the camera key halfway down. The focus is locked when the white rectangle stops blinking.

**Tip:** When the focus is locked, you can keep the camera key pressed halfway down, and recompose the picture.

- 3 To take the picture, press the camera key fully down.  
Do not move the phone before the picture is saved and the camera is ready for a new picture.

To view the picture you just took, swipe right. Pictures are saved to your **Camera Roll** in the Pictures hub.

### Take a picture without using the camera key

- 1 To focus on a specific object or area, tap the object or area on the screen.
- 2 Hold the phone still, until the white square stops blinking.

### Take a close-up picture

It can be tricky to get small objects, such as insects or flowers, in focus. You need to move the camera closer to the object. To take sharp and precise pictures of even the tiniest details, use close-up mode.

To open the camera, press the camera key.

### Switch close-up mode on

Select  > Scenes > Macro.

### Take a picture in the dark

Want to take better pictures even in dim light? Use night mode.

To open the camera, press the camera key.

### Switch night mode on

Select  > Scenes > Night.

### Take a picture of a moving object

Are you at a sports event and want to capture the action with your phone? Use sports mode to take a sharper picture of moving people.

To open the camera, press the camera key.

### Switch sports mode on

Select  > Scenes > Sports.

### Camera tips

Here are some tips to help you get the most out of your phone camera.

- Use both hands to keep the camera steady.
- To zoom in or out, select + or – in .

When you zoom in, the image quality may decrease.

- To switch between taking pictures and recording videos, select  or .
- To change camera settings, such as flash, scene modes, and resolution, select  and the setting.
- If you don't use the camera for a few minutes, it goes to sleep. To wake the camera up, press the power key, then drag the lock screen up.

Keep a safe distance when using the flash. Do not use the flash on people or animals at close range. Do not cover the flash while taking a photo.

### Record a video

Besides taking pictures with your phone, you can also capture your special moments as videos.

- 1 To open the camera, press the camera key.
- 2 To switch from image mode to video mode, select .
- 3 To start recording, press the camera key. The timer starts to run.
- 4 To stop recording, press the camera key. The timer stops.  
To view the video, swipe right, then select . The video is saved to your **Camera Roll** in the Pictures hub.

### Save location information to your pictures and videos

If you want to remember exactly where you were when you took a particular picture or video, you can set your phone to automatically record the location.

#### Switch location recording on

- 1 Select  > .
- 2 Swipe to **applications**, and select **pictures+camera**.
- 3 Switch **Include location information in pictures you take** to **On** .  
If you want location information to be included in your pictures when you upload them to a sharing service, such as Facebook or SkyDrive, switch **Keep location information on uploaded pictures** to **On** .

### Send a picture or video

You can send pictures and videos in a multimedia message or mail.

#### Send a picture or video in a multimedia message

- 1 Select  and .
- 2 To add a recipient from the People hub, select . You can also write the recipient's name or phone number in the **To:** field.
- 3 Write a message if you like.
- 4 Select  > **picture or video**, then go to the album where the picture or video is.  
**Tip:** You can also take a new picture while you're writing your message. Select  > **picture or video** > , take a picture, then select **accept**.
- 5 Select .

### Send a picture in a mail

- 1 On the start screen, select a mailbox.
- 2 Select .
- 3 To add a recipient from the People hub, select .
- 4 Write a subject in the **Subject:** field.
- 5 Write your mail.
- 6 Select , then select an album and a picture.

**Tip:** You can also take a new picture while you're writing your mail. Select  > **picture or video** > , take a picture, then select **accept**.

- 7 Select .

**Tip:** You can also send a video from your PC. After recording a video on your phone, use a compatible USB cable to connect your phone to your PC, copy the video to your PC using Zune, and send it from your PC.

### Share your pictures and videos

After taking a picture or recording a video you can upload it to a sharing service, such as Facebook or SkyDrive.

To open the camera, press the camera key.

#### Share your picture

- 1 Take a picture.
- 2 Swipe right, tap and hold the picture, then select **share...**
- 3 Select the sharing service, write a caption if you like, then select .

#### Share your video

- 1 Record a video.
- 2 Swipe right, tap and hold the video, then select **share...**
- 3 Select the sharing service, write a caption if you like, then select .

**Tip:** To make sharing easier, you can set Facebook or SkyDrive as your quick share account. The quick share account is in the menu when you start sharing.

To set the quick share account, select  > , swipe to **applications**, then select **pictures+camera** > **Quick Share Account** and the account.

Using services or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.

Not all sharing services support all file formats or videos recorded in high quality.

## Your pictures

Learn how to view and share pictures on your phone.

### About the Pictures hub

Select Pictures.

The pictures you have taken or videos you have recorded with your phone are saved to the Pictures hub, where you can browse and view them.

To manage your media files more effectively, mark your favourites, or organise them into albums.

### View pictures

Select Pictures.

### Browse pictures

Select Camera Roll.

### View a picture

Tap the picture.

To view the next picture, swipe left. To view the previous picture, swipe right.

### Zoom in or out

Place two fingers on the screen, and slide your fingers together or apart.



**Tip:** To quickly zoom in or zoom back out, tap the picture twice.

### View the available options

Tap and hold the picture.

Pictures can be sent to you in a mail or multimedia message. To view these pictures later, save them to the Pictures hub.

### Save a picture to the Pictures hub

In the mail or multimedia message, select the picture and  > **save to phone**. You can view the saved picture in the Pictures hub. Select **albums** > **Saved Pictures**.

### Mark a picture as a favourite

Would you like to find your best shots quickly and easily? Mark them as favourites, and you can see them all in the **favourites** view in the Pictures hub.

Select **Pictures**.

- 1 Select **albums**, and browse to the picture.  
If the picture is in an online album, save it to your phone first. Select  > **save to phone**.
- 2 Tap and hold the picture, and select **add to favourites**.

**Tip:** You can also mark a picture as a favourite right after taking it. Just swipe right, tap and hold the picture, and select **add to favourites**.

### View your favourites

Swipe to **favourites**.

### Upload pictures and videos to the web

Want to upload your pictures and videos to a social networking service for your friends and family to see? You can do that directly from the Pictures hub.

- 1 Select **Pictures**.
- 2 Select a picture or video to upload.
- 3 Tap and hold the picture or video, and select **share...** and the service.
- 4 Enter a caption if you like, and select  or .

**Tip:** To make sharing easier, you can set Facebook or SkyDrive as your quick share account. The quick share account is displayed in the menu when you start sharing.

To set the quick share account, select  > , swipe to **applications**, and select **pictures+camera** > **Quick Share Account** and the account.

### Change the background in the Pictures hub

Have a superb shot that makes you feel good every time you look at it? Set it as the background of the Pictures hub.

Select **Pictures**.

- 1 Select ●●● > choose background.
- 2 Select the picture and .

**Tip:** You can also set your phone to periodically change the picture automatically. Select ●●● > shuffle background.

### Create an album

To easily find pictures of an occasion, a person, or a trip, for example, organise your pictures into albums according to subject.

Use the Zune PC app or Windows Phone 7 Connector for Mac on your computer.

When you delete an album from the phone, also the pictures in that album are deleted. If you have copied the album to your computer, the album and the pictures in it remain on your computer.

### Delete an album

- 1 Select **Pictures and albums**.
- 2 Select and hold an album, and select **delete**.

You cannot delete online albums from your phone.

### Copy your pictures between your phone and PC

Have you taken pictures with your phone that you want to copy to your PC? Use the Zune PC app to copy your pictures between your phone and a PC.

- 1 Use a compatible USB data cable to connect your phone to a compatible computer.
- 2 On your computer, open Zune. For more information, see the Zune help.

You can download the latest version of Zune from [www.zune.net](http://www.zune.net).

## Entertainment

Learn how to download applications, music, videos, and games, and how to use them on your phone.

### Music and videos

Learn how to play music and videos, and how to listen to the radio with the Zune player.

### About Zune player

Select .

You can use the Zune player to watch videos and listen to the radio, music, and podcasts while on the move.

### Play music, videos, and podcasts

Select .

- 1 Select music, videos, or podcasts.
- 2 To browse by category, swipe left or right.
- 3 Select the file you want to play.

### Pause and resume playback

To pause playback, select ; to resume, select .

### Fast-forward or rewind

Select and hold  or .

**Tip:** To play songs in a random order, select .

**Tip:** You can also use the Zune PC app to make playlists of your favourite music, and copy them to your phone.

### Listen to the radio

Enjoy your favourite FM radio stations on the go.

Connect a compatible headset, then select  and radio. The headset acts as an antenna.



### Go to the next or previous station

Swipe left or right.

**Tip:** If you use a shorter swiping motion, you can skip to stations that have a stronger signal.

### Save a radio station as a favourite

Save your favourite radio stations so you can easily listen to them later.

Select  and radio.

To save the station that you are listening to, select .

### View the list of saved stations

Select .

### Remove a station from favourites

Select .

### Copy music and videos from your PC

Do you have media on your PC that you want to listen to or watch on your phone? Use the Zune PC app to copy music and videos to your phone, and to manage and synchronise your media collection.



- 1 Use a compatible USB data cable to connect your phone to a compatible computer.
- 2 On your computer, open Zune. For more information, see the Zune help.

Some music files can be protected by digital rights management (DRM) and cannot be played on more than one phone.

**Tip:** You can also use Zune to make playlists of your favourite music, and copy them to your phone.

Download the latest version of Zune from [www.zune.net](http://www.zune.net).

## Nokia Music

Learn how to discover new music with Nokia Music.

### About Nokia Music

With Nokia Music on Windows phone, you can download songs to your phone and your compatible computer.

To start discovering music, select **Nokia Music**.

### Stream music

With Nokia Music, you can stream music to discover new genres and artists.

- 1 Select **Nokia Music > mix radio**.
- 2 Select the type of music you want to listen.
- 3 To pause the music, select ; to resume, select .
- 4 To skip to the next song, select .

There may be some limitation on how many songs you can skip.

This service may not be available in all countries or regions.

### Find gigs

With Nokia Music, you can find out about artists playing near where you are.

Select **Nokia Music > gigs**.

When you use the service for the first time, you have to allow it to use your location information.

This service may not be available in all countries or regions.

## Marketplace

Learn about Marketplace, and how to search for and download content.

### About Marketplace

Select .

Do you want to personalise your phone with more applications? Or download games, also free of charge? Browse the Marketplace to find the latest content that is designed specifically for your phone.

You can download:

- Games
- Applications
- Videos
- Wallpapers
- Ringtones

The selection of items available for download depends on your region.

You can also:

- Get content that is relevant to your tastes and location
- Share recommendations with your friends

To download from Marketplace, you need to be signed in to your Windows Live account on your phone. When you're signed in, you are offered content compatible with your phone.

If the local Marketplace for your region is not yet available, your options for using Marketplace are limited.

You can search for and download content directly on your phone, or browse Marketplace on your compatible computer and send links to content to your phone in text messages.

**Tip:** Download music directly on your phone from Zune Marketplace. You can also use your compatible computer to browse, for example, music and videos in Zune, and copy the items to your phone. The Zune Music service is not available in all regions.

Some items are free of charge; others you need to pay for with your credit card or on your phone bill. The availability of payment methods depends on your country of residence and your network service provider.

### **Browse or search Marketplace**

Check out the latest and most downloaded apps or games, and items recommended for you and your phone. Browse different categories, or search for specific apps or games.

Select .

### **View top, new, or featured items, or browse categories**

Select applications or games, then swipe left or right.

### **Search Marketplace**

Select .

When you view an item, related items are also shown.

**Tip:** To see what others have to say about an item, select the item. You can also see a description, the price, and the size of the download.

**Tip:** Did you find something in Marketplace that you know your friends would be interested in? You can send them a link. If the item is free, select **share**. If the item has a price, select **••• > share**.

### Download a game, app, or other item

Download free games, apps, or videos, or buy more content for your phone. From Marketplace, you can find content designed specifically for your phone.

Select .

Make sure your battery is fully charged before starting a download.

- 1 Select the item.
- 2 If the item has a price, select **buy**. If the item is free, select **install**.
- 3 If you're not signed in to Windows Live, sign in now.
- 4 By default, purchases are added to your phone bill, if available. You can also choose to pay with your credit card.
- 5 Follow the instructions shown on the phone.
- 6 When the download is complete, you can open or view the item, or continue browsing for more content. The content type determines where the item is stored in your phone: music, videos, and podcasts can be found in the Music+Videos hub, games can be found in the Games hub, and apps can be found in the apps menu.

**Tip:** Use a Wi-Fi connection to download larger files, such as games, apps, or videos.

For more info on an item, contact the publisher of the item.

### View your download queue

While an item is downloading, you can continue to browse for other content and add items to your download queue.

Select .

The download notification at the bottom of the main view indicates the number of items being downloaded. To view your download queue, select the notification.

One item is downloaded at a time, and pending items wait in your download queue.

**Tip:** If you need to, for example, temporarily close your Wi-Fi connection, select and hold the downloading item, and select **pause**. To resume downloading, select **resume**. Pause pending items individually.

If a download fails, you can re-download the item.

### Write a review for an app

Do you want to share your opinion on an app with other Marketplace users? Rate and review the app.

You can post one review per app that you download.

- 1 In the apps menu, select and hold the app, then select **rate and review**.
- 2 Rate the app, then write your review.

**Tip:** You can rate and review your games in the same way. Select **Games**.

### Games

Learn how to download and play games with your phone.

#### Download games

Get new games on your phone on the go.

- 1 On the start screen, select **Games**.
- 2 Browse the selection, and select the game you want.
- 3 To try an app, select **try > install**.
- 4 To buy an app, select **buy**, and select whether to pay with a credit card or, if available, on your phone bill.

#### Play a game

Gaming on your phone is a truly social experience. Xbox LIVE, Microsoft's gaming service, lets you play games with your friends and use your gamer profile to keep track of game scores and achievements. You can do this online, on your Xbox console, and on your phone through the **Games** hub.

Select **Games**.

To play Xbox LIVE games, you need an Xbox LIVE account. If you don't yet have an account, you can create one. Xbox LIVE is not available in all areas.

Swipe to **collection**, and select a game. If it is an Xbox LIVE game, sign in to Xbox LIVE.

Before you can play a game, you need to install it on your phone.

If you want to find new games, you can try and buy from Marketplace. Marketplace is not available in all areas.

### Get more games

Swipe to **collection**, scroll to the bottom, and select **get more games**.

**Tip:** If you play a game a lot, to pin it to your start screen, in the **collection** view, select and hold the game, and select **pin to Start**.

### Accept an invitation to play a game

- 1 Sign in to Xbox LIVE.
- 2 Swipe to **requests**, and select the invitation.
- 3 If you don't have the game, but it is available in your area in Marketplace, you can either download a trial version or buy it right away.

### Resume playing a game

When you return to a game, there may be a resume icon in the game itself. Otherwise, tap the screen.

## Maps & navigation

Learn how to find your location and use navigation to drive to your destination.

### Positioning and location services

Learn about positioning methods, and learn how to activate location services.

### About positioning methods

Your phone shows your location on the map using GPS, A-GPS, Wi-Fi, or cellular positioning.

GPS	The global positioning system (GPS) is a navigation system that uses satellites to work out where you are.
A-GPS	The Assisted GPS (A-GPS) network service retrieves location information using the cellular network, and assists GPS in calculating your current location.
Wi-Fi	Wi-Fi positioning improves positioning accuracy when GPS signals are not available, especially when you are indoors or between tall buildings.

	You can also switch Wi-Fi and cellular positioning off in your phone settings. However, this prevents you from using positioning-related applications, such as Bing Maps.
Cell ID	With network (cell ID) based positioning, your phone locates you through the cellular system your phone is currently connected to.

A-GPS and other enhancements to GPS may require transferring small amounts of data over the cellular network. If you want to avoid data costs, for example when travelling, you can switch the mobile data connection off in your phone settings.

The availability and quality of GPS signals may be affected by your location, satellite positions, buildings, natural obstacles, weather conditions, and adjustments to GPS satellites made by the United States government. GPS signals may not be available inside buildings or underground.

Do not use GPS for precise location measurement, and never rely solely on the location information provided by GPS and cellular networks.

**!** **Note:** Using Wi-Fi may be restricted in some countries. For example, in France, you are only allowed to use Wi-Fi indoors. For more information, contact your local authorities.

Depending on the available positioning methods, the accuracy of positioning may vary from a few metres to several kilometres.

### Switch location services on

Applications can use your location information to offer you a wider variety of services. Maps shows you your location and provides directions, and the camera can save your location to the pictures you take. In addition, Local Scout can tell you about businesses, places of interest, and events available nearby.

Select  > .

Select **location**, and switch **Location services** to **On** .

### Nokia Drive

Learn how to navigate by car with voice guidance in your language, how to update Nokia Drive maps, and how to change the look of the Nokia Drive map.

### Drive to your destination

When you need turn-by-turn directions while driving, Nokia Drive helps you get to your destination.

Select  > .

When you use Nokia Drive for the first time, your phone asks you if you want to download street maps for your current location and a navigation voice that matches your phone language settings. If you download the maps using your home Wi-Fi connection before you leave for your trip, you will save on data costs while travelling.

- 1 Select  > **Set destination**, then search for your destination or select a recent destination from **Last destinations**.
- 2 Select **DRIVE TO** > **START**.
- 3 To stop the navigation, select  > **Stop navigation**.

You can also start driving without a set destination. The map follows your location.

By default, the map rotates to your driving direction. The compass always points north.

**Tip:** To use a full screen map, tap the map.

Obey all local laws. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety.

### Get voice guidance

Voice guidance, if available for your language, helps you find your way to a destination, leaving you free to enjoy the journey.

Select  > .

- 1 Select  > **Settings** > **Navigation voice**.
- 2 Select a language, or to not use voice guidance, select **None**.

You can also download new navigation voices.

### Download navigation voices

Select  > **Settings** > **Navigation voice** > **Download new** and a voice.

### Download or remove maps

To save on data costs when travelling, save new street maps to your phone before your journey. If you're running low on space in your phone, you can remove some maps.

Select  >  and  > **Settings** > **Manage maps**.

To download maps on your phone, you need to be connected to a Wi-Fi network.

### Download a map

- 1 Select .

- 2 Select a continent, a country, and an area if applicable, then select **Install**.  
To cancel the download, select .

### Remove a map

Select the map, and on the map details page, select .

### Remove all maps

Select  > **delete all** > **OK**.

Using services or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.

### Navigate offline

To save data costs, you can also use Nokia Drive offline.

- 1 Select  > .
- 2 Select  > **Settings**.
- 3 Switch **Connection** to **Offline**

Some features, such as search results, may be limited when using Nokia Drive offline.

### Change the look of the Nokia Drive view

Would you like to see a more realistic 3D map, or are you using Nokia Drive at night, when it's dark? With the different map modes, you can see the info you need clearly at all times.

Select  > .

### Switch between 2D and 3D

Select , then select **2D** or **3D**.

To see the map clearly also when it is dark, you can use night mode.

### Switch night mode on

Select  > **Settings**, then switch **Map colours** to **Night**.

To get a bigger and better view of your surroundings on the map, use the full screen map.

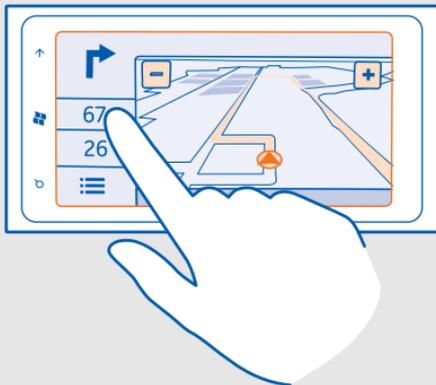
### Use the full screen map

Tap the map. To see the info area, press .

When navigating, the remaining distance to your destination is shown by default. You can also set Nokia Drive to show your estimated time of arrival or remaining time.

### Switch between distance, time of arrival, or remaining time view

In the navigation view, select the remaining distance and an option.



**Tip:** By default, Nokia Drive shows prominent buildings and attractions on the map. If you don't want to see them, select  > Settings, then switch Landmarks to OFF .

### Get speed limit warnings

Don't let your speed drift above the limit – set your phone to warn you when you're driving too fast.

The availability of speed limit info may vary according to the region and country.

- 1 Select  > .
- 2 Select  > Settings, then switch Speed limit to Alert on .
- 3 To set by how much you can exceed the limit before being warned, drag the Limit is or over slider.

### Give feedback on Nokia Drive

Tell us your opinion on Nokia Drive, and take part in improving the app.

To give feedback, you need to have an active internet connection.

- 1 Select  > .

- 2 Select  > **Feedback**.
- 3 Select how likely you are to recommend Nokia Drive to other people. You can also give your reasons.  
The feedback is anonymous.
- 4 Select **SEND**.

After you have sent your feedback for the current version of Nokia Drive, the option is no longer available.

## Bing Maps

Learn how to view your location, how to get directions, and how to find, save, and share places with Bing Maps.

### About Bing Maps

Select  > **Maps**.

Bing Maps shows you where you are and what is nearby, and guides you where you want to go.

You can:

- Find cities, streets, and places of interest
- Mark, save, and share your favourite places
- Find your way with turn-by-turn directions

To use Bing Maps you need to connect to the internet over a mobile data or Wi-Fi connection.

Some features of Bing Maps may not be available in your country or region, and may be provided only in selected languages.

### View your location and browse the map

See your current location on the map, browse maps of different cities and countries, and use the aerial view for a more realistic view of the map.

#### View your current location

Select .

#### Browse the map

Drag the map with your finger. By default, the map is oriented north.

#### Zoom in or out

To zoom in, double-tap the map, or place two fingers on the map and slide them apart. To zoom out, slide your fingers together.

To keep on zooming in, continue double-tapping. At the maximum zoom level, the aerial view is used.

To view the map with more realistic satellite imagery, use the aerial view.

### Switch the aerial view on

Select  > **aerial view on**.

To return to the standard map view, select **aerial view off**

Map coverage varies by country and region.

### Search for a location

Maps helps you find specific locations, places of interest, and businesses.

Select  > **Maps** and 

- 1 Enter the search word, such as a street address, business type, or place name in the search field.
- 2 Select an item from the list of proposed matches, and select .  
The location is displayed on the map.  
If no search results are found, make sure the spelling of your search words is correct.
- 3 To return to the search results, select  > **search results**.

**Tip:** To view the details of a found place, you can also select its marker on the map.

You can check where to go, what to do, and what businesses are available near your current or selected location.

### Search for nearby places and events

- 1 Select .  
Maps lists nearby places and events, sorted into categories.
- 2 To see the location of the place or event on the map, tap the small map at the top of the display.  
To return to the nearby view, select .
- 3 To view details, select the place or event on the list.

Local Scout may not be available in your country or region.

## Check nearby events and places with Local Scout

Want to see what's going on in a given neighbourhood, and explore the world around you? With Local Scout, you can check for nearby restaurants and bars, events and attractions, and shops.

Select .

The Local Scout service is available in Australia, France, the United Kingdom, and the United States.

**Tip:** To use Local Scout for an area other than your current location, open Maps, search for the area or place, and select .

Swipe to the following categories:

**eat+drink** — Restaurants, bars, and other places to eat and drink in the neighbourhood.

**see+do** — Places to go and things to do nearby.

**shop** — Different types of nearby shops.

**highlights** — Places and events with the highest review ratings. To view the reviews, select the place or event and **reviews**.

To sort or filter the results, select the link below the category title.

## Share the address of a place or event

Select the item from the list and .

## Save an event or item to your favourites

Select the item or event and .

Your favourites are also displayed in the Local Scout **highlights** view.

## View the details of a location

Find more information about a specific location or place, such as a hotel or restaurant.

Select  > **Maps**.

- 1 Search for a place.
- 2 Select the location marker on the map, and select the name tag.  
A details page opens, showing contact information and a rating and reviews. The available options may vary by region and place.

**Tip:** At the bottom of the details page, you can pin the place to the start screen, send the place to a friend, or save the place to your favourites.

### Mark a location with a pushpin

If you want to get directions to a place but don't know the exact formal address, add a pushpin to the place on the map. Pushpins can act as reminders of places you want to visit, or you can mark meeting places that you want to share with friends.

Select  > **Maps**.

On the map, tap and hold the location.

If you open the details page of a pushpin, you can easily share the location with friends  or pin it to the start screen .

### Open the details page

Select the pushpin.

### Get directions to a marked location

On the details page, select **directions**.

### Walk to a destination

When you need to get to your destination on foot, Maps guides you with displayed turn-by-turn directions.

Select  > **Maps**.

Select .

Use your current location as the starting point, or enter an address or business name in the **Start** field.

Enter the end point in the **End** field, and select .

Select .

**Tip:** To highlight a location on the map, select the relevant step in the directions list.

### Save a favourite place

Save an address or a place of interest, so you can use it later.

Select  > **Maps**.

- 1 Search or browse for a place.
- 2 Select the location marker of the place on the map. If the place does not have a marker, tap and hold the location, and a pushpin is added.

- 3 On the details page, select .

### View saved places

Select  > favourite places.

### View the details page of a saved place

In the list of saved places, select the place.

### View a saved place on the map

On the details page, select the address.

### Delete a saved place

On the details page, select .

### Send a place to a friend

When you want to tell your friends where to meet, you can send them the address directly from Maps.

Select  > Maps.

- 1 Search or browse for the place.
- 2 On the map, select the marker of the location.
- 3 On the details page, select .
- 4 To send in a text message, select **Messaging**. To send in a mail, select a mail account.

**Tip:** To share the address of a place that does not have a marker on the map, tap and hold the location. A pushpin is added.

## Office

Learn how to use your phone clock, calendar, and calculator, and how to create, edit, and share Microsoft Office files.

### Clock

Learn how to set the time and date of your phone, and how to set alarms.

### Set an alarm

You can use your phone as an alarm clock.

Select  > Alarms.

- 1 Select .

- 2 Fill in the fields, and select .

### Temporarily switch an alarm off

Switch the alarm to Off .

### Delete an alarm

Select the alarm and .

For the alarm to sound, your phone must be switched on, and the phone volume needs to be loud enough.

### Snooze an alarm

Don't want to get up just yet? When an alarm sounds, you can snooze the alarm. This pauses the alarm for a predefined length of time.

When the alarm sounds, select **snooze**.

### Update the time and date automatically

You can set your phone to update the time, date, and time zone automatically.

There are several time services. The availability of Nokia services may vary by region.

- 1 Select  >  and **date+time**.
- 2 Switch **Set automatically** to On .

**Tip:** Do you want to update the time, date, and time zone manually when travelling abroad? Make sure **Set automatically** is switched to Off , then select **Time zone** and a location.

### Set the time and date

- 1 Select  >  and **date+time**, and switch **Set automatically** to Off .
- 2 Edit the time and date.

### Calendar

Learn how to use your phone calendar.

### Add an appointment

Select  > **Calendar**.

- 1 Swipe to **day** or **agenda**, and select .
- 2 Fill in the fields.
- 3 To add a reminder, select **more details** > **Reminder**.

4 Select .

### Edit or delete an appointment

Select and hold the appointment, and select edit or delete.

### View your schedule

You can browse your calendar events in different views.

Select  > Calendar.

To switch between the calendar views, swipe left or right.

### View a whole month

In the day or agenda view, select . To go to the next or previous month, use a short swiping motion up or down on the calendar. To jump to a specific month, select the month at the top of the screen.

### View a specific day

In the day or agenda view, select  and the day.

### Use multiple calendars

When you set up mail accounts on your phone, you can see the calendars from all your services in one place.

Select  > Calendar.

### Show or hide a calendar

Select  > settings, and switch the calendar to on  or off .

When a calendar is hidden, the calendar events and reminders are not displayed in different calendar views.

**Tip:** You can change the colour for each calendar. Select  > settings, and select the current colour and then the new colour.

### Add a task to your to-do list

Do you have important tasks to handle at work, library books to return, or maybe an event you want to attend? You can add tasks (to-dos) to your calendar. If you have a particular deadline, set a reminder.

Select  > Calendar, and swipe to to-do.

1 Select , then fill in the fields.

- 2 To add a reminder, switch **Reminder** to **On** , then fill in the fields.
- 3 Select .

### **Mark a task as completed**

Select and hold the task, then select **complete**.

### **Edit or delete a task**

Select and hold the task, then select **edit** or **delete**.

## **Microsoft Office Mobile**

Learn how to use the Microsoft Office Mobile tools.

### **About Microsoft Office Mobile**

Select  > **Office**.

Microsoft Office Mobile is your office away from the office. Go to the **Office** hub to create and edit Word documents and Excel workbooks, open and view PowerPoint slide shows, create notes with OneNote, and share documents with SharePoint. You can also save your documents to Windows SkyDrive.

Microsoft Office Mobile consists of the following:

- Microsoft Word Mobile
- Microsoft Excel Mobile
- Microsoft PowerPoint Mobile
- Microsoft OneNote Mobile
- Microsoft SharePoint Workspace Mobile
- Windows SkyDrive

### **Read Microsoft Office documents**

In the Office hub, you can view Microsoft Office documents, such as Word documents, Excel workbooks, or PowerPoint presentations.

Select  > **Office**.

- 1 Swipe to **documents**.
- 2 Select a Word, Excel, or PowerPoint file.

### **Create and edit a Word document**

Polish your documents on the road with Microsoft Word Mobile. You can create new documents, edit existing ones, and share your work on a SharePoint site.

Select  > **Office**, and swipe to **documents**.

### Create a new document

- 1 Select .
- 2 Select a blank Word file or a template.
- 3 Write your text.
- 4 To save your document, select  > **save**.

### Edit a document

- 1 Select the Word file.
- 2 To edit the text, select .
- 3 To save your document, select  > **save**.

### Change the text format and colour

- 1 Select .
- 2 Select a word. To select several words, drag the arrows at each end to expand the selection.
- 3 Select  and the formatting you want to use.

### Add a comment

Select  > .

### Search for text in a document

Select the Word file and .

### Send a document in a mail

Select the Word file and  > **share....**

### Delete a document

- 1 Swipe to **locations**.
- 2 Select the location of the document you want to delete.
- 3 Select and hold the document, then select **delete**.

**Tip:** To access an important document quickly, you can pin it to the start screen. In the Office hub, select and hold the document, and select **pin to start**.

### Create and edit an Excel workbook

No need to travel to the office to check the latest figures. With Microsoft Excel Mobile, you can create new workbooks, edit existing ones, and share your work on a Sharepoint site.

Select  > **Office**, and swipe to **documents**.

### Create a new workbook

- 1 Select .
- 2 Select a blank Excel file or a template.
- 3 Select a cell, then select the text box at the top of the page.
- 4 Enter values or text.
- 5 To save your workbook, select  > **save**.

### Edit a workbook

- 1 Select the Excel file.
- 2 To move to another worksheet, select  and a worksheet.
- 3 To save your workbook, select  > **save**.

### Add a comment to a cell

Select .

### Apply a filter to cells

Select  > **apply filter**.

### Change the cell and text format

Select  > **format cell....**

### Find data from a workbook

Select the Excel file and .

### Send a workbook in a mail

Select the Excel file and  > **share....**

### Delete a workbook

- 1 Swipe to **locations**.
- 2 Select the location of the Excel file you want to delete.
- 3 Select and hold the Excel file, then select **delete**.

### Write a note

Notes on paper are easy to lose. Instead of jotting them down on paper, you can write your notes with Microsoft OneNote Mobile. This way, you always have your notes with you.

You can also sync your notes to Windows Live SkyDrive and view and edit them with OneNote on your phone, on your computer, or online in a web browser.

Select  > **Office**, and swipe to **notes**.

- 1 Select .
- 2 Write your note.
- 3 To format the text, select  > **format**.
- 4 To add a picture, select .
- 5 To record a sound clip, select .
- 6 To save the changes, press .

If you have a Windows Live ID set up on your phone, your changes will be saved and synced to your default **Personal (Web)** notebook on Windows Live SkyDrive. Otherwise, your changes will be saved on your phone.

### Send a note in a mail

Select the note and .

**Tip:** To access an important note quickly, you can pin it to the start screen. In the **Office** hub, select and hold the note, and select **pin to start**.

### View and edit a PowerPoint presentation

Add the finishing touches to your presentation en route to your meeting, with Microsoft PowerPoint Mobile.

Select  > **Office**, and swipe to **documents**.

- 1 Select a PowerPoint file, and turn your phone to landscape mode.
- 2 To browse between slides, swipe left or right.
- 3 To go to a specific slide, select  and the name of the slide.
- 4 To add a note to a slide, select .
- 5 To edit a slide, select .
- 6 To save your presentation, select  > **save**.

### Send a presentation in a mail

Select the PowerPoint file and  > **share....**

### Delete a presentation

- 1 Swipe to **locations**.

- 2 Select the location of the PowerPoint file you want to delete.
- 3 Select and hold the PowerPoint file, then select **delete**.

### Watch a PowerPoint broadcast

You can attend a meeting on the go and watch a PowerPoint presentation broadcast over the internet on your phone.

Open the mail containing the link to the broadcast presentation, and select the link.

### Share documents with SharePoint Workspace Mobile

Work on shared Microsoft Office documents, and collaborate on projects, schedules, and ideas. With Microsoft SharePoint Workspace Mobile, you can browse, send, edit, and synchronise your documents online.

Select  > **Office**, and swipe to **locations**.

- 1 Select **SharePoint**, enter the web address for a SharePoint site, and select .
- 2 When you select a document, a copy is downloaded to your phone.
- 3 View or edit the document, and save your changes.
- 4 To return to SharePoint Workspace Mobile, press .

**Tip:** To keep an offline copy of a document on your phone, select and hold the document, and select **always stay offline**.

### Store a file to Windows Live SkyDrive

Store, access, and share your Microsoft Office files on Windows Live SkyDrive. You can upload files saved on your phone to SkyDrive for easy access from both your phone and computer.

To upload files, you need to be signed in to your Windows Live account.

- 1 Select  > **Office**, then swipe to **locations**.
- 2 Select **Phone**.
- 3 Select and hold a file, then select **share**.

### Use the calculator

Select  > **Calculator**.

To use the basic calculator, hold your phone upright. To use the scientific calculator, turn your phone on its side.

- 1 Enter the first number of the calculation.
- 2 Select a function, such as add or subtract.

- 3 Enter the second number of the calculation.
- 4 Select =.

This feature is designed for personal use. Accuracy may be limited.

## Connectivity & phone management

Learn how to connect to accessories, and keep your phone up to date.

### Bluetooth

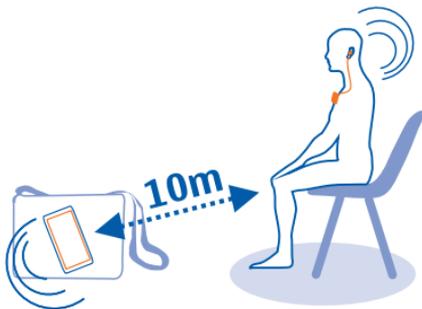
Learn how to connect wirelessly to compatible phones and devices.

#### About Bluetooth

Select  >  and **Bluetooth**.

You can connect wirelessly to other compatible devices, such as phones, computers, headsets, and car kits.

Since devices with Bluetooth wireless technology communicate using radio waves, they do not need to be in direct line-of-sight. However, they must be within 10 metres (33 feet) of each other, although the connection may be subject to interference from obstructions such as walls or from other electronic devices.



Paired devices can connect to your phone when Bluetooth is switched on. Other devices can detect your phone only if the Bluetooth settings view is open.

Do not pair with or accept connection requests from an unknown device. This helps to protect your phone from harmful content.

### Connect to a wireless headset

With a wireless headset, you can speak on the phone hands free – you can continue what you were doing, such as working at your computer, during a call. Wireless headsets are available separately.

- 1 Select  >  and **Bluetooth**.
- 2 Switch **Searching and discoverable** to **On** .  
Make sure that the accessory you want to pair is on.
- 3 To pair your phone and the headset, select the headset from the list.
- 4 You may need to enter a passcode. For details, see the user guide of the headset.

### Copy a picture or other content between your phone and PC

You can use the Zune PC app to copy pictures, videos, music, and other content created by you between your phone and a PC.

- 1 Use a compatible USB data cable to connect your phone to a compatible PC.
- 2 On your PC, open Zune. For more information, see the Zune help.

You can download the latest version of Zune from [www.zune.net](http://www.zune.net).

### Keep your phone software and applications up to date

Learn how to update your phone software and individual applications.

### About phone software and app updates

Stay in step with the beat – update your phone software and apps to get new and enhanced features for your phone. Updating the software may also improve your phone performance.

#### **Warning:**

If you install a software update, you cannot use the device, even to make emergency calls, until the installation is completed and the device is restarted.

After the update, the instructions in the user guide may no longer be up to date. You may find the updated user guide at [www.nokia.com/support](http://www.nokia.com/support).

### Update your phone software

Use the Zune PC app to update your phone software for new features and improved performance. When you update your phone software with Zune, your personal content is not deleted from your phone.

You need:

- The Zune app
- A compatible computer
- A high-speed internet connection
- A compatible USB data cable

To download and install Zune to your PC, go to [www.zune.net](http://www.zune.net).

**Tip:** If you're using an Apple Mac, download Windows Phone 7 Connector for Mac from Mac App Store.

Before starting the update, make sure your phone has enough battery power.

- 1 Use the USB data cable to connect your phone to your computer.
- 2 If Zune doesn't open automatically, open it.
- 3 Wait while Zune checks for available updates, and follow the instructions displayed on your computer.

**Tip:** If you receive an error message during the update, make a note of the error code, and search at [support.microsoft.com](http://support.microsoft.com) to see what went wrong.

Your phone is automatically backed up during the software update. You can also sync your phone to your computer with Zune or Windows Phone 7 Connector for Mac without updating your phone software.

### Set your phone to notify you about available updates

Select  >  and phone update > Notify me when new updates are found.

### Back up, sync, and restore your phone

Your phone is automatically backed up during the software update, when you update the phone using the primary computer (the computer you first connected your phone to with the USB cable). If you use a different computer to update your phone software, no backup is created. You can change your primary computer in the Zune settings.

The backup includes the following:

- System settings
- Account settings
- Pictures
- Music
- Videos
- Documents

Your downloaded apps may not be included in the backup, but you can re-download them from the Marketplace, free of charge. Data transmission costs may apply. For more info, contact your network service provider.

To back up your content, you can also sync your phone to your computer with Zune or Windows Phone 7 Connector for Mac without updating your phone software. Syncing does not back up your system settings or your apps. You can also set your phone to sync your contacts through Microsoft Outlook, so you can restore them to your phone from your computer.

### Restore a backup to your phone

Use a USB cable to connect your phone to your primary computer, then use Zune to restore your backed up content and the earlier version of your phone software.

### Free up phone memory

Do you need to increase the available phone memory, so you can install more apps or add more content?

You can delete the following if no longer needed:

- Text, multimedia, and mail messages
- Contact entries and details
- Apps
- Music, photos, or videos

### Remove an application from your phone

You can remove installed applications that you no longer want to keep or use, to increase the amount of available memory.

- 1 On the start screen, select .
- 2 Select and hold the application to remove, and select **uninstall**. You may not be able to remove some applications.

If you remove an application, you can reinstall it without purchasing it again, as long as it is available in Marketplace.

If an installed application depends on a removed application, the installed application may stop working. For details, see the user documentation of the installed application.

### Security

Learn how to protect your phone, and keep your data secure.

## Change your PIN code

If your SIM card came with a default PIN code, you can change it to something more secure.

Select  > , swipe left to application settings, then select **phone** > **change SIM PIN**.

The PIN code can be 4-8 digits.

## Set your phone to lock automatically

Want to protect your phone against unauthorised use? Define a security code, and set your phone to lock itself automatically when you're not using it.

- 1 Select  >  and **lock+wallpaper**.
- 2 Switch **password** to **On** , and enter a security code (at least 4 digits).  
Keep the security code secret and in a safe place separate from your phone. If you forget the security code, and cannot recover it, or you enter the wrong code too many times, your phone will require service. Additional charges may apply, and all the personal data in your phone may be deleted. For more information, contact a Nokia Care point or your phone dealer.
- 3 Select **Require a password after**, and define the length of time after which the phone is locked automatically.

## Unlock your phone

- 1 Press the power key, and drag the lock screen up.
- 2 Enter the security code.

## Use your phone when it's locked

You can use certain features of your phone when it is locked, without having to enter the security code.

You can, for example:

- Change how your phone notifies you about incoming calls
- Answer or reject an incoming call
- Pause or resume playing music, or skip to another song

To wake up your phone, press the power key.

## Change how incoming calls are notified

Press a volume key, and select , , or .

### Pause or resume music, or skip to another song

Use the music player controls displayed at the top of the screen.

You can also see:

- The date and time
- Your next calendar event
- Missed calls or messages

### Find your lost phone

Misplaced your phone, or afraid it is stolen? Use Find My Phone to locate your phone, and lock or delete all data from it remotely.

Go to [my.windowsphone.com](http://my.windowsphone.com), sign in with the same Windows Live ID as on your phone, then select Find My Phone.

You can:

- Locate your phone on a map
- Make your phone ring, even if silent mode is switched on
- Lock your phone, and set it to show a message, so it can be returned to you
- Delete all data from your phone remotely

The available options may vary.

## Support

When you want to learn more about how to use your phone, or if you're unsure how your phone should work, read the user guide thoroughly.

For support videos, go to [www.youtube.com/user/NokiaSupportVideos](http://www.youtube.com/user/NokiaSupportVideos) or go to [microsoft.com/fwlink/?LinkId=238503](http://microsoft.com/fwlink/?LinkId=238503)

If you have an issue, do the following:

- Reboot your phone. Switch off the phone, and remove the battery. After about a minute, replace the battery, and switch on the phone.
- Update your phone software
- Restore the original factory settings

If your issue remains unsolved, contact Nokia for repair options. Before sending your phone for repair, always back up your data, as all personal data in your phone may be deleted.

## Product and safety information

### Network services and costs

Your device is approved for use on the WCDMA 850, 1700, 1900, 2100 and GSM/EDGE 850, 900, 1800, 1900 MHz networks. To use the device, you need a subscription with a service provider.

Using network services and downloading content to your device requires a network connection and may result in data traffic costs. Some product features require support from the network, and you may need to subscribe to them.

### Take care of your device

Handle your device, battery, charger and accessories with care. The following suggestions help you protect your warranty coverage.

- Keep the device dry. Precipitation, humidity, and all types of liquids or moisture can contain minerals that corrode electronic circuits. If your device gets wet, remove the battery, and allow the device to dry.
- Do not use or store the device in dusty or dirty areas. Moving parts and electronic components can be damaged.
- Do not store the device in high temperatures. High temperatures can shorten the life of the device, damage the battery, and warp or melt plastics.
- Do not store the device in cold temperatures. When the device warms to its normal temperature, moisture can form inside the device and damage electronic circuits.
- Do not attempt to open the device other than as instructed in the user guide.
- Unauthorised modifications may damage the device and violate regulations governing radio devices.
- Do not drop, knock, or shake the device. Rough handling can break internal circuit boards and mechanics.
- Only use a soft, clean, dry cloth to clean the surface of the device.
- Do not paint the device. Paint can clog moving parts and prevent proper operation.
- Switch off the device and remove the battery from time to time for optimum performance.
- Keep your device away from magnets or magnetic fields.
- To keep your important data safe, store it in at least two separate places, such as your device, memory card, or computer, or write down important information.

During extended operation, the device may feel warm. In most cases, this is normal. If you suspect the device is not working properly, take it to the nearest authorised service facility.

### Recycle

Always return your used electronic products, batteries, and packaging materials to dedicated collection points. This way you help prevent uncontrolled waste disposal and promote the recycling of materials. Check how to recycle your Nokia products at [www.nokia.com/recycling](http://www.nokia.com/recycling).

### About Digital Rights Management

When using this device, obey all laws and respect local customs, privacy and legitimate rights of others, including copyrights. Copyright protection may prevent you from copying, modifying, or transferring pictures, music, and other content.

Content owners may use different types of digital rights management (DRM) technologies to protect their intellectual property, including copyrights. This device uses various types of DRM software to access DRM-protected content. With this device you can access content protected with WMDRM 10. If certain DRM software fails to protect the content, content owners may ask that such DRM software's ability to access new DRM-protected content be revoked. Revocation may also prevent renewal of such DRM-protected content already in your device. Revocation of such DRM software does not affect the use of content protected with other types of DRM or the use of non-DRM-protected content.

Digital rights management (DRM) protected content comes with an associated licence that defines your rights to use the content.

If your device has WDRM-protected content, both the licences and the content are lost if the device memory is formatted. You may also lose the licences and the content if the files on your device become corrupted. Losing the licences or the content may limit your ability to use the same content on your device again. For more information, contact your service provider.

### **Batteries and chargers**

#### **Battery and charger information**

Your device is intended for use with a BP-3L rechargeable battery. Nokia may make additional battery models available for this device. Always use original Nokia batteries.

This device is intended for use when supplied with power from the following chargers: AC-10U, AC-50U. The exact Nokia charger model number may vary depending on the plug type, identified by E, X, AR, U, A, C, K, B, or N.

The battery can be charged and discharged hundreds of times, but it will eventually wear out. When the talk and standby times are noticeably shorter than normal, replace the battery.

Only replace the battery with a battery that is compliant with the IEEE-std-1725-200x standard.

#### **Battery safety**

Always switch the device off and disconnect the charger before removing the battery. When you unplug a charger or an accessory, hold and pull the plug, not the cord.

When your charger is not in use, unplug it from the electrical plug and the device. Do not leave a fully charged battery connected to a charger, as overcharging may shorten the battery's lifetime. If left unused, a fully charged battery will lose its charge over time.

Always keep the battery between 15°C and 25°C (59°F and 77°F). Extreme temperatures reduce the capacity and lifetime of the battery. A device with a hot or cold battery may not work temporarily.

Accidental short-circuiting can happen when a metallic object touches the metal strips on the battery, for example, if you carry a spare battery in your pocket. Short-circuiting may damage the battery or the connecting object.

Do not dispose of batteries in a fire as they may explode. Dispose of batteries according to local regulations. Recycle when possible. Do not dispose as household waste.

Do not dismantle, cut, open, crush, bend, puncture, or shred cells or batteries. If a battery leaks, do not let battery liquid touch skin or eyes. If this happens, immediately flush the affected areas with water, or seek medical help.

Do not modify, remanufacture, attempt to insert foreign objects into the battery, or immerse or expose it to water or other liquids. Batteries may explode if damaged.

Use the battery and charger for their intended purposes only. Improper use, or use of unapproved batteries or incompatible chargers may present a risk of fire, explosion, or other hazard, and may invalidate any approval or warranty. If you believe the battery or charger is damaged, take it to a service centre for inspection before continuing to use it. Never use a damaged battery or charger. Only use the charger indoors.

#### **Additional safety information**

##### **Make an emergency call**

- 1 Make sure the phone is switched on.
- 2 Check for adequate signal strength. You may also need to do the following:
  - Deactivate call restrictions you have activated for your phone, such as call barring, fixed dialling, or closed user group.
  - Make sure flight mode is not switched on.

- If the phone screen and keys are locked, unlock them.
- 3 Press .
  - 4 Select .
  - 5 Select .
  - 6 Enter the official emergency number for your present location. Emergency call numbers vary by location.
  - 7 Select call.
  - 8 Give the necessary information as accurately as possible. Do not end the call until given permission to do so.

 **Important:** Activate both cellular and internet calls, if your phone supports internet calls. The phone may attempt to make emergency calls both through cellular networks and through your internet call service provider. Connections in all conditions cannot be guaranteed. Never rely solely on any wireless phone for essential communications like medical emergencies.

### Small children

Your device and its accessories are not toys. They may contain small parts. Keep them out of the reach of small children.

### Medical devices

Operation of radio transmitting equipment, including wireless phones, may interfere with the function of inadequately protected medical devices. Consult a physician or the manufacturer of the medical device to determine whether they are adequately shielded from external radio frequency energy.

### Implanted medical devices

Manufacturers of medical devices recommend a minimum separation of 15.3 centimetres (6 inches) between a wireless device and an implanted medical device, such as a pacemaker or implanted cardioverter defibrillator, to avoid potential interference with the medical device. Persons who have such devices should:

- Always keep the wireless device more than 15.3 centimetres (6 inches) from the medical device.
- Not carry the wireless device in a breast pocket.
- Hold the wireless device to the ear opposite the medical device.
- Turn the wireless device off if there is any reason to suspect that interference is taking place.
- Follow the manufacturer directions for the implanted medical device.

If you have any questions about using your wireless device with an implanted medical device, consult your health care provider.

### Accessibility solutions

Nokia is committed to making mobile phones easy to use for all individuals, including those with disabilities. For more information, visit the Nokia website at [www.nokiaaccessibility.com](http://www.nokiaaccessibility.com).

### Hearing

 **Warning:**  
When you use the headset, your ability to hear outside sounds may be affected. Do not use the headset where it can endanger your safety.

Some wireless devices may interfere with some hearing aids.

Your mobile device complies with FCC rules governing hearing aid compatibility. These rules require an M3 microphone or higher. The M value of your device microphone is marked on the device sales package. To determine the M-rating of your

hearing aid and compatibility with this device, consult your hearing health professional. For more information about accessibility, see [www.nokiaaccessibility.com](http://www.nokiaaccessibility.com).

### Operating environment

This device meets radio frequency exposure guidelines in the normal use position at the ear or at least 2.2 centimetres (7/8 inch) away from the body. Any carry case, belt clip, or holder for body-worn operation should not contain metal and should position the device the above-stated distance from your body.

To send data files or messages requires a quality connection to the network. Data files or messages may be delayed until such a connection is available. Follow the separation distance instructions until the transmission is completed.

### Vehicles

Radio signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles such as electronic fuel injection, electronic antilock braking, electronic speed control, and air bag systems. For more information, check with the manufacturer of your vehicle or its equipment.

Only qualified personnel should install the device in a vehicle. Faulty installation or service may be dangerous and may invalidate your warranty. Check regularly that all wireless device equipment in your vehicle is mounted and operating properly. Do not store or carry flammable liquids, gases, or explosive materials in the same compartment as the device, its parts, or accessories. Remember that air bags inflate with great force. Do not place your device or accessories in the air bag deployment area.

### Potentially explosive environments

Switch off your device in any area with a potentially explosive atmosphere, for example near gas pumps at service stations. Sparks in such areas could cause an explosion or fire resulting in bodily injury or death. Observe restrictions in fuel service stations, storage, and distribution areas; chemical plants; or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include areas where you would be advised to turn off your vehicle engine, below deck on boats, chemical transfer or storage facilities and where the air contains chemicals or particles such as grain, dust, or metal powders. You should check with the manufacturers of vehicles using liquefied petroleum gas (such as propane or butane) to determine if this device can be safely used in their vicinity.

### Certification information (SAR)

#### **This mobile device meets guidelines for exposure to radio waves.**

Your mobile device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. These guidelines were developed by the independent scientific organisation ICNIRP and include safety margins designed to assure the protection of all persons, regardless of age and health.

The exposure guidelines for mobile devices employ a unit of measurement known as the Specific Absorption Rate or SAR. The SAR limit stated in the ICNIRP guidelines is 2.0 watts/kilogram (W/kg) averaged over 10 grams of tissue. Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. The actual SAR level of an operating device can be below the maximum value because the device is designed to use only the power required to reach the network. That amount changes depending on a number of factors such as how close you are to a network base station.

The highest SAR value under the ICNIRP guidelines for use of the device at the ear is 0.70 W/kg.

Use of device accessories may result in different SAR values. SAR values may vary depending on national reporting and testing requirements and the network band. Additional SAR information may be provided under product information at [www.nokia.com](http://www.nokia.com).

Your mobile device is also designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA) and Industry Canada. These requirements set a SAR limit of 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported under this standard during product certification for use at the ear is 1.15 W/kg and when properly worn on the body is 1.18 W/kg.

## Copyright and other notices

### DECLARATION OF CONFORMITY

CE 0434 ⓘ

CE 0168 ⓘ

Nokia is transitioning between EU Notified Bodies and this product has been approved as complying with EU regulations with both Notified Bodies. Either of the CE marks shown may appear on the product during this transition period.

Hereby, NOKIA CORPORATION declares that this RM-809 product is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. A copy of the Declaration of Conformity can be found at <http://www.nokia.com/global/declaration>.

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#### FCC/INDUSTRY CANADA NOTICE

This device complies with part 15 of the FCC rules and Industry Canada licence-exempt RSS standard(s). 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. Your device may cause TV or radio interference (for example, when using a device in close proximity to receiving equipment). If you require assistance, contact your local service facility. Any changes or modifications not expressly approved by Nokia could void the user's authority to operate this equipment.

/Issue 1 EN

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