Locking and unlocking the device

▶ **Locking Your Device**

1. Tap **Start**, tap **Lock** *(left softkey)*.

▶ **Unlocking Your Device**

1. Tap and drag the onscreen *Lock button to either* the left or right of the screen to reveal the Today screen.

▶ **Manage Battery Life**

No matter how big your device's battery is, you'll want to get the most from it. Get tips here.

▶ **Make the battery last longer**

You can do several things to make the battery in your device last longer:

1. Adjust power-management settings to decrease screen brightness and also how long the backlight and screen displays stay on.
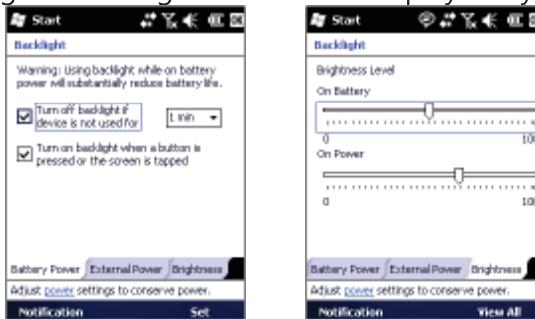
2. Synchronize your device with your computer less frequently (for example, once every hour or two, instead of once every five minutes).

3. Turn off Bluetooth (if available on your device).

Manage battery life

▶ **Change power-management settings**

You can use the Power screen to check the battery's remaining power and to adjust settings that extend battery life. For example, setting brief backlight and display time outs will extend battery life.

1. Tap **Start** > **Settings** > **System** tab > **Power**.

2. Tap the **Advanced** tab.

3. Select the check box for each condition where you want the device to turn off automatically. Then select the time interval.
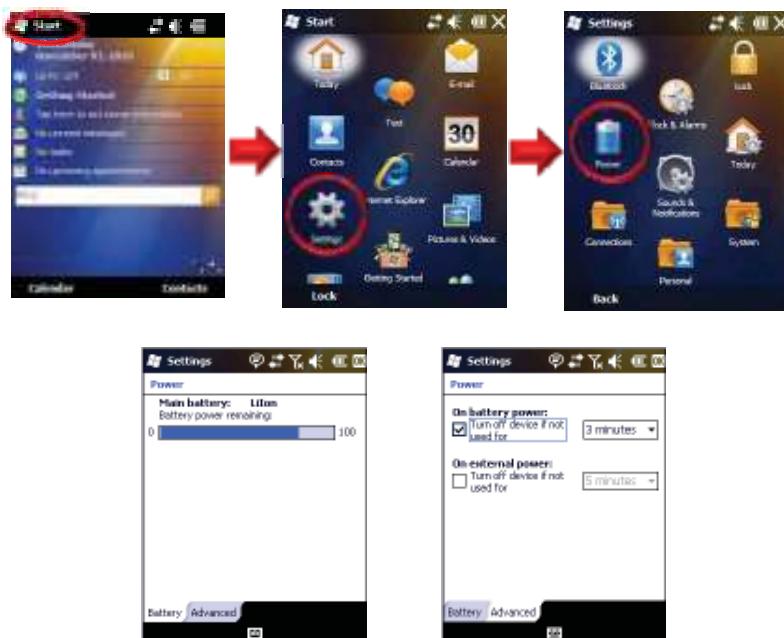
Ⅲ   Use File Explorer

1. Run and use the File Explorer

Ⅲ-1   Run and use the File Explorer

▶ Explore files and folders

You can browse the contents of folders on your device. The highest-level folder is named My Device and resembles the My Computer folder on a computer. The My Device folder contains the My Documents, Program Files, Temp, and Windows folders, among others.

1. Tap **Start** > **File Explorer** (you may need to scroll the page).

2. Tap the folder list (labeled **My Documents** by default) and tap the folder that you want to explore. To find the folder that you want, you may have to tap a folder from the folder list, or one listed in the main window.

3. Do any of the following:

   • To open an item, tap it.
   • To select multiple items, tap and drag.
   • To cut, copy, rename, delete, beam, or send an item as an e-mail attachment quickly, tap and hold the item, and then tap a command.

Note: *The contents of a folder can be sorted by name, date, size, or type by tapping the* *Sort By* *list. The default is to sort by name.*

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IV Terminal settings, how to optimize …

1. Background image

2. Brightness

3. Volume and Sounds

4. Screen

5.Bluetooth

6. RFID

7. Pictures and Videos

IV-1 Background Image

▶ **Select a background image for the Today screen**
You can add a favorite picture or other image to your device and use it as a background image for your Today screen display. Be aware that background pictures can make it harder to read text on the Today screen.

Note #1: When you use the camera to take a picture, you can tap **Menu** > **Set as Today Background**. When you do this, you can select the degree of transparency you want when the picture is used as a background image.

1. Tap **Start** > **Settings** > **Today**.

2. Select the **Use this picture as the background** check box and tap **Browse** to view a list of your picture files.
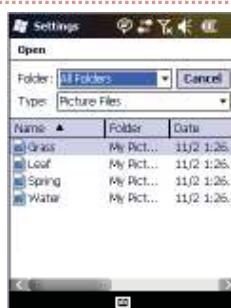
3. In **Folder**, select the folder that contains the picture you want to use.

4. In **Type**, select the file type of the picture.

5. Tap the file name of the picture you want to use.

6. Tap **OK**.

Note #2: *To revert to the default background, tap* **Start** *>* **Settings** *>* **Today**. *Under* **Select a theme for your device**, *tap* **Windows Default**. *Clear the* **Use this picture as the background** *check box, and then tap* **OK**.

Note #3: *When you use the camera to take a picture, you can tap* **Menu** *>* **Set as Today Background**. *When you do this, you can select the degree of transparency you want when the picture is used as a background image.*

Brightness

Adjust power-management settings to decrease screen brightness and also how long the backlight and screen displays stay on.

1. Tap **Start** > **Settings** > **System** > **Backlight**.

2. In the Battery Power and External Power Tabs, specify how long the backlight will stay on. Also specify if pressing a button or tapping the screen turns on the backlight.
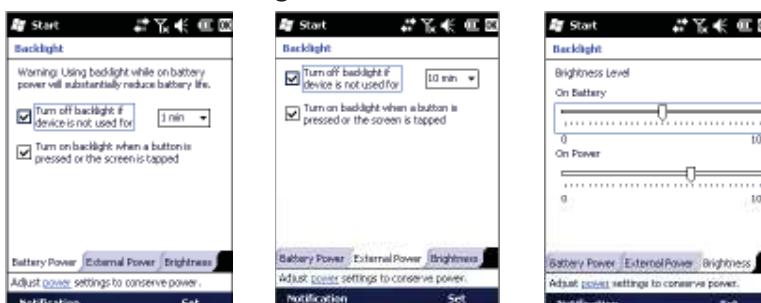
3. In the Brightness Tab, set the brightness level of the backlight when "On Battery" and on external power source ("On Power").

4. When you are done, tap on the [OK] button to accept/save the changes made on the window.

▶ **Set up sounds**

You can set up sounds on your device and associate them with events. These include reminders, new e-mail messages, new text messages, new voice messages, and warnings. Each event can have a distinctive sound to help you identify the event by its sound.

1. Tap **Start**, tap **Settings**, and then tap **Sounds & Notifications.**
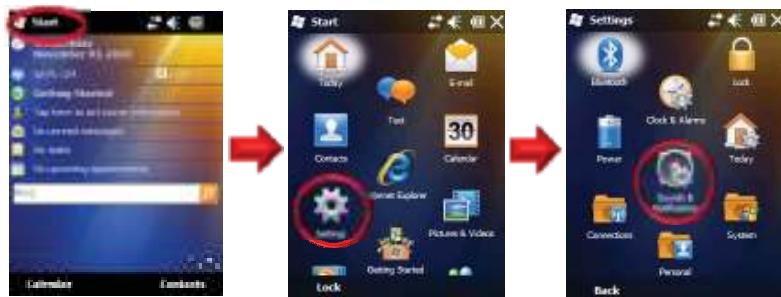
2. On the **Sounds** tab, select the check box for each type of item for which you want to enable a sound.

3. On the **Notifications** tab, in **Event**, tap an event name and select how you want to be notified by selecting the appropriate Ring Type and Tone.
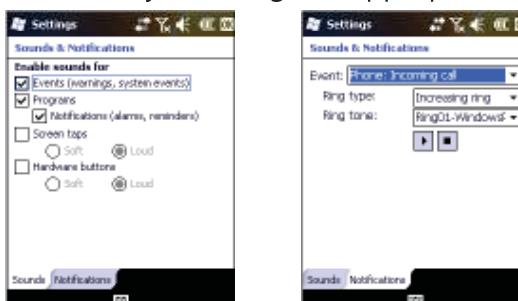
Note: *Turning off sounds helps to conserve battery power.*

▶ **Set up volume**

Tap the *Speaker On* icon ( ) to access the onscreen Volume slider and adjust the volume level.

If the screen do not respond to touches made on it or the touches are off-point, the touch screen is needed to be calibrated to set the touch points properly.

1. Tap **Start** > **Settings** > **System** > **Screen.**

2. Set/configure the touch points in the **General** Tab.

3. Tap on the **Align Screen** button to start calibrating the touch points.

4. Using the stylus pen, tap the target (   ) firmly and accurately at each location on the screen. The target will continue to move until the screen is aligned. When the target disappears, tap the screen once to complete the calibration process.

5. When you are done, tap on the **OK** button to accept/save the changes made on the window.

▶ **Bluetooth Connections**

You can connect your device to other Bluetooth-enabled accessories and devices, such as headsets, GPS devices, mobile phones, and computers. Bluetooth beams information, letting your device communicate with other devices.

▶ **Turn Bluetooth on or off**

If the wireless carrier enables Bluetooth on your device, you can establish a Bluetooth partnership with other Bluetooth-enabled devices and access other Bluetooth services.

After you turn it on, Bluetooth will be turned on every time that you turn on your device. If you want, you can turn off Bluetooth manually. After you turn it off, Bluetooth stays turned off until you turn it on again.

1. Tap **Start** > **Settings** > **Bluetooth**.

IV-5 Bluetooth

2. Tap the **Mode** tab.

3. Select or clear the **Turn on Bluetooth** check box.

4. Tap **OK**.

Note #1: When you turn your device on, it can detect other devices that use Bluetooth, but other devices will be unable to detect your device unless you have set your device to be visible to other devices.

Note #2: You can also turn Bluetooth on or off using **Wireless Manager**.

Bluetooth

▶ **Make your device visible to other devices**
If Bluetooth is enabled on your device and you turn it on, you can detect
and connect to other nearby Bluetooth-enabled devices and services. On
your device, you must set Bluetooth to visible to enable other Bluetooth
devices to detect it and to establish Bluetooth partnerships.

For improved security, leave your device set to invisible unless you are
establishing new partnerships, and turn off visibility after partnerships have
been established.

1. Tap **Start** > **Settings** > **Bluetooth**.

2. Tap the **Mode** tab.

3. Select the **Turn on Bluetooth** check box, and then select the **Make this
   device visible to other devices** check box.

4. Tap **OK**.

Note : If you no longer want your device to be visible, clear the ***Make this device
visible to other devices*** check box.

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Bluetooth

▶ **Set up a Bluetooth accessory**

You can use Bluetooth-enabled accessories such as headsets, stereo headsets, car kits, and Global Positioning System (GPS) devices with your device by creating a Bluetooth partnership between your device and the Bluetooth accessory.

1. Turn on your device and the accessory and position them within several feet of one another.

2. Tap **Start** > **Settings** > **Bluetooth**.

3. Tap the **Devices** tab.

4. Tap **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in a list.

5. Tap the name of the Bluetooth-enabled accessory, and then tap **Next**.

6. In the **Passcode** field, enter the passcode for the accessory. A passcode is a numbers-only password that helps to increase security. You can find the passcode in the manufacturer's documentation. Tap **Next**.

7. Tap **OK**.

▶ **Set up a Bluetooth partnership**

If the wireless carrier enables Bluetooth on your device, you can establish a Bluetooth partnership with other Bluetooth-enabled devices.

After you have created a Bluetooth partnership, the two devices will automatically reconnect when in range unless you turn off Bluetooth, move your device out of range, or delete the partnership.

1. Make sure both Bluetooth devices are set to **Visible** and are within range.

2. Tap **Start** > **Settings** > **Bluetooth**.

3. Tap the **Devices** tab.

4. Tap **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in a list.

5. Scroll to the device that you want to add and tap **Next.**

6. Enter a passcode if you want one and tap **Next**. A passcode is a numbers-only password that helps to increase security. The same passcode must be entered on the device accepting the partnership.

7. Enter the display name that you want, and then tap **Finish**.

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Bluetooth

▶ Accept a Bluetooth partnership

If the wireless carrier enables Bluetooth on your device, you can establish a Bluetooth partnership with other Bluetooth-enabled devices.

1. Make sure both Bluetooth devices are set to **Visible** and are within range.

2. When you are prompted to accept a Bluetooth partnership with another device, tap **Yes**.

3. When you are prompted, enter a passcode (a numbers-only password) if you want to use one, and then tap **Next**. Using a passcode helps improve security. If a passcode is required on the device requesting the partnership, you must both use the same passcode.

4. Enter a display name to identify the partner device, and then tap **Finish**.

▶ Delete a Bluetooth partnership

You can delete a Bluetooth partnership that you previously established with another Bluetooth-enabled device.

1. Tap **Start** > **Settings** > **Bluetooth**.

2. Tap the **Devices** tab.

3. Tap and hold the device partnership until you see a menu, and then tap **Delete**.

4. Tap **Yes** to confirm.

IV-5

Bluetooth

▶ **Rename a Bluetooth partnership**

If you have multiple Bluetooth partnerships on your device, you can give each partnership a unique name to identify it, such as My PC or Bob's Phone.

1. Tap **Start** > **Settings** > **Bluetooth**.

2. Scroll to the device that you want to rename, tap and hold the device name until you see a menu, and then tap **Edit**.

3. In the **Display Name** field, enter a new name for the device, and then tap **Save**.

4. Tap **OK**.

▶ **Run RFID**

To run the RFID, tap **Start** > **RFID**.
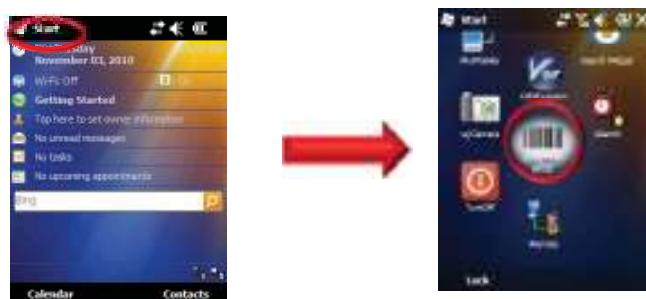
The RFID application will display the window below where scanned ID will be displayed.