Qtopia® GREENPHONE™

User Guide

Disclaimer

WARNING: This device's primary purpose is a mobile telephone application development platform and is not intended as a primary end-user mobile device. This device is not assured to be bug-free and should not be used in safety critical environments or where confidentiality needs to be preserved.

This device is provided "AS IS", without warranty, and Trolltech disclaims, to the extent permitted by law, all liability. For more information about the intended limitations of use of this device, refer to the *Device User License Agreement* that accompanies this device

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About This Guide

This guide explains how to use your Greenphone. Basic instructions are provided to get you started together with detailed explanation of the functions available on the Greenphone. Updated versions of this document are available for download from qtopia.net.

For Your Safety

	SWITCH ON SAFELY Do not switch the phone on when wireless phone use is prohibited or when it may cause interference or danger.
	ROAD SAFETY COMES FIRST Obey all local laws. Always keep your hands free to operate your vehicle while driving. Your first consideration while driving must be road safety.
	INTERFERENCE All wireless phones may be susceptible to interference, which could affect performance.
	SWITCH OFF IN HOSPITALS Follow any restrictions. Switch the phone off near medical equipment.
	SWITCH OFF IN AIRCRAFT Follow any restrictions. Wireless devices can cause interference to aircraft equipment.
	SWITCH OFF WHEN REFUELING Do not use the phone at a refuelling point. Do not use near fuel or chemicals.
	ACCESSORIES AND BATTERIES Use only approved accessories and batteries. Do not connect with incompatible products.
	BACKUP COPIES Remember to make backup copies or keep a record of important information stored in your phone.
	CONNECTING TO OTHER DEVICES When connecting to any other device, read its user guide for detailed safety instructions. Do not connect to incompatible devices.
	WATER RESISTANCE Your phone is not water resistant. Keep it dry at all times.
	QUALIFIED SERVICE Only qualified personnel may install or repair phone equipment. .

1. Phone at a Glance

USB Port

Phone Lock Key

Touchscreen

Earphone Jack

Fine Tuning Key

Volume Keys

Previous Song

Back Cover Latch

Stylus

Next Song

Camera Key

Memory Card Slot

Dial Key

Hang-up Key

OK Key

Left Soft Key

Right Soft Key
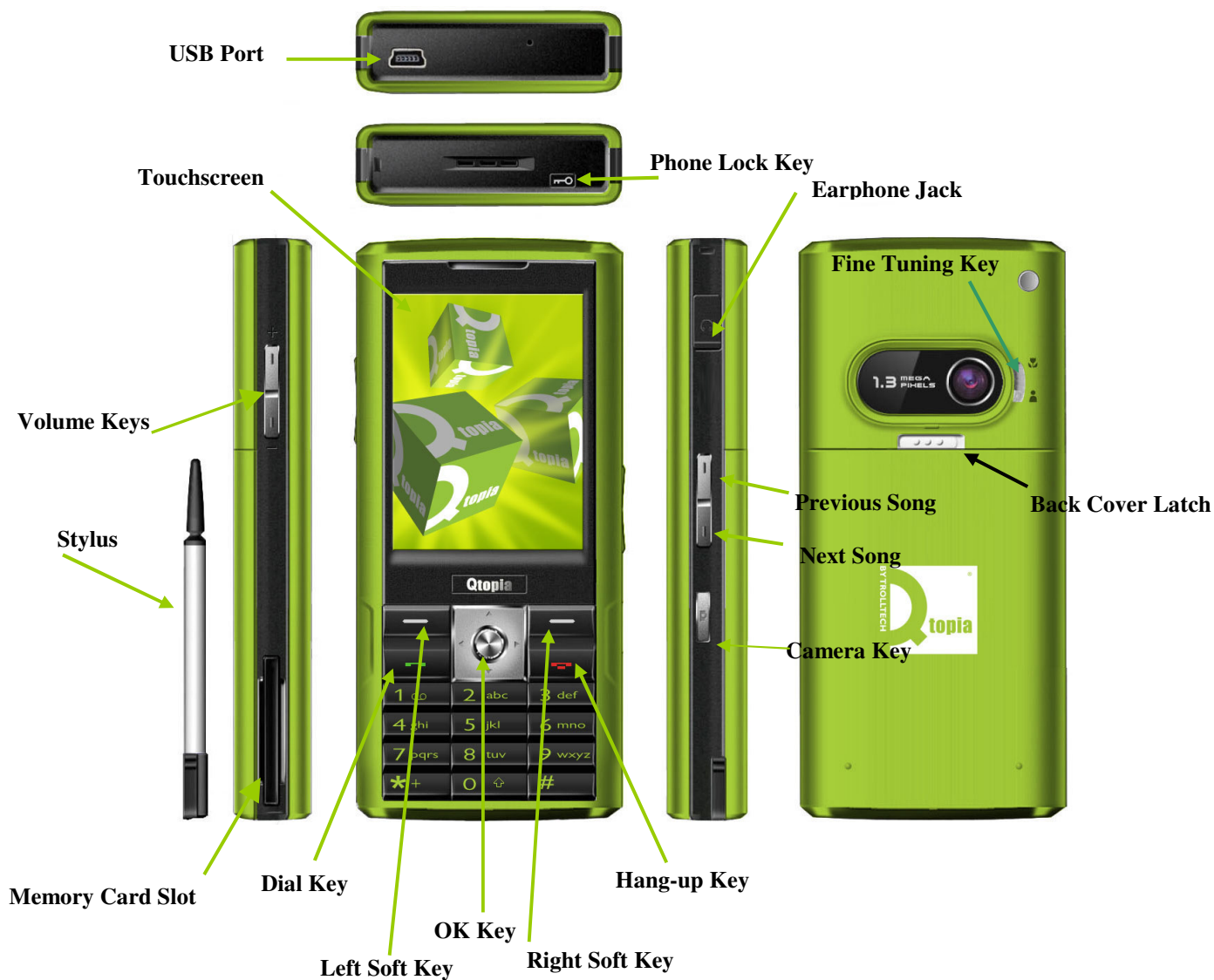
2. SIM Card and Battery

■ Installing/Uninstalling the Battery

1. Switch off the device and disconnect the charger before connecting the battery.

2. Place your phone face down as shown. Press the battery door latch of the phone and slide the cover rightward, then lift the parts with protuberances on both sides of the cover and lift the battery.
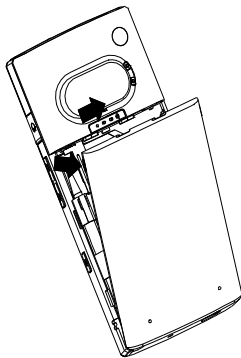
3. Point the metal side of the battery at the metal contact point in the battery holder as shown, and insert the battery into the battery holder. Slide the battery door until the battery clicks.
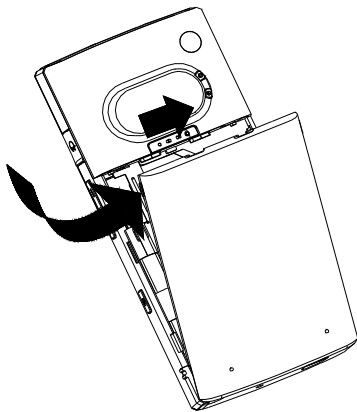
▪ Installing the SIM Card

The SIM card and its contacts may easily be damaged by scratches or bending, so you need to be careful when handling, inserting or removing the card and avoid exposure to static electricity. Your device may contain small parts so keep them out of reach of small children.

To install the SIM card:

1. Open the battery door and lift the battery off your phone.

2. Slide the SIM card into the SIM card holder with the metal face downwards, noting the orientation of the cut corner.

▪ Installing/Removing the Memory Card

1. Find the memory card slot on the side of the phone and insert the memory card into the fixed slot, positioning the metal magnetic strip as shown.
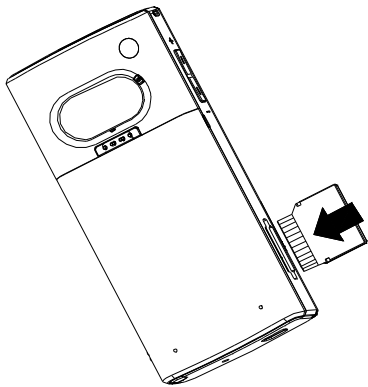
2. Find the memory card slot on the side of the phone and press the upper part of the memory card; the memory card will eject automatically.
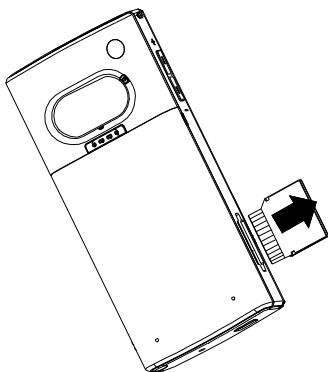
■   Charging the Battery

Before using your phone, you need to charge the battery as described below. Please charge the battery for 12 consecutive hours to ensure that the new battery is charged fully. Best performance of the battery is achieved after several charging and discharging processes.

1. Before using your phone, ensure the battery has been properly installed into the phone.

2. Plug the charger into the connector on bottom of the phone.

3. Plug the AC adaptor of the charger into appropriate electrical outlet.

Note:

1. If your phone is powered off while the battery is charging, the screen will display a charge animation.

2. If your phone is powered on, you can use your phone while the battery is charging.

3. Batteries that have been stored for a long time would, due to low battery charge, make the phone display a black screen when charging, and it will take up to several minutes for your phone to provide a visible indication that the battery is charging.

4. You may also charge your battery by connecting the phone to computer with a data cable, however this takes longer than AC charging.

■   Low battery warning

If the battery charge is low, your phone will indicate this information to you and you should charge your battery. If the battery charge is lower than the minimum limit, the phone will power off automatically.

When the battery charge is low, the back light of the screen may not shine when you tap the keypad and some functions of the phone may fail. You need charge the battery immediately if this occurs.

■   Battery cautions

Your battery should be protected from damage at all times. The following cautions apply:

- Use only batteries, data cables and chargers approved by Trolltech for use with this particular model. The use of any other type of data cable or charger may cause burns or damage to the battery.

- Do not expose the battery to, or charge the battery in, extremely high or extremely low temperatures as this will degrade the battery performance.

- To avoid dangers, never keep the battery or battery charger near a fire.

- Keep the battery box and battery charger in places where children can not reach.

- Keep the metal contact of the battery clean. Dirt on the metal contact will affect the charging of the battery.

Tip: By decreasing the volume and screen brightness, as well as shortening the lighting time of backlights of screen and keypad, you can increase the use time of your battery.

3. Maintenance and protection of your phone

The following recommendations are designed to protect your phone:

1. Keep your phone and all its accessories out of reach of children.

2. Keep your phone dry as rain, humid air or other types of moisture could cause corrosion of the phone circuits.

3. Do not store or use your phone in a dusty or dirty environment as this may damage phone components.

4. Do not store your phone in areas of high temperature as this may shorten the life of the electrical device, injure the battery and deform or melt some plastic components.

5. Do not store your phone in very low temperature. When the phone is moved from places of low temperature to normal temperature, condensation may form inside the phone and damage the circuit board.

6. Do not use strong chemicals or corrosive cleanser to clean your phone.

7. Do not color your phone with paints as these may affect the normal operation of the phone.

8. If your phone is wet, remove the battery. **Note:** no operations including switching the phone on/off should be performed as this may damage the main board of the phone.

4. Basic Operations

■ Switch the phone on or off

To switch your phone on:

- Press and hold [icon] for 2 seconds to turn the phone on. The phone will then display a welcome image and then screen saver.

- If necessary, enter your PIN code (**** will display when your PIN is entered).

- For more information about your PIN code, please refer to Section 6: *Phone Security*.

To switch your phone off:

- Press and hold [icon] for 2 seconds to turn the phone off, and the screen image will disappear.

■ How to make a phone call

Phone calls can be made directly, via speed dial or by dialing a contact as follows:

From the home screen:

1. **To dial**: enter the number then press ▬.

2. **To speed dial**: hold down the number button; for 2-digit speed dial, hold down the second digit number button.

3. **To dial a contact**: enter the first few letters of their first or last name, then highlight and Select the contact's number from the list.

■ How to answer a phone call

When you receive a call, your phone rings and/or vibrates and displays an incoming call message. To answer:

1. Press ▬ to answer the call.

2. Press ▬ to end the call.

■ During a call

During calls, the current calls and the elapsed time are shown for each. The following options are available from the menu ▤ when a call is in progress:

- **Hold:** puts the current caller on hold; you can make other calls with someone on hold.

- **Resume:** resumes a held call.

- **Swap:** takes one caller off hold and puts the other on hold.

- **End:** ends the call.

- **End all calls:** ends all calls, even those on hold.

- **Join:** creates a group call from those in progress.

- **Split:** makes the group call into one direct call and one on hold.

- **Transfer:** puts the caller on hold through to another caller.

5. Phone Menu

The main menu for Greenphone is iconized as shown in the figure below.

The header display indicates the application selected, in this case, the *Devtools* application, together with the current time and the battery indicator.
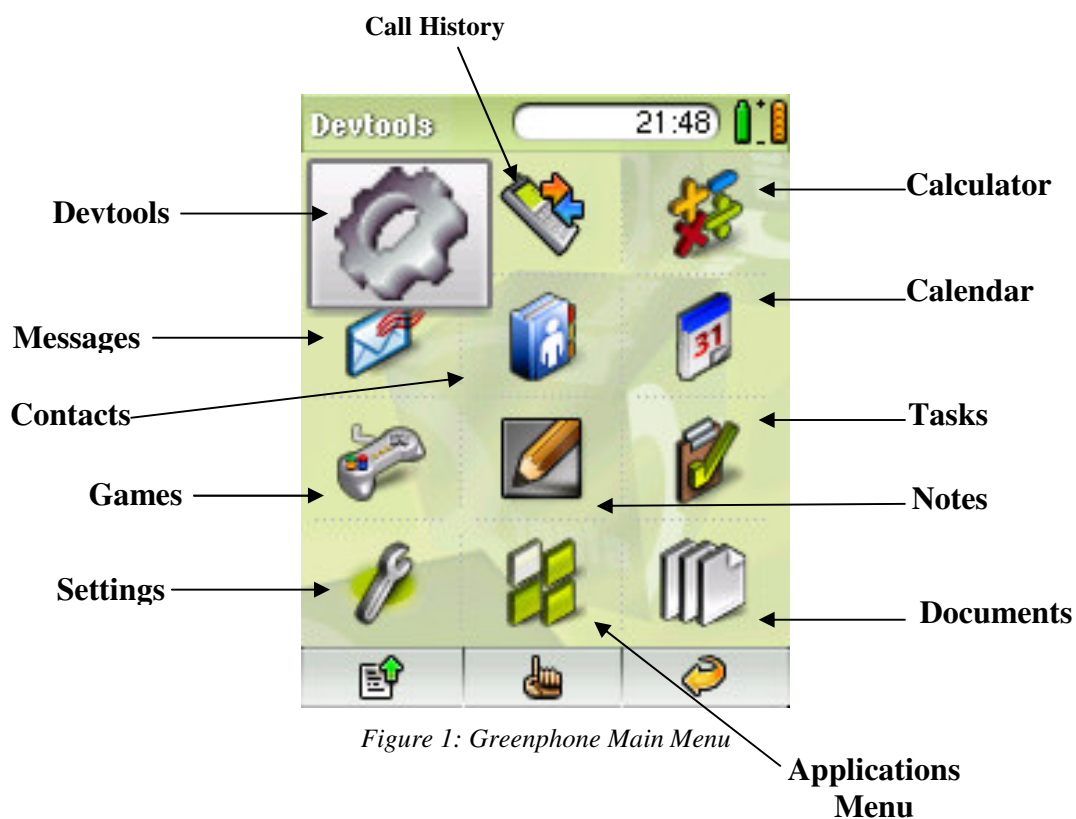

Figure 1: Greenphone Main Menu

6. Phone security

Your Qtopia® Greenphone™ can be secured in a number of different ways. The following sections describe the different mechanisms.

■   Setting your PIN

Your Greenphone can be protected by PIN numbers at two levels: the SIM card level and the phone device level. To change either of the locks you must know the PIN number. Your Greenphone generally has a default PIN of '0000'.

To change your PIN select the **Settings->Security** application.

1. Use ✛ to highlight the type of lock (SIM or Phone), then press 👆 to change it

2. Highlight **Locks** and select **Change**.

3. Enter your current PIN number then press 👆.

4. Enter your new PIN number when prompted, press 👆 to change it.

Figure 2: Security - PIN Change

■   Locking phone/SIM

Your Greenphone can be protected at both the SIM card level and the phone device level. To change either of the locks you must know the PIN number and follow these steps:

1. Use ✛ to highlight the type of lock (SIM or Phone), then press 👆 to change it

2. Highlight Change and select, enter pin number then press 👆.

3. Highlight Protection on and select to activate new lock.

You can also lock the display manually or use auto lock in association with power management. The auto lock is enabled from the **Display** tab **in Settings->Power Management**.

■ **Secure Synchronization**

Note: *Secure Synchronization is not available in the current release of Greenphone.*

1. Use the **Sync** tab to specify networks with which your phone can synchronize.

2. To choose another network address, highlight the current address and press 👆 to display the list.

3. To enter a new network address, highlight the current address and start typing the new address.

4. Full stops are created by repeatedly pressing the * button.

Figure 3: Secure Synchronization

■ **Auto-Lock Display**

This option is used to set when the phone should automatically return to the home screen and buttons be locked to prevent accidental and/or unauthorized use of the phone. It is enabled from the **Display** tab in **Settings-> Power Management**.

To set Auto key lock select from these options:

1. Disabled: to return to the home screen without locking the phone keys.

2. Enabled: to automatically lock the phone buttons.

3. Secure: to automatically lock the phone buttons. The phone can only be unlocked by entering the PIN code.

■ **Lock the keypad with Key Lock**

You can lock the keypad to prevent accidental key presses. To answer a call with Key Lock on, simply press Call. During the call all features function normally. When the call is ended or you reject a call, the keypad automatically relocks.

- To lock the keypad select 🔒 from the home screen and then select 🔒 Key Lock.

- To unlock the keypad, select 🔓 Key Lock.

Note: When the keypad is locked, calls may be possible to the official emergency number programmed into your phone. Enter the emergency number and press call.

7. Applications

Selecting **Applications** from the main menu displays the following menu which allows you to select an application to run. How to use each of these applications is described in detail in the sections below.
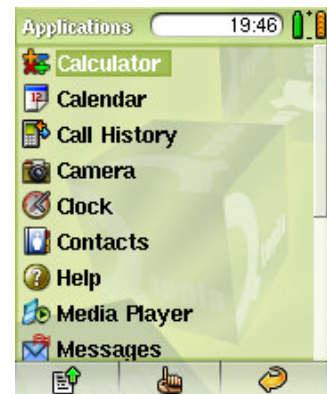
8. Contacts

Contacts is used to store and retrieve names, addresses, email addresses, phone numbers and other details for people you want to keep in contact with. The simplest use of Contacts to find and dial a contact is a follows:

- To find contact: enter the first few letters of the name.

- To dial a contact: highlight their number then select.

■ Add a contact

Press and select **New**. This displays the input record for the new contact.

Enter as much information as you wish (you can always add more later).

To store this contact's phone numbers on the SIM (rather than the phone itself), select the *Store on SIM* option from the menu.

■ View a contact

Highlight the contact you want to view in the list and press . This displays the detailed record. Use the menu or the toolbar to edit or delete the contact, or access other options.

■ Delete a contact

To Delete an existing Entry:

- View the contact to be deleted.

- Press and select **Delete** from the menu.

- Confirm the deletion by pressing **Yes**.

▪ Edit

Four information tabs are available for recording different contact details.

To enter information:

Use 🡄/🡆 buttons Press tabs to select General, Business, Home or Notes pages.

General:

- **Name:** shows on contact list.

- **Emails:** email address.

- **Business contact:** turn on to show company and title on this screen.

- **Cmpny:** company name.

- **Title:** job title.

Business: Cmpny, Title show same as on General page. Phone, Mobile, Fax, Pager also show same business numbers as set on General page.

Home: Phone, Mobile, Fax show same home numbers as set on General page.

Notes: use this to add free-text notes.

- **Photo:** shows on Contacts list and shows when this person calls you. To add or change a photo, highlight and select.

- **Ringtone:** will sound when this person calls.

- **Category:** used to group this to similar records.

▪ Send Contacts

Contact details can be sent from one device to another in different ways, ie. via SMS infra-red .

To Send a Contact Entry:

- Select the name of the contact to send.

- View the contact to send.

- Press 📝and select 📶 **Send** from the menu.

- Select the method to send the contact, ie. SMS infra-red .

An electronic Business Card can also be transmitted quickly and easily from one device to another using the Business Card feature.

▪ Message a contact

Messages can be created and addressed quickly from Contacts.

To Create and Address a Message:

- View the contact you want to message.

- Select the mobile phone(,) or email address () to message by highlighting it and pressing pressing it tapping it .

- When sending to a mobile phone you must select the message type ie. SMS or MMS.

- Complete and send the message.

This command can only be used with contacts that have a mobile phone or an email address.

▪ View Category

Use this menu option to display only the list of contacts in a specific category.

The default is to show all contacts in all categories.

▪ Set a Business Card

One entry in your contacts list can be set as an electronic business card, which can then be located quickly and sent to another device.

Set up a business card by putting your details into Contacts; then view your contact record and press and choose **Set as Business Card**.

Your business card will appear on the Contacts list with a .

Since only one business card can be set at any one time, when a new card is set the previous one is automatically dropped (it continues to exist as a contact).

▪ Add a Contact to Speed Dial

To add the number of a contact to speed dial, find and display the number on the screen.

Press and select **Add to Speed Dial...** from the menu.

▪ Finding and dialing Contacts

To Find a Contact:

- Enter the text you want to search for.

- Contacts matching the text are displayed in the list.

To dial a Contact:

- Highlight the required contact and select.

▪ Send All

Use to send a message to all contacts displayed when viewing a category.

View a category select *Send All* and then select the method to send the contacts, for example, infra-red.

9. Calculator

A basic four-function calculator is available with this device.

To enter a number: use number keys.

To apply a function:

1. + is ⬆
2. - is ⬇
3. / (divide) is ⬅
4. x (multiply) is ➡
5. decimal point is '*' or '.'
6. = is ✔.

To change between operators: use the # button.

To clear the calculation press: ✔ then press 0.

10. Calendar

The **Calendar** is used to store events and set reminders. The default view shows the current day in one hour intervals.

■ Calendar Categories

The **Categories** dialog allows you to place an event into a selection of categories.

Event categories are used to group similar events.

For example, you might categorize your events as Business or Personal.

Categories can only be edited from an application that uses categories. Default categories cannot be edited. The **Categories** dialog is as follows:

- Launch **Documents** by using ✚ and pressing ✋.

- Select a document and view it.

- Press 📋 and select **Properties**.

- Use ✚ to highlight the **Cat** field and press ✋, then select the **...** option.

- When the list of available categories is displayed, use ✚ to highlight the category to be edited.

- Press 📋 and select **Edit**.

- Press ✋ to open the field, then change the name of the category.

- Press ✔ to complete the field.

- Use ✚ and ✋ to tick/untick the **Global** check-box.

- Press ↩ to save and exit.

- Unless your are going to use the new category immediately, press ↩ again and exit **Documents**.

■ Calendar Settings

Use the Calendar Settings to change the display start time for the calendar day and to set your alarm preferences for events.

Day starts at: first blank time slot to display; events set for an earlier time will still show.

Alarm Settings: to set an alarm for every event entered, select this and set number of minutes for alarm to go off before every event. You can still set different alarms for individual events.

■ Calendar Views

To switch between calendar views:

Press ▤ and select one of the following from the menu:

▣ **Today**

▦ **Month**

To go directly to today's date in any view, press ▤ and select ▣ **Today** from the menu.

Day View

Shows one day's events. All-day events are shown at the top, others against the times on the left.

To edit, beam or delete event: use ⬆/⬇ to highlight event, then 🔍 to view event. Use ▤ to pick action.

To see a different day:

- use ⬅/➡ to see next/previous day
- use 1 and 3 to move a week at a time.
- use 4 and 6 to move a month at a time.
- use 7 and 9 to move a year at a time.
- to get back to today, press 5.

To switch to Month view: use the * button or press ▤ and select Month.

Event icons: 🔔 means an alarm is set for this event; ↻ means a repeating event; 🌐 means this event is tied to a particular time zone.

Month View

Shows a whole month - events show as colored squares, all-day events show as a shaded day, multi-day events show as a line.

To see a day in detail: use ✚ to highlight day, then press 👆 or the * key.

To see a different day:

- use ⬅/➡ to see next/previous day.
- use buttons 1/⬆ and 3/⬇ to move a week at a time.
- use buttons 4 and 6 to move a month at a time.
- use buttons 7 and 9 to move a year at a time.
- to get back to today, press 5.

To change the start day for the week: use **Date/Time** in **Settings**.

Event View

Shows an event.

To edit / beam / delete: use 🖼️

To select a link: click the link or scroll with 🔼/🔽 and press ✋ to activate the link.

■   **Add Event**

To add an event to your calendar:

- Launch **Calendar** and press 🖼️ then select **New** from the menu.
- Use ✚ and ✋ to open fields and the keypad to enter text or select from the drop-down list.
- Press ✅ to complete a field.
- Press 🔄 to save the new event and exit Event.

Note: Unless specified, an event is allocated 1 hour in your calendar.

■   **Add/Edit Event**

To add an event to your calendar or edit an existing event:

- Launch **Calendar** and press 🖼️then select **New** from the menu.
- Use ✚ and ✋ to open fields and the keypad to enter text or select from the drop-down list.
- Press ✅ to complete a field.
- Press 🔄 to save the new event and exit.

Unless specified an event is allocated 1 hour in your calendar.

The fields are:

Description: description shown for the event.

Location: where the event is.

All day: tick if the event covers the whole day.

Start, End: first and last day of event.

TimeZone: time zone where event takes place.

Alarm: set to alarm type, and enter number of minutes before event that alarm should go off; you can't set an alarm for an all-day event.

Repeat: make event repeat automatically.

EndDate: if event repeats, set when it stops; set to None for endless repeat.

Category: the categories this event belongs to.

■ Event Alarm

Event Alarms are used to remind you of upcoming events. They can be Silent (a message box will appear when the alarm is activated) or Audible (a bell will sound).

To set a reminder for an event:

- Select either **Silent Alarm** or **Audible Alarm** from the alarm drop-down list.

- Enter the number of minutes before the event that you want the alarm to be activated.

■ Repeat Event

Repeating events can recur **Every Day**, **Every Week**, **Every Year**. Select the appropriate frequency from the **Repeat** list.

To set an event to repeat at another interval, e.g. every 2 weeks, select **Other...**, then specify how the event should repeat. Repeating events can continue forever, or you can specify an **End Date**.

Day: repeat every day, or every 2, 3, etc days - including weekends.

Week: repeat every week on the same day(s).

Month: repeat every month, or every 2, 3, etc months.

Year: repeat each year, or every 2, 3, etc years.

■ Purge Event

To delete old events select **Purge Events** from the menu.

Select the date to start deleting from and press ok.

You will be notified how many events will be deleted.

Purged events cannot be recovered unless you have a backup.

■ New Event Times

The start time and end time of events are automatically set but can be edited.

To indicate that an event lasts all day:

- Tick the **All day** tick box.

To set the event's time zone:

- Use the **time zone** drop-down box, then select a time zone.

- If the time zone required is not shown use 🌐 to add it to the list.

- Press ✏ to add the event or ❌ to cancel.

11. Call History

Call history is invoked by pressing ⌷ from the home screen and displays the last 50 calls. If a number is in **Contact**s then the icon shows its type (home, mobile, etc).

Use ⮕ to display:

- ⮕ outgoing calls

- ⮕ incoming calls

- ⮕ missed calls.

Highlight and select a call to view more details of its history. *View Call* History displays details of a particular call, including the time and date when it was dialed, when it ended as well as its total duration. *Related calls* displays calls to or from the same contact or number.

12. Camera

Takes photos. The photos you take are placed in **Documents** in the Camera category, and you can add them to **Contacts** or use them as background images.

To take a photo: select **Take Photo**; the last 5 photos you have taken show in the boxes along the bottom of the screen.

To see more detail: select a photo.

Press ↩ to return to the camera.

Note: The **Camera** application is currently not functioning. *Figure 4* shows the display when **Camera** is selected.

Figure 4: Camera Application

13. Clock

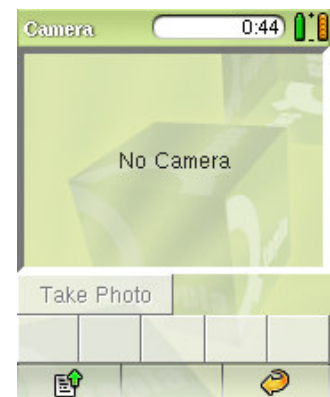The **Clock** displays the current local time in both an enlarged analog and a digital format including the current day and date at the bottom of the display.

Use to switch to the stopwatch or alarm clock.

- Alarm Clock
- Stopwatch
- Setting the Date & Time

■ Alarm Clock

Press to switch to clock or alarm mode.

To set the alarm:

- Check the **Enabled** box to enable the daily alarm.
- Set the time the alarm is to be activated.
- Select the days of the week on which the alarm is to be activated.

■ Stopwatch

Top display shows total time.

Number above Start/Stop shows current lap number.

Split shows end time for this lap, Lap shows duration of this lap.

Press * button to start/stop timer.

Press # button to mark lap time, or to reset.

When stopped, use / to change lap number.

■ Setting the Date & Time

The **Date/Time** application is used to set the local time zone, and the current time and date for your device.

TZ: set the current time zone.

Time, Date: set the current local time and date.

Time format: choose either 12-hour (1 pm) or 24-hour (13:00) time format.

Week starts: start day for the weeks in the Calendar month view.

Date format: check Date display on this screen to see effect.

14. Documents

Documents such as Video and Audio clips, Notes, Pictures and Voice Notes can be created and/or viewed with various applications installed on your Qtopia device.

To view your documents:

- Use ✚ to focus on press ⬜ and press 👆 to launch **Documents**.

To open a document with the application used to create it:

- Use ✚ to and 👆 to select the document.

■ Changing Properties

The properties screen displays information about a selected document, e.g. its name, location, type, and the categories it belongs to. The properties screen also provides buttons to Copy, Delete or Beam the document.

To view a document's properties:

- Use ✚ to highlight the document.

- Press 📋 and select **Properties** from the menu.

- Navigate the fields by using ✚ and 👆 to open the fields to editing.

■ Show Documents by Type

To show only text documents:

- Tap the **Show Documents by Type** drop-down list, then **Text**.

- A list of all text documents will be displayed.

To show all document types:

- Tap the **Show Documents by Type** drop-down list, then **All types**.

- A list of all documents will be displayed.

■ Show Documents by Category

Documents can be categorized to make finding them easier.

Use the **Categories** drop-down list in the bottom right corner of the screen to view documents.

Documents assigned to a category:

- Press ▤ and select **View Category** from the menu.

- Use ✛ to highlight the category and press 👆 to limit the list of documents to only those with that category.

- Press 🥐 to exit.

15. <u>Games</u> 🎮

Use the ✛ buttons to highlight, then press 👆.

■ Fifteen Pieces 🔳

Objective: Slide the pieces around until they're in order from left to right, top to bottom.

Use ✛ to move the pieces until they are in the correct order.

Press ▤ for options:

Shuffle - randomize the pieces.

Reset Pieces - reset the pieces.

Load Image - use your own image.

Delete Image - remove the image.

Show Numbers - display numbers over your image.

■ Mine Hunt 🗺

Objective: quickly mark all the squares that don't contain mines.

Use ✛ to move the highlight, then press the 👆 button to discover if there is a mine under the tile. The numbers show how many mines are under the eight surrounding tiles. It's up to you to guess where.

Mine hunt can be played at beginner or advanced level.

- **Snake**

Objective: make the snake grow longer by eating mice and avoiding obstacles.

Press 👆 to start or to pause the game.

Use the ✚ buttons to change direction.

Try to 'eat' the white mice without hitting the walls.

Every time the snake eats a mouse it will grow longer and will move a little faster.

16. Mediaplayer

Note: Mediaplayer is not available for the current release of Greenphone.

17. Messages

The **Messages** application allows you to send and receive messages on your phone.

There are four different types of messages that can be sent/received using Qtopia:

1. **Email** - electronic mail - used to send text messages to email recipients (including computers and other communications devices).

2. **SMS** - Short Message Service - a service for sending messages of up to 160 characters to other mobile phones using GSM communication.

3. **MMS** - Multimedia Messaging Service - based on SMS it allows you to send and receive messages that include images, audio, and video clips in addition to text. Qtopia's MMS uses SMIL (Synchronized Multimedia Integration Language).

4. **EMS** - Enhanced Messaging Service - used to send and receive ring tones and emotive icons, as well as combinations of simple media to and from EMS-compliant handsets.

Email addresses and URLs in mail messages are displayed in blue and underlined. Selecting an email address will give you an option of either composing a message or adding the address to your **Contacts.**

■ Reading Messages

Press 🔽 to read a message.

To retrieve email messages for all accounts:

1. Press 🖹 and select *Get all mail* from the menu.

2. The messages will be received into your Inbox.

3. To view the contents of your Inbox:

    - Select the **Inbox**, then the **Messages** tab.

    - Read email is shown in black, unread email is shown in blue. Email that has not yet been downloaded is shown in red.

    - Select an email to view it using the **Reading mail** dialog.

    - Use **Previous** or **Next** to view other messages in the current folder.

See also: **Status Flags**.

■ Responding to Messages

1. To reply to sender: press 🖹 then choose *Reply*.

2. To reply to sender, and all other recipients: press 🖹 and choose *Reply All*.

3. To send this message to another person: press 🖹 and choose *Forward*.

4. To send a message to the sender or recipient: highlight an email address or phone number, and press 👆.

■ Writing Messages

Writing a message from the **Messages** application requires you to provide information on a number of display pages, using ➡ to move through each of the pages.

To create a message using the **Messages** application first press 🖹 and select *New*.

Select the type of message you wish to send, one of:

1. Text Message

2. Multimedia Message

3. Email.

Enter your message and then press ✔ to confirm.

Next press ➡ to move to the next page and complete the information required, continue moving through the pages until all the message information is complete.

To delete the message press 🖹 select *Cancel* from the menu.

To store the message to work on it later, 🖹select *Store in drafts* from the menu.

Note: For further information see sections on **Addressing Messages** and **Message Attachments**.

Message Attachments

1. Press ⬛ and select *Attachments*. The **Attachments** screen will display and will be blank unless an attachment has already been added.

2. Press ⬛ and select *Add Attachment*.

3. Select the document to be attached by moving through the list using ✛ and pressing 👆 to attach a document.

4. When all required attachments are shown on the screen, press ⬑ to return to the body of the message.

5. When message is complete, press 👆 and then ➡.

6. Enter the address details.

7. Press ✉ to send the message.

Addressing Messages

Enter one or more email addresses into the message addressing fields. The available fields are:

1. *To* - enter the addresses of recipients to receive the message.

2. *CC* - enter the addresses of recipients to receive courtesy copies.

3. *BCC* - enter the addresses of recipients to receive blind courtesy copies.

To address a message to multiple recipients, enter all the required email addresses on the appropriate address lines, separated by a comma.

If the CC or BCC fields are not displayed:

- Select Fields, then CC field or BCC field as appropriate.

Status Flags

All mail has an associated status as follows:

- 🔹 Normal mail messages.

- 🔹 Unread mail messages.

- 🔹 Messages still to download from server.

- 🔹 Messages still to be sent.

- 🔺 Composed messages that are incomplete and waiting to be sent.

- **Create New Account**

Before you can use messages you must have a network connection and you must set up your account. You would normally only need to do this once. **Note:** You can setup as many accounts as required.

- Press 📑 and select *Account Settings* from the menu.

- Highlight and select the type of message account using ✚ and 🖐 OR   press 📑 and select *Add account* from the menu.

- Enter the account details into the fields on the tabs.

- To configure the synchronization settings for the individual mailboxes on the server press the '...' button. If you have not yet connected to the server this button will not be enabled.

- When you have finished configuring your account. Press ✅ to confirm and save your settings or ❌ to cancel.

- **Incoming Email Account**

For your incoming mail to be correctly processed you must enter the details for the **Incoming Account**. Select Account Settings... and select either Add account... or an existing account from the drop-down list.

You must also enter the:

1. *Type*: POP or IMAP (check with your ISP as to which account type you have if you are unsure). If this account is used only for synchronizing with the desktop choose Synchronized.

2. *Username*: for this account.

3. *Password*: to access the account.

4. *Serve*r: name provided by your ISP.

5. *Port*: usually 110 for POP and 143 for IMAP.

6. *Delete mail*: turn on to delete mail from the server or PC once it is in your phone.

7. *Skip larger*: turn on to leave large messages on the server and save on download time; set largest message size in K.

These will default and you would not normally need to change them.

You must now set up your Outgoing Account and complete the Server Settings.

See also: POP & IMAP Settings.

■ Outgoing Email Account

For your outgoing mail to be correctly processed you must enter the details for the Outgoing Account. Select Account Settings and select either Add account... or an existing account from the drop-down list.

1. Acct: account name to show in the list of mailboxes on your phone.

2. Name: the name to show on your outgoing emails.

3. Email: the email address for your outgoing emails.

4. Server: IP address of server (provided by your ISP).

5. Port: default value is 25.

6. Signature: select to append a signature to your outgoing emails.

   - Select *Set* to create a signature.

   - Default mail server check this box to make this your default outgoing mail account.

Note: If you have not already done so, set up the **Incoming Account**.

■ MMS Account

Before you can use MMS you must set up your account using these steps:

1. Press 🖻 then select **Account Settings** from the menu.

2. Select **MMS** from the list.

3. Enter your account details.

4. Press 🔄 to save and exit.

You must now complete all the information fields accessed via the following three tabs:

1. Server tab:

   - *Server*: the URL of your mail server.

   - *Gateway*: the address of your WAP gateway.

2. Send tab:

   - *Expiry*: how long the message should remain on the server before it is removed.

   - *Visibility*: set if your address/phone number should be visible to the recipient.

3. Received tab:

   - *Allow delivery reports*: set if you want to allow a receipt to be sent indicating that you have viewed the message (if the sender has requested one). Keep in mind that you will be paying to send the receipt.

▪ Symbol Picker

The Symbol Picker is used to insert symbols into notes and messages, including **Contacts**, **Email**, and **Tasks**.

To view the selection of symbols, press and hold **∗** button, then highlight the desired symbol and select and insert it into the message.

▪ POP and IMAP Settings

POP and IMAP settings may be for either POP or IMAP or for both.

The following two settings are valid for both POP and IMAP settings:

1. *Delete mail*: if ticked, retrieved messages will be deleted from the server when they are deleted from the Trash folder.

2. *Skip large e-mails*: if ticked, large e-mails will be left on the server. You can retrieve the large messages by choosing Get this mail from the Retrieve mail dialog.

The following is a POP only setting:

1. *Synchronize with server*: most users should have this option ticked. When ticked the email client remembers the list of mail on the POP server.

The following is an IMAP only setting:

1. *Base folder*: if your mail folder is not your root folder you can set the base folder here (e.g. Inbox).

See also: **Internet**.

▪ Message Search

The message search feature can be used to search for messages of a specific type or those containing specific text.

Press 📑 and select Search from the menu.

The following search options are available:

1. *In, Flag*: defines which mailboxes, and what type of messages.

2. *From, To, Subj, Body*: defines the text to look for in *From* or *To* fields, *Subject* or *Body* of text.

3. *After, Before*: turn on and limit search by date.

18. Notes

Notes are short pieces of text that you can edit and attach to emails. The application can be used to add, edit, and delete notes. Once open it displays a list of available files.

Add Notes

To add a Note:

- Press and select **New** from the menu.
- Use the keypad to enter the text.
- Press to save the task and exit.

Edit Notes

To edit an existing Note:

- Use to highlight the note title and press to display the note.
- Use to position the cursor and to backspace and delete the text, then use the keypad to enter new text.
- Press to accept new text.
- Press to save the task and exit.

Delete Notes

To delete a note:

- Highlight the note you want to delete.
- Press and select .
- Press **Yes** to confirm the deletion.

19. **Pictures**

This image tool allows you to view, edit, delete, and beam pictures.

To view an image: tap the image OR highlight the image and press .

To edit an image: select the image. Press and select .

To delete an image: select the image. Press and select .

To beam an image: select the image. Press and select .

To edit image properties: select the image. Press and select . For more on properties refer to Picture Properties.

To view a slide show: highlight the first image for the slide show. Press and select . For more on slide shows refer to Picture Slide Show.

- ## Picture Slide Show

You can adjust the display options before starting the slide show.

Slide length: adjust this to change the duration of each slide.

Display names: tick this to display the name of the image during the slide show.

Loop through: tick this to restart once the slide show reaches the last image.

Note: The slide show begins from the highlighted image. If looping will it will restart from the very beginning (not from the highlighted image).

Press to exit the slide show once it has started.

- ## Picture Properties

The following properties are available for images:

Name: title to show with picture.

Loc: storage location of file.

Cat: used to group like pictures.

Type: indicates file format (read-only).

■ Picture Edit

Press ⊞ to access various image operations.

When editing an image you can adjust the brightness, rotation and dimensions of the image. You can also adjust how the image is viewed.

When you have finished you can discard the changes, save the image to a new file or overwrite the original image..

■ Picture Brightness

You can make the image lighter or darker with this operation.

To adjust brightness: Press ⊞ and select 🌈. Use ✚ to control the slide bar.
Press 🪃 when you have finished.

■ Picture rotate

You can rotate the image with this operation.

To rotate: Press ⊞ and select 🔄.

You can continue to rotate until you have achieved the desired orientation.

■ Picture Cropping

You can trim the image with this operation.

To crop: Press ⊞ and select ✂. Use ✚ `to position the rectangle over the area you want to keep.`
`To resize the rectangle``: Press 🗖 and use ✚ to adjust the size. You can switch between moving and resizing by pressing ✥ and 🗗.`
`To crop``: Press 🖐.`
`To cancel``: Press ❌.`

■ Picture View

You can change how the image is viewed with these operations.

To zoom in and out: press ⊞ and select 🔍. Use ✚ to control the slide-bar.
Press 🪃 when you have finished. If the image is too large to fit on screen the navigator will appear.

To use full screen: press ⊞ and select 🖼. Press 🪃 to exit from full screen.

- **Picture Navigator**

The navigator is only available when the image is too large to fit on the screen. It appears in the bottom right corner.

The navigator consists of two rectangles. The larger dotted one represents the image. The smaller clear one represents the screen. Use ✛ to move the screen around the image.

Some operations will hide the navigator and return it when completed.

- **Saving Changes**

To save the changes: press 🖱 when you have finished editing.

If you select not to overwrite the image a copy of the original image will be created with changes applied.

To discard the changes: select ❌ from the menu.

20. Security 🔒

The **Security** application is described in detail earlier in this document in Section 6: *Phone Security*.

21. SIM Applications 📇

The SIM Applications application displays any extra applications that have been installed and makes them available.

22. System Information ℹ️

This application presents a set of tabs, each containing information about the current system-related status of your device. The tabs are as follows:

Version: number of Qtopia on your device.

Storage: used and available space on the hard disk.

Memory: free and used amounts of memory.

Data: provides a detailed breakdown of the memory being used.

Security: the state of the safe execution environment.

23. Tasks

Tasks is used to create and maintain a list of prioritized tasks. You can add, edit, delete, view and beam tasks.

 shows a check mark if the task has been completed.

! shows task priority (1 is highest priority).

Description: title of the task.

To view or edit a task: highlight and select a task, to edit choose Edit from the menu.

To add a task: choose New from the menu.

To quickly edit the priority or description of a task, select it.

◼ **View Task**

To view a list of all the tasks, simply open the **Tasks** application.

View Tasks by Category:

- Press and select **View Category...** from the menu.

- In the list of categories use ✛ and to select the category.

- The next time you launch **Tasks** all categories will be displayed.

◼ **Add Task**

To add a new task:

- Launch the **Tasks** application.

- Press and select **New** from the menu.

- Fill in the Task fields. Use ✛ and to select a field and the keypad to enter the text.

- Add any free text notes on the **Notes** tab.

- Press to save the task and return to the **Tasks** application list view.

Edit Task

To edit an existing task:

- Use ✛ to highlight the Description and press 🔍 to display the task.
- Press 📝 and select **Edit** from the menu.
- Use ✛ to and 👆 to select a field.
- Use ⌫ to backspace and delete the text, then use the keypad to enter new text.
- For fields with a list of options, simply select another.
- Press ✔ to accept new text in a field or use ✛ to move to the next.
- Press ↩ to save the task and exit.

To mark a task complete:

- Use ✛ to highlight the check-box.
- Press 👆 to place a tick in the box.
- To add completion notes, highlight the Description and press 🔍 to display the task.
- Press 📝 and select **Edit** from the menu.
- Use ✛ and 👆 to open the **Notes** tab.
- Use the keypad to add the completion notes.
- Press ↩ to save the task and exit.

Delete Task

To delete a task:

- Highlight the Description of the task and press 🔍 to view the task.
- Press 🗑 and select **Delete** from the menu.

Beam Task

To Beam a task:

- Highlight the Description of the task and press 🔍 to view the task.
- Press 📝 and select **Beam** from the menu.

24. Voice Notes

Voice Notes allows you to make sound recordings, such as voice memos.

To start recording: select **New**, then 🔴.

To stop recording: press ⬜.

To play back: select a recording from the list.

To delete: choose **Delete** from the menu.

To change settings: select **New**, then **Settings** from the menu.

Voice notes are stored in **Documents** in the Recording category and can be played back using the **Music** application or by selecting a recording in the Documents list.

■   **Voice Notes Quality**

Sets the quality of recordings. Lower quality takes up less phone memory.

Sample rate: sound quality

Format: file format.

25. World Time

The **World Time** application shows the time in up to six different preset cities of your choice. You can also view the time anywhere in the world by using the world map.

Use ⬆/⬇ to highlight either the map or the list of cities.

Map: press 🖐 to activate the map, then the ✚ buttons to find a city.

To make the map bigger, highlight 🔍 on the map and press 🖐.

List: shows cities recently selected from the map.

Current date and time in the selected time zone is displayed at the bottom of the screen.

■   **Time Zone**

You can change your current time zone in **Settings - Date/Time**

When you change the time zone, calendar event times also automatically change, so they always appear at the correct local time.

You can set a different time zone for each calendar event. If you set the time zone for an event to **None** it will not change as you change time zones.

Preset Cities

The preset cities are displayed below the world map and also in the **Time Zone** drop-down list on the **Set Date / Time** screen.

To change a preset city:

- Select the city you want to change from the drop down box

- Press and drag the stylus over the map until the city you want appears, then release the stylus.

- The new city you have selected will be shown below the map.

World Map

The **World Time Map** casts a shadow across those parts of the world currently experiencing night time.

To zoom in an out on the map:

- Press ✚ to highlight the ⬚.

- Press ✋ to zoom.

26. Settings

Selecting the **Settings** application displays a menu which allows you to select phone settings to customize. Each of the customizable settings is described in detail below.

▪ Appearance

Use to change Qtopia's visual appearance including:

- : change the look of home screen and top and bottom bars.

- : choose a color scheme.

- : adjust text size.

- : choose background picture from **Your images** or **Wallpapers**.

Add to profile - Add the current state to a profile so that this state can be applied when the profile is activated.

Text menu bar - Display text instead of icons on the context bar at the bottom of the screen.

The changes will appear when you exit this screen.

▪ Beaming

Beaming settings are discussed in the main **Section 8: Beaming** in this document.

▪ Bluetooth

The Bluetooth Settings application is used to access and control the functionality of your Bluetooth enabled device. You can control the power state, visibility, pairings of your Bluetooth device and also perform some common tasks using this utility.

To use the application, select the appropriate choice from a list. A new GUI page will be opened with additional options.

▪ Device Options

You can control the power state of the Bluetooth device here. The Bluetooth device can be turned on or off. If the Bluetooth device is turned off, it is not consuming any battery power. However, no Bluetooth functionality is available.

To turn on:

- Select the **On** button

To turn on:

- Select the **Off** button

▪ Visibility Options

You can control the visibility of your Bluetooth enabled device while it is on. If the device is in discoverable mode, then all other Bluetooth devices in the immediate vicinity can detect your device, and attempt to pair, inquire about services, and otherwise attempt to use services provided by your device. Setting the device to not discoverable will ensure that only devices which have previously known of your device's existence can communicate with your device.

To enable discoverable mode:

- Select the **Show Device** button

To turn discoverable mode off:

- Select the **Hide Device** button

▪ Device Information

On this page you can view basic information about your device, namely the manufacturer and the Bluetooth protocol version the device supports. You can also change the Bluetooth name of your device. This name is used to help identify your device to other users who might wish to communicate with you over Bluetooth.

To change the name:

- Simply type in a new name in the **Name** field and press the OK button.

▪ Local Services

Here you can learn which services are offered by your Bluetooth device.

▪ Remote Devices

Here you can discover all Bluetooth compatible devices in the near vicinity. Before you can communicate with another Bluetooth device, you will first need to discover it. If you plan to communicate with the remote device, you will also need to pair the remote device.

When you first enter this screen, a scan of all remote devices is started automatically. Once the scan has finished, the list will contain all the devices which have been discovered in the vicinity. For each discovered device the name of the device and whether it is paired to your device are displayed. The pairing is indicated by the 🖼️icon.

To view services on the remote device:

- First press enter to navigate to the list, and highlight the device you wish to examine. Make sure that you are selecting the first column. Press the OK button. The services which are provided on the remote device will be shown on the screen that appears.

To pair a remote device:

- First press enter to navigate to the list, and highlight the device you wish to pair. Navigate to the second column, and select the checkbox button. This starts the pairing process. A new dialog will appear which will ask you to enter a pin. The pin can be alphanumeric, but some devices will only support numeric pins. You will need to enter the same number on the device you're trying to pair to. For instructions on how to enter the pin on the remote device, please follow the manufacturer instructions for the remote device.

To send a business card:

- First press enter to navigate to the list, and highlight the device you wish to communicate with. Select the Send Business Card option from the context menu.

To send a file:

- First press enter to navigate to the list, and highlight the device you wish to communicate with. Make sure that you are selecting the first column. Select the Send File option from the context menu. A dialog prompting will appear which will prompt you for the file to send.

Remote Services

Here you can learn which services are offered by the remote Bluetooth device.

Call Forwarding

Sets when and how calls to this phone are forwarded.

Press 📑 for options:

Deactivate all - all forwarding will be deactivated.

Check status - network will be contacted and the status will be shown.

Add to profile - Add the current state to a profile thus this state can be applied when the profile is activated.

Forwarding conditions:

- **Always** - all calls are forwarded.

- **when busy** - when you are talking on the phone.

- **when unanswered** - when the phone rings and you don't answer.

- **when unavailable** - when your phone is switched off or out of range.

Select the check box to activate forwarding.

When **Always** is used the other conditions will be suppressed.

Call Networks

Displays a list of available networks and shows which is currently used. To change network, de-select Automatic (highlight and select) then pick another network.

■ Call Options

Set advanced phone and network options as follows:

Call Barring

Use these settings to selectively block calls to/from your phone.

To activate or deactivate call barring, select a condition using ✛ and press 👆 to enter call barring password (PIN2).

Call Waiting

To enable call waiting on you phone you must select one or more of the type of incoming calls that can be made to wait.

Use the ✛and 👆to activate call waiting options.

Caller Id

Use this setting to specify whether or not to transmit your caller id to people that you ring.

To select caller id recipients, use the ✛to navigate through the options and press 👆. Press 🔄to activate the new preference.

Cell Broadcast

This feature enables your phone to display cell broadcast messages such as the district in which the cell tower is located (50).

Use the ✛ and 👆 select messages to be displayed. For example, to remove the district display from your phone, de-select 50: Location.

Press 📝 for options:

Edit - Edit selected channel.

Add - Add a new channel.

Remove - Remove selected channel

Fixed Dialing

Use this feature to restrict outgoing calls to those in the Allowed Numbers list.

This feature is pin-code protected to ensure that once activated, only allowed numbers can be dialed.

Check **Active** and enter password(PIN2) to activate this feature.

To add Allowed Numbers, press 📝, then select **Add...** from the menu.

To remove Allowed Numbers, select a number from the list and then select Remove from the menu.

Activating this feature may be useful when lending your phone to someone else.

Store the numbers for retrieving voice mail and for contacting your local SMS Service Center.

To edit a number, type a new number and press ✔ to finish the editing. And then press ↩ to activate changes.

■ Date/Time

The **Date/Time** application is used to set the local time zone and the current time and date for your device.

TZ: set the current time zone.

Time, Date: set the current local time and date.

Time format: choose either 12-hour (1 pm) or 24-hour (13:00) time format.

Week starts: start day for the weeks in the Calendar month view.

Date format: check Date display on this screen to see effect.

Time

To set the time:

- Launch **Settings** by using ✛ to focus on ▦ and pressing ☝ to select.

- Use ✛ to scroll down the list and ☝ to select **Date/Time**.

- Use the ⬆/⬇ arrows to reach the hours field.

- Press ⌫ to backspace and delete.

- Use the keyboard to enter the time.

- Press ✔ to finish a field.

- Repeat for the minutes field.

- Change the time format to match your entry by using ⬇ then ☝ then ✛ to highlight the correct format and ☝ to select.

- Press ↩ to save and exit.

To set the date:

- Launch **Settings** by using ✚ to focus on 🖼 and pressing 🖐 to select.

- Use ✚ to scroll down the list and 🖐 to select **Date/Time**.

- Use the ⬆/⬇ to reach the fields.

- Press 🖐 and choose the time zone (T.Z.).

- To select the date press 🖐 to launch the calendar.

- Use ✚ arrow to highlight the correct date then press 🖐.

- To set the day of the week calendar begins on, highlight and select the **Week starts** field. Choose the day and press 🖐 to select it.

- Change the date format to suit by selecting from the **Date format** field menu.

- Press ↩ to save and exit.

■ **Handwriting**

The **Handwriting** Settings are used to guide you in how to draw the strokes that make up the various characters and how to get the most out of the handwriting features in your Qtopia device.

Using the Handwriting Settings you can:

- Change how a character is drawn.

- Change how a function is activated.

- Add a new character.

- Browse through existing characters.

- Check how to activate existing functions.

For more information see: Changes and Additions.

You can change existing characters in Qtopia's range using the options in the **Handwriting Settings**.

- Tap ✎ to launch **Handwriting Settings.**

- Select the type of screen and character from the list, eg. **Fullscreen Numeric**.

- Locate and tap the character to be changed.

- Tap 🔧 and draw character. The indicator will update to 2/2 (2nd of a total of 2).

- You can now compare the new and old versions of the character by tapping the ⬆/ ⬇ arrows located next to the input area.

- If you are happy with the changed version, then remove the old one. To discard the previous version, display it then tap 🗑 to remove it.

- To discard the new version and re-instate the original Qtopia character, tap ▣. This reverts the setting for that character.

- Tap ◒ to accept the new character and exit.

Adding a Handwriting Setting

You can add new characters to Qtopia's range using the options in the **Handwriting Settings**.

- Tap ✎ to launch **Handwriting Settings.**

- Select the type of screen and character from the list, eg. **Fullscreen Numeric**.

- Tap the new characters icon ⚒ to open the dialog.

- Select the character / function from the list.

- Tap ◒ to proceed.

- Using the new character input area draw the character. The character indicator will change from 0/0 to 1/1 (1st of a total of 1).

You can now choose to keep the character as you have drawn it, try drawing it again and compare the two versions, or trash the attempt and start again.

- To accept the new character, tap ✔ and exit.

- To draw another, tap ✚ and proceed to draw it again. The indicator will update to 2/2 (2nd of a total of 2).

- To compare the two (or more) versions tap the ⬆/ ⬇ arrows located next to the input area.

- To discard a version, display it then tap 🗑 to remove it.

- Tap ✔ to accept the new character and ◒ to exit.

▪ **Internet** 🌍

Internet settings are used to manually define the network settings for your Qtopia device, or to show settings that have been sent to your device by your network operator.

Internet services

The Internet settings application has two tabulator pages. The first tabulator pages allows the configuration of internet services and displays details about which network services are running and their status.

- Dial-up

- LAN

Wireless Access Protocol (WAP)

The second tab shows all existing WAP accounts. The user can add, remove and configure new accounts. The default account is marked bold.

For details see WAP details.

Dial-up

The dial-up dialog has four sub-menus to setup a dial-up connection:

- Account

- Proxy Settings

- Dialing

- Advanced.

Choose the menu option using ♦, then press 🖐 to open the edit dialog, press ⊗ to cancel or press ⟳ to save and exit the service details.

LAN

The LAN dialog has several menus for entering the information required to configure a LAN connection:

Note: The wireless option is only available if a wireless LAN service (WLAN) has been selected.

- Account Tab

- IP Settings

- Proxy Settings

- Wireless.

Choose the menu option using ♦, then press 🖐 to open the edit dialog, press ⊗ to cancel or press ⟳ to save and exit the service details.

■ Language

Your Qtopia device can operate in a number of languages.

Use the directional arrows to highlight the language, then press .

When you change the language the dictionary also changes.

In the Menu, you can select secondary languages, which can be used for input.

Note: The Qtopia device may have to be restarted to complete the language change. This should only take a minute, during which the screen may show some black and white text.

■ Licenses

Content licenses provides a complete list of licenses for protected files

Licenses are listed down the screen, selecting a license from the list will display the usage constraints imposed by that license.

Licenses can be deleted by pressing and selecting the "Delete license" option from the menu. Protected content is only accessible while there is one or more valid licenses remaining for it.

■ Power Management

The power management settings are used to configure the power saving functions of your Qtopia device according to the power source being used. The brighter the screen display, the more battery power it is using. To save power, set screen brightness to suit ambient light conditions and use the power management features.

For example, when using the battery you may want the device to dim the display light after a period of inactivity thereby extending the life of the battery.

Press to select a feature then press the followed by to access the seconds field. Enter the seconds using the keypad. Use to backspace.

Add to profile - Add the current state to a profile so that this state can be applied when the profile is activated.

Screensaver

To save power, set the phone to go into stand-by mode when not being used.

Screen light returns to normal when any key is touched.

Dim light: sets the screen to dim after a set time.

Light off: sets the screen light to go off after a set time.

Home Screen

This option is used when the phone should automatically return to the home screen. Open application will be closed. It is enabled from the **Display** tab in the **Power Management** settings.

The brightness of the Qtopia device's back light can be controlled using the slider at the bottom of the screen. Press and move the stylus along the slider to adjust the brightness of the display.

Always ensure that the back light is adjusted to a level that allows you to read the screen without straining your eyes.

■ Ring Profiles

Profiles are used to make the phone sound and behave differently when it receives a call/message. Your Greenphone has several existing profiles.

Press ☰ for options:

New - create a new profile.

Edit - change the highlighted profile.

Delete - delete a profile. Existing profiles cannot be deleted.

Activate - activate a profile.

Add to Speed Dial... - add the highlighted profile to Speed Dial.

Airplane safe mode: turns off the radio transmitter. No calls can be made or received in safe mode.

Existing Profiles

Several profiles have already been created for your convenience. These profiles cater to the most common circumstances in which you may to change your phone's behavior.

The default profile is **General** and it is active by default.

General: volume 3, vibrate active, call alerts continuous ringing, message alerts continuous short tone.

Meeting: volume and all alerts off, vibrate active.

Outdoor: volume 3, vibrate active, call alert ascending ring tone, message alert ascending tone.

Car: volume 4, auto answer active, call alert rings once only, message alerts once only short tone.

Handsfree: volume 5, vibrate active, call alerts continuous ringing, message alerts once only short tone.

Edit a Profile

Profile - edit general information of the profile such as name, volume, automatic answering, vibration option and automatic activation. A name of an existing profile cannot be changed.

Tones - edit sound and alert types for incoming calls and messages. Where a ring tone has been set for a particular contact it overrides the current profile. You cannot select tones if Volume is *Off*.

Properties - view and delete associated properties. Also capture properties of other settings.

- Use the ⬆/⬇ arrows to move between fields and the ⬅/➡ arrows to move between tabs.

- To select a field highlight it and press 👆.

- Use the keypad to enter text and 👆 to tick/un-tick check-boxes.

- Press ✔ to finish a field.

- Press 🔄 to save the profile and exit.

Capture Settings

You can collect the current status of other setting options and save them as a part of the highlighted profile.

When you activate the profile the other settings will also be applied.

Press 👆 to select settings and then press 🔄.

To view the information or to delete captured settings, see the profile in **Edit** mode and go to **Settings** tab.

New Profile

To create a new profile, press 📝 and choose **New**.

Use the fields on the three tabs to specify the profile settings.

Name: name of new profile.

Volume: how loud it should be.

Auto answer: tick to indicate if it should answer immediately without ringing.

Vibrate active: tick to indicate if the profile should include vibration.

Auto Activation: preset a profile to be activated on a specific day and time.

Alert: how the profile should alert for calls and messages.

- **Off:** don't sound any alert.

- **Once:** alert once.

- **Continuous:** keep alerting.

- **Ascending:** sound alert more and more loudly.

Tone: set the type of sound to use for alerts.

Add to Speed Dial

To quickly change between profiles, add them to the Speed Dial list.

Highlight the desired profile and select ⬚ **Add to Speed Dial** from the menu.

▪ Recalibrate

To ensure that where you tap on the screen matches the screen contents, you may occasionally need to re-calibrate the touch screen.

- Select ⬚ and follow the on-screen instructions.

- The screen will change and show a cross near the bottom left of the screen.

- Press the stylus in the center of the cross, hold for a moment, then release.

- The cross will then move to another position.

- Press, hold and release once again. Continue until re-calibration has successfully been completed.

Note: It takes over the whole screen and can not be canceled, and the process will repeat if it detects any inaccuracies.

▪ Security

Please refer to Section 6: *Phone Security*.

▪ Software Packages

Software Packages is used to install and un-install software to or from a *Qtopia* device.

Local package documents or packages may be installed from package servers and installed packages may be removed.

▪ Speed Dial

Speed Dial offers a fast and easy way to dial frequently called contacts, launch favorite applications, and access popular phone features using a 1 or 2 digit number sequence.

It allows you to set shortcuts to the functions and numbers that you use the most.

To invoke a 1-digit speed dial, press and hold for a few seconds the key for that digit while on the home screen. To invoke a 2-digit speed dial, press (and release) the first key, then hold the second key.

Speed Dial actions can be set in various ways:

- From the actions shown in Speed Dial.

- From the menu in the Applications, Games, and Settings lists.

- From the menu when viewing a Contact (be sure to highlight the number you want to assign to Speed Dial).

Other applications may add their own Speed Dial actions.

- ## VoIP

Note: VoIP is not available for the current release of Greenphone.

- ## Words

This vocabulary feature includes functions to edit words that you have added, and review words that you have deleted. The options from the main vocabulary screen menu are:

- **Word Lookup:** look-up a word.

- **All added:** review the list of all the words that you have added to the vocabulary.

- **All deleted:** review the list of words that you have deleted from the vocabulary.

Add Words

Added words are those that you have added to the vocabulary.

To add a word to the vocabulary, use the Look-up function to enter the word, then select Add from the menu.

You can review and edit the list of added words if you change your mind or realize that it was mis-spelt.

Delete Words

Deleted words are those that you want removed from the dictionary, that is, Qtopia should never accept/suggest that word.

To delete a word, look it up in the vocabulary, then select Delete from the menu.

When words in the system dictionary are deleted, they are just *marked* as delete, so you can review and edit the list of deleted words if you change your mind. Words you add yourself disappear once deleted.

Radio Wave Exposure and Specific Absorption Rate (SAR) Information

This device has been designed to comply with applicable safety requirements for exposure to radio waves. These requirements are based on scientific guidelines that include safety margins designed to assure the safety of all persons, regardless of age and health.

The radio wave exposure guidelines employ a unit of measurement known as the Specific Absorption Rate (SAR). Tests for SAR are conducted using standardized methods with the device transmitting at its highest certified power level in all used frequency bands.

SAR data information for residents in countries that have adopted the SAR limit recommended by the International Commission of Non-Ionizing Radiation Protection (ICNIRP), which is 2 W/kg averaged over ten (10) grams of tissue (for example European Union, Japan, Brazil, and New Zealand):

The highest SAR value for this device tested for use at the ear is 0.908 W/kg.

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