



# User Guide

Samsung **ATIV SE™**

# Samsung ATIV SE™

M O B I L E P H O N E

User Manual

**Please read this manual before operating your  
phone and keep it for future reference.**



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## Section 1: Getting Started

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This section reviews how to get started by configuring your hardware, activating your service, and setting up your voice mail.

### Setting Up Your Phone

Prior to use, it is necessary to install both the battery and SIM into their corresponding internal compartments.

- Locate the slot on the side of the cover, use this slot to pull the cover up, and then lift it away from the phone.



## Installing the SIM Card

A Subscriber Identity Module (SIM Card) is a “smartcard” that houses personal information, such as your mobile phone number, calling plan, account information, and content, such as contacts, text messages, and call history.

The Verizon Wireless 4G LTE SIM Card is compatible with any Verizon Wireless 4G LTE certified device. You can move the 4G LTE SIM Card from one device to another and your wireless service will work seamlessly as long as you have a compatible device and service plan. To see which devices are compatible with the Verizon Wireless 4G LTE SIM Card, visit [verizonwireless.com/certifieddevice](http://verizonwireless.com/certifieddevice).

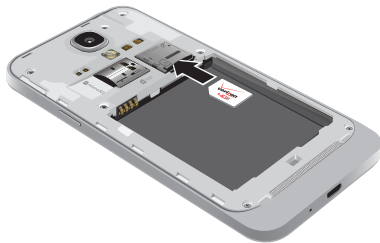
---

**Important!** The plug-in SIM card information and its contacts can be easily damaged by scratching or bending, so be careful when handling, inserting, or removing the card. Keep all SIM cards out of reach of small children.

---

- With the battery removed, carefully slide the SIM card into the SIM card socket (as shown) until the card locks into place.

Make sure that the card's gold contacts face into the phone and that the upper-left angled corner of the card is positioned as shown.



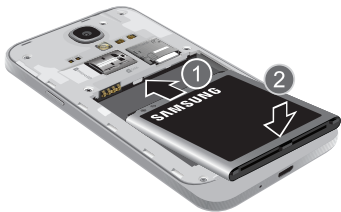
---

**Note:** If the card is not inserted correctly, the phone will not detect the SIM card. Re-orient the card back into the slot if the SIM is not detected.

---

## Installing the Battery

1. Insert the battery into the opening on the back of the phone, making sure the three metal connectors align (1).
2. Gently press down to secure the battery (2).



3. Replace the back cover (the back of the phone) by aligning the bottom of the back cover with the phone as shown.

---

**Note:** Make sure the battery is properly installed before switching on the phone.

---

4. Press the cover down into place.



5. Press down firmly along the edges of the cover to ensure that the cover is flush with the phone. You should hear a light click as the cover locks in place.



## Charging a Battery

Your phone is powered by a rechargeable Li-ion battery. The Wall/USB Charger, which is used to charge the battery, is included with your phone. Use only approved batteries and chargers. Long backlight settings, searching for service, vibrate mode, browser use, and other variables may reduce the battery's talk and standby times.

Although you can use the phone while the battery is charging, doing so requires additional charging time.

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**Note:** You must fully charge the battery before using your phone for the first time. A discharged battery recharges fully in approximately 4 hours.

---

## Using the Wall/USB Charger

1. Connect the USB cable to the power adapter.
2. Plug the power adapter into a standard electrical outlet.
3. Connect the small end of the USB cable into the phone's Micro USB Charging Port.

When you connect the charger, your phone powers on automatically. Your Windows phone stays powered on whenever it is charging.



4. When charging is finished, remove the flat end from the interface connector jack on the phone.


---

**Caution!** Failure to unplug the wall charger before you remove the battery can cause damage to the phone.

---

## Low Battery Indicator

When the battery is weak and only a few minutes of talk time remain, the “Battery critically low” warning appears and the device sounds a warning tone at regular intervals.

For a quick check of your battery level, glance at the battery charge indicator located in the upper-right corner of your device’s display. A solid battery icon (  ) indicates a full charge.

When the battery level becomes too low, the phone automatically turns off.

---

**Note:** If the phone automatically turns off because the battery level is too low, you must charge the battery until the phone turns on automatically.

---

## Memory Card

Your device supports optional, removable, microSD or microSDHC memory cards (not included) for storage of music, pictures, and other files.

For more information about using memory cards, see “Storage Sense” on page 121.

### Installing a Memory Card

1. Locate the microSD card slot on the side of the phone.
2. Place the card with the gold strips facing down.
3. Carefully slide the optional microSD card into the card slot (as shown) until it “clicks” into place.




## Removing a Memory Card

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**Warning!** To prevent damage to data stored on the memory card, unmount the card before removing it from the device.

---

1. From the Home screen, tap  **Settings**. Under the system menu, tap **phone storage** → **SD card** → **remove SD card**.
2. At the prompt, read the warning and select **OK** to continue. Wait for the SD card safe to remove icon to appear in the Status bar and Notification panel.
3. Locate the microSD card slot on the side of the phone.
4. Push the memory card inward to release the lock, and then carefully pull the card out.

## Turning your Phone On or Off

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- To turn **ON**, press and hold the Power/Lock button.
  - To power **OFF**, press and hold the Power/Lock button and follow the prompts.
- 

**Note:** The display language is preset to English at the factory. To change the language, use the Language menu. For more information, refer to “*Language*” on page 129.

---

## Locking and Unlocking your Phone

Prevent accidental key presses by locking your phone.

- To lock, press the **Power/Lock** button.
  - To unlock, press the **Power/Lock** button. Then swipe your finger up the screen.
- 

**Note:** Your phone is able to make emergency calls without being set up or having a SIM card installed, if your mobile operator allows. To place an emergency call, tap **emergency call** and dial 911 or the appropriate emergency phone number.

---

## Using the Start-Up Wizard

The very first time you turn on your phone, the Start-up Wizard screen will guide you through the basics of setting up your device.

Follow the prompts to choose a default language, country/region and time zone, date and time, Wi-Fi network.

- To get apps, play games, automatically sync Windows Live information to the web, and more, you need a Microsoft account. If you already have an Xbox LIVE, Hotmail, or Windows ID, you already have a Microsoft account.

The Start-up Wizard will prompt you to sign in with your existing Microsoft account, or to create a new one.



---

**Note:** If you choose **Sign in later**, you can postpone setting up your Microsoft account. A **Microsoft account required** screen displays when you try to use a feature that requires that you be signed in.

---

- You can also set up **Backup Assistant Plus**, a free service from Verizon Wireless that automatically backs up your contacts. Visit [verizonwireless.com/baplus](http://verizonwireless.com/baplus) to learn more.

## Setting Up Your Voice Mail



1. From the Home screen, tap .
2. Dial **\*86** and tap Call, or tap  **voicemail**.
3. If you hear a greeting, press # to interrupt, and follow the setup tutorial.

---

**Note:** These steps may be different depending on your cellular network.

---

## Accessing Your Voice Mail

1. From the Home screen, tap .
2. Dial **\*86** and tap Call or tap  **voicemail**.
3. When you hear the greeting, press # to interrupt, and follow the prompts.



## Accessing Your Voice Mail from Another Phone

1. Dial your wireless phone number.
2. When you hear the greeting, press the # to interrupt, and follow the prompts.


---

**Important!** Voice mailboxes not set up within 45 days will be canceled. Your voice mailbox is not password protected until you create a password by following the setup tutorial.

---

## Visual Voice Mail

View a list of messages without dialing into a mailbox. Listen or erase with the tap of a button.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **voicemail**.
2. Follow the prompts to set up visual voice mail.

---

**Note:** Data charges apply when using Visual Voice Mail.

---

## Phone Updates

Updating your phone can make it work better and add new features. Updates can also make your phone more secure.

For more information, refer to “*Phone Update*” on page 132.

## Section 2: Understanding Your Phone


This section outlines some key features of your phone and describes the screen and the icons that appear when the phone is in use. It also shows how to navigate through the phone.

### Front View

The following items can be found on the front of your phone.

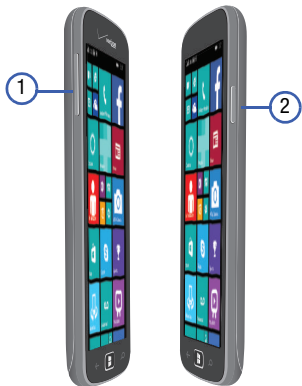
1. **Earpiece:** Use to hear the caller.
2. **Proximity and light sensors:** The Proximity sensor detects how close an object is to the surface of the screen (such as when your face is against the phone during a call or the phone is in your pocket), locks the keys to prevent accidental key presses, and turns off the screen. Light sensors use the ambient light level to adjust screen brightness and contrast.
3. **Front-facing camera:** Use to photograph yourself, or view yourself while video chatting.



4. **Indicator icons:** Shows the information needed to operate your phone, such as the received signal strength, phone battery level, and time. If the icons are not showing, tap the top of the display to show them.
  5. **Display:** Shows the information needed to operate your phone, such as the Application Tiles, icons, and so on.
  6. **Back:** Use to step backwards when navigating a menu or web page. Touch and hold the Back key to view the current screen and up to six screens most recently displayed.
  7. **Home:** Access the Home screen from any screen. Touch and hold to activate the voice search engine.
  8. **Bing search:** Access the Bing search engine, which allows you to search for items on the internet, scout, music, vision, and voice. For more information, refer to “*Bing Search*” on page 19.
- 
- Note:** Some applications, such as People and Store, display a search button  that allows you to search within that application.
-

## Side Views

The following items can be found on the sides of your phone.



- 1. Volume:** Adjust the ringer volume while in standby mode or adjust the voice volume during a call. When receiving an incoming call, briefly press down either volume key to mute the ring tone. Also use to adjust the volume while playing music or videos, press the volume key to display additional controls.
- 2. Power/Lock:** Press and hold the **Power/Lock** button until the phone switches on. Also, use it to lock or unlock the touch screen. For more information on locking your phone, see *“Locking and Unlocking your Phone”* on page 21.

## Back, Top, and Bottom View

The following items can be found on the back, the top, and the bottom of your phone.



1. **IR transmitter:** Used to emit infrared signals used for controlling external devices.
2. **3.5mm headset jack:** Plug in for accessories.
3. **Rear-facing camera:** Use to take pictures and record videos.
4. **Flash:** Use when taking photos or recording videos.
5. **External speaker:** Allows you to hear when the Speakerphone is turned on.
6. **USB/charging port:** Use to connect a charger or other optional accessories such as a USB/data cable.
7. **Microphone:** Allows callers to hear you when you are speaking to them. Also allows you to use the voice search engine.

## Display Layout

Your display screen provides a wealth of information about the phone's status and options, as well as providing access to application icons. For more information, refer to “*Front View*” on page 12.

### Indicator Icons

This list identifies the symbols that appear on your phone's display and Indicator area:

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**Note:** Tap the top of the screen to display hidden icons.

---



Displays your current signal strength. The greater the number of bars, the stronger the signal.



Displays when there is no SIM card in the phone.



Displays when the SIM card is locked.



Displays your battery charge level. Icon shown is fully charged.



Displays when your battery is charging and displays battery charge level. Displays when the phone is connected to a computer via a supported USB cable connection.



Battery critically low, which means your battery needs to be charged soon or your phone will turn off.



Displays when battery saver is on.



Displays when battery power or the state of the battery is not currently known.



Displays when your connection to an EDGE network is active.



Displays when your connection to an GPRS network is active.



Displays when your connection to a HSDPA/HSUPA network is active.



Displays when your connection to a RTT network is active.

**DO** Displays when your connection to an EVDO network is active.

**DV** Displays when your connection to an EVDV network is active.

**3G** Displays when your connection to a UMTS network is active.

**4G** Displays when your connection to a 4G network is active.

**LTE** Displays when your connection to a 4G LTE network is active.



Displays when the ringtone is set to vibrate only.



Displays when the ringtone is set silent.



Displays when Bluetooth is activated and your phone has been connected with a Bluetooth device.



Displays when Bluetooth is activated, but your phone has not connected with a Bluetooth device.



Displays when Wi-Fi is connected, active, and communicating with a Wireless Access Point (WAP).



Displays when Wi-Fi is active, but there is a communication issue with the target Wireless Access Point (WAP).



Indicates that Airplane Mode is active. You cannot send or receive any calls or access online information.



New notifications are available. For more information, refer to *“Notifications and Quick Actions”* on page 20.



An app is accessing your phone's current location information.


For more details on configuring your phone's settings, see *“Changing Your Settings”* on page 109.


## Application Menu

The Application menu provides quick access to the items you use most frequently.

For information on navigating through the Applications icons, see *“Navigating to the Application Menu”* on page 22.

1. From the **Home** screen, use your finger to swipe the display to the left  
– or –

Scroll to the bottom of the **Home** screen and touch  **Apps**, then touch one of the application icons.

2. Follow the onscreen instructions.
3. To return to the **Home** screen, press  **Home**.

For more information, refer to *“Applications”* on page 79.

In that section, each application that is available on the Applications menu is listed and described. If the application is also described in another section of this user manual, then a cross reference to that particular section is provided.

To open applications quickly, pin the icons of frequently-used applications to the **Home** screen. For details, see *“Customizing Your Home Screen”* on page 23.


## Personal Assistance with Cortana

You may be asked to activate Cortana, for example, when you request Bing Search for the first time. Cortana is a personal assistant on your phone, ready to help with reminders, suggestions, tasks, and lots more.

When the Cortana **Ready to get started?** screen displays:

- Touch **sure** to activate Cortana or touch **no thanks**.

To activate Cortana at any time:


1. From the **Home** screen, swipe the screen left to display the **Applications** menu.
2. Tap  **Cortana**.
3. Tap **allow**.

If you have not signed in to your Microsoft account, the **Microsoft account required** screen displays. For more information, refer to *“Using Email”* on page 59.

4. Follow the onscreen instructions to set up and use Cortana.



To deactivate Cortana:


1. From the **Home** screen, swipe the screen left to display the App List.
2. Touch  **Settings** → **applications** → **Cortana**.
3. Touch and drag the **On/Off** slider to the left to turn Cortana Off.

For more information, refer to “*Cortana*” on page 137.



## Bing Search






Bing Search provides an onscreen Internet search engine. It also lets you link to Local Scout, listens to music and searches for it, scans text that can be used as a search term, and lets you say a search term.

---

**Tip:** Some applications, such as People and Store, display a search button  that allows you to search within that application.


---

1. From any screen, tap .
2. Tap the **Bing Search** bar.
3. Use the onscreen keyboard to enter the item you want to search for.
4. Tap  to see search results and then tap a link.

5. Touch **scout**  to open the Local Scout app.
6. Tap  **music** to launch a Bing audio search, causing the phone to start listening for nearby music. If the recorded sample can be found in the Windows Phone Store, the artist and song appears in a pop-up window with a direct link to the Windows Phone Store, which lets you purchase and download the song.
7. Tap  **vision** to scan barcodes, QR Codes, Microsoft Tags, book covers, CDs, DVDs, or text.
8. Tap  **voice** (in the search bar) to use Voice Search. Speak the word you want to search for, and then follow the onscreen instructions.
9. Tap **••• Options** to access the following options:
  - **scout:** Open the Local Scout app.
  - **music searches:** After tapping  **music** and searching for music, your matches are saved here for future reference.
  - **settings:** Opens the Search settings screen. For more information, refer to “*Search*” on page 144.

## Speech Engine

There is an intuitive speech engine integrated into the Start key on your phone.

1. From any screen, press and hold  **Home** to activate the intuitive speech engine.
2. Speak the words that you would like to search on or the action that you would like to perform.

The following examples show the flexibility of the speech engine:

- “Call Chris mobile”
  - “Find coffee in Seattle”
  - “Open calendar”
  - “Text Brandy”
  - “Note send birthday card”
3. To change speech settings, see “*Speech*” on page 130.

---

**Note:** The first time you use the Speech engine, you are asked to allow Microsoft to use your voice data to provide and improve the service, which makes additional features available to you. Tap **accept** or **decline**. Tap **Privacy Statement** for more information.


---

## Notifications and Quick Actions

Windows Phone 8.1 gives you quick and easy access to your most important notifications and settings.

1. Swipe down from the top of your screen to reveal action center.  
Quick actions, like Wi-Fi settings, Bluetooth activate, screen brightness setting, and rotation lock, display along with notifications about your latest text messages, emails, updates, and more.
2. Touch **ALL SETTINGS** to access the Settings menu. For more information, refer to “*Changing Your Settings*” on page 109.
3. Touch **CLEAR ALL** to remove the current notifications.
4. Touch the bottom of the screen and swipe up to close the action center screen.

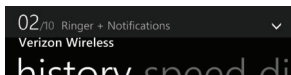
To customize the action center:

1. From the **Home** screen, swipe the screen left to display the App List.
2. Touch  **Settings** → **system** → **notifications + actions**.

For more information, refer to “*Notifications and Actions*” on page 112.

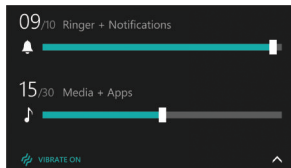
## Custom Volume Levels

When you press the Volume key, either Ringer + Notifications volume or Media + Apps displays at the top of the screen, depending on what is being displayed.



To adjust the volume:

1. Tap the carat in the upper, right corner.  
The control panel displays.



2. Touch and slide a slider to decrease or increase the volume. Ringer + Notifications can be adjusted from 0 to 10 and Media + Apps can be adjusted from 0 to 30.
3. Tap **VIBRATION ON / OFF** to turn vibration on or off.

## Menu Navigation


You can tailor the phone's range of functions to fit your needs using menus. Menus, sub-menus, and features can be accessed by scrolling through onscreen menus.

## Locking and Unlocking your Phone

To unlock your phone:

1. Press the **Power/Lock** button located on the upper right side of your phone. The lock screen displays.
2. Swipe the lock screen in an upward direction.
3. The Home screen displays as shown.

## Home Screen Overview

The Home screen is the starting point for many applications and functions, and you can pin items like application icons, shortcuts, contacts, and web pages to your Home screen to give you instant access to information and applications. The Home screen is accessible from any menu or application by pressing .

## Navigating to the Application Menu

1. At the Home screen, swipe the screen to the left.
2. The Application Menu displays.
3. Tap one of the application icons to launch the app.
4. Swipe the screen up or down to access all of the available application icons.
5. To return to the Home screen, swipe the display to the right.

## Navigating Using Sub-Menus

Sub-menus are available when you are at any screen such as Phone, People, Messaging, or Internet and **••• Options** displays at the bottom of the screen.

1. Tap **••• Options** on the bottom right corner of your display. A sub-menu appears at the bottom of the screen.
2. Tap an **option**. The following example shows the call history screen before and after tapping **••• Options**.

## Customizing Your Home Screen

You can customize your Home screen by doing the following:

- Adding and removing application tiles on the Home screen
- Repositioning application tiles
- Changing the background

### Adding a Tile from the Applications Menu


1. At the Home screen, swipe the screen to the left. The Application menu displays.
2. Touch and hold an application.
3. Tap **pin to start** after it displays under the icon.

The application now appears as the bottom Tile on the Home screen. You can then move it if you would like.

For more information, refer to “*Moving Tiles On the Home Screen*” on page 23.

### Removing a Tile from the Home Screen

To delete an Application Tile from your Home screen, follow these steps:

1. From the Home screen, touch and hold the Application Tile that you want to remove.
2. Tap  **unpin** to delete the Tile.


---

**Tip:** After deleting any Application Tile, you can add it back later by pinning it to the home screen from the Applications Menu. For more information, refer to “*Adding a Tile from the Applications Menu*” on page 23.

---




### Moving Tiles On the Home Screen

To move an Application Tile on your Home screen, follow these steps:

1. From the Home screen, touch and hold the Application Tile that you want to move.
2. Drag the Tile to the new location and release.
3. Tap the center of the icon to place it in the new location.
  - Be careful not to tap  **unpin**. If you do, the Tile will be deleted.

## Resizing Tiles On the Home Screen

Tiles may be displayed as small, medium, or large tiles. To resize an Application Tile on your Home screen, follow these steps:


1. From the Home screen, touch and hold the Application Tile that you want to resize.
2. Tap , , or  to toggle between small, medium, and large.

---

**Note:** Not all tiles may be resized as small, medium, or large.

## Changing the Lock Screen Background



You can change the background of your Lock screen by following these steps:

1. From the Home screen, swipe the screen to the left to display the Application Menu, and then tap  **Settings**.
2. Under the **system** menu, tap **lock screen**.

3. Tap the **Background** field to choose an image location:
  - **photo**: Sets a photo as the Lock screen background. Tap the **change photo** field to select a photo from your photo albums. Slide the photo within the window to crop it, and then tap  to save.
  - **Bing**: Randomly sets professional Bing images as the Lock screen background.
  - **Live Wallpaper**: Sets Live Wallpapers as the Lock screen background. Tap the **open app** field to launch Live Wallpaper.
  - **Photo Editor**: Edit the background image with Photo Editor. Tap the **open app** field to launch Photo Editor.
  - **Facebook**: Automatically display photos from your Facebook account.
4. Tap the **Power/Lock** button twice to view the new Lock screen background.

## Changing the Color Theme

You can change the color theme of your phone by following these steps:

1. From the Home screen, swipe the screen to the left to display the Application Menu, and then tap  **Settings**.
2. Under the **system** menu, tap **start+theme**.
3. Tap the **Background** field.
4. Tap on **dark** or **light** to set your background color.
5. Tap the **Accent color** field.
6. Tap on a color that you like.
7. Press  to return to the Home screen.

---

**Note:** Battery power is consumed at a faster rate when the background is set as **light**.

---

## Screen Projection

Screen projection uses Wi-Fi direct without the use of routers or access points to:

- Wirelessly stream HD video and audio to screen projection-enabled devices
- Stream up to 1080p HD video and 5.1 surround sound.

To set up screen projection, see “*Project My Screen*” on page 122.

## Sense Apps

Windows Phone 8.1 includes "Sense" apps that help you to better manage your smart phone.

- **Wi-Fi Sense:** Lets you connect to high-quality, free Wi-Fi hotspots, automatically accept terms of use, and provide required credentials. For more information, refer to "*Wi-Fi Sense*" on page 105.
- **Data Sense:** Warns you when you get close to your data limit and reduces the frequency of non-critical tasks to save on data. It also compresses website images and text by up to 60%. For more information, refer to "*Data Sense*" on page 86.
- **Battery Saver:** Keeps track of which apps use the most battery and enables auto-manage mode to add 20% battery life. For more information, see "*Battery Saver*" on page 82 and see "*Battery Saver*" on page 120.
- **Storage Sense:** Offers an easy-to-read breakdown of how phone storage is being used. Easily transfer items between phone hard drive and SD card, including apps. For more information, refer to "*Storage Sense*" on page 121.

## Entering Text

This section describes how to select the desired text input method when entering characters into your phone.

This section also describes the predictive text entry system that reduces the amount of key strokes associated with entering text.

---

**Note:** Your phone comes equipped with an orientation detector that can tell if the phone is being held in a portrait (upright) or landscape (sideways) orientation. The landscape orientation makes entering text easier. If the phone is sideways or upright, an onscreen, QWERTY keyboard displays.

---

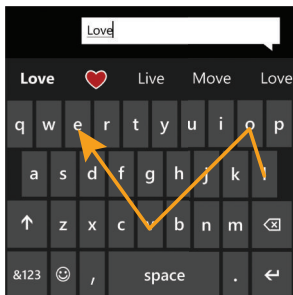
### Word Flow

Word Flow is available on your phone to make your typing easier. Word Flow suggests words and corrects misspellings, which can be turned off if you would rather not use it.



## Word Flow and Shape Writing

Shape writing is a fast and accurate alternative to typical typing on your phone. Words take shape as you glide your finger around the Word Flow keyboard, which allows you to create text with one finger.



When you create a text message or email, glide your finger over the letters on the keyboard to shape words. A streak of color follows your finger to show the letters you are selecting. When you are done, lift your finger and the word appears. A space is added between words when you start

shaping a new word. Tap Space twice to add a period and a space, and then capitalize the first letter of the next sentence.

If you prefer standard typing, just type as you normally would.

## Word Flow Text Suggestions

As you type, Word Flow suggests words based on the letters you type. You can tap the suggestion to add it to your message or keep typing until you see the word you want.

To add a period and a space, and capitalize the first letter of the next sentence, tap **Space** twice.

## Word Flow Automatic Corrections


As you type, Word Flow automatically corrects:

- **Common contractions:** When you type **cant**, for example, it will be replaced with **can't**.
- **Capitalize the first letter of a new sentence:** When you type a period or tap Space twice, which adds a period and a space for you, your phone automatically capitalizes the next letter.

- **Add accents to words:** When you type a word like **fiancee**, it is changed to **fiancée**.
- **Capitalize proper nouns:** Many words that should be capitalized, such as names and places, are automatically capitalized.

### Turn Off Text Suggestions and Automatic Corrections

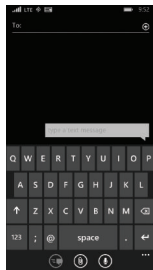
If you don't want to use some (or any) of the shortcuts in this topic, you can turn them off in Settings.

1. From the **Home** screen, swipe the screen left to display the App List.
2. Tap  **Settings** → **keyboard**.
3. Tap the keyboard language you want to change.
4. Tap to clear any settings that you do not want to use.

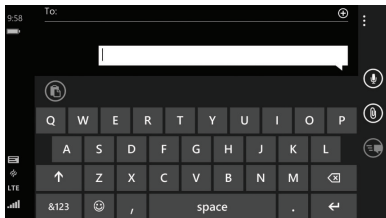
### Keys

You can enter characters into your phone by using an onscreen, QWERTY, portrait or landscape keyboard. In both formats, the keys are associated with alphabetic letters, special characters, or numbers, as shown in the following layouts.

- From a screen where you can enter text, such as the New Message screen, hold your phone in an upright position to display the portrait version of the onscreen QWERTY keyboard.

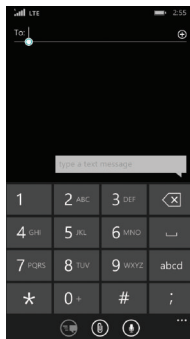


- Rotate your phone counterclockwise to display the landscape version of the onscreen QWERTY keyboard.



- Based on your keyboard settings, the first letter of an entry is capitalized and all consecutive letters are kept in lowercase unless you tap the **Shift key** or enter a period. After entering a character, the cursor automatically advances to the next space. For more information, refer to *“Keyboard”* on page 128.

- For certain fields, such as the New Message **To** field, a dialer keyboard displays when you tap the **123** key to enter a recipient’s phone number. For more information, refer to *“Messaging”* on page 52.



## Using the QWERTY Keyboard

Your phone offers the convenience of an onscreen QWERTY keyboard. Using the QWERTY keyboard to type letters, numbers, punctuation, and other special characters into text entry fields or other applications should be simple and fast.

## Changing the Text Input Mode


There are three main keyboard layout keys that change the onscreen keys within the QWERTY keyboard.

The available Text Input modes are:

&123

**Symbol and Number Mode:** Activates the symbol and number keys.

abcd

**Alphabetic Mode:** Activates the default alphabet keys. Switch between uppercase and lowercase by tapping the **Shift key** .



**Emoticons:** Activates the Emoticon keys.

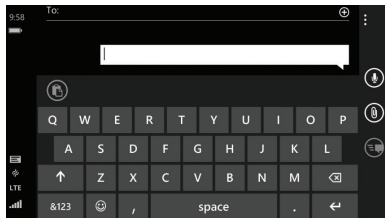
---

**Note:** When in **abcd** mode, the **&123** key appears. When in **&123** mode, the **abcd** key appears.

---




## Using Alphabetic Mode

1. Whenever you enter text (while creating a message, an email, and so on), if desired, rotate your phone counterclockwise to a landscape orientation.
2. A screen similar to the following displays:




The Text Input mode is initially set to **abcd** mode.

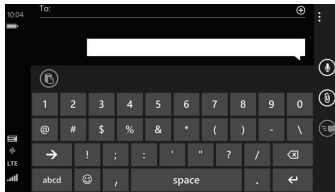
3. Tap the desired alphabetic characters. After typing the first letter, the following letters are lowercase.




4. Tap  to input another uppercase letter. Tap  twice to switch to caps lock mode and the shift key changes to . All following letters are uppercase until you tap the shift key again.

## Using Symbol and Numeric Mode

Use Symbol and Numeric mode to add numbers and symbols.


1. Tap  at the bottom of the screen. The following screen displays:

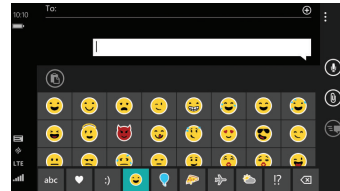


2. Tap the desired number and symbol characters.
3. Tap either  or  to cycle through additional symbol pages.
4. Tap  to return to Alphabetic mode.

## Using Emoticon Mode

Use Emoticon mode to add combinations of characters to your text input.


1. Tap  at the bottom of the screen. The following screen displays:



---

**Note:** Emoticons are not available for some input fields.

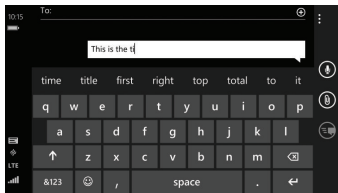
---


2. Tap a category at the bottom of the screen, and then swipe up or down to display more Emoticons.
3. After all characters have been selected, tap  to return to Alphabetic mode.

## Using Text Suggestions

Based on your keyboard settings, your phone suggests alternatives to what you are typing including correct spelling of words similar to what you are entering. For more information, refer to “*Keyboard*” on page 128.

1. Tap a text input field.
2. Begin typing a word. A list of word options displays.



3. Tap one of the words to replace the word that has already been typed or swipe across the list of words for more word suggestions. If you replace the word, a space is entered after the word and the cursor automatically advances to the next space.
4. Continue typing. When finished, tap  **send**. For more information, refer to “*Messaging*” on page 52.

## Keyboard Settings

You can customize the way your phone handles certain functions while you enter text. You can also remove all the words you have added to your suggestion list.

For more information, refer to “*Keyboard*” on page 128.

## Copy and Paste

Windows Phone 8 supports copy and paste. You can copy text from most locations on the phone and paste it in most places you can type.


### Copy

There are two copy and paste methods: **Highlight option** and **Menu Option**.

#### Highlight Option

Some locations enable you to copy a specific text string by highlighting it.

To copy text that supports the Highlight option:

1. Touch and briefly hold the text you want to copy to highlight it.
2. Drag the arrows at each end of the highlighted text until only the text you want to copy is highlighted.
3. Tap  **copy** that displays near the highlighted text.

The following locations support the Highlight option:

- Web pages in the browser.
- Bodies of email messages.
- Office documents.
- Editable fields in native applications.

### Menu Option

Some locations enable you to copy an entire section of text by using a menu option.

To copy text that supports the menu option:


1. Touch and hold the text or link you want to copy until a menu appears.
2. Tap **copy** or **copy link**.

The following locations support this option:

- Headings of email messages.
- Directions in maps.
- Links in the browser.
- Information in contact cards and social networking profiles in the People hub.
- Messages you have sent or received.
- Details pages for local search results.

### Paste

To paste text that you have copied:

1. Tap where you want to paste the text.
2. Tap  **paste** in the text suggestion bar above the keyboard.

After you paste the text, the paste icon disappears. However, you can paste the copied text again by panning from left to right in the text suggestion bar to bring back the paste icon.



You can paste text in editable fields in native applications, including password fields.

## Section 3: Call Functions





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This section describes how to make or answer a call. It also includes the features and functionality associated with making or answering a call. For more information on call settings, see “Phone” on page 142.

### Making a Call



1. From the Home screen, tap  →  and use the onscreen keypad to enter the number you want to dial.
2. Tap **call** to make the call.

### Making an International Call

1. From the Home screen, tap  → , and then touch and hold . The + character appears.
2. Use the onscreen keypad to enter the country code, area code, and phone number.  
If you make a mistake, tap  until the desired numbers have been deleted.
3. Tap **call** to make the call.

### Correcting an Entered Number

After entering a number using the keypad, use the following steps to correct a mis-typed entry when dialing.


1. If you make a mistake, tap  to erase a single character.
2. Touch and hold  to erase the entire string of numbers.

### Ending a Call

- Tap **end call**.

### Dialing a Recent Number

All incoming, outgoing, and missed calls are recorded in the **history**. If the number or caller is listed in your People, the associated name is also displayed.

1. From the Home screen, tap .  
The **history** screen displays.
2. Tap an entry to enter the contact's detail page, and then tap **call number** or **text**.



## Making a Call from People

You can store phone numbers that you use regularly in the phone's memory. These entries are collectively called **People**.

For further details about the **People** feature, see *"Dialing or Messaging from People"* on page 47.

## Answering a Call


When a call is received, the phone rings and displays the caller's phone number and name if stored in People.

At the incoming call screen:

- Tap **answer** to answer the call and tap **end call** to end the call.  
– or –  
Tap **ignore** to send the call to your voicemail.

## History


The phone stores the numbers of the calls you have dialed, received, or missed in the history. The history displays the details of the call.

- From the **Home** screen, tap .  
The history screen displays. If the number or caller is listed in your People, the associated name displays.  
All calls made, received, and missed are listed. Types of calls are identified on the history screen as Incoming, Outgoing, or Missed.










## Calling Back a Missed Call

To call back a missed call number:

1. From the Home screen, tap .  
The history screen displays a list of recent calls. If the number or caller is listed in your People, the associated name displays.
2. Tap a recent call to call the displayed number.




## Saving a Recent Call to People

1. From the Home screen, tap .  
The history screen displays a list of recent calls.
2. Tap  **details** next to the call you want to save to your People.  
The profile screen displays.
3. Tap  **save**.  
The CHOOSE A CONTACT screen displays.

4. Tap  **new** to add the caller as a new contact or tap an existing contact to edit manually.  
The NEW MICROSOFT ACCOUNT CONTACT screen displays. The **Phone number** and **Phone number type** fields are automatically filled in with the information of the recent call.
5. Tap the **Phone number** or the **Phone number type** field and use the keypad to edit, if necessary.
6. When finished, tap  **save**.
7. Tap  **edit** and then tap the other fields to add name, other phone numbers, email, ringtone, and other information.
8. Tap  **save**.


For further details about the People feature, see “Adding a New Contact” on page 41.

## ***Sending a Message to a Recent Call***

1. From the Home screen, tap .  
The history screen displays a list of recent calls.
2. Tap  **details** next to the call entry to which you want to send a message.  
The profile screen displays.
3. Tap **text**.
4. Use the keyboard to type in a message.
5. When you are done with your message, tap  **send**.

For more information, refer to “*Creating and Sending Text Messages*” on page 53.

## ***Deleting a Call from History***

1. From the Home screen, tap .  
The history screen displays a list of recent calls.
2. Touch and hold the call you want to delete from the call log.
3. Tap **delete**.  
The call is deleted from the call history.

## **Options During a Call**

Your phone provides a number of control options that you can use during a call.

### ***Adjusting the Call Volume***


During a call, to adjust the earpiece volume, use the **Volume** buttons on the left side of the phone.

- Press the **Up** volume button to increase the volume level and press the **Down** volume button to decrease the volume level.

From the Home screen, you can also adjust the ringer volume using these same buttons.

## In-Call Options

During an active call, there are several options available by tapping a corresponding onscreen button.


- **speaker**: Routes the phone's audio through either the speaker or through the earpiece. Tap speaker to turn on the speakerphone. Tap again to turn it off.
- **mute**: Turn the onboard microphone either on or off. Tap to mute your phone during a call. Tap again to unmute.
- **Bluetooth**: This option appears if a Bluetooth device is active. Tap to activate the Bluetooth device.
- **Skype**: Switch to Skype, if available.
- **add call**: Allows you to add another call to your present conversation. For more information, refer to “3-Way (Multi-Party) Calling” on page 40.
- **end call**: Terminates the call.
- **dialer** : Displays the onscreen keypad, where you can enter a number using DTMF (Dual Tone Multi-Frequency).


## Making a New Call During a Call in Progress

1. Tap **add call**.

The history screen displays.

2. Select a number from your recent calls, or tap

 **keypad** to dial a number.

You can also tap  **people** to enter a number from your People. Enter the number to add and tap **call**.

Once connected, the active call appears on the call screen and the call on hold appears in a box at the top of the display.

## Switching Between Calls

When you have an active call and a call on hold, you may switch between the two calls, changing the one on hold to active and placing the other on hold.

1. Tap the bar at the top of your display to swap between the two calls.

The current call (caller #2) is placed on hold and the previous call on hold (caller #1) is then reactivated so that you can continue conversing with that person. The active call appears on the call screen.

2. Tap the bar at the top of your display again to swap back.
3. Tap **end call** to end the currently active call. The call on hold is then reconnected.

## Answering a Call During a Call in Progress

1. There are several options available when a call is received when you have a call in progress. Tap one of the following:
  - **answer**: Allows you to answer the incoming call and put the first call on hold.
  - **ignore**: Sends the new call to your voicemail. The first call stays connected.
  - **text reply**: To send a predefined text message to the caller, touch one of the following messages:
    - I'll call you back
    - Please text me
    - or –Touch **type a message** to compose a new message.
2. If you selected **answer**, tap the bar at the top of your display to swap between the two calls.

### 3-Way (Multi-Party) Calling

The 3-Way or Multi-Party feature allows you to make or answer a series of incoming calls and place them on hold. If this service is supported by the network, all calls can be joined together.

1. While connected to two different callers (one is on hold), tap **merge calls**.

The three calls are conferenced together and are displayed on the Conference screen.

2. Tap **end call** to end the conference call.


## Section 4: Your People Hub

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This section allows you to manage your daily contacts by storing their name, number, email, and other information in your phone using the People feature.

### Importing SIM Contacts to Your Phone

You can import all contacts from your SIM card to your phone.

1. From the Home screen, tap  **People**.
2. Tap **••• Options** → **settings**.
3. Tap **import from SIM**.

The phone then copies all contacts from your SIM card to your phone.






---

**Note:** The **import from SIM** option is only available if there are contacts stored on the SIM card.

---




### Adding a New Contact

Use the following procedure to store a new contact to your People.

1. From the Home screen, tap  **People**.
2. From the **CONTACTS** screen, tap  **new**.
3. The **NEW MICROSOFT ACCOUNT CONTACT** screen displays.
4. Select an account to store the contact.
5. Tap the **add photo** icon and assign a picture to the new entry. Select a picture from your photos or tap  **camera** to take a new picture with your camera. Tap  when you have made a selection.
6. Enter contact information. Tap **Name** and use the onscreen keyboard to enter the contact's name. You can also scroll down to enter additional information. For more information, refer to “*Entering Text*” on page 26.
7. Tap  **save** to save the contact information.


## Editing an Existing Contact

When editing an existing contact, you can tap a field and change or delete the information, or you can add additional fields to the contact's list of information.

1. From the Home screen, tap  **People**.
2. Swipe to the **CONTACTS** screen, and then tap the contact that you want to edit.
3. At the contact profile screen, tap  **edit**.
4. Tap the fields that you want to edit and then use the keyboard to make any changes.
5. Tap  **save** to save the edited information.

## Deleting Contacts

You can delete contacts from your phone's memory. To delete any People entry:

1. From the Home screen, tap  **People**.
2. Swipe to the **CONTACTS** screen, and then touch and hold a contact that you want to delete.
3. Tap **delete** on the displayed list.
4. If there are linked profiles for the contact, the **CHOOSE A PROFILE TO DELETE** screen displays. Tap the profile that you want to delete.
5. At the **Delete contact?** prompt, tap **delete**.



## Creating a New Room

Rooms allow you to share private calendars, group chats, photos and videos, and notes only with people you invite, such as family members, friends, or other groups.

The room displays four screens: **MEMBERS**, **CHAT**, **CALENDAR**, **PHOTOS**, and **NOTES**.

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**Note:** A Family Room comes preloaded to get you started, and you can create new ones.







---

Use the following procedure to create a new room.

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**Note:** Before using this function, you must set up a Microsoft account. For more information, refer to “*Setting Up a Microsoft Account*” on page 63.

---

1. From the Home screen, tap  **People**.
2. Swipe to the **ROOMS and GROUPS** screen
3. Tap  **new**.  
The **ADD NEW** screen displays.
4. Tap **Room**.  
The **NAME YOUR ROOM** screen displays.
5. Use the onscreen keyboard to enter a room name.
6. Tap  **save** to save the room name.  
The **EDIT ROOM** screen displays.
7. To invite members to the room, tap  **invite**.  
The **TEXT AN INVITE** screen displays.
8. Scroll through your contacts and tap a contact to send a text invitation to the room.
9. Repeat Steps 7 and 8 until you have invited all your members.
10. Tap  **done**.
11. To change a room member's preferred phone number or email address or to remove a member from the room, tap an entry in the list of group members.
12. Tap  **save** to save your changes.

## Room Options

Once you have created a room, there are several options available for editing, deleting, and so on.

1. From the **Home** screen, tap  **People**.
2. Swipe the screen to the left or right to display the **ROOMS and GROUPS** screen, then tap the room that you want to display.  
The room screen displays.
3. Tap  **email** to send an email message to all members of the room.
4. To display the EDIT ROOM screen, tap  **members**.
  - To add more members to the room, tap  **invite**.
  - Tap an entry in the list of room members to change that person's preferred phone number or email address or to remove the entry from the group. For more information, refer to *"Creating a New Room"* on page 43.

5. Tap **...** **Options** to display these options:

- **pin to start**: Pin the room to the Home screen.
- **choose background**: Change the background of the room.
- **rename**: Rename the room.
- **delete room**: Delete the room.
- **learn about rooms**: Display more information about rooms.


---

**Note:** If you delete a room, the contacts within the room are not deleted.

---

## Rooms Chat, Calendar, Photos, and Notes





Rooms allow you to share private group chats, calendars, photos and videos, and notes only with people you invite to the room.


1. From the **Home** screen, tap  **People**.
2. Swipe the screen to the left or right to display the **ROOMS and GROUPS** screen, then tap the room that you want to display.
3. Swipe to the **CHAT** screen to chat with members of the room who are currently online using Messenger.
4. Swipe to the **CALENDAR** screen to view a shared calendar which all room members can view and update.
5. Swipe to the **PHOTOS** screen to view photos and videos that anyone in the room can add.
6. Swipe to the **NOTES** screen to share notes with all room members.
7. Tap **⋮ Options** → **learn about rooms** to display more information about rooms.

## Creating a New Group

The Group function makes it possible to make individually named groups of people you care about, such as family, friends, coworkers, or social media friends. Once you create a group, you can pin it to your home screen and it becomes a live tile. Notifications appear as new posts, comments, or pictures are added to this group.





Use the following procedure to create a new group of your contacts.

1. From the Home screen, tap  **People**.
2. Swipe to the **ROOMS and GROUPS** screen, and then tap  **new**.
3. Tap **Group**.
4. Enter a group name. Tap  **save** to save.
5. Tap  **add** to add members to the group.

6. The **CHOOSE A CONTACT** screen displays. Scroll through your contacts and tap a contact to add it to the group.
7. Repeat Steps 5 and 6 until you have added all group members.
8. Tap an entry in the list of group members to change that person's preferred phone number or email address or to remove the entry from the group.
9. Tap  **done** to save the edited information.

## Group Options

Once you have created a group, there are several options available for editing, deleting, and so on.

1. From the Home screen, tap  **People**.
2. Swipe to the **ROOMS and GROUPS** screen, and then scroll down and tap the group that you want to display. The **group** screen displays.
3. Tap **text** to send a text message to all members of the group.
4. Tap **send email** to send an email message to all members of the group.
5. Tap  **pin** to pin the group to the home screen.
6. Tap  **members** to display the EDIT GROUP screen. Tap  **add** to add more members to the group. Tap an entry in the list of group members to change that person's preferred phone number or email address or to remove the entry from the group. For more information, refer to "*Deleting Contacts*" on page 42.
7. Tap **••• Options** → **rename** to rename the group.
8. Tap **••• Options** → **delete** to delete the group.

---


**Note:** Deleting a group does not delete the contacts.

---

## Using Your People List

### Dialing or Messaging from People

Once you have stored phone numbers in your People, you can dial or message them quickly and easily.

1. From the Home screen, tap  **People**.
2. Swipe to the **CONTACTS** screen, and then tap any letter (on the left side of the display) to highlight all of the letters for which you have contacts.
3. Tap a letter to quickly jump to the contacts beginning with that letter.





4. Tap the contact you want to call or message.
5. Tap **call mobile** to make a phone call or **text** to send a message.

For more information, refer to “*Creating and Sending Text Messages*” on page 53.

### Searching for People

You can also find a contact in your People list by using the Search option.

1. From the Home screen, tap  **People**.
2. Swipe to the **CONTACTS** screen, and tap  **search**.  
The search screen displays with a listing of all your contacts' names.
3. Use the onscreen keyboard to type the beginning letters of the contact's name that you are trying to find.  
The list displays names that begin with the letters you have typed.
4. Tap a name in the list to display the contact's profile.

## Linking People

### Linking People Information



Many people now maintain multiple email accounts, social networking logins, and other similar account information. For example, a Facebook account login name might differ from a corporate email account login because they are maintained separately and for different groups of people.

This device can synchronize with multiple accounts such as Windows Live, Outlook, Google, Facebook, Twitter, and LinkedIn. When you synchronize your phone with these accounts, each account creates a separate contact entry in the People list.

If one of your contacts (Amy Smith, for example) has a regular email account that you maintain in Hotmail, but also has a Facebook account under her maiden and married name, as well as a Google account, when you merge these accounts into your Contacts list you can link all of her entries and view the information in one record.

The next time you synchronize your phone with your accounts, any updates that contacts make to email account names, email addresses, and so on, automatically update in your People list.

For more information about synchronizing accounts, see “*Synchronizing Accounts*” on page 49.

1. From the Home screen, tap  **People**.
2. Tap a contact name (the name you want to link to another entry). Typically, this is the same contact with a different name or account information.
3. Tap  **link**.
4. Tap **choose a contact**.
5. Tap the second contact entry (the entry in which to link). The second contact is now linked with the first and the account information is merged into one screen.



---

**Note:** The information is maintained in the first entry that you selected.

---

6. Tap the linked contacts to view the contact information you linked. The contacts and information displays with a label next to the contact name to indicate what type of account information is contained in the entry.

## Unlinking People


1. From the Home screen, tap  **People**.
2. Tap a contact name (the account name from which you want to unlink an entry).
3. Tap  **link**. A number displays over the link symbol showing how many contacts are linked to this contact. The names of all the contacts that are linked are displayed.
4. Tap the contact you want to unlink.
5. At the prompt, tap **unlink**. The contact is now “unlinked” and no longer displays in the merged record screen.

## Synchronizing Accounts

From the Accounts menu you decide if you want applications to synchronize, send, and receive data at any given time, or if you want the applications to synchronize automatically.

After determining how you want the accounts to synchronize, indicate which account to synchronize with your People list.

To set up an account, follow these steps:

1. From the Home screen, tap  **People**.
2. Swipe to the **WHAT'S NEW** screen, and then tap **set up account**.  
The **ADD CONTACTS** screen displays.
3. Tap **add an account**.
4. Tap an account type to add. Select Outlook, **Microsoft Account** (Hotmail, Xbox, Messenger, Windows), **Exchange**, **Backup Assistant Plus**, **Google**, **iCloud**, **Facebook**, **Twitter**, **LinkedIn**, or **advanced setup** (used for accounts that use Exchange ActiveSync).
5. Follow the onscreen instructions.  
The selected account type synchronizes with your Contacts list.

## What's New

Synchronized accounts display information on the **WHAT'S NEW** screen. For example, if you add your Facebook account, you can see what your contacts are posting.


### Importing Facebook Contacts

When you add your Facebook account, your profile picture displays at the top of your People list. Tap the picture to go to your Facebook profile. Your phone also imports all of your Facebook contacts and creates a profile for each contact or adds information to existing profiles.

You can limit imported Facebook contact information to the existing contacts already on your phone. For more information, refer to *"People"* on page 141.

## People Options

You can access several options while viewing the details page for a specific entry.

1. From the Home screen, tap  **People**.
2. Tap a specific contact entry.
3. Tap one of the following options:




**pin:** Tap the pin icon to pin this contact to your Home screen.



**link:** Tap the link icon to link several contacts together. For more information, refer to *"Linking People"* on page 48.



**edit:** Tap the edit icon to make changes to the contact's information.

- • • **share contact:** Tap the options icon, and then tap **share contact**. Tap  share to send a contact's information via Tap + Send, Messaging, or an email account.

**delete:** Tap the options icon and then tap **delete** to delete the contact from your People list.



## Additional People Options

Depending on your settings, additional information from accounts such as Facebook, Twitter, or LinkedIn displays on the profile pages of your contacts.

1. From your **People** list, tap a contact entry. Depending on the information available on your accounts, phone numbers, home addresses, company names, email addresses, birthdays, and so on, are displayed. There is also a **write on wall** option and a **send email** option.
2. Swipe the screen to the left on any contact profile to the **WHAT'S NEW** screen for that contact. Posts for the contact are displayed. Scroll down the posts to display additional posts.

3. Swipe the screen to the left on any contact profile to the **history** screen for that contact. Recent activity from that contact is displayed. Scroll down the posts to display additional posts.

Use the **filter my contact list** option to limit additional information from accounts such as Facebook, Twitter, or LinkedIn from displaying on the profile pages of your existing contacts. For more information, refer to *"People"* on page 141.

## Section 5: Messaging

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This section describes how to send and receive different types of messages. It also includes the features and functionality associated with messaging.

### Types of Messages

Your phone provides the following message types:

- Text Messages
- Multimedia (Picture) Messages
- Email Messages
- Online Messages

The Short Message Service (SMS) lets you send and receive text messages to and from other mobile phones or email addresses. To use this feature, you may need to subscribe to your service provider's message service.

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**Important!** When creating a message, adding an image to a text message changes the message from a text message to a multimedia message.

---

When messages are received, the number of messages displays in the Messaging icon  on the Home screen.

## Creating and Sending Text Messages


To create a new message and send it to another mobile phone or an email address:

1. From the Home screen, tap  **Messaging**.
2. Tap  **new**.
3. Tap the **To** field to manually enter a recipient. Tap the **123** key on the onscreen keyboard to enter a phone number.  
– or –  
Tap  to the right of the **To** field to select a recipient from your People list. Valid entries must have a wireless phone number. Contacts with only an email address are not listed.
4. Tap  to add additional recipients from your People list. Each contact is placed in the **To** field separated by a semicolon (;).  
– or –  
Add more recipients by tapping the recipient field.

---

**Note:** Each additional recipient entry must be separated by a semicolon (;).

---

5. To remove recipients, tap the entry in the **To** field then tap **remove**. You can also **open** the contact's profile or **copy** the contact.
6. Tap the **type a text message** box and enter your message. For more information, refer to “*Entering Text*” on page 26.
7. Review your message and tap  **send**.




---

**Note:** If you exit a message before you send it, the message is saved as a draft.

---




## Voice to Text Messages

To create a new message using your voice:



1. Create a new message and add recipients in the **To** field. For more information, refer to “*Creating and Sending Text Messages*” on page 53.
2. Tap  **speak** and say your message when **go** is displayed. When you stop speaking, your words are displayed.
3. To repeat the message, tap  **speak**. The original message is deleted and the new message is displayed.
4. Once your spoken message is correct, tap  **send**.

## Creating and Sending Multimedia Messages

A multimedia message is a message that contains a picture attachment. To create a multimedia message and send it to another mobile phone or an email address:

1. From the Home screen, tap  **Messaging**.
2. Tap  **new**.
3. Tap the **To** field or tap  to the right of the **To** field to enter a recipient.

For more information, refer to “*Creating and Sending Text Messages*” on page 53.

4. Tap the **type a text message** box and use the onscreen keyboard to type your message. For more information, refer to “*Entering Text*” on page 26.
5. Tap  **attach** to add a picture, video, your current location, a voice note, or a contact to the message.
6. To remove an attachment, touch and hold the attachment, then tap **remove** from the pop-up menu.
7. Review your message and tap  **send**.


## Messaging Threads

Any messages you have sent or received can be viewed in the Messaging **threads** list.

Sent and received text, picture, and online messages are grouped into message threads. Threaded messages allow you to see all the messages exchanged (similar to a chat program) and displays a contact on the screen. Message threads are listed in the order in which they were received, with the latest message displayed at the bottom.

### Displaying a Messaging Thread

To view a conversation in the Messaging threads list:



1. From the Home screen, tap  **Messaging** → **threads**.

The Messaging threads list displays any messages you have sent or received.

All messages to or from another phone or email address are grouped in one conversation.


Entries in the Messaging threads list contain the recipient's phone number, contact name, or email address, the time that the last message was received or sent, and the first words of the last message.

An entry for Messaging threads with multiple recipients starts by indicating the number of recipients (such as **3 recipients**) and then the recipients are listed.

2. Tap an entry in the list. The Messaging thread displays. Each message to or from the recipient, and the time that the message was sent or received, is shown in a message box. Messages sent to you are shown in a From message box . Messages that you sent are shown in a To message box .
3. Tap the **type a text message** and use the onscreen keyboard to type a reply message to the recipient.




## Viewing a Picture Attachment

To view a picture attached to a message:

1. Tap an entry in the Messaging threads list.
2. Locate the message box that contains the picture attachment.
3. Tap the picture to open the picture viewer and display the picture. Tap the picture with two fingers and drag outward to zoom in or drag toward the center of the picture to zoom out.
4. Tap  **Back** to return to Messaging threads.

## Viewing a Video Attachment

To view a video attached to a message:

1. Tap an entry in the Messaging threads list.
2. Locate the message box that contains the video attachment. The file name is underlined.
3. Tap the video file name in the message box. The video player opens and plays the video.
4. To pause playback of the video attachment, tap .
  - To continue playback of the video attachment, tap .
  - To stop playback of the multimedia message, tap  **Back**.


## Listening To an Audio Attachment

To listen to an audio attached to a message:

1. Tap an entry in the Messaging threads list.
2. Locate the message box that contains the audio attachment.
3. Tap the file name to open the audio player and play the audio file.

## Deleting a Messaging Thread

To delete a Messaging thread:

1. From the Home screen, tap  **Messaging**.  
The Messaging threads list displays any messages you have sent or received.
2. Touch and hold a message in the list, then tap **delete**.  
– or –  
Tap a message in the list, then tap **••• Options** → **delete thread**.
3. Tap **delete** to delete all messages in the selected conversation or tap **cancel** to return to the Messaging threads list.



## Deleting a Message

To delete a message in a Messaging thread:

1. Touch and hold the message box that contains the message you want to delete.  
The **delete**, **forward**, and **copy** options display.
2. Tap **delete**.  
The **Delete message?** screen displays.
3. Tap **delete** to delete the message or tap **cancel** to return to the Messaging threads list.


## Forwarding a Message

To forward a message in a Messaging thread:

1. Touch and hold the message box that contains the message you want to forward. The **delete**, **forward**, and **copy** options display.
2. Tap **forward**. The New Message screen displays with the contents of the selected message included.
3. Tap the **To** field or tap  to the right of the **To** field to enter recipients. For more information, refer to “*Creating and Sending Text Messages*” on page 53.
4. Tap  **send** to forward the message.

## Messaging Settings


To view and change messaging settings:

1. From the Home screen, tap  **Messaging**.
2. Tap ●●● **Options** → **settings**.

The messaging settings screen displays. For more information, refer to “*Messaging*” on page 140.

## Message Drafts

When you exit a message without sending, the message is automatically saved as a draft.

1. From the Home screen, tap  **Messaging**.
2. Tap ●●● **Options** → **drafts**.
3. Tap any message to resume editing. Once the message is sent, it will be removed from drafts.



– or –

Touch and hold a message until the delete pop-up displays. Tap **delete** in the pop-up to permanently delete the message.

## Online Messaging

You can chat with friends online via social networks, such as Facebook. Friends who are currently online are displayed on the online screen.

**To set your status:**

1. From the Home screen, tap  **Messaging**.
2. Swipe to the **online** screen and tap  **status**.  
The **SET CHAT STATUS** displays.
3. Tap one of the following options to set your chat status:
  - **available**: You are online and available to send and receive chat messages.
  - **busy**: You are online, but temporarily unavailable.
  - **away**: You are online, but unavailable for a period of time, such as at lunch.
  - **invisible**: You are online, but you appear as offline to others.
  - **offline**: You are offline.



## Using Email

Email enables you to review and create email using your Microsoft account, Google, and several other email services. You can also receive text message alerts when you receive an important email. You can set up multiple email accounts on your device.


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**Note:** The options on screens and in menus may vary depending on the email account you have enabled.

---

### Setting Up an Email Account

To set up an email account:

1. From the Home screen, tap  **Email**.


– or –

From the Home screen, tap  **Email** →

••• **Options** → **add email account**.

– or –

From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts** →

 **add an account**.

The **ADD AN ACCOUNT** screen displays with the possible email services choices.

2. Tap an email service, such as **Microsoft account**, **Exchange**, **Yahoo! Mail**, **Google**, and so on.  
Tap **other account** to add other types of email accounts.  
For some email accounts, tap **advanced setup**. For more information, refer to “*Advanced Email Setup*” on page 59.
3. Enter your email address in the **Email address** field.
4. Enter your password in the **Password** field.
5. Tap **sign in**.

If your email information is found, your account information is saved.

If **Attention required** displays, tap the account, correct your **user name** and **Password**, and tap **save**.

### Advanced Email Setup

For some email accounts, such as a corporate account, entering your email address and password may not be enough information. You may need to enter additional information.

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**Note:** If you are not sure which option to choose, check with your service provider.

---


## Email Account Settings

Once your email account is set up, you may want to adjust some of your settings.

---

**Note:** Available options may differ depending upon your email service provider.

---

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts**.
2. Tap your email account. The Settings for your email account display.
3. Tap the field that contains the information you want to change.

The following fields display (depending on the email account):

- **Account name:** Use this field to change the name that appears on your phone for this account.
- **Email address:** Displays the email address for this account.
- **Download new content:** Allows you to set how often you want your phone to download new email for this account. Possible values are: as items arrive, every 15 minutes, every 30 minutes, hourly, and manually. If you choose manually, see “*Syncing Your Email Account*” on page 61.
- **Download email from:** Allows you to limit the email downloaded to your phone for this account. Possible values are: the last 3 days, the last 7 days, the last 2 weeks, the last month, and any time.
- **Content to sync:** Indicates which content to synchronize between your phone and the account, such as, Email, Contacts, Calendar, and so on.
- **Your name:** This is the name that appears on your messages.
- **Incoming email server:** Displays the email server name.
- **User name:** Displays your user name.
- **Password:** Displays your password.

- **Server:** Displays the email server name.
- **Outgoing server requires authentication:** Access to server requires authentication.
- **Use the same user name and password for sending email:** Use same login information for both outgoing and incoming email.
- **Require SSL for incoming email:** Use SSL security for incoming email.
- **Require SSL for outgoing email:** Use SSL security for outgoing email.


---

**Note:** Additional fields may display, depending on the account type. Some fields should not be changed without consulting your service provider.

---

## Deleting an Email Account

To delete email accounts other than Windows Live:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts**.
2. Touch and hold the email account that you want to delete until the option list pop-up displays.

3. Tap **delete** in the pop-up to delete the account.

---


**Note:** Microsoft accounts cannot be deleted.

---

## Syncing Your Email Account

In order to view email messages on your phone for any email account, content has to be downloaded to your phone. *Syncing* is simply downloading content from your email provider and storing it on your phone.

Use the following method if you choose to download new content manually:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts**.
2. Touch and hold the email account that you want to sync. An option list displays.
3. Tap **sync**.  
**Syncing** displays while new content is downloaded.



## Linked Inboxes

Each time you add a new email account, a tile is added to the Home screen with the email name and to the Apps list.

When you add more than one email account, it is possible to link two or more email accounts so you can see all messages from those accounts in one inbox. When email accounts are grouped in this way, one tile is displayed on the Home screen for each linked group instead of the individual email tiles. Linked inboxes can be renamed.


## Creating Linked Inboxes

To create linked inboxes:

1. From the Home screen, tap  **Email** for one of the email accounts that you want to link and then tap **••• Options → link inboxes**. This inbox and other inboxes to which it can be linked are displayed.
2. Tap one or more of the other inboxes that you want to link to this inbox.
3. Tap **rename linked inbox** to give the linked inboxes a new name.
4. Tap  **Back** to exit linked inboxes set up.



## Unlinking Inboxes

To unlink inboxes:

1. From the Home screen, tap a linked inbox  **Linked inboxes** and then tap **••• Options → linked inboxes**.
2. Tap the email account listed under **this inbox** that you want to unlink.
3. Tap **unlink** to unlink the inboxes. The unlinked email account displays under **other inboxes**.

## Setting Up a Microsoft Account

When you set up a Microsoft account, you are doing more than just setting up an email account. You can get apps, play Xbox LIVE games, and more.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts** →  **add an account**.
2. Tap **Microsoft account**.  
The **Keep your life in sync** screen displays.
3. Read the information and tap **sign in**, if you have a Microsoft Account, or tap **create one** to create a new account.
4. Follow the instructions to set up your Microsoft account to use OneDrive, sync your text messages, and back up your phone settings.

## Section 6: Multimedia

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This section explains how to use the multimedia features of your phone, including Music Player, Video Player, Gallery, Camera, and Camcorder.

### Xbox Music Pass

Xbox Music Pass is a monthly music subscription service giving you unlimited access to millions of songs. Download or stream as many songs as you like and listen to them for as long as your subscription is up to date. On your Windows Phone, the streaming feature requires wireless network access. Carrier fees may apply. For more information, visit [xbox.com/music](http://xbox.com/music).

---

**Note:** Before using Xbox Music to buy music, you must set up a free Microsoft Account. For more information, refer to “Setting Up a Microsoft Account” on page 63.

---


### Music

This section explains how to access music, videos, podcasts, and radio on your phone. Navigate the **Music** app as follows:


1. From the Home screen, tap  **Music**.
2. Swipe left across the screen to view the following menus:
  - **COLLECTION:** Displays media categories such as music, video, and podcasts, as well as a link to the Store app.
  - **GET MUSIC:** Gives you access to the music area of the online Store. Also, displays featured artists from the Xbox Music Store. Touch a thumbnail to play the song and see more details about the artist from the Xbox Music Store.
  - **NOW PLAYING:** Displays the song that is currently playing. Touch  **song list** next to the thumbnail to display the songs on the album.
  - **RECENT PLAYS:** Displays songs you have recently played.

## Adding New Music

To add new music and videos with your Xbox Music Pass:


1. From the Home screen, tap  **Music**.
2. Swipe left across the screen to view the **GET MUSIC** menu.
3. Touch **Top music** or **Browse by genre**.
4. Sign in with your account information, and follow the online prompts to download new music and videos.

To add new music and videos from your computer:

1. From the Home screen, tap  **Music**.
2. Swipe left across the screen to view the **GET MUSIC** menu.
3. Touch **How to add music**.
4. There are several ways available to transfer music and videos between your phone and computer, such as using the cloud (Internet storage such as OneDrive), using a USB cable, using a Windows phone app, and so on. Select the appropriate set up for your phone, and follow the online instructions to install and use the file transfer software of your choice.

## Playing Music

To play music files from Music:

1. From the **Home** screen, swipe the screen left to display the App List.
2. Tap  **Music**.
3. Swipe left across the screen to view the **COLLECTION** menu.

Songs are organized by artists, albums, songs, genres, and playlists.

4. Touch and hold an artist, album, song, genre, or playlist to display some or all of the following options:
  - **add to ...**: Add the selected song to the list of songs currently playing or add the song to a new playlist.
  - **create radio station**: Create a customized, streaming playlist of songs based on an artist's name.
  - **share**: Allows you to share the song with Tap to share (NFC) or by using an account or connection. (Note that sharing may be restricted for some content due to copyright protection.)
  - **share**: Allows you to share the song with Tap + Send or via an account or connection.

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**Note:** Sharing may be restricted for some content due to copyright protection.

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- **pin to start** (albums only): Allows you to add a tile on the Home screen for this album. For more information, refer to “*Moving Tiles On the Home Screen*” on page 23.
  - **delete:** Delete the song or playlist.
5. Tap the song that you want to play. Song details such as artist and time information (time played and time remaining) are displayed.
  6. The following music controls are available:



Pause the music.



Start the music after being paused.




Touch and hold to rewind the music. Tap twice to play the previous song.



Touch and hold to fast-forward the music. Tap to play the next song.

## Store

To visit the music area of the Store app from **Music + Videos**:

1. From the Home screen, tap  **videos**.
2. Swipe left or right to view the **collection menu**, then tap **store**.
3. Tap **music**. The **artist of the week** displays.
4. Swipe left or right to view more music categories.



## Photos

The Photos application is where you view photos and play back videos. You can set photos as your lock screen background or share them as a picture message. And you can use your camera to scan barcodes, QR Codes, Microsoft Tags, books, CD's, and other DVD's and get more information on these products with your Internet browser.

### Uploading To SkyDrive(OneDrive)

Windows Live SkyDrive(OneDrive) provides free storage so you can store photos online, share them with the people you choose, and access them from any web browser. Various options include **share on SkyDrive(OneDrive)** if you have set up a Microsoft account.

For more information about SkyDrive(OneDrive), visit [onedrive.com](http://onedrive.com) and click on **SkyDrive(OneDrive)**.

## Accessing Pictures and Videos

When you take a photo or shoot a video, the file is saved so you can view your photos and videos at any time. To access photos and videos:

1. From the Home screen, tap  **Photos**.
2. Photos and videos are displayed depending on which option you choose:
  - **camera roll**: Thumbnails are displayed for taken photos and videos.
  - **albums**: Thumbnails are displayed for groups of pictures such as Camera Roll, Screenshots, and so on. Other albums are displayed depending on the accounts you have set up such as Microsoft, Facebook, and so on.
  - **date**: Thumbnails of all photos and videos are displayed in order of month and year created.
  - **people**: Thumbnails are displayed of all People photos that you have viewed from your accounts, such as Facebook, Twitter, and LinkedIn. You can also tap **choose contact** and tap a contact to load that contact's posted pictures.

3. Swipe left across the screen to view the following menus:
  - **favorites:** Photos added to favorites can set to display on the animated Photos Tile on the Home screen, or may be pinned there for one-tap access.
  - **what's new:** Displays photos posted by your contacts on your synchronized accounts, such as Facebook, Twitter, and LinkedIn.
  - **apps:** Get direct access to photo apps such as ATIV Beam, Live Wallpaper, Photo Editor, and Share Box.

## Thumbnail Options

1. When viewing groups of thumbnails, additional options may be available. Tap one or more thumbnails. A check mark indicates selection (tap again to deselect).
2. Tap  **Additional options** to display the following options:
  -  **add to favorites:** Adds the photo(s) to your favorites.
  -  **delete:** Deletes the photo.
  -  **share:** Share the photo(s) via Tap + Send, Messaging, an email account, social network, or add the photo to OneNote as a Quick Note.
3. Tap **••• Options** and select an option.

## Viewing Pictures

Once you locate the photo you want to view:

1. Tap the thumbnail to view the picture.
2. While viewing a photo, tap each side of the photo and pinch inward or stretch outward to zoom in or out.

– or –

Tap the screen twice to zoom in or out.

You can magnify the photo up to 400 percent.

Touch and slide a magnified photo to move the focus to the area you tap.


3. Swipe across the screen to the right or left to view more photos and videos.
4. Touch and hold a photo or tap ●●● **Options** to display the following options:
  - **share...**: Share the photo with others. Tap an option, such as Tap+Send, Messaging, an email account, and so on, and follow the on-screen instructions.
  - **edit**: Make adjustments to the photo such as cropping, rotating, and auto fix, or using applications such as Paper Artist and Photo Editor.

- **delete**: Delete the photo or video.
- **add to favorites/remove from favorites**: Add or remove the photo as a favorite.
- **set as lock screen**: Sets the photo as the lock screen background.
- **save to SkyDrive(OneDrive)**: Upload the photo to SkyDrive(OneDrive) (see “*Uploading To SkyDrive(OneDrive)*” on page 67).
- **apps...**: Edit the photo with your installed photo editing apps.

---






**Tip:** If your device displays that the memory is full when you access **Pictures**, delete some of the files.

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5. Tap  to return to the thumbnails screen.

## Viewing Videos

To view a video:

1. Tap the thumbnail to view the video. The first frame of the video displays indicating the length of the video in minutes and seconds (for example, **01:25**). The play button  is also displayed.
2. To play the video, tap .  
To pause the video playback, tap .  
To fast forward through the video, touch and hold .  
To rewind the video, touch and hold .


---


**Note:** If no control icons are displayed on the screen in addition to the video, tap anywhere on the screen to display them.

---

3. Touch and hold a video or tap **••• Options** to display the following options:

- **share...:** Share the video with others. Options are:
  - **Tap + Send:** Shares the video via Bluetooth.
  - **Messaging:** Opens a **New Message** screen with the video in-line. For more information, refer to “*Creating and Sending Multimedia Messages*” on page 54.
  - **Email:** Opens a **New Email** screen with the video in-line. This option varies depending on how you have your email set up.
- **delete:** Delete the video.
- **save to SkyDrive(OneDrive):** Upload the video to SkyDrive(OneDrive) (see see “*Uploading To SkyDrive(OneDrive)*” on page 67).


4. Tap  to return to the thumbnails screen.

You can also play videos from  **Videos**. For more information, refer to “*Video*” on page 77.

## Camera

This section explains how to use the camera and the camcorder on your phone. You can take photographs and shoot videos by using the built-in camera functionality. Your 5 megapixel camera produces photos in JPEG format.

To activate the camera:

- From the Home screen, tap  **Camera**.

### Adding a Location Tag To Your Pictures

The first time you open the Camera application, you are asked if a tag location (known as Geotagging) can be added to your pictures. This allows you to see where your pictures were taken.

---

**Caution!** Be aware that your location may be present on a photo when posting your photos on the internet.

---

If you are interested in this service:

1. Tap **Privacy Statement** to view the Windows Phone 8 Privacy Statement Highlights document.
2. Tap **allow** or **cancel** to accept or reject location tagging.

## Camera and Camcorder Mode

To toggle between Camera and Camcorder mode:

- Tap the **Camera** or **Camcorder Mode** icon ().

Once you change the mode, the corresponding settings appear. For more information, refer to “*Camera and Camcorder Settings*” on page 74.

### Taking Photos






Taking photos with your device’s built-in camera is as simple as choosing a subject, pointing the camera, and pressing the camera key.

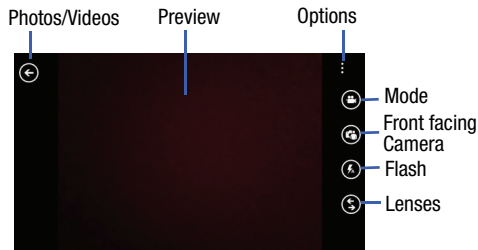
---

**Important!** Do not take photos of people without their permission. Do not take photos in places where cameras are not allowed. Do not take photos in places where you may interfere with another person’s privacy.

---

To activate the camera mode:

1. From the Home screen, tap  **Camera**.
2. Using the phone's main display screen as a viewfinder, adjust the image by aiming the camera at the subject.
3. Before you take a photo, pinch the screen to zoom out or stretch the screen to zoom out. You can magnify the picture up to 400 percent.
4. Tap **flash** to turn flash on  or off , or to use the automatic flash .
5. To take a picture of yourself, tap the **Front Facing Camera** icon () to enable or disable the Front Facing Camera.
6. If desired, before taking the photo, you can tap **Options** to access various photo and video settings. For more information, refer to “*Camera and Camcorder Settings*” on page 74.
7. Tap the screen to take a photo.



Photos are automatically stored within your designated storage location.

### Lenses



Your camera can scan barcodes, QR Codes, Microsoft Tags, books, CD's, and other DVD's and instantly retrieve information about these products using specialty apps called Lenses. Text may also be scanned and translated or searched.

---

**Note:** Tap **more lenses** to download additional scanning software and features.

---

## Bing Vision







1. From the Home screen, tap  **Camera**.
2. Tap  **Lenses** → **Bing Vision**.
3. Focus on the code or tag until the camera recognizes it and displays a thumbnail of it. If the item is correctly identified, tap the thumbnail to launch a Bing search for the product. (If the item is not identified or incorrect, try scanning the code or tag again).
4. Tap **history** to see recently scanned items.
5. Tap **scan text** to search text. Once scanned, each word is highlighted.
  - Tap **translate** and select a target language. Each highlighted word is then translated.
  - To search on a word or words, tap each word to add to the search bar at the top. Tap the search bar and use the keyboard to edit any word if necessary. Tap **search** to perform a Bing search on the selected word or words.

## Shooting Videos

---

**Tip:** When shooting video in direct sunlight or in bright conditions, it is recommended that you provide your subject with sufficient light by having the light source behind you.

---

1. From the Home screen, tap  **Camera**.
2. Tap the **Camera** or **Camcorder Mode** icon () to switch to Camcorder mode ().
3. To shoot a video of yourself, tap the **Front Facing Camera** icon () to enable or disable the Front Facing Camera.
4. Tap  to turn on the camcorder's light while recording. Tap  to turn the light off.
5. Using the phone's main display screen as a viewfinder, adjust the image by aiming the camcorder at the subject.
6. Tap the screen to begin shooting video.
7. Tap the screen again to stop the recording and save the video file to your Pictures folder.

## Camera and Camcorder Settings

1. For photo options, tap ●●● **Options** → **photo settings...** The following options are available:

- **Focus Mode:** Set focus to Normal or Macro.
- **White Balance:** Set this option to Auto (default), Cloudy, Daylight, Fluorescent, or Tungsten.
- **Exposure Metering:** Set the exposure metering to Average, Center Weighted (default), or Center Spot.
- **ISO:** Determines how sensitive the image sensor is to light. Valid values are: Auto (default), 100, 200, 400, or 800.
- **Effects:** Change the color tone or apply special effects to the photo. Options are: Off (default), Mono, Negative, Sepia, Solarize, Posterize, Vintage Cold, Vintage Warm, Point Blue, Point Green, and Point Red-Yellow.
- **Contrast:** Adjust the contrast of the photo. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).
- **Saturation:** Adjust the color saturation of the photo. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).

- **Sharpness:** Adjust the sharpness of the photo. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).

- **EV:** Helps you avoid underexposed (too dark) or overexposed (too light or white) photos. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).

- **Anti-Shaking:** Automatically adjust the image to account for movement.

- **Photo Resolution:** Set the image size. Options include: 4128 x 3096 (4:3) (default), 3264 x 2448 (4:3), 2592 x 1944 (4:3), 2048 x 1536 (4:3), 1920 x 1080 (16:9), 1600 x 1200 (4:3), 1280 x 960 (4:3), 1280 x 720 (16:9), or 640 x 480 (4:3).

2. For video options, tap ●●● **Options** → **video settings...**

The following options are available:


- **White Balance:** Set this option to one of the following choices: Auto (default), Cloudy, Daylight, Fluorescent, or Tungsten.



- **Effects:** Change the color tone or apply special effects to the video. Options are: Off (default), Mono, Negative, Sepia, Solarize, Posterize, Vintage Cold, Vintage Warm, Point Blue, Point Green, and Point Red-Yellow.
- **Contrast:** Adjust the contrast of the video. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).
- **Saturation:** Adjust the color saturation of the video. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).
- **Sharpness:** Adjust the sharpness of the video. Options are: **2** (maximum), **1** (high), **0** (default), **-1** (low), or **-2** (minimum).
- **Photo Resolution:** Set the video size. Options include: 1920 x 1080 (16:9) (default), 1280 x 720 (16:9), or 640 x 480 (4:3).





## Accessing Photos and Videos

When you take a photo or shoot a video, the file is saved in the Photos folder. You can view your photos and videos immediately or view them anytime in the Camera folder.

- From the Home screen, tap  **Photos**. For more information, refer to “Photos” on page 67.

## Assigning an Image to a Contact

The Camera can be used to create an image which can be assigned to the contact’s profile or to your Me profile.

1. From the Home screen, tap  **People**.
2. From the **People** menu, tap the contact that you want to edit.
3. At the **contact profile** screen, tap  at the bottom of the screen.
4. Tap **add photo** →  **camera**.
5. Take a photo and tap **accept** or **retake**.
6. Tap each side of the photo and swipe inward or outward to zoom in or out within the crop area. Touch and slide the photo to move it within the crop area.
7. Tap  to assign the cropped photo to the contact.





For more information, refer to “Your People Hub” on page 41.






## Setting a Photo as Your Lock Screen Background

You can set a photo as your Lock screen background immediately. For more information, refer to “*Changing the Lock Screen Background*” on page 24.

## Photo Editor

Photo Editor is the ultimate photo editor for your Windows Phone, combining an easy interface and professional grade tools and effects.


1. From the Home screen tap  **Photo Editor**.
2. There are three ways to select a photo for editing:
  - Tap a thumbnail of a recently taken photo.
  - Tap  **album** to select a photo from a photo album.
  - Tap  **camera** to take a new photo.The **PHOTO EDITOR** screen is displayed.
3. Tap  **Edit** to resize, rotate, or crop the photo.
  - **Resize**: Change the photo's size. Options are 25%, 50%, 75% or 100%.

- **Rotate**: Change the photo's orientation. Options are 90° clockwise, 90° anticlockwise, Flip vertically, or Flip horizontally.
  - **Crop**: Crop the photo. Options are Free ratio, 1:1, 3:4, 9:16, or Lasso.
4. Tap  **Color** to change the photo's overall color.
    - Tap the **color tool icons** to apply the effect. Some color tools will display adjustment controls.
    - Tap  **original** to remove the color change.
  5. Tap  **Effect** to add a special effect to the photo.
    - Tap the **effect tool icons** to apply the effect. Some effects tools will display adjustment controls.
    - Tap  **original** to remove the effect.
  6. Tap  **Decoration** to add a decoration to your photo.
    - **Frame**: Add a frame to your photo. Choose from several styles and colors.
    - **Sticker**: Add clip art to your photos. Choose from Brushes, Comics, Papers, and Graphical images.

- **Multi-grid:** Take multiple separate photos and mix them together. Options are Split in 2, Split in 3, or Split in 4.
7. Tap  **Undo** to remove the last edit. Tap  **Redo** to reapply the last edit.
  8. Tap  **Share** to share the photo via Tap+Send, Messaging, an email account, or ATIV Beam. You can also add the photo to today's MiniDairy entry, add the photo to OneNote as a Quick Note, or open the photo in Paper Artist.
  9. Tap  **Cancel** to close the photo without saving changes.
  10. Tap  **Options** to select a picture, take a picture, or use this picture as the Lock screen background.
  11. Tap  **save** to save the changes to the photo.

## Video

To play videos from the Video application:

1. From the **Home** screen, swipe the screen left to display the App List.
2. Touch  **Video**.
3. Swipe across the screen to the right or left to view the **COLLECTION** menu.
4. If there are videos stored on your phone or SD card, the category **personal videos** appears. Touch **view all** to see all videos.

To view your personal videos, see *"Viewing Videos"* on page 70.

5. Touch and hold a video thumbnail to display the following option:
  - **pin to start:** Allows you to add a tile on the Home screen for this video. For more information, refer to *"Moving Tiles On the Home Screen"* on page 23.
  - **delete:** Delete the video.

6. Touch the video that you want to play.

The video begins to play in landscape mode. The video file name displays above the video. At the bottom of the screen the video controls and the time information (time played and total time) are displayed.

7. The following video controls are available:



Pause the video.



Start the video after being paused.



Display the video in full screen.



Display the video in a reduced format.



Display more options:

- **Subtitles:** Turn subtitles On or Off.
- **Repeat:** Turn repeat On or Off.
- **Caption Settings:** Configure the captions for this video.

---

**Note:** If no control icons are displayed on the screen in addition to the video, touch anywhere on the screen to display them.

---

8. Touch  **Back** to return to the thumbnails screen.

## Section 7: Applications

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This section contains a description of each application that is available in the Applications Menu, its function, and how to navigate through that particular application. If the application is already described in another section of this user manual, then a cross reference to that particular section is provided.

---

**Tip:** To open applications quickly, add the icons of frequently-used applications to one of the Home screens. For details, see *“Customizing Your Home Screen”* on page 23.

---

### GPS Applications

GPS applications allow you to achieve real-time, GPS-enabled, turn-by-turn navigation and to access local searches based on a variety of category parameters.

To receive better GPS signals, avoid using your device in the following conditions:

- inside a building or between buildings
- in a tunnel or underground passage
- in poor weather
- around high-voltage or electromagnetic fields
- in a vehicle with tinted windows

Global GPS turn-by-turn navigation, mapping, and Point of Interest content is available for three continents, including North America (U.S., Canada, and Mexico), Western Europe, and China, where wireless coverage is available.

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**Important!** If you touch or cover the internal GPS antenna while using GPS services, it may impede the GPS signal resulting in the GPS services not working in an optimal manner. Refer to the following diagram to locate the approximate location of the internal GPS antenna.

---

## Alarms

The Alarms application allows you to access and set alarms.

### Setting a New Alarm

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Alarms** →  **add**.
2. Tap the **Time** field then use your finger to swipe the hour and minute fields to set the time you want for the alarm.
3. Tap the **Repeats** field if you want the alarm to sound on multiple days instead of **only once**. Tap the days that you want the alarm to sound.
4. Tap the **Sound** field and tap the sound title you want. You can hear a sample by tapping the  symbol next to the sound name.
5. Tap the **Name** field and use the keyboard to enter a name for this alarm.
6. Tap  **save** to save the alarm.



### Turning Off an Alarm

To turn off an alarm when it sounds:

- Tap **dismiss** on your display to stop the alarm.  
– or –  
Tap **snooze** to temporarily stop the alarm.


### Changing an Alarm

To make changes to an existing alarm:

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Alarms**.
2. Tap the alarm you want to change.
3. Tap and change fields. For more information, refer to “*Setting a New Alarm*” on page 80.
4. Tap  **save** to save the updated alarm.

### Deleting an Alarm






To delete an alarm:

1. From the Home screen, swipe left to display the **Applications** menu and tap **Alarms**.
2. Tap the alarm you want to delete.
3. Tap  **delete** to delete the alarm.




## App Folder

Group shortcuts and apps into one group and pin it to the Home screen.

### Adding an App Folder




1. From the Home screen, swipe left to display the **Applications** menu and tap  **App Folder** →  **add**.
2. Enter a name for this folder in the **Enter folder name** field and tap  **ok**.
3. Select applications to add to the folder and tap  **ok**.
4. Select a folder style and tap  **ok**

### Removing an App Folder

1. From the Home screen, swipe left to display the **Applications** menu and tap  **App Folder**.
2. Touch and hold a folder in the list, then tap **delete** in the pop-up.  
– or –  
Tap  **select**, tap the folders to remove, tap  **delete**, and tap **ok** to confirm your deletion.

## ATIV Beam

Use ATIV Beam to share files by beaming them to another NFC capable device.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Bluetooth**.
2. Touch and slide the **Status** slider to the right to turn **Bluetooth On**.
3. From the Home screen, swipe left to display the **Applications** menu and tap  **ATIV Beam**.
4. From the **Status** field, touch and slide the slider to the right to turn the status **On**.
5. Turn on NFC on the device receiving the files.
6. Select the file to share from one of the folders (Pictures, Documents, Music, or Videos) and tap  **Share**.
7. Tap your phone on the other NFC-capable device to share the files.







## ATIV Camera

The new ATIV Camera replaces the Shooting Mode app, bringing you a full-featured camera experience with improved interface and expanded shooting modes.

---

**Note:** When ATIV Camera requests your location, Microsoft collects information about your location to provide and improve its location services. This information is not used to identify or contact you.

---


1. From the Home screen, swipe left to display the **Applications** menu and tap  **ATIV Camera**.  
The Allow “Ativ Modes” to use your location? screen displays.
2. Tap **Ok** to allow your location to be used.
3. Tap  **Mode** to display the shooting modes.
4. Tap **Auto**, **Best photo**, **Best face**, **Eraser**, **Panorama**, or **HDR (Rich tone)** and then tap the  **Camera** button.
5. Tap the flash icon at the top of the screen to toggle the flash settings: **On** , **Off** , or **Auto** .

## Battery Saver

Battery Saver can be used to manage how your apps use battery power. You can view the battery power your apps are consuming and change whether they can run in the background. You can also turn off all nonessential features and conserve your battery or limit background usage to save power.

The Battery Saver app has a usage screen and a settings screen.

To access Battery Saver usage screen:

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Battery Saver**.
2. If necessary, swipe over to **usage**.


The **usage** screen displays a list of your apps and their relative battery consumption.

3. Tap **show all apps** to list all your apps. The apps with recent battery usage are listed first.  
– or –

Tap **show apps with usage** to list only the apps with recent battery usage.

To allow apps to run in the background:



1. From the Home screen, swipe left to display the **Applications** menu and tap  **Battery Saver**.
2. If necessary, swipe over to **usage**.
3. Tap an app.
4. Touch and slide the **Allow app to run in the background** slider to the right to turn the option On.

---

**Note:** This option does appear for some apps.

---


To allow apps to run in the background even when Battery Saver is on:

- Tap the **Allow this app to run in the background even when Battery Saver is on** check box.

For an explanation of the Battery Saver **settings** screen, see “*Battery Saver*” on page 120.

## Calculator

The Calculator application provides basic arithmetic functions: addition, subtraction, multiplication, and division. You can also store numbers in memory.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Calculator**.

---


**Note:** In Portrait Mode, the Calculator application provides basic functions. To perform more complicated calculations, rotate the phone to Landscape Mode. A scientific calculator displays.

---

## Calendar

With the Calendar feature, you can consult the calendar by day or month. You can also create appointments and have them displayed on your agenda.

To access the Calendar:

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Calendar**. The **day** screen displays.
2. Swipe your screen to the left to display the **agenda** view, which displays all of your appointments.
3. Swipe your screen to the left again to display the **to-do** view.
4. Tap one of the following options on the **day** or **agenda** views:



**today:** Displays the current month and day.




**new:** Tap the new icon to create a new appointment for your calendar.



**month:** Tap the month icon to display the month view.

## To-Dos

The to-do screen displays all to-do entries that you have added for all dates in the order that they appear.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Calendar** → **to-do**.

2. Tap one of the following:



**new:** Creates a new to-do.



**edit:** Tap the new icon to create a new appointment for your calendar.



**delete:** Removes a to-do from the calendar.




**sort by priority:** Sorts to-dos based on priority.

**show completed:** Show only completed to-dos.

## Calendar Settings

To set calendar settings:


1. From the Home screen, swipe left to display the **Applications** menu and tap  **Calendar** → **Options** → **settings**.
2. Touch and slide any account slider to the On position to display their calendar.
3. Tap **theme color** to select the calendar color.
4. Tap **Show to-dos on the calendar** to turn this option On.

## Camera

You can take photographs and shoot videos by using the built-in camera functionality. Your 5 megapixel camera produces photos in JPEG format.

For more information, refer to “*Camera*” on page 71.


To activate the camera:

- From the Home screen, tap  **Camera**.

## Cortana

Like a personal assistant on your phone, Cortana is there to help make things easier in your day and on your phone.

To access Cortana:

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Cortana**. The **Ready to get started?** screen displays.
2. Tap **sure** to activate Cortana.

---


**Note:** You have to be signed in to your Microsoft account to use Cortana.

---

3. Follow the onscreen instructions to get started with Cortana.

## Data Sense


This app finds more efficient ways to use cellular data (such as only downloading certain data while connected to Wi-Fi) and displays your usage.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Data Sense**.
2. View the **overview** menu to see your data plan's allowance remaining, and the days left on your data plan before it resets.

---


**Note:** This usage is measured by your phone. Your carrier's data usage measurement may differ.

---

3. View the **usage** menu to see total data usage (both cellular and Wi-Fi), and the amount of data usage each app has used.
4. Tap **set limit** to set a mobile data limit, and Data Sense will keep you on track.
5. Tap **••• Options** → **map nearby Wi-Fi** to discover nearby Wi-Fi hotspots.
6. Tap  to configure Data Sense settings. For more information, refer to “*Data Sense*” on page 120.


## Finance

View the latest market conditions for items in your portfolio. You can view information using charts, or track items in your portfolio.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Finance**.

## Food & Drink

The Bing Food & Drink app makes it easy to explore recipes, choose wine and cocktails, and learn how to make your next meal a success.


1. From the Home screen, swipe left to display the **Applications** menu and tap  **Food & Drink**.
2. Swipe the screen left or right to display various screens of information.
3. Tap **••• Options** for additional options and settings.

## Games

You can shop for new games, install games you buy on your phone, and play them with the Games feature.


### Accessing Games

To access the Games feature:

- From the Home screen, tap  **Games**.

### Getting More Games

To buy more games and install them on your phone:

1. From the Home screen, tap  **Games** → **collection** → **get more games** to go to the Games Store.
2. Tap the game to see an expanded description, screenshots, and reviews.

3. Tap **try** for a free trial, **buy** to purchase the game, **install**, if the game is free, or **share** to send someone a message or email containing a link to the game.

The Confirm purchase screen displays. The purchase is charged to your mobile phone account or you can tap **Change payment method**.

4. Tap **buy** or **install** to continue.



5. Tap  to exit.

The new game is added to your collection screen.

### Joining and Accessing Xbox LIVE

When your Xbox LIVE membership is associated with the Microsoft account used on your phone, your avatar, gamertag, achievements, and profile display in the Games hub.

## To Access Xbox LIVE

1. From the Home screen, tap  **Games → Xbox**.
2. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **games**.
3. Touch and slide the **Connect with Xbox** slider to the right to turn this option On.
4. Sign In or create one now.  
Your player ID displays on the Xbox LIVE screen.

### To change the Microsoft account associated with your gamertag:

1. Sign in to your Xbox 360 console with your gamertag.
2. From the Xbox, navigate to **Settings → Account → Your Information** and select **Microsoft account**.
3. Select Change Microsoft account and follow the instructions.

---

**Note:** This change may take up to 8 hours to display on the phone.

---

To set your profile:

- Tap your **profile** (or Player ID) and follow the instructions. Some options require Xbox Extras, a free software download. Follow the onscreen prompts to install it.



After joining Xbox LIVE, the requests screen displays with game information such as game invitations and turn notifications. It also allows you to play a game and invite others to play it with you.

To check invitations or play a game:

- Tap the desired activity on the requests screen.


## Health and Fitness

The Bing Health & Fitness app lets you manage your calories, offers workout videos and great articles from trusted sources, and lots more to help you stay healthy and fit.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Health & Fitness**. The **overview** screen displays.
2. Swipe the screen left or right to display various screens of information.
3. Tap  **Options** for additional options and settings.

## Help+ Tips


Get help any time. Information for getting around on your phone and making it yours is just a tap away.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Help + Tips**.
2. Swipe up or down through the topics and tap a topic to display subtopics.
3. Tap a subtopic to display the indicated information.

## Internet Explorer






Your phone is equipped with Internet Explorer—your access to the mobile web.

To access the Internet Explorer browser:



- At the Home screen, tap  **Internet Explorer**.

## Live Wallpaper

Live Wallpaper can change your lock screen background periodically to 12 photos of your choice.


1. From the Home screen, swipe left to display the **Applications** menu and tap  **Live Wallpaper**.
2. Tap  **album** to select a wallpaper image from the Camera Roll or Screenshots.
3. Tap an image and then tap  **done** to save. You can also take new photos by tapping  **camera**.
4. Tap each thumbnail to crop the photo, if desired. Tap  to save the cropped photo.
5. When the Set as lock screen? screen displays, tap **yes** to set this image as the lock screen image.

To remove photos from Live Wallpaper:

1. Tap  **remove**.
2. Select (by tapping) each thumbnail to remove or tap **••• Options → select all**.
3. Tap  **done** to remove the selected photos.


## MangaCamera

MangaCamera transforms a photo image of a person, scenery, or anything into a cool cartoon-like image.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **MangaCamera**.
2. Select a frame, and then capture and save the image.

## Maps

Use Google Maps to find your current location, get directions, and other location-based information.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Maps**.

You must enable **Use my location** to use Maps. For more information, refer to “*Maps*” on page 139.

---

**Important!** Before using Maps, you must have an active data (3G) connection.


---



## Messaging


The Messaging feature allows you to send online messages, text messages, and multimedia messages to other phones and email addresses.

For more information, refer to “*Creating and Sending Text Messages*” on page 53.








- From the Home screen, tap  **Messaging**.

## Mini Diary

The Mini Diary app enables you to create a diary containing your daily activities, attach pictures and share diary entries on Facebook, Photobucket, and Picasa.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Mini Diary**.
2. Tap **OK** to allow Mini Diary to use your location.
3. Swipe your screen to the right or left to view more menus. **Recent** displays recently added entries, search for entries, and add new entries. **Favorites** lists diary entries marked as Favorites. **Date** lists entries by date. **Location** lists entries by location (if available). Options let you add photos, voice memos, drawings, tags, and adjust settings.


## Adding a New Diary Entry

1. Tap  **New** to create a diary entry.
2. Tap **Tap to add photo** or tap  **photo** to add a photo from your photo albums, or take a new photo with the camera.
3. Tap  **Location** to tap the Map to add your location.
4. Tap **Tap to add text** to type an entry.
5. Tap  **voice** to add a voice memo.
6. Tap  **drawing** to add a quick drawing.
7. Tap  **save** to save this entry.
8. Tap  **Options** → **add tag** to add a tag to this entry.

## Music

Listen to music, podcasts, and radio, as well as watch videos on your phone.

For more information, refer to “*Music*” on page 64.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Music**.


## My Verizon Mobile

View details and manage your Verizon Wireless account.

---


**Note:** No airtime or minute charges apply when accessing My Verizon Mobile.

---

- From the Home screen, swipe left to display the **Applications** menu and tap  **My Verizon Mobile**.


## News

Stay up to date on news information. Select which sources you want to use to gather your news, then view each category of news such as top stories, world news, technology and science, politics, opinions, entertainment and much more.

- From the Home screen, swipe left to display the **Applications** menu and tap  **News**.

## NFL Mobile

NFL Mobile is your source for live NFL video and audio, as well as the latest NFL videos, news, statistics and more. Enjoy live NBC Sunday Night Football, ESPN Monday Night Football and NFL Network Thursday Night Football games, as well as NFL RedZone and 24/7 NFL Network.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **NFL Mobile**.
2. Follow the online prompts to download and install NFL Mobile from the Store.

---


**Note:** A subscription is required to view videos. Data charges apply while using NFL Mobile.



---



## Office

With Office, you can view, edit, and create Excel spreadsheets and Word documents, view and edit PowerPoint presentations, create notes, or search for and share document files with others.

To access Office, follow these steps:


1. From the Home screen, swipe left to display the **Applications** menu and tap  **Office**.
2. Swipe your screen to the left to display the recent screen.
  - Tap **older** to view documents stored in the browsing history.
  - Tap **Sample document** to view general information about Word, which lets you view, edit, and create Microsoft Word documents on your phone.
  - Tap **Sample presentation** to view general information about PowerPoint, which lets you view and edit Microsoft PowerPoint presentations on your phone.
  - Tap **Sample spreadsheet** to view general information about Excel, which lets you view, edit, and create Microsoft Excel spreadsheets on your phone.

3. Swipe your screen to the left to display the places screen.
  - **Phone**: Displays the office documents saved on your phone. Tap  **search** to search for a term in the list of documents.
  - **email**: Displays documents opened from your email accounts. Tap  **search** to search for a term in the list of documents.
  - **SkyDrive(OneDrive)**: Windows Live SkyDrive(OneDrive) provides free storage so you can store your documents online. SkyDrive(OneDrive) is available if you have set up a Windows Live email account. For more information about SkyDrive(OneDrive), go to <http://explore.live.com/> and click on **SkyDrive(OneDrive)**.
  - **Office 365**: Tap **set up** to set up your Office 365 account on your phone to access your Office documents, email, calendar, and contacts. For more information, go to <http://www.microsoft.com/office365>.

- Tap  **new** to add a SharePoint site. Access Microsoft SharePoint documents and lists from your phone. Download documents, make updates on your phone, and save them back to SharePoint. Enter a SharePoint address to access document on the site.
- 4. Tap  **search** to search for a term in the all, SkyDrive(OneDrive), phone, email documents, or SharePoint documents.


### **Adding a Document or Note**

To add a note or an office document:

1. Tap  **new**.
2. Follow the onscreen instructions to add an office document.

## **OneDrive**

OneDrive (formerly SkyDrive) is a place to easily store and share photos, videos, documents, and more, which you can then access from your personal computer, tablet, or phone.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **OneDrive**.

---

**Note:** You have to be signed in to your Microsoft account to use OneDrive.


---

2. Tap **••• Options** → **settings** → **about** → **Help Center** for OneDrive help information.



## OneNote

You can stay organized using text, pictures, or audio notes. Create Quick Notes, or review and edit shared OneNote notebooks using SkyDrive(OneDrive).

### To access OneNote notebooks:


1. From the Home screen, swipe left to display the **Applications** menu and tap  **OneNote**.
2. OneNote notebooks you currently have shared on SkyDrive(OneDrive) are listed.
3. Tap a notebook to open it.

### To create Quick Notes:

1. Tap  **new** to create a new Quick Note.
2. Tap  **search** to search for notes.
3. Tap **••• Options** to sync notes, view sync status, or select pages of notes.

## Paper Artist


Create your own artwork, or import a picture from Gallery to add special tapes.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Paper Artist**.

## People

You can manage your daily contacts by storing their name, number, email, and other information in your phone using the People feature.


For more information, refer to “*Your People Hub*” on page 41.

- From the Home screen, tap  **People**.

## Phone

The Phone application allows you to make or answer a call. It also includes the features and functionality associated with making or answering a call.


For more information, refer to “*Call Functions*” on page 34.

- From the Home screen, tap  **Phone**.

## Photo Editor

Photo Editor is the ultimate photo editor for Windows Phone, combining an easy interface and professional grade tools and effects.


For more information, refer to “*Photo Editor*” on page 76.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Photo Editor**.

## Photos


The Photos application is where you view photos and play back videos. You can set photos as your lock screen background or share them as a picture message. And you can use your camera to scan barcodes, QR Codes, Microsoft Tags, books, CD's, and other DVD's and get more information on these products with your Internet browser.

For more information, refer to “*Photos*” on page 67.

- From the Home screen, tap  **Photos**.

## Samsung Link


Use this application to share and play content across smart devices anywhere, anytime.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Samsung Link**.

## Settings


This application navigates to the system and applications settings for your phone. It includes such settings as: sound, Wi-Fi, Bluetooth, accounts, display, security, memory, and any extra settings associated with your phone.

For more information, refer to “*Changing Your Settings*” on page 109.

- From the Home screen,  **Settings**.


## Share Box

Use the Share Box application to share multimedia content with DLNA-compatible devices (such as your tv).

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Share Box**.  
Your screen displays nearby DLNA devices.
2. Select a nearby device from the list, then tap select content to share from my photos, my music, or my videos.


## Skype

Use free Skype to Skype video and voice calls and send instant messages to anyone around the world. Just open the app and start using it

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Skype**.  
The **Welcome to Skype** screen displays.
2. Tap **Learn more about Skype** for more information.
3. Tap **get it now!**
4. Follow the onscreen instructions.



## Sports

Bing Sport provides dates and times for the games as well as scores for the NBA, NHL, and NCAA basketball.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Sports**.

## Storage Sense

Use this option to see how your phone's storage space is being used.

1. From the Home screen, swipe left to display the **Applications** menu.
2. Tap  **Storage Sense**.  
– or –  
Tap  **Settings** → **storage sense**.

For more information, refer to “*Storage Sense*” on page 121.

## Store

Store provides access to downloadable applications, music, and games to install on your phone. Store also allows you to provide feedback and comments about an application or flag an application that might be incompatible with your phone.


### Setting Up a Microsoft Account

Before using Store, you must set up a Microsoft account. For more information, refer to “*Setting Up a Microsoft Account*” on page 63.

### Downloading Applications, Games, and Music

The type of content determines where it appears on your phone. Music, videos, and podcasts appear in **Music + videos**, games appear in **Games**, and applications appear in the **Applications** list.


To access Store and download applications, games, and music:

1. From the Home screen, tap  **Store**. The main **Store** screen displays.
  2. Tap **Verizon**, **Samsung Zone**, **apps**, **games**, **music**, or **podcasts**.
- or –

Swipe your screen to the right or left to view **featured** applications, games, and music. Tap an item to display more information.

## Travel

The Bing Travel app provides destination guides, user travel photos, expert reviews, daily trip ideas, hotel listings, and much more.

1. From the App List, touch  **Travel**.
2. Swipe the screen left or right to display various screens of information.
3. Tap **••• Options** for additional options and settings.




## Verizon Tones

Browse the Verizon catalog for the latest songs from your favorite Artists and convert them to a Ringback Tone or use it as Ringtone content. You can assign these Ringback tones to contact in your address book.

---


**Note:** Charges apply and display during purchase.

---

- From the Home screen, swipe left to display the **Applications** menu and tap  **Verizon Tones**.

## Video


The Videos feature lets you access videos on your phone.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Video**.

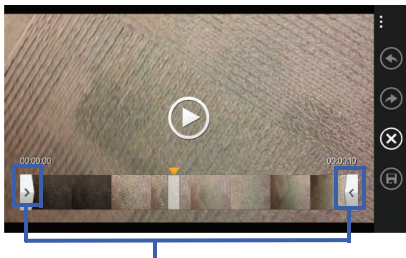
For more information, refer to “*Video*” on page 77.

## Video Trimmer


Use Video Trimmer to easily trim and crop videos.

1. From the Home screen, swipe left to display the **Applications** menu and tap  **Video Trimmer**.
2. Swipe the screen left or right, then tap one of the recent videos.

The orange arrow begins sliding from left to right across the video frames.



Touch and slide the white arrow sliders where you want the video to start and stop.

3. Touch and slide the left or right arrow sliders to define the frames of the video you want to keep. The rest is trimmed from the video.
4. Tap  **save** to save this cropped video.
5. Select **trim original video** or **trim as new video**.  
If you select trim as new video, enter a name or number for this new video.


## Voicemail

View a list of messages without dialing into a mailbox. Listen or erase with the tap of a button. For more information, refer to “*Setting Up Your Voice Mail*” on page 10.

---

**Note:** Data charges apply while using Visual Voice Mail.

---

- From the Home screen, swipe left to display the **Applications** menu and tap  **Voicemail**.

## VZ Navigator


Use VZ Navigator to find, share and navigate to millions of locations, avoid traffic, and drive or walk with ease.

---

**Note:** VZ Navigator requires service activation. Contact Verizon Wireless for more information.

---




To access the VZ Navigator feature:

- From the Home screen, swipe left to display the **Applications** menu and tap  **VZ Navigator**.

## Wallet


The Wallet app stores credit or debit cards, Microsoft gift cards, PayPal account information, and other payment options, giving you quick and easy access when purchasing online or in stores.

To access the Wallet feature:


1. From the Home screen, swipe left to display the **Applications** menu and tap  **Wallet**.
2. Tap **learn more** for more information about using Wallet.
3. Tap **get started** to launch the Wallet app and follow the on-screen instructions.
4. Tap  **add** to enter card information.
5. Tap  **search** to search for card information.
6. Tap **••• Options** to refresh data, view settings + pin, and to learn more about using Wallet.
7. Swipe the screen left to view deals and other money saving opportunities.

## WatchON

Use the Samsung WatchON application to use your phone as a remote control for your TV, set top box, DVR, Blu-Ray/DVD, stereo or other device.


1. From the Home screen, swipe left to display the **Applications** menu and tap  **WatchON**.
2. Follow the prompts to configure WatchON options, such country/region, TV service provider, channel list setup, and so on.

## Configure Your Device as a Remote

1. From the toolbar, tap  **Remote Control**.
2. Tap **Set up now** at the prompt.
3. Follow the instructions to find your TV or other devices and configure your phone to control their operation.

## Weather

Use Bing Weather to prepare for the latest weather conditions with hourly, daily, and 10-day forecasts.

- From the Home screen, swipe left to display the **Applications** menu and tap  **Weather**.

## Section 8: Connections

---

This section describes the various connections your phone can make including accessing Wi-Fi, Bluetooth, and Connecting your PC.



### Wi-Fi

#### About Wi-Fi


Wi-Fi (short for *wireless fidelity*) is a term used for certain types of Wireless Local Area Networks (WLAN). These device types use an 802.11 wireless specification to transmit and receive wireless data. Wi-Fi communication requires access to an existing and accessible Wireless Access Point (WAP). These WAPs can either be Open (unsecured), as within most Hot Spots, or Secured (requiring knowledge of the Router name and password).

#### Turning Wi-Fi On

By default, your device's Wi-Fi feature is turned on. Turning Wi-Fi on makes your device able to discover and connect to compatible in-range WAPs.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Touch and slide the **Wi-Fi networking** slider to the right to turn Wi-Fi On.
3. The device scans for available, in-range wireless networks and displays them under **Available Wi-Fi networks** on the same screen.
4. Press  **Home** to return to the Home screen.

## Connect To a Wi-Fi Network

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Make sure Wi-Fi has been turned on.  
The network names and security settings (open or secure) of detected Wi-Fi networks are displayed in the **Available Wi-Fi networks** section.
3. Tap the network to which you want to connect.


---

**Note:** When you select an open network, you are automatically connected to the network.

---

4. Enter a password if necessary. If the connection is successful, the Wi-Fi network name appears in the **Connected to** section.
5. Tap **map nearby Wi-Fi** to view, on a map, the Wi-Fi connections available near you.

## Turning Wi-Fi Off

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Touch and slide the **Wi-Fi networking** slider to the left to turn Wi-Fi Off.

---

**Note:** Use of Wi-Fi consumes more battery power.

---

## Wi-Fi Status Indicators

The following icons show your Wi-Fi connection status at a glance:



Displays when Wi-Fi is connected, active, and communicating with a Wireless Access Point (WAP).




Displays when Wi-Fi is active but there is a communication issue with the target Wireless Access Point (WAP) or it is not connected to a WAP.



## Adding and Deleting Wi-Fi Networks

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Tap **manage**.

To add a Wi-Fi network:


1. Tap  **add**.
2. Use the onscreen keyboard to enter the **Network name**.
3. Tap **add**.

To delete a Wi-Fi network:

1. Tap  **select**.
2. Tap to check networks you want to delete.
3. Tap  **delete**.

## Wi-Fi Sense

Use Wi-Fi Sense to save cellular data by automatically connecting to nearby Wi-Fi networks.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Tap **Wi-Fi Sense**.
3. Tap **Learn more** to display more information about using Wi-Fi Sense.
4. Touch and slide the **Connect to Wi-Fi hotspots** to the right to turn it On, if necessary.
5. Read and check (or uncheck) the options:  
**Accept terms of use for me when required** and **Provide a name, email, or phone number when required**.  
Tap **edit info** to update your name, email, or phone number.
6. Touch and slide the **Share Wi-Fi networks I select** to the right to turn it On, if necessary.  
When the option is On, contact options for sharing display for you to check or uncheck.



## Bluetooth

### About Bluetooth


Bluetooth is a short-range communications technology that allows you to connect wirelessly to a number of Bluetooth devices, such as headsets and hands-free car kits, and Bluetooth-enabled handhelds, computers, printers, and wireless devices. The Bluetooth communication range is usually up to approximately 30 feet.

### Turning Bluetooth On and Off

To turn Bluetooth on:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Bluetooth**.
2. Touch and slide the **Status** slider to the right to turn Bluetooth **On**. When you turn Bluetooth on, your device is discoverable and it immediately scans for Bluetooth devices.
3. Touch and slide the **Status** slider to the left to turn Bluetooth **Off**.
4. Press  to return to the Home screen.


### Bluetooth Status Indicator

The  icon displays at the top of your screen when Bluetooth is active and your phone is connected with a Bluetooth device.

### Connecting Bluetooth Devices

The Bluetooth connecting process allows you to establish trusted connections between your device and another Bluetooth device. When you connect devices, they share a passkey, allowing for fast, secure connections while bypassing the discovery and authentication process.

To connect your device with another Bluetooth device:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Bluetooth**.
2. Touch and slide the **Status** slider to the right to turn Bluetooth **On**. When you turn Bluetooth on, your device is discoverable and it immediately scans for Bluetooth devices.
3. Your device displays a list of discovered, in-range Bluetooth devices. Tap a device from the list to initiate connecting.
4. Enter the passkey or PIN code, if needed, and tap **ok**.



5. The external device then has to also accept the connection and enter your device's PIN code.

Once successfully connected to an external device, ✎ appears at the top of your screen and **connected** appears under the device name.

---

**Note:** Due to different specifications and features of other Bluetooth-compatible devices, display and operations may be different.

---

**Note:** Connecting between two Bluetooth devices is a one-time process. Once a connection has been created, the devices continue to recognize their partnership and exchange information without having to re-enter a passcode.

---

## **Disconnecting Bluetooth Devices**

Disconnecting a connected device breaks the connection between the device and your phone, but retains the knowledge of the connection. At a later point when you want to reconnect the device, there is no need to set up the connection information again.

1. Verify your Bluetooth is active.
2. From the Bluetooth settings page, tap the previously connected device. The status changes to not connected.
3. Tap the device name again to reconnect.
4. To delete the device name from your list of Bluetooth devices, touch and hold the device name until **delete** displays. Tap **delete** to remove the device from your list.


---

**Note:** Disconnections are manually done but often occur automatically if the connected device goes out of range of your phone or it is powered off.

---

## PC Connections

There are several ways available to transfer music, videos, photos, and other files between your phone and PC, such as using the cloud (Internet storage such as SkyDrive(OneDrive)), using a USB cable, using a Windows phone app, and so on.


1. From the Home screen, tap  **Music + videos**.
2. Swipe left across the screen to view the **new** menu.
3. Tap **Connect to your computer to add stuff**.
4. There are several ways available to transfer music and videos between your phone and computer, such as using the cloud, using a USB cable, using a Windows phone app, and so on. Select the appropriate set up for your phone, and follow the online instructions to install and use the file transfer software of your choice.

## Section 9: Changing Your Settings



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This section explains the sound and phone settings for your phone. It includes such settings as: display, security, memory, and any extra settings associated with your phone.

Settings are divided into **system** settings and **applications** settings.

1. From the Home screen, tap  **Settings**.  
The **Settings** screen displays.
2. Swipe your screen to the left or right to display **system** settings or **applications** settings.

Some fields can either be On or Off. To turn an option On:

- Touch and slide the slider  to the right .

### System Settings

#### Start + Theme

Using the theme setting, you can change the background and accent color for the screen.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **start+theme**.
2. Tap the **Background** field and select **dark** or **light**.

---

**Note:** Battery power is consumed at a faster rate when the background is set to **light**.


---

3. Tap the **Accent color** field and select a color.



To change the Start screen background:

- Tap **choose photo** to select a Start screen background photo.  
After choosing a photo, tap **remove** to undo your choice.

## Ringtones + Sounds

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **ringtones + sounds**.
2. From the **Vibrate** field, touch and slide the slider to the right to turn the vibrate feature On.
3. Tap the **Ringtone** field or the **Reminders** field and tap an alert type.
4. Tap **learn how to add more** to add additional ringtones.
5. Tap one of the check boxes to play a sound for:
  - **Key press**: Plays a sound when you tap a key.
  - **Lock and unlock**: Plays a sound when you lock or unlock a function.
  - **Camera shutter**: Makes a shutter sound when you take a photo.
  - **System alerts**: Plays a sound for system alerts.
6. Tap **manage app sounds** to customize app alert sounds. For more information, refer to *“Notifications and Actions”* on page 112.


## Email + Accounts

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **email + accounts**.
2. Tap  **add an account** to set up a new account.
3. Tap an existing account to modify its settings.
4. Touch and hold an existing account to sync or delete it.

For more information about email accounts, see *“Setting Up an Email Account”* on page 59.

## Lock Screen

From this menu you can change the background, set a time-out screen that locks the phone after a specific amount of time, and set up the phone to require a 4-digit password to unlock the phone.


1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **lock screen**.

2. Tap the **Background** field to choose a photo source.
    - **photo**: Tap the **change photo** field to select a background from your photos.
    - **Bing**: Professional photos from Bing will automatically be displayed as the lock screen background.
    - **Live Wallpaper**: Tap **open app** to launch Photo Editor and select a new background photo.
    - **Photo Editor**: Tap **open app** to launch Photo Editor and select a new background photo.
    - **Facebook**: Automatically display photos from your Facebook account.
  3. Touch and slide the slider to the right to turn **Show artist when playing music** On.
  4. Tap the **Choose an app to show detailed status** field to select which app displays detailed activity when the lock screen is active. Options are none, Calendar, Facebook, Messaging, or Phone.
  5. Tap up to five **+** fields to select apps to display limited activity when the lock screen is active. Options are none, Calendar, Facebook, Messaging, Phone, and Voicemail.
  6. Tap the **Screen times out after** field and select a screen time-out time. Options are 30 seconds, 1 minute, 3 minutes, or 5 minutes.
  7. Touch and slide the **Password** slider to the right to turn the password requirement mode On.
    - Tap the **New password** field and enter a 4-digit password. Tap Show password to display the password as you type.
    - Tap the **Confirm password** field and re-enter the 4-digit password. Tap Show password to display the password as you type. Tap **done** to confirm.
    - After you create a password, tap **change password** to create a new password.
    - After you create a password, tap the **Require a password after** field to set how often the password is required. Options are each time, 30 seconds, or 1, 3, 5, 15, or 30 minutes.
- 
- Note:** To remove the password requirement, touch and slide the **Password** slider to the left to turn the password requirement mode **Off** and enter the password.
-

## Notifications and Actions

Configure action center for quick and easy access to your most important notifications and settings.

For more information, refer to “*Notifications and Quick Actions*” on page 20.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **notifications + actions**.
2. Tap one of the four **Choose your quick actions** icons and then tap a setting.
3. Tap the **Show notifications in action center when my phone is locked** check box to be able to view the action center screen from the Lock screen.

To access and configure the types of notifications that display in action center:

1. Tap **Messaging**, **Phone**, or **Store** to indicate which notifications to display in action center.
2. To show notifications for the selected type in action center, touch and slide the **Show in action center** slider to the right.

3. Tap the **Notification sound** field and tap a sound type.
4. Tap the **Vibrate** check box and the phone will vibrate for this type of notification, if the ringtones + sounds settings allow it.

## Wi-Fi

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Wi-Fi**.
2. Touch and slide the **Wi-Fi networking** slider to the right to turn Wi-Fi On.

For more information, refer to “*Wi-Fi*” on page 103.


## Airplane Mode

Airplane mode allows you to use many of your phone's features, such as Camera, Games, and more, when you are in an airplane or in any other area where making or receiving calls or data is prohibited.


---

**Important!** When your phone is in airplane mode, it cannot send or receive any calls or access online information or applications.

---

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **airplane mode**.
2. Touch and slide the **Status** slider to the right to turn airplane mode On.


## Bluetooth

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Bluetooth**.
2. Touch and slide the **Status** slider to the right to turn Bluetooth On.

For more information, refer to “*Bluetooth*” on page 106.

## Cellular + SIM

You can select whether your phone supports roaming outside your home area in your Wireless Provider's network.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **cellular + SIM**.
2. To turn Data connection mode on, touch and slide the **Data connection** slider to the right.

---

**Note:** Mobile data may be used in the background and may incur charges.

---

3. Tap the **Data roaming options** field and select roam to activate this feature.

---

**Note:** When entering a roaming area, your data connection will turn off.

---

4. Tap the **For limited Wi-Fi connectivity** field and select **use cellular data** or **don't use cellular data**.

---

**Note:** Your phone will not use cellular data when Wi-Fi connectivity is limited. You may not be able to send or receive data.


---

5. Tap **SIM settings** for these options:
  - **SIM name:** Tap this field and use the onscreen keyboard to enter a name for your SIM card.
  - **Mode selection:** Tap this field and select a network or Global mode. The modes are: Global Mode, LTE and CDMA, LTE, GSM, or UMTS.
6. Tap **Learn more** for more information about cellular and SIM settings.

## NFC

Near Field Communication (NFC) allows data exchange when you tap your device with another compatible device. This can be used to share photos, websites, contacts, and more, or pair your phone by tapping another NFC-capable device.

To turn this feature on:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **NFC**.
2. To share photos, websites, and more, or pair your phone by tapping to another NFC-capable device, touch and slide the **Tap to share** slider to the right.
3. To pay for things by tapping your phone to a participating store's NFC reader, touch and slide the **Tap to pay** slider to the right.

---

**Note:** You must have a payment SIM card to use tap to pay.

---

4. To select when you can use NFC payments, tap the **Active cards work** field and select **while phone is unlocked, while screen is on, or anytime**.




## Internet Sharing

Internet sharing enables your phone as a mobile hotspot and lets you share your phone's internet connection with other compatible devices. For more information about Internet sharing, go to [verizonwireless.com](http://verizonwireless.com) or dial \*611.



---

**Note:** Internet sharing reduces battery power.

---

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **internet sharing**.
2. Tap **Share over** and select **Wi-Fi** or **Bluetooth** to indicate how you want to share your data connection.
3. Touch and slide the **Sharing** slider to the right to turn the option On.

To change the Wi-Fi broadcasted network name or password:

- Tap  **Setup**, update the following options, and then tap  **Done**:
  - **Broadcast name:** Type a network name to use to connect to your shared connection over Wi-Fi on another device.
  - **Password:** Type a password, which must be at least 8 characters. This password is required to connect to your shared connection.

## VPN



The VPN settings menu can be used to set up and manage Virtual Private Networks (VPNs).

---

**Important!** Before you can use a VPN you must establish and configure one.

---

To add a VPN profile:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **VPN**.
2. Tap  **add**.  
The **ADD PROFILE** screen displays.
3. Enter the **Server name or IP address** and any other required fields.



4. Tap **Download an SSL VPN app from the Store** to visit the Store and download an SSL VPN app.
5. Tap **advanced** to display additional VPN options.
6. Tap **save** to save your VPN settings.

To activate the VPN:


1. From the **system** screen, tap **VPN**.
2. Touch and slide the **Status** slider right to turn the option On.
3. Tap **options** to display additional VPN options **Allow VPN over cellular data** and **Allow VPN when roaming over cellular data**. Tap the check box to activate the option.

## Apps Corner

Apps Corner lets you give people access to selected apps on your phone, so they get a customized Start screen when they use your phone.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **apps corner**.
2. Tap **Apps**, select the apps that you want people to use, and then tap  **done**.
3. Turn **Action center** and **Settings** on or off, depending on whether you want people to be able to use these features when using the phone.
4. Tap **advanced**, and then turn these features on or off, depending on whether you want people to be able to use them: Camera button, Search button, Start button, Back button, and Modify Tiles.



To set a lock screen password, if you have not set one, set one now to ensure that people cannot get to your Start screen from Apps Corner.

1. Tap **Protect my phone with a password**.
2. Type a password in the **New password** field and type it again in the **Confirm password** field.
3. tap  **done**.

For more information, tap **Learn more**.

## Workplace

Workplace accounts are used by companies, organizations, universities, and employers to provide apps and info that can be used to make your job easier. Workplace accounts can also make changes designed to help keep work-related information more secure.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **workplace**.
2. Tap **What's a workplace account?** to learn more about workplace accounts.
3. Tap **add account**, enter your work email address, and tap **sign in**. Enter your password, if prompted. Follow the instructions on the screen, which may vary depending on your workplace.
4. Once you have set up a workplace account, tap the account you want to delete and then tap  **delete**.

---


**Note:** Not all workplace accounts can be deleted.

---

## Kid's Corner

Kid's Corner is a place on your phone where you can share apps, videos, games, and music with your children. They will have a Start screen of their own and easy access to the items you add there. But not too easy because you can set a lock screen password to keep them from accessing your Start screen so your phone is protected.



To set up Kid's Corner:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **kid's corner**
2. Tap **Learn more** for additional information.
3. Tap **next** and choose Games, Music, Videos, and Apps.
4. Tap **next** and tap **set password** to set a password. For more information, refer to “*Lock Screen*” on page 110.
5. Tap **finish**.


To return to default phone mode:

- Press the **Power / Lock key** to power off and press it again to power back on, and then enter the password that you set up in Step 3, above.



To add a Kid's Corner tile to your Home screen:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **kid's corner**
2. Tap  **pin**.

Once kid's corner has been set up, you can turn this feature off and on.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **kid's corner**.
2. Touch and slide the **Kid's Corner** slider to turn this feature **Off** or **On**.


To launch and customize Kid's Corner:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **kid's corner**
2. Tap **launch kid's corner** to start the Kid's Corner app.
3. Flick the Kid's Corner screen upward and tap **Customize**.
4. Enter a name for your Kid's Corner in the **Name your Kid's Corner** field.
5. Tap **choose picture** to choose a picture to represent kids corner.
6. Tap **Background** to set the background as light or dark.
7. Tap **Accent color** and select a color.
8. Tap  to save your preferences.

## Battery Saver

Battery Saver can be used to manage how your apps use battery power. You can view the battery power your apps are consuming and change whether they can run in the background. You can also turn off all nonessential features and conserve your battery or limit background usage to save power.


The Battery Saver app has a usage screen and a settings screen. To access the Battery Saver settings screen:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **battery saver**.
2. In **settings**, select one of the following:
  - **Off**: Turn off Battery Saver.
  - **When battery is under 20%**: Battery Saver conserves power when the battery level gets low.
  - **Always (limits functionality)**: Battery Saver to conserve power all the time. This option prevents most background functions.
3. Touch and slide the **Now until next charge** slider to the right to turn it On, if you want Battery Saver to conserve power immediately and then return to normal battery usage the next time you charge your phone.

For an explanation of the Battery Saver **usage** screen, see “*Battery Saver*” on page 82.


## Data Sense

The Data Sense app finds more efficient ways to use cellular data and displays your usage. For more information, refer to “*Data Sense*” on page 86.


1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **data sense**.
2. Tap **set limit** and then tap the **Limit type** field. Tap **none specified, one time, monthly, or unlimited**.
3. To restrict background data, touch and slide the **Restrict background data** slider to the right.
4. To restrict background data when roaming, touch and slide the **Restrict background data when roaming** slider to the right.
5. To set **Browser data savings** and tap **off, standard, high, or automatic**.
6. Tap **Learn more** to display additional information.

## Storage Sense

Use this option to see how your phone's storage space is being used.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **storage sense**.
2. Tap **phone** to view more information about how the phone storage is being used.
3. Tap **SD card** to view more information about how the SD card storage is being used.
  - Tap **remove SD card** to safely remove the card from your phone.
  - Tap **format SD card** to erase everything on the SD card.
4. To change the storage settings for music, videos, photos, apps, and new downloads, tap a field (**Store new music, videos, and podcasts on my, Store new photos on my, Store new apps on my, Store new downloads on my**) and then tap **phone** or **SD card**.

## Brightness

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **brightness**.
2. Touch and slide the **Automatically adjust** slider to the right to turn it On.  
The phone automatically adjusts brightness on the display.

### To manually adjust the brightness level:

1. Touch and slide the **Automatically adjust** slider to the left to turn it Off. The Level field activates.
2. Tap the **Level** field and select a level. Selections are: **low, medium, or high**.


## Screen Rotation

Unless Rotation lock is set, screen orientation automatically adjusts when you rotate your phone.

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**Note:** Turning this option on causes your screen to stay in the current orientation when you rotate your phone.

---

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **screen rotation**.
2. From the **Rotation lock** field, touch and slide the slider right to turn the option On.

## Project My Screen

Connect your phone with USB to display the phone screen on a TV, monitor, or projector.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **project my screen**.
2. Tap **advanced** to set additional options:
  - **Show touch:** Show a dot when you touch the screen. Slide the slider right to turn the option On. Tap the **Dot color** field and tap a color for the dot.
  - **External screen orientation:** Tap the field and tap an orientation option.
3. Tap **Learn more** for additional information.



## Find My Phone

To use this feature:

1. Set up a Microsoft account and then sign in at [www.windowsphone.com/en-us](http://www.windowsphone.com/en-us).
2. Point to the phone in the upper-right corner, and click **Find My Phone**. Sign in with the same Microsoft account you used to sign in on your phone, if required.


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**Note:** If you have an Xbox, LIVE, Hotmail, or Messenger ID, you have a Microsoft account.

---


3. On the Find My Phone web page, follow the onscreen instructions to set the desired options.

On your phone, the following options are available.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **find my phone**.
2. Tap one or both of the following settings:
  - **Always use push notifications (not SMS) to send commands and apps to my phone**
  - **Save my phone's location periodically and before the battery runs out to make it easier to find**
3. Tap **Privacy Statement** to view the statement.

## Backup

Certain information on your phone can be automatically backed up to the cloud (data storage available on the Internet such as OneDrive), guarding you against possible data loss.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **backup**.
2. Tap **What gets backed up?** for more information.
3. Tap **apps + settings**, **text messages**, and **photos + videos**, and follow the onscreen instructions.

---

**Note:** You will need to sign in with a Microsoft account to perform some backup options.

---


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**Note:** You will need a Wi-Fi connection to automatically upload videos and best-quality photos.

---


## Sync My Settings


Synchronize your settings so they are used across your Microsoft devices.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **sync my settings**.
2. Tap **How does syncing work?** for more information.
3. Touch and slide the **Theme**, **App settings**, **Internet Explorer**, and **Passwords** sliders right to turn the options On.

## Driving Mode

Use driving mode to set how you want calls and text messages handled when you are driving.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **driving mode**.  
The **Welcome to Driving Mode!** screen displays.
2. Tap **next**.
3. Touch and slide the **Ignore calls** slider to the right to turn the option On.

4. Touch and slide the **Ignore texts** slider to the right to turn the option On.
5. Tap **next**.  
The DRIVING MODE SETUP Bluetooth screen displays.
6. Tap **add a device** to add Bluetooth devices that can automatically start driving mode for you when they are connected.  
Touch and slide the **Status** slider to the right to enable Bluetooth. Follow the onscreen instructions to pair with other devices.  
Tap **advanced** and then tap **Use an alternate Bluetooth audio connection for Speech**, if your Bluetooth device has problems with speech recognition.  
Tap  **Back** to display the DRIVING MODE SETUP Bluetooth screen.
7. Tap a listed device to change whether it starts driving mode for you.  
**Driving Mode enabled** displays when the device is enabled.

8. Tap **next** and then tap **finish**.


---

**Important!** Driving mode turns off all notifications except texts and phone calls when you are driving. You can also turn calls and text messages off completely or set Driving Mode to text an automatic reply.

---

## Quiet Hours

Use quiet hours to stop notifications or other forms of incoming communication. However, your inner circle of contacts are allowed to get through with the help of Cortana, which helps to power quiet hours. During quiet hours, Cortana handles your calls and text and turns off other notifications.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **quiet hours**.  
If you have not enabled Cortana, the **Ready to get started?** screen displays.
2. Tap **sure** to enable Cortana and to use quiet hours.
3. Touch and slide the **Right now** slider to the right to turn the option On.

4. Touch and slide the **Automatic rules** slider to the right to turn the option On.  
Tap **Turn on during these times** to set which days to repeat, a start time, and an end time.
5. Tap **Turn on when I have a calendar event marked Busy** and select a calendar.


To set your quiet hours breakthrough rules:

1. Tap **edit inner circle** to add or delete contacts from your inner circle.
2. For calls, tap **Anyone breaks through if they call 2 times in 3 minutes** or **Inner circle breaks through** to allow these options.
3. For texts, tap **Inner circle breaks through**, **Ask inner circle: Break through?**, or **No one can break through** to set one of these options.
4. Tap **Reply that I'm busy right now to contacts who aren't allowed through** to automatically reply to texts from anyone that cannot break through.

## Location

Activate location services so applications (such as Maps) can access your location information.

To turn the location services on:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **advertising id**.
2. Touch and slide the **Location services** slider to the right to turn the option On.
3. Tap **Privacy Statement** to view the statement.
4. Tap **Show icon** to enable or disable the Location request indicator.


---

**Note:** When Location services are on, your current location is available to any apps you have allowed to access it.

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## Advertising ID

To provide more relevant advertising, Windows Phone allows apps to access a unique identifier for each owner of a device. You can reset or turn off access to this identifier at any time.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **location**.
2. Touch and slide the **Advertising ID** slider to the right to turn the option On or to the left to turn the option Off.
3. Tap **reset your advertising ID** to reset your Advertising ID.
4. Tap **Privacy Statement** to view the statement.

## USB

By default, when you connect your phone to a host computer with a USB cable, the USB data connection is automatically enabled. This means that certain media files on the phone, including pictures and music, are accessible through Windows Explorer on the host computer.

You can set the phone to display a dialog that asks for permission to enable the data connection when you connect the phone to a host computer with a USB cable.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **USB**.
2. Tap **Ask me before using USB data connection** to enable this function.


When this function is enabled, connecting your phone to a host computer with a USB cable causes the **Use USB data connection?** screen to display.

- Tap **yes** to connect or **no** to cancel the connection.



## Date + Time

This menu allows you to decide if you want the date and time automatically set or if you want to enter the date and time manually. You can also configure the phone to use a 12-hour or 24-hour format.

To configure the way the date and time display on the device:


1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **date + time**.
2. To turn 24-hour clock mode on, touch and slide the **24-hour clock** slider to the right.  
When turned Off, the 12-hour clock displays.
3. To set the date and time automatically, touch and slide the **Set date and time automatically** slider to the right.
4. To set the time zone automatically, touch and slide the **Set time zone automatically** slider to the right.

To manually set the time, date, and time zone:


1. Touch and slide the **Set date and time automatically** slider to the left to turn the feature off and display additional fields.
2. Tap the **Time zone** field and select a time zone from the list.
3. Tap the **Date** field and swipe the month, day, and year fields until the desired values display then tap  **done**.
4. Tap the **Time** field and swipe the hour, minute, and AM/PM fields until the desired time displays, then tap  **done**.

## Keyboard

Use this menu to configure the onscreen keyboard.

- From the Home screen, tap  **Settings**. Under the **system** menu, tap **keyboard**.

To add a keyboard for another language:

1. Tap **add keyboards**, select one or more languages, and tap  **done**.
2. Tap a language to configure its keyboard settings (not all languages support all options):
  - Suggest text
  - Highlight misspelled words
  - Correct misspelled words
  - Suggest emoticons
  - Insert a space after I select a suggestion
  - Insert a period after double-tap the Spacebar
  - Capitalize the first letter of a sentence
  - Type as I swipe through letters

3. Tap **advanced** for additional options:
  - Tap the **reset suggestions** field to remove all the words you have added to your suggestion list.
  - If you have more than one keyboard defined, tap **Show a comma key when available** to enable that function.
  - Tap **Switch back to letters after I type an emoticon** to automatically switch back to letters after inserting an emoticon.
  - Tap **Improve suggestions by sending information about my keyboard usage to Microsoft** to participate in sending keyboard tap information, which helps Microsoft improve the keyboard on Windows Phone and to enhance or create new user experiences.
  - Tap **Learn more** for additional information about this feature and other features of your Windows phone.



## Language

Use these settings to configure the language in which the menus and certain keyboard options are displayed.

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**Note:** Some of the settings require you to restart your phone.

---

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **language**.
2. To add another language, tap **add languages** and tap one or more languages. Tap  **done** to save your selections.
3. Touch and hold a language to display the following options:
  - **remove:** Remove additional languages.
  - **move up:** Move the language up in the list of languages.
  - **keyboard options:** Display the keyboard options for the language entry. For more information, refer to “*Keyboard*” on page 128.
  - **region options:** Display the region options for the language entry. For more information, refer to “*Region*” on page 130.
  - **speech options:** Display the speech options for the language entry. For more information, refer to “*Speech*” on page 130.

## Region


Use these settings to set your country or region and regional format.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **region**.
2. Tap the **Country/Region** and **Regional format** fields and select a setting for each.

Regional format example: displays an example date, time, and currency for the chosen regional format.

## Feedback

This setting sends feedback to help improve function for this device.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **feedback**.
2. Touch and slide the **Send feedback** slider to the right turn this option On.

---


**Note:** Feedback is only sent over a Wi-Fi connection.

---

3. Tap **Privacy Statement** to view the statement.

## Speech

These settings enable speech recognition over the network, using speech when the phone is locked, and playing audio as a confirmation.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **speech**.
2. Tap the **Read aloud incoming text messages** field and select an option.
3. Tap **Text to Speech voice** and choose female or male.
4. Tap **Speech language** and choose a language.
5. To use Speech while the phone is locked, tap **Allow speech above lock** to check and enable it.
6. Tap **Improve recognition for non-native speakers** to check and enable it.
7. Tap **Enable Speech Recognition Service** to check and enable it.

When selected, all voice commands are sent to Microsoft to provide and improve the service.


8. Tap **Privacy Statement** to view the statement.

For more information, refer to “*Speech Engine*” on page 20.




## Ease of Access

This setting controls text size and other visibility options, speech controls, and TTY/TDD mode.


1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **ease of access**.
2. Touch and slide the **Text size** slider left or right to change the text size in phone, People, email, messaging, and lock screen.
3. Touch and slide the **High contrast** slider to the right to turn the option On.
4. Touch and slide the **Narrator** slider to the right to turn the option On. Tap the **Voice** field to select female or male.
5. Touch and slide the **Narrator quick launch** slider to the right to turn the option On.
6. Tap **Learn more about Narrator** to display additional information.
7. Touch and slide the **Screen magnifier** slider to the right to turn the option On.
8. Touch and slide the **Allow zooming on all web content** slider to the right to turn the option On.
9. Touch and slide the **Speech for phone accessibility** slider to the right to turn the option On.
10. Tap the **TTY/TDD** field and select an option.
11. Touch and slide the **Telecoil** slider to the right to enable the option.
12. To customize the appearance of captions for videos in Internet Explorer and apps that use the browser to display content, tap **browser captions**.  
Touch and slide the **Custom fonts and colors** slider to the right to turn the option On.  
Tap each field to configure browser captions.

## Accessory Apps

You can turn on notification data for a compatible accessory app so your phone will send notification data to it, or you can turn off notification data and stop providing notification data to the app.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **accessory apps**.
2. Tap the app that you would like to enable or disable notifications for.
3. Turn on or turn off notification data for the app.
4. Tap **Learn more** to display additional information.

## Phone Update

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **phone update**. Updates are automatically located and installed.

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**Note:** Your phone continues to regularly check for updates, which you can install when you are connected to a PC.

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2. Tap **check for updates** to manually check for phone updates.
3. Tap **Automatically download updates if my data settings allow it** to turn this option On.

---


**Important!** This setting also checks for updates over Wi-Fi networks and when your phone is connected to your computer.

---

4. Tap **Preferred install time** to set a time to install updates.

## About

This feature displays information about your device such as the Name, Model, Software, and Screen resolution.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **about**.
2. Tap **more info** to view additional phone information, such as OS version.
3. Tap **Terms of Use** or tap **Privacy Statement** to view those documents.
4. Tap **reset your phone** if you want to reset your phone to the factory default settings.

---

**Note:** Once you perform **reset your phone**, all settings and data are initialized.

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**Caution!** After resetting your phone, you must not remove the battery until rebooting is complete.

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## Backup Assistant Plus

Backup Assistant Plus is a free service from Verizon Wireless that safeguards your contacts by automatically backing them up.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **Backup Assistant Plus**.
2. Tap **View Terms and Conditions** and tap **next** if you accept the terms and conditions.


## Call and Message Settings

You can configure Call Blocking and enable or disable Voice Privacy settings from this menu.

- From the Home screen, tap  **Settings**. Under the **system** menu, tap **call/message settings**.


## Call Blocking

Your phone can automatically reject unknown calls or calls from certain contacts.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **call/message settings** → **blocker**.
2. Tap **call blocker** (blocks unwanted phone calls).
3. Tap **••• Options** → **settings**.
4. Touch and slide the **call blocker** slider to the right turn this option On.  
This activates other settings.
5. Touch and slide the **Notification** slider to the right to turn this option On.
6. Touch and slide the **block private calls** slider to the right to turn this option On.
7. Tap **add blocked number** to add phone numbers from which calls should be blocked.
8. Once you have added numbers to block, tap **view blocked numbers** to view your blocked numbers list.


## SMS Blocking

Your phone can automatically reject unknown text messages from certain contacts.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **call/message settings** → **blocker**.
2. Tap **SMS blocker** (blocks unwanted text messages).
3. Tap **••• Options** → **settings**.
4. Touch and slide the **SMS blocker** slider to the right turn this option On. This activates other settings.
5. Touch and slide the **Notification** slider to the right turn this option On.
6. Tap **add blocked number** to add phone numbers from which sms messages should be blocked.
7. Once you have added numbers to block, tap **view blocked numbers** to view your blocked numbers list.


## Voice Privacy




Use the Voice Privacy setting to improve the security of phone calls.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **call/message settings** → **voice privacy**.
2. Touch and slide the voice privacy slider to the right to turn this option On or to the left to turn it Off.

## Contacts Import


You can use Bluetooth to import contacts from your previous phone.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **contacts import**.
2. Enable Bluetooth on each phone and set each phone to be discoverable.
3. Tap **Search device** and pair the two phones.
4. Select the desired phone from the paired list and tap **Start** to import all contacts.

5. Tap  **next** and select each contact to import or tap **Select all** to import all contacts that were found.
6. Tap  **Save** to import the selected contacts and then tap  **done**.


## Extra Settings

This setting contains additional device settings.

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **extra settings**.
2. Touch and slide the **Auto Display Intensity** slider to the right to automatically adjust background color to increase battery life when background color is set to white.
3. Touch and slide the **Echo cancellation** slider to the right to improve voice quality on a phone call.
4. Touch and slide the **Audio output mode** slider to the right to use external speakers when the phone is docked.
5. Touch and slide the **Haptic feedback** slider to the right to have the phone vibrate when screen keys are tapped.

## SoundAlive

To set up SoundAlive for the Music and Video players:

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **SoundAlive**.


---

**Note:** SoundAlive settings do not apply when using Bluetooth headsets.



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2. Tap **Basic** or **Advanced** and select a style for the speaker equalizer.
3. Tap the **Speaker effect** field and select a speaker effect.

## APNs


1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **APNs**.
2. Tap an APN, and use the keyboard to modify its name.
3. Tap **save**.

## Adding a New Access Point

1. From the Home screen, tap  **Settings**. Under the **system** menu, tap **APNs**.
2. Tap **••• Options** → **add new access point**.
3. Enter the required information such as User name, Password, Proxy server, Port, and IP type.
4. Tap  **save**.


## Application Settings

For Applications settings:

1. From the Home screen, tap  **Settings**.
2. Swipe the screen to the left or right, if necessary, to display the **applications** screen.

## Cortana

Like a personal assistant on your phone, Cortana is there to help make things easier in your day and on your phone.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **Cortana**.
2. Touch and slide the **On/Off** slider to the left to turn Cortana Off.
  - Tap **manage cloud data** to go to Bing.com and configure your personal information.
  - Tap **delete phone data** to delete information Cortana has saved on your phone.
3. Touch and slide the **On/Off** slider to the right to turn Cortana On.

The **Ready to get started?** screen displays.
4. Tap **sure**.

5. Tap **Detect tracking info, such as flights, in messages on my phone** to set the option.
6. Tap **set my name** and follow the onscreen instructions to provide Cortana with your name.


Once you have set your name, tap **change my name** to edit it.
7. Tap **Have Cortana call me by my name** to enable the option.
8. Tap **sign in to Facebook** to enable the option, which enables Cortana and Bing to give you more personalized recommendations.
9. Tap **battery saver** to allow Cortana to run in the background even if Battery Saver is On, which may cause Battery Saver to be less effective.
10. Tap **speech settings** to display the speech settings. For more information, refer to “*Speech*” on page 130.
11. Tap **search settings** to display the search settings. For more information, refer to “*Search*” on page 144.
12. Tap **Privacy Statement** to view the statement.

## Internet Explorer

From this menu you can configure your Internet settings and delete all browsing history.

*Cookies* are typically placed on your device when you browse the Internet. They contain both site information and personal information, such as a username and password, which can pose a security risk if not properly managed.

If activated, the Bing search engine automatically suggests web addresses when you perform an Internet search.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **Internet Explorer**.
2. Tap the **Website preference** field and choose either **mobile version** or **desktop version**.
3. Tap the **Use address bar button for** field and choose either **favorites** or **tabs**.
4. Tap the **Data Sense** savings field and choose either **off**, **standard**, **high**, or **automatic**.
5. Tap **delete history** and then tap **delete** to delete all temporary files, browsing history, cookies, and saved passwords from the phone.


6. Tap **Privacy Statement** to view the statement.
7. Tap **Learn about these settings** for more information.
8. Tap **advanced settings** for additional options.
  - Touch and slide the **Allow access to my location** slider to the right to turn the option On.
  - Tap any of the following options that you want to turn on:
    - Get suggestions from Bing as I type
    - Send browsing history to improve and (where available) personalize services
    - Use SmartScreen Filter to help protect against unsafe websites
    - Send a Do Not Track request to websites you visitA check mark indicates selection.
  - Touch and slide the **Reading view font size** slider to adjust the font size.
  - Tap the **Reading view style** field and tap an option.




- Tap the **Cookies from websites** field and select **accept all**, **block some**, or **block all**.
- Tap the **Website passwords** field and select **remember**, **don't remember**, or **ask each time**.
- Tap **Allow sites to store files on my phone** to turn this option On.
- Tap **manage store** to display websites that store files on your phone. To free up storage space, tap a site to delete its files.
- Tap **Learn about these settings** for more information.

## Maps


This setting allows your phone applications to use your location to provide better local search results.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **maps**.
2. Touch and slide the **Use my location** slider to the right to turn this option On.
3. Touch and slide the **Sync my places** slider right to turn the option On.

4. Tap **download maps** to add additional maps to your phone. Tap  and select a continent/country, then tap **download**.
5. Tap **check for updates** to download any updates to your maps. Select a map to update, then tap **install** to begin downloading the update, or tap **not now** to postpone the download.
6. Tap **delete history** → **delete** to remove all previous map searches and temporary files from your phone.
7. Tap **Set default voice navigation app** and select an option.
8. Tap **Privacy Statement** to view the statement.


## Messaging

From this setting you can configure your messaging confirmations and whether or not to backup your messages.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **messaging**.
2. Touch and slide the **Text message backup** slider to the right to turn this option On.  
Tap **Download messages from** and select an option.
3. Touch and slide the **SMS delivery confirmation** slider to the right to turn this option On.
4. Touch and slide the **MMS delivery confirmation** slider to the right to turn this option On.
5. Touch and slide the **Send MMS acknowledgement** slider to the right to turn this option On.
6. Touch and slide the **Group text** slider to the right to turn this option On.
7. Touch and slide the **Automatically download MMS** slider to the right to turn this option On.
8. Tap **emergency alerts** to configure:
  - Touch and slide the **Extreme Alerts**, **Severe Alerts**, or the **AMBER Alerts** slider to the right to turn the option On.


## Office

The Office menu allow you to configure SharePoint, enter a user name to identify yourself in comments and for collaboration and document tracking efforts. The Office software version numbers are also displayed.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **Office**.
2. Tap the **User name** field and enter a user name that identifies you in comments and document tracking efforts.
3. Tap **Open SharePoint links in the Office hub** to turn this option On.
4. Tap **reset Office** → **reset** to erase all saved Office settings, local and offline files, and to restore Office to its default factory settings.

## People

The People menu allows you to configure how your contacts display in the phone book. This option also allows you to import SIM contacts.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **people**.
2. Tap **add contacts** to set up email, contacts, Facebook, and configure other email accounts. For more information, refer to “*Email + Accounts*” on page 110.
3. Tap **filter contact list** to display the **FILTER CONTACTS** screen.
  - Touch and slide the **Hide contacts without phone numbers** slider right to turn the option On.
  - Under **show contacts from my**, tap each account that can be used as a source for contact information to display in your contact list. For more information, refer to “*Email + Accounts*” on page 110.
4. Tap **import from SIM** to import the contacts from your SIM card.

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**Important!** Imported SIM contacts are synchronized with your online Windows Live contact list.

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5. Under **Sort list by**, determine how you want to sort contacts. Tap **First name** or **Last name**.
6. Under **Display names by**, determine how to display names in the contacts list. Tap **First Last** or **Last, First**.
7. To activate **Use my location**, touch and slide the slider to the right.  
When activated, this feature uses your location to find nearby places and check in.
8. Tap **Save check-in searches and locations with my Microsoft account to improve search results** to enable that function.
9. Tap **Privacy Statement** to view the statement.

## Phone


The phone menu allows you to configure phone settings such as your voicemail number, international assistance, and SIM security. Your cellular provider and network may offer additional features.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **phone**. The phone settings screen displays.
2. The **My phone number** field displays the phone number associated with the SIM card installed in your phone.
3. Touch and slide the **Use default voicemail number** slider to the right to use the #86 (default) to retrieve voice mails. To set a custom number, touch and slide the **Use default voicemail number slider** to the left, then tap the **new voicemail number field**. Use the onscreen keypad to enter a new voicemail number, and tap anywhere outside the field to save the custom number.

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**Important!** This Voicemail number is configured to dial your carrier's voicemail box. Please check with your carrier before changing the number.

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4. Touch and slide the **Text reply** slider to the right to reply to a call with a text message when you can't talk. Tap **edit replies** to enter up to four text replies. Tap  to save.
5. Touch and slide the **International assist** slider to the right to turn this feature On.
6. Touch and slide the **SIM security** slider to the right to activate SIM security. Enter your SIM PIN.
7. Touch and slide the **Long tones** slider to the right to activate long tones. When activated, keyboard tones will continue to sound as long as the key is press (instead of the default short tone).
8. Tap the **Switch to video calls with** field and select a video calls app.
9. Tap **get an app** to download an app, such as Skype, to use for video calls.

## Photos + Camera

This menu allows you to configure how the camera is activated, what information is saved to a photo, and whether photos are automatically uploaded to OneDrive.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **photos+camera**.
2. Tap the **Start Tile shows** field and select one of the following:
  - **all photos**: See some of the photos saved on your phone.
  - **favorite photos**: See some of the photos you have marked as favorites.
  - **single photo**: Display the photo of your choice. Tap **choose photo** to select the photo.Tap **Shuffle now** to change the order of photos shown on your Start Tile.
3. Tap **Use location info** to activate the option.
4. Tap the **Default camera app** field to choose an app to open when the Camera key is pressed.

5. Tap **Group my photos by time and location** to set the option.
6. Tap the **Auto upload** field to set options for automatically uploading photos and videos to OneDrive. When you activate this feature, pictures you take and videos you record are automatically uploaded to OneDrive. This uses your data plan and may incur charges.

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**Tip:** The **Auto upload** feature cannot be turned on until you have signed on to your Microsoft account.

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7. Tap the **apps** field and then tap **get apps** to find and install apps that can automatically upload your content.
8. Tap **reset camera** to restore Camera default settings.
9. Tap **Privacy Statement** to view the statement.


## Search

The Search menu allow you to perform a better search, get suggestions from Bing, or delete search history.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **search**.
2. Touch and slide the **Use my location** slider to the right to turn this option On. When activated, this feature uses your location to provide better local search results.
3. Tap the **SafeSearch** field and select **off**, **moderate**, or **strict**.
4. Tap **Get suggestions from Bing as I type**, if desired.
5. Tap **Allow Microsoft to store and use images from vision searches** to help Microsoft provide better search results.
6. Tap **delete history** → **delete** to delete all previously-typed search terms from your phone.
7. Tap **View my Bing Rewards info** to view your Bing rewards status. A Microsoft account is required.
8. Tap **Privacy Statement** to view the statement.

## Store


Store provides access to downloadable applications, music, and games to install on your phone. Store also allows you to provide feedback and comments about an application or flag an application that might be incompatible with your phone.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **store**.
2. Tap **PIN** to configure your Personal Identification Number:
  - Touch and slide the **Wallet PIN** slider to the right to turn this option On.
  - Tap **Use Wallet PIN to protect music, app, and in-app purchases** to turn this option On.
  - Tap **Learn more about Wallet** for more information.
  - Tap **change PIN** to enter a new PIN number.
3. Tap **suggestions** to get ideas for apps, games, things to do, and more.
4. Touch and slide the **Update apps automatically** slider right to turn the option On.
5. Touch and slide the **Only get updates over Wi-Fi** slider right to turn the option On.

6. To check for updates for apps you have downloaded, tap **check for updates**.
7. Touch and slide the **Show today's apps** slider right to turn the option On.
8. Touch and slide the **Only update Tile over Wi-Fi** slider right to turn the option On.
9. Tap **Store Terms of Use** to read the statement.
10. Tap **Privacy Statement** to read the statement.

## Wallet

The Wallet app stores credit or debit cards, Microsoft gift cards, PayPal account information, and other payment options, giving you quick and easy access when purchasing online or in stores.

1. From the Home screen, tap  **Settings**. Under the **applications** menu, tap **Wallet**.  
The **WELCOME TO YOUR WALLET** screen displays.
2. Tap **learn more** for more wallet information.  
– or –  
Tap **get started**.  
The **Allow wallet to access and use your location?** screen displays.
3. Tap **Privacy Statement** to view the statement and then tap **allow**.

4. Touch and slide the **Wallet PIN** slider to the right to turn this option On.

The **ENTER PIN** screen displays. A PIN will be required to use Wallet. Use the keypad to enter a PIN in the **New PIN** field and then re-enter it in the **Confirm PIN** field.

5. Tap **Use Wallet PIN to protect music, app, and in-app purchases** to turn this option On.
6. Touch and slide the **Alerts** slider to the right to turn the option On.
7. Tap the **Sort Wallet by** field and select a sort method: name, category, or last used.
8. Tap **Learn more about Wallet** for more information.