



- To store a phone number:**
In the home screen, enter number > **Save**. Enter contact name.
Select **Save to SIM Card** to store contact on your SIM card (in addition to on your phone) > **Save**.
To add a second phone number: **Contacts** > *name* > **Options** > **Edit**. Enter number and press **Done** > **Save**.
- To assign a ringtone or song to a contact:**
Select **Contacts** > *name* > **Options** > **Edit**.
Press ► twice > **Ring ID**. Select tone or song > **Save**.
- To change alert style:**
In the home screen: **Shortcuts** > **Change Alert Style**. **Shortcut:** In the home screen, press and hold # to set **vibrate only**.
- To send, read, and reply to a text message:**
Send: Select **Messages** > **Create Message**. Enter message > **Send to** > *name* > **Send**. Press # to change text mode: word, letter, number, or symbol. To add a picture, sound, or other item, press **Options** > **Insert**.
Read: When a message arrives, press **View**.
Reply: Press **Options** > **Reply**.
- To see missed calls:**
Select **Recent Calls**, then press ► three times. **Shortcut:** If available, press **Recent Calls** on home screen.
- To set calendar events/alarm:**
Select **Office Tools** > **Calendar** > **Options** > **Create Event**. Enter details > **Save**.
Select **Office Tools** > **Alarm Clock**. Set alarm details > **Save**.
- To voice dial:**
Press and hold . The phone prompts you and plays a tone. Then say a name in your contact list.
- To drag and drop music, photos, and videos between your PC and phone:**
Select **Settings** (or **Office Tools** > **Settings**) > **Connections** > **USB Setting** > **Memory Card**. Connect the USB cable to phone and PC.
Open phone or memory card removable disk (PC: My Computer; Mac: desktop). Drag and drop files between PC and phone or memory card. When finished, safely disconnect disk (PC: use Safely Remove Hardware; Mac: drag removable disk to trash). Unplug USB cable.
- To launch the browser and Google search:**
Select **Web Access** > **Browser**. Use navigation keys to scroll through web pages and  to select.
In browser, select **Options** > **My Bookmarks** > **Google**. Select the Google text window, enter search topic, and select **Search**.
- To check email:**
Select **Web Access** > **Browser** > **Go to Page**. Enter URL for your web-based email account and press **Go**.