

Quick Start Guide Xda Serra



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We're better, connected



Welcome to the Xda Serra

This Quick Start Guide will help you get your Xda Serra up and running as smoothly as possible.

For a more complete guide to using your Xda Serra, please see your **Full User Manual PDF**, which you'll find on your **Applications CD** included in this box.

The Applications CD also has some additional programs on it that you can install.

We're better, connected



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Getting to know your Xda Serra

What's in the box?

You will find the following items inside this box.

Xda Serra



Battery



Enhanced stereo headset



AC adapter



TV Out cable



USB sync cable



Extra stylus



O2 may change the contents of the Xda Serra box in the future. The images here are purely to illustrate what's in the box – the actual contents may look slightly different.

This booklet,
your Quick Start Guide



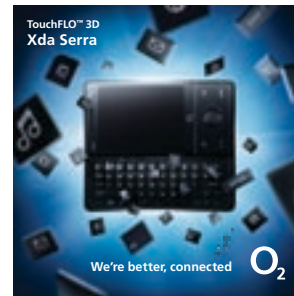
Full User Manual available
on the Applications CD



Warranty card



TouchFLO™ 3D guide



Applications CD with Windows Mobile™
software

CD Contents include:

Applications

GPRS Monitor & Sprite Backup.

Getting Started

With Windows Mobile™ software.
Includes Microsoft® ActiveSync® 4.5,
Windows Mobile Device Center for
Vista and Microsoft® Outlook® 2007
(Evaluation copy)

Full User Manual



A tour of your Xda Serra





Inserting your SIM card and battery

Make sure your Xda Serra is turned off and remove the back cover before installing your SIM card and battery. To do this, hold your Xda Serra with both hands with the front panel facing down.

Then push down the back cover with your thumb and slide up to remove.

To insert the SIM card

Look for the SIM card slot, then place the SIM card with its gold contacts facing down and its cut corner facing out from the card slot. Slide the SIM card completely into the slot.



To insert the battery

Line up the battery's exposed copper contacts with the connectors inside the battery compartment. Insert the contact's side of the battery first and then gently push the battery into place. Replace the back cover.



Charging the battery

Before you start using your Xda Serra, you'll need to fully charge the battery. Charge it by plugging in the AC adapter plug to an electrical outlet. Plug the USB end to the sync connector port at the bottom of your Xda Serra. The battery will be fully charged after about 3 hours of charging.

To install a microSD card

Insert the microSD™ card into the slot with its gold contacts facing down. To remove the microSD card, press it to eject it from the slot.

Note: microSD card is not included in the box.



Switching on your Xda Serra

After inserting your SIM card and charging the battery, just press and hold the **Power** button for a few seconds.

A Quick Start Wizard will guide you through the calibration of the screen and the set up of regional settings, date, time and password. Simply follow the onscreen instructions to finish the Quick Start Wizard. After the Quick Start Wizard finishes, your Xda Serra will install the customisation settings, then automatically restart.



Setting up your data connection settings

After your Xda Serra restarts, you'll be asked if you want to automatically set up its data connections. This means the Xda Serra will set up your 3G/GPRS and the internet.

To automatically set up your data connection settings

1. When you see the Connection Setup message at the bottom of the screen, tap **Yes**. Connection Setup then starts to set up your Xda Serra's data connection settings.
2. After the Connection Setup is complete, tap **Restart**.

Your Home Screen

Once the Xda Serra restarts after setting up your data connections, you'll be taken to the Home screen. The default home screen of the Xda Serra is the TouchFLO™ 3D Home screen, which allows touch screen access to functions such as contacts, text messages, email, internet.

When you open the hardware keyboard while on the Home screen, the Touch Access screen is shown. This enables you to quickly start a task, such as write an e-mail or SMS message, create a new appointment or open your web browser.



For more information about TouchFLO 3D, see your TouchFLO 3D Guide and Full User Manual.

Making your first call

1. On the Home screen, tap **Phone** or press the **Talk/Send** button once.
2. Enter the phone number using the keypad.

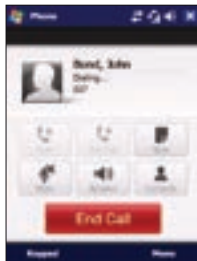
Tip: If you tap in the wrong number, simply tap **⬅** to delete each number one by one. To delete the entire number, just tap **⬅** and hold.

3. Press the **Talk/Send** button to make the call.

Tip: When calling someone, use the **Volume Up/Down** buttons on the side of the Xda Serra to change the phone volume.

Your Xda Serra can also be used to make video calls – as long as you and the person you want to call are using a 3G-enabled SIM card and are inside a 3G coverage area.

To make a video call, simply dial the number of the person you want to start a video call with and tap **Menu > Video Call**.

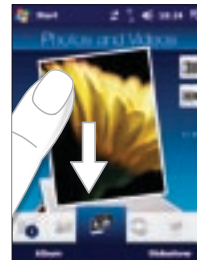


Entering information

When you need to enter text, you can use the hardware keyboard or choose one of the available onscreen methods.

Single hand operation

One hand and one touch make it quick and easy to accomplish tasks on your Xda Serra. For example, you can quickly browse through your photos by flicking your finger up or down on the screen.



To use the hardware keyboard

Your Xda comes with a hardware QWERTY keyboard, which is similar to a standard computer keyboard.

To use the keyboard, slide the screen panel to the right.



To use an onscreen input method

When you start a program or select a field that requires text or numbers, the Input Panel icon appears on the menu bar.

Tap the **Input Selector arrow** (that appears next to the Input Panel icon) to open a menu where you can select a text input method and customise input options.

Onscreen input methods

Full QWERTY



Compact QWERTY



Phone Keypad



To enter characters, simply tap on the keys on the keyboard. Depending on the keyboard layout selected, you may need to tap the same key more than once to get to the character that you want to enter.

Tip: When using T9 mode, tap **Space** to enter the first word in the predicted word list.

For more information about the hardware keyboard and the available onscreen input methods, see Chapter 4 of the Full User Manual.

Adding contacts

To add a contact to your Xda


1. On the Home screen, slide to the **People** tab and then tap **All People**.
2. Tap **New**.
3. Enter the contact information, then tap **OK**.

Copying your SIM card contacts to your Xda Serra

1. On the Home screen, tap **Start > Programs > SIM Manager**.
2. In SIM Manager, tap **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

Contacting others

Sending text messages

1. On the Home screen, slide to the **Messages** tab and tap .
2. In **To**, enter the mobile phone number of the person you want to send the message to.

Tip: You can also tap **To** to select a contact from your Contacts list.

3. Type your message and then tap **Send**.

Sending picture and video messages

1. On the Home screen, slide to the **Messages** tab and tap **All Messages**.
2. Tap **Menu > New > MMS** and then select a picture.
3. Enter the recipient's mobile number or email address in **To** and enter the **Subject** line.
4. Attach your picture or video message by tapping **Insert picture/video**, **Insert text here**, and **Insert audio**.
5. Tap **Send**.

Bluetooth

You can pair your Xda Serra with other Bluetooth enabled devices or a Bluetooth headset if you have one.

To pair your Xda Serra with a Bluetooth device

1. On the Home screen, slide to the Settings tab and then tap **Menu > Bluetooth Devices > Devices** tab.
2. Tap **Add new device**. Your Xda Serra tells you the names of other Bluetooth devices within range.
3. Tap the device name in the box, then tap **Next**.
4. Choose a passcode to establish a secure connection. The passcode can be up to 16 characters.
5. Tap **Next**.
6. Wait for the other device to accept the partnership. The owner of the other device needs to enter the same passcode that you specified.
7. The name of the other device is then displayed. You can edit and enter a new name for that device if you wish.
8. Select the check boxes of services you want to use from the other device, then tap **Finish**.

To pair your Xda Serra with a Bluetooth headset

1. Make sure that both your Xda Serra and your Bluetooth headset are turned on, within close range and that the headset is visible. See the manufacturer's documentation to find out how to set the headset in visible mode.
2. On the Home screen, slide to the **Settings** tab and then tap **Menu > Bluetooth Devices > Devices > Add new device**.
3. Tap the name of the Bluetooth headset, then tap **Next**. Your Xda Serra will automatically pair itself with the Bluetooth headset.

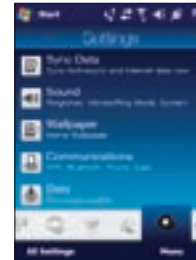
Windows Mobile will automatically try one of the preconfigured passcodes (0000, 1111, 8888, 1234) to pair your Bluetooth headset with your Xda Serra. If this fails, you have to enter the passcode delivered with your headset manually. For more information about Bluetooth, please see Chapter 9 of the Full User Manual.

Setting up Wi-Fi

To connect to an open Wi-Fi network

1. On the Home screen, slide to the **Settings** tab.
2. On the Settings screen, tap **Communications > Wi-Fi** to turn on Wi-Fi.
3. The network names of the detected wireless networks are displayed on a pop-up message window. Tap the open (unsecured) wireless network, then tap **OK**.

To learn how to connect to a secured network, see Chapter 8 of the Full User Manual.



Setting up an internet email account

It's really simple to set up a personal email account such as Gmail or Yahoo! on your Xda Serra.

1. On the Home screen, slide to the **Mail** tab and tap **New account**.
2. Enter the **Email Address** and **Password** of your personal email account and select the **Save password** checkbox. Tap **Next**.
3. After the Xda Serra finds the settings for the email account, tap **Next**.



Note: If the settings are not found, your Xda will try to retrieve the settings.



4. Enter **Your name** and the **Account display name** and then tap **Next**.

Note: The **Account display name** is the name you'll see on the **Mail** tab on the Home screen.

5. Select how often you want your Xda Serra to check for new messages on the server in **Automatic Send/Receive** and then tap **Finish**.
6. Choose whether or not you want to download messages from the email account.

Tip: An Unlimited Web Bolt On is a great way to get the best value when downloading emails and browsing the internet.

To send email using your internet email account

1. On the **Mail** tab of the Home screen, tap the  icon of your internet email account you've just set up.
2. Tap .
3. Enter the email address of the person you want to email in **To** and enter a **Subject** line.
4. Type your email and then tap **Send**.



You can also synchronise your Xda Serra with your company's Microsoft Exchange Server to send and receive emails and have real time access to your inbox, calendar and contacts. Please refer to the Full User Manual if you want to access your company email using your Xda.

Browsing the internet

You can use your Xda Serra to go online with 3G or Wi-Fi.

Turn your Xda Serra sideways to browse the web in landscape mode.



To open Opera Mobile and browse the web

1. On the Home screen, slide to the Internet tab and then tap **Browser**.
2. On the Opera Mobile screen, tap the address bar.
3. Enter the URL address and tap.

Use the touch screen to search the web pages. For more details on how to use Opera Mobile, see Chapter 8 of the Full User Manual.

Personalising your Xda Serra

Changing phone settings

You can customise your Xda settings to suit you.

To change the ringtone

1. On the Home screen, slide to the **Settings** tab and then tap **Sound**.
2. On the Sound screen, slide down to **Ringtone** and tap it.
3. On the Ringtones screen, tap the ringtone you want to use and tap **Done**.

To set an alarm

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Systems** tab, tap **Clock & Alarms**.
3. On the **Alarms** tab, select a checkbox and change the **Description**.
4. Tap the days you want the alarm to sound and then tap **OK**.

To secure your Xda Serra

You can enter a password to lock your Xda Serra if it hasn't been used for a while.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Personal** tab, tap **Lock**.
3. Select the **Prompt if device unused for** check box and enter the time you want.
4. Select the **Password** type.
5. Enter and confirm your password and then tap **OK**.

To activate your SIM card PIN

Activating your SIM card PIN requires you to choose a password before you can use the phone features of your Xda Serra.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **Personal** tab, tap **Phone > PIN** tab and then choose the **Require PIN when phone is used** check box.
3. Follow the onscreen instructions to set the PIN number.



To change battery and backlight settings

You can save battery power by adjusting the battery and backlight settings.

1. On the Home screen, slide to the **Settings** tab and then tap **All Settings**.
2. On the **System** tab, tap **Power**.
3. On the **Backlight** tab, set the brightness of the backlight by dragging **Battery Power** and **External Power** sliders.
4. On the **Advanced** tab, set when you want the backlight and Xda Serra to turn off when using battery and external power. Tap **OK**.


Note: When the backlight turns off, it only turns off the screen. Your Xda Serra is still 'on.' To turn the screen back on, press the power button.

Photo and video


Taking photos

Use your 3.2 megapixel camera to take photos and shoot videos.

To take a photo

1. On the Home screen, slide to the **Photos and Videos** tab and then tap the camera icon . The screen automatically switches to landscape mode when you open the camera programme.
2. Aim your Xda Serra at the subject.
3. Press **Enter** on the **Navigation Control**. This activates the auto focus feature of the camera. When the focus is set, the camera automatically takes the shot.

Filming videos

1. On the Home screen, slide to the **Photos and Videos** tab and then tap the video icon . The screen automatically switches to landscape mode when you open the camera programme.
2. Aim your Xda Serra at the subject.
3. Press **Enter** on the **Navigation Control**. This activates the auto focus feature of the camera. When the focus is set, the camera automatically starts capturing video.
4. Press **Enter** again to stop recording video.

To learn more about the other modes and functions of the camera, please refer to the Full User Manual on your Applications CD.



Viewing Photo and Videos

Use the Album feature on your Xda Serra to browse photos and play back video.

Note: Album can display files in the BMP, GIF, PNG, JPG, Animated GIF, 3GP, MP4, and WMV formats.

To view photos

1. On the Home screen, slide to the **Photos and Videos** tab and tap **Album**.
2. Tap an image to view it in full screen mode.
3. Use the touch screen to go to the next/previous image or to zoom in/out. Slide your finger clockwise on an area to zoom in. Slide your finger counter-clockwise to zoom out.

To rotate images

While viewing images, you can automatically rotate the image by simply turning your Xda Serra sideways.

To playback video

Tap the screen to show the playback controls.

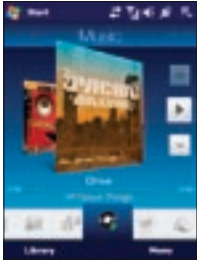
1. On the Home screen, slide to the **Photos and Videos** tab and tap **Album**.
2. Tap the video you want to playback.

For more information about Album, see Chapter 11 of the Full User Manual.

Synchronising music files

Synchronise music files on your PC and the internal storage of your Xda Serra so you can listen to them when you're on the move.

1. On your computer, open Windows Media® Player and then connect your Xda Serra to your computer.
2. On the Device Setup dialog box, enter a name for your Xda Serra and click **Finish**.
3. Click **Stop Sync** and then on the left panel of Windows Media® Player, right-click the name of your Xda Serra and click **Set Up Sync**.
4. Select the music playlist(s) that you want to sync between your computer and the internal storage and then click **Add**.
5. Click **Finish**.



Listening to music

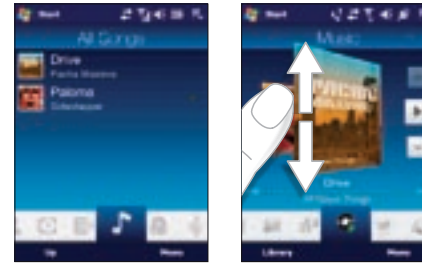
After synchronising music files to your Xda Serra, you can use the **Music** tab on the Home screen to play back music.

To listen to music

1. On the Home screen, slide to the **Music** tab and then tap **Library**.
2. Slide to the **All Songs** tab and then tap the song you want to play.

Touch and hold on this bar to display the **Jog bar**. Drag right or left on the **Jog bar** to move forward or backward in the music.

For more information about the Music tab, see the TouchFLO 3D Guide and Full User Manual.



Getting organized

Synchronising your Xda Serra with your PC

Synchronise information and files between your PC and Xda Serra.

Note: See Chapter 5 of the Full User Manual to find out which information and files you can synchronise.

Set up synchronisation software on your PC

Depending on the Operating System of your PC, you'll need either Microsoft ActiveSync® 4.5 (or later) or Windows Mobile® Device Center to synchronise your Xda with your PC.

To synchronise your Xda Serra with a Windows XP PC

1. Install ActiveSync 4.5 on your PC from the Getting Started section of your Applications CD.
2. Connect your Xda to your PC using the supplied USB cable. The Synchronisation Setup Wizard automatically starts and guides you to create a synchronisation partnership. Click **Next**.
3. Your Xda will ask you to choose a connection type – ActiveSync or Disk Drive. You should select **ActiveSync**.
4. Clear the **Synchronise directly with a server running Microsoft Exchange** check box and click **Next**. Select what you want to synchronise and then click **Next**.

5. Select whether or not you want to allow wireless data connections on your Xda Serra while it's connected to your PC. Click **Next**.

6. Click **Finish**.

To synchronise your Xda Serra with a Windows Vista PC

1. Connect your Xda to your PC using the supplied USB cable. Windows Mobile Device Center will open. On the screen, click **Setup your device**.
2. Your Xda will ask you to choose a connection type – ActiveSync or Disk Drive. You should select **ActiveSync**.
3. Select the information you want to synchronise and click **Next**.
4. Enter a name for your Xda Serra and then click **Setup**.

For more information about synchronisation, see Chapter 5 of the Full User Manual.

Viewing your Xda Serra on your TV

The TV Out function displays the Xda Serra's screen contents and audio to an external display with an RCA cable socket such as a television.

For more information about the Music tab, see Chapter 13 in the Full User Manual.

Keeping track of appointments

Use Calendar to help remind you of your upcoming appointments.

To enter an appointment into your Xda Serra

1. On the Home screen, tap **Calendar**.
2. On the Calendar screen, tap **Menu > New Appointment**.
3. Use the onscreen keyboard to enter the appointment details.
4. After entering the appointment details, tap **OK**.

The appointment will show on the Home screen.



Keeping track of things to do

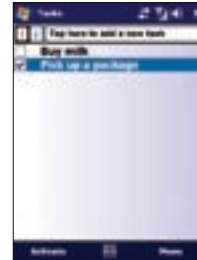
Use Tasks to help you remember things you have to do.

To create a to-do list

1. Tap **Start > Programs > Tasks**.
2. On the Tasks screen, tap **Tap here to add a new task** and then enter the task name.
3. Tap the **Enter** button on the onscreen keyboard.

Tip: You can also tap outside the field to enter the task.

See Chapter 12 of the Full User Manual to learn more about the advanced features of Tasks.



Copying files

You can install a microSD™ card into your Xda to have extra storage for files.

To copy files from the PC to your Xda Serra's internal storage

1. Connect your Xda Serra to your PC using the USB cable in the box.
2. Your Xda will ask you to choose a connection type – ActiveSync or Disk Drive. You should select Disk Drive.
3. Click **File Management** > **Browse the contents of your Xda** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens Windows Explorer on your PC and shows the contents of your Xda Serra.
4. Browse the folders on your PC, right-click the file you want to copy and then click **Copy**.
5. Go to **My Windows-Based Mobile Device** > **Internal Storage** and then right-click on the screen and click **Paste**.

When you want to copy media files such as music and videos to your Xda Serra from your PC, it's recommended that you use Windows Media Player.

Resetting your Xda Serra

1. Pull out the stylus.
2. Use the stylus to press the **Reset** button found at the opening of the stylus compartment.
3. Your Xda Serra should restart and show you the Home screen.

You can also do a hard reset. After a hard reset, the Xda Serra is restored to its default settings – the way it was when you first bought it and turned it on. Only Windows Mobile® software and other pre-installed programs will remain.

To learn how to perform a hard reset, see Chapter 13 of the Full User Manual.

Help and troubleshooting

Help online

Need technical help with your Xda? For help with using or setting up your Xda Serra, visit our dedicated Xda web site at o2.co.uk/xda












Talk to us












O2 will be able to help if you have any general questions about your Xda Serra, questions about charges on your account or activation of O2 services. You'll find their contact details printed on your monthly bill. If you're a corporate customer, we recommend you contact your internal help desk first.












Status Indicators

Status icon	Meaning
	New email or text messages; SMS notification of voicemail
	New multimedia (MMS) message
	New MSN message
	There are more notifications Tap the icon to view all
	Speakerphone on
	Voice call in progress
	Calls are forwarded
	Call on hold
	Missed call
	Maximum signal strength
	No signal

Status icon	Meaning
	Phone is turned off
	No phone service
	Searching for phone service
	GPRS available
	GPRS connecting
	GPRS in use
	Roaming
	Connection is active
	Connection is not active
	Synchronisation in progress
	Synchronisation error

Status icon	Meaning
	No SIM card inserted
	Battery is fully charged
	Battery power is very low
	Battery charging
	Xda is locked
	Xda is unlocked
	Bluetooth headset detected
	GPRS Monitor currently active
	Serial USB connection active
	The USB to PC icon*
	ActiveSync notification

Status icon	Meaning
	Wi-Fi function is enabled but the Xda Serra is not yet connected to a wireless network
	Wireless network(s) detected
	Connecting to wireless network (arrows moving)
	Connected to wireless network
	Synchronising via Wi-Fi
	Vibration mode
	Sound on
	Sound off
	Alarm

For Full Health and Safety Precautions, please refer to o2.co.uk/xda

*The USB to PC icon appears on the Today screen when you are connected to your computer with a USB connection. For more information about USB to PC, refer to the Full User Manual.