

Quick Start Guide  
Xda Guide



We're better, connected



# Welcome to the O<sub>2</sub> Xda Guide

Use this booklet to get your Xda Guide  
up and running fast.

We're better, connected



# Contents

## Your new Xda Guide

What's in the box?	1
Tour of the Xda Guide	3
Inserting your sim card	6
Installing the battery	6
Installing a microSD™ card	7
Charging the battery	8
Assembling the in-car holder	9

## Get connected

Switching on	11
Connection settings	12
The TouchFLO™ home screen	13
Making the first call	15
Typing text	16
Basic settings	17
Adding favourite contacts	21
Sending a text message	23
Sending an MMS message	23
HTC Footprints™	24
Using Wi-Fi	27
Setting up an internet email account	28
Mobile internet	30
Bluetooth	31

Appointments	33
Things to do	34
Taking photos and shooting videos	35
Viewing photos and videos	36
Connecting to a computer	39
Synching your Xda Guide with your computer	41
Copying files to your Xda Guide	43
Synching music files	44
Listening to music	45
Resetting your Xda Guide	46

# Your new Xda Guide

## What's in the box?

Xda Guide handset



Battery

Power adaptor

Screen protector

Wired stereo headset

USB cable

Pouch

In-car holder

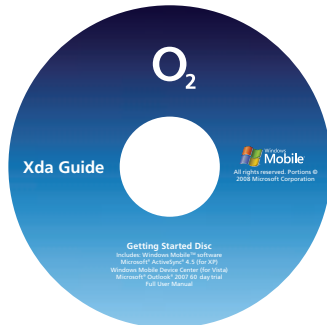
Car charger

1GB MicroSD™ card

## Quick Start Guide



## Getting Started CD



## Tour of your O<sub>2</sub> Xda Guide

Notification LED

Earpiece receiver

LCD Touch Screen

GPS

Talk / Send

HTC Footprints  
End Key

Navigation Key  
with Enter button

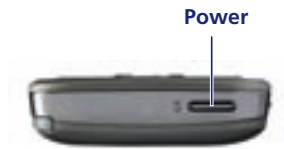
### LED indicator status

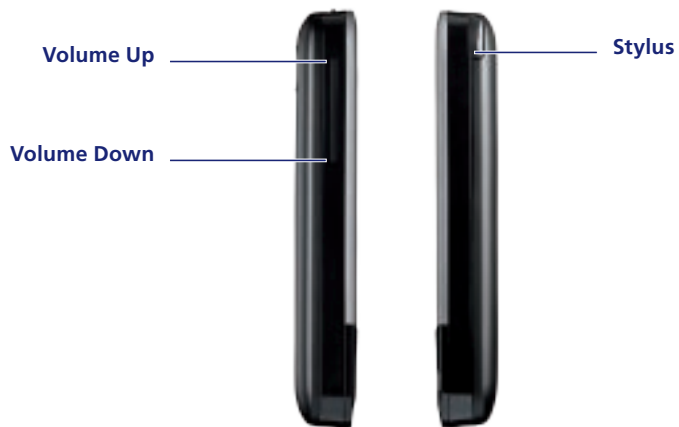
Green – Battery is fully-charged

Flashing green – SMS, MMS or email reminders

Amber – Battery is charging

Flashing amber – Battery level is low





## Inserting your sim card

Before you start using your Xda Guide you'll need to insert your sim card. This contains your mobile phone number.

Make sure the Xda Guide is turned off.

Remove the back cover by using your thumb or finger to lift it from the bottom.

Remove battery. Look for the sim card slot (top right of the space) and place the sim card in it with the gold contacts facing down and the cut-off corner matching the shape of the slot.

Slide the sim card completely into place.



## Installing the battery

Line up the battery's copper contacts with the connectors in the battery compartment and push it into place.

Make sure that the free end of the ribbon is showing above the battery (you will use this to pull the battery out again when you need to).

Replace the back cover.



## Installing a microSD™ card

Using a microSD card gives you additional memory to store anything you want. We've included one with your Xda Guide which contains map data for the CoPilot® (Sat Nav) application, but you can use the available space on it to store other things, such as photos and music files.

Remove the back cover and you'll see the microSD slot on the top right above the battery compartment.

Slide in the microSD card with the gold contacts facing down and make sure it clicks fully into place.

To remove, press the microSD card until it clicks and releases.



## **Charging the battery**

The battery in the Xda Guide should be partially charged, but you'll need to charge it properly before you start using it.

Plug the USB connector of the AC adapter into the slot on your Xda Guide.

Plug the AC adapter into an electrical outlet.

It should take about 3 hours to fully charge the battery.

## **Assembling the in-car holder**

Match the two tabs on the base with the slots on the cradle and slide it firmly down until the tabs click into place.

## **Installing the in-car holder in your vehicle**

Place the suction pad on a smooth surface, such as the windscreen, and push the lever so that the suction pad attaches itself firmly.

Always ensure that the base is very firmly attached to the surface or it may work loose and fall off.

## Using the in-car holder to hold your Xda Guide

Line up the bottom edge of the Xda Guide with the bottom of the cradle and push the top edge back so that it clicks into the top part of the cradle. Check that it's firmly held in place.

**Tip:** When the Xda Guide is switched on and placed in the in car holder, the NaviPanel opens automatically so you can use the GPS.

To remove the Xda Guide from the holder use your thumb to push the top edge of the cradle up slightly and with your fingers, push the Xda Guide, through the hole at the back of the cradle, before lifting it away.

## **Switching on**

Once you've inserted your sim card and fully charged the battery, you're ready to switch on your Xda Guide.

Press the power button.

A Quick Start Wizard takes you through the calibration of the screen and sets up the timezone, date, time and password.

Follow the onscreen instructions to go through each setting. Once the Wizard finishes, your Xda will save the new settings and restart.

## Setting up your data connection settings

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

To automatically set up your data connection settings

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



## The TouchFLO™ home Screen

The TouchFLO screen is the Xda Guide home screen and from here you can access functions such as contacts, messaging, email, music and internet.

Touch the icon on the screen to open the next window.



## Switching between tabs

To move from one home screen tab to another you can:

Touch the tab you want on the home screen

Press Navigation right or left to choose a tab

Press and hold your finger on the active tab and slide it right or left over the other tabs.

**Tip:** Press firmly when you're sliding a tab.



The rest of this Quick Start Guide will show you how to use some of the home screen tabs. For a more complete explanation of all the tabs go to the Full User Manual which you'll find on the Getting Started CD that comes with your Xda Guide.

## Making your first call

Press the **TALK/SEND** button to open the phone screen.

Tap the numbers on the keypad to dial the phone number.

Tip: If you tap a wrong number tap the **←** to erase the last digit or hold it to erase the entire number.

Press the **TALK/SEND** button again to dial the number.

**Tip:** When on a call, use the volume button on the side of the Xda Guide to turn it up or down.

## Checking for missed calls

If you've missed a call the **☎** will show in the title bar and on the home screen. It will also show how many calls you have missed.

To find out who called you tap the **☎** on the home screen to bring up the details.



## Typing text

When you need to enter text you've got a choice of three keypads. Choose between them by tapping the ▲ in the taskbar.

Full QWERTY  
keypad



Compact QWERTY  
keypad



Phone  
keypad



Tap the keys to type text. Remember if you're not using the full QWERTY keypad you may need to tap a key more than once to choose the letter you need.

**Tip:** When using predictive text (T9 mode), tap the **SPACE** key to select the first word in the predicted word list.

# Basic settings

## Ring tone

Press **TALK/SEND** to open the phone screen and then tap **Menu** and **Options**.

From the **Ring Tone** list choose the ring tone you want and tap **OK**.

## Alarm Clock

Select the **Home** tab and tap the time display.

Tap the **Alarms** tab.

Tick one of the boxes to enable an alarm. Change the **Description** by tapping the default description and typing a new one.

Tap the days of the week you want to set the alarm for.

Tap the **time** to set the time you want the alarm to go off.



## Phone profile

Profiles let you choose how you're alerted to an incoming call.

On the home screen, slide to the **Settings** tab and tap **Sounds**.

Choose from: **Normal**, **Vibrate**, **Silent** or **Automatic**.

**Automatic** means that any calls received during appointments you've put in your **Calendar** will vibrate only.

**Tip:** If you've set an alarm and choose the **Vibrate** or **Silent** mode, the alarm won't go off unless you also turn on the **Alarm Sound** option in the **Sound Profiles** screen.

## Wallpaper

Wallpaper is the background image on the **Home** tab.

You can change it by sliding to the **Settings** tab and tapping **Wallpaper**.

On the Select a Picture screen, go to the folder containing the image you want and tap that image to set it as your wallpaper.

## Device lock

Turning on the device lock means that you'll need to enter a password to unlock your Xda Guide if it hasn't been used for a while.

On the home screen slide to the **Settings** tab and tap **All settings**.

On the **Personal** tab, tap **lock**.

Tick the box next to **Prompt if device unused for** and choose the idle time before you'll need a password to use the Xda Guide.

Select the **Password** type.

Enter and confirm the password and then tap **OK**.

## Sim card PIN

Turning this on means that you'll have to enter a PIN before you can use the phone features of your Xda Guide.

On the home screen, slide to the **Settings** tab and tap **All Settings**.

On the Personal tab, tap **Phone** and then the **PIN/PIN2** tab.

Tick the box next to **Require PIN when phone is used**.

Enter your PIN and then tap **OK**.

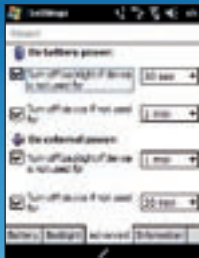
## Backlight and battery saving

On the home screen, slide to the **Settings** tab and tap **All Settings**.

On the **System** tab, tap **Power**.

On the **Backlight** tab, untick the **Auto adjust backlight** box and then adjust the brightness for battery power and AC power by holding and dragging the **battery power** and **external power** sliders.

On the **Advanced** tab, you can set the length of time before the backlight and screen of your Xda Guide turns off. You will find settings for both battery and external power. Once you have selected your power saving settings, tap **OK**.



## Adding favourite contacts

From the **People** tab on the home screen you can add up to 12 favourite contacts.

This creates a shortcut so that you can make calls and send texts or emails to the people you talk to the most.

## To add contacts

Your favourite contacts can only be chosen from your contacts list so they must be stored here first.

Tap **Start** and **Contacts**.

Tap **New** and **Outlook Contact**.

Type in the contact information and tap **OK** to save it.

Tip: If you've got your contacts stored on your sim card and you want to add some to your favourite contacts, first you've got to copy them over to your Xda Guide's memory.

Tap **Start** and **Programs** and **Sim Manager**.

Tap **Menu** and **Select All**, then tap **Menu** and **Save to Contacts**.

If you have contacts saved on both the sim card and your Xda Guide's memory they will show up twice on your contacts list.

## To select favourite contacts

On the home screen slide to the **People** tab.

Touch an empty slot on the screen and then select the contact you want.

Select the phone number or email address to attach to your favourite contact.

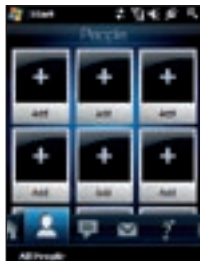
**Tip:** If there's no picture linked to the contact, the next screen allows you to select or take a picture of the contact.

To place a call or send a message to a favourite contact:


On the home screen slide to the **People** tab:

Swipe your finger up or down the screen to scroll through your favourite contacts.

Touch the area below a contact picture to place a call, send a text message or an email to that contact.



## Sending a text message

On the home screen slide to the **Messages** tab and tap .

Enter the mobile phone number you want to send to into the **To** field.

**Tip:** If you tap **To** you can choose a number from your contact list.

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



## Sending an MMS message

(Attaching a picture, video or audio clip makes a message an MMS message.)

On the home screen, slide to the **Messages** tab and tap **All Messages**.

Tap **Menu**, then **New**, then **MMS** and then **Custom**.

Enter the mobile phone number you want to send to into the **To** field and the subject into the **Subject** field.

Attach the files you want by tapping **Insert picture/video** or **Insert audio**.

Tap **Insert text here** and type your message.

Tap **Send**.

## HTC Footprints™

HTC Footprints provides a way to take photos and record and share information on places you've been.


To take a photo and add local information:


Press the **FOOTPRINTS** button. 


To take the photo point the camera and press the **ENTER** button.

HTC Footprints uses GPS to search for your position and stores the details with the photo.

You can add a voice recording and any text you want to store with the photo.

**Tip:** If your location isn't found or to update your location, tap .

Tap to add a voice recording. To stop recording tap . To listen to your recording tap .

To add more personal information and to give the photo a category tap .



## To find somewhere you've been

Your location photos are organised in categories so you can find them again.


Once you've found the one you want you can use your GPS software to find the location details again or call the number you've attached to the photo.

On the home screen slide to the Footprints tab and tap **Footprints**.

Select a category and the list of photos will be displayed.

By default the most recent photos are shown at the top of the list. You can change this to alphabetical order by tapping **Menu, Sort by** and **Name**.

Touch the photo you want.


To call any phone number you've attached to that location tap .

If there's a GPS position displayed, you can navigate to it by tapping .

**Tip:** GPS can only navigate to that location if your software has the right map.



The Xda Guide is pre-loaded with maps of Ireland and the UK. To purchase additional maps, please visit [www.copilotlive.com/o2](http://www.copilotlive.com/o2)

If there's a GPS position displayed you can view it in Google Maps by tapping .

To play any recording attached to the photo tap .

For more details on using HTC Footprints application go to the Finding and Recording Places section of the Full User Manual.

## Using Wi-Fi

If you've got access to a wireless network you can use Wi-Fi to connect your Xda Guide to the internet.

On the home screen slide to the **Settings** tab and tap **Communications**.

The names of any detected networks will be listed, select the one you want to connect to and tap **OK**.



## Setting up an internet email account

To set up an email account like Gmail or Yahoo!:

On the home screen slide to the **Mail** tab and tap **New Account**.

Type in your **Email Address** and **Password**, tick the **Save Password** box and tap **Next**.

When your Xda Guide has found the settings for your email account, tap **Next**.

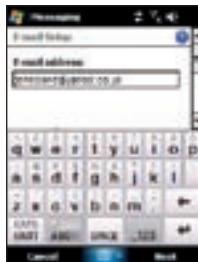
**Tip:** If the settings are not found on your Xda Guide, it'll connect to the internet to try and find them.

Now type in **Your name** and **Account display name** before tapping **Next**.

In **Automatic Send/Receive** set how often you want the Xda Guide to check for new messages and then tap **Finish**.

Choose whether or not to download any email messages you've received.

If you have more email accounts to set up, on the **Mail** tab tap **Menu, Accounts** and **Setup Email** and go through the process for each account you want to set up.



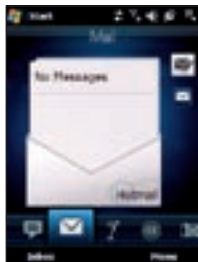
## To send an email

On the home screen select the **Mail** tab and tap the email account you want to use.

Tap  to create a new email.

Type in the email address.

Type mail and tap **Send**.



## Mobile internet

Opera Mobile lets you browse the internet from your Xda Guide and has a special YouTube™ viewer.

On the home screen slide to the **Internet** tab and tap **Browser**.

Tap the address bar, type in the web address and tap .

Double tap the screen to zoom in on a web page

## YouTube

Tap **Start**, **Programs** and then **YouTube**.

For details about using Opera Mobile and YouTube go to the 'Internet' section of the Full User Manual.



## Bluetooth

To connect your Xda Guide with a Bluetooth stereo headset:

Make sure the headset is turned on, close enough to your Xda Guide and 'visible'. Check the headset's user manual to find out how to put it in 'visible' mode.

On the home screen slide to **Settings** and tap **Menu, Bluetooth Devices, Devices** and then tap **Add new device**.

Tap the name of the headset and tap **Next** and your Xda Guide will connect with it.

**Tip:** Windows Mobile will automatically try the preset passcodes (0000, 1111, 8888, 1234) to connect. If this fails the headset must have a different passcode and you'll have to enter that manually.

### To Connect with other Bluetooth devices

On the home screen slide to the **Settings** tab and tap **Menu, Bluetooth Devices** and **Devices**.

Tap **Add new device** to list all the Bluetooth devices within range.

Tap the device you want to connect to and tap **Next**.

Enter a passcode to make a secure connection. This can be from 1 to 16 characters long, then tap **Next**.

Wait for the device to accept the partnership; the other person will need to enter the same passcode that you did.

When accepted, the name of the device is shown on screen, and you can then edit and change this name if you want.

Tick the boxes of the services you want to use from the new device and tap **Finish**.

For more details about Bluetooth go to the 'Bluetooth' section of the Full User Manual.

## Appointments

The Calendar of your Xda Guide keeps track of your appointments.

### To enter an appointment

On the home screen select the **Home** tab and tap **Calendar**.

On the Calendar screen tap **Menu** and **New Appointment**.

Type in the appointment details and tap **OK**.

The appointment will be displayed on the **Home** tab of the home screen.



## Things to do

### To create a to-do list

Tap **Start, Programs** and **Tasks**.

On the Tasks screen tap **Tap here to add a new task**.

Type in your task and tap the **ENTER** key.

**Tip:** You can also tap outside the text box when you've finished typing.



## Taking photos and shooting videos

### Taking a photo

On the home screen slide to the **Photos and Videos** tab and tap .

The screen will switch to landscape mode.

Aim your Xda Guide at the subject.

Press the **ENTER** button to take a photo.

### Shooting video

On the home screen slide to the **Photos and Videos** tab and tap .

The screen will switch to landscape mode.

Aim your Xda Guide at the subject.

Press **ENTER** to start filming and press **ENTER** again to stop.

For more details about the camera functions go to the 'Experiencing Multimedia' section of the Full User Manual.

## Viewing photos and videos

On the home screen slide to the **Photos and Videos** tab.

Flip through your photos and videos by swiping your finger up or down on the centre screen.

Tap a photo or video to view it in full screen mode.

## When viewing photos

Use finger strokes to control your view of the image.



Slide your finger down to see the next image.

Swipe your finger  
clockwise to zoom in.



Swipe your finger  
anti-clockwise to zoom out.



## **When playing video**

Tap the screen to show the playback controls.

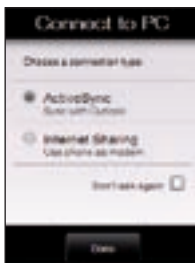
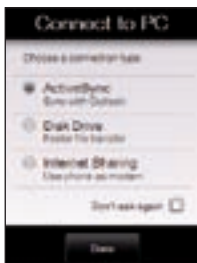
You can also use the Album to view photos and videos.

Tap **Start, Programs** and **Album** (or tap **Album** at the bottom left of the screen in the **Photos and Videos** tab).

Details are in the 'Experiencing Multimedia' section of the Full User Manual.

## Connecting to a PC

When you connect to a computer using the USB cable, the Connect to PC screen will appear and allow you to choose the type of connection.



### ActiveSync

Select ActiveSync when you need to synchronise information and files between your Xda Guide and your PC.

### Disk Drive

This is only available when you've got a microSD card in your Xda Guide. This lets you quickly transfer files between the storage card and your PC.

## Internet Sharing

Use your Xda Guide as a modem for your PC to connect to the internet. For further information please refer to the Full User Manual.



## **Synchronising your Xda Guide with your PC**

For details of the types of files and information which can be synchronised between your Xda Guide and your PC go to the 'Synchronising Information With Your Computer' section of the Full User Manual.

The software needed to sync your Xda Guide and your PC will depend on the operating system your computer uses.

You will need either Microsoft ActiveSync® 4.5 (or later) for Windows XP or Windows Mobile® Device Center for Windows Vista. Microsoft ActiveSync® 4.5 is on the disc included in the box with your Xda Guide.

## To synchronise with a PC using Windows XP

Install Microsoft ActiveSync® 4.5 on your PC from the Getting Started CD.

Connect your Xda Guide to your PC using the USB cable and the Synchronisation Setup Wizard will start automatically. Click **Next**.

Untick the **Synchronise directly with a server running Microsoft Exchange** check box and click **Next**.

Select the information you want to synchronise and click **Next**.

Choose whether to allow wireless data connections to your Xda Guide while it's connected to your PC and click **Next**.

Click **Finish**.

## To synchronise with a PC using Windows Vista

Connect your Xda Guide to your PC using the USB cable and Windows Mobile® Device Center will open automatically. Click **Set up your device**.

Select the information you want to synchronise and click **Next**.

Enter the name for your Xda Guide and click **Set Up**.

## Copying files to your Xda Guide

To copy files from a PC to a microSD card in your Xda Guide.

Connect the Xda Guide to your PC using the USB cable.

Vista users click **File Management** and **Browse the contents of your device** in Windows Mobile® Device Center.

XP users click **Explore** in Microsoft ActiveSync®.

Right click the file you want to copy and click **copy**.

Go to **My Windows-Based Mobile Device**, then **Storage Card**, then **right click** and **Paste**.

**Tip:** We recommend you use Windows Media® Player to synchronise media files rather than copy them. The next section explains how.

## Synchronising music files

Open Windows Media® Player on your PC and then connect your Xda Guide using the USB cable.

In the Device Setup dialogue box, enter the name of your Xda Guide and click **Finish**.

On the left panel of Windows Media® Player, right click the name of your Xda Guide and click **Set Up Sync**.

**Tip:** You can also synchronise a storage card when it's installed, select it in the left panel and **Set Up Sync**.


Select the music playlist(s) you want to synchronise and click **Add**.

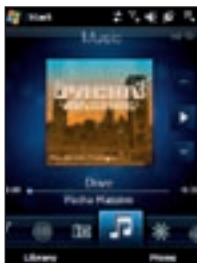
Click **Finish**.

## Listening to music

On the home screen slide to the **Music** tab.

Browse the albums and songs loaded on your Xda Guide by swiping up or down the screen.

Touch  to play a track.



For details about the music tab go to the TouchFLO section of the Full User Manual.

## Resetting your Xda Guide

If your Xda Guide seems slow or unresponsive, you can perform a soft reset to shut down all programs and restart.

Soft reset:

Pull out the stylus.

Remove the back cover.

Use the tip of the stylus to press the red **RESET** button just below the microSD card slot.

**Tip:** You can do a hard reset which restores the default settings of your Xda Guide, meaning it will return to the way it was when you bought it. Only Windows Mobile® software and other pre-installed programs will remain installed.

To find out how to perform a hard reset go to the 'Managing Your Device' section of the Full User Manual.

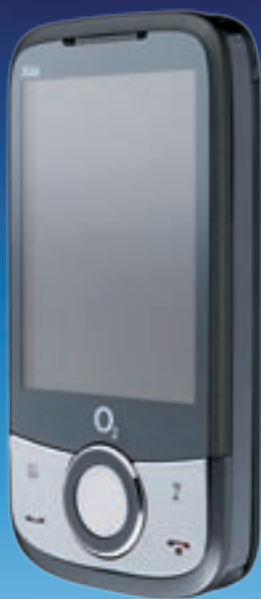
# Help and troubleshooting

## Help online

For help with using or setting up your Xda Guide, visit our dedicated Xda web site at [o2.co.uk/xda](http://o2.co.uk/xda)

## Talk to us

O<sub>2</sub> will be able to help if you have any general questions about your Xda Guide, questions about charges on your account or activation of O<sub>2</sub> services. You'll find our contact details printed on your monthly bill. If you're a corporate customer, we recommend you contact your internal help desk first.



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