

# Quick Start Guide Xda Venn



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Artworker	<b>GC</b>						Bleed				<b>3mm</b>			
Amend Date	<b>30 04 09</b>	Actual Size				<b>127x127</b>	% Produced				<b>100</b>			
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# Welcome to the Xda Venn

This quick start guide will help you get your Xda Venn up and running as smoothly as possible. This Smartphone makes life easier on the go, with a keyboard in your palm, providing email and text at your fingertips.

With a dual slider keyboard, maximum microSD™ card capacity of 32GB, talk time of up to five hours and standby time of up to 250 hours, it's all backed up and driven by a fast Qualcomm processor.

For a more complete guide to using your Xda Venn, please see the full user manual which can be downloaded from the link provided on the Getting Started CD.

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## Getting to know your Xda Venn

How to get started:

- Carefully follow the step-by-step instructions in this guide to set up your Smartphone.
- Review the Full User Manual (by selecting the appropriate link) on the Getting Started CD to learn about the full power of the Xda Venn.

### What's in the box?

Xda Venn



AC travel charger



USB cable



Battery



Moulded all-in-one headset



1

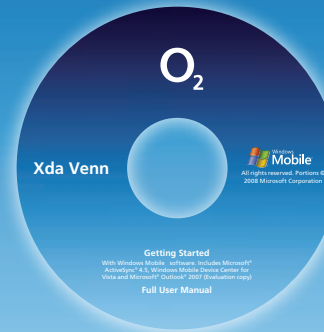
Quick Start Guide



Warranty card



Getting Started CD

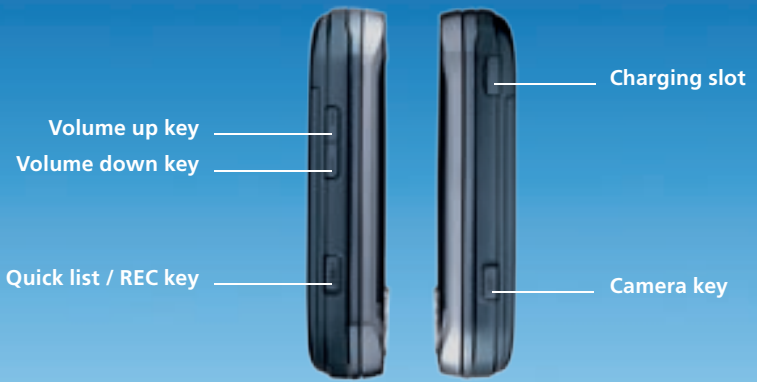


Full user manual access available via the Getting Started CD

Pouch to protect your Xda Venn

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**Inserting your microSD™ card**

A microSD™ card is a removable memory card that will increase the storage capacity of your Xda Venn by up to 32GB. To insert a microSD™ card into your Smartphone, first remove the cover on the bottom where it reads microSD™. Then, insert the narrow end of the microSD™ card into the slot, pushing it until it clicks, before replacing the cover.

To remove your microSD™ card, remove the cover and press in the card until it clicks. You can pull the card out once it has popped up.

**Note:** microSD™ cards are sold separately and can be purchased online at [shop.o2.co.uk](http://shop.o2.co.uk)



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### Inserting your sim card

Before you start using your Xda Venn you'll need to insert your sim card. This contains your mobile phone number. Make sure the Xda Venn is turned off. Remove the back cover by sliding it downwards to the bottom of the Smartphone and then lift it off. Look for the sim card slot 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.

### Inserting the battery

To insert the battery, first line up the contacts on the battery with the contacts in the back of your Smartphone. Then, just push the battery down until it locks into place before replacing the cover.



### Charging the battery

To charge the battery, first plug the AC travel charger into a standard AC wall outlet. Then plug the travel charger into the jack on the top right side of your Smartphone. Don't forget to unplug the charger from the power outlet when it's finished charging.



### Switching on your Xda Venn

Just press and hold the **ON/End** key for a few seconds. To switch off your Xda Venn, again just press and hold the **ON/End** key for a few seconds.

### Answering a phone call

Just press the **SEND** key.

### Locking & unlocking the keypad

To lock your Xda Venn, just press the **REC** key on the bottom left hand side of your device. From the **Quick List**, select **Lock**. To unlock, simply press the **LEFT SOFT** key, followed by the **\*** key.

### Backlight

After 30 seconds your screen will dim to save battery power. To turn your screen on, just press any key, or open one of the keypads.

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### Changing backlight settings

Press the **LEFT SOFT** key to enter the **Start** menu. Select **Settings**, then select **Power Management**. Scroll down to **Display time out**, or **Backlight time out on battery**. Press the **LEFT** or **RIGHT** side of the **NAVIGATION** key to change the **Display Time Out** settings.



### Opening your Xda Venn



To use the QWERTY keypad, close the number pad, then hold the phone horizontally and slide the screen up.

To use the number keypad, make sure the QWERTY keypad is closed, then hold the phone vertically and slide the screen up.

**IMPORTANT:** You cannot open both keypads at the same time. Attempting to do so will break your Smartphone.

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### Learning to navigate & type

To move around the screen, press the **NAVIGATION** key up, down, left or right. Press the center of the **NAVIGATION** key to select.

To return to the **Home** screen press the **HOME** key.

To return to the previous menu press the **CLEAR/BACK** key.



### QWERTY keypad

When you are using the QWERTY keypad, the **NAVIGATION** key is landscape just like the screen. To move around the screen, press the **NAVIGATION** key up, down, left or right. Press the centre of the **NAVIGATION** key to select.

To select the bottom left and right items on the screen, use the **LEFT** and **RIGHT SOFT** keys.

To type a single uppercase letter, press the **CAPS/SHIFT** key, and then press the corresponding key.

To enter a number or symbol, press the **FN** key, and then press the corresponding key.

### Start menu

Use the **LEFT SOFT** key to access the **Start Menu** from the **Home** screen. The **Start** menu displays the **Recent Programs** screen which displays the nine most recent programs that have been used. Select the **LEFT SOFT** key again to display **All Programs**; select again to see **More Programs**.



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## Home screen

The **Home** screen displays important information, such as future appointments, status indicators, the current date, time and profile. The **Home** screen also provides shortcuts to key tasks and applications. To use these shortcuts, scroll up/down and left/right through the **Home** screen using the **NAVIGATION** key.

- To set the date and time, scroll up to and select the clock from the home screen.
- Access missed calls, new voicemails, new SMS and email from the quick list on the homepage.
- View or make appointments.
- Access Profile, Wireless Manager, Ringtone, background image and Task Manager for the homepage.

## Checking your wireless connection

On the top right corner of the Home screen is the network coverage indicator.

- Full wireless 3G data coverage.
- Full wireless coverage (no data coverage).

Please refer to the Full User Manual to see the status indicators and their symbols.



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## Finding applications

Press the **LEFT SOFT** key to enter the start menu and view recent applications.

**IMPORTANT:** Only recently used applications appear on the first screen. To view a full list, select "All programs".

Select **Internet Explorer** to browse the web and WAP sites, and to download new programs and files from the internet.

Select **Calendar** to view your calendar or add a new appointment.

Select **Messaging** to send and receive SMS and MMS text messages, and email.

Select **Messenger** to keep in contact with friends and family in real-time.

Select **Call History** to view all phone calls made, received and missed.

Select **Organiser** to view alarms, calculator, notepad, tasks, voice notes and the time in various time zones around the world.

Select **Settings** to view the main list of options. You can also access additional options from the menu in each application.

Select **Office Mobile** to view, edit, and open Microsoft Word® and Excel® documents, as well as compressed files.

Select **File Explorer** to view the list of saved pictures, ringtones, videos, or templates.

Select **Games** to view a list of games, such as Bubble Breaker® and Solitaire®.

Select **Applications** to view a list of entertainment applications such as Camera, Speed Dial, and Voice Command.

Select **Contacts** to view your contact list or add a new contact.



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## Making your first call

### Making a phone call

On the **Home** screen, do one of the following:

1. Type a phone number using the number keypad.
2. Press the **RIGHT SOFT** key to enter the Contacts menu. Use the **Navigation** key to highlight and select the contact you wish to call.
3. Slide out the QWERTY keypad and type part of a contact name. Using the **Navigation** key, highlight and select the contact you wish to call.

Press the **SEND** key. To end the call, press the **END** key.

**Note:** to turn the speakerphone on or off during a call, press and hold the **SEND** key.

### Setting up voicemail

1. Press and hold the **1** key on your Xda Venn to connect to the voicemail system.
2. Create your password.
3. Record your name.
4. Record a greeting.

### Checking voicemail

1. Press and hold the **1** key.
2. Follow the voice prompts.



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## Organising your contacts

### Adding a contact

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Press the **LEFT SOFT** key to display All Programs.
3. Select **Contacts**.
4. Press the **LEFT SOFT** key to select **New**.
5. To save the information to your sim card, select **Sim Contact**. To save the information to your phone memory, select **Outlook Contact**.
6. Type the contact information.
7. Select **Done**.

### Adding a contact to speed dial

1. Press the **RIGHT SOFT** key to enter the **Contact** menu.
2. Highlight the contact you want to add to speed dial.
3. Press the centre of the **NAVIGATION** key to select.
4. Press the **RIGHT SOFT** key to select **Menu**.
5. Select **Add to Speed Dial**.

### Adding a current caller to contacts

1. During a call press **RIGHT SOFT** key to select **Menu**.
2. Select **Save to Contacts**.
3. Select **New Contact**.
4. Type in caller information.
5. Press the **LEFT SOFT** key to select **Save**.

### Copying contacts from the sim card

1. Press the **RIGHT SOFT** key to enter the **Contact** menu.
2. Select the **Contact** you want to save from your list.
3. Select **Menu**.
4. Select **Save to Contacts**.
5. Select **Done**.

**Note:** Use **Sim Contact** if you want the contact to be on your sim card, which carries information between phones; however it only allows a limited amount of contact information to be added. Use **Microsoft Outlook Contact** for the full set of contact information and if you want to sync the contacts with Microsoft Outlook on your computer.

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## Using text & picture messaging

### Sending a text or picture message

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Press the **LEFT SOFT** key to display **All Programs**.
3. Select **Messaging**.
4. Select **Messages**.
5. Press the **RIGHT SOFT** key to enter the menu.
6. Select **New**.
7. Choose **Multimedia Message** or **Text Message**.
8. In the **To** field, type a phone number, or press the centre of the **NAVIGATION** key to select a contact.
9. Type a message. To add or attach a file, video or picture to the message, press the **RIGHT SOFT** key to enter the menu. Select **Add Item** and select the type of item to attach. Choose the desired item from the list.
10. Press the **LEFT SOFT** key to select **Send**.

### Receiving a text message

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Select **Messaging** then select **Messages**.
3. Scroll to a message then select.
4. To reply, enter your message then select **Send**.
5. To end a conversation, select **Menu** and then select **Close**.



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### Taking & sending a picture

1. Press and hold the **CAMERA** key on the bottom right hand side of your Xda Venn.
2. Press the **CAMERA** key again to take a picture.
3. After the picture has been taken, press the **RIGHT SOFT** key to enter the menu, and select **Send Via MMS** or **Send Via Email**.
4. Press **LEFT SOFT** key to select.
5. In the **To** field, type a phone number or the name of a saved contact (if sending via MMS) or an email address (if sending via email).
6. Type a message (if you want to include one).
7. Select **Send**.

**Note:** To change to **Video Mode**, press the **RIGHT SOFT** key to enter the **Menu**, and select **Camcorder**.

### Taking & sending a video

1. Press and hold the **CAMERA** key on the bottom right hand side of your Xda Venn.
2. Press the **RIGHT SOFT** key to enter the menu, and select **Camcorder**.
3. Press the **CAMERA** key to start recording.
4. Press the **CAMERA** key again to stop recording.
5. Press the **RIGHT SOFT** key to enter the menu, and select **Send Via MMS** or **Email**.
6. In the **To** field, type a phone number or the name of a saved contact (if sending via MMS) or an email address (if sending via email).
7. Type a message (if you want to include one).
8. Select **Send**.

**Note:** When taking, processing, or using the camera, obey all laws that may restrict your use of the Xda Venn.

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## Browsing the internet

Use Internet Explorer® to access web sites.

### Go to Web Pages

1. On the **Home** screen, press the **LEFT SOFT** key to display Recent Programs.
2. Select **Internet Explorer**. If **Internet Explorer** is not listed, then Press the **LEFT SOFT** key to display **All Programs**.
3. Select **Internet Explorer**.
4. Press the **RIGHT SOFT** key to enter the menu.
5. Select **Address Bar**.
6. In the text field that appears, type the URL (e.g. www.o2.co.uk) that you wish to go to.
7. Press the **LEFT SOFT** key to select **Go**.

### Bookmarking a page

Make a note of your favourite and most visited websites.

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Select **Internet Explorer®**.
3. Enter the web address into the Address field and press the **NAVIGATION** key.
4. Select **Menu** then select **Add to Favorites**.
5. Confirm or change the name and address, then select a folder.
6. Select **Add** to store the bookmark and return to the web page.

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## Personalising your Xda Venn

You can customise the settings your Smartphone to suit you.

### Assigning a ringtone

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Select **Settings**.
3. Select **Sounds**.
4. Select the **Ringtone** menu. Press the centre of the **NAVIGATION** key to open and select a **Ringtone**.
5. Select **Done**.



## Setting Up Bluetooth®

You can pair your Xda Venn with a Bluetooth® device.

1. On the **Home** screen, press the **LEFT SOFT** key to enter the **Start** menu.
2. Press the **LEFT SOFT** key to display **All Programs**.
3. Select **Settings**.
4. Select **Connections**.
5. Select **Wireless Manager**.
6. Select **Bluetooth** and press the centre of the **NAVIGATION** key to turn on.
7. To connect to a new Bluetooth® device:
  - Select **Menu**.
  - Select **Bluetooth Settings**.
  - Select the type of Bluetooth® device you wish to connect to.
  - Select **Add** to configure a new connection.
  - Search for the device by selecting the **LEFT SOFT** key.
  - Select the device you wish to connect to and confirm with the **LEFT SOFT** key.
  - When prompted, type the passkey for the Bluetooth® enabled device on your Xda Venn, and press **OK**.
  - Once the Bluetooth® is paired with your Xda Venn, you are ready to use Bluetooth®.

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