Nokia 9300 User Guide

9233329
Issue 1

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9233329/Issue 1

Contents

For your safety....6
ABOUT YOUR DEVICE....6
NETWORK SERVICES....6
Shared memory....7
Enhancements, batteries, and chargers....7

1. Getting started....8
Installing the SIM card, battery, and memory card....8
Charging the battery....9
Switching the device on and off....9
Antenna....9
Access codes....10
First start-up....10
Keys and connectors....11
Communicator interface....11
About the display....12
About the Menu key....12
Scrolling and making selections....13
Common actions in several applications....13
Cover phone....13
Display indicators....14
Keypad lock (Keyguard)....14
Volume control....14
Instructions in your device....14
Using the CD-ROM....14
Nokia support on the Web....14
Stickers in the sales package....14
Transferring data from other devices....15

2. Cover phone....16
Making a call....16
Answering a call....16
Options during a call....16
Writing text....17
Accessing the menu functions....17
Messages....17
Call log....18
Contacts....18
Shortcuts to the contacts list....18
Searching for, adding, and deleting contacts....18
Settings for the contacts....19
Speed dialing....19
Other functions....19
Profiles....19
Settings....19

3. Desk....21
Managing groups....21
Creating new groups....21

4. Telephone....22
Making a call....22
Answering a call....22
Speed dialing....22
Making a conference call....22
Viewing dialed, received, and missed calls....23
Sending DTMF tones....23
Setting the offline profile....23
Diverting calls....23
Call barring....24
Call, network, and phone line settings....24
Call settings....24
Network settings....24
Advanced settings....24
Voice mailbox settings....25
Log....25

5. Messaging....26
Messaging center....26
Writing and reading messages....26
Managing messages....26
Avoiding low memory....27
E-mail....27
Working online and offline....27
Changing the Internet connection....27
Writing and sending e-mail....28
Sending options....28
Retrieving e-mail....28
Reading and replying to e-mail....29
E-mail attachments....29
Changing e-mail replying and viewing preferences....29
E-mail account settings....29
Text messages....30
Sending options for a text message....31
Replying to text messages....31
Text message settings....31
Modifying message center settings....32
Managing messages on the SIM card....32
Picture messages....32
Multimedia messages....32
Creating and sending multimedia messages....32
Receiving multimedia messages....33
Multimedia message account settings....33
Fax....34
Setting sending options for a fax....34
Saving a received fax....34
Editing fax settings....34
Receiving faxes from a remote fax box....35
Special message types....35
Receiving operator logos....35
Receiving ringing tones....35
Receiving configuration messages....35
Receiving e-mail notifications....35
Opening password-protected messages....35
Viewing bookmark messages....35
Viewing configuration details....35
Renaming settings....35
Receiving provisioning settings....36
Cell broadcast....36

6. Web....37
Downloading files....37
Clearing the cache....38
Managing bookmarks....38
Changing browser settings....38

7. Contacts....39
Managing contact cards....39
Editing contact cards....39
Creating and editing contact card templates....40
My contact card....40
Sending contact cards....40
Sending a contact card....40
Creating and editing contact groups....41
Managing contacts saved in the SIM card....41
Copying and moving contacts to different databases....41
Contact card settings....41

8. Documents....43
Working with documents....43
Formatting documents....43
Inserting and editing objects....44
Viewing tables....44
Using templates....44

9. Sheet....45
Workbooks....45
Working with worksheets....45
Working with cells....45
Creating and modifying chart sheets....46
List of functions....46

10. Presentations....50
Viewing presentations....50
Viewing slide shows....50
Showing slide shows with a data projector....50

Creating presentations....50
Inserting tables....51
Working with different views....51
Outline view....51
Notes view....51
Slide master view....51

11. Calendar....52
Creating calendar entries....52
Calendar icons....52
Managing calendar entries....53
Calendar settings....53
Calendar views....53
Month view....53
Week view....54
Day view....54
Weekly time schedule view....54
Year schedule view....54
Anniversaries view....54
To-do lists view....54
Calendar files....54

12. File manager....55
Managing files and folders....55
Memory card security....56

13. Control panel....57
General....57
Date and time....57
Regional settings....57
Time page....57
Date page....57
Numbers page....57
Currency page....58
Device language....58
My own key....58
Display....58
Wallpapers....58
Enhancement settings....58
Data management....58
Application manager....59
Modifying installation settings....59
Setting Java application security settings....59
Backup....59
Memory....59
Messaging tools....59
Telephone....60
Profile settings....60
SIM access profile....60
Data call and fax call diverting (network service)....61
Data call and fax call barring (network service)....61
Messaging....61
Service message....61
Connections....61
Cable setup....62
RealPlayer settings....62
Security....62
Device security....62
Defining device lock settings....62
Defining PIN code settings....63
Changing the barring password....63
Certificate manager....63
Managing certificates....63
Extras....64
About product....64
Location privacy....64
Location request log....64
Internet setup....64
Setting up an Internet access point....64
Configuring advanced Internet access point settings....64
IP configuration page....65
Proxies page....65
Data call page....65
Script page....65
Other page....65
Configuring Internet connection settings....66
Selecting an Internet access point....66

14. Media applications....67
Images....67
Viewing images....67
Editing images....67
Managing image files....67
Voice recorder....68
Opening the voice recorder....68
Recording a phone call or voice memo....68
Playing a voice recording....68
Sending a voice recording....69
Music player....69
Listening to music....69
Managing music tracks....70
Sending music....70
RealPlayer....70
Playing media clips....70
Adjusting media volume....70
Sending media clips....71

15. Calculator....72
Making calculations....72
Using the scientific calculator....72
Saving numbers to memory....72
Setting the number format in Calculator....72

16. Clock....73
Using world clock....73
Using Alarm clock....73
Alarms and reminders....73
Cities and countries....73
Changing cities....73
Locating cities on the world map....73
Creating and editing country entries....74
Creating and editing city entries....74

17. Data and software management....75
Data mover....75
Beginning a data transfer....75
Backup....75
Data transfer....76
Synchronization....76
Nokia PC Suite....77
Installing applications and software....77
Installing Symbian software....78
Installing Java™ applications....78
Java™....78
Java MIDP....78
Java PP....78

18. Connectivity....79
Cable connection....79
IP passthrough....79
Bluetooth....79
Bluetooth settings....79
Sending data with Bluetooth....80
Receiving data with Bluetooth....80
Pairing with a device....80
SIM access profile....80
Ending a Bluetooth connection....80
Checking the status of the Bluetooth connection....80
Infrared....81
Modem....81
Printing....81
Setting printing options....81
Defining page setup....81
Problems with printing....82
Managing mobile printing settings....82
Remote configuration (network service)....82
Creating a new configuration server profile....83
Data connections....83
Packet data (general packet radio service, GPRS)....83
High-speed data calls (high-speed circuit switched data, HSCSD)....83
GSM data calls....83

19. Personalizing your device....84
Changing the front cover....84

Cover selection keys....84
Desk....85
My own key....85
Wallpapers and color schemes....85

20. Shortcuts....86
General shortcuts....86
Application-specific shortcuts....87

21. Data transmission....92
Noise....92
Roaming....92
Electrostatic discharge....92
Dead spots and dropouts....92
Signal impairment....92
Low signal strength....92

Battery information....93

CARE AND MAINTENANCE....94

Additional safety information....95
Operating environment....95
Medical devices....95
Pacemakers....95
Hearing aids....95
Vehicles....95
Potentially explosive environments....95
Emergency calls....96
Certification information (SAR)....96
THIS DEVICE MEETS INTERNATIONAL GUIDELINES FOR EXPOSURE TO RADIO WAVES....96

Index.... 97

For your safety

Read these simple guidelines. Not following them may be dangerous or illegal. Read the complete user guide for further information.

SWITCH ON SAFELY

Do not switch the device on when wireless phone use is prohibited or when it may cause interference or danger.

ROAD SAFETY COMES FIRST

Obey all local laws. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety.

INTERFERENCE

All wireless devices may be susceptible to interference, which could affect performance.

SWITCH OFF IN HOSPITALS

Follow any restrictions. Switch the device off near medical equipment.

SWITCH OFF IN AIRCRAFT

Follow any restrictions. Wireless devices can cause interference in aircraft.

SWITCH OFF WHEN REFUELLING

Don't use the device at a refuelling point. Don't use near fuel or chemicals.

SWITCH OFF NEAR BLASTING

Follow any restrictions. Don't use the device where blasting is in progress.

USE SENSIBLY

Use only in the normal position as explained in the product documentation. Don't touch the antenna unnecessarily.

QUALIFIED SERVICE

Only qualified personnel may install or repair this product.

ENHANCEMENTS AND BATTERIES

Use only approved enhancements and batteries. Do not connect incompatible products.

WATER-RESISTANCE

Your device is not water-resistant. Keep it dry.

BACK-UP COPIES

Remember to make back-up copies or keep a written record of all important information.

CONNECTING TO OTHER DEVICES

When connecting to any other device, read its user guide for detailed safety instructions. Do not connect incompatible products.

EMERGENCY CALLS

Ensure the phone function of the device is switched on and in service. Press as many times as needed to clear the display and return to the start screen. Key in the emergency number, then press . Give your location. Do not end the call until given permission to do so.

ABOUT YOUR DEVICE

The wireless device described in this guide is approved for use on the EGSM900/GSM1800/GSM1900 network. Contact your service provider for more information about networks.

When using the features in this device, obey all laws and respect privacy and legitimate rights of others.

Warning: Do not switch the device on when wireless device use may cause interference or danger.

NETWORK SERVICES

To use the phone you must have service from a wireless service provider. Many of the features in this device depend on features in the wireless network to function. These Network Services may not be available on all networks or you may have to make specific arrangements with your service provider before you can utilize Network Services. Your service provider may need to give you additional instructions for

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their use and explain what charges will apply. Some networks may have limitations that affect how you can use Network Services. For instance, some networks may not support all language-dependent characters and services.

Your service provider may have requested that certain features be disabled or not activated in your device. If so, they will not appear on your device menu. Contact your service provider for more information.

This device supports WAP 2.0 protocols (HTTP and SSL) that run on TCP/IP protocols. Some features of this device, such as multimedia messages and Web browser require network support for these technologies.

Shared memory

The following features in this device may share memory: contacts, text messages, multimedia messages, ringing tones, audio files, calendar and to-do notes, files saved from any application (for example, office documents, images, audio files, and video clips), and downloaded applications. Use of one or more of these features may reduce the memory available for the remaining features sharing memory. For example, saving many images may use all of the available memory. Your device may display a message that the memory is full when you try to use a shared memory feature. In this case, delete some of the information or entries stored in the shared memory features before continuing.

Enhancements, batteries, and chargers

Check the model number of any charger before use with this device. This device is intended for use when supplied with power from ACP-12, AC-1, and LCH-12.

Warning: Use only batteries, chargers, and enhancements approved by Nokia for use with this particular model. The use of any other types may invalidate any approval or warranty, and may be dangerous.

For availability of approved enhancements, please check with your dealer. When you disconnect the power cord of any enhancement, grasp and pull the plug, not the cord.

Your device and its enhancements may contain small parts. Keep them out of reach of small children.

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1. Getting started

The Nokia 9300 smartphone offers you various business applications, such as e-mail, office tools, and Web browsing, and flexible and fast network connections with EGPRS (EDGE).

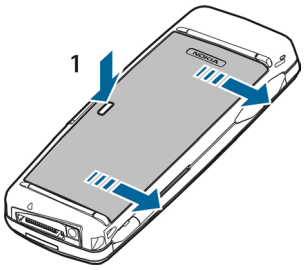
■ Installing the SIM card, battery, and memory card

Keep all SIM cards out of the reach of small children. For availability and information on using SIM card services, contact your SIM card vendor. This may be the service provider, network operator, or other vendor.

Use only compatible MultiMediaCards (MMC) with this device. Other memory cards, such as Secure Digital (SD) cards, do not fit in the MMC card slot and are not compatible with this device. Using an incompatible memory card may damage the memory card as well as the device, and data stored on the incompatible card may be corrupted.

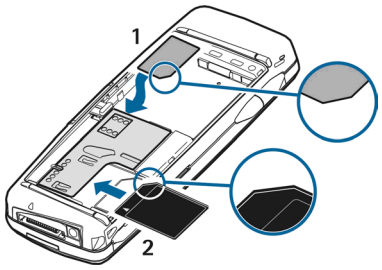
1. Always switch the device off and disconnect the charger before removing the battery.

   With the back of the device facing you, press the back cover release button (1), and slide the cover in the direction of the arrows.



2. Insert the SIM card into the SIM card slot (1).

   Make sure that the beveled corner of the SIM card is pointing down and the contact area on the card is facing downwards. Always remove the battery before inserting or removing a SIM card.



3. **Note:** Before you use an existing compatible memory card with your Nokia 9300, you must convert the memory card with Data mover and reinstall the applications that you previously installed to the memory card. However, do not reinstall any pre-installed applications for the Nokia 9210 Communicator. Your Nokia 9300 contains a later version of these applications, and these later versions must be used with Nokia 9300.

   If you have a memory card, slide the memory card into the memory card slot (2).

   Make sure that the beveled corner of the memory card is pointing towards the SIM card slot and the contact area is facing downwards. Note that the back cover must be in place for the device to recognize the memory card.

4. **Note:** Do not remove the MMC card in the middle of an operation when the card is being accessed. Removing the card in the middle of an operation may damage the memory card as well as the device, and data stored on the card may be corrupted.

   If you have a memory card, you can remove a memory card after you have removed the back cover even when the battery is inserted.

5. Insert the battery. Align the contacts of the battery with the corresponding connectors on the battery compartment.

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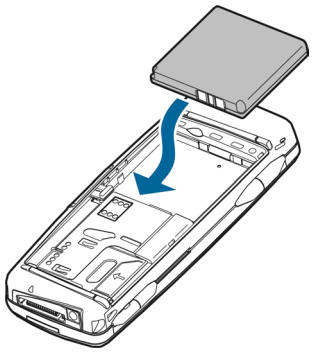
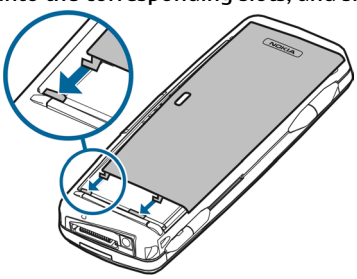


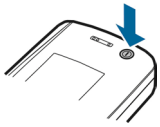
6. Insert the locking catches of the back cover into the corresponding slots, and slide the cover into place.



Charging the battery

1. Connect the charger to an AC wall outlet.
2. Connect the power cord to the bottom of the device. See Figure Keys and connectors on page 11. The battery indicator bar starts scrolling on both displays. If the battery is totally discharged, it may take a few minutes before the charging indicator is shown. The device can be used while charging.
3. When the battery is fully charged, the bar stops scrolling. Disconnect the charger from the device and then from the AC outlet.

Switching the device on and off



To switch the cover phone on, press and hold the power key. The power key switches only the cover phone on, it does not affect the communicator interface, which switches itself on when you open the cover. The communicator interface is switched completely on and off by inserting and removing the battery. The communicator interface can be used without the phone functions when a SIM card is not inserted or when the *Offline* profile is selected.

If the device asks for a PIN or security code, enter the code, and press *OK*.

To switch the cover phone off, press and hold the power key. To switch the communicator interface completely off, remove the battery.

Tip: When you switch the phone on, it may recognize the SIM card provider and configure the correct text message, multimedia message, and GPRS settings automatically. If not, contact your service provider for the correct settings.

Tip: If you have removed the battery and inserted it back quickly, you may need to press the power key once before the communicator interface starts up.

The communicator interface starts up first after the battery is inserted. You cannot switch on the cover phone immediately after the battery has been inserted, you must wait until the communicator interface has started.

Antenna

Your device has an internal antenna.

Note: As with any other radio transmitting device, do not touch the antenna unnecessarily when the device is switched on. Contact with the antenna affects call quality and may cause the device to operate at a higher power level than otherwise needed. Avoiding contact with the antenna area when operating the device optimises the antenna performance and the battery life.

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Normal position: Hold the device with the antenna pointed up and over your shoulder.

Access codes

The device uses several access codes to protect against unauthorized use of the device and the SIM card.

You need the following access codes:

- PIN and PIN2 code — The PIN (Personal Identification Number) code protects your SIM card against unauthorized use and is usually supplied with the SIM card. The PIN2 code may be supplied with some SIM cards, and is required to access some functions, such as fixed dialing.

  After three consecutive incorrect PIN code entries, the PIN code is blocked, and you must unblock it with a PUK (Personal Unblocking Key) code before you can use the SIM card again. The PIN2 code may be supplied with some SIM cards, and is required to access some functions, such as fixed dialling number. If the codes are not supplied with the SIM card, contact the service provider for your SIM card.
- Lock code — The lock code protects your device against unauthorized use. The default lock code is 12345. Change the code, and keep the new code in a safe place, separate from your device.
- PUK and PUK2 codes — The PUK (Personal Unblocking Key) code is required to change a blocked PIN code. The PUK2 code is required to change a blocked PIN2 code. If the codes are not supplied with the SIM card, contact the service provider for your SIM card.
- *Barring password* — The barring password is needed when using the Call barring service. See Changing the barring password on page 63.

Some applications of the device use passwords and user names to protect against unauthorized use of the Internet and its services. These passwords are changed in the settings of the applications.

First start-up

The first time you switch your device on, you need to set some basic settings. You can change the settings later. Open the cover and follow the instructions on the communicator display.

1. Select the language for the device, and press *OK*.
2. Select your home city from the list, and press *OK*. You can browse for a city by starting to type the name of the city, or using the joystick or arrow keys. It is important to select the correct city, because scheduled calendar entries that you create can change when the home city is changed.
3. Set the time and date, and press *OK*.
4. Press *OK* to create your own contact card.
5. Enter your contact card information, and press *OK*.
6. Press *OK*.

The default folders, such as *C:\My files* and its subfolders, are created during the first start-up. Note that if you change the language of the device later, folder names do not change.

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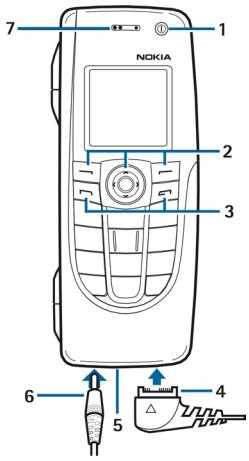
Keys and connectors



Keys and connectors

1 — Power key ⏻.

2 — Scroll key, left and right selection keys. Press the center of the scroll key, or press either selection key to perform the function shown above it on the display. The phone volume can be controlled with the scroll key during a call.

3 — Call key (on the left,), End key (on the right,).

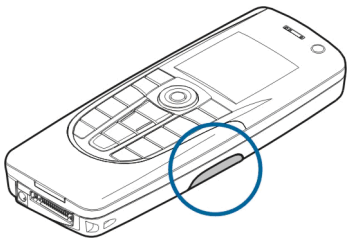
4 — PopPort™ connector for the USB data cable, headset, and loopset.

5 — Microphone. Make sure that you do not cover the microphone with your hand during phone calls.

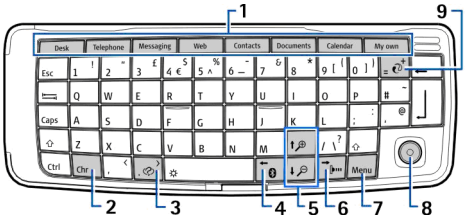
6 — Charger connector.

7 — Earpiece.

The graphic shows the location of the infrared port.



Communicator interface



Communicator keyboard

1 — Application buttons. Each button starts the corresponding application, except My own key, which you can configure to open any application. Press Ctrl+My own key to select the application you want the My own key to open. Note that you can open these applications from Desk, too.

2 — Character key. Opens a character table where you can select special characters. Press Chr+keys with blue symbols to access characters and functions behind key combinations.

3 — Help key. To get support using your device, press Chr+.

4 — Bluetooth key. To activate Bluetooth, press the Chr+. To deactivate, press the Chr+ again.

5 — The Zoom keys. Pressing Chr+zoom keys makes the fonts and some icons larger or smaller.

6 — Infrared key. To activate infrared, press Chr+. To deactivate, press the Chr+ again.

7 — Menu key. Press the Menu key to open the menu or in multipage dialogs to move from one page to another.

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Petitioner Exhibit 1040, Page 11 of 99

8 — Joystick. Move the joystick to the left, right, up or down to scroll through different lists. Press the center of the joystick to select or to perform the function of an underlined command button. To change the acceleration or the speed at which the cursor moves, select *Desk* → *Tools* → *Control panel* → *General* → *Display* → *Cursor settings*.

9 — Sync key. Establish a connection, and press Chr+ to synchronize your device with a compatible PC.

Tip: You can use the arrow keys or the joystick to move on the menus and the display, for example in the Web application. The left arrow key is on the Bluetooth key (4), the up and down arrow keys on the zoom keys (5), and the right arrow key on the infrared key (6).

Tip: Press Esc to cancel selections and close dialogs.

Tip: Press the backspace key to delete items such as calendar entries and messages.

The communicator display turns on when you open the cover. The application that was active the last time the device was used is shown on the display. When you close the cover, the communicator display turns off.

Desk main view

1 — Menu. Press the Menu key to open the menu. You can use the joystick or the arrow keys to move in the menu, and press the enter key to select a menu option.

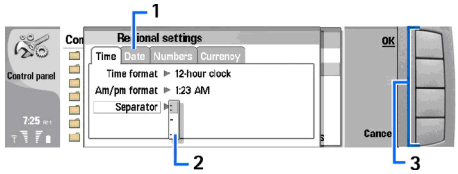
2 — Folder. You can group applications, shortcuts, and notes to different folders. See Creating new groups on page 21.

3 — Scroll bar. For example, if you have a long file in *Documents*, the scroll bar helps you estimate where you are in the file, and how much of the file you can see. The longer the scroll bar, the more you can see of the file.

4 — Command buttons. The commands on the right side of the display correspond to the command buttons. Note that when a command is dimmed, it cannot be used.

5 — Application. To open an application from *Desk*, select the application, and press *Open* or the enter key.

6 — Indicator area. The indicator area shows application and system-related information.



Multipage dialog

1 — Dialog pages. You can move from one page to another by pressing the menu key.

2 — Selection list. You can view different options in a selection list, and select one of them.

3 — Command buttons. You can use the command buttons to perform functions on a dialog page, or in a selection list.

If there is more than one frame on the display, the selected frame is always highlighted. You can move between the frames by pressing the tab key.

Switching between open applications

To switch between open applications, press Menu, select , and select the application. You can also close applications in the application list.

Tip: Press Chr+the tab key to switch between open applications. Press Chr+the tab key again to move in the list.

About the display

A small number of missing, discolored, or bright dots may appear on the screen. This is a characteristic of this type of display. Some displays may contain pixels or dots that remain on or off. This is normal, not a fault.

About the Menu key

The communicator keyboard has a Menu key. Press the Menu key to access the various menu options. The options available depend on the application you are in. The chosen option affects the item that is currently selected or open. In multipage dialogs you can use the Menu key to move from one page to another.

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Petitioner Exhibit 1040, Page 12 of 99

Scrolling and making selections

Use the arrow keys or the joystick to move the cursor and make selections on the communicator interface.

Scrolling on the communicator interface

There are four separate arrow keys that you can use for scrolling. Scrolling means that you move up, down, left and right in the application groups on Desk, in an application, in the text, or in the Menu. The joystick functions similarly to the arrow keys, but you can also press the joystick down to open files or perform the function of an underlined command button.

Making selections

To select text left of the cursor, press and hold the Shift key, and press the left arrow key until you have selected the text. To select text right of the cursor, press and hold the Shift key, and press the right arrow key until you have selected the text.

To select different items, such as messages, files, or contacts, press the arrow keys up, down, left or right to scroll to the item you want.

To select items one by one, scroll to the first item, press and hold the Ctrl key, scroll to the next item, and press space bar to select it.

To select an object in a file, for example an attachment in a document, move the cursor onto the object so that square markers appear on each side of the object.

To select a cell in a worksheet, move the cursor to the cell you want. To select an entire row, move the cursor to the first cell of the first column on that row, and press Shift+the left arrow key. To select an entire column, move the cursor to the first cell of the column you want to select, and press Shift+the up arrow key.

Common actions in several applications

You can find the following actions in several applications:

To change the profile, press Menu, select , and scroll to the profile you want. To modify the profile settings, such as the ringing tones, select the profile and press *Edit*.

To activate a profile for a certain time, press Menu, select , and select the desired profile. Press *Timed*, and set the time (up to 24 hours) when you want the profile setting to end. When the end time is reached, the previous profile, which was not timed, becomes active.

To save a file, press Menu, and select *File* → *Save*. There are different save options depending on the application you use.

To send a file, press Menu, and select *File* → *Send*. You can send a file as an e-mail, fax, short message, or multimedia message; or send them using infrared or Bluetooth.

To add a shortcut, press Menu, and select *File* → *Add to Desk*. Scroll to the group to which you want to add the shortcut, and press *Select*. After you have selected the group, press *OK*. For example, you can add shortcuts to files or Web pages.

To print to a compatible printer, press Menu, and select *File* → *Printing*. You can preview items that you want to print, or edit the way printed pages look.

To cut, copy, and paste, press Menu, and select *Edit*, and *Cut*, *Copy*, and *Paste*.

To delete a file, press Menu, and select *Edit* → *Delete*.

To zoom in or out, press Menu, and select *View* → *Zoom* and the zoom type you want. You can also press Chr+zoom keys to zoom in or out.

To insert special characters to text, press the Chr key.

Tip: To generate special characters by using certain unmarked keys, for example "a" or "o", press and hold the Chr key and simultaneously press a letter key. The first special character matching the letter key is displayed. Press the letter key again, and the second special character is shown in the place of the first one, and so on, until the first character is shown again.

Cover phone

To view the most recently dialed numbers, press . Scroll to a number or name, and press again to call the number.

To call your voice mailbox (network service), press and hold .

To view received text messages, press the scroll key right.

To open the contacts list, press the scroll key down.

To write and send text messages, press the scroll key left.

To change the profile, press the power key briefly, and scroll to the profile you want. Press *Select* to activate the profile.

To switch between two phone lines (network service), press and hold .

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Petitioner Exhibit 1040, Page 13 of 99

Display indicators

The signal strength of the cellular network at your current location. The higher the bar, the stronger the signal.

The battery charge level. The higher the bar, the stronger the charge in the battery.

You have received a message.

You have locked the cover phone keypad.

You have selected the silent profile, and the device does not ring for an incoming call or message.

Bluetooth is activated.

You have an active infrared connection. If the indicator blinks, your device is trying to connect to the other device, or the connection has been lost.

You have selected all your calls to be diverted to another number (network service).

1 and 2 Indicates the phone line that you have selected in the *Settings* → *Call settings* → *Line for outgoing calls* menu, if you have subscribed to two phone lines (network service).

The timed profile is active. You can modify the profile settings, such as the ringing tones, in *Control panel*. See Profile settings on page 60.

You have missed a phone call.

Keypad lock (Keyguard)

When the keypad lock is on, calls still may be possible to the official emergency number programmed into your device. Key in the emergency number and press .

Use the keypad lock (keyguard) to prevent the keys on the cover phone from being accidentally pressed.

To lock the keypad, press the center of the scroll key and .

To unlock the keypad, press the center of the scroll key and .

To lock the system, press the center of the scroll key and . Note that you have to define a lock code with which you can lock and unlock the system.

Volume control

Warning: Do not hold the device near your ear when the loudspeaker is in use, because the volume may be extremely loud.

To adjust the volume level during a call, press the scroll key left or right.

To adjust the volume level when using the loudspeaker, open *Telephone*, and scroll left or right with the joystick.

Instructions in your device

To view instructions on the applications in your device, press Chr+. The device help contains detailed instructions, which you conveniently carry with you all the time.

Using the CD-ROM

The sales package CD-ROM is compatible with Windows 98SE, Windows ME, Windows 2000, and Windows XP. The CD-ROM should launch itself after you have inserted it into the CD-ROM drive of a compatible PC. If not, open Windows Explorer, right-click the CD-ROM drive where you inserted the CD-ROM, and select AutoPlay.

You can find the extended User Guide for Nokia 9300 and some additional guides in the CD-ROM.

You can also install the Nokia PC Suite and read the User's Guide for Nokia PC Suite from the CD-ROM. Note that Nokia PC Suite can be used only with Windows 2000 and Windows XP.

Nokia support on the Web

Check www.nokia.com or your local Nokia Web site for the latest version of this guide, additional information, downloads, and services related to your Nokia product.

Stickers in the sales package

The stickers in the sales package contain important information for service and customer support purposes. The sales package also includes instructions on how you should use these stickers.

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Petitioner Exhibit 1040, Page 14 of 99

Transferring data from other devices

There are several ways to transfer data, such as contacts or calendar information, to your Nokia 9300 from compatible devices. See Data and software management on page 75.

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2. Cover phone

With the cover phone, you can, for example, make and receive calls, and change profiles. Most of these features are also available in the communicator interface.

Cover phone display, standby mode

For more advanced tasks, use the communicator interface which you can access by opening the cover. If you open the cover during a call, the loudspeaker is activated. You can also use the applications during a call.

Making a call

To make and receive calls, the cover phone must be switched on, the device must have a valid SIM card installed, and you must be located in a service area of the cellular network.

A GPRS connection is put on hold during voice calls.

To make a call, key in the phone number, including the area code. If you key in an incorrect character, press *Clear*.

Tip: For international calls, press twice to add the + character that replaces the international access code, and key in the country code, area code (omit the leading 0, if necessary), and phone number.

To call the number, press the Call key. To end the call or cancel the call attempt, press the End key.

Tip: To adjust the volume during a call, press the scroll key right to increase or left to decrease the volume.

To make a call using the saved contacts, scroll down in standby mode. Key in the first letters of the saved name. Scroll to the name, and press the Call key.

Tip: You can save new contacts in the *Contacts* menu in the phone or in the *Contacts directory* dialog in the communicator interface.

To call a recently dialed number, in standby mode, press the Call key to view up to 20 numbers that you have last called or attempted to call. Scroll to the desired number or name, and press the Call key.

To call your voice mailbox (network service), in standby mode, press and hold 1, or press 1 and the Call key.

To call a phone number using speed dialing when you have assigned the number to one of the keys 2 to 9, do as follows: Press the desired number key and the Call key in standby mode, or if the *Speed dialling* function is set on, press and hold the number key in standby mode until the call is started. To assign a phone number to a number key, press **Menu** in standby mode, and select *Contacts* → *Speed dials*. To set the *Speed dialling* function on, press **Menu** in standby mode, and select *Settings* → *Call settings* → *Speed dialling*.

Answering a call

To answer a call, press the Call key.

To reject the call, press the End key. The call is diverted if you have activated a call divert option such as *Divert if busy*.

To mute a ringing tone instead of answering a call, press **Silence**.

To answer a new call during a call when the *Call waiting* function is activated, press the Call key or *Answer*. The first call is put on hold. To end the active call, press the End key.

Options during a call

You can press *Options* for some of the following functions during a call: *Mute*/*Unmute*, *End call*, *End all calls*, *Contacts*, *Menu*, *Hold*/*Unhold*, *New call*, *Answer*, *Reject*, and *Lock keypad*.

Other options during a call may include:

- *Conference* — Allows you to merge an active and a held call into a conference call (network service).
- *Private* — Allows you to converse privately with a selected participant during a conference call (network service).
- *Swap* — Allows you to alternate between an active and a held call (network service).
- *Send DTMF* — Allows you to send DTMF (dual tone multi-frequency) tone strings, for example, passwords. Key in the DTMF string or search for it in *Contacts*, and press **DTMF**.

  Note that you can key in the wait character w and the pause character p by repeatedly pressing .

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- *Transfer* — Allows you to connect the held call to the active call and disconnect yourself from the call (network service).

Writing text

You can key in text, for example, when you write a text message. Press a number key repeatedly until the desired character appears. If the next letter is located on the same key as the present one, wait until the cursor is shown (or press the scroll key left, right, up, or down to end the time-out period), and key in the letter. The characters available depend on the language selected for writing text. To insert a space, press 0.

- To delete a character to the left of the cursor, press **Clear**. To delete the characters quickly, press and hold **Clear**.
- To change the character case, press #.
- To change between letter and number mode, press and hold #.
- To insert a number in letter mode, press and hold the desired number key.
- To insert a special character, press 1 repeatedly.
  Alternatively, press *, scroll to the desired character, and press **Use**.

Accessing the menu functions

The cover phone offers a set of menu functions.

Most of these functions are provided with a brief help text. To view the help text, scroll to the menu function, and wait for about 15 seconds. You must activate help texts in *Settings* → *Telephone settings* before they are shown.

Accessing a menu function

To access a function by scrolling, press **Menu** in standby mode, scroll to the desired main menu, for example, *Settings*, and press *Select*. Scroll to a submenu, for example, *Call settings*, and press *Select*. Scroll to a setting, and press *Select*.

To access a function by using a menu shortcut, press **Menu** in standby mode, and within 2 seconds, key in the shortcut number of the menu, submenu, and setting that you want to use. The shortcut number is shown at the top right of the display.

To return to the previous menu level, press *Back*. To exit the menu from the main menu list, press *Exit*. You can also exit the menu by pressing the End key.

Menu structure

Messages	1 *Write message*, 2 *Folders*, 3 *Voice messages*, 4 *Service commands*
Call log	1 *Missed calls*, 2 *Received calls*, 3 *Dialled numbers*, 4 *Delete recent call lists*, 5 *Call duration*
Contacts	1 *Search*, 2 *Add contact*, 3 *Delete*, 4 *Settings*, 5 *Speed dials*, 6 *Service numbers* (shown if supported by your SIM card), 7 *My numbers* (shown if supported by your SIM card)
Profiles	Contains setting groups (profiles) that you can activate. Only one profile can be active at a time.
Settings	1 *Call settings*, 2 *Telephone settings*, 3 *Security settings*, 4 *Display settings*, 5 *Time and date settings*, 6 *Right selection key*
SIM services	Allows you to use the additional functions available on your SIM card. This menu is only available if supported by your SIM card.

Messages

Your device supports the sending of text messages beyond the normal 160-character limit. If your message exceeds 160 characters, it will be sent as a series of two or more messages.
At the top of the display, you can see the message length indicator counting backwards from 160. For example, 10/2 means that you can still add 10 characters for the text to be sent as two messages.
Note that using special (Unicode) characters such as ë, â, á, take up more space.

If there are special characters in your message, the indicator may not show the message length correctly. Before the message is sent, the device tells you if the message exceeds the maximum length allowed for one message.

Press **Menu**, and select *Messages*.

You can write other types of messages on the communicator interface. See Messaging on page 26.

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Petitioner Exhibit 1040, Page 17 of 99

When sending messages, your device may display the words *Message sent*. This is an indication that the message has been sent by your device to the message centre number programmed into your device. This is not an indication that the message has been received at the intended destination. For more details about messaging services, check with your service provider. To write a text message, select *Write message*, and write the message. To send the message, press the Call key or *Send*, and enter the recipient's phone number, or press *Search* to search for it in the contacts list. If you press *Options* while writing the message, you can, for example, send the message to several recipients, or save the message for later use.

Tip: To access the short message editor in standby mode, press the scroll key left.

To view the contents of a text message folder, select *Folders* and the desired folder. To create a new folder, press *Options* in the folder list and select *Add folder*.

Tip: To open the Inbox folder in standby mode, press the scroll key right.

To define or edit your voice mailbox number (network service), select *Voice messages* → *Voice mailbox number*. Key in the number, or search for it in the contacts list. You can obtain the voice mailbox number from your service provider or network operator.

To listen to your voice messages (network service), select *Voice messages* → *Listen to voice messages*.

To send a service command to your service provider (network service), select *Service commands*. Write the command, and press the Call key or *Send*.

Call log

You can view the phone numbers of missed, received, and dialed calls, and the approximate length of your calls.

The phone saves missed and received calls only if the network supports these functions and if the phone is switched on and within the network service area.

Press **Menu**, and select *Call log*.

You can also view recent calls information on the communicator interface. See Viewing dialed, received, and missed calls on page 23.

Contacts

You can view and manage the names and phone numbers (contacts) that you have saved in the phone memory or the SIM card.

In the phone memory, you can save names with several phone numbers. The number of names that you can save depends on the amount of information you have saved for each name.

In the SIM card memory, you can save one phone number for each name.

You can also use the more extensive *Contacts* application on the communicator interface.

Shortcuts to the contacts list

You can also access the contacts list in the following ways:

In standby mode, press **Names** (if available), or press **Go to**, and select *Contacts*.

In standby mode, scroll down to the desired name, press **Details**, and scroll to a number.

During a call, press *Options*, and select *Contacts*.

Searching for, adding, and deleting contacts

To search for a contact, in standby mode, press **Menu**, and select *Contacts* → *Search*, or press the scroll key down in standby mode. Key in the first letters of the desired name. Scroll to the desired name, and press **Details**. Scroll through the phone numbers added to the name.

To save a name and phone number in the selected memory, press **Menu**, and select *Contacts* → *Add contact*. Key in the first name, and press **OK**. If you are using the telephone memory, key in the second name, and press **OK**. Key in the phone number, including the area code, and press **OK**. Select the number type, and press *Select* → **Done**.

Tip: To use the phone number while abroad, press twice (for the + character), and key in the country code, area code (omit the leading zero, if necessary), and phone number.

Tip: To quickly save a name and phone number in standby mode, key in the phone number, and press **Save**. Key in the first name, and press **OK**. Key in the second name, and press **OK** → **Done**.

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To save multiple numbers per name when the selected memory is *Phone*, in standby mode, scroll down to the name to which you want to add a number, and press **Details**. Press **Options**, and select *Add number* to add a new phone number to the name.

To delete contacts and all the numbers attached to them, in standby mode, press **Menu**, and select *Contacts* → *Delete*. Select *One by one* or *Delete all*.

To delete a single number added to a name, in standby mode, scroll down to the desired name, and press **Details**. Scroll to the number that you want to delete, press *Options*, and select *Delete number*.

To edit a name or number, in standby mode, scroll down to the desired name, and press **Details**. Press *Options*, and select *Edit name* or *Edit number*. Edit the name or number, and press **OK**.

Settings for the contacts

In standby mode, press **Menu**, and select *Contacts* → *Settings*, and one of the following options:

- *Memory in use* — To select the memory that you want to use for your contacts.
- *Contacts view* — To select how the contacts are shown.

Speed dialing

To assign a number to one of the keys 2 to 9, press **Menu** in standby mode, select *Contacts* → *Speed dials*, and scroll to the key number that you want.

Press **Assign** → **Search**, and select the name and the number that you want to assign.

If a phone number has already been assigned to the key, press **Options**, and select *Change* to change the phone number or *Delete* to remove the assignment.

Other functions

In standby mode, press **Menu**, and select *Contacts* and one of the following:

- *Service numbers* — You can call the numbers that your service provider may have included in your SIM card (network services).
- *My numbers* — You can view the numbers assigned to your SIM card if this is allowed by the card. Contact your service provider for details.

■ Profiles

To make an emergency call while the device is in the offline or flight profiles, you may need to enter the lock code and change the device to a calling profile before making any call, including a call to an emergency number.

Press **Menu**, and select *Profiles*.

To change the profile, select the desired profile, and select *Activate*.

To activate a profile for a certain time, select the desired profile and *Timed*. Set the time (up to 24 hours) when you wish the profile setting to end. When the end time is reached, the previous profile, which was not timed, becomes active.

Tip: To activate a profile in standby mode, briefly press the power key, and select the desired profile.

You can edit the profile settings in the communicator interface of your device. See Profile settings on page 60.

■ Settings

Press **Menu**, and select *Settings*.

To adjust call settings, scroll to *Call settings*, and select:

- *Call divert* (network service) — select to direct your incoming calls to another number such as your voice mailbox.

  For details, contact your service provider. Options not supported by your SIM card or your network operator may not be shown.

  Select the option you want. For example, select *Divert if busy* to divert voice calls when your number is busy or when you reject an incoming call.

  To set the divert setting to on, select *Activate*, the desired phone number (a voice mailbox or another number), and the timeout after which the call is diverted if this is available for the divert option. To set the divert option to off, select *Cancel*, or to check whether the divert option is activated or not, select *Check status* if this is available for the divert option. Several divert options may be active at the same time.

  You can see the corresponding indicators in standby mode.

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Petitioner Exhibit 1040, Page 19 of 99

- *Anykey answer* — select *On* if you want to answer an incoming call by briefly pressing any key except the power key, the selection keys, and the End key.
- *Automatic redial* — select *On* to set the phone to make a maximum of 10 more attempts to connect the call after an unsuccessful call attempt.
- *Speed dialling* — select *On* if you want to call the names and phone numbers assigned to the speed dialing keys 2 to 9 by pressing and holding the corresponding key.
- *Call waiting* — select *Activate* to request the network to notify you when you receive a new call during a call (network service).
- *Send my caller ID* — select *Yes* to show your phone number to the person you are calling (network service). If you select *Set by network*, the device will use the setting that you have agreed with your service provider.
- *Line for outgoing calls* (network service) — select the phone line 1 or 2 for making calls.If you select *Line 2* and have not subscribed to this network service, you are not be able to make calls. However, calls on both lines can be answered regardless of the selected line. For example, you can have a private and a business line. You can also prevent the line selection, if supported by your SIM card.

  Tip: In standby mode, you can switch between the phone lines by pressing and holding .

To adjust phone settings, scroll to *Telephone settings*, and select:

- *Cell info display* — to set the device to indicate when you use it in a cellular network based on Micro Cellular Network (MCN) technology (network service).
- *Network selection* — to set the device to automatically select a cellular network available in your area. If you select *Manual*, you can select a network that has a roaming agreement with your home service provider.
- *Confirm SIM service actions* — to set the phone to show confirmation messages that are sent between your phone and your service provider when you use SIM card services.

  Note that accessing these services may involve sending a text message or making a phone call. You may be charged for these services.
- *Help text activation* — to set the phone to show help texts that guide you in using the menu functions of the cover phone.
- *Start-up tone* — to play a tone when the cover phone is switched on.

To adjust phone security settings, scroll to *Security settings*, and select:

- *PIN code request* — to set the phone to request your PIN code every time the phone is switched on. Note that some SIM cards do not allow this setting to be changed.
- *Call barring service* — to restrict calls (network service).

  Select the desired barring option and set it on (*Activate*) or off (*Cancel*), or check whether the option is active (*Check status*).
- *Access codes* — to change the security code, PIN code, PIN2 code, or barring password.
- *Lock if SIM card is changed* — to set the device to ask for the lock code when an unknown SIM card is inserted into your device. The device maintains a list of SIM cards that are recognized as the owner's cards.
- *Lock system* — to lock the device. To unlock the device, press *Unlock* → in standby mode. See Defining device lock settings on page 62.

To adjust phone display settings, scroll to *Display settings*, and select:

- *Colour schemes* — to choose the color for some parts of the phone display, such as the indicators for the signal strength and battery charge level.
- *Operator logo* — to display or hide the operator logo.
- *Screen saver timeout* — to set the period after which the screen saver is activated.

To adjust the time and date settings, scroll to *Time and date settings*.

To set the function for the right selection key in standby mode, scroll to *Right selection key*, and select the desired function from the list.

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Petitioner Exhibit 1040, Page 20 of 99

3. Desk

Desk is a starting point from which you can open all applications in the device or on a memory card. Use the joystick or arrow keys to move up and down on the screen.

Desk shows all applications that are installed in your device. When you install new applications, they are shown on Desk as well. Most applications are grouped in default groups, which are *Personal*, *Office*, *Media*, and *Tools*. If you have applications on a memory card, those are shown on Desk or in one of the groups, depending on the application.

The applications are grouped in the default groups as follows:

- the *Personal* group: *Telephone*, *Contacts*, *Messaging* and *Calendar*
- the *Office* group: *Documents*, *Sheet*, *Presentations*, *File manager*, and *Calculator*
- the *Media* group: *Web*, *Images*, *Voice rec.*, *Music player*, and *RealPlayer*
- the *Tools* group: *Control panel*, *Backup*, *Synchronization*, *Data transfer*, *Modem*, *Device manager*, *Cell broadcast*, and *Help*

To open an application or group, or activate a shortcut, select the application, group, or shortcut , and press *Open*.

To remove an application, go to *Desk* → *Tools* → *Control panel* → *Data management* → *Application manager*.

To write a note, press *Write note*.

Tip: To write a note in Desk main view, you can also press Desk.

Tip: The notes are saved to the location you are in. For example, tips that are created from the *Office* group are saved in that group You can view a list of all notes in *Desk*: press menu, and select *View* → *Note list...* .

You can add your own shortcuts to *Desk* from most applications. The shortcuts can open a document or a Web page.

To add a shortcut to *Desk*, press Menu, and select *File* → *Add to Desk*. Scroll to the group you want to add the shortcut to, select the group, and press *OK*.

To remove a shortcut or note, press Menu, and select *File* → *Delete*.

To change the order of application, shortcut, or note icons, select the icon, press Menu, and select *File* → *Move*. Move the icon to its new location using the joystick or arrow keys, and press *Place here*. You cannot move an application, shortcut or note to groups.

To increase or decrease the size of the icons, press Menu, and select *View* → *Zoom in* or *Zoom out*.

To add or change a background image, press Menu, and select *Tools* → *Display settings...*. Select the *Desk* page, and set *Wallpaper* to *Yes*. In the *Image file* field, press *Change* to browse for an image. Scroll an image, and press *OK*.

Tip: You can set a background image for the cover phone display on the *Cover* page of the same dialog.

To change the icon or name of a group, application, shortcut, or note, select the item, press Menu, and select *File* → *Properties*. Scroll to *Icon*, and press *Change*. Scroll to a new icon, and press *Done*. Scroll to *Name*, enter the new name, and press *Done*.

Managing groups

You can group applications, shortcuts, or notes into different groups on *Desk*. You can have the same application or shortcut in several groups.

To open a group, select the group, and press *Open*.

To move an application, a shortcut, or a note to a different group, select an item, press Menu, and select *File* → *Show in groups...*. The current group is marked. Scroll to a new group, select the group, and press *Done*.

Creating new groups

You can group applications, shortcuts, or notes to different groups in *Desk*. You cannot create a group inside a group, for example, you cannot create a group inside the *Office* group.

To create a new group, press Menu, and select *File* → *New group...*. Enter a name for the group, and press *OK*.

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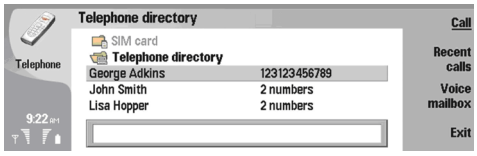
Petitioner Exhibit 1040, Page 21 of 99

4. Telephone

In *Telephone*, you can view the contacts you have stored in the telephone directory, SIM card, or memory card. You can also make phone calls, view recent calls, contact voice mailboxes, and define call settings.

Warning: Do not hold the device near your ear when the loudspeaker is in use, because the volume may be extremely loud.



Making a call

To make and receive calls, the cover phone must be switched on, the device must have a valid SIM card installed, and you must be located in a service area of the cellular network.

To make a call, go to *Telephone*, type the phone number, or select the contact from the list, and press *Call*.

To adjust the volume of the active call, press *Audio controls*. Press *Volume +* to increase the volume or *Volume -* to decrease it. Press *Done* when the volume is set.

To view calls you have recently made, answered, or missed, press *Recent calls*, and select *Dialled calls*, *Received calls*, or *Missed calls*. To move from one dialog page to another, press Menu. To call a number, scroll to the number, and press *Call*.

To check your voice mail (network service), press *Voice mailbox*.

Note that a GPRS connection is put on hold during voice calls.

Answering a call

You can see the name and telephone number of the incoming call (if allowed by the caller), or just the number if the number is not included in your Contacts directory.

To answer the call, press *Answer*.

Tip: If you want to have a private telephone conversation, use the hands-free set or close the device cover.

To switch between an active call and a call on hold (network service), select the call that is on hold with the arrow keys, and press *Activate*.

To mute the ringing tone , press *Silence*.

To reject the call, press *Reject*.

Speed dialing

Speed dialing allows you to make a call by pressing a number key and the Call key when the device cover is closed.

Press Menu, and select *Settings* → *Speed dials...*.

To assign a number key to a phone number, scroll to a speed dialing key, and press *Add number*. Select the desired number from the Contacts directory.

To delete the phone number assigned to a number key, scroll to the speed dialing key, and press *Remove number*.

To modify a phone number assigned to a number key, scroll to the speed dialing key, and press *Change number*. Select the desired number from the Contacts directory.

Making a conference call

In a conference call, you and up to five persons can hear each other simultaneously.

To make a conference call (network service), make a call, or answer an incoming call. During the call, make another call, or answer another incoming call, and press *Conference call*.

To view a list of conference call participants, press *Conference commands*.

To mute a conference call, press *Mute*.

To remove a participant from the conference call, scroll to the participant in the list, and press *Drop*.

To have a private phone call with a participant, scroll to the participant in the list, and press *Private call*.

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Petitioner Exhibit 1040, Page 22 of 99

Viewing dialed, received, and missed calls

You can view calls that you have recently dialed, received, or missed.

The phone saves missed and received calls only if the network supports these functions and if the phone is switched on and within the network service area.

Press *Recent calls*, and select *Dialled calls*, *Received calls*, or *Missed calls*.

To move from one dialog page to another, press Menu.

You can also view call information in the Log. See Log on page 25.

To call a number, select a call in the list, and press *Call*.

To remove all calls from the list, press *Clear all*.

To save the phone number of the call in your Contacts directory, select the number in the list, and press *Add to Contacts*.

Sending DTMF tones

You can send DTMF (dual tone multi-frequency) tones during an active call to control your voice mailbox or other automated phone services.

To send a DTMF tone sequence, make a call, wait until the other end answers, press Menu, and select *Call* → *Send DTMF tone...* Select a predefined DTMF tone sequence, or type it.

Tip: You can attach DTMF sequences to contact cards. Go to *Contacts*, open a contact card, press *Add field*, and select *DTMF*.

To insert a pause of about 2 seconds before, or between, DTMF characters, press the p key.

To set the device to send the characters only after you press *Send tone* during a call, press the w key.

Tip: You can also send DTMF tones by pressing the number keys. When the device cover is closed, you can press number keys on the phone keypad to send tones.

Setting the offline profile

The offline profile prevents you from accidentally switching on your phone, making Internet connections, or using Bluetooth.

Important: In offline profile you cannot make (or receive) any calls, or use other features that require GSM network coverage. To make any calls, you must first activate the phone function by changing the profile. You may, however, be able to make an emergency call in offline profile by pressing the power key on the cover of the device and then entering the official emergency number. This can be done using the cover phone interface only, not the communicator interface. If the device has been locked, enter the lock code to activate the phone function. When the device is locked, calls may still be possible to the official emergency number.

Making an emergency call in offline profile or when the device is locked requires that the device recognizes the number to be an official emergency number. It may be advisable to change the profile or unlock the device by entering the lock code before you make the emergency call.

To activate the offline profile, go to *Telephone*, press Menu, and select ⊕ → *Offline*.

To allow full communication again, press Menu, and select ⊕ → *Exit Offline profile* → *OK*. Then switch on the cover phone.

Tip: You can activate the offline profile in any application menu, or from the cover phone.

Diverting calls

You can divert incoming calls to your voice mailbox or to another phone number.

To divert voice calls, go to *Telephone*. press Menu, and select *Settings* → *Voice call diverting*.

Select one of the following diverting options:

- *Divert all calls* — to divert all incoming calls
- *Divert if busy* — to divert incoming calls when you have an active call
- *Divert if out of reach* — to divert calls when the phone is either switched off or out of network coverage
- *Divert if not answered* — to divert calls after a certain time period. Define the time you let the phone ring before diverting the call in the *Time delay* field.

Tip: To activate *Divert if busy*, *Divert if out of reach*, and *Divert if not answered* in a single action, scroll to *Divert if not available*, and press *Change*.

To check your current diverts, scroll to the diverting option, and press *Check status*.

To stop diverting voice calls, press *Cancel all*.

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Call barring

You can restrict incoming or outgoing calls, and international calls (network service).

Call barring and call diverting cannot be active at the same time.

When calls are barred, calls still may be possible to certain official emergency numbers.

To bar voice calls, go to *Telephone*, and select *Settings* → *Voice call barring*.

Select one of the following barring options:

- *Outgoing calls* — to prevent making voice calls with your device
- *Incoming calls* — to bar incoming calls
- *International calls* — to prevent calling to foreign countries or regions
- *Incoming calls when abroad* — to bar incoming calls when outside your home country
- *International except home country* — to prevent calls to foreign countries or regions, but to allow calls to your home country

To use the call barring service, you need the barring password that you receive from your service provider when you subscribe to the service.

To check the status of voice call barring, scroll to the barring option, and press *Check status*.

To stop voice call barring, press *Cancel all*.

Call, network, and phone line settings

In the *Other settings* dialog you can define various settings related to calls and network services.

Go to *Telephone*, press Menu, and select *Settings* → *Other settings*.

Call settings

In the *Other settings* dialog, select *Call*.

To show your phone number to the recipients of your calls (network service), scroll to *Send my caller ID*, press *Change*, and select *On*.

To set the phone to briefly show the approximate duration of the last call, scroll to *Summary after call*, press *Change* and select *On*.

To set the device to redial the number if it was busy at the first call attempt, scroll to *Automatic redial*, press *Change*, and select *On*.

Network settings

In the *Other settings* dialog, select *Network*.

To select a cellular network manually, scroll to *Network selection*, press *Change*, and select *Manual*. Select one of the networks available in your location.

Tip: Manual selection is useful when you know that one network costs less than another, or that it has more bandwidth.

To set the device to select the network automatically, scroll to *Network selection*, press *Change*, and select *Automatic*.

To use the call waiting service (network service), scroll to *Call waiting*, press *Change*, and select *On*. When you receive a new call during a call, a sound and a note notify you of the new call.

Tip: Press *Check status* to find out if call waiting is in use.

Advanced settings

You can restrict calls to certain numbers and select the phone line you want to use.

When fixed dialling is activated, calls still may be possible to the official emergency number programmed into your device.

In the *Other settings* dialog, select *Advanced*.

To allow calls only to certain numbers (fixed dialing), scroll to *Fixed dialling number*, press *Change*, and select *On*. Even when fixed dialing is in use, you can browse the numbers saved in the device memory. If your SIM card does not support fixed dialing, you cannot use this function.

To modify the list of fixed dialing numbers, scroll to *Fixed dialling number*, and press *Number list*.

Tip: With fixed dialing, you can, for example, restrict calls to certain areas. In this case, type the area code in the *Number* field.

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Petitioner Exhibit 1040, Page 24 of 99

To change the phone line for outgoing calls (network service), scroll to *Telephone line in use*, press *Change*, and select the phone line. To be able to use this function, you need a SIM card that supports the alternate line service and a subscription to two phone lines.

To prevent the phone line selection, scroll to *Block line selection*, press *Change*, and select *Yes*.

Voice mailbox settings

You can define the phone number of a voice mailbox and a DTMF tone sequence that you want to use with the mailbox (network service).

Press Menu, and select *Settings* → *Voice mailboxes...*.

To define a phone number of the voice mailbox , scroll to *Number*, and type the phone number. You can obtain the number of the voice mailbox service from your service provider.

Tip: If you want to use your voice mailbox abroad, add the plus sign and the country or region code to the phone number.

To define a DTMF tone sequence for the voice mailbox, scroll to *DTMF*, and type the tone sequence.

Log

In the *Log*, you can view information, such as sent and received text messages and made and received calls, about the communication history of a device.

To access the Log, press Menu, and select *Tools* → *Log*.

Shortcut: You can press Shift+Ctrl+L to open the Log in most applications.

To use the *From/To* information, press *Use*. You can answer text messages, faxes, or calls or add the caller or sender of a message to your contacts by pressing the appropriate button.

To select the type of communication that you want to view , for example, only phone calls, press *Filter by type*.

To view Log events by direction, select *View* → *Filter by direction...*. You can, for example, view all communication, or view only incoming communication, outgoing communication, or missed communication.

To sort the Log information in a different order, press Menu, and select one of the two options in *View* → *Sorting order*

To view detailed information about a communication event, press *Details*. For example, you can see the type, direction, and subject of a message, or the phone number of the caller or sender of a message.

To clear the contents of the Log, press Menu, and select *Tools* → *Clear log...*.

To specify how long log events remain in the Log before they are deleted, press Menu, and select *Tools* → *Log duration...*.

To copy a number from Log, press Menu, and select *File* → *Copy number*. You can paste the number to a new contact card or message.

To view the amount of data sent and received with GPRS, press Menu, and select *Tools* → *GPRS data counter*.

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Petitioner Exhibit 1040, Page 25 of 99

5. Messaging

In *Messaging*, you can create, send, receive, view, edit, and organize text messages, multimedia messages, e-mail messages, fax messages, and special text messages containing data, such as settings or bookmarks of Web pages. You can also receive messages and data using Bluetooth or Infrared, receive service messages, cell broadcast messages, and send service commands.

Before you can send or receive messages:

- The cover phone must be switched on, the device must have a valid SIM card installed, and you must be located in a service area of the cellular network. The device cover can either be open or closed.
- The network you are using must support fax calls, data calls, and the Short Message Service if you want to use these.
- The fax, data and Short Message Service must be activated for your SIM card.
- The Internet access point (IAP) settings must be defined. See Internet setup on page 64.
- The e-mail settings must be defined. See E-mail account settings on page 29.
- The short message settings must be defined. See Text message settings on page 31.
- The multimedia message settings must be defined. See Multimedia message account settings on page 33.

Contact your service provider, network operator or Internet service operator for the correct settings.

Tip: When you take your Nokia 9300 into use, it may recognize the SIM card provider and configure the correct text message, multimedia message, and GPRS settings automatically. You may need to contact your network operator to activate multimedia messages and GPRS before they become available.

Messaging center

The main view of Messaging has two frames: the list of folders on the left, and the messages from the selected folder on the right. Press the tab key to move between the frames.

Folders in the Messaging main view:

- *Inbox* — contains all received messages except e-mails and SIM card and cell broadcast messages. E-mail messages are stored in the remote mailbox.
- *Outbox* — contains messages waiting to be sent.
- *Drafts* — stores draft messages that have not been sent.
- *Sent* — stores messages that have been sent, except those sent using Bluetooth.

Any remote mailboxes that you define are shown last in the list of folders.

Writing and reading messages

To view a message, select the message, and press *Open*.

To expand a folder to full display size, press *Open folder*.

To write a new message, press *Write message*. Select the type of message, and press *OK*.

To reply to the sender and all recipients of an e-mail, press Menu, and select *Write* → *Reply to all*.

To forward a message, press Menu, and select *Write* → *Forward*. Note that it may not be possible to forward all messages.

To retrieve messages from your SIM card, press Menu, and select *Receive* → *SIM messages*. SIM messages are text messages, that have been stored on your SIM card.

To sort messages in a specific order, press Menu, and select one of the options in the *View* → *Sort by* menu.

To print a message, press Menu, and select *File* → *Printing* → *Print...*.

To change the page layout before printing, press Menu, and select *File* → *Printing* → *Page setup...*.

Managing messages

To create a new folder for messages, press Menu, and select *File* → *New folder*. Enter a *Folder name*, select where the folder should be created, and press *Create*. Note that you cannot create subfolders in Inbox, Outbox, or Sent folders, except in IMAP4

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Petitioner Exhibit 1040, Page 26 of 99

remote Outbox, and Sent folders when online. IMAP 4 is a standard protocol for accessing e-mail on your remote server. With IMAP4, you can conduct searches, create, delete and manage messages and folders on the server.

To rename a folder, select the folder, press Menu, and select *File* → *Rename folder*. Enter the new name, and press *Rename*. Note that you can only rename folders that you have created.

To move a message, select the message, press Menu, and select *Edit* → *Move*. Scroll to a new folder, and press *Move*. If you want to move the message to a subfolder, select the main level folder, and press *Expand*.

To search for messages, press Menu, and select *Edit* → *Find...*. Enter the text for which you want to search, and press *Find*.

To refine your search, press *Options*.

Avoiding low memory

You should regularly delete messages from Inbox and Sent folders, and delete retrieved e-mail from the device memory to free up memory space.

To delete e-mails from the device, press Menu, and select *Tools* → *Delete e-mails locally...*. Press *Change*, and select the e-mail you want to delete. For example, you can delete all e-mail or only e-mail that was received more than two weeks ago. Press *Delete now* to delete the e-mails.

Tip: Use this method to delete e-mail from the device. Otherwise the messages you delete are permanently deleted from your remote mailbox the next time you go online.

To delete e-mail from the device and from the remote server, open an e-mail, and press *Delete*.

To empty the *Sent* folder automatically, press Menu, and select *Tools* → *Sent items storage...*. Set *Delete sent items* to *automatically*, and enter the number of days after which the device empties the folder.

E-mail

To write and read e-mail, go to *Messaging*.

The Nokia 9300 mail system is compliant with Internet standards SMTP, IMAP4 (rev 1), and POP3.

To receive and send mail, you must set up a remote mailbox service. This service may be offered by an Internet service provider, a network service provider, or your company.

Before you can send, receive, retrieve, reply to, and forward mail on your device, you must do the following:

- You must configure an Internet access point (IAP) correctly. See Internet setup on page 64.
- You must define your mail settings correctly. See E-mail account settings on page 29.

Follow the instructions from your remote mailbox and Internet service providers. Contact your network and Internet service providers or operator for the correct settings.

Working online and offline

Working online means working with your device connected to a remote mailbox through an Internet connection. When online, you can delete, rename, or create new folders in your remote mailbox. When you work offline, which means that your device is not connected to a remote mailbox, you can delete only messages, not folders.

Note that any changes you make in the remote mailbox folders while offline take effect in your remote mailbox the next time you go online and synchronize.

If you delete an e-mail from your device when offline, the e-mail will be deleted from the remote mailbox the next time you connect to the mailbox. You can delete a message from your device to save memory. See Avoiding low memory on page 27.

Managing your e-mail offline enables you to save in connection costs and work in conditions that do not allow a data connection. If you work in conditions where one connection becomes unavailable, you can change the connection.

Changing the Internet connection

If your connection becomes unavailable, you may need to change the connection.

To use another connection, press Menu, and select *Tools* → *Change connection*. Scroll to a new connection, and press *Connect*. Note that you must select an e-mail account and be online before you can change the connection, and that the connection is changed only for that account.

You are asked for confirmation if your current connection becomes unavailable, if you have not set the device to change connection automatically. See E-mail account settings on page 29.

To use another connection, scroll to the connection you want to use, and press *Change*.

To go online after selecting a new connection, press *Connect*.

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Petitioner Exhibit 1040, Page 27 of 99

Writing and sending e-mail

Press *Write message*, select *E-mail*, and press *OK*.

To write new e-mail, press *Recipient*. Select the recipient of the message from the *Contacts directory*, and press *To*. Enter a subject and the message, and press *Send*. You can also enter the recipient's e-mail address in the *To:* field. Note that e-mail addresses cannot contain accented characters such as Å, Ä, or É.

Tip: If you select the primary recipient of the e-mail from the Contacts directory, you can also select other recipients using the *Cc* (the recipient is shown to all other recipients) and *Bcc* (the recipient is hidden from all other recipients) buttons.

To set the sending time or adjust other delivery settings, press Menu, and select *Tools* → *Sending options...*.

You can send documents, images, and other files as e-mail attachments.

To attach a file to an e-mail, press *Insert file*.

Tip: All e-mail is stored in the *Outbox* before sending. Unless your e-mail is sent immediately, you can open the Outbox and suspend and resume sending or open the e-mail.

To store the e-mail in the *Drafts* folder without sending it, press *Close*.

Start writing or editing a message, press Menu, and select *Tools* → *Preferences...*.

To change the font type or size of the text, select the appropriate field, and press *Change*. Select the new font type or font size, and press *OK*.

Sending options

To define sending options for the e-mail you are writing, press Menu, and select *Tools* → *Sending options...*.

Select the *Message* page.

To set the importance of your e-mail, select *Priority*, and press *Change*.

To define the e-mail type , select *Message type*, and press *Change*.

Select from these options:

- *Plain text (no MIME)* — Select when the receiving e-mail system cannot display messages sent in the regular Internet e-mail format, MIME.
- *Plain text* — Select to use the regular Internet e-mail format, MIME. The MIME format allows, for example, including images as attachments to the message.
- *Formatted text (HTML)* — Select to use enhanced text formatting options, such as bold, italic, underline, or bullets. If the receiving e-mail system does not support HTML, the message is shown as plain text without the formatting.

To receive a note when the recipient has opened the e-mail, select *Request read report*, press *Change*, and select *Yes*. Note that some e-mail servers may not support read reports, or the user may have turned the read receipt sending off.

Select the *Delivery* page.

To change the e-mail account you use to send the e-mail, select *E-mail account in use*, and press *Change*. Select the new account, and press *OK*.

To set the time you want to send the e-mail, select *Send e-mail*, and press *Change*.

Select from these options:

- *Immediately* — to send the e-mail immediately during the current connection
- *Upon request* — to store the e-mail in the *Outbox*, from which you can send it later
- *During next connection* — to send the e-mail the next time you establish a connection.

Retrieving e-mail

E-mail addressed to you is not automatically received by your device, but by your remote mailbox. To read your e-mail, you must first connect to the remote mailbox and then select the e-mails you wish to retrieve into your device. Connection to a remote mailbox is established using data call, GPRS, or IP passthrough. See Connectivity on page 79.

Note that e-mail that you mark as deleted when offline will also be deleted from the remote mailbox server when the device is online again. You can delete local e-mail without deleting remote mailbox files. See Avoiding low memory on page 27.

To retrieve e-mail from a remote server, scroll to your mailbox, and press *Retrieve e-mail*.

Select:

- *Mail headers (stay online)* — to retrieve only the sender, date and subject information.
- *Messages* — to retrieve entire e-mails without the attachments.
- *Messages and attachments* — to retrieve all e-mails and the attachments they contain.
- *Ask before retrieving* — to confirm whether the device should retrieve mails.

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Petitioner Exhibit 1040, Page 28 of 99

Press *Retrieve* to go online and retrieve the mails.

If you have created subfolders in your IMAP4 mailboxes, you can view those folders with your device. To be able to view folders in your IMAP4 mailbox, establish an Internet connection, press Menu, and select *Receive* → *Folder subscriptions...*. Note that you can only subscribe to folders in your IMAP4 mailboxes.

To view a remote folder, select a folder, and press *Subscribe*. Every time you go online the subscribed folders are updated. Note that this may take a lot of time if the folders are large.

To update the list of folders, press *Update list*.

Reading and replying to e-mail

To reply to an e-mail, press *Reply*.

Tip: If an e-mail contains Web addresses, e-mail addresses, or phone or GSM numbers, you can use them. For example, you can select a Web address or a phone number, and press the appropriate command button to open the Web page, send e-mail or call the number.

To add new contacts to your Contacts directory, select the sender or a recipient from the header fields, press Menu, and select *Tools* → *Add to Contacts...*.

Tip: If you reply to an e-mail that contains attached files, the attachments are not included in the reply. If you forward the received e-mail, attachments are included.

To forward an e-mail, press Menu, and select *File* → *Forward*.

To print an e-mail, press Menu, and select *File* → *Printing* → *Print...*.

E-mail attachments

Important: E-mail messages may contain viruses or otherwise be harmful to your device or PC. Do not open any attachment if you are not sure of the trustworthiness of the sender

To open an attachment, select the attachment, and press *Open*.

To save an attachment, select the attachment, and press *Save*.

To delete an attachment, select the attachment, and press *Delete locally*. Note that a copy of the attachment remains on the e-mail server.

Changing e-mail replying and viewing preferences

Open a received e-mail, and press *Preferences...*.

To include the text of the received e-mail in your replies, select *Include message in reply*, press *Change*, and select *Yes*.

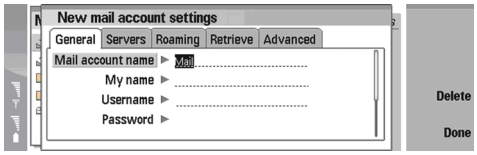
To define the font type or size of text, select the appropriate field, and press *Change*. Choose the new font type or size, and press *OK*.

E-mail account settings

Any changes you make to e-mail settings affect the way your e-mail is sent and received.

Press Menu, select *Tools* → *Account settings...*, and press *Create new*.

Scroll to the type of account that you want to create, and press *OK*.



Define the following on the *General* page:

- *E-mail account name* — Enter a descriptive name for the connection. Note that the maximum length of the name is 25 characters.
- *My name* — Enter your name.
- *Username* — Enter your user name, given to you by your service provider.
- *Password* — Enter your password. If you leave this field blank, you will be prompted for a password when you try to connect to your mailbox.
- *My e-mail address* — Enter the e-mail address given to you by your service provider. The address must contain the @ character. Replies to your messages are sent to this address.
- *Internet access* — Select the Internet access point that you want to use.

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Petitioner Exhibit 1040, Page 29 of 99

- *Default account* — If you have created several e-mail accounts, select the e-mail account you want to use as the default account.

Tip: You can move from one dialog page to another by pressing the Menu key.

Define the following on the *Servers* page:

- *E-mail account type* — Select the e-mail protocol your remote mailbox service provider recommends. Note that this setting can be selected only once and cannot be changed if you have saved or exited from the mailbox settings.

  Tip: POP3 is a version of Post Office Protocol, a standard protocol for receiving e-mail from your remote server. With POP3, you can check your remote mailbox and download your e-mail. IMAP4 is a version of Internet Message Access Protocol, a standard protocol for accessing e-mail on your remote server. With IMAP4, you can conduct searches, create, delete and manage messages and folders on the server.
- *Outgoing e-mail server* — Enter the IP address or host name of the computer that sends your e-mail.
- *Incoming e-mail server* — Enter the IP address or host name of the computer that receives your e-mail.
- *Use SMTP authentication* — Select whether the SMTP (Simple Mail Transfer Protocol) server requires authentication, and enter the SMTP user name and password.

Define the following on the *Roaming* page:

- *Change connection automatically* — Select whether you want the device to switch between connections automatically if connection to the primary Internet access point is lost.
- *Second access*, *Third access*, and *Fourth access* — Define the other possible Internet access options.

Define the following on the *Retrieve* page:

- *Retrieve* — Select whether you want to retrieve only the e-mail header information such as sender, subject and date, e-mails, or e-mails with their attachments.
- *Max. size of e-mail* — Define how large e-mails are retrieved to your device.
- *Sync. e-mails in Inbox* — Select the number of e-mails you want to download from the remote server to your Inbox.
- *Sync. e-mails in folders* — Select the number of e-mails you want to download from the remote server to your folders.

Define the following on the *Advanced* page:

- *Default e-mail type* — Select whether to sent e-mail as *Plain text*, *Plain text (no MIME)* if the receiving e-mail system cannot display e-mail sent in the regular Internet format, or *Formatted text (HTML)* to be able to use enhanced text formatting options.
- *Send e-mail* — Select *Immediately* to send the e-mail as soon as possible, *During next connection* to send it the next time you retrieve e-mail, or *Upon request* to store the e-mail in the Outbox, from where you can send it later.
- *Include signature* — Select whether you want to use a signature. Select *Use my contact card* to use the contact card in the device, or *Custom* to use a signature file that you can create for the e-mail account.
- *Request read report* — Select whether you want to receive a note when the recipient has opened your e-mail.
- *Allow report requests* — Select whether you want the sender of the e-mail to receive a note that you have read the e-mail.
- *Copy to my e-mail address* — Select whether you want to receive a copy of every e-mail you send.
- *Secure login (APOP)* — Select whether you want to use a POP3 secure login system, and the POP3 server you use supports this system.
- *Incoming secure connection* — Select whether you want to use encryption to make the incoming connection secure. Secure connection is used with POP3 and IMAP4 protocols to secure the connection to a remote mailbox. Note that the remote server must support secure connections for this function to work.
- *Outgoing secure connection* — Select whether you want to use encryption to make the outgoing connection secure. Secure connection is used with the SMTP protocol to secure the connection to a remote mailbox. Note that the remote server must support secure connections for this function to work.
- *IMAP4 folder path* — Enter the path to the IMAP4 inbox location in case the server cannot open it automatically. Normally you do not need to define the path.

To edit an existing account, select the account type that you want to edit, and press *Edit*.

Text messages

Your device supports the sending of text messages beyond the normal 160-character limit. If your message exceeds 160 characters, it will be sent as a series of two or more messages.
In the navigation bar, you can see the message length indicator counting backwards from 160. For example, 10 (2) means that you can still add 10 characters for the text to be sent as two messages.
Note that using special (Unicode) characters such as ë, â, á, ì take up more space.
If there are special characters in your message, the indicator may not show the message length correctly. If *Confirm multipart messages* is set to *Yes*, then before the message is sent, the device tells you if the message exceeds the maximum length allowed for one message. See Text message settings on page 31.

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Press *Write message*, select *Text message*, and press *OK*.

To write a new text message, press *Recipient* to select the recipients of the message, or enter the recipients' GSM phone numbers in the *To:* field. If you enter more than one number, separate the numbers with a semicolon or by pressing the Enter key after each number. Write the message, and press *Send*. You can see the number of characters that are left in the character counter. Note that a text message can only contain unformatted text.

To set the sending time or modify other delivery settings, press *Sending options*.

Tip: All text messages are stored in the Outbox until they are sent. Unless the text message is sent immediately, you can open the Outbox and suspend or resume the sending of the message.

To print the text message, press Menu, and select *File* → *Printing* → *Print...*.

Sending options for a text message

To set sending options for the current text message, press *Sending options* in the text message editor. To move from one dialog page to another, press the Menu key.

On the *Sending options* page, define the following:

- *Service centre in use* — Select the message center to deliver the message.
- *Delivery report* — Select whether to view the status of the sent text message in Log.
- *Send text message* — Select when to send the text message. If you select *Upon request*, you must select the message in Outbox, and press *Send* to send it. If you select *Scheduled*, you must define the date and time when the message will be sent.

To set sending options for all text messages, press Menu in the main view of Messaging, and select *Tools* → *Account settings...*. Select *Text message*, and press *Edit*.

To set sending options for the current text message, press *Sending options* in the text message editor. To move from one dialog page to another, press the Menu key.

On the *Advanced* page, define the following:

- *Validity period* — Select how long the message center stores a text message if a recipient cannot be reached. *Maximum* is the maximum value allowed by the message center. Note that the network must support this feature.
- *Reply via same centre* — Select whether the reply to your message should be sent using the same message center number your message used.
- *Message conversion* — Select whether to convert the text message into a fax, e-mail, or paging. Change this option only if you are sure that the message center can convert text messages into these other formats. Contact your network operator for more information.
- *Concatenation* — Select *No* to send text messages longer than 160 characters as several messages. Select *Yes* to send text messages that are longer than 160 characters as several messages, and allow them to be received as one long message by compatible devices. Sending a message over 160 characters may be more expensive than one message.

To set sending options for all text messages, press Menu, and select *Tools* → *Account settings...*. Select *Text message*, and press *Edit*.

Replying to text messages

To respond to received text messages, open the message, and press *Reply*.

To call the sender of the text message, press *Call sender*.

Tip: If the text message that you received contains a hyperlink, select the hyperlink, and press *Open Web address* to open the browser. If the text message that you received contains a number, place the cursor on the number, and press *Call number* to call the number.

Text message settings

To define general sending options for text messages, press Menu, and select *Tools* → *Account settings...*. Select *Text message*, and press *Edit*. To move from one dialog page to another, press the Menu key.

On the *General* page, define the following:

- *Service centre in use* — Select the message center to deliver the messages.
- *Delivery report* — Select whether to view the status of the sent text messages in Log.
- *Send text message* — Select when to send the text messages. If you select *Upon request*, you must select a message in Outbox and press *Send* to send it.
- *Validity period* — Select how long the message center stores messages if a recipient cannot be reached. Note that the network must support this feature.

On the *Concatenation* page, define the following:

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- *Concatenation* — Select *No* to send text messages longer than 160 characters as several messages. Select *Yes* to send text messages that are longer than 160 characters as several messages, and allow them to be received as one long message by compatible devices. Sending a message over 160 characters may be more expensive than one message.
- *Confirm multipart messages* — Select whether you want to see a confirmation note when you try to send text messages exceeding 160 characters.

On the *Advanced* page, define the following:

- *Reply via same centre* — Select whether the reply to your message should be sent using the same message center number your message used.
- *Include original in reply* — Select whether to copy the text from a received text message to your reply.
- *Preferred connection* — Select whether to send the text message by GSM network or GPRS. Note that the message will be send through GPRS only if GPRS is available. If GPRS is not available, the message will be sent through GSM.

You can also edit text message options in *Desk* → *Tools* → *Control panel* → *Messaging*.

Modifying message center settings

To view message centers, press Menu, and select *Tools* → *Account settings...*. Select *Text message*, and press *Edit*. In *General*, press *Service centres*.

To edit message centers, press *Edit*, and enter the *Service centre name* and *Service centre number*.

To add new message centers, press *New*, and enter the *Service centre name* and *Service centre number*.

To delete message centers, scroll to a center, and press *Delete*.

Managing messages on the SIM card

Text messages may be stored on your SIM card.

To view text messages on the SIM card, press Menu, and select *Receive* → *SIM messages*.

To open a text message on the SIM card, select the message, and press *Move*. The message is moved to the Inbox and deleted from the SIM card. Press *Close* to exit the SIM messages dialog. In Inbox, select the message, and press *Open*.

To copy a text message from the SIM card, select the message, and press *Copy*. The message is copied to the Inbox, and the original remains on the SIM card.

To remove a text message from the SIM card, select the message, and press *Delete*.

Picture messages

Note: Picture message function can be used only if it is supported by your network operator or service provider. Only devices that offer picture message features can receive and display picture messages.

To view a picture message, select the message in *Messaging*, and press *Open*.

To reply to the sender, press *Reply via text msg.*. Note that the picture is not included in the reply.

To forward a picture message, press *Forward*. Press *Recipient* to select a recipient, write the message text, and press *Send*. Note that the picture message text cannot be longer than 120 characters.

Multimedia messages

Note: Only devices that offer compatible multimedia message or e-mail features can receive and display multimedia messages.
The appearance of a multimedia message may vary depending on the receiving device.
The default setting of the multimedia message service is generally on.

Creating and sending multimedia messages

A multimedia message can contain text, images, or sound or video clips.

Note that this function can be used only if it is supported by your network operator or service provider.

Copyright protections may prevent some images, ringing tones, and other content from being copied, modified, transferred or forwarded.

Before you can send and receive multimedia messages on your device, you must have your multimedia message settings defined correctly. Contact your service provider for the correct settings. See Multimedia message account settings on page 33.

To create a multimedia message, press *Write message*, scroll to *Multimedia message*, and press *OK*. Press *Recipient* to select the recipients of the message, or enter the recipients' GSM phone numbers or e-mail addresses in the *To:* field. If you enter

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more than one number, separate the numbers with a semicolon or by pressing the Enter key after each number. Enter a subject, and create the message. After the message is ready, press *Send*.

Tip: You can also create multimedia messages directly from several applications, such as *Images* and *File manager*.

To add multimedia objects to a message, press *Insert*. You can insert images, sound clips, and video clips, and create page breaks in your message. Select the type of multimedia object you want to add, and press *Insert*.

Tip: A multimedia message may contain several pages. If the cursor is in the To:, Cc:, or Subject: field when you add a page, the new page becomes the first page of the message. Otherwise, the new page is added after the page where the cursor is. Each page can contain only one video or one sound clip.

To add special effects to images in multimedia messages, press Menu, and select *Options* → *Transition settings...*. You can specify the length of time an image is displayed and the style in which a new object is opened. You have to be in advanced editing mode.

To preview a multimedia message before sending it, press Menu, and select *View* → *Preview*.

To delete a multimedia object, select the object you want to delete, press Menu, and select *Edit* → *Delete* and the appropriate menu option.

To delete a page, scroll to the page, press Menu, and select *Edit* → *Delete* → *Page*.

You must be in the advanced editing mode to use most editing functions. Press Menu, and select *Options* → *Upgrade editing mode*.

To change the position of text in relation to images, press Menu, and select *Tools* → *Slide layout*. Select *Text right* or *Text left*.

To edit the type, color, and formatting of text, select the text, press Menu, and select *Options* → *Text format...*. You can also select the formatting before you start writing.

To change the background color of a multimedia message, press Menu, and select *Options* → *Background colour...*. Press *Change*, scroll to a new color, and press *OK*. Press *Done*.

To change the sending options of a multimedia message, start to create or edit a message, press Menu, and select *Options* → *Sending options...*. You can select whether to receive delivery reports and how long the messaging center tries to send messages.

Set the following options:

- *Receive report* — Select whether you want to receive a notification when the message has been successfully delivered to the recipient. Receiving a delivery report of a multimedia message that has been sent to an e-mail address may not be possible.
- *Validity period* — Select how long the messaging center tries to send the message. If the recipient of a message cannot be reached within the validity period, the message is removed from the multimedia messaging center. Note that the network must support this feature. *Maximum* is the maximum amount of time allowed by the network.

Receiving multimedia messages

Important: Multimedia message objects may contain viruses or otherwise be harmful to your device or PC. Do not open any attachment if you are not sure of the trustworthiness of the sender.

Multimedia messages are received in your Inbox, and you can open or reply to them as to other messages.

You can receive multimedia messages containing objects unsupported by your device, but you cannot view them. You can, however, try to forward these messages to another device that supports such objects.

To view a list of multimedia attachments in a message, press Menu, and select *Tools* → *Objects...*.

To save a multimedia object, select the object, and press *Copy to*.

To play a multimedia object, select the object, and press *Open*.

Multimedia message account settings

On the *Send* page, define the following settings:

- *Internet access* — Select the Internet access point (IAP) connection you want to use for sending messages.
- *Homepage* — Enter the address of the multimedia messaging center.
- *Receive report* — Select whether you want to receive a notification when the message has been successfully delivered to the recipient. Receiving a delivery report of a multimedia message that has been sent to an e-mail address may not be possible.
- *Sending time* — Select when you want the multimedia message to be sent.
- *Validity period* — Select how long the messaging center tries to send the message. If the recipient of a message cannot be reached within the validity period, the message is removed from the multimedia messaging center. *Maximum* is the maximum amount of time allowed by the network. Note that the network must support this feature.

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Petitioner Exhibit 1040, Page 33 of 99

On the *Receive* page, define the following settings:

- *Multimedia messages reception* — Select whether you want to receive multimedia messages always, only in your home network, or do not want to receive them at all.
- *Receive multimedia messages* — Select *On* if you want to receive multimedia messages. The reception of multimedia messages is on by default. Select *Deferred* if you want the multimedia messaging center to save the messages to be retrieved later. Change this setting to *On* when you want to retrieve the messages. Select *Reject* if you want to reject multimedia messages. The multimedia messaging center will delete the messages.
- *Receive advertisements* — Select whether you want to receive messages defined as advertisements.
- *Receive anonymous messages* — Select whether you want to receive messages from unknown senders.

On the *General* page, define the following settings:

- *Compress images* — Select whether you want to compress images that you include in your multimedia messages. Compression may make the multimedia message size smaller.

Fax

To send a fax, press *Write message*. Scroll to *Fax*, and press *OK*. Press *Recipient*, and select the recipient from the *Contacts directory*. You can also enter the number yourself. Write the message, and press *Send*.

To change the font and format of fax text, press Menu, and select *Format* → *Font...*, *Formatting*, or *Alignment*.

To add a document, sheet or image to a fax, press *Insert object*. Note that it may not always be possible to insert a document to a fax. If you want to send a document as a fax, use the *File* → *Send* → *Via fax* option in *Documents*.

To print a fax, press Menu, and select *File* → *Printing* → *Print...*. Check that the printing settings are correct, and press *Print*.

Setting sending options for a fax

To change the fax sending options, start writing a fax, press Menu, and select *Tools* → *Sending options...*.

On the *Fax cover page*, you can define what the first page of the fax looks like. Note that if you change the fax cover page, information you have already entered in the header of the current fax may be removed.

In *Send fax*, you can define when the fax is sent. Note that if you select *Upon request*, you must open Outbox and send the fax from there.

To view a received fax, select the fax, and press *Open*. Press the arrow keys to scroll the fax.

To rotate a fax, press *Rotate*.

To zoom in or out, press *Zoom in* or *Zoom out*.

Saving a received fax

In the *Range selection* dialog, you can select the section of the fax you want to export to another picture file format.

To save a multipage fax, open the fax, press Menu, and select *File* → *Export...*. Select *Whole document* to save the fax as a whole, *Current page* to save the page you are on, *Selected* to save a section that you selected, or *User defined:* to enter the page numbers of the pages you want to save.

Editing fax settings

Press Menu, and select *Tools* → *Account settings...*. Select *Fax*, and press *Edit*.

On the *General* page, define the following:

- *Fax cover page* — Select whether to use a header or cover page for a fax. Select *Template 1* to create a separate cover page, *Full template* to use a cover page that includes all the contact information of both the sender and the recipient, your remarks on the fax content, and the date, *Header* to display the sender and the recipient information and the date, or *None* for no cover page.
- *Send fax* — Select when to send the messages. If you select *Upon request*, you must select a message in Outbox, and send the fax from there.

On the *Advanced* page, define the following:

- *Resolution* — Select the resolution for your sent and received faxes.
- *ECM* — Select whether erroneous fax pages are automatically corrected during sending. Note that also the receiving device has to support ECM.
- *Resend* — Select whether to resend *All pages* or only the *Missed pages* if any fax pages failed to be sent.

To edit settings for fax diverting or fax barring, press *Fax diverting* or *Fax barring*.

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Petitioner Exhibit 1040, Page 34 of 99

Receiving faxes from a remote fax box

You can retrieve faxes from a remote fax box using fax polling, if available in the network. It allows you to make a fax call to a fax machine and then receive information by fax.

To receive faxes from a remote fax box through fax polling, press Menu, and select *Receive* → *Dial fax poll*. Enter the fax box number, and press *Call*.

Special message types

The device can receive different types of messages, for example, text messages that contain data, operator logos, ringing tones, bookmarks, or Internet access or e-mail account settings.

The device can also receive service messages. Service messages are notifications of, for example, news headlines and may contain a text message or a link. For availability and subscription, contact your service provider.

Receiving operator logos

To set a received operator logo as the new operator logo, open the message that contains the operator logo, and press *Save*. If you already have an operator logo, press *Replace* to confirm that you want to replace your current logo.

To delete the message that contains the operator logo, press *Delete*.

Receiving ringing tones

To listen to a ringing tone, open the message that contains the tone, and press *Play*.

To save a ringing tone, press *Save*. If you already have a ringing tone with the same name, the new ringing tone is renamed with a number after the name.

Receiving configuration messages

To view a configuration message, select the message, and press *Open*.

Tip: Configuration messages contain settings, such as Internet access point settings, e-mail account settings, or message center numbers, sent to you by a service provider.

To accept the settings, open the message, and press *Save*.

Receiving e-mail notifications

To view an e-mail notification, select the message, and press *Open*.

Tip: An e-mail notification is a message containing information on the number of new e-mail messages in your mailbox.

Opening password-protected messages

To view a message that is protected with a password, select the message, and press *Open*. Enter the correct password, and press *OK*. The password is usually supplied by the creator of the message, for example, the operator.

Viewing bookmark messages

To view a message that contains a bookmark, select the message, and press *Open*.

Tip: A bookmark contains a name and an address for a Web page.

To save a bookmark, press *Save*.

Viewing configuration details

To view information on the configuration settings that you have received in a text message, open the message, and press *Details*.

Tip: To save the settings, close the details dialog, and press *Save*.

Note that you may not be able to view the details of all configuration settings you receive.

Renaming settings

If you try to save received settings with a name that already exists, you can select whether to replace or rename the settings.

To save the settings with another name, enter the new name, and press *Rename*.

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Note that you may not be able to rename all settings.

Receiving provisioning settings

To view a message that contains connectivity settings, select the message, and press *Open*. If the device asks for a password, enter your password, and press *OK*. Note that after three incorrect passwords, the message is deleted.

To accept the settings and configure your device, press *Save*. If you receive trusted server settings (basic connectivity settings and the location of the server) from your service provider, the settings are saved automatically, and an information message is placed to your Inbox..

■ Cell broadcast

In areas where the cell broadcast service is available (network service), you can receive messages on various topics from your service provider, such as weather or traffic conditions. For available topics and relevant topic numbers, contact your service provider. Note that a packet data (GPRS) connection may prevent cell broadcast reception. Contact your network operator for the correct GPRS settings.

Go to *Desk* → *Tools* → *Cell broadcast*.

To open a cell broadcast message, select a topic, and press *Read*.

Tip: To search for topics, enter a name or a number of a topic in the search field.

To receive a specific topic, select the topic, and press *Subscribe*. To stop receiving topics, select the topic, and press *Unsubscribe*.

To stop receiving cell broadcast messages, press *Reception off*. To start receiving cell broadcast messages again, press *Reception on*.

To add, edit, or remove topics, press Menu, and select one of the *Topic* → *More options* menu options.

To create a blank topic list, press Menu, select *List* → *Edit lists*, and press *New*. Enter a name for the topic list, and press *OK*.

To create a topic list from selected topics, press Menu, select *Topic* → *Add selected topics to list*, and press *New*. Enter a name for the topic list, and press *OK*.

To define the automatic detection of new topics, press Menu, and select *Tools* → *Settings* → *Add new topics automatically to list*.

To define the language of the received messages, press Menu, and select *Tools* → *Settings*. Scroll to *Language*, and select a language.

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6. Web

To connect to the World Wide Web:

- You must configure the Internet access point and Internet connection settings. See Internet setup on page 64.
- If you are using a data call or a GPRS connection, your wireless network must support data calls or GPRS, and the data service must be activated for your SIM card.

Contact your service provider for the correct settings.

The best way to browse Web pages is to use both the keyboard shortcuts and the pointer. Move the pointer on the page with the joystick. Scroll the page up, down, left or right with the arrow keys. You can also use the tab key to select elements on a page.

To open a Web page, press *Open Web address*, enter the address of the page, and press *Go to*. Note that if you are not online, you need to establish a connection.

Tip: To open a link, move the pointer on the link, and press the joystick.

To add a page that you are viewing to your bookmarks, press Menu, and select *Tools* → *Add to bookmarks*.

To maximize a Web page in the display or return it to normal display, press Menu, and select *View* → *Full screen mode*. In full screen mode, press any of the command buttons to display the commands.

To adjust Web page content to the screen horizontally, press Menu, and select *View* → *Fit to screen*.

To save a Web page without images, press Menu, and select *File* → *Save as...*.

To save an image, press Menu, and select *File* → *Save* → *Save image as...*.

To save a Web page with frames, select the frame, press Menu, and select *File* → *Save* → *Save frame as...*.

To print a Web page, press Menu, and select *File* → *Printing* → *Print...*.

To open a new window, press Menu, and select *File* → *Open* → *New window*.

To switch between open windows, press *Switch window*.

To close extra windows, press Menu, and select *View* → *Window list...*. Scroll to the window that you want to close, and press *Close window*.

To disconnect from the Internet, press Menu, and select *File* → *Disconnect*.

Tip: Move the pointer on top of an image or link, and press Shift+the joystick. A pop-up menu appears, allowing you to save or load images or open links in new windows.

To save a cookie to your device, press *Accept*. A cookie is a file containing information such as personal settings for a Web page.

To refuse a cookie, press *Refuse*.

To view a list of Web pages and Web addresses that you have visited or tried to visit, press Menu, and select *Information* → *History list*. You can scroll the list using the joystick or arrow keys.

To clear the list, press *Clear list*.

Downloading files

To download a file, move the pointer to the link to the file, and press Enter. You can see the name, type and size of the file, the Web address to the file, and the application your device uses to open the file.

To download and save a file, press *Save*.

To download and open a file in the corresponding application, press *Save and open*.

To view details of downloads in progress, press Menu, and select *View* → *Downloads...*.

To pause a download, select the download, and press *Pause*.

To cancel a download, select the download, and press *Cancel download*.

To remove the completed downloads from the list, press *Clear completed*.

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Petitioner Exhibit 1040, Page 37 of 99

Clearing the cache

A cache is a memory location that is used to store data temporarily. If you have tried to access or have accessed confidential information requiring passwords, empty the cache after each use. The information or services you have accessed is stored in the cache.

To clear the cache, press Menu, and select *Tools* → *Clear* → *Clear cache*.

Managing bookmarks

Your device may have some bookmarks loaded for sites not affiliated with Nokia. Nokia does not warrant or endorse these sites. If you choose to access them, you should take the same precautions, for security or content, as you would with any Internet site.

To view a list of bookmarks, press *Bookmarks*.

To create a new bookmark, press *New bookmark*, enter the name and address of the bookmark, and press *OK*.

To open a bookmarked page, scroll to the bookmark, and press *Go to*.

To edit the name and address of a bookmark, scroll to the bookmark, and press *Edit*.

To create a new folder for bookmarks, press Menu, and select *Bookmarks* → *Insert new folder...*. Enter the name of the folder, and press *OK*.

To rename a folder for bookmarks, select the folder, press Menu, and select *Bookmarks* → *Rename folder...*. Enter the name of the folder, and press *OK*.

To save your bookmarks as a Web page, press Menu, and select *Bookmarks* → *Export as HTML...*.

Changing browser settings

To change the browser settings, press Menu, and select *Tools* → *Settings...*.

Select the *General* page to edit:

- *Home page address* — Enter the address of the first page that opens when you open the browser. Press *Use current page* if you want to use the page that you have opened as a home page.
- *Show images* — Select whether you want to view all images on a Web page, no images on a Web page, or only those images that have already been saved to the cache memory.
- *Frame options* — Select whether you want to view all frames on a Web page at the same time or one by one.
- *Load in new window* — Select the page that you want to open when you open a new browser window.

Select the *Services* page to edit:

- *Use cookies* — Select whether you want to accept all cookies, no cookies, or want the device to confirm every time a Web page tries to save a cookie.

  Tip: A cookie is a file containing information such as personal settings for a Web page.
- *Enable plug-ins* — Select whether you want to expand browser functionality with pre-installed plug-ins that enable the use of Flash animations and other enhancements.
- *Enable JavaScript* — Select whether you want the Web pages that you open to use JavaScript™.
- *Enable automatic redirection* — Select whether you want to automatically move to another Web page if you try to open a Web page with a redirection command.

Select the *Advanced* page to edit:

- *Maximum cache size* — Select how much space you want to allocate to the cache memory.

  Tip: A cache is a memory location that is used to store data temporarily. If you have tried to access or have accessed confidential information requiring passwords, empty the cache after each use.
- *Empty cache on exit* — Select whether you want to empty the cache when you close the browser.
- *Empty history list on exit* — Select whether you want to empty the list of visited Web pages when you close the browser.
- *Delete cookies on exit* — Select whether you want to remove all cookies from the device when you close the browser.
- *Use proxy configuration script* — Select whether you want to use a proxy configuration script. If used, it will override proxy settings set for each Internet access point.
- *Script address* — Enter the address for proxy configuration script.

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7. Contacts

You can use the *Contacts* application to create, edit, and manage all contact information, such as phone numbers and addresses.

The main contact database is in the device memory. You can also store contacts in the SIM card and in databases on a memory card inserted in the device.

The left frame of the *Contacts* main view (*Contacts directory*) shows the contents of the currently open contact database (1).

The available contact databases are shown at the top of the list.

Below the list there is a search box for finding entries (2).

The right frame of the *Contacts* main view shows the contents of the contact card or contact group that you have selected from the *Contacts directory* list.

Contact card information is also used by, for example, the *Telephone* application.

Managing contact cards

To open a contact database, scroll to the desired database in the *Contacts directory* list, and press *Open*.

To create a new contact card using the default template, press *New card*, type the contact information, and press *Done*. The card is added to the selected contact database.

Tip: To use the phone number abroad, add a plus (+) character before the country code.

To open a contact card in the selected database, scroll to the contact in the *Contacts directory* list, and press *Open*.

To search for an existing contact card from the selected database, type the first letters of the contact in the search field below the *Contacts directory* list, scroll to the desired contact, and press *Open*.

To call a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to the phone number, and press *Call*.

To create a new contact card using a certain template, press Menu, and select *File* → *New card* and the template you want to use.

To delete an existing contact card, scroll to the contact in the *Contacts directory* list, and press *Delete* and then *Delete*.

To send a text or multimedia message to a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to a mobile phone number, and press *Write text message* or *Write MMS*.

To send a fax to a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to a fax number, and press *Write fax*.

To send an e-mail message to a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to the e-mail address, and press *Write e-mail*.

To copy all the contacts of a database, scroll to the database in the *Contacts directory* list, press *Copy all*, and select the database where you want to copy the contact information.

To go to a Web address included in a contact card, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to the Web address, and press *Go to*.

To create a new database in your memory card , press Menu, and select *File* → *More options* → *New database*.

To exit the *Contacts* application, press *Exit*.

Editing contact cards

To add a field to the contact card, press *Add field*.

To rename a field in the contact card, scroll to the field, and press *Rename field*. If you are not allowed to rename the field, *Rename field* is dimmed.

To delete a field from the contact card, scroll to the field, and press *Delete field*.

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Petitioner Exhibit 1040, Page 39 of 99

To change the default template for new contact cards, press Menu, select *Tools* → *Settings* → *General* → *Default template*, press *Change*, and select the template.

To attach an image to the contact card, scroll to the empty image frame, and press *Insert picture*.

To change the image in the contact card, scroll to the image, and press *Change picture*.

To delete the image from the contact card, scroll to the image, and press *Remove picture*.

To assign a certain ringing tone to a contact, press Menu, select *Card* → *Ringing tone*, and press *Change*.

To attach DTMF tones to a contact card, press *Add field*, select *DTMF*, and type a DTMF tone sequence.

To save the contact card and return to the *Contacts* main view, press *Done*.

To delete a contact card, press Menu, select *File* → *Delete card*.

Creating and editing contact card templates

Templates include a set of fields that the device uses when you create or view a contact card.

Templates do not apply to contact cards in the SIM card, because the layout of a SIM contact card is fixed.

To create a new template, go to *Contacts directory*, press Menu, select *Tools* → *Card templates*, and press *New*.

To modify a template, go to *Contacts directory*, press Menu, select *Tools* → *Card templates* and the template, and press *Open*. To modify a field, scroll to it, and press *Rename field* or *Delete field*. To add a field, press *Add field*. To save the changes to the fields and exit the contact card template, press *Done*.

To delete the template, press Menu, and select *File* → *Delete template*. If you delete the default template, the next template in the list becomes the new default template.

My contact card

Tip: You can use the information in *My contact card* as your electronic business card. You can send your business card as a message or using an infrared or Bluetooth connection, or use it on the fax header or cover page.

To modify the fields in your contact card, scroll to a field, and press *Rename field*, *Delete field*, or *Add field*.

To attach an image to your contact card, press Menu, and select *Card* → *Insert picture*, or scroll to the empty image frame, and press *Insert picture*.

To change the image in your contact card, scroll to the image, and press *Change picture*.

To delete the image from your contact card, press Menu, and select *Card* → *Remove picture*, or scroll to the image, and press *Remove picture*.

To save the changes and exit *My contact card*, press *Done*.

Sending contact cards

In *Contacts directory*, you can send contact cards as business cards in vCard or Nokia Compact Business Card format to compatible devices using the SMS, MMS, or e-mail service or an infrared or Bluetooth connection.

To open *Contacts directory*, go to *Contacts*.

Sending a contact card

Go to *Contacts*, scroll to a contact in the *Contacts directory* list, press Menu, and select *File* → *Send*.

To send a contact card as a business card to a compatible device, type the recipient's name in the *To:* field, or press *Recipient* to select the name from the contacts directory. To send the business card, press *Send*. Note that if you select SMS as the sending method, contact cards will be sent without images.

To save the business card message as a draft, press Menu, and select *File* → *Save*. The message is saved in the Drafts folder of the *Messaging* application.

To delete the business card, press Menu, and select *File* → *Delete*.

To add the message as a shortcut to *Desk*, press Menu, and select *File* → *Add to Desk...*.

To undo the previous action, press Menu, and select *Edit* → *Undo*.

To edit the recipients, press Menu, select *Edit* → *Cut* to cut the selected text into the clipboard, *Copy* to copy the selected text into the clipboard, or *Paste* to paste the text from the clipboard to the *To:* field.

To open the next or previous message in the Drafts folder, press Menu, select *View* → *Next message* or *Previous message*.

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Petitioner Exhibit 1040, Page 40 of 99

To check the recipient names from the contact database, press Menu, select *Tools* → *Check names*. The letters that you have typed in the *To:* field are matched to the contact database. If only one match is found, it is added to the *To:* field. If several matches are found, you can select the correct one from a list.

Creating and editing contact groups

With contact groups you can send the same message to a group of people at the same time.

To create a contact group, press Menu in *Contacts directory*, and select *File* → *New group...*. Scroll to *Group name*, and give a name for the group. To add a member to the group, press *Add member*, scroll to a contact in the list, and press *Add*. To select multiple contacts, press Shift and scroll up or down with the joystick.

Tip: If you want to restrict incoming calls to a certain group of people, for example, while in a meeting, you can create a contact group that only includes those people. See Profile settings on page 60.

To open a contact group, scroll to a contact group in the *Contacts directory* list, and press *Open*.

Tip: To attach an image to the contact group, press Menu, and select *Group* → *Insert picture*.

To remove a member from a contact group, open the group in the *Contacts directory* list, scroll to the member, and press *Remove member*.

Managing contacts saved in the SIM card

Tip: The SIM card contains information identifying you as the network user.

The length of the name and the phone number that you can save depends on the SIM card.

To save a new contact in your SIM card, open the SIM card directory, and press *New contact*. An empty SIM contact card opens. Type the contact's name and phone number or fax number.

To edit a contact saved in the SIM card, scroll to the contact in the *Contacts directory* list, and press *Open*.

To delete a contact from the SIM card, scroll to the contact in the *Contacts directory* list, and press *Delete*.

To call a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to the phone number, and press *Call*.

To send a text or multimedia message to a contact, scroll to the contact in the *Contacts directory* list, move to the right window, scroll to a mobile phone number, and press *Write text message* or *Write MMS*.

To copy the contents of the SIM card directory to another contact database, scroll to the SIM directory in the *Contacts directory* list, and press *Open* → *Copy all*. Select the database where you want to copy the contact information.

To change the sorting order of the names in the SIM card directory, press Menu, select *View* → *Sort by* → *Name*, or *SIM location*.

Copying and moving contacts to different databases

You can copy or move selected contacts from one database to another.

To keep a copy of the contact card in the original database, select *Copy to* and the contact database where you want to copy the contact.

To move the contact card from the original database, select *Move to* and the contact database where you want to move the contact. No copy of the contact card remains in the original database.

The primary contact database is in the device. You can also store contact information in the databases of your SIM and memory cards. The *Contacts directory* only displays one database at a time. To view the contents of a different database, select the database in the *Contacts directory*, and press *Open*.

If you select the SIM card database, only the name and numbers of the contact cards can be copied. If the contact card includes more than one phone or fax number, each number is placed in a separate SIM memory location.

Contact card settings

You can select the default template for contact cards, the order in which you want the names displayed in the *Contacts directory* list, the address format used in contact cards, and the format of the business cards that you send.

To select the default contact card template, go to *Contacts*, press Menu, select *Tools* → *Settings* → *General* → *Default template*, and press *Change*. Select the template from the list, and press *OK*. You cannot use a different template after you have created the contact card. You can, however, add, delete, or rename the contact information fields of the contact card.

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Petitioner Exhibit 1040, Page 41 of 99

To change the order of names according to which contacts are listed in *Contacts directory*, go to *Contacts*, press Menu, select *Tools* → *Settings* → *General* → *Name display*, and press *Change*. Select *First name Last name* or *Last name, First name*, and press *OK*.

To change the display format of the addresses in contact cards, go to *Contacts*, press Menu, select *Tools* → *Settings* → *General* → *Default country/region*, and press *Change*. The address formats are defined according to the standard format used in each country or region. Select the new country or region with the new address format from the list, and press *OK*.

To select the sending format for business cards, go to *Contacts*, press Menu, select *Tools* → *Settings* → *General* → *Sending format via text message*, and press *Change*. Select *vCard* to use the vCard format or *Compact* to use the compressed format, and press *OK*.

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8. Documents

In *Documents*, you can write new and edit existing text documents. You can insert and view images and other files in the documents.

Documents is one of the applications available in the *Office* group. *Office* also contains *Sheet* and *Presentations* applications, *Calculator*, and *File manager* application for file and folder management. To open the *Office* group, select *Desk* → *Office*, and press *Open*.

You can open, edit, and save documents created with Microsoft Word for Windows versions 97 and later. Note that not all features and formatting of the original documents will be supported. The original document must not be password protected. Documents created with other versions of Microsoft Word may only be viewed.

Working with documents

Move within the document with the joystick, and select text by pressing Shift+scroll left right, up, or down.

Tip: The menu contains many options that are familiar from other text editing applications.

To create a new document, start writing in the view that opens, or press Menu, and select *File* → *New document* → *Blank document...*. Write text or paste it from another document.

To open an existing document, press Menu, and select *File* → *Open...*. Browse for the folder where the file is saved.

Tip: To open recently used documents, press Menu, and select *File* → *Recent documents*.

To copy or cut selected text, press Menu, and select *Edit* → *Copy* or *Cut*. To paste the text, go to the document where you want to add the text, press Menu, and select *Edit* → *Paste*.

To paginate a document, press Menu, and select *Tools* → *Paginate*. This command divides the document into pages and updates the page numbering.

To insert page breaks or line breaks into a document, press Menu, and select *Insert* → *Page break* or *Line break*.

To count words, press Menu, and select *Tools* → *Word count*.

To search for text in the document, press Menu, and select *Edit* → *Find...*. Enter the text you are looking for, and press *Find*. To refine the search criteria, press *Options*. To replace the found item with something else, press *Replace*, enter the replacement text, and press *Replace*.

To save and close a document, press *Exit*. If you have modified the file, press *Save* to save the document with a default file name. Press *Save as* to specify the file name and location, or press *Discard changes* to close the application without saving any changes.

To view the structure of a document, press Menu, and select *View* → *Outline...*. The document is structured by different levels of headings. Heading 1 is the top level, Heading 2 comes second, and so on. Body text is not shown in the document outline. To view more levels in the document outline, press *Expand*. To hide the lower levels, press *Collapse*. To jump to a particular heading in the document, select the heading, and press *Go to*.

To hide or make text markers visible, press Menu, and select *Tools* → *Preferences...*. On the *Basic options* page, you can define whether tab, space, and paragraph marks are shown in the document. On the *Advanced options* page, you can define whether forced line breaks, nonbreaking spaces, and hard hyphen marks are shown in the document.

To open a particular page in a document, press Menu, and select *Tools* → *Go to page...*. In the *Go to* dialog, you can see how many pages there are in the document and select a page you want to jump to. Enter the page number, and press *Done*.

Formatting documents

You can modify the style of a document on a font and paragraph level. You can use different fonts, font sizes, and styles. You can apply different predefined or user-defined styles by either modifying particular pieces of text separately, or by using a template on which the style of the text is based.

To format text, select the text, press Menu, and select *Format* → *Font...*, *Formatting*, *Bullets...*, or *Paragraph*. Select the appropriate formatting option. For example, you can add bold, italic, and underline formatting, change the font size and color, and add bullets and borders.

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To edit or create a new paragraph style, press *Style*. Select the style you want to edit, and press *Edit*. Press *New* to create a new style. Give the new style a name, and specify the font, bullet, border, and spacing properties.

To change the paragraph style, move the cursor inside a paragraph, and press *Style*. Select the new style, and press *Set*.

Inserting and editing objects

Objects in text documents are not links, but embedded attachments, which may increase the file size of the document dramatically. Some object types are displayed as icons only.

To insert an object into a document, press *Insert object*. Select from the list the type of object you want to insert. Press *Insert new* to open the corresponding editor and create a new object or press *Insert existing* to open a list of existing files. Only those files that can be inserted are listed. Select a file, and press *OK*.

To resize an image, select the image, press Menu, and select *Edit* → *Object* → *Object details...*. On the *Scaling* page, you can specify the width and height of the image, or resize the image by a specific percentage. On the *Cropping* page, you can crop the image. Note that you cannot resize icons.

To open an object for viewing or editing, select the object, and press the enter key.

To remove an object from a document, select the object, and press the backspace key.

Viewing tables

Tables are shown as icons when the document has been created with Microsoft Word for Windows. Such tables can be opened for viewing in a separate view.

To view tables in a document, select the table icon, and press the enter key.

To copy the table, press *Copy*.

To exit the table view, press *Close*.

Using templates

You can use templates and save documents as templates. For example, you may have a company template which defines a particular layout.

To save a document as a template, press Menu, and select *File* → *Save* → *Save as template...*.

To select a template, press Menu, and select *File* → *New document* → *Use template...*. Browse for the folder where the template is saved.

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9. Sheet

In *Sheet* you can store your data in a file that is called a workbook. Each workbook contains at least one worksheet. A workbook can also contain charts; a chart sheet is a sheet containing a chart that is based on data from a worksheet.

Go to *Desk* → *Office* → *Sheet*.

Workbooks

To create a new workbook, press Menu, and select *File* → *New workbook*.

To open an existing workbook, press Menu, and select *File* → *Open*. Browse for the folder where the file is saved.

Tip: To open recently used workbooks, press Menu, and select *File* → *Recent workbooks*.

Working with worksheets

To insert data into cells, move to the cell with the joystick, and enter the information.

To select an entire row in a worksheet, move the cursor to the first cell on that row, and press Shift+scroll left. To select an entire column, move the cursor to the first cell of the column, and press Shift+scroll up. To select the whole worksheet, press Esc.

To format worksheets, select the cell or cells you want to format, press Menu, and select *Format* and an appropriate menu option. You can change the font and number formats, and adjust alignment, row height, and column width. To format borders or the background color of a cell, select *Format* → *Cell appearance* → *Borders* or *Background colour*.

To add a new worksheet into a workbook, press Menu, and select *Insert* → *New worksheet*.

To switch to another worksheet, press Menu, and select *View* → *Worksheets*, or *Sheets/Charts* if the workbook contains at least one chart. Select the worksheet, and press *OK*.

To keep rows visible when scrolling, select the row below the area that you want to remain visible. To keep columns visible, select the column to the right of the area that you want to remain visible. Press Menu, and select *View* → *Freeze panes*.

To search for data, press Menu, and select *Edit* → *Find*. Enter the text or numbers you want to find, and press *Find*. To search the worksheet according to certain criteria, press *Options*.

To rename a worksheet, press Menu, and select *Format* → *Rename worksheet*. Enter the new name, and press *Done*.

Working with cells

To clear contents or formatting from cells, select the cells, and press *Clear*. If you select *Formats*, the formatting of the selected cells is removed, but the content remains. The default style is used. If you select *Contents*, the content of the selected cells is deleted, but the formatting stays the same. *All* clears both formatting and contents of the selected cells.

To insert cells, select the area where you want to insert new cells, press Menu, and select *Insert* → *Cells*. You can insert cells above (*Shift cells down*) or to the left (*Shift cells right*) of the selected range. If you have selected only one cell, only one new cell is inserted, and if you have selected a range of cells, a corresponding range of blank cells is inserted. To insert a new row or column, select *Entire row* or *Entire column*, and press *OK*.

To select a range of cells, press Menu, and select *Edit* → *Select*. To select the entire worksheet, select *Entire worksheet* in the *Range* field.

Tip: To select column A, select *Reference*, move to the *Reference* field and type A:A. Similarly, to select columns from A to C, type A:C. To select row 1, type 1:1. To select columns from A to C and rows 2 and 3, type A2:C3.

To select the cells you have named on the worksheet, press Menu, and select *Edit* → *Select*. Select *Named cells* in the *Range* field, and select the cell in the *Named area* field. Once you have selected the cell, press *Done*.

To rearrange the order of cells, select the cells, press Menu, and select *Tools* → *Sort* → *Top to bottom* or *Left to right*. On the *1st column* or *1st row* page, select the direction of sorting, and to sort by case, select *Yes* in the *Case sensitive* field. If you have selected more than one row or column, move to the second and third page to sort the next column or row.

To insert a function into a selected cell, press *Insert function* in the worksheet. Functions are used to automate calculations. You can choose from different function categories, and each category has a set of functions. For example, MIN finds the lowest value in the numeric contents of a selected range of cells, AVERAGE calculates the average of the values, and SUM adds the values together. Once you have selected a function, press *Done*. The function is inserted into the selected worksheet cell. On the worksheet, press *Point reference*, select the cells you want to include in the function with Shift+joystick, and press *OK*.

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Petitioner Exhibit 1040, Page 45 of 99

Example: You want to add up the numbers in cells C2 to C6 and have the results appear in cell C7. Select cell C7, and press *Insert function*. Select the function SUM, press *OK*, and press *Done*. Press *Point reference*, select the cell range C2 to C6 with Shift+joystick, and press *OK*. The sum appears in cell C7.

To name a cell, select the cells you want to name, press Menu, and select *Insert* → *Name* → *Add*. Enter the name for the cell or range of cells. The coordinates of the cells you have selected on the worksheet are automatically inserted in the *Value* field. You can enter new coordinates to change the cell selection. You can also enter numbers or letters for use in different functions.

Tip: You can use cell names to make calculating functions easier to understand. For example, cells named Rent and Groceries could be subtracted from a cell named Salary when calculating the money left for leisure activities after monthly living costs.

Creating and modifying chart sheets

Chart sheets contain charts based on information from worksheets. When you change the information on a worksheet, the chart is updated simultaneously.

To create a chart sheet, select the worksheet cells that contain the information you want to include in the chart, press Menu, and select *Insert* → *New chart*. Select the chart type, make the chart two or three-dimensional, change the color of the background and axis, or add a title to the chart.

To change the range of cells on which the chart is based, press *Sheets/ Charts*, select the worksheet your chart is based on, and press *OK*. Select a new range of cells, press Menu, and select *View* → *Sheets/Charts*. Select the chart sheet, and press *OK*. On the chart sheet, press Menu, and select *Tools* → *Replace data*. Press *Replace ranges* to confirm the change.

To replace chart sheet data, press *Sheets/ Charts*. Select the worksheet, and press *OK*. Edit the information in the worksheet, and press *OK*. Press Menu, and select *View* → *Sheets/Charts*. Select the chart, and press *OK*.

To change the general appearance of a chart, press *Chart settings*. You can select the chart type, make the chart three-dimensional, and change the color of the background and axis. You can also change the title shown in the chart.

To format a chart in more detail, press *Select object*. Select the object you want to edit, and press *OK*. Press the enter key to open a dialog where you can modify the relevant settings.

Tip: You can also select chart sheet objects by pressing the tab key.

To switch to another chart sheet in the same workbook, press *Sheets/ Charts*. Select the chart, and press *OK*.

To delete a chart sheet, press Menu, and select *Chart* → *Delete chart*.

List of functions

Functions are used to automate calculations. See Working with cells on page 45.

ABS(number)	Returns the absolute value of a number.
ACOS(number)	Returns the arccosine of a number.
ADDRESS(row,column,paragraph,A1,pagename)	Returns a reference to a row of a table.
ASIN(number)	Returns the arcsine of a number.
ATAN(number)	Returns the arctangent of a number.
ATAN2 (x_num,y_num)	Returns the arctangent from x- and y-coordinates.
AVERAGE(number1,number2,...)	Returns the average of its arguments.
CELL(type of info,reference)	Returns information about position, formatting and contents.
CHAR(number)	Returns the character for the number.
CHOOSE(index_num,value1,value2,...)	Chooses a value from a list of values.
CODE(text)	Returns the number of the first character.
COLUMN(reference)	Returns the column number of the reference.
COLUMNS(array)	Returns the number of columns in a reference.
COMBIN(value1,value2,...)	Returns the number of combinations for a given number of items.
COS(number)	Returns the cosine of a number.
COUNT(value1,value2,...)	Counts how many numbers are in the list of arguments.

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Petitioner Exhibit 1040, Page 46 of 99

COUNTA(value1,value2,...)	Counts how many values are in the list of arguments.
COUNTBLANK(range)	Counts the number of blank cells within a range.
DATE(year,month,day)	Returns the serial number of a particular date.
DATEVALUE(date_text)	Converts a date in the form of text to a serial number.
DAY(serial_number)	Converts a serial number to a day of the month.
DDB(cost,salvage,life,period,factor)	Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.
DEGREES(angle)	Converts radians to degrees.
ERROR.TYPE(error_val)	Returns a number corresponding to an error type.
EXACT(text1,text2)	Checks if two text values are identical.
EXP(number)	Returns e raised to the power of a given number.
FACT(number)	Returns the factorial of a number.
False( )	Returns the logical value FALSE.
FIND(find_text,within_text,start_num)	Finds one text value within another (case-sensitive) one.
FV(rate,nper,pmt,pv,type)	Returns the future value of an investment.
HLOOKUP(lookup_value,table_array,row_index_num,...)	Looks in the top row of an array and returns the value of the indicated cell.
HOUR(serial_number)	Converts a serial number to an hour.
IF(logical_test,value_if_true,value_if_false)	Specifies a logical test to perform.
INDEX(reference,row_num,column_num)	Uses an index to choose a value from a reference.
INDIRECT(reference,A1)	Returns the reference of a text.
INT(number)	Rounds a number down to the nearest integer.
IRR(value,guess)	Returns the internal rate of return for a series of cash flows.
ISBLANK(value)	Returns TRUE if the value is blank.
ISERR(value)	Returns TRUE if the value is any error except #N/A.
ISERROR(value)	Returns TRUE if the value is any error value.
ISLOGICAL(value)	Returns TRUE if the value is a logical value.
ISNA(value)	Returns TRUE if the value is the #N/A error value.
ISNONTEXT(value)	Returns TRUE if the value is non text.
ISNUMBER(value)	Returns TRUE if the value is a number.
ISTEXT(value)	Returns TRUE if the value is a text.
LEFT(text,num_chars)	Returns the leftmost characters from a text value.
LEN(text)	Returns the number of characters in a text string.
LN(number)	Returns the natural logarithm of a number.
LOG10(number)	Returns the base-10 logarithm of a number.
LOOKUP( )	Returns a value either from a one-row or one-column range, or from an array.
LOWER(text)	Converts text to lowercase.
MAX(number1,number2,...)	Returns the maximum value in a list of arguments.
MID(text,start_num,num_chars)	Returns a specific number of characters from a text string.
MIN(number1,number2,...)	Returns the minimum value in a list of arguments.
MINUTE(serial_number)	Converts a serial number to a minute.

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MOD(number,divisor)	Returns the remainder from division.
MONTH(serial_number)	Converts a serial number to a month.
N(value)	Returns a value converted to a number.
NOW( )	Returns the serial number of current date and time.
NPV(rate,value1,value2,...)	Returns the net present value of an investment based on a series of periodic cash flows and a discount rate.
OFFSET(refernce,rows,cols,height,width)	Returns a reference to a range that is a specified number of rows and columns from a cell or range of cells.
PERMUT(number, number_chosen)	Returns the number of permutations for a given number of items.
PI( )	Returns the value of pi.
PMT(rate,nper,pv,fv,type)	Returns the periodic payment for an annuity.
POWER(number,power)	Returns the result of a number raised to a power.
PRODUCT(number1,number2,..)	Multiplies its arguments.
PROPER(text)	Capitalises the first letter in each word of a text value.
PV(rate,nper,pmt,fv,type)	Returns the present value of an investment.
RADIANS(angle)	Converts degrees to radians.
RAND( )	Returns a random number between 0 and 1.
RATE(nper,pmt,pv,fv,type,guess)	Returns the interest rate period of an annuity.
REPLACE(old_text,start_num,num_chars,new_text)	Replaces characters within text.
REPT(text,number_times)	Repeats text a given number of times.
RIGHT(text,num_chars)	Returns the last character or characters from a text value.
ROUND(number,num_digits)	Rounds a number to a specified number of digits.
ROW(row)	Returns the row number of the specified row.
ROWS(array)	Returns the number of rows in a reference.
SECOND(serial_number)	Converts a serial number to a second.
SIGN(number)	Returns the character for the number.
SIN(number)	Returns the sine of the given angle.
SLN(cost,salvage,life)	Returns the straight-line depreciation of an asset for one period.
SQRT(number)	Returns a positive square root.
STDEV(number1,number2,...)	Estimates standard deviation based on a sample.
STDEVP(number1,number2,...)	Calculates standard deviation based on the entire population.
STRING( )	Converts a number to text according to the given format string.
SUM(number1,number2,...)	Adds its arguments.
SUMPRODUCT(array1,array2,...)	Returns the sum of the multiplied arrays.
SUMSQ(array1,array2)	Returns the sum of the squares.
SYD(cost, salvage, life, per)	Returns the sum-of-years' digits depreciation of an asset for a specific period.
T(value)	Converts its arguments to text.
TAN(number)	Returns the tangent of a number.

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TERM( )	Calculates the number of payments for an investment, given the periodic payment amount P, the interest rate R, and future value FV.
TIME(hour,minute, second)	Returns the serial number of a particular time.
TIMEVALUE(time,text)	Converts a time in the form of text to a serial number.
TODAY( )	Returns a serial number of the current date.
TRIM(text)	Removes spaces from text.
TRUE( )	Returns the logical value TRUE.
TRUNC(number, num_digits)	Truncates a number to an integer.
TYPE(field)	Returns a number which depends on the content of the selected field.
UPPER(text)	Converts text to uppercase.
VALUE(text)	Converts a text argument to a number.
VAR(number1,number2,...)	Estimates variance based on a sample.
VARP(number1,number2,...)	Calculates variance based on the entire population.
VLOOKUP(lookup_value,table_array,col_index_num,...)	Searches for a value in the leftmost column of a table and returns a value.
YEAR(serial_number)	Converts a serial number to a year.

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10. Presentations

In *Presentations*, you can open, view, edit, and save presentations created with Microsoft PowerPoint 97 or later. You can also create new presentations. Note that not all features and formatting of the original files are supported.

Go to *Desk* → *Office* → *Presentations*.

Viewing presentations

To open an existing presentation, press Menu, and select *File* → *Open...*, or press Ctrl+O. Browse for the folder where the file is saved. You can scroll the slide up and down, left and right with the joystick.

Tip: To open a recently viewed presentation, press Menu, and select *File* → *Recent presentations*.

To move between slides, press *Next* and *Previous*. To move directly to a specific slide, press Menu, and select *Tools* → *Go to slide...*. Select the slide from the list, and press *Go*.

To zoom the view, press Menu, and select *View* → *Zoom*.

Tip: You can also zoom in and out by pressing Chr and the magnifying glass keys.

To view slides in full screen mode, press Menu, and select *View* → *Full screen mode*. In full screen mode, press any of the command buttons to display the commands. You can also use Ctrl+T to switch between the full screen and normal screen modes.

Viewing slide shows

Special effects or animation in a presentation are shown in a slide show. Note that not all special effects or animations are supported.

To start a slide show, press Menu, and select *View* → *Slide show* → *View show*.

To set slide show options, press Menu, and select *View* → *Slide show* → *Show unsupported objects* or *Show animations*.

To move between slides in a slide show, press Menu, and select *Show* → *Next* and *Previous*. To select the first or last slide, press Menu, and select *Show* → *First slide* or *Last slide*. To move to a specific slide, press Menu, and select *Tools* → *Go to slide...*. Select the slide from the list, and press *Go*.

To end the slide show, press Menu, and select *Show* → *End show*.

Showing slide shows with a data projector

You can show slide shows with a compatible data projector, or other compatible projection system. The slide show is transferred to the data projector using a Bluetooth connection.

To be able to show slide shows with a compatible data projector, you need to install the drivers of the data projector. If the drivers are not installed, the menu options are not visible. For more information, check with the data projector manufacturer or its representative.

To show slide shows with a data projector, select the presentation, press Menu, and select *View* → *Slide show* → *Show on external display*. To start the slide show, press Menu, and select *View* → *Slide show* → *View show*. Note that no special effects or animations are supported. If the presentation contains notes, they are only visible on the communicator display.

Tip: If you have not selected a data projector earlier, the *External display* dialog opens. Select a data projector, press *Connect*, then *Done*.

Tip: If you switch from the slide show view to another view during the show, for example, to outline view, the presentation is no longer displayed on the external view. To continue showing the slide show with a data projector, switch back to the slide show view.

To change the data projector, press Menu, and select *View* → *Slide show* > *External display settings...*. In the *External display* dialog, select a device from the list, and press *Connect*, then *Done*.

To stop showing a slide show with a data projector, press Menu, select *View* → *Slide show*, and deselect *Show on external display*.

Creating presentations

To create a new presentation, press Menu, and select *File* → *New presentation*. Activate a text field by pressing the tab key, and start writing. When you are ready, press *OK*, and move to the next text field. If you want to use a template, press Menu, and select *File* → *New presentation* → *Use template...*. Browse for the folder where the template is saved.

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Tip: To move the text field inside the slide, select the text field with the tab key, and scroll with the joystick. To move the text field with smaller steps, press Ctrl+scroll with the joystick. Similarly, you can move other objects, such as pictures or autoshapes.

To insert a new slide into a presentation, select the slide after which you want to add the slide, and press *Insert slide*. Select the layout you want to use in the new slide, and press *Insert*.

To insert images or autoshapes into a presentation, press Menu, and select *Insert* → *Picture...* or *Autoshape...*. Browse for the folder where the image is saved, or select an autoshape from the list, and press *Insert*.

Tip: To change the size of an object, press Shift+scroll left, right, up, or down. To change the size with smaller steps, press Ctrl+Shift+scroll left, right, up, or down.

To insert a text box into a presentation, press Menu, and select *Insert* → *Text box*. Enter the text, and press *OK*.

Tip: The menu contains further text formatting options: press Menu, and select *Format* and a menu option. You can change the font and number formats, add bullets, and adjust alignment.

To save a presentation, press Menu, and select *File* → *Save* → *Save presentation* or *Save as...*. The file is saved in PPT format.

To format an object you have inserted into a slide, select the object, press Menu, and select *Format* → *Object...*. You can resize the object and rotate it. Note that not all objects, such as images or tables, can be rotated.

Inserting tables

To insert a table into a presentation, press Menu, and select *Insert* → *Table* → *Insert table...*. Select the number of rows and columns you want to have in the table, and press *Insert*.

To select cells in a table, select the table by pressing the tab key, then press the enter key. Press the tab key to select cells.

To add rows or columns to a table, select a cell, press Menu, and select *Insert* → *Table* → *Insert column* or *Insert row*. A new column is inserted to the left of the selected cell, and a new row is inserted above the selected cell.

To remove rows or columns from a table, select a cell in the row or column you want to remove, press Menu, and select *Insert* → *Table* → *Delete column* or *Delete row*.

Working with different views

Presentations consists of different views that help you when creating presentations.

To switch between the different views, press Menu, and select *View* → *Slide*, *Notes*, *Outline*, or *Slide master*.

Outline view

The outline view displays the text content of the presentation slides, and is used for organizing the content.

To open the outline view, press Menu, and select *View* → *Outline*.

To view the slide content, press *Expand*. To hide the content, press *Collapse*. To open a slide for editing, select the slide, and press the enter key.

To change the order of slides, select the slide you want to move, and press *Move*. Scroll up and down to move the position marker to a new location, and press *OK*.

To remove slides, select the slide you want to remove, and press *Delete*.

Notes view

In the notes view, you can read notes that have been attached to slides in the presentation. You can also add your own notes.

To open the notes view, press Menu, and select *View* → *Notes*. To move between the slides, press *Next* and *Previous*.

To add a note, activate a text field by pressing the tab key, and start writing in the text field. When you are ready, press *OK*, and move to the next slide if needed.

Slide master view

The slide master is a slide that controls certain text characteristics that are common to all slides in a presentation. When you want to change the look of your slides, change the slide master instead of changing each slide individually.

To open the slide master view, press Menu, and select *View* → *Slide master*. Activate a text field by pressing the tab key, and start writing. When you are ready, press *OK*, and move to the next text field.

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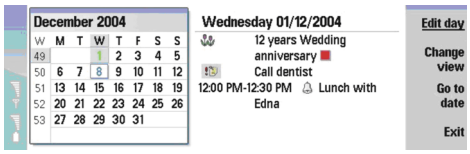
Petitioner Exhibit 1040, Page 51 of 99

11. Calendar

In *Calendar*, you can create and view scheduled events and appointments. You can also set alarms to calendar entries.



Calendar, Month view

You can synchronize your calendar data with a compatible computer using PC Suite on the product CD-ROM. For information on synchronization, see the PC Suite guide.

You can also synchronize calendar data with compatible phones. See Data transfer on page 76.

■ Creating calendar entries

There are four types of calendar entries:

- Meeting entries are entries that have a specific date and time.
- Memo entries are related to the whole day, not to a specific time of day. Memo entries do not appear in the Weekly time schedule view.
- Anniversary entries remind you of birthdays and special dates. They are repeated every year.
- To-do notes remind you of things to do. They can be prioritized and organized into to-do lists.

To create a calendar entry, select the date, press Menu, and select *File* → *New entry*. Select the type of entry you want to create. Note that available settings for meeting, memo, anniversary, and to-do note entries vary.

Define the settings on the following pages:

- *Details* page — You can enter a description and specify a date for the entry. To set a specific start and end time, select *Yes* in the *Timed* field.
- *Notes* page — You can enter extra information for the calendar entry. The icon is added to the entry.
- *Alarm* page — You can set an alarm for the entry. Select the *Set alarm* field and *Yes*. Enter the alarm time and the number of days before the entry you want the alarm to go off. If you have a meeting entry that is linked to a specific time, enter in the *Time before* field the amount of time before the meeting you want the alarm to go off. Note that you can set an alarm for a to-do note only if you have set a due date on the *Details* page.
- *Repeat* page — You can specify whether you want the entry to be repeated and when. Define the repeat type, frequency, and possible ending date.
- *Status* page — You can define a color and symbol for the entry, define status, as well as specify whether you want to synchronize the entry. If the status of an entry is uncertain, mark it as *Tentative*. You can cross out an entry if it has been completed. Crossing out an entry does not remove it from the calendar. If you select *Private* in the *Synchronisation* field, the details of the entry will not be shown to others when you connect to a network and synchronize your calendar.

Tip: Another way to create a calendar entry is to start typing your entry when you have opened *Calendar*. As you enter characters, the default entry dialog opens.

Tip: Make sure you have selected the correct city in the *Clock* application, because scheduled calendar entries may change when the current city is changed and is on another time zone.

To open and edit an entry, select the entry, and press *Edit*. Edit the details on the various pages.

Calendar icons

The following icons are used in *Calendar*:

Alarm

Anniversary

Note

Memo

Repeating entry

Tentative entry

To-do note

To-do note with high importance

To-do note with low importance

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Petitioner Exhibit 1040, Page 52 of 99

Untimed entry

Managing calendar entries

To cross out an entry or mark it as tentative, select the entry, press Menu, and select *Entry* → *Crossed out* or *Tentative*. Crossing out en entry does not remove it from the calendar.

To send a calendar entry, press Menu, and select *File* → *Send*. Select the method of sending.

To add a received calendar entry to your calendar, open the message that contains the calendar entry, and press *Add to calendar*.

To define default entry settings, press Menu, and select *Entry* → *Default settings*. Select an entry type, and enter the values you would most commonly use.

To change the type of an open entry, press Menu, and select *Entry* → *Change entry type...*. Select the new entry type from the list, and press *Select*.

To delete a calendar entry, select the entry, and press the backspace key. Press *OK* to confirm the deletion.

To move or delete several calendar entries, press Menu, and select *Tools* → *Move/Delete...*. To either move all the suggested entries to a different file or delete them from the device, press *OK*. To define further criteria, press *Options*. You can specify whether calendar entries are deleted or moved to a file, the type of entries to be removed, and restrict the removal to a specific time period.

Tip: You can also use shortcuts to delete or move calendar entries. To cut, press Ctrl+X; to copy, press Ctrl+C; and to paste, press Ctrl+V.

To search for calendar entries, press Menu, and select *Tools* → *Find entry...*. Enter the search keywords included in the description of the entry you are looking for, and press *Find*. Press *Done* → *Find* to start searching. In the *Find results* view, you can modify the found entry and open the previously open calendar view.

To refine the search criteria, press Menu, select *Tools* → *Find entry...*, and press *Options*. On the *Details* page, you can refine the search, and restrict the target groups of the search on the basis of common properties.

You can also restrict the search to a particular time period:

- *Whole calendar* — Includes all entries in the search.
- *From today* — Searches for entries in the future. Enter the *Until* date.
- *Until today* — Searches for entries in the past. Enter in the *From* field the date from which you want to begin the search.
- *User defined* — Allows you to set your own time period for the search. Enter the dates in the *From* and *Until* fields.

Calendar settings

To modify general calendar settings, press Menu, and select *Tools* → *General settings...*. On the *General* page, you can choose the view that opens when you open the *Calendar* application, and define where you want untimed entries to appear in calendar views. On the *Preferred views* page, you can change the order in which calendar views are listed. If you select *No* for a calendar view, it is shown last in the list or not shown at all when you change views by pressing the Calendar application key repeatedly.

Calendar views

To switch between the different calendar views, press *Change view* in any calendar view. Select a type of view from the list, and press *Select*.

Tip: Press the Calendar application key repeatedly to browse the calendar views. Only preferred views are shown. To set the preferred views, press Menu, and select *Tools* → *General settings...* → *Preferred views*.

To edit calendar views, select a calendar view, press Menu, and select *View* → *View settings...*.

For more instructions on editing the settings of a view, see the Help function in the device.

To open a specific date in the calendar view, press *Go to date*, enter the date, and press *OK*. To go to today's date, press *Today*. To view the date in the Month view, press *Browse*.

Tip: To go to today's date in most calendar views, press the space bar on the keyboard.

Month view

In the *Month* view, you can browse the days of one month on the left frame, and view the entries for those days on the right frame. Today's date is marked with a colored rectangle, days that have scheduled events are marked in bold and blue, and the currently selected date is highlighted.

To switch between the days of the month and day's entries, press the tab key.

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Petitioner Exhibit 1040, Page 53 of 99

Week view

The *Week* view shows the events for the selected week in seven day boxes. Today's date is marked with a colored rectangle.

Tip: To quickly select a different date in day and week views, press the tab key, select the desired date, and press the enter key.

Tip: To change the starting day of the week, select *Desk* → *Tools* → *Control panel* → *General* → *Regional settings*. Select the *Date* page and the *First day of the week* field.

Day view

The *Day* view shows the events for the selected day. Entries are grouped into time slots according to their starting time. To view the previous or next day, scroll left or right.

Weekly time schedule view

The *Weekly time schedule* view shows the reserved hours for the selected week. Only timed entries are shown. If a time box contains entries, the bar across the bottom of the weekly time schedule shows the details of the entry. The numbers to the right of the entry description indicate the number of entries in that time box. For example, 1/3 means that you are seeing the details of the first of three entries. If a time box contains more than one entry, press the tab key to view a list of all entries.

Tip: You can select different bar colors for different types of entries. For example, use a green bar for hobbies and a red bar for business trips to get a quick overview of your activities during a week. To define a color for an entry, select the entry, and press *Edit*. Select the *Status* page, and *Colour/Symbol marking* field.

Year schedule view

The *Year schedule* view shows the timetable for the selected year. Only entries with colors are shown. If there are several colors for the day, only one can be shown.

Anniversaries view

The *Anniversaries* view shows the anniversaries for four months at a time. No other entries are shown.

Tip: To change the number of months shown in the anniversary view, press Menu, and select *View* → *View settings...*.

To-do lists view

In the *To-do lists* view, you can view and create lists that contain to-do notes. The page number in the upper right corner indicates the position of the to-do list among other to-do lists. For example, 1/6 means that you are viewing the first to-do list out of six. To view the previous or next list, scroll left or right. To see a list of all to-do lists, press the tab key.

To create a new to-do list, press Menu, and select *File* → *New to-do list...*. On the *Details* page, enter the name, position, and sorting order of the to-do list. On the *Visibility* page, define whether to-do notes are visible in to-do lists only or in all calendar views, and the time position in which you want the to-do notes displayed in calendar views.

■ Calendar files

You can have more than one calendar file in use.

To create a new calendar file, press Menu, and select *File* → *More options* → *New calendar...*. Select a location for the calendar file and enter a name for it. Press *OK*.

To open another calendar, press Menu, and select *File* → *More options* → *Open calendar...*.

To save the currently open calendar file as a new file, press Menu, and select *File* → *More options* → *Save as...*. Select a location for the new file and enter a name for it. Press *OK*.

To add the contents of a calendar file to the currently open calendar, press Menu, and select *File* → *More options* → *Import...*. Browse for the calendar file whose contents you want to import.

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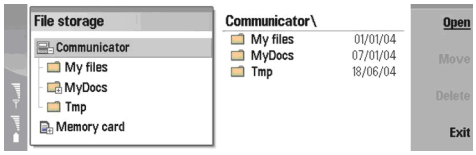
Petitioner Exhibit 1040, Page 54 of 99

12. File manager

In *File manager*, you can manage the contents and properties of files and folders.

Go to *Desk* → *Office* → *File manager*.



On the left frame of the File manager view, you can browse and select folders. To expand and collapse folders, scroll right and left with the joystick. On the right frame you can open subfolders and files. To move up one folder level, select , and press *Open*. To move from one frame to another, press the tab key.

■ Managing files and folders

To open a folder, select the folder, and press *Open*. A view of all the subfolders and files of the parent folder opens. To open a subfolder, select the folder, and press *Open*. To open the upper-level folder, select , and press *Open*. Press *Close folder* to return to the main view.

To open a file, select the file, and press *Open*. The appropriate application opens the file. Note that you can open only one file at a time.

Tip: To view hidden files, press Menu, and select *View* → *Show all files*.

To create a new file or folder, move to the location where you want to create the new file or folder, press Menu, and select *File* → *New folder* or *New file...*. Enter the name, and press *OK*.

To move or copy files or folders, select the file or folder, press Menu, and select *Edit* → *Cut* or *Copy*. Then move to the location where you want to place the file or folder, press Menu, and select *Edit* → *Paste*.

Tip: You can also move files or folders by pressing *Move*.

To rename files or folders, select the file or folder, press Menu, and select *File* → *Rename*. Enter the new name, and press *Rename*. It is recommended that you do not change the names of the default folders. Default folders are folders that the device creates during the first start-up, such as *C:\My files* and *C:\My files emplates*.

To delete files or folders, select the file or folder, and press *Delete*.

To view and modify properties of a file, folder, or drive, select the file, folder, or drive, press Menu, and select *File* → *Properties...*. To prevent the file or folder from being edited, select the *Read-only* field, and select *Yes*. To change a file into hidden state, select the *Hidden* field and *Yes*.

To add a shortcut to Desk, select the file or folder, press Menu, and select *File* → *Add to Desk...*. Select the application groups to which you want to add the shortcut.

To sort files and folders, press Menu, and select *View* → *Sort by* or *Sorting order*. Select one of the available options.

To send a file, select the file, press Menu, and select *File* → *Send*. Select the method of sending.

To modify *File manager* settings, press Menu, and select *Tools* → *Settings...*. You can define whether you want to be able to browse the system directory and all its folders and files in *File manager*.

Tip: It is advisable to hide the system directory so that you cannot accidentally delete or move important system files and risk causing software to malfunction.

To search for files and folders, press Menu, and select *Tools* → *Find...*. Enter the text that is included in the name of the file or folder you are looking for, and press *Find*. To change the location or refine the search criteria, press *Options*. To find files and folders, use the following options:

- wildcards: ? for any character and * for any string
- operators: AND, OR, NOT
- quotes: for example, "mobile phone" searches only for this phrase

In the *Results of Find* view, you can open and delete the files and folders found, as well as move, copy, rename, and sort them.

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Petitioner Exhibit 1040, Page 55 of 99

Memory card security

To protect the memory card with a password, press Menu, and select *Memory card* → *Security* → *Change password...*. Enter the current password (if already set); then enter the new password, confirm it, and press *OK*. The password is up to 8 characters long, and it is asked for each time someone tries to access the memory card.

Tip: The password is case-sensitive, and you can use upper and lowercase letters. You can also use numbers.

To remove the memory card password, press Menu, and select *Memory card* → *Security* → *Remove password...*. Enter the current password, and press *Remove*.

To format a memory card, press Menu, and select *Memory card* → *Format memory card...*. All memory card data is permanently deleted.

To back up or restore data to or from a memory card, press Menu, and select *Memory card* → *Backup to memory card...* or *Restore from memory card...*.

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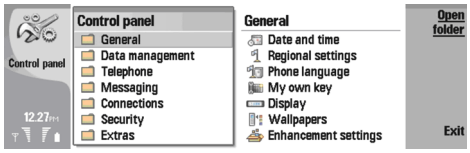
13. Control panel

In *Control panel*, you can define and modify various settings of your device. Modifying these settings affects the operation of your device across several applications.

Go to *Desk* → *Tools* → *Control panel*.



Control panel, main view

To open an application in *Control panel*, select one of the folders in the left frame, then the appropriate item in the right frame.

To zoom in on the Control panel view, press Menu, and select *View* → *Zoom in*.

General

Go to *Desk* → *Tools* → *Control panel* → *General*.

Date and time

You can change the time and date used by applications such as *Calendar* and *Clock*.

To set the current time and date, select *General* → *Date and time*, select the *Time* and *Date* fields, and enter the numbers. When setting the date, you can also press *Browse* to open a month grid where you can select a date.

To update date and time automatically, select *General* → *Date and time*. In the *Auto time update* field, select *On*. The time, date, and time zone information is updated to your device from the mobile phone network (network service). If the time zone changes, the current city also changes in the *Clock* application, and starting and ending times of your calendar entries are shown in local time. For the setting to take effect, the phone needs to be restarted.

Tip: Check any alarms and scheduled calendar entries, as these may be affected by *Auto time update*.

To use daylight saving, select *General* → *Date and time*. In the *Daylight-saving* field, select *On* to use the system's daylight saving time. Note that you cannot activate daylight saving if you have selected *On* in the *Auto time update* field.

Tip: To change the time and date format, select *General* → *Regional settings*. Modify the settings on the *Time* and *Date* pages.

Regional settings

You can define the format for the local time, date, numbering, and currency.

To define regional settings, select *General* → *Regional settings*, and select the appropriate page.

Time page

Define the following:

- *Time format* — Select the 12-hour or 24-hour clock system.
- *am/pm format* — If you selected the 12-hour clock format in the previous field, choose the way the 12-hour clock is expressed.
- *Separator* — Select the symbol that separates hours and minutes.

Date page

Define the following:

- *Date format* — Choose the order of days, months, and years.
- *Separator* — Select the symbol that separates days, months, and years.
- *First day of the week* — Change the first day of the week.
- *Working days* — Define which are the working days of the week.

Numbers page

Define the following:

- *Decimal point* — Select the sign that is used as a decimal point.
- *Thousands separation* — Select whether you want to use separation between thousands.

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Petitioner Exhibit 1040, Page 57 of 99

- *Thousands separator* — Select the sign that is used to separate thousands and hundreds.
- *Measurement units* — Select either metric or nonmetric units for length measurement.

Currency page

Define the following:

- *Currency symbol* — Enter the symbol for the used currency.
- *Decimal places* — Define the number of decimal figures used in currency numbers.
- *Symbol position* — Define the position and spacing of the currency symbol and the number of currency units.
- *Negative value format* — Define how a negative amount of currency is expressed.

Device language

To change the language of the device, select *General* → *Device language*. Select the new language from the list, and press *Done*. Press *Reboot* to restart the device.

My own key

To select the application that opens when you press the My own key, select *General* → *My own key*. Press *Select*, select the application, and press *Done*.

Display

To define the contrast and brightness of the display, select *General* → *Display*.

Define the following:

- *Contrast level* — Press + or - to increase or decrease the difference between the lightest and darkest areas on the screen.
- *Brightness* — Press + or - to increase or decrease the amount of white the colors contain.
- *Brightness period* — Select a time period after which the display is dimmed if the device remains inactive.
- *Screen saver* — Select a time period after which the display is automatically switched off if there have been no key presses within that time.

Tip: You can adjust brightness also by pressing Chr+space bar.

To define the color set for the dialogs and controls, select *General* → *Display*. On the *Colour* page, select the *Colour palette* field, select one of the color sets, and press *Done*.

To define the cursor speed and acceleration, select *General* → *Display*, and select the *Cursor settings* page. Specify how fast the cursor moves, and how much it accelerates as you move it faster.

Wallpapers

To change the background image of the communicator interface, select *General* → *Wallpapers*. Select the *Desk* page, and in the *Wallpaper* field, select *Yes*. Select the *Image file* field, and press *Change*. Pre-installed wallpapers are shown in the *Select wallpaper* dialog. To search for other files, press *Browse*. Note that by default only image files are shown. To view other types of files, press *Show all files*. To view the selected image, press *Preview*.

Similarly, you can change the background image of the cover phone display on the *Cover* page.

Enhancement settings

To let the device answer phone calls automatically when an enhancement is in use, select *General* → *Enhancement settings*, select *Headset*, *Loopset*, or *Car kit* from the list, and press *Edit*. In the *Automatic answer* field, select *On*.

To select the profile that is activated when you attach an enhancement to your device, select *General* → *Enhancement settings*, select *Headset*, *Loopset*, *Car kit*, or *TTY* from the list, and press *Edit*. Change the profile in the *Default profile* field. To select the currently active profile, select *Active*.

To keep the light of the cover phone switched on when the device is attached to a car kit, select *General* → *Enhancement settings*, select *Car kit* from the list, and press *Edit*. In the *Cover display lights* field, select *Always on*.

To activate the TTY (teletypewriter), select *General* → *Enhancement settings*, select *TTY* from the list, and press *Edit*. In the *TTY active* field, select *Yes*.

Data management

Go to *Desk* → *Tools* → *Control panel* → *Data management*.

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Petitioner Exhibit 1040, Page 58 of 99

Application manager

In *Application manager*, you can view the details of installed applications or remove them from your device. You can also specify installation settings.

You cannot install applications in *Application manager*. See Installing applications and software on page 77.

When you open *Application manager*, the *Installed software* page lists all of the software packages that have been installed, with their name, version number, type, and size.

To view the details of an installed software package, select *Data management* → *Application manager*, and select the *Installed software* page. Select an application or a component from the list, and press *Details*.

To uninstall applications or components, select *Data management* → *Application manager*. Select the software from the list, press *Remove*, and confirm the removal. Note that some software packages update existing software, and after the installation you may only be able to remove the whole software package, not the update.

Note that if you remove software, you can only reinstall it by using the original software package file, or by restoring a full backup that contains the removed software package. If you remove a software package, you may no longer be able to open files created with that software. If another software package depends on the software package that you removed, the other software package may stop working. Refer to the documentation of the installed software package for details.

To view the installation log, select *Data management* → *Application manager*, and select the *Install log* page. A list shows what software has been installed and removed, and the date of installation or removal. If you encounter problems with the device after installing a software package, you can use this list to find out which software package may be the cause of the problem. The information in this list may also help to pinpoint problems that are caused by software packages that are incompatible with each other.

To save the contents of the installation log, select *Data management* → *Application manager*, and select the *Install log* page. Press *Copy*, and open the application where you want to paste the contents.

Modifying installation settings

To modify installation settings, select *Data management* → *Application manager*, and select the *Preferences* page. You can select options related to software installation.

- *Delete source file after installation* — If you select *Yes*, the software package installation file is deleted from the device after installation. If you download software packages using the Web browser, this may help to reduce the amount of storage space required. If you want to store the software package file for possible reinstallation, do not select this option, or make sure that you have a copy of the software package file stored on a compatible PC or on a CD-ROM.
- *Enable online cert. checking* — If you select *Yes*, the certificate of the file is verified during installation.
- *Web address for cert. checking* — Enter the Web address of the site that checks online certificates.
- *Preferred language* — If the software package contains several language versions of the software, select the language version that you want to install.
- *Install application* — Specify what kind of applications you want installed. If you select *Only certified*, only applications with validated certificates can be installed. Note that this setting applies only to Symbian operating system applications (SIS files).

Setting Java application security settings

To modify the security settings of a Java application, select *Data management* → *Application manager*, and select the *Installed software* page. Select a Java application from the list, and press *Details*. On the *Network permissions* and *Privacy permissions* pages, you can allow or restrict access to certain functions of the application.

Backup

See Backup on page 75.

Memory

To view memory consumption, select *Data management* → *Memory*. You can view the amount of free memory and the memory consumption of different items on your device and memory card.

To switch between device memory and memory card statistics, select *Data management* → *Memory*, and press *Device* or *Memory card*.

Tip: To avoid memory getting low, you should regularly delete or transfer data to a memory card or PC.

Messaging tools

To automatically empty the Sent folder in *Messaging*, select *Data management* → *Messaging tools*, and select *Sent items storage*. Set *Delete sent items* to *automatically*, and enter the number of days after which the device empties the folder.

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To delete messages from the device, select *Data management* → *Messaging tools*. Select *Delete e-mails locally*, and select the e-mail you want to delete. For example, you can delete all e-mail, or only e-mails that are more than two weeks old. Press *Delete now* to delete the messages.

See Avoiding low memory on page 27.

Telephone

Desk → *Tools* → *Control panel* → *Telephone*.

- *Speed dials* — See Speed dialing on page 22.
- *Voice call diverting* — See Diverting calls on page 23.
- *Voice call barring* — See Call barring on page 24.
- *Voice mailboxes* — See Voice mailbox settings on page 25.
- *Other settings* — See Call, network, and phone line settings on page 24.

Profile settings

You can adjust and customize the device tones for different events, environments, or caller groups.

To modify a profile, select *Telephone* → *Profile settings*. Select a profile in the list, and press *Edit*. To create a new profile, press *New*. Define the settings on the different pages of the *Profile settings* dialog. Note that not all settings can be changed for all profiles.

Define the following:

- *Name* — You can rename a profile, and give it any name you want. The *General* and *Offline* profiles cannot be renamed.
- *Ringing type* — If you select *Ascending*, the ringing volume starts from level one and increases level by level to the set volume level.
- *Ring tone* — Press *Change* to select a ringing tone from the list. If the sound file is located on the memory card or in another folder, press *Browse* to search for the file. To listen to the selected tone, press *Play*. If you have two alternate phone lines in use, you can specify a ringing tone for each line.
- *Personal tones* — Select *On* if you want to use the personal ringing tones of callers that you have set in Contacts.
- *Clock alarm* — Select an alarm tone that is used with the alarm clock. Similarly, you can specify an alarm tone for calendar alarms and received text, multimedia, and fax messages.
- *Keyboard tone* — Set the volume level of the communicator keyboard.
- *Telephone keypad tone* — Set the volume level of the phone keypad.
- *Notification tones* — Set the tones made by the device when, for example, the battery is running out of power.
- *Play ring tone for* — You can set the phone to ring only upon calls from phone numbers that belong to a selected contact group. Phone calls coming from outside that group will have a silent alert.

SIM access profile

With the SIM access profile, you can access the SIM card of your smartphone from a compatible car kit phone. This way, you do not need a separate SIM card to access SIM card data and connect to the GSM network.

To use the SIM access profile, you need:

- a compatible car kit phone that supports Bluetooth
- a valid SIM card in your smartphone

See Bluetooth on page 79.

For more information on car kit phones and compatibility with your smartphone, see www.nokia.com. See also the user guide of your car kit phone.

Using the SIM access profile

1. Activate Bluetooth in your smartphone. Go to *Desk* → *Tools* → *Control panel* → *Connections* → *Bluetooth*. Select the *Settings* page, scroll to *Bluetooth active*, and select *Yes*.
2. Scroll to *Remote SIM access*, and select *Enabled*.
3. Activate Bluetooth in the car kit phone.
4. Use your car kit phone to start a search for compatible devices. For instructions, see the user guide of your car kit phone.
5. Select your smartphone from the list of compatible devices.
6. Enter the Bluetooth passcode shown on the display of the car kit phone to your smartphone to pair the devices.
7. Authorize the car kit phone. Go to *Desk* → *Tools* → *Control panel* → *Connections* → *Bluetooth*, and select the *Paired devices* page. Select the car kit phone, and press *Edit*. In the *Device authorised* field, select *Yes*. Connections between your smartphone and the car kit phone can be made without separate acceptance or authorization. If you select *No*, connection requests from this device must be accepted separately every time.

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Tip: If you have already accessed the SIM card from the car kit phone with the active user profile, the car kit phone automatically searches for the device with the SIM card. If this device is your smartphone, and automatic authorization is activated, the car kit phone finds the smartphone, and automatically connects to the GSM network when you switch on the car ignition.

When you have activated the SIM access profile, you cannot use the cover phone of your smartphone. However, you can use applications on the communicator interface that do not need network or SIM services.

To end the Bluetooth SIM access connection from your smartphone, press Menu, select , press *Exit Remote SIM profile*, and *OK*.

Data call and fax call diverting (network service)

Call diverting allows you to direct your incoming data and fax calls to another phone number.

To divert data or fax calls, select *Telephone* → *Data call diverting* or *Fax call diverting*.

Define the following:

- *Divert all calls* — When activated, all incoming calls are diverted.
- *Divert if busy* — When activated, incoming calls are diverted if you are engaged in another call.
- *Divert if out of reach* — When activated, incoming calls are diverted when the device is switched off or outside the network service area.
- *Divert if not answered* — When activated, incoming calls are diverted if you do not answer them within a certain time period.
- *Divert if not available* — In a single action, this option activates the following: *Divert if busy*, *Divert if out of reach*, and *Divert if not answered*.

To check whether the divert is active, select *Telephone* → *Data call diverting* or *Fax call diverting*, select the divert option, and press *Check status*.

To cancel all data or fax call diverts, select *Telephone* → *Data call diverting* or *Fax call diverting*, and press *Cancel all*.

Data call and fax call barring (network service)

Call barring allows you to restrict the making and receiving of calls. To modify these settings, you need the barring password from your service provider.

To prevent or allow certain data or fax call types, select *Telephone* → *Data call barring* or *Fax call barring*.

Define the following:

- *Outgoing calls* — When activated, calls cannot be made.
- *Incoming calls* — When activated, calls cannot be received.
- *International calls* — When activated, calls cannot be made to other countries or regions.
- *Incoming calls when abroad* — When activated, calls cannot be received when you are outside your home country.
- *International except home country* — If you have enabled international roaming with your network operator, you cannot make international calls abroad, except to your home country.

To check the current status of a barring option, select *Telephone* → *Data call barring* or *Fax call barring*, select the barring option, and press *Check status*.

To cancel all data or fax call barrings, select *Telephone* → *Data call barring* or *Fax call barring*, and press *Cancel all*.

Messaging

Go to *Desk* → *Tools* → *Control panel* → *Messaging*.

See Editing fax settings on page 34.

See Multimedia message account settings on page 33.

See Text message settings on page 31.

Service message

To edit reception and authentication settings for service messages, select *Messaging* → *Service message*. In the *Reception:* field, select *Yes* if you want to receive all service messages to your Inbox. Select *No* to ignore all service messages.

Connections

Go to *Desk* → *Tools* → *Control panel* → *Connections*.

- *Internet setup* — See Internet setup on page 64.
- *Bluetooth* — See Bluetooth on page 79.

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Cable setup

To specify how the data cable is used, select *Connections* → *Cable setup*.

Select from the following options:

- *PC Suite connection* — Select this to use the data cable to connect to PC Suite.
- *IP passthrough* — Select this to connect your device to a compatible PC and use the Internet or network connection of the PC.
- *IP passthrough overrides PC Suite* — Select this to automatically terminate a PC Suite connection via data cable when you connect your device to a compatible PC and use the Internet or network connection of the PC.

RealPlayer settings

To access streaming data, such as real-time audio and video, you must set network and proxy settings for the RealPlayer application.

To modify RealPlayer settings, select *Connections* → *RealPlayer settings*.

On the *Network* and *Proxy* pages, define the following:

- *Connection timeout:* — Specify how long RealPlayer waits before reporting a network connection failure. Increase the time if you frequently receive a time-out error.
- *Server timeout:* — Specify how long RealPlayer waits for a response from the media server before disconnecting.
- *Port range:* — Specify the port range that is used for receiving data.
- *Use proxy:* — Select *Yes*, if your Internet service provider requires that a proxy server is used to connect to the Internet.
- *Host address:* — Enter the proxy server address.
- *Port:* — Enter the port number of the proxy server.

Security

Go to *Desk* → *Tools* → *Control panel* → *Security*.

Device security

You can modify the security settings for the PIN code, automatic locking of the device, and changing of the SIM card. You can also change the PIN code, PIN2 code, lock code, and barring password.

Avoid using codes that are similar to emergency numbers, such as 112, to prevent accidental dialling of the emergency number.

Codes are shown as asterisks. When changing a code, enter the current code, and then the new code twice.

Defining device lock settings

Important: In offline profile you cannot make (or receive) any calls, or use other features that require GSM network coverage. To make any calls, you must first activate the phone function by changing the profile. You may, however, be able to make an emergency call in offline profile by pressing the power key on the cover of the device and then entering the official emergency number. This can be done using the cover phone interface only, not the communicator interface. If the device has been locked, enter the lock code to activate the phone function. When the device is locked, calls may still be possible to the official emergency number.

Making an emergency call in offline profile or when the device is locked requires that the device recognizes the number to be an official emergency number. It may be advisable to change the profile or unlock the device by entering the lock code before you make the emergency call.

To define device lock settings, select *Security* → *Device security*, and select the *Device lock* page.

Define the following:

- *Autolock period* — You can set a time-out after which the device is automatically locked and can be used only if the correct lock code is entered. When the device is locked, calls may still be possible to the official emergency number programmed into your device. You can also answer incoming calls.
- *Lock code* — Press *Change* to change the lock code. The new code must be 5 to 10 digits long. The preset code is 12345. To avoid unauthorized use of your device, change the lock code. Keep the new code secret and in a safe place separate from your device.
- *Lock if SIM card is changed* — You can set the device to ask for the lock code when an unknown SIM card is inserted into your device. The device maintains a list of SIM cards that are recognized as the owner's cards.
- *Allow remote locking* — If you set this option to *Yes*, you can lock the device by sending a predefined text message from another phone.

To create a remote locking message, select *Security* → *Device security*. Set the option *Allow remote locking* to *Yes*, enter your lock code, and enter text for the remote locking message in the *Message* field. Confirm the message, and press *Done*. The

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Petitioner Exhibit 1040, Page 62 of 99

remote locking message can be 5 to 20 characters or digits long. Press *Reboot* to restart the device and for the changes to take effect.

Tip: If you use a memory card with no password, the memory card will be locked when you lock your device with the remote locking message. To remove the memory card password, select *Desk* → *Office* → *File manager*, press Menu, and select *Memory card* → *Security* → *Remove password...*. Enter the remote locking message as your password, and press *Remove*. If the remote locking message is longer than 8 characters, the first 8 characters of the message are used as the memory card password.

Defining PIN code settings

To define PIN code settings, select *Security* → *Device security*, and select the *PIN codes* page.

Define the following:

- *PIN code request* — If you set this option to *On*, the PIN code is requested each time the phone is switched on. Note that this setting cannot be changed if the phone is switched off or if there is no valid SIM card inserted. Note also that some SIM cards do not allow you to turn off the PIN code request.
- *PIN code* — Press *Change* to change the PIN code. The PIN code must be 4 to 8 digits long. Changing the PIN code requires that *PIN code request* is selected, the device is on, and that there is a valid SIM card inserted.
- *PIN2 code* — Press *Change* to change the PIN2 code. The PIN2 code must be 4 to 8 digits long. The PIN2 code is required to access some functions, such as the fixed dialing settings, which must be supported by your SIM card.

Changing the barring password

To change the password used for barring voice, fax, and data calls, select *Security* → *Device security*, and select the *Call barring* page. Select the *Barring password* field, and press *Change*. Enter the current code, and then the new code twice. The barring password must be four digits long.

Certificate manager

Important: Note that even if the use of certificates makes the risks involved in remote connections and software installation considerably smaller, they must be used correctly in order to benefit from increased security. The existence of a certificate does not offer any protection by itself; the certificate manager must contain correct, authentic, or trusted certificates for increased security to be available. Certificates have a restricted lifetime. If Expired certificate or Certificate not valid yet is shown even if the certificate should be valid, check that the current date and time in your device are correct.
Before changing any certificate settings, you must make sure that you really trust the owner of the certificate and that the certificate really belongs to the listed owner.

Digital certificates may be used for:

- connecting to an online banking service or another site or remote server to transfer confidential information
- reducing the risk of viruses or other malicious software, and checking the authenticity of software when downloading and installing it

Managing certificates

Personal certificates are certificates that are issued to you. They are listed on the *User* page.

Authority certificates are on the *Other* page. They are used by some services, such as banking, for checking the validity of other certificates.

To add certificates, select *Security* → *Certificate manager*. Press *Add* to add a new certificate. You can then browse for the certificate file. Press *Delete* to remove a selected certificate.

To check the authenticity of a certificate, select *Security* → *Certificate manager*. Select a certificate, and press *View details*. The *Issued to:* field identifies the owner of this certificate. Make sure that this is the name of the party to whom the certificate belongs. The *Fingerprint:* field uniquely identifies the certificate. Contact the help desk or customer service of the owner of the certificate and ask for the MD5 fingerprint of the certificate. Compare the fingerprint with the one shown in the dialog to check whether they match.

Tip: Check the authenticity of a certificate each time you add a new certificate.

To change the trust settings of a certificate, select *Security* → *Certificate manager*. Select the certificate, press *View details*, and press *Trust settings*. Depending on the certificate, a list of the applications that can use the selected certificate is shown. Select an application field, and change the value to *Yes* or *No*. Note that you cannot change the trust settings of a personal certificate.

To change the private key store password, select *Security* → *Certificate manager*, select the *Password* page, and press *Change password*. Enter the current password, press *OK*, and enter the new password twice. You need the private key store password when using personal certificates. The private key store contains the secret keys that come with personal certificates.

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Petitioner Exhibit 1040, Page 63 of 99

Extras

Go to *Desk* → *Tools* → *Control panel* → *Extras*.

About product

To view the version number of the software, select *Extras* → *About product*, and scroll to the bottom of the dialog.

Location privacy

Some networks allow others to request the position of your device (network service). Note that a separate positioning module is needed for this service.

To set the device to accept or reject all position requests, select *Extras* → *Location privacy*, and select the *Verification policy* field. Select *Accept all* or *Reject all*.

Location request log

To view the location request log, select *Extras* → *Location request log*. The log shows a list of received location requests, displaying the name or phone number of the requester, time and date, and whether the request was accepted.

Internet setup

Go to *Desk* → *Tools* → *Control panel*, and select *Connections* → *Internet setup*.

To connect to the Internet, you need an Internet access point.

For connecting to the Internet over GPRS, the device has predefined, default Internet access point settings. You can create new Internet access points yourself, or you may receive your Internet access point settings in a message from your service provider. This might reduce the number of settings you need to enter yourself, or eliminate the need altogether.

The exact values for the settings are usually provided by your service provider. Follow the instructions given to you by your service provider very carefully.

Tip: You may need to set up several Internet access points, depending on the sites you want to access. For example, browsing the Web may require one setup, and accessing your company intranet may require another connection.

Setting up an Internet access point

1. Select *Connections* → *Internet setup*.
2. Press *New*. You can use an existing Internet access point as a basis for the new one: after you have pressed *New*, press *Yes*. Select the access point from the list, and press *OK*.
3. Define the settings.
   - *Internet settings name* — Enter a descriptive name for the connection.
   - *Internet settings type* — Select the connection type. Depending on which connection you select, only certain settings will be available during the setup process.
   - *Network ID* — Select the network ID according to the destination network you want to access with the Internet access point. You can rename, and create new network IDs. Using the correct network ID ensures that the data traffic is routed directly to the desired destination network. Especially VPN (virtual private network) software may restrict data traffic for a certain destination network. Network ID can be used to filter Internet access points when establishing an Internet connection.
   - *GPRS access point name* (for GPRS only) — If you are not using a default Internet access point, define a name for the access point. You can obtain the name from your network operator or service provider.
   - *Telephone number* (for GSM data only) — Type the modem telephone number of the Internet access point.
   - *Password prompt* — Change this to *Yes* if you must write a new password every time you log on to a server, or if you do not want to save your password to the device.
   - *User name* — Type a user name if required by the service provider. The user name may be needed to make a data connection, and is usually provided by the service provider. The user name is often case-sensitive.
   - *Password* — A password may be needed to connect to the Internet, and is usually provided by the service provider. The password is often case-sensitive.
4. After defining the settings, press *Advanced* to define advanced settings, if necessary. Otherwise, press *Finish* or *Done* to exit the setup wizard.

Configuring advanced Internet access point settings

Press *Advanced* when you have finished setting up the basic Internet access point settings. The pages and options available depend on the connection type you have selected.

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Petitioner Exhibit 1040, Page 64 of 99

IP configuration page

Note that the two protocols (IPv4 and IPv6) require slightly different settings.

- *Network type* (for GPRS only) — For a GPRS connection you must specify which protocol you want to use.
- *Auto retrieve IP* — If you select *Yes*, the IP address is obtained automatically from the server. This setting is also called dynamic IP address.
- *IP address* — The IP address of the device. If the IP address is obtained automatically, you are not required to enter details here.
- *Auto retrieve DNS* — If you select *Yes* for the IPv4 protocol, the DNS (domain name server) address is obtained automatically from the server. The respective value for the IPv6 protocol is *Well known*. DNS is an Internet service that translates domain names such as www.nokia.com into IPv4 addresses like 192.100.124.195, or IPv6 addresses like 3ffe:2650:a640:1c2:341:c39:14. If you select *No* for the IPv4 protocol, or *Manual* for the IPv6 protocol, you must specify the IP addresses for the primary and secondary DNS servers.

Proxies page

You may want to use a proxy to quicken access to the Internet. Some Internet service providers require the use of Web proxies. Contact your Internet service provider to determine proxy details.

If you have made an Internet connection to your company's intranet, and are unable to retrieve Web pages from the general Internet, you may need to set up a proxy server to retrieve Web pages outside your company's intranet.

Define the following:

- *Proxy protocol* — Select the protocol type of the proxy. You can set different proxy settings for each protocol.
- *Use proxy server* — Select *Yes* to use the proxy server.
- *Proxy server* — Enter the IP address of the proxy server, or the domain name. Example domain names are: company.com and organisation.org.
- *Port number* — The number of the proxy port. The port number is related to the protocol. Common values are 8000 and 8080, but vary with every proxy server.
- *No proxy for* — Define the domains for which the HTTP or HTTPS proxy is not needed.

Data call page

Define the following:

- *Connection type* — Define the GSM data call type. To use *High speed*, the service provider must support this feature, and if necessary, activate it for your SIM card.
- *Remote modem type* — Define whether the device uses an analog or digital connection. This setting depends on both your GSM network operator and Internet service provider, because some GSM networks do not support certain types of ISDN connections. For details, contact your Internet service provider. If ISDN connections are available, they establish connections more quickly than analog methods.
- *Modem speed* — This option allows you to limit the maximum connection speed. Higher data rates may cost more, depending on the service provider. The speed represents the maximum speed at which your connection will operate. During the connection, the operating speed may be less, depending on network conditions.
- *Modem initialisation* — You can control your device using modem AT commands. If required, enter characters specified by your service provider.

Script page

A script can automate the connection between the device and the server. Contact your Internet service provider to find out whether you need a script.

Define the following:

- *Use login script* — If you select *Yes*, you can write or import a login script. You can edit the script in the *Login script* field.
- *Show terminal window* — If you select *Yes*, once a connection is established, you see the execution of the script.

Other page

Define the following:

- *Use callback* — Select *Yes* if you have a service that dials back to your device when you establish an Internet connection.
- *Callback type* — Ask your Internet service provider for the correct setting. *Server number* refers to the standard Microsoft callback, and *Server number (IETF)* refers to a callback approved by the Internet Engineering Task Force. Select *Number* to use a number that you define in the *Callback number* field.
- *Callback number* — Enter the data call phone number of your device, which the callback server uses.
- *Allow plain text login* — Select *No*, if you never want to send your password as plain text without encryption. Note that this option only affects PPP connections; e-mail and Web passwords are not encrypted. Some Internet service providers require that this option is set to *Yes*.

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Petitioner Exhibit 1040, Page 65 of 99

- *Use PPP compression* — Select *Yes* to speed up the data transfer, if it is supported by the remote PPP server. If you have problems establishing a connection, select *No*.

Configuring Internet connection settings

These settings affect all Internet connections.

To configure common Internet connection settings, select *Connections* → *Internet setup*. Select the *Idle* page, and define the time period after which the connection ends automatically and returns to standby mode if not used. You can specify a different time for each connection type, but the setting affects all Internet access points using that connection type.

Some Internet connections may appear inactive, but they may still be sending and receiving data in the background. These connections may postpone the closing of the connection.

Select the *Other* page, and define the settings.

- *Ask before connecting* — If you select *Yes*, a dialog appears every time you connect to the Internet, asking you to confirm the connection or to change the Internet access point.
- *GPRS operating mode* — Select *Always on* to keep the GPRS connection in alert mode and to switch the packet data transfer on quickly when needed. If you select *On when needed*, the device uses a GPRS connection only when you start an application or action that needs it. Note that if there is no GPRS coverage and you selected *Always on*, the device will periodically try to establish a GPRS connection.

To change the priority of Internet access points, select *Connections* → *Internet setup*. Press *Priority*, select an Internet access point, and press *Move up* or *Move down*. When you establish a data connection, the access points are searched for in the order you have specified.

Selecting an Internet access point

When you establish an Internet connection, you are asked to select the Internet access point you want to use for that connection. In the *Network connection* dialog, select an Internet access point from the list, and press *Connect*. Before connecting, you can filter the list of access points according to the network type. To view all Internet access points, select *All networks*. To view Internet access points that are currently available, press *Show available*. For example, if you are using the *Offline* profile, no GPRS or GSM Internet access points are shown in the list.

Tip: The *Network connection* dialog opens only if you have selected *Yes* in the *Ask before connecting* field in the general Internet access point settings. To check the status of the setting, select *Desk* → *Tools* → *Control panel*, and *Connections* → *Internet setup* → *Other* page.

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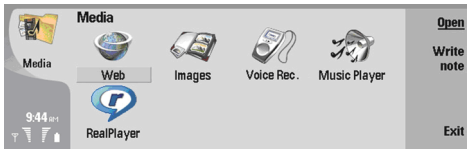
14. Media applications

Go to *Desk* → *Media*.



Images

Go to *Desk* → *Media* → *Images*.

Images consists of two different views:

- In the image browser view you can, for example, organize, delete, and rename images stored in your device or memory card. The images can be displayed either as thumbnails or as a list of file names.
- In the image viewer, which opens when you select an image in the image browser view and press *Open*, you can view, edit, and send individual images. Note that TIFF and animated GIF files cannot be edited.

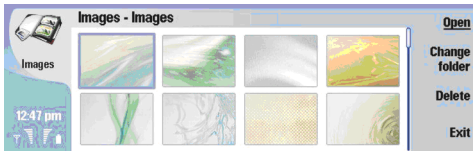


Image browser view

The following file formats are supported: JPEG, BMP, PNG, GIF 87a/89a, and TIFF/F (monochrome). The device does not necessarily support all variations of the aforementioned file formats.

Viewing images

To open an image for viewing, select an image in the image browser view, and press *Open*. The image opens in the image viewer.

To open the next or previous image for viewing, press Menu, and select *Go to* → *Next image* or *Previous image*, or press Ctrl +F for the next image or Ctrl+B for the previous image.

To enlarge or reduce the viewed image on the display, press Menu, and select *View* → *Zoom* → *Zoom in* or *Zoom out*.

To view the image in full screen size, press *Full screen*. To return to normal view, press Menu, select *View*, and unselect *Full screen*. If you want the images to always open in full screen size, press Menu, and select *Tools* → *Settings...*. In the *Always open image in full screen* field, select *Yes*.

Tip: To switch between the full screen and normal view, press Ctrl+T. In full screen mode, press any of the command buttons to display the commands.

Editing images

To rotate an image, select an image, and press *Open*. Press Menu, and select *Tools* → *Rotate*. The image is rotated clockwise by 90 degrees.

To flip an image horizontally or vertically, select an image, and press *Open*. Press Menu, and select *Tools* → *Flip* → *Flip horizontally* or *Flip vertically*.

To crop an image, select an image, and press *Open*. Press Menu, and select *Tools* → *Crop...*. Press + or - to increase or decrease the size of the selected area, or press Ctrl and scroll up, down, left, or right to change the shape of the selected area. To move the area selector inside the image, scroll up, down, left, or right. Press *Crop* to crop the image. The extra space around the area selector is removed.

To resize an image, select an image, and press *Open*. Press Menu, and select *Tools* → *Resize...*. Select a percentage, or select *Custom size*, and define the size yourself. If you want to zoom the image so that there are no empty margins at the sides of the screen, select *Best fit*. This option is useful when, for example, creating wallpaper for *Desk*. Note that the aspect ratio of the image cannot be changed when you select *Best fit*.

Managing image files

Copyright protections may prevent some images, ringing tones, and other content from being copied, modified, transferred or forwarded.

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To view detailed information about an image, select an image, press Menu, and select *File* → *Properties...*. Name, size, and format of the file; the time and date the file was last modified; and the resolution of the image in pixels are displayed. To prevent the image from being modified, select the *Attributes* page, and select *Read-only* and *Yes*.

To send an image, select the image, press Menu, and select *File* → *Send*, and the method to send.

To change the file format, select an image, and press *Open*. Press Menu, and select *File* → *Save* → *Save as...*. Press *Change*. Select the new file format, and press *Done*. Press *OK* to save the file.

To rename an image, select an image, press Menu, and select *File* → *Rename...*. Enter a new name, and press *OK*.

To make a copy of an image, select the image, press Menu, and select *File* → *Duplicate...*.

To view images as a list of file names or as thumbnails, press Menu, and select *View* → *Show as* → *Thumbnails* or *List*.

To set an image as wallpaper, select the image, press Menu, and select *Tools* → *Set as wallpaper*. Select *Desk* if you want the image to appear in the Desk view, and select *Cover* if you want to add the background image to the cover phone display.

To add an image to a contact card, select an image, press Menu, and select *Tools* → *Add to contact card...*. Press + or - to increase or decrease the size of the selected area. To move the area selector inside the image, scroll up, down, left, or right. Press Menu, and select an option to zoom, rotate, or flip the image. When the image is ready, press *Add*. Select the contact card to which the image is added, and press *Done*.

Voice recorder

The recorder cannot be used when a data call or GPRS connection is active.

Go to *Desk* → *Media* → *Voice rec.*.

Voice rec. can record a telephone conversation or voice memo, save the voice recording as a sound clip, play your clip or other sound files, and edit sound files. *Voice rec.* can play the following formats: WAV, AMR, AU, and compressed GSM.

Opening the voice recorder

You can open *Voice rec.* and select a file, or create a shortcut that opens *Voice rec.* automatically and plays a sound clip.

To select a voice recording, press Menu, and select *File* → *Open...*. The Open file dialog is displayed, the current folder contents are scanned, and voice recordings are listed.

To add a shortcut to a voice recording, press Menu, and select *File* → *Add to Desk...*. This creates a shortcut to the selected voice recording. You cannot create a shortcut to an unsaved file.

Recording a phone call or voice memo

You can record a phone conversation or a voice memo. *Voice rec.* automatically creates a compressed sound clip in either WAV or AMR format.

To record a voice memo, press Menu, and select *File* → *New clip*, and press *Record*. *Voice rec.* begins to record all sound that enters the external microphone. When you complete recording, select *Stop*. Press Menu, and select *File* → *Save* → *Save clip*. Type a name for the voice recording, and press *OK*.

To record a phone call, begin the call. When the call recipient answers, press Menu, and select *File* → *New clip*, and press *Record*. *Voice rec.* begins to record, and both parties will hear a tone every five seconds to indicate that the telephone conversation is recorded. When you complete recording, select *Stop*. Press Menu, and select *File* → *Save* → *Save clip*. Type a name for the voice recording and select *OK*.

To continue recording at the end of a voice recording, select a voice recording, and press *Record*. Recording continues at the endpoint of the previous recording.

To cancel a save, when you are asked to save your voice recording, the cancel command stops the current action and returns to the previous action. The discard command erases the voice recording from device memory.

Tip: The maximum length of a voice recording depends on the storage space available in device memory or on a memory card.

Playing a voice recording

You can play and pause a voice recording. You can save a voice recording that you made, or play and save a voice recording that you received inside a message. *Voice rec.* can play several formats: WAV, AU, AMR, and compressed GSM.

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Petitioner Exhibit 1040, Page 68 of 99

The progress bar displays the playing time, position, and length of a voice recording.

To listen to a voice recording, press *Play*. Scroll left to seek backward or right to seek forward.

To pause a voice recording, press *Pause*. Playback resumes when you press *Play*.

To play a voice recording again, press Menu, and select *Playback* → *Repeat*. The voice recording will repeat.

Tip: Voice recordings that you receive or record are temporary files. You must save the files that you want to keep.

Sending a voice recording

You can send a voice recording from your device to another device through infrared or Bluetooth, as its own e-mail message, or in a multimedia message.

To send a voice recording to another device with infrared, make sure that infrared is active on the receiving device. Select a voice recording, press Menu, select *File* → *Send*, and use the infrared option. An infrared connection is established automatically, and the voice recording is sent to the receiving device.

To transfer a voice recording with Bluetooth, make sure that Bluetooth is active on the receiving device. Select a voice recording, press Menu, select *File* → *Send*, and use the Bluetooth option. Activate Bluetooth on your device, search for the receiving device, select the receiving device from the list of available devices, and select Send. If the devices are paired and authorized, or if a passcode is confirmed, the voice recording is transferred to the receiving device when an active Bluetooth connection is established.

To send a voice recording as a an e-mail, select a voice recording, press Menu, select *File* → *Send*, and use the mail option. The Mail application opens automatically, and the voice recording is ready to send as an attachment to your e-mail message.

To insert a voice recording into a multimedia message, select a voice recording, press Menu, select *File* → *Send*, and use the multimedia message option. The MMS application is launched automatically, and the voice recording is ready to send as an attachment to your multimedia message.

Music player

Warning: Do not hold the device near your ear when the loudspeaker is in use, because the volume may be extremely loud.

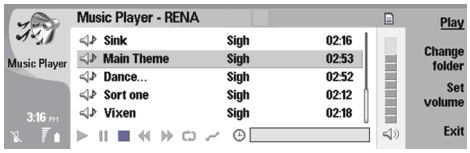
Go to *Desk* → *Media* → *Music player*.

Music player can play and organize music tracks and sound files. *Music player* supports several sound formats: MP3, WAV, MIDI, AMR, and AAC.

Listening to music

Warning: Listen to music at a moderate level. Continuous exposure to high volume may damage your hearing.

Music player displays a music track list, volume, shuffle and repeat indicators, the current active mode, and a progress bar. The progress bar shows the playing time, position, and length of a track.



To select a music track, scroll up or down in the music track list.

To play a music track, or tracks in the current folder, press *Play*. Playback stops automatically when the last track in the playing order is complete.

To sort music tracks, press Menu, and select *View* → *Sort by*. List tracks in the current folder by name, file name, date, or size. Sorting affects the playing order of tracks in the current folder.

To select the previous or next track, press Menu, and select *Go to* → *Previous track* or *Next track*. The selected track is based on the current sort order.

To play music tracks again, press Menu, and select *Playback* → *Repeat*. This loops playback of tracks in the current folder from the last track in the playing order back to the first track.

To play music in random order, select a folder, press Menu, and select *Playback* → *Random*.

Tip: When a track plays, scroll left to seek backward or right to seek forward.

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Petitioner Exhibit 1040, Page 69 of 99

Managing music tracks

To save music, press Menu, and select *File* → *Save as...*. Save music on a memory card or in phone memory.

To change music folders, press Menu, and select *File* → *Change folder...*. Use the dialog to select a new folder. New folder contents are scanned, and music tracks are displayed in the track list.

To add a shortcut to music, press Menu, and select *File* → *Add to Desk...*. This creates a shortcut to the selected music track. You cannot create a shortcut to an unsaved file.

To change text size, press Menu, and select *Edit* → *Zoom in* or *Zoom out*. This changes the size of the list view text.

Sending music

You can send music as a message.

To send a track, press Menu, and select *File* → *Send*. Select a method to send the selected music track to another device. Press *Insert*. A music track can be sent as a message attachment.

To select a folder, press *Change folder...*. Use the dialog to select a new folder.

To cancel insert, press *Cancel*. The track does not return to the original application, and you may select another track.

■ RealPlayer

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Go to *Desk* → *Media* → *RealPlayer*.

RealPlayer plays video, sound, and media from the Internet. *RealPlayer* plays many formats, including: MPEG-4, MP4 (not streaming), 3GP, RV, RA, RAM, and RM.

RealPlayer does not necessarily support all the variations of a media file format.

Playing media clips

You can play video clips and sound files that are stored in device memory or on a memory card, transferred to your device from e-mail or compatible PC, or streamed to your device over the Internet.

The progress bar displays the playing time, position, and length of a media clip. During playback, video pauses while the main menu or any dialog is displayed. Video is centered horizontally and vertically in the video area. If video is too large to fill either the whole width or height of the video area, the video is resized before rendering to preserve the original aspect ratio.

To play streaming media, browse to a media file on the Internet, and press *Play*. If a network connection problem causes a playback error, *RealPlayer* will attempt automatically to reconnect to the Internet access point.

To play stored media, press *Play*. Playback stops automatically.

To stop playback or streaming, press *Stop*. Buffering or connecting to a streaming site stops, playback of a clip stops, and the clip rewinds to the beginning. The clip remains selected in the media clip list.

To view the video clip in full-screen size, press Menu, and select *View* → *Full screen*. This changes the size of the video area to normal or full screen.

To save a media clip, press Menu, and select *File* → *Save clip as...*. To save an Internet connection link, press Menu, and select *File* → *Save link as...*.

To change the size of a video clip, press Menu, and select *View* → *Zoom in* or *Zoom out*. Zooming increases the size of the video to cover the maximum video area possible while the aspect ratio is maintained, or returns the video to its original size.

To close *RealPlayer*, press *Exit*. Buffering or connecting to a streaming site stops and playback of a clip stops.

Tip: To add a shortcut to a media clip, press Menu, and select *File* → *Add to Desk...*. This creates a shortcut to the selected media clip. You cannot make a shortcut to an unsaved file.

Adjusting media volume

To change media volume, scroll up or down.

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Petitioner Exhibit 1040, Page 70 of 99

To turn off the sound, press *Set volume* → *Mute*. Press *Unmute* to turn on sound.

Sending media clips

You can select media clips to attach to a message, a document, or a slide presentation.

To send a media clip, press Menu, and select *File* → *Send*. Select a method to send the clip to another device, and press *Insert*.

To cancel insert, press *Cancel*. The media clip does not return to the original application, and you may select another clip.

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15. Calculator

In *Calculator*, you can make calculations, and save the results to the calculator memory for later use. The *Desk calculator* can be used for basic calculations, and the *Scientific calculator* for more advanced calculations.

Note: This calculator has limited accuracy and is designed for simple calculations.

Go to *Desk* → *Office* → *Calculator*.

Making calculations

To make a calculation, enter the first number of the calculation. Press the tab key, and select a function from the function map. Enter the second number of the calculation, and press the enter key.

Note that the calculator performs operations in the order you enter them. Parentheses cannot be used to change the order of operations.

To switch between the desk and scientific calculator, press Menu, and select *View* → *Desk calculator* or *Scientific calculator*.

To make a number positive or negative, write the number, and press *m* on the keyboard.

To print a calculation, press Menu, and select *Printing* → *Print*.

Tip: To preview a page before printing, press Menu, and select *Print preview* → *Printing* in the menu.
To change the layout of the page, press Menu, and select *Page setup*.

Using the scientific calculator

Press Menu, and select *View* → *Scientific calculator*.

To make a calculation, enter the first number of the calculation. Press the tab key, and select a function from the function map. Enter the second number of the calculation, scroll to = in the function map, and press the enter key.

To invert a function, press *i* on the keyboard, and select the function.

To change the angle unit, press Menu, select *Tools* → *Angle unit*, and select *Degrees*, *Radians*, or *Grads*. You can see the current angle unit in the field where you enter the numbers.

Saving numbers to memory

You can save 26 different numbers, unfinished calculations, or final results of calculations for later use.

1. Press Ctrl+S. An arrow appears next to the value.
2. Press Shift + the letter that you want to assign to the value. The letter appears next to the arrow.
3. Press the enter key to store the value.

To use a saved value, enter the letter that you have assigned to the value, and continue the calculation normally.

To clear all values saved in the memory, press Ctrl+D.

Setting the number format in Calculator

To change the number format, press Menu, and select *Tools* → *Number format*.

Select:

- *Normal* — to keep the default number format
- *Fixed* — to set a fixed number of decimal places
- *Scientific* — to set a fixed number of significant figures

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16. Clock

In *Clock*, you can view the date and time of your home and destination city, and manage clock alarms.

Go to *Desk* → *Clock*.

Using world clock

To set the date and time, press Menu, and select *Tools* → *Date and time...*.

Tip: You can also update date and time automatically (network service). You can select this setting in Control panel. See Date and time on page 57.

To switch between the home and destination city information, press the tab key.

To change a city, select either the home or destination city, and press *Change city*.

Tip: If you change the home city, the clock and calendar entries are updated. This is useful for example when you want to attend phone conferences.

To view and manage alarms, press *Alarm clock*.

To change the clock type, press Menu, and select *View* → *Clock type*, and select *Analog* or *Digital*.

Tip: To change to the one-clock view which shows only your home city information, press Menu, and select *View* → *Remote city details*.

Using Alarm clock

If the alarm time is reached while the device is switched off, the device switches itself on and starts sounding the alarm tone. If you press *Stop*/*Stop*, the device asks whether you want to activate the device for calls. Press *No* to switch off the device or *Yes* to make and receive calls. Do not press *Yes* when wireless phone use may cause interference or danger.

To set an alarm, press *New alarm*, and enter the alarm time.

To modify an alarm, press *Edit alarm*.

To remove an alarm, press the backspace key.

When the alarm sounds, press *Stop* to turn it off. Press *Snooze* to postpone the alarm.

Alarms and reminders

When an alarm set in clock or calendar goes off, an alarm note appears.

To postpone an alarm, press *Snooze*.

Tip: The default snooze time is ten minutes.

To silence an alarm and keep the alarm note on the display, press *Mute*.

To silence an alarm and close the alarm note, press *Stop*.

If you do not turn off an alarm, the alarm stops automatically after 15 minutes. The alarm note remains on the display.

Cities and countries

Changing cities

To change a city, select the city that you want to change, and press *Change city*. Select the new city from the list, and press *Select*.

You can see the location of the city on the map.

Tip: Start typing in the search field to search for a city.

Tip: Press Menu, and select *File* → *New city...* to add a new city to the list.

Note that changing the home city may change the general system time of your device.

Locating cities on the world map

To set the position of a city, select *File* → *New city...* or *Edit* → *City details...*, and press *Set position*. On the map, scroll to the location of the city you want, and press *OK*.

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Creating and editing country entries

To create new or edit existing countries, select *File* → *New country/region...* or *Edit* → *Country/Region details...*. Enter the new *Country/Region* name, select the *Dialling code* field, and enter the new number.

Note that if you are editing an existing country, you can also edit the capital city.

Creating and editing city entries

To create or edit city entries, select *File* → *New city...*, and enter the name of the city.

You can also define the following settings:

- *Country/Region* — Select a country from the list.
- *Area code* — Enter the code that is used when making a phone call to the city.
- *Daylight-saving zone* — Select a daylight saving time zone.
- *GMT offset* — Select the time difference between a city and Greenwich Mean Time.
- *Latitude* and *Longitude* — Enter the coordinates of a city, or press *Set position* to locate a city on the world map.

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17. Data and software management

Your smartphone offers you several applications for managing your personal data, such as contacts and calendar information and e-mail.

Data mover

You can use *Data mover* to transfer certain data, such as contacts and settings, from your Nokia 9200 series Communicator to your Nokia 9300 with infrared or a memory card. Before you start, make sure that there is enough free memory in your devices or memory card for the transfer. Note that if there is less than 2 MB of free memory in the Nokia 9300 , you cannot start the transfer.

Do not use the Nokia 9300 when using Data mover. If possible, switch off the cover phone. Make sure you have enough battery power, or connect the device to a charger.

Note: Before you use an existing compatible memory card with your Nokia 9300, you must convert the memory card with Data mover and reinstall the applications that you previously installed to the memory card. However, do not reinstall any pre-installed applications for the Nokia 9210 Communicator. Your Nokia 9300 contains a later version of these applications, and these later versions must be used with Nokia 9300.

Note that there may be additional steps, depending on the type of information that you want to transfer, the method of transfer you want to use, the amount of free memory on your previous communicator or memory card, or the number of successful or unsuccessful transfers you have made previously. Make sure that the infrared ports of the devices are facing each other.

1. Go to *Desk* → *Tools* → *Data mover*. If there is data on a memory card, insert it to your Nokia 9200 series Communicator. Press *Continue transfer*.
2. Activate infrared in both devices, make sure that the infrared ports of the devices are facing each other, and press *Continue*. An infrared connection is established between the devices.
3. Press *Send data collector* to send the Data collector to your Nokia 9200 series Communicator. Data collector is sent as an infrared message to your Inbox. To install Data collector, press *Open* in the 9200 series Communicator. If *Open* is not available, press *Save* to save the installation file, and open it from File manager. The Data collector starts automatically after installation. If you have already installed the tool , press *Connect data collector* in your Nokia 9300.
4. Select the data you want to transfer in the Nokia 9300. You can transfer calendar and contact information, messages, settings, documents, and images. Some files, such as business card messages and e-mail messages not stored in the *Inbox*, are not transferred.
5. Press *Transfer via infrared* or *Transfer via memory card*, depending on the method of transfer you want to use.
6. Press *Start transfer*. If the transfer process is interrupted, restart Data mover, and continue the transfer. If the problem happens again, there may be a problem with the data you are trying to transfer. Start the data transfer process again, but do not select to transfer data that seems to be causing the problem.
7. Press *OK* after the transfer to finish the transfer process.
8. Press *Exit* to exit, or *Convert memory card* to convert a memory card for use in your Nokia 9300.

Note that the transfer may take some time.

Beginning a data transfer

Go to *Desk* → *Tools* → *Data mover*.

With Data mover, you can transfer data, such as settings, messages, and files, from your Nokia 9200 series Communicator to your Nokia 9300 using infrared or with a memory card. Data mover displays instructions as you follow the transfer process. Follow the instructions on the display.

To start transferring data from your Nokia 9200 series Communicator to Nokia 9300, press *Continue transfer*. If you are continuing an interrupted transfer, press *Continue conversion*.

To end the data transfer process, close Data mover, and press *Exit*.

Backup

It is advisable to take backups of your device data regularly.

Go to *Desk* → *Tools* → *Backup*.

Before you start backing up or restoring data:

- Close all other applications.
- If possible, switch off the cover phone.
- Make sure you have enough battery power.

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To back up data to a memory card, press *New backup*. Enter a name for the backup, and select whether you want to perform a full or partial backup. *Full backup* copies all data. If you select *Partial backup*, specify which items you want to include in the backup. Press *Start backup*.

Tip: You can also back up data in the *File manager* and *Control panel* applications.

To restore backup data from the memory card, select a backup, and press *Restore*. Select whether you want to restore all backup data or selected items only. If you select *Partial backup*, specify which items you want to restore. Press *Start restore*.

Data transfer

If you have a Nokia 9300 and another device that supports data transfer, you can use *Data transfer* to synchronize your calendar and contacts entries between the two devices.

For information on compatible devices, contact your dealer, operator, or service provider.

Go to *Desk* → *Tools* → *Data transfer*.

1. Press *New* to create a new synchronization profile.
2. Select the content you want to synchronize, and press *Next*.
3. Select the connection type, and press *Select*. If you select infrared as the connection type, the synchronization is started immediately.
4. If you selected Bluetooth as the connection type, press *Search* to search for the device you want to synchronize with. To stop the search, press *Stop*.
5. Scroll to the device you want to synchronize with, and press *Select*. The synchronization is started.

To view the synchronization log, press Menu, and select *File* → *Synchronisation log*.

Synchronization

The *Synchronization* application enables you to synchronize your calendar or contacts with various calendar and address book applications on a compatible computer or remote Internet server. Your settings (what data is synchronized, what connection method is used) are saved to a synchronization profile, which is then used while synchronizing.

The application uses SyncML technology for remote synchronization. For information on SyncML compatibility, contact the supplier of the applications with which you want to synchronize your device.

Go to *Desk* → *Tools* → *Synchronization*.

Synchronizing calendar and contacts information

1. Connect your device to a compatible PC. You can use infrared, Bluetooth, or a cable connection. See Connectivity on page 79.
2. Press *Sync*. If you selected Bluetooth, the device searches for available devices for synchronization. Press *Stop* to end the search, and *Select* to select a device with which you want to synchronize.
3. Follow the instructions on the display.

There is an existing profile for Nokia PC Suite, and the basic setup is done with Nokia PC Suite. You need to edit these predefined settings only if the settings have been changed.

You may also receive the synchronization settings as a smart message from your service provider.

Creating a new profile

1. Press *New*. A profile creation wizard opens, helping you to define the correct settings. If a profile already exists, press Menu, and select *File* → *New*.
2. Define the following options:
   - *Profile name* — Enter a descriptive name for the profile.
   - *Connection type* — Select *Bluetooth*, *Infrared*, or *Data cable* to synchronize with a computer, or *Internet* to synchronize with a server on the Internet.
   - *Access point* — If you selected *Internet* as the connection type, select an Internet access point.
   - *Host address* — If you selected Internet as the connection type, enter the address of the synchronization server.
   - *Port* — If you selected Internet as the connection type, enter the port number for the synchronization server.
   - *User name* — Enter your user ID for the synchronization server.
   - *Password* — Enter your password for the synchronization server.
   - *Confirm password* — Repeat the password for the synchronization server.
3. Select contacts, calendar entries, or e-mail to synchronize.
4. Enter the paths to the databases on your device and on the remote server, and select the *Synchronisation type*. Select *Normal* to synchronize information from the device to the remote server and back, *One-way to telephone* to synchronize

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information from the remote server to the device, or *One-way from telephone* to synchronize information from the device to the remote server.

5. Select whether you want to use the profile you created as a default synchronization profile.

If you want to return to the default settings for PC Suite, press Menu, and select *Tools* → *Reset PC Suite profile*.

To edit an existing profile, select the profile, and press *Edit*.

To set one of the existing synchronization profiles as the default profile, select the profile, press Menu, and select *File* → *Tools* → *Set as default*.

To synchronize all database contents between the device and the server, press Menu, and select *File* → *Sync* → *Slow sync*. Note that this ignores the synchronization type set for a profile.

To delete a profile, select the profile, and press the backspace key.

To delete the database from the device, and replace it with the database on the server, press Menu, and select *File* → *Sync* → *Replace telephone data*.

To delete the database from the server, and replace it with the database on the device, press Menu, and select *File* → *Sync* → *Replace server data*.

After you have synchronized your device with a compatible computer, you can view a synchronization log.

To open the synchronization log, select a profile, and press *Log*. The log shows, for example, the date and time of the synchronization, and lists possible synchronization errors.

For additional information on synchronizing, see the User's Guide for Nokia PC Suite or the help for Nokia PC Sync.

Nokia PC Suite

Nokia PC Suite offers you a set of programs for managing your Nokia 9300. For example, you can synchronize your contacts and calendar information, e-mail, and to-do items between the device and a compatible PC using Nokia PC Sync, manage device folders using Nokia Phone Browser, back up and restore personal data using Nokia Content Copier, and install applications using Nokia Application Installer.

For additional instructions on how to install and use the PC Suite, see the User's Guide for Nokia PC Suite on CD-ROM, or helps in the Nokia PC Suite applications.

To use Nokia PC Suite, you need to connect your device to a compatible PC using the DKU-2 (USB) cable, Bluetooth, or infrared. See Connectivity on page 79.

Install Nokia PC Suite from CD-ROM or from www.nokia.com. Note that Nokia PC Suite can only be used with Windows 2000 and Windows XP.

- If you want to use cable, connect the cable to a compatible PC, and then to the device.
- If you want to use Bluetooth, pair the device and a compatible PC, and set the PC as authorized. See Pairing with a device on page 80.
- If you want to use infrared, activate infrared on your device. See Infrared on page 81. Activate infrared on the compatible PC, if necessary.

Installing applications and software

Important: Only install applications from sources that offer adequate protection against harmful software.

You can install two types of applications and software to your device:

- Applications and software specifically intended for the Nokia 9300 or compatible with the Symbian operating system. These software installation files have the extension .SIS.
- J2ME™ applications compatible with the Symbian operating system. The Java™ application installation files have the extensions .JAD or .JAR.

Installation files may be transferred to your device from a compatible computer, downloaded during browsing, or sent to you in a multimedia message, as an e-mail attachment, or with Bluetooth. If you use PC Suite for Nokia 9300 to transfer a file, save the file in the C:\nokia\installs folder in your device. If you use Microsoft Windows Explorer to transfer a file, save the file on a memory card (local disk).

During installation, the device checks the integrity of the package to be installed. The device shows information about the checks being carried out, and you are given options to continue or cancel the installation.

See Certificate manager on page 63.

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Installing Symbian software

When you install an update or repair to an application, you must have the original or a full backup to restore the application. To restore the original application, remove the application, and install it again from the original installation file or the backup copy.

To install software, search the device memory or memory card for the installation file, select the file, and press the enter key to start the installation. For example, if you received the installation file as an e-mail attachment, go to your mailbox, open the e-mail, select an installation file, and press the enter key to start the installation.

Use the Application manager to remove software. See Application manager on page 59.

Installing Java™ applications

1. Search the device memory or memory card for the installation file, select the file, and press the enter key to start the installation. For example, if you received the installation file as an e-mail attachment, go to your mailbox, open the e-mail, select an installation file, and press the enter key to start the installation.
2. Confirm the installation. The .JAR file extension is required for installation. If it is missing, the device may ask you to download it. If there is no access point defined, you will be asked to select one. When you download the .JAR file, you may need to enter a user name and password to access the server. You can obtain these from the application provider.
3. The device informs you when installation is complete.

Tip: When browsing Web pages, you can download an installation file and install it immediately. Note, however, that the connection runs in the background during installation.

Java™

You can install and run Java™ applications on your device. See Installing applications and software on page 77.

The Java platform for the Nokia 9300 is J2ME™. You can search for Java applications with the browser, download through the Internet, and store them in the Applications folder.

To manage your Java applications, use the *Application manager*.

J2ME on your device supports two Java environments: MIDP and Personal Profile.

Tip: For development information, visit www.forum.nokia.com. Forum Nokia contains the Series 80 Developer Platform, Java Software Development Kit (SDK), tools, technical notes, and applications.

Java MIDP

The Java Mobile Information Device Profile environment supports the following APIs:

- Java CLDC 1.1 — hot spot implementation that is part of the Symbian OS
- Java MIDP 2.0 — security that assigns Java applications to the following domains: manufacturer, operator, trusted third party, or untrusted
- Java WMA — wireless messaging
- Java Mobile Media — multimedia for mobile devices
- Java Bluetooth — Bluetooth connectivity and Bluetooth Push for Java applications
- Nokia UI — interfaces for sound and graphics
- Java DRM — definitions of how content may be used
- Java File — file server services
- Java PIM — access to contents of the phonebook, calendar entries, and to-do list items

Java PP

The Java Personal Profile environment supports the following APIs:

- Java CDC 1.0 — additional device connectivity
- Java Foundation Profile 1.0 — network and input/output support
- Java Personal Profile 1.0 — Java UI standard interface specifications and AWT for interfaces, graphics, and images
- Java UI — standard Java interface specifications
- JDBC — access for Java applications to a relational database

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Petitioner Exhibit 1040, Page 78 of 99

18. Connectivity

There are several different connectivity types you can use with your device. You can use wireless connectivity methods such as Bluetooth or infrared, or a USB (Universal Serial Bus) cable connection for PC Suite or IP passthrough.

■ Cable connection

You can connect your device to a compatible PC using a DKU-2 (USB) cable. Connect the cable to the bottom of the device. See Figure Keys and connectors on page 11.

You can also connect the cable to the desk stand of the device. Note that if you connect the cable to the desk stand, the connector of the cable must be connected upside down.

Note that you must install the DKU-2 driver to your PC before you can use a cable connection. See the sales package CD-ROM or www.nokia.com for details.

IP passthrough

You can also use a cable for *IP passthrough*, where the device uses the Internet connection of a computer. You can use IP passthrough as you use any Internet access point, for example for browsing or remote synchronization.

Note that you cannot use IP passthrough at the same time as Nokia PC Suite. You can define cable connection settings in *Control panel*. See Cable setup on page 62.

Note that you cannot activate modem if you select *IP passthrough* in cable connection settings. You must use *PC Suite connection*, or *IP passthrough overrides PC Suite* with no active IP passthrough connection.

■ Bluetooth

This device is compliant with Bluetooth Specification 1.1 supporting the following profiles: Generic Access Profile, Serial Port Profile, Dial-Up Networking Profile, Generic Object Exchange Profile, Object Push profile, File Transfer Profile, SIM Access Profile, and Handsfree Profile. To ensure interoperability between other devices supporting Bluetooth technology, use Nokia approved enhancements for this model. Check with the manufacturers of other devices to determine their compatibility with this device.
There may be restrictions on using Bluetooth technology in some locations. Check with your local authorities or service provider.
Features using Bluetooth technology, or allowing such features to run in the background while using other features, increase the demand on battery power and reduce the battery life.

Bluetooth technology enables cost-free wireless connections between electronic devices within a maximum range of 10 metres. A Bluetooth connection can be used to send images, videos, texts, business cards, calendar notes, or to connect wirelessly to devices using Bluetooth technology, such as computers.

Since devices using Bluetooth technology communicate using radio waves, your device and the other devices do not need to be in direct line-of-sight. The two devices only need to be within a maximum of 10 metres of each other, although the connection can be subject to interference from obstructions such as walls or from other electronic devices.

When you activate Bluetooth for the first time, you are asked to give a name to your device.

Bluetooth settings

To modify the Bluetooth settings, select *Desk* → *Tools* → *Control panel*, and select *Connections* → *Bluetooth*. Select the *Settings* page.

Define the following:

- *Bluetooth active* — Select *Yes* to enable Bluetooth. If you select *No*, all active Bluetooth connections are ended, and Bluetooth cannot be used for sending or receiving data.
- *My telephone's visibility* — Select *Shown to all* if you want your device to be found by other Bluetooth devices. If you select *Hidden*, your device cannot be found by other devices.
- *My Bluetooth name* — Define a name for your device. The maximum length of the name is 247 characters.

If you have set Bluetooth as active and changed your visibility to *Shown to all*, your device and its name can be seen by other Bluetooth device users.

Tip: To activate or deactivate Bluetooth, press Chr+ .

Note that if Bluetooth was turned off as a result of entering *Offline* profile, you must re-enable Bluetooth manually.

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Petitioner Exhibit 1040, Page 79 of 99

Sending data with Bluetooth

Copyright protections may prevent some images, ringing tones, and other content from being copied, modified, transferred or forwarded.

There can be only one active Bluetooth connection at a time.

1. Open an application where the item you want to send is stored. For example, to send a photo to another device, open the *Images* application.
2. Select the item you want to send, press Menu, and select *File* → *Send* → *Via Bluetooth*.
3. If you have searched for Bluetooth devices earlier, a list of the devices that were found previously is shown first. You can see a device icon and the device name. To start a new search, press *Search more*. To interrupt the search, press *Stop*.
4. Select the device you want to connect with, and press *Select*.
5. If the other device requires pairing before data can be transmitted, you are asked to enter a passcode. Create your own passcode (1-16 characters long, numeric), and agree with the owner of the other Bluetooth device to use the same code. The passcode is used only once, and you do not have to memorize it. Devices that do not have a user interface have a preset passcode. After pairing, the device is saved to the *Paired devices* page.
6. When the connection has been established successfully, the note *Sending...* is shown.

Receiving data with Bluetooth

If you want to receive data using Bluetooth, set Bluetooth to be active and selected the option *Shown to all*.

When you receive data with Bluetooth from a device that is not authorized, you are first asked if you want to accept the Bluetooth message. If you accept, the item is placed in the Inbox folder in the *Messaging* application.

Pairing with a device

Pairing means authentication. Pairing with a device makes device searches quicker and easier.

Go to *Desk* → *Tools* → *Control panel*, and select *Connections* → *Bluetooth*.

To pair with a device, select the *Paired devices* page. Press *New*, then *Start* to start a device search. Select the device you want to pair with, and press *Pair*. Enter the passcode, and press *OK*.

Tip: The users of the devices using Bluetooth technology should agree together on the passcode, and use the same passcode for both devices in order to pair them. Devices that do not have a user interface have a preset passcode.

To cancel pairing, select the *Paired devices* page. Select the device whose pairing you want to cancel, and press *Delete*.

To assign a short name for a paired device, select the *Paired devices* page. Select the device whose name you want to change, and press *Edit*. In the *Assign short name* field, you can define a short name (nickname, alias) to help you recognize a certain device. This name is stored in the device memory and cannot be seen by other Bluetooth device users.

To set a device to be authorized or unauthorized, select the *Paired devices* page. Select the device, and press *Edit*. Move to the *Device authorised* field, and select *Yes*. Connections between your device and the other device can be made without your knowledge. No separate acceptance or authorization is needed. Select *Yes* for your own devices, for example, your PC, or devices that belong to someone you trust. The icon is added next to authorized devices in the list of paired devices. If you select *No*, connection requests from this device need to be accepted separately every time.

To connect to a Bluetooth device, select the *Paired devices* page. Select the device from the list, press *Edit*, and press *Connect*. Note that this option is available only with audio devices that require a more stable Bluetooth connection, for example, Bluetooth headsets or car kits. Such devices must support the Bluetooth 1.1 specification and Handsfree profile. To end the connection to the selected device, press *Disconnect*.

SIM access profile

Using a Bluetooth connection and the SIM access profile, you can access your SIM card with a compatible car kit phone. See SIM access profile on page 60.

Ending a Bluetooth connection

A Bluetooth connection is disconnected automatically after sending or receiving data. Only with the PC Suite, and some enhancements such as headsets, the connection may be maintained even if it is not actively used.

Checking the status of the Bluetooth connection

Bluetooth is active.

When the icon is blinking, your device is trying to connect to the other device.

When the icon is shown continuously, the Bluetooth connection is active.

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Petitioner Exhibit 1040, Page 80 of 99

Infrared

Do not point the IR (infrared) beam at anyone's eye or allow it to interfere with other IR devices. This device is a Class 1 laser product.

You can use infrared for sending and receiving files from other infrared devices.

1. Make sure that the infrared ports of the devices face each other. The positioning of the devices is more important than angle or distance.
2. Press Chr+.

To end the infrared connection, press Chr+ again.

Modem

You can use the device as a modem together with a compatible computer.

Go to *Desk* → *Tools* → *Modem*.

Before you can use your device as a modem:

- You need the appropriate data communications software on your computer.
- You must subscribe to the appropriate network services from your service provider or Internet service provider.
- You must have the appropriate drivers installed on your computer. You need to install DKU-2 (USB) drivers for cable connection, and you may need to install or update Bluetooth or infrared drivers.
- It is recommended that you have Nokia Modem Options installed on your computer.

See www.nokia.com and the User's Guide for Nokia PC Suite for details.

To connect the device to a compatible computer using an infrared connection, press *Activate*. To disconnect, press *Disable*.

Tip: To use the device as a modem using a Bluetooth or cable connection, you must connect the device to a compatible computer, and activate the modem from the computer.

Note that you may not be able to use some of the other communication features when the device is used as a modem.

Printing

You can print files to compatible printers in most applications. Before starting to print, make sure that your device is properly connected to the printer.

To print a file to a compatible printer, press Menu, and select *File* → *Printing* → *Print...*. Check that the settings are correct, and press *Print*.

To change the printing settings, press *Options*.

To preview a file before printing, press Menu, select *File* → *Printing* → *Print...*, and press *Preview*. To start printing to a compatible printer, press *Print*. To modify the document size, margins, headers, footers or pagination, press *Page setup*.

Setting printing options

To change the file printing options, press Menu and select *File* → *Printing* → *Print...*, and press *Options*.

On the *Connection* page, set the following:

- *Connection type* — Select the method you want to use to connect to the printer.
- *Printer* — Select the correct printer. If you select Hewlett-Packard, select the printer driver here, and the printer in *Desk* → *Tools* → *Control panel* → *Extras*.

On the *Document* page, set the following:

- *Number of copies* — Select how many copies you want to print.

Press *Done* to save the options.

Defining page setup

To change the page size and orientation, press Menu, and select *File* → *Printing* → *Page setup...*. Select the *Size* tab.

To change the page size, scroll to *Page size*, and select a new size. Note that your printer may not be able to print all of the different options. The numbers in the *Width* and *Height* fields change according to the page size you select.

To define a customized page size, enter the numbers in the *Width* and *Height* fields.

To change the orientation of the printed page, scroll to *Orientation*. In *Portrait*, the height is larger than the width. In *Landscape*, the width is larger than the height.

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To define the margins of a page, press Menu, and select *File* → *Printing* → *Page setup...*. Select the *Margins* tab, scroll to each margin field, and enter a number.

To see view the new margins , close the *Page setup* dialog, press Menu, and select *File* → *Printing* → *Print preview*. Your printer may not be able to properly print documents with very narrow margins.

To define a header for a page, press Menu, and select *File* → *Printing* → *Page setup...*. Select the *Header* page, and enter the text for the header. Press *Insert* to use a file name, object, page numbers, time, or date in the header.

To change the appearance of the text , press *Format*.

To move the header closer to or farther away from the top of the page, scroll to *Distance from top of page* and enter a number. Your printer may not be able to print documents with very narrow margins properly.

To define a footer for a page, press Menu, and select *File* → *Printing* → *Page setup...*. Select the *Footer* tab, and enter the text for the footer. Press *Insert* to use a file name, object, page numbers, time, or date in the footer.

To change the appearance of the text , press *Format*.

To move the footer closer to or farther away from the bottom of the page, scroll to *Distance from bottom margin* and enter a number.

To select the first page number, scroll to *Start numbering at*, and enter the number. You would usually start with either 1 or 0.

To exclude the header or the footer from the first page, scroll to *Include header on first page* or *Include footer on first page*, press *Change*, and select *No*.

Press *Done* to save the settings.

Press the Menu key to move from one dialog page to another.

Problems with printing

Your device shows a note if you cannot connect the device to a compatible printer.

Here are some starting points for troubleshooting:

- Printer - check that the printer is switched on and online, print a test page, try to print while directly connected to the printer, verify that the printer works with other wireless devices, or check that the printer is supported by your device.
- Infrared - check that infrared is activated, the infrared ports of the device and the printer face each other, and there are no bright lights shining on either port.
- Bluetooth - check that Bluetooth is activated and your device can locate Bluetooth devices other than the printer, and the device and printer are within range.

Managing mobile printing settings

To manage the printing settings when printing to a compatible Hewlett-Packard printer, go to *Desk* → *Tools* → *Control panel* → *Extras* → *HP printer selection*. Set the following:

- *Printer model* — Select the printer you want to use.
- *Quality mode* — Select the quality of the print, depending on the printing qualities supported by your printer. *Normal* is for 600 dpi printing, *Draft* is for fast, 300 dpi printing, *Best* is for 1200 dpi printing, and *Maximum* is for 2400/4800 dpi printing. To save ink or to increase the speed of printing, select the *Normal* or *Draft*.
- *Media type* — Select the type of printing medium.
- *Colour mode* — Select whether to print in color or greyscale, depending on your printer.

■ Remote configuration (network service)

The *Device manager* application helps you configure connection settings, for example, e-mail, multimedia messaging, or Internet settings.

Go to *Desk* → *Tools* → *Device manager*.

The remote configuration connection is usually started by the server when device settings need to be updated.

To start a configuration session, select a profile from the list, and press *Connect*. If no remote configuration profiles have been defined, you must first create a new profile.

To disable configuration, select a profile, press Menu, and select *Tools* → *Disable configuration*. You cannot receive configuration settings from any of the configuration servers for which you have a profile.

When the configuration session has ended, you can view status information.

To open the configuration log, select a profile, and press *Configuration log*. The log file shows the latest configuration status of the selected profile.

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Creating a new configuration server profile

The configuration server profile contains the settings for the remote server. You can create several profiles if you need to access multiple servers.

You may receive the configuration server profile settings as a special message from your service provider.

1. If you have no profiles defined, press *New*, otherwise press Menu, and select *File* → *New*.
2. If you already have profiles defined, choose whether you want to copy the values from an existing profile to be used as the basis for the new profile.
3. The *Profile settings* dialog opens.

   Define the following settings on the different pages of the dialog:

   - *Server name* — Type a name for the configuration server.
   - *Server ID* — Type the unique ID to identify the configuration server. Contact your service provider or system administrator for the correct value.
   - *Password* — Write a password to identify your device to the server. Confirm the password.
   - *Active* — Select *Yes* to allow the server to initiate a configuration session.
   - *Accepted* — Select *Yes* if you do not want the server to ask for your confirmation when it initiates a configuration session.
   - *Connection type* — Select how you want to connect to the server.
   - *Access point* — Select the access point you want to use for the data connection to the server.
   - *Host address* — Type the URL address of the server. Contact your service provider or system administrator for the correct value.
   - *Port* — Type the port number of the server. Contact your service provider or system administrator for the correct value.
   - *User name* — Enter your user ID for the configuration server. Contact your service provider or system administrator for your correct user ID.
   - *Password* — Type your password for the configuration server. Confirm it in the *Confirm password* field. Contact your service provider or system administrator for the correct password.

To edit the configuration profile settings, select the profile, and press *Edit*.

To delete a profile, select the profile, and press the backspace key.

Tip: If you have deleted or modified the predefined PC Suite profile, you can restore it by pressing Menu, and selecting *Tools* → *Reset PC Suite profile*.

Data connections

This device supports packet data (GPRS), high-speed data calls (HSCSD), and GSM data calls.

Packet data (general packet radio service, GPRS)

GPRS enables wireless access for mobile phones to data networks (network service). GPRS uses packet data technology where information is sent in short bursts of data over the mobile network. The benefit of sending data in packets is that the network is occupied only when sending or receiving data. As GPRS uses the network efficiently, it allows for quick data connection set up and fast data transmission speeds.

You must subscribe to the GPRS service. For availability and subscription to GPRS, contact your network operator or service provider.

Enhanced GPRS (EGPRS) is similar to GPRS, but it enables faster connection. For more information on the availability of EGPRS and data transfer speed, contact your network operator or service provider. Note that when you have selected GPRS as a data bearer, the device uses EGPRS instead of GPRS if this is available in the network.

Note that during a voice call, you cannot establish a GPRS connection, and an existing GPRS connection is put on hold.

High-speed data calls (high-speed circuit switched data, HSCSD)

HSCSD enables data transmission rates up to 43.2 kb/s, which is four times faster than standard data rates of the GSM network. HSCSD is comparable to the speed of many computer modems that communicate with fixed telephone networks.

For availability and subscription to high-speed data services, please contact your network operator or service provider.

Note that sending data with HSCSD may drain the battery faster than normal voice or data calls, as the device may send data more frequently to the network.

GSM data calls

A GSM data call enables data transmission rates of up to 14.4 kb/s. For availability and subscription to data services, contact your network operator or service provider.

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19. Personalizing your device

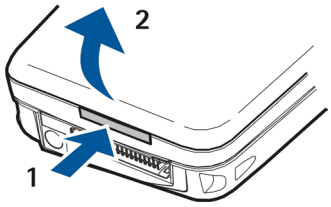
There are several ways you can personalize your device.

- Covers - You can change the front cover of your device.
- Cover selection keys - You can change the functions that are shown above the left and right selection keys.
- Desk - You can organize the applications, shortcuts, and notes to groups, and create new folders on Desk.
- My own key - You can configure the My own key to open your favorite application.
- Background images - You can set a background image to your cover phone display and communicator display.
- Color schemes - You can change the color schemes of your device.

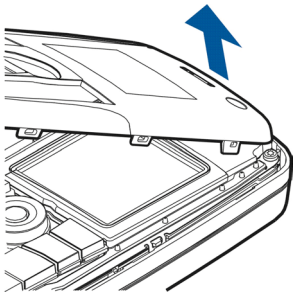
Changing the front cover

Note: Before removing the cover, always switch off the power and disconnect the charger and any other device. Avoid touching electronic components while changing the covers. Always store and use the device with the covers attached.

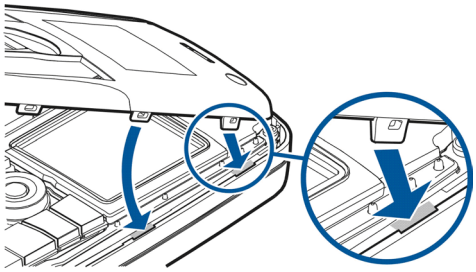
1. Press the front cover release button (1), and lift the front cover (2) in the direction of the arrow. Start at the bottom part of the device, and end by releasing the locking catches at the top of the device.



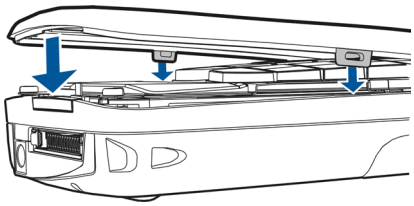
2. Lift the front cover in the direction of the arrow.



3. To replace the front cover, align the locking catches with the top of the device at a low angle.



4. Press the front cover down until it locks into place.



Cover selection keys

The left selection key in standby mode is **Go to**. You can use the key as a shortcut to your favorite functions. To activate a function, scroll to it, and press **Select**.

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To add a function to the shortcut list, press **Options**, select *Select options*, scroll to a function, and press **Mark**.
To remove a function from the list, select the function, and press **Unmark**.

To rearrange the functions in the list, press **Options**, and select *Organise*. Scroll to the function that you want to move, press **Move**, and select where you want to move the function.

Desk

You can arrange the Desk in several ways. You can move applications to different groups from their original groups, create new groups, rename old groups, and modify the icons and names of the applications. You can also change the background image on Desk. See Desk on page 21.

My own key

You can configure the My own key to open the application of your choice. See My own key on page 58.

Wallpapers and color schemes

You can set a background image to your cover display and communicator display. There are several wallpapers ready to use. See Wallpapers on page 58.

You can also change the color schemes of your device. Changing the color scheme in Control panel affects the colors on your communicator interface.See Display on page 58. Use the *Settings* menu on the cover phone to change the color scheme of the cover phone side. See Settings on page 19.

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20. Shortcuts

Here are some of the available keyboard shortcuts in your device. Shortcuts can make the use of the applications more efficient.

There are several different shortcut combinations that you can use:

- Shortcuts with Ctrl+key give you access to the Menu functions. For example, pressing Ctrl+N creates a new window in Web, a new contact card in Contacts or a new message in Messaging.
- Additional characters and symbols are most often inserted by the Shift+key combination. For example, pressing Shift+a number key can insert quotation marks, exclamation points or parentheses.
- Certain functions can be activated with the Chr+key combinations. For example, pressing Chr+ opens additional information about your current task, or pressing Chr+ can activate and deactivate infrared.

Tip: Many shortcuts are also displayed next to menu options in applications.

General shortcuts

Ctrl+A	Select all
Ctrl+C	Copy
Ctrl+D	Delete
Ctrl+F	Find
Ctrl+I	Sort
Ctrl+M	Move
Ctrl+N	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+S	Save
Ctrl+T	Full screen
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Z	Undo
Shift+Ctrl+E	Zoom
Shift+Ctrl+G	Next
Shift+Ctrl+L	Log
Shift+Ctrl+P	Previous
Shift+Ctrl+S	Save as
Shift+Ctrl+U	Page setup
Shift+Ctrl+V	Print preview
Shift+Ctrl+Z	Edit
Shift+Backspace	Delete text from right
Ctrl+Telephone	Open the Recent calls view in the telephone application
Chr+alphabet	Insert an accented character
Chr+Tab	Switch between open applications
Chr+Telephone key	Redial the last dialed number
Chr+Messaging key	Retrieve mail
Shift+Ctrl+Chr+S	Screenshot

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Petitioner Exhibit 1040, Page 86 of 99

Application-specific shortcuts

Desk application

Ctrl+P	Properties
Shift+Ctrl+M	Go to the Personal application group
Shift+Ctrl+S	Show in groups
Ctrl+My own key	Configure the My own key

Clock

Ctrl+B	Cancel the alarm
Ctrl+E	View city details
Ctrl+K	Alarm settings
Ctrl+T	Set the date and time
Shift+Ctrl+A	Alarm clock
Shift+Ctrl+E	View country or region details
Shift+Ctrl+N	Add a new city
Shift+Ctrl+Q	Set the clock type
Shift+Ctrl+T	Remote city details
Shift+Ctrl+W	World clock

Telephone

Ctrl+P	View serial number (IMEI)
Shift+Ctrl+B	Call barring
Shift+Ctrl+M	Voice mailboxes
Shift+Ctrl+O	Other settings
Shift+Ctrl+P	Profile settings
Shift+Ctrl+S	Speed dials
Shift+Ctrl+V	Call diverting

Contacts

Ctrl+K	Settings
Ctrl+M	Belongs to groups (in an open contact card)
Ctrl+N	New contact card
Ctrl+P	Database properties
Ctrl+R	Ringing tone (in an open contact card)
Ctrl+T	Card templates
Shift+Ctrl+B	New database
Shift+Ctrl+C	Copy to
Shift+Ctrl+D	Remove the picture (in an open contact card)
Shift+Ctrl+M	Move to
Shift+Ctrl+N	Create a new group
Shift+Ctrl+O	Insert a picture (in an open contact card)

Messaging

Ctrl+B	Retrieve new messages
Ctrl+G	Retrieve mail
Ctrl+I	Sort by (sorts by the property you have already selected, for example date or sender)

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Ctrl+L	Go online, or go offline if a connection is active
Ctrl+Q	Properties
Ctrl+R	Reply
Ctrl+T	Expand folder contents
Ctrl+U	Disconnect
Ctrl+Y	Change the connection
Shift+Ctrl+A	Retrieve all messages
Shift+Ctrl+B	Retrieve the selected messages
Shift+Ctrl+E	Rename the selected folder
Shift+Ctrl+F	Forward the selected message
Shift+Ctrl+N	Create a new folder
Shift+Ctrl+R	Reply to all
Shift+Ctrl+S	Sent items storage
Shift+Ctrl+T	Account settings
Shift+Ctrl+Z	Delete messages locally
Chr+Messaging	Retrieve mail

Calendar

Ctrl+A	Create a new anniversary
Ctrl+E	Create a new memo
Ctrl+G	Go to date
Ctrl+K	Edit view settings
Ctrl+N	Create a new meeting
Ctrl+Q	Change view
Ctrl+S	Create a new to-do note
Ctrl+T	Edit the date and time
Shift+Ctrl+A	Set anniversary as the default entry type
Shift+Ctrl+C	Crossed out entry
Shift+Ctrl+D	Move or delete the selected object
Shift+Ctrl+E	Set meeting as the default entry type
Shift+Ctrl+K	Edit general settings
Shift+Ctrl+M	Import entries
Shift+Ctrl+O	Set to-do note as the default entry type
Shift+Ctrl+P	Properties
Shift+Ctrl+R	Set memo as the default entry type
Shift+Ctrl+T	Tentative entry
Ctrl+Calendar	Open the current day in the Day view
Calendar key	Change view

Documents

Ctrl+B	Bold
Ctrl+G	Go to page
Ctrl+I	Italics
Ctrl+U	Underline
Shift+Ctrl+A	Format paragraph alignment

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Shift+Ctrl+B	Format bullets
Shift+Ctrl+D	Format borders
Shift+Ctrl+F	Format the font
Shift+Ctrl+G	Format the style
Shift+Ctrl+J	View details of the selected object
Shift+Ctrl+K	Preferences
Shift+Ctrl+N	Format line spacing
Shift+Ctrl+O	Insert an object
Shift+Ctrl+Y	Format tabs
Shift+Ctrl+Z	Edit the selected object

Sheet

Ctrl+H	Rename the worksheet
Ctrl+M	Freeze panes
Ctrl+Q	View worksheets
Ctrl+W	Insert a new worksheet
Ctrl+Y	Insert cells
Shift+Ctrl+A	Format cell alignment
Shift+Ctrl+B	Format cell borders
Shift+Ctrl+C	Insert a new chart
Shift+Ctrl+D	Delete the cell
Shift+Ctrl+F	Format the font
Shift+Ctrl+G	Insert a page break
Shift+Ctrl+H	Format row height
Shift+Ctrl+I	Insert a function
Shift+Ctrl+N	Format numbers
Shift+Ctrl+O	Settings
Shift+Ctrl+P	Format cell background color
Shift+Ctrl+R	Recalculate
Shift+Ctrl+T	Show title
Shift+Ctrl+W	Format column width
Shift+Ctrl+X	Clear the cell

Presentations

Ctrl+T	Full screen mode
Shift+Ctrl+A	Format the alignment
Shift+Ctrl+F	Format the font
Shift+Ctrl+J	Format the selected object
Shift+Ctrl+V	View a slide show
Enter key	Start text editing
Esc key	Cancel text editing

File manager

Ctrl+E	Expand view
Ctrl+H	Show all files
Ctrl+I	Sort by (the property you have already selected, for example name or date)

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Ctrl+N	New file
Ctrl+O	Collapse view
Ctrl+P	Properties
Ctrl+R	Rename the selected object
Ctrl+U	Move up one level
Shift+Ctrl+B	Back up to memory card
Shift+Ctrl+I	Sorting order (the order you have already selected, for example ascending)
Shift+Ctrl+K	Settings
Shift+Ctrl+N	Create a new folder
Shift+Ctrl+Q	Change memory card password
Shift+Ctrl+R	Restore from memory card

Calculator

Ctrl+B	Subtract
Ctrl+F	Flip layout
Ctrl+I	Add
Ctrl+R	Recall
Ctrl+Y	Function map
Shift+Ctrl+C	Clear all
Shift+Ctrl+D	Desk calculator
Shift+Ctrl+S	Scientific calculator

Web

Ctrl+B	Add to bookmarks
Ctrl+E	Close the browser
Ctrl+G	Back Go to bookmark (in bookmark view)
Ctrl+H	Go to home page
Ctrl+I	Load all images Insert new folder (in bookmark view)
Ctrl+K	Settings
Ctrl+M	Fit to screen
Ctrl+N	Open a new window
Ctrl+R	Reload
Ctrl+T	Full screen mode
Ctrl+U	Disconnect
Ctrl+W	View window list
Ctrl+Y	Change the connection
Ctrl+Z	Stop
Shift+Ctrl+B	Bookmarks Edit bookmark (in bookmark view)
Shift+Ctrl+D	View downloads
Shift+Ctrl+F	Reload frame
Shift+Ctrl+G	Forward
Shift+Ctrl+I	Rename folder (in bookmark view)

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Shift+Ctrl+O	Open a file
Shift+Ctrl+R	Reload all
Shift+Ctrl+S	Save frame as...
Shift+Ctrl+T	View title bar

Images

Ctrl+B	Previous image (with an image open)
Ctrl+F	Next image (with an image open)
Ctrl+R	Rotate image (with an image open)
Ctrl+T	Full screen (with an image open)

Voice recorder

Ctrl+L	Repeat
Ctrl+M	Mute
Ctrl+R	Rename
Shift+Ctrl+K	Settings

Music player

Ctrl+B	Previous track
Ctrl+F	Next track
Ctrl+I	Sort by (the property you have already selected)
Ctrl+L	Repeat all
Ctrl+M	Mute

RealPlayer

Ctrl+B	Previous clip (with a video clip open)
Ctrl+F	Next clip (with a video clip open)
Ctrl+M	Mute (with a video clip open)
Ctrl+R	Repeat once (with a video clip open)
Ctrl+T	Full screen (with a video clip open)
Shift+Ctrl+K	Settings
Shift+Ctrl+S	Save clip as (with a video clip open)

Device manager

Shift+Ctrl+C	Connect

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Petitioner Exhibit 1040, Page 91 of 99

21. Data transmission

This device employs the data transmission capabilities of the GSM network to send multimedia messages, short messages and e-mail, and to establish connections with remote computers, for example.

Wireless data connections can be made from most locations where your device operates, but it is recommended that you move the device to a location where the strongest possible wireless signal can be obtained. When the signal is strong, data transmission is efficient. Wireless data communications may perform differently from data communications transmitted over wires. This is due to the inherent characteristics of the wireless environment. Wireless connections may experience "noise", low or lost signals, and distortions.

Noise

Radio interference from electronic appliances and equipment, as well as from other phones may affect the quality of wireless data transmission.

Roaming

As the device user moves from one network cell coverage area to another, the signal strength of the channel may drop. The network may hand over the user to a coverage area and frequency where the signal is stronger. Network roaming may also occur when the user is stationary, due to varying network traffic loads. Such roaming may cause slight delays in transmission.

Electrostatic discharge

A discharge of static electricity from a finger or a conductor may cause erroneous functions in electrical devices. The discharge may result in distorted display and unstable software operation. Wireless connections may become unreliable, data may become corrupted, and transmission halted. In this case you need to end the existing call (if any), switch off the device (if on) and remove the battery. Then replace the battery and establish a new wireless connection.

Dead spots and dropouts

Dead spots are areas where radio signals cannot be received. Dropouts occur when the device user passes through an area where the radio signal is blocked or reduced by geographical features or large structures.

Signal impairment

Distance and obstacles can cause signals to become out-of-phase. They can also cause reflected signals. Both situations result in a loss of signal strength.

Low signal strength

Due to either distance or obstacles, the radio signal strength from a cell site may not be strong enough or stable enough to provide a reliable data connection for communication. Therefore, to ensure the best possible communication, remember the following points:

- The data connection works best when the device is in a stationary position. Attempting wireless data communication while in a moving vehicle is not recommended.
- Do not place the device on a metal surface.
- Check on the device display that the signal strength is sufficient. Moving the device within a room, especially towards a window, may result in a stronger signal. If a signal is not strong enough to support a voice call, data connection should not be attempted until you can find a location with better signal reception.

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Battery information

Your device is powered by a rechargeable battery. The full performance of a new battery is achieved only after two or three complete charge and discharge cycles. The battery can be charged and discharged hundreds of times but it will eventually wear out. When the talk and standby times are noticeably shorter than normal, buy a new battery. Use only Nokia approved batteries, and recharge your battery only with Nokia approved chargers designated for this device.

Unplug the charger from the electrical plug and the device when not in use. Do not leave the battery connected to a charger. Overcharging may shorten its lifetime. If left unused, a fully charged battery will lose its charge over time. Temperature extremes can affect the ability of your battery to charge.

Use the battery only for its intended purpose. Never use any charger or battery that is damaged.

Do not short-circuit the battery. Accidental short-circuiting can occur when a metallic object such as a coin, clip, or pen causes direct connection of the positive (+) and negative (-) terminals of the battery. (These look like metal strips on the battery.) This might happen, for example, when you carry a spare battery in your pocket or purse. Short-circuiting the terminals may damage the battery or the connecting object.

Leaving the battery in hot or cold places, such as in a closed car in summer or winter conditions, will reduce the capacity and lifetime of the battery. Always try to keep the battery between 15°C and 25°C (59°F and 77°F). A device with a hot or cold battery may not work temporarily, even when the battery is fully charged. Battery performance is particularly limited in temperatures well below freezing.

Do not dispose of batteries in a fire! Dispose of batteries according to local regulations. Please recycle when possible. Do not dispose as household waste.

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CARE AND MAINTENANCE

Your device is a product of superior design and craftsmanship and should be treated with care. The suggestions below will help you protect your warranty coverage.

- Keep the device dry. Precipitation, humidity and all types of liquids or moisture can contain minerals that will corrode electronic circuits. If your device does get wet, remove the battery and allow the device to dry completely before replacing it.
- Do not use or store the device in dusty, dirty areas. Its moving parts and electronic components can be damaged.
- Do not store the device in hot areas. High temperatures can shorten the life of electronic devices, damage batteries, and warp or melt certain plastics.
- Do not store the device in cold areas. When the device returns to its normal temperature, moisture can form inside the device and damage electronic circuit boards.
- Do not attempt to open the device other than as instructed in this guide.
- Do not drop, knock, or shake the device. Rough handling can break internal circuit boards and fine mechanics.
- Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the device.
- Do not paint the device. Paint can clog the moving parts and prevent proper operation.
- Use only the supplied or an approved replacement antenna. Unauthorised antennas, modifications, or attachments could damage the device and may violate regulations governing radio devices.

All of the above suggestions apply equally to your device, battery, charger, or any enhancement. If any device is not working properly, take it to the nearest authorized service facility for service.

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Additional safety information

Operating environment

Remember to follow any special regulations in force in any area and always switch off your device when its use is prohibited or when it may cause interference or danger. Use the device only in its normal operating positions. This device meets RF exposure guidelines when used either in the normal use position against the ear or when positioned at least 5/8 inch (1.5 cm) away from the body. When a carry case, belt clip, or holder is used for body-worn operation, it should not contain metal and should position at least 5/8 inch (1.5 cm) away from your body.

In order to transmit data files or messages, this device requires a quality connection to the network. In some cases, transmission of data files or messages may be delayed until such a connection is available. Ensure the above separation distance instructions are followed until the transmission is completed.

Medical devices

Operation of any radio transmitting equipment, including wireless phones, may interfere with the functionality of inadequately protected medical devices. Consult a physician or the manufacturer of the medical device to determine if they are adequately shielded from external RF energy or if you have any questions. Switch off your device in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 6 inches (15.3 cm) be maintained between a wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers should:

- always keep the device more than 6 inches (15.3 cm) from their pacemaker when the device is switched on;
- not carry the device in a breast pocket; and
- hold the device to the ear opposite the pacemaker to minimise the potential for interference.
- If you have any reason to suspect that interference is taking place, switch off your device immediately.

Hearing aids

Some digital wireless devices may interfere with some hearing aids. If interference occurs, consult your service provider.

Vehicles

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles such as electronic fuel injection systems, electronic antiskid (antilock) braking systems, electronic speed control systems, air bag systems. For more information, check with the manufacturer or its representative of your vehicle or any equipment that has been added.

Only qualified personnel should service the device, or install the device in a vehicle. Faulty installation or service may be dangerous and may invalidate any warranty that may apply to the device. Check regularly that all wireless device equipment in your vehicle is mounted and operating properly. Do not store or carry flammable liquids, gases, or explosive materials in the same compartment as the device, its parts, or enhancements. For vehicles equipped with an air bag, remember that air bags inflate with great force. Do not place objects, including installed or portable wireless equipment in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

Using your device while flying in aircraft is prohibited. Switch off your device before boarding an aircraft. The use of wireless teledevices in an aircraft may be dangerous to the operation of the aircraft, disrupt the wireless telephone network, and may be illegal.

Potentially explosive environments

Switch off your device when in any area with a potentially explosive atmosphere and obey all signs and instructions. Potentially explosive atmospheres include areas where you would normally be advised to turn off your vehicle engine. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Switch off the device at refuelling points such as near gas pumps at service stations. Observe restrictions on the use of radio equipment in fuel depots, storage, and distribution areas, chemical plants or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often but not always clearly marked. They include below deck on boats, chemical transfer or storage facilities, vehicles using liquefied petroleum gas (such as propane or butane), and areas where the air contains chemicals or particles such as grain, dust or metal powders.

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Emergency calls

Important: Wireless phones, including this device, operate using radio signals, wireless networks, landline networks, and user-programmed functions. Because of this, connections in all conditions cannot be guaranteed. You should never rely solely on any wireless device for essential communications like medical emergencies.

To make an emergency call:

1. If the device is not on, switch it on. Check for adequate signal strength.
   Some networks may require that a valid SIM card is properly inserted in the device.
2. Press as many times as needed to clear the display and ready the device for calls.
3. Key in the official emergency number for your present location. Emergency numbers vary by location.
4. Press the key.

If certain features are in use, you may first need to turn those features off before you can make an emergency call. Consult this guide or your service provider for more information. When making an emergency call, give all the necessary information as accurately as possible. Your wireless device may be the only means of communication at the scene of an accident. Do not end the call until given permission to do so.

Certification information (SAR)

THIS DEVICE MEETS INTERNATIONAL GUIDELINES FOR EXPOSURE TO RADIO WAVES

Your mobile device is a radio transmitter and receiver. It is designed and manufactured not to exceed the limits for exposure to radio frequency (RF) recommended by international guidelines (ICNIRP). These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines were developed by independent scientific organisations through periodic and thorough evaluation of scientific studies. The guidelines include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for mobile devices employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit stated in the international guidelines is 2.0 W/kg*. Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR of the device while operating can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a base station, the lower the power output of the device.

The highest SAR value for this device when tested for use at the ear is 0.24 W/kg.

This device meets RF exposure guidelines when used either in the normal use position against the ear or when positioned at least 1.5 cm away from the body. When a carry case, belt clip or holder is used for body-worn operation, it should not contain metal and should position the product at least 1.5 cm away from your body.

In order to transmit data files or messages, this device requires a quality connection to the network. In some cases, transmission of data files or messages may be delayed until such a connection is available. Ensure the above separation distance instructions are followed until the transmission is completed.

* The SAR limit for mobile devices used by the public is 2.0 watts/kilogram (W/kg) averaged over ten grams of body tissue. The guidelines incorporate a substantial margin of safety to give additional protection for the public and to account for any variations in measurements. SAR values may vary depending on national reporting requirements and the network band. For SAR information in other regions please look under product information at www.nokia.com.

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Index

Symbols/Numerics

1-touch dialing 16

A

access codes 10
access points 64
Alarm clock 73
anniversaries view in Calendar 54
answering a call 16, 22
Application manager 59
applications
common actions 13
installing 77
removing 59
attachments 29, 33
autolock 62
automatic redialing 19

B

background image 58
backing up data 56, 75
barring calls 24, 61
barring password 63
battery
charching 9
charge level 14
installing 8
Bluetooth 79
bookmarks 35, 38
browser settings 38
browsing Web pages 37
business cards 40

C

cable
connections 79
settings 62
cache memory 38
Calculator 72
Calendar 52
call barring 24, 61
call diverting 61
call log 18
call register 18
call waiting 19
caller ID 19
calling 16, 22
CD-ROM 14
cell broadcast 36
cells 45
certificates 63
charging the battery 9
chart sheets 46
cities 10, 73, 74
Clock 73
communicator interface 11, 58
concatenation 31
conference calls 22
configuration messages 35
configuration server profiles 83
connecting to the Internet 64
connection methods
cable 79
infrared 81
modem 81
connections 27, 61
connectivity types 79
connectors 11
Contacts 18, 39
contact groups 41
contacts list 18
Control panel 57
cookies 37
countries 74
cover phone 13, 16
currency format 58
cursor options 58

D

data calls
barring 61
diverting 61
general 83
Internet access point settings 65
data connections 83
data management 58
data mover 75
data transfer 76
data transmission 92
date and time 10, 57
day view in Calendar 54
declining a call 16
Desk 21
dialed calls 18, 23
display 12
indicators 14
settings 58
diverting calls 19, 23, 61
Documents 43
downloading files 37
DTMF tones 23

E

e-mail 27
accounts 28, 29
attachments 29
notifications 35
servers 30
electrostatic discharge 92
extended user guide 14

F

faxes 34
fax calls 61
sending 34
File manager 55
footers 82
formatting
documents 43
memory card 56
messages 28

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Petitioner Exhibit 1040, Page 97 of 99

G

general packet radio service
See *GPRS*
GPRS 83
GSM data calls 83

H

headers 82
headset settings 58
help in your device 14
high-speed circuit switched data
See *HSCSD*
high-speed data calls 83
HSCSD 83

I

Images 67
indicators 14
infrared 81
installing
applications 77
battery 8
memory card 8
SIM card 8
Internet 37
changing connection 27
settings 64
Internet access points 64
selecting 66

J

Java applications 59, 78
joystick 12, 58

K

keyboard 11
keyguard 14
keypad lock 14
keys 11

L

language settings 10, 58
listening to music 69
location requests
accepting and rejecting 64
log 64
lock code 10
lock settings 62
locking the keypad 14
logs
calls 18
data transfer 76
general 25
installation 59
location request 64
remote configuration 82
synchronization 77

M

mail
See *e-mail*
margins 82
memory 7, 27
memory card
backing up data 56, 76
formatting 56
installing 8
passwords 56
memory status 59
menu functions 17
messages 17, 26
deleting 59
e-mail 27
multimedia messages 32
picture messages 32
special message types 35
text messages 30
Messaging center 26
missed calls 18, 23
modem 81
month view in Calendar 53
multimedia messages 32
Music player 69
muting the ringing tone 22
My contact card 40
My own key 58

N

noise 92
notes view in Presentations 51
number format
Calculator 72
general 57

O

objects in documents 44
offline 23, 27
one-touch dialing 19
online 27
operator logos 35
outline view in Presentations 51

P

packet data 83
page numbering 82
page size and orientation 81
pairing 80
password protected messages 35
passwords 10
memory card 56
private key store 63
PC Suite 77
personalization 84
phone
See *cover phone*
phone calls 16
phone line 24
picture messages 32
PIN code 10, 63
playing
music 69
video and sound 70
voice recordings 68
power 9
Presentations 50
previewing files 81
printing 81

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Petitioner Exhibit 1040, Page 98 of 99

privacy settings 64
private key store 63
product information 64
profiles 19, 60
proxy settings 62, 65
PUK code 10

R

radio interference 92
radio signal 92
RealPlayer 62, 70
received calls 18, 23
recent calls 18, 23
recording
calls 68
voice 68
redialing 19
regional settings 57
rejecting a call 16
remote configuration 82
remote fax boxes 35
remote synchronization 76
replying to text messages 31
resizing images 67
restoring data 75
retrieving e-mail 28
ringing tones 35
roaming 92

S

schedules 54
scripting 65
searching
calendar entries 53
contacts 18
files and folders 55
messages 27
security
Java application 59
memory card 56
phone security 62
selecting text 13
service messages 61
settings
Bluetooth 79
browser 38
Calendar 53
calls 24
connectivity 36
Contacts 19, 41
cover phone 19
display 58
Documents 43
e-mail 28, 29
fax 34
first start-up 10
headset 58
Internet 64
Java application security 59
language 58
message centers 32
multimedia messages 33
network 24
profiles 60
RealPlayer 62
regional 57, 58
remote configuration 82
text messages 31
time and date 57
trust 63
voice mailbox 25
wallpaper 58
Sheet 45
shortcuts 13, 18, 86
signal strength 14, 92
SIM card
contacts 41
installing 8
text messages 32
slide master view in Presentations 51
slide shows 50
SMS messages 30
software
installing 77
removing 59
version 64
sound files 70
speed dialing 16, 19, 22
static electricity 92
stickers in the sales package 14
switching the device on and off 9
synchronizing 76

T

tables 44, 51
Telephone application 22
templates
contact cards 40
documents 44
text messages 30
time and date 10, 57
to-do lists view in Calendar 54
transferring data 75, 76

V

version of software 64
video clips
playing 70
sending 71
voice mailbox 25
voice memos 68
Voice recorder 68
volume 14

W

wallpaper 58
Web 37
downloading files 37
visited Web pages 37
week view in Calendar 54
weekly time schedule view in Calendar 54
worksheets 45
writing text 17

Y

year schedule view in Calendar 54

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Petitioner Exhibit 1040, Page 99 of 99