# 2 Using Phone Features and Managing Contacts

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2.1 Making Calls

Use the Dialer to enter and call a phone number.

To open the Dialer
Do one of the following:
- On the Home screen, touch Dialer.
- On the Home screen, touch the Applications tab, then touch Dialer.
- While on any application screen, press the CALL button, then touch the Dialer tab.

To make a call on the Dialer
1 Touch the keys on the dialer to enter the phone number.
   - If you touch a wrong number, touch \( \text{ } \) to erase digits one by one.
   - To erase the entire number, touch and hold \( \text{ } \).
2 Press the CALL button to place the call. Or just touch the number you entered.

Tip
- During a call, press the VOLUME UP/DOWN buttons on the left panel of the phone to adjust the in-call volume.

To make an emergency call
On the Dialer tab, enter the emergency number for your locale (110, 119, 118) and then press the CALL button on your phone.

Note
- When the screen is locked, you must unlock before you can make an emergency call. If your device is in sleep mode, press any button to wake up the device and then press the MENU button to unlock the screen.
- Although the Emergency number screen appears when the SIM card (FOMA card) is not installed, you cannot use the DOCOMO network without a SIM card (FOMA card).

To make an international call
1 Touch and hold the number 0 key on the Dialer tab until the plus ( + ) sign appears.
   - The plus ( + ) sign replaces the international prefix of the country that you are calling.
2 Enter the country code > area code (city code) > other party’s phone number, then press the CALL button.
   - Dial the area code (city code) without a leading zero, if any. However, to call to some countries/areas, such as in Italy, a leading zero is required.
Make a call from the Call log

While on any application screen, press the CALL button to directly access the Call log tab. You can then touch a missed call, dialed number, or received call that you want to call back. For more information about the Call log tab, refer to “Using the Call Log” on page 47.

Add and call your contacts

Add the phone numbers of your contacts so you can call them more easily.

1 While on any application screen, press the CALL button and then touch the Contacts tab.

2 Add your contacts to this tab.
   • See “Creating and Managing Your Contacts” on page 49 for the instructions.

3 Do one of the following:
   • Touch a contact to access the contact details. Touch the phone number that you want to call.
   • Touch and hold the contact you want to call and then from the options menu, touch Call Mobile, Call Work, or Call Home.

Add and call favorite contacts

To quickly find and call contacts who you most frequently communicate with, you can add them to the Favorites tab.

1 While on any application screen, press the CALL button and then touch the Favorites tab.

2 You need to have at least one favorite contact to make a call from this tab.
   • See “Add favorite contacts” on page 50 for the instructions.

3 Do one of the following:
   • Touch a favorite contact to access the contact details. Touch the phone number that you want to call.
   • Touch and hold the favorite contact you want to call and then from the options menu, touch Call Mobile, Call Work, or Call Home.
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Call voicemail

The voicemail icon appears in the status bar when you have a new voicemail message.

- For more information on how to set voicemail, refer to “Voice Mail Service” on page 134.

To call voicemail

1. Touch and hold the status bar. Then slide your finger downward on the screen to open the notifications panel.

2. Touch New voicemail to listen to your voicemail.

To use the Dialer to call voicemail

1. Press the CALL button, then touch the Dialer tab.

2. Touch and hold the number 1 key.

2.2 Answering Calls

When you receive a phone call from someone in Contacts, the incoming call screen appears and displays the caller’s caller ID icon, name, and phone number. When you receive a call from someone who is not stored in Contacts, only the default caller ID icon and phone number appear.

To answer a call

1. Press the CALL button.
2.3 Call Options

When a call is in progress, press MENU to open the call options, where you can touch buttons to put a call on hold, dial another contact for a phone conference, mute your microphone, and more.

### To hold the call

Press MENU, then touch Hold to hold the call. Touch this button again to resume the call. When you hold the call, the Hold call icon appears in the status bar.

### To mute the microphone during a call

1. Press MENU, then touch Mute to turn the microphone on or off.
   - When the microphone is turned off, the Mute button indicator lights up green and the mute icon appears in the status bar.

### To turn the speakerphone on or off

1. During a call, press MENU, then touch Speaker to turn the speakerphone on or off.
   - The Speaker button indicator lights up green and the speakerphone icon appears in the status bar when the speakerphone is on.

**Warning**

- To avoid damage to your hearing, do not hold your device against your ear when the speakerphone is turned on.

### To transfer the call to a Bluetooth headset

When a Bluetooth headset is paired and connected to your device, you can receive all incoming calls on the Bluetooth headset for hands-free conversation.

**Tip**

- Press MENU, then touch Bluetooth to toggle between using the phone speaker and microphone or the paired Bluetooth device.

**Note**

- For more information on how to connect a Bluetooth headset or a Bluetooth car kit to your device, refer to “Using Bluetooth” on page 83.
When the Bluetooth headset is disconnected from your device, do the following to reconnect it and transfer the current call:

1. Make sure that Bluetooth on your phone and the Bluetooth headset are on.
   - Refer to “Using Bluetooth” on page 83 for details.
2. During a call, press HOME > MENU, then touch Settings.
4. In the Bluetooth devices section, touch and hold the name of the Bluetooth headset that you have previously paired and connected to your device, then touch Connect on the pop-up window.
   - When connected, the Bluetooth connected icon appears in the status bar.
   - The call is automatically transferred to the Bluetooth headset.
5. Press the TALK button to display the current call screen.
6. To transfer the call back to your phone, on the current call screen, press MENU, then touch Bluetooth.

To end the call
When a call is in progress, you can do one of the following to hang up:
- Press the END CALL/POWER button.
- Press MENU, then touch End call.

To add another call
You can setup another call during a call.

1. To make a call to the first party.
   - See “Making Calls” on page 42 for details.
2. When connected to the first participant, do one of the following to add another call participant:
   - Press MENU, then touch Add call.
   - Enter the phone number of the person you want to add a call, then press the CALL button. Or touch the Call log, Contacts or Favorites tab, and then select the next call participant from the list.
   - The first call is automatically put on hold.
   - To add a call, “Call Waiting Service” on page 136 subscription is required.

Manage Call Waiting Service
When you’re on a call, the phone notifies you when you have another incoming call and gives you the option of rejecting or accepting the call. If you accept the new call, you can switch between the two callers.
- Press the CALL button to take the second call and put the first call on hold. You can also press MENU and then touch Hold current call & answer.
- To end the second call and return to the first call, press the END CALL/POWER button.
- To end the first call and take the incoming call, press MENU, then touch End current call & answer.
- To swap between two calls, press MENU, then touch Swap calls.
- See “Call Waiting Service” on page 136 for details.
The Call log tab lists all missed calls, dialed numbers, and received calls.

To use the Call log tab

1. While on any screen, press the CALL button, then touch the Call log tab.
   - Touch a name or number in the list to call a contact, send a message, add a phone number to the contacts or open details screen for a previous call.
   - Touch and hold a name or number in the list to display the options menu, where you call the contact, view the contact information (if the number is stored in your contacts list), edit the number before you redial, and more.

To add a new phone number to Contacts

If the phone number of a person who called is not in your contacts list, you can save the number after you hang up.

1. While on any screen, press the CALL button, then touch the Call log tab.
2. Touch and hold the received call that you want to save to your contacts list. Then touch Add to contacts.
3. When the Contacts screen appears, touch Create new contact.
   - The received call number is automatically added to the Mobile phone field.
4. Enter other information for the contact, if desired.
5. Scroll down the screen, then touch Done.

Note

For more information about creating contacts, refer to "Add a new contact" on page 49.

To check a missed call

You will see the missed call icon in the status bar when you missed a call. To check who the caller was, press the CALL button, then touch the Call log tab.

Tip

You can also touch and hold the status bar, then slide your finger downward on the screen to open the notifications panel. The missed call number and/or contact name is displayed.
To clear the Call log
Do one of the following when clearing the call log:
- To remove a name or number, touch and hold on the name or number, then touch Remove from call log.
- To clear the entire Call log, press MENU and then touch Clear call log.

2.5 Adjusting Phone Settings
You can adjust the phone settings of your device such as your voicemail number, or enable additional call services from DOCOMO.
To open the phone settings menu, press HOME > MENU, then touch Settings > Call settings.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network service settings</td>
<td>Touching Network service settings displays the following:</td>
</tr>
<tr>
<td>Voicemail</td>
<td>Plays a message for a caller who makes a call when you are in a location with no reception, turn the power off or cannot answer the call.</td>
</tr>
<tr>
<td>Call waiting</td>
<td>If you have another incoming call during a call, you can put your first call on hold and answer the second one. You can also put your current call on hold and make a new call to someone else.</td>
</tr>
<tr>
<td>Call forwarding</td>
<td>Forwards an incoming call when you are in a location with no reception or turn the power off. Select the way in which unconnected calls are handled by your phone. You can also set call forwarding options.</td>
</tr>
<tr>
<td>Bar nuisance calls</td>
<td>Allows you to block prank calls and other nuisance calls. Calls, if registered to be rejected, are automatically blocked.</td>
</tr>
<tr>
<td>Caller ID notification</td>
<td>Notifies the Caller ID.</td>
</tr>
</tbody>
</table>

2.6 Turning the Phone Function On and Off
In many countries, you are required by law to turn off the phone while on board an aircraft. A way to turn off the phone function is to switch your device to Airplane mode. In Airplane mode, all wireless radios on your device are turned off, including the phone function, Bluetooth, and Wi-Fi.

To enable or disable Airplane mode
1 Press HOME > MENU, then touch Settings > Wireless controls.
2 Touch Airplane mode to enable or disable it.
- When enabled, the Airplane mode icon is displayed in the status bar.

Tip
- When you disable Airplane Mode, the phone function is turned back on and the previous state of Bluetooth and Wi-Fi is restored.
- You can also turn the Airplane mode on by pressing and holding the END CALL/POWER button.
2.7 Creating and Managing Your Contacts

Similar to an online address book, the Contacts application gives you quick and easy access to the people you want to reach.
You can view and create contacts on your device and sync these with your Gmail contacts on the web. You can also import contacts stored on your SIM card (FOMA card) and the storage card.

To view your Contacts list

Do one of the following to display your contacts list:

- Press HOME, touch the Applications tab, and then touch Contacts.
- Press the CALL button, then touch the Contacts tab.

- Tip

  When you reply to or send an email message to an email address that is not in Contacts, the email address is automatically added to the contacts list on the server side. Touch Contacts > MENU > Display group > All contacts to see the automatically added contacts list. If you want to add a new contact, just touch the candidate list to quickly reflect it to your contacts list (My contact).

2.7.1 Creating and Managing Your Contacts

To add a new contact

1. In the contacts list, press MENU, then touch New contact.
2. Enter the contact’s name and other contact information, such as their mobile phone number, home phone number, or email address.
   - Slide your finger up or down to see more labels.

- Tip

  When you add a contact, entering double-byte characters for reading may cause your phone to be incompatible with other models.

- Note

  When you add a contact, entering double-byte characters for reading may cause your phone to be incompatible with other models.

- Add a new contact

  Touch a contact to open the contact details screen.

  Touch and hold a contact to open the options menu.

  Online status. Appears when the contact is a Google Talk friend and you are signed in to Google Talk. See “Using Google Talk” on page 69 for details.

- Add a new contact

  Touch to add a caller ID icon.

  Touch to replace or customize the information label.

  Touch to add information.

  Touch to delete information.
3 Do one of the following:
To import from the SIM card (FOMA card):
• To import a single contact, touch the contact you want to import.
• To import all contacts, press MENU then touch Import all.
To import from the storage card:
• Touch the contact you want to import, then touch OK.

To export contacts to the storage card
You can export contacts saved in the contacts list to the storage card.

1 In the contacts list, press MENU, then touch Export contacts.
2 On the confirmation screen, select OK to start exporting contact data to the storage card.

Add favorite contacts
Use the Favorites tab as a way to filter your contacts list.

1 In the contacts list, press and hold a contact to open the options menu.
2 Touch Add to favorites.
• The contact will be added to the contacts list on the Favorites tab.
  A colored star will also appear with the contact name in the contact details screen.

To remove a contact from the Favorites tab
1 On the Favorites tab, touch and hold the contact you want to remove and then touch Delete contact on the options menu.
To edit contact information
You can always make changes to the information you have stored for a contact.

1 In the contacts list, touch and hold the contact whose information you want to edit, then touch Edit contact.

2 Edit the contact information, then touch Done.
   • To ignore all changes you made, touch Revert.

To change the contact’s default phone number
The default phone number of a contact appears below the contact’s name in the contacts list. The default phone number is used when you initiate a call or send a text message (SMS) from the contacts list (by touching and holding a contact). You can change the contact’s default phone number.

1 In the contacts list, touch the contact to open the contact details screen.

2 Touch and hold the phone number you want to use as the contact’s default phone number, then touch Make default number.
   • The default phone number moves on top of the list and appears after the phone number.

3 Press BACK when you are done.

Tip
• Contacts created/edited on your phone are reflected on your a Google account.

Communicate with your contacts
From the contacts list you can quickly call or send a text message (SMS) to a contact’s default phone number.

To call a contact
Do one of the following:
• In the contacts list, use the TRACKBALL to navigate to the contact you want to call, then press the CALL button. The contact’s default phone number is dialed.
• To dial a different number for the contact, touch the contact’s name in the contacts list to open the contact details screen, then touch a phone number.
To send a text message (SMS) to a contact

The contact must have a mobile phone number in their contact details for you to send them a text message (SMS).

Do one of the following:

- When the contact’s default number is a mobile phone number, touch and hold the contact’s name in the list, then touch **Send SMS/MMS** on the options menu.
- Touch a contact in the Contacts list to open the contact details screen, then touch **Text mobile**, **Text work**, or another text option. A compose screen opens for your message.

**Note**

- For more information about composing and sending a text message (SMS), refer to “Sending a Text Message (SMS)” on page 60.

To send an email to a contact

The contact must have an email address in their contact details for you to send them an email.

1. In the contacts list, touch the contact you want to send the email to.

2. When the contact details screen opens, touch an **Email work**, **Email home**, or another email option.

   - A compose screen opens for your new email.

   **Note**

   - If you have more than one email account set up on your phone, you will be prompted to select which account to use to send the message.

   **Note**

   - For more information about composing and sending email messages, refer to “Sending a Text Message (SMS)” on page 60.