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GLASS 1100 USER GUIDE

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QUICK START GUIDE

Place a Call

1. Pick up the handset- this action will bring up the keypad

2. Dial the number or the extension number using the keypad

3. Press the 'Call' button

Hang Up a Call/End a Call

1. Return the receiver to the cradle or press 'End Call'

Place a Call on Hold

When a call is active a call box will be displayed on-screen. Under the number of the caller there are a number of icons.

1. Press the 'Hold' button to place a call on hold. To take the call off hold, press the 'Hold' button again

Blind Transfer of a Call

When a call is active a call box will be displayed on screen. Under the number of the caller are a number of icons.

1. Press the 'Transfer' button. A drop-down menu is displayed

2. Press the Keypad icon

3. Dial the number

4. Press the 'Transfer' button

5. Press 'Complete'

Attended Transfer of a Call

When a call is active a call box will be displayed on screen. Under the number of the caller are a number of icons.

1. Press the 'Transfer' button. A drop-down menu is displayed

2. Press the 'Keypad' icon

3. Dial the number

4. Press the 'Transfer' button

5. Stay on the line until the call is answered and announce the transfer - the caller will remain on hold

6. Press 'Complete'

Make a Conference Call (3-way Calling)

1. Dial the first contact number or select a contact from the contact list and select 'Call'
2. Once the first number has answered select 'Add Caller' under the displayed number. A drop down menu will be displayed

To add a second number to the conference using the keypad:

1. Select 'Keypad'
2. Dial the number and press the 'Call' button

To add a second number to the conference using your contact list:

1. Select 'Contacts'
2. Select the contact that you wish to call

Once in a conference you can remove a person from the conference call by pressing the 'x' icon next to the number you wish to remove.

Adjust Volume Settings

1. Press the 'Volume' icon
2. Press **+** or **-** to increase or decrease the volume on the corresponding volume bar you wish to adjust.

Viewing Call Log

1. Press the 'Call Log' icon on the left-hand side of the screen
2. Press the 'Missed' tab to view missed calls
3. Press the 'Dialled' tab to view dialled calls
4. Press the 'Answered' tab to view answered calls

Access Voicemail Functions

1. Press the Message icon on the left-hand side of the screen
2. Press the 'Call' button next to Line 1
3. When prompted enter your voicemail PIN followed by # (your voice mail pin is the last 4 digits of your extension)
4. To delete a message press '3' on your keypad

Personal Voicemail Setup

1. Press the 'Message' icon on the left-hand side of the screen
2. Press the 'Call' button next to Line 1

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3. When prompted enter your voicemail PIN followed by # (Your voice mail pin is the last 4 digits of your extension)

4. To reset you voicemail message press 70

5. To listen to your current voicemail greeting press 71

6. To record a new greeting press 72

7. To change your pin select 8

Add A Contact

1. Push the 'Contacts' icon on the right hand side of the screen

2. Push the 'Menu' button in the bottom right-hand corner of the unit

3. Select 'New Contact'

4. Enter the contact details for the person

5. Press 'Done'

Answer Another Extension

The functionality below is only available if requested, and has been provisioned on your VPBX by the Vixtel Team.

1. To answer any call use the keypad and dial #* and press 'Call'

2. To pick up a call dialing on a specific extension use the keypad and dial #*Ext and press 'Call' i.e. dial '#*0147' then press 'Call'

Call Forwarding

The call forwarding function allows users to forward their phone to any other number.
1. Hold down the 'Forward Calls' button on the right hand navigation bar. This will bring up the call forwarding settings
2. Select 'Unconditional Call Forwarding'
3. Enter the full DID number in the dialog box i.e. 613 9095 6134 or your full mobile number. This number will be saved in the settings until changed
4. Select 'OK'
5. Push the hard home button (Bottom right of the handset)
6. To turn the call forwarding on simply select the 'Forward Calls' button. When it is highlighted blue the function is working. To turn off press the button again and it will return to the original white colour

Console / Busy Lamp Feature (BLF)

The console allows users to monitor extensions and quick dial. Console buttons will turn green when being called, and red when on a call. Your relationship manager will arrange the provisioning of your console or follow the instructions below to build or edit your own:
1. Hold down the 'Console' button on the top of the right hand nav bar until the settings screen is displayed
2. In the field 'Number to dial' enter the quick dial of the extension to monitor
3. In the 'Description' field enter the name of the person.
4. Select the BLF tab on the bottom of the screen
5. In order for the line to be monitored the full extension needs to be entered in front of the VPBX i.e. 61390340000@sip-vpbx.vixtel.com.au
6. Select 'Save'
7. Select 'Apply Changes'

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UNDERSTANDING YOUR PHONE

Front Of The Phone

The front of the phone is comprised of three main areas:

1. Handset (far left) - a standard phone handset through which you can make calls
2. Screen - the primary portion of the phone's front is comprised of the large, touchscreen LCD screen
3. Buttons - the action buttons allow you to interact with the Glass interface without touching the screen

   These buttons are:

   - Back- this button will take you back one screen
   - Menu - this button will display a menu if one is available for the application you are currently using
   - Home - this button will return you to the home screen

Back Of The Phone

The back of the phone provides you access to several ports by which you can connect your phone.

The connection ports include:

1. Power - this provides connection to the included AC power supply
2. LAN - this provides physical connection to your local area network through a standard RJ45 cable
3. Handset - this provides connection to the included phone handset

Side Of The Phone

The side of the phone also provides access to several ports for connection accessories:

1. Headset - this port supports a standard 2.5mm headset jack
2. Headset - this port supports a corded headset with a standard telephone jack

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CONFIGURING YOUR GLASS PHONE

The Glass Phone has a number of configuration settings that you can personalise. Although your phone is already configured in line with initial discussions with Vixtel, you have the ability to make any changes you wish in line with the instructions below.

The Home Screen

There are several elements on the home screen that you can configure:

- Shortcuts
- Widgets
- Folders
- Background Wallpaper

Shortcuts

A shortcut allows you to quickly access a piece of information from the home screen of your phone. You can add a shortcut that links to: an application, a website bookmark, a contact, a direct dial and/ or the settings.

To add a shortcut:

1. Make sure you are on the home screen
2. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom bar menu
3. Select the 'Add' option. This will open the 'Add to Home Screen' popup window
4. Select the 'Shortcuts' option. This will display the list of shortcut types. Tap on the section that you wanted to add a shortcut for

Applications - a list of the applications will appear. Tap the application to which you wish to add a shortcut. This will return you to the home screen where the shortcut will now be visible.

Bookmark - selecting this option will open the 'Bookmarks' window through which you can select a bookmark. This will return you to the home screen where the shortcut to will now be visible.

Contacts - tapping this option will bring up the 'Contacts' window. Use the filters and search to find the contact to which you wish to add a shortcut. Once you have located the contact, tap the contact. This will return you to the home screen where the shortcut to will now be visible.

Direct Dial - select this option to add a shortcut to a specific number of a contact. When you tap the 'Direct Dial' shortcut option, the 'Contacts Window' will open. Use the filters and search to find the contact to which you wish to add a shortcut to one of their numbers. Once you have located the contact, it will display all of their available numbers. Tap the number. This will return you to the home screen where the shortcut will now be visible, identified with an "H," "W," or "M" for Home, Work, or Mobile number.

Settings - tapping this option will open the 'Settings Window'. Select the setting to which you wish to add a shortcut. This will return you to the home screen where the shortcut to will now be visible.

Widgets

Widgets provide features to be placed on your home screen. Some of the widgets that come pre-installed on Glass include:

- Analog clock
- Calendar
- Home Screen Tips
- Power Control

To add a widget:

1. Make sure you are on the home screen
2. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom bar menu
3. Select the 'Add' option. This will open the Add to Home Screen popup window
4. Select the 'Widget' option. This will display the list of widget types. Tap on a type to add that widget to the home screen

Folders

Folders enable you to organise the icons and other items on your home screen. There are several types of folders you can add including:

- A new blank folder
- All contacts
- Contacts with phone numbers
- Starred contacts

To add a folder:
 Make sure you are on the home screen, and

1. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom bar menu
2. Select the 'Add' option. This will open the 'Add to Home Screen' popup window
3. Select the 'Folder' option. This will display the list of folder types. Tap on a type to add that folder to the home screen

Once you have added a folder to the home screen, you can access it by tapping on it. This will open the folder in a pop-up window. If you wish to add something to a folder, simply tap and hold your finger on the item you wish to add to the folder then you can drag it to the folder and release it.

Background Wallpaper

You can customise the background of Glass with any JPEG picture. Glass comes pre-loaded with a number of vibrant pictures that you can choose as your background.

To change the wallpaper:

1. Make sure you are on the home screen
2. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom bar menu
3. Tap the **'**Wallpaper' option in the bottom menu bar. This will open the 'Select Wallpaper' window
4. To select a wallpaper, simply browse through the pictures using your finger. When you have stopped on the picture you would like as your background, tap the **'**Select as Wallpaper' button. This will return you to the home screen with the new wallpaper set

Phone Settings

Through the phone settings, you can configure each line of your phone when connected to a SIP provider such as an IP-PBX.

To configure your phone settings:

1. Tap on the 'Applications' button in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the **'**Settings' Application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Phone Settings Option'. This opens the 'Phone Settings' window
4. To configure a line, simply tap on that line. This will open 'Line #' window
5. For each line, you can specify the following:

   Description - enter text to identify this line from the others. It can be the extension or a name

   Server - enter the fully-qualified domain name or IP address of the SIP server

   SIP Username - enter your username that has been configured for you by the SIP provider

   Auth Username - enter the username you use to authenticate for SIP services

   Password - enter the password you use to authenticate for SIP services

   Domain - the domain of the SIP server (optional)

   Voicemail Number - this is the number to access your voicemail. This is the number that will be dialled when you tap the 'Messages' icon in the left-hand navigation bar.

   Outbound Transfers Allowed - check this box to enable this line to transfer calls outside of the SIP system.
6. Tap the **'**Apply Changes' button to apply the changes to the line.

   Note: it may take up to a minute for Glass to contact the SIP server, authenticate, and provision the lines. Please be patient. If there is an error, a dialog box will appear informing you of such.

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Network Settings

The 'Network Settings' allows you to specify how your phone will gain access to the Internet.

There are two options:

DHCP

To set Glass to receive an IP address from a DHCP server on your local area network:

1. Tap on the **'**Applications' button in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings Application' button. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the **'**Network Settings' option. This opens the 'Network Settings' window

4. By default, Glass will come pre-configured to obtain an IP address from a DHCP Server. In the event that it is not provisioned as such or has been changed to a manual IP address, you can just tap on the Use 'DHCP for Ethernet Address' checkbox

5. Tap the 'Apply Changes' button to commit the change

6. Note: your phone will become unavailable for a short time as it tries to contact a DHCP server on your LAN to obtain an IP address

Manual

To manually set your IP address and other network settings:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Network Settings' option. This opens the 'Network Settings' window

4. In order to activate the manual settings, you need to ensure that the 'Use DHCP for Ethernet Address Checkbox' is unchecked. When that checkbox is unchecked, the following options will become available:

    IP Address - tap the 'More' arrow to reveal the 'IP Address' popup window. Tap on the text field to bring up the on-screen keyboard so that you can enter an IP Address. It must be in standard IP Address format of: xxx.xxx.xxx.xxx. Note: if you have questions about what IP address to use or need assistance, you should contact your network administrator.

    Subnet Mask - tap the 'More' arrow to reveal the 'Subnet Mask' popup window. Tap on the text field to bring up the on-screen keyboard so that you can enter a subnet mask. It must be in standard IP Address format of: xxx.xxx.xxx.xxx. Note: if you have questions about what IP address to use or need assistance, you should contact your network administrator.

Gateway - tap the 'More' arrow to reveal the 'Gateway Address' popup window. Tap on the text field to bring up the on-screen keyboard so that you can enter a Gateway IP Address. It must be in standard IP Address format of: xxx.xxx.xxx.xxx. Note: if you have questions about what IP address to use or need assistance, you should contact your network administrator.

DNS1 - tap the 'More' arrow to reveal the 'DNS 1 Address' popup window. Tap on the text field to bring up the on-screen keyboard so that you can enter an IP Address for your primary domain name server. It must be in standard IP Address format of: xxx.xxx.xxx.xxx. Note: if you have questions about what IP address to use or need assistance, you should contact your network administrator.

DNS2 - tap the **'**More' arrow to reveal the 'DNS 2 Address' popup window. Tap on the text field to bring up the on-screen keyboard so that you can enter an IP Address for your secondary domain name server. This is optional. It must be in standard IP Address format of: xxx.xxx.xxx.xxx.

Note: if you have questions about what IP address to use or need assistance, you should contact your network administrator.

5. When you are finished, tap the 'Apply Changes' button to commit the changes to your phone

Sound And Display

To configure your phone's sound settings:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Sound ' option. This opens the 'Sound' window
4. You can configure the following settings for your phone's sound:

Silent Mode - tap this checkbox to silence all activity on your phone except for media and alarms.

Ringer Volume - tap the 'More' arrow to open the 'Ringer Volume' pop-up window. To set the volume, hold your finger on the slider bar and drag left or right. You can also opt to have this volume apply to all notifications by tapping the 'Use Incoming Call Volume for Notifications' checklist. Tap the 'OK' Button to commit the changes.

Phone Ringtone - tap the 'More' arrow to open the 'Ringtones' pop-up window. Select the ringtone for your phone from the list. Tap the 'OK' button to commit the changes.

Notification Ringtone - tap the 'More' arrow to open the 'Ringtones' pop-up window. Select the ringtone for your phone from the list. Tap the 'OK' button to commit the changes.

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Audible Touch-tones - tap the checkbox to either enable or disable sound when you tap buttons and other interface elements on your phone.

Audible Selection - tap the checkbox to either enable or disable sound when you switch screens.

To configure your phone's display settings:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Display ' option. This opens the 'Display' window
4. You can configure the following settings for your phone's display:

Animations - tap the 'More' arrow to open the 'Animations' pop-up window. Select one of the animation options (no animations, some animations, all animations) this will confirm the choice and close the pop-up window.

Brightness - tap the 'More' arrow to open the 'Brightness' pop-up window. To set the brightness, hold your finger on the slider bar and drag left or right.

5. Tap the 'OK' button to commit the changes.

Location And Security

To configure your phone's location and security settings:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Location & Security' option. This opens the 'Location & Security' window

There are several settings that you can configure:

Visible Passwords - tap the checkbox to enable or disable the option to show your password as you type. If this is disabled (not checked), your password will be represented as a series of dots.

Use secure credentials - enable this to allow your applications to access secure certificates and other credentials on your phone.

Install from SD card (non-functional)

Set Password (non-functional)

Clear storage (non-functional)

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Applications

To set the global settings for applications on your phone:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Application' option. This opens the 'Applications' window
4. There is one setting that you can configure for how applications operate on your phone:

    Unknown Sources - enable or disable your ability to install third-party software on the phone. If this checkbox is enabled then you can install any application, including many of those from the Vixtel App Market.

    In addition to that setting, the 'Applications Settings' window enables you to manage any third-party applications you have installed on your phone:

    Manage Applications - tapping this option will open the 'Manage Applications' window.
    In the 'Manage Applications' window, you can see a list of the third-party applications you currently have installed (Note: if you do not have any installed, you will see a message stating such). To manage an application, simply tap its icon. This will open the 'Application Info' window.

    The 'Application Info' window allows you to carry out three actions on a third-party application:
    Uninstall - tap this button to uninstall the application. Note: any saved data is also removed.
    Clear cache - if the application has any data stored in cache, you can tap this button to clear it;
    Clear defaults - if you have this application set to launch by default, tapping this button will remove that;
    Controls - you can tap the Force Quit Button to immediately end the application
    Running Services - tapping this option will display a list of the services that are currently running on your phone

Privacy

There may be a time when you need to erase all of the data on the phone, such as when someone else is taking possession of your phone or you are leaving the company. This feature is handled in the Privacy Settings.
To reset all data on your phone:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Privacy' option. This opens the 'Privacy Settings' window

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To reset your data, tap the 'Factory Data Reset' option. You will be prompted with a dialogue box to confirm the reset. Tap 'OK' to confirm or 'Cancel' to return to the 'Privacy Settings' window.

Warning: resetting your phone to factory data (i.e., erasing any data you had on the phone including third-party applications, call logs, contacts, etc.) cannot be undone.

To end a service, simply tap it. This will open the 'Stop Service' popup window. Tap the 'Stop' button to stop the service. Note: if you stop a service that is running which is vital to the operation of the phone, the phone may stop functioning properly. At that time you will be required to reboot the phone by unplugging it and plugging it back in.

Search

There are two kinds of search supported Glass:
   - Web (Google)
   - Phone data

To configure how these search features work on your phone,

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Search' option. This opens the 'Search Settings' window

Google Search Settings- tap this option to open the 'Google Search Settings' window. In this window, you can set the 'Show Web Suggestions' that either enables or disables showing suggestions from Google when you type a search term in the browser.

Searchable Items - tap this option to open the 'Searchable Items' window. In this window, you can specify which data to allow to be searched by the 'Quick Search' window that is accessible through the bottom menu bar of the home screen. Options include:

Contacts (names only)
Browser (bookmarks and web history)
Apps (names of installed applications)

Tap the appropriate checkbox of the above to either include or exclude this data in the search results.

Language And Keyboard

Through the Language and Keyboard settings, you can specify the regionalisation of your phone as well as the Android keyboard.
To configure how these search features work on your phone:

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1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Language & Keyboards' option. This opens the 'Language & Keyboards Options Settings' window

Select Locale - select this option to choose a locale. At this time, the only supported locale is English

Android Keyboard - select this option to open the 'Android Keyboard' settings. You can check or uncheck the following options:

Sound on key press - to enable a sound every time you tap a key on the keyboard, tap on the checkbox

Auto-capitalisation - to enable words to automatically be capitalised (when first typing in a text field and after typing a period), tap on the checkbox

Quick fixes - enable this setting to correct commonly mistyped words

Show Suggestions - enable this setting to have words suggested based on what you are typing. You can then select the suggested word instead of typing the rest

Auto-complete - when you have enabled the Show Suggestions setting, you can enter a period or press the spacebar to accept the suggested word

Date And Time

The Date and Time Settings allows you to specify how Glass will get the date and time. There are two options:

- Automatic
- Manual

Automatic

To set Glass to automatically receive time and date from a NTP server,

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window
3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

By default, Glass will come pre-configured to obtain the date and time automatically. In the event that it is not provisioned as such or has been changed to a manual IP address, you can just tap on the **'**Automatic' option.

Note: you must also specify an NTP server. This is explained in the 'Other Settings' section of the 'Date & Time' section of this manual.

Manual

To manually set your date and time:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window
2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

In order to activate the manual settings, you need to ensure that the 'Automatic' checkbox is unchecked. When that checkbox is unchecked, the following options will become available:

- Set date - tap this option to set the date using the format that is specified in the 'Select Date Format' setting.

- Set time - tap this option to set the time using an hh:mm format.

Other Settings

You can also specify several other settings for how the phone displays the date and time. These include:

- Time Zone

- NTP Server

- Use 24-Hour Format

- Select Date Format

Time Zone

To set the time zone:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

4. Tap on the 'Select Time Zone' option. This will display a list of time zones. Simply tap on the time zone that you wish to represent the location of your phone. This will return you to the 'Date & Time Settings' window

NTP Server

The NTP Server is required to automatically provide the date and time to your phone. To set the NTP Server:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

4. Tap on the 'NTP Server' option. This will display a 'NTP Server' popup window. Simply enter the domain name or IP address of a NTP server. Note: Glass will come pre-configured with an address. It is not recommended that you change this

Use 24 Hour Format

To set the phone to utilize a 24-hour format:

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

4. Tap on the 'Use 24-Hour Format' checkbox. The time will now be displayed in 24-hour format

Select Date Format

To set the format of the date,

1. Tap on the 'Applications' icon in the left-hand menu bar. This will open the 'Applications' window

2. From the 'Applications' window, select the 'Settings' application. This will open the 'Settings' window

3. Once in the 'Settings' window, tap on the 'Date & Time' option. This opens the 'Date & Time Settings' window

4. Select the 'Select Date Format' option. This will open the 'Select Date Format' popup window from which you can specify the format of the dates. Options include:

   - mm/dd/yyyy
   - dd/mm/yyyy
   - yyyy/mm/dd

Updating Glass

Glass will automatically look for software updates so long as it's connected to the Internet.

You can also manually update your phone by selecting the 'Software Update' icon from the 'Applications' window.

BROWSING THE INTERNET

Glass includes a built-in, full-featured web browser that includes a number of powerful features including:

- Windows
- Bookmarks
- Search
- Zooming
- Download history
- Settings

Entering A URL

Before you begin to use the advanced browser features, you need to understand the basics - like how to enter a URL.

To enter a URL:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications
2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window
3. Select the 'Browser' icon from the 'Applications' window. This will open the browser
4. To enter a URL tap on the URL field at the top. This will open the on-screen keyboard into which you can type the URL
5. When you are finished, tap the 'Go' button on the on-screen keyboard

Windows

You can open multiple browser windows, allowing you to keep a page that has already loaded quickly accessible.

To open a window:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications
2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window
3. Elect the 'Browser' icon from the 'Applications' window. This will open the browser
4. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom menu bar. Select the 'Add Window' option. This will open a new window with the default web page, Google.com

To access your open windows:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications

2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window

3. Select the 'Browser' icon from the 'Applications' window. This will open the browser

4. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom menu bar

5. The 'Windows' window displays all of the current windows you have opened. Through this window you can:

   - Tap a window to open it
   - Delete a window by tapping the 'X' button to the right of the window you wish to close
   - Open a new window by tapping the 'New Window' option at the top of the window

Bookmarks

Bookmarks enable you to capture the URL of a page you wish to access later on. Rather than remembering what might be a long URL, you can quickly jump to the page just by tapping on its bookmark.

To create a bookmark:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications

2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window

3. Select the 'Browser' icon from the 'Applications' window. This will open the browser

Once you have the browser open, you need to navigate to a URL:

1. Tap on the URL field at the top. This will open the on-screen keyboard into which you can type the URL

2. When you are finished, tap the 'Go' button on the on-screen keyboard

3. After the page has loaded, a 'Bookmark' button will appear to the right of the URL Field. Tap on this button to bookmark the current URL. This will open the 'Bookmarks' window.

4. The URL that you wanted to bookmark is displayed on the far left as the first icon labelled "Add." Tap on this icon to open the 'Add Bookmark' popup window through which you can specify the following information about the bookmark:

   Name - enter a name for the bookmark. This is automatically pulled from the title of the page.

   Location - the URL you wish to bookmark. This is automatically pulled from the URL Field when you tapped the Bookmark button.

5. Tap the 'Ok' button to save the bookmark. This will return you to the Bookmarks Window

Search

The browser also includes integrated search capabilities to find text on the webpage currently loaded into the browser.

To access the browser search feature:

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1   First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications

2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window

3. Select the 'Browser' icon from the 'Applications' window. This will open the browser

4. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom menu bar. Select the 'More' option. This will open a secondary menu list. Tap the 'Find on Page' option. This will display the 'Find on Page' text field as well as the on-screen keyboard

5. To search for text on the page, simply enter what you are looking for and tap the 'Done' button on the on-screen keyboard

6. As you type in the field, matching text will immediately be highlighted on the page. When you have finished, whole worlds only will be highlighted. You can move forwards and backwards through the words that have been found to match on the page with the forward arrow and backward arrow to the left of the 'Find on Page' text field

Download History

You can download files to your phone through the browser (such as third-party applications).

To see the download history:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications

2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window.

3. Select the 'Browser' icon from the 'Applications' window. This will open the browser

4. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom menu bar. Select the 'More' option. This will open a secondary menu list

5. Tap the 'Download History' option. This will display a list of files you have downloaded. Tapping on a file will make the phone attempt to open it

Settings

The built-in browser includes a variety of settings to better customise the browsing experience for your needs.

To access the browser settings:

1. First, open the browser. You can either tap on the 'Browser' icon on the home screen or you can access it via the applications

2. Tap on the 'Applications' icon in the left-hand navigation bar. This will open the 'Applications' window.

3. Select the 'Browser' icon from the 'Applications' window. This will open the browser

4. Press the 'Menu' button, the middle hard button on the phone. This will open the bottom menu bar. Select the 'More' option. This will open a secondary menu list. Tap the 'Settings' option. This will open the 'Browser Settings' window

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5. There are a variety of browser settings you can specify:

6. **Text size** - tap this option to set the size of the text. This will open the 'Text Size' popup window from which you can select a text size. Options include:

    - **Tiny**
    - **Small**
    - **Normal**
    - **Large**
    - **Huge**

7. **Default Zoom** - tap this option to set the default zoom level of webpages opened in the browser. This will open the 'Default Zoom' popup window from which you can select a default. Options include:

    - **Far**
    - **Medium**
    - **Close**

8. **Open Pages in Overview** - enable or disable showing a small thumbnail of the page in the 'Bookmarks' window.

9. **Text encoding** - tap this option to select the text encoding of all webpages. This will open the 'Text Encoding' popup window from which you can select a text-encoding. Options include:

    - **Latin-1 (ISO-8859-1)**
    - **Unicode (UTF-8)**
    - **Japanese (ISO-2022-JP)**
    - **Japanese (SHIFT_JIS)**
    - **Japanese (EUC-JP)**

-   **Block pop-up windows** - tap this option to enable or disable the browser from automatically blocking pop-up windows.

-   **Load Images** - tap this open to enable or disable loading images in webpages. If you choose not to load images, the web page will load faster.

-   **Auto-fit pages** - some webpages will not be formatted to fit into the screen size of your phone. Enabling this option will force the page to fit into the screen size.

-   **Landscape** - display-enable this option to only display web pages in landscape mode.

-   **Enable Javascript** - tap this option to enable or disable the javascript support in the browser. *Note: disabling this will impact the functionality available on websites that use javascript.*

-   **Enable plug-ins** - tap this option to enable plug-ins, such as Flash.

-   **Open in background** - enable or disable how new windows are open.

-   **Set home page** - tap this option to open the 'Set Home Page' popup window into which you can type a URL that will be automatically opened whenever you open the browser or a new browser window.

-   **Clear Cache** - tap this option to clear the cache of any files stored temporarily.

-   **Clear history** - tap this option to clear the browsing history within the browser.

-   **Accept cookies** - cookies are a way for websites to gather information, personalize the site, and provide interaction. Tap this to either enable or disable cookie support. **Note: if you disable cookie support, some webpages may not operate properly.**

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- **Clear all cookie data** - it may be a good idea from time to time, for privacy reasons, to remove all of the data in the cookies stored on your phone. Tap this option to remove all cookie data.
- **Remember form data** - if you enter a lot of data in forms (i.e., addresses, names, etc.) you can tap this option to enable the browser to save that information so that you don't have to keep entering it.
- **Clear form data** - much like cookies, it may be good from time to time to delete all of the stored form data from your web browser. Tap this option to delete any stored form data.
- **Enable location** - many sites have begun to access the location of the browser (region of the world, time zone, etc.) as part of the browsing experience in order to better personalize the web page. Tap this setting to either enable or disable that.
- **Clear location access** - tapping this option will remove all URLs that have saved location information.
- **Remember passwords** - if you visit sites frequently that require you to enter a username and password, it is sometimes convenient to have the browser remember those so that you don't have to enter them again.
- **Clear passwords** - if multiple people are using your phone, it may be a good idea to clear your passwords from time-to-time.
- **Show Security Warnings** - there may be times that a website is having issues with its security (i.e., certificate, access, etc.). Enabling this option allows the browser to display a pop-up window warning you of the issue.
- **Reset to Default** - tap this option to reset all browser settings back to their default value.