User Guide

Nokia Lumia 1320

NOKIA

Issue 1.1 EN

Psst...

This guide isn't all there is...

There's a user guide in your phone – it's always with you, available when needed. On the start screen, swipe left, and tap **Nokia Care**.

The instructions in this user guide are based on the latest available software version. If your device has not been updated to the latest available software, there may be differences in the availability and functionality of some features.

For info on Nokia Service terms and Privacy policy, go to **www.nokia.com/privacy**.

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User Guide

Nokia Lumia 1320

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Safety

Read these simple guidelines. Not following them may be dangerous or illegal.

SWITCH OFF IN RESTRICTED AREAS

Switch the device off when mobile phone use is not allowed or when it may cause interference or danger, for example, in aircraft, in hospitals or near medical equipment, fuel, chemicals, or blasting areas. Obey all instructions in restricted areas.

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.

QUALIFIED SERVICE

Only qualified personnel may install or repair this product.

BATTERIES, CHARGERS, AND OTHER ACCESSORIES

Use only batteries, chargers, and other accessories approved by Nokia for use with this device. Third-party chargers that comply with the IEC/EN 62684 standard, and that can connect to your device micro USB connector, may be compatible. Do not connect incompatible products.

KEEP YOUR DEVICE DRY

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

GLASS PARTS

The device screen is made of glass. This glass can break if the device is dropped on a hard surface or receives a substantial impact. If the glass breaks, do not touch the glass parts of the device or attempt to remove the broken glass from the device. Stop using the device until the glass is replaced by qualified service personnel.

PROTECT YOUR HEARING

To prevent possible hearing damage, do not listen at high volume levels for long periods. Exercise caution when holding your device near your ear while the loudspeaker is in use.

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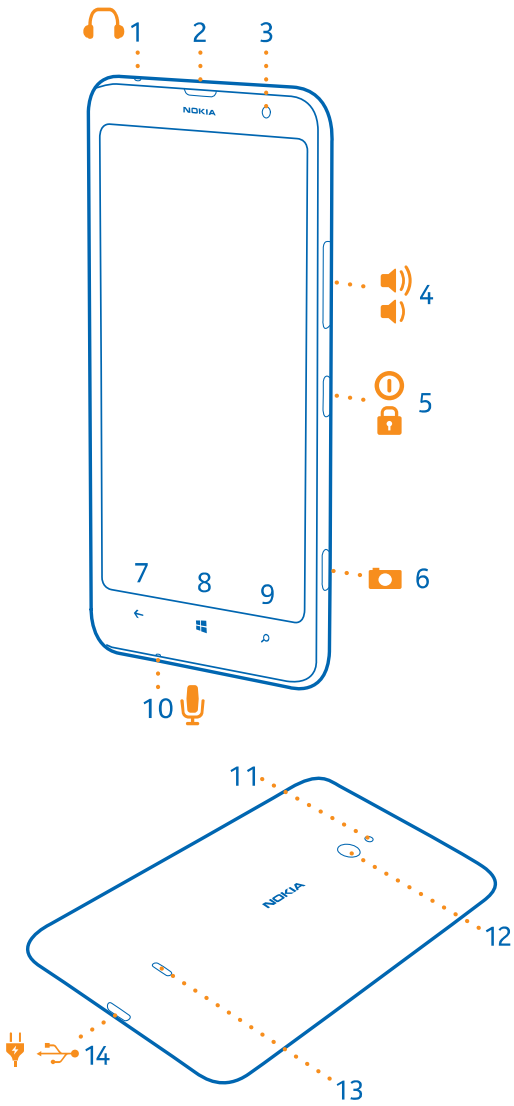
Get started

Get to grips with the basics, and have your phone up and running in no time.

Keys and parts

Explore the keys and parts of your new phone.

1 Connector for headphones and loudspeakers (3.5 mm)
2 Earpiece
3 Front camera
4 Volume keys
5 Power/Lock key
6 Camera key
7 Back key
8 Start key
9 Search key
10 Microphone
11 Camera flash
12 Camera lens
13 Loudspeaker
14 Micro-USB connector. Also used to charge the battery.



Back, start, and search key

The back, start, and search keys help you navigate your phone.

- To switch between open apps, press and hold ←, swipe left or right, and tap the app you want.
- To go back to the previous screen you were in, press ←. Your phone remembers all the apps and websites you've visited since the last time your screen was locked.
- To go to the start screen, press . The app you were in remains open in the background.
- To control your phone with your voice, press and hold , and say a voice command.

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This feature is not available in all languages. For more info on feature and service availability, see the How-to section at **www.windowsphone.com**.

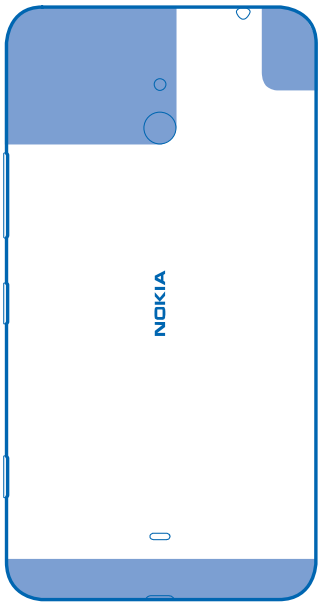
- To search the web, press .

Antenna locations

Learn where the antennas are located on your phone to get the best possible performance.

Avoid touching the antenna area while the antenna is in use. Contact with antennas affects the communication quality and may reduce battery life due to higher power level during operation.

The antenna areas are highlighted.



Insert the SIM card

Learn how to insert your SIM card into your phone.

Important: Your device uses a mini-UICC SIM card, also known as a micro-SIM card. Use of incompatible SIM cards, or use of SIM card adapters, may damage the card or the device, and may corrupt data stored on the card.

Note: Switch the device off and disconnect the charger and any other device before removing any covers. Avoid touching electronic components while changing any covers. Always store and use the device with any covers attached.

Make sure your phone is switched off.

1. At the bottom corner of the phone, put your fingernail in the seam between the screen frame and the back cover. Bend the back cover open, and remove it.

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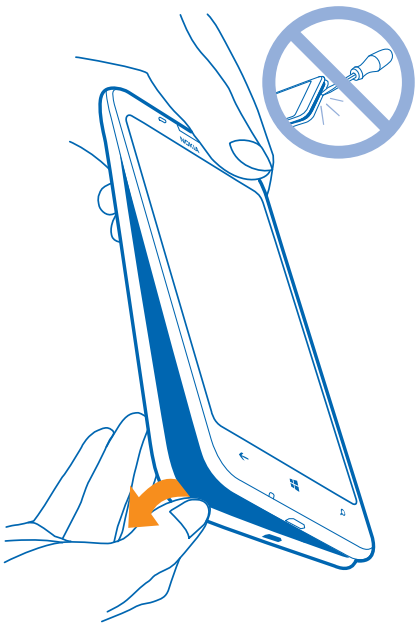
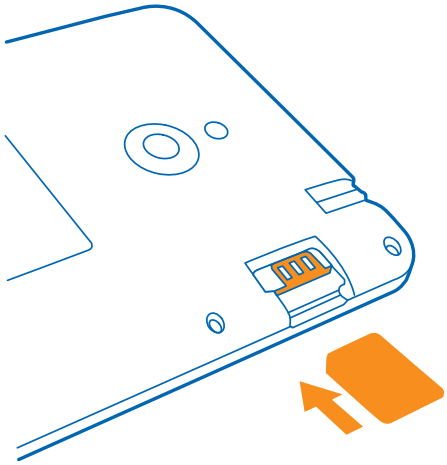
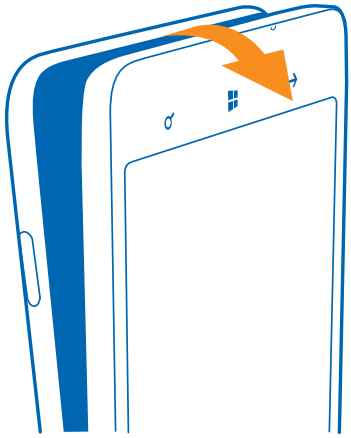


2. Make sure the contact area of the SIM is facing down, and push the SIM into the SIM slot.



3. Press the top edge of the back cover against the top edge of the phone, and snap the cover into place.



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Insert the memory card

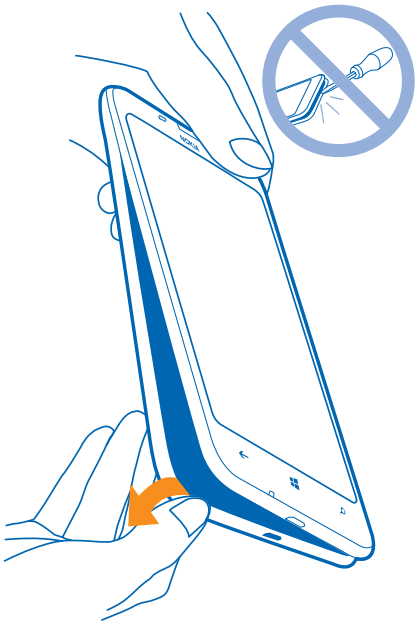
Learn how to insert the memory card into your phone.

Use only compatible memory cards approved for use with this device. Incompatible cards may damage the card and the device and corrupt data stored on the card.

Your phone supports memory cards with capacities of up to 64 GB.

Note: Switch the device off and disconnect the charger and any other device before removing any covers. Avoid touching electronic components while changing any covers. Always store and use the device with any covers attached.

1. At the bottom corner of the phone, put your fingernail in the seam between the screen frame and the back cover. Bend the back cover open, and remove it.



2. Make sure the contact area is facing down, and push the memory card into the memory card slot until it locks into place.

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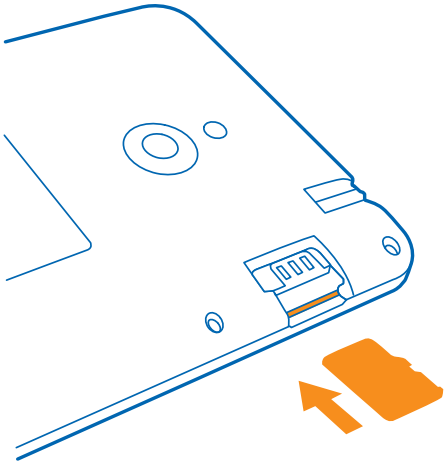
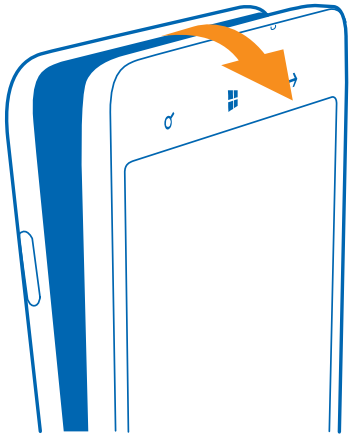


3. Press the top edge of the back cover against the top edge of your phone, and snap the cover into place.



Remove the memory card

Need to change your memory card? Here's how you remove the card from your phone.

1. Switch your phone off.
2. Remove the back cover.
3. Push the memory card in until you hear a click, and pull the card out.

Charge your phone

Learn how to charge your phone.

Charge your phone with a USB charger

Your battery has been partially charged at the factory, but you may need to recharge it before you can switch the phone on for the first time.

Make sure you use a compatible USB charger to charge your phone.

1. First connect the USB cable to the charger, and plug the charger into a wall outlet, then connect the micro-USB end of the cable to your phone.

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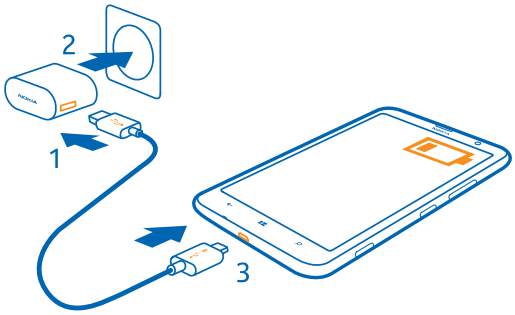
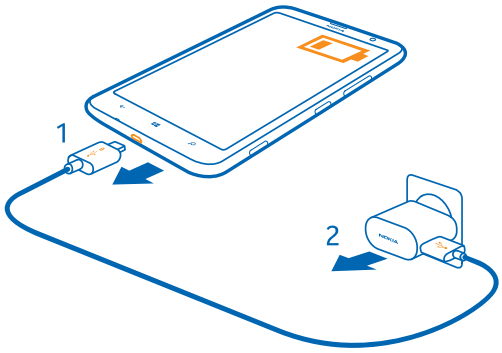


2. When the battery is full, disconnect the charger from the phone, then from the wall outlet.



You don't need to charge the battery for a specific length of time, and you can use the phone while it's charging.

If the battery is completely discharged, it may need to charge for up to 20 minutes before you can use your phone. The charging indicator may not be displayed in this time.

★ **Tip:** You can use USB charging when a wall outlet is not available. Data can be transferred while charging the device. The efficiency of USB charging power varies significantly, and it may take a long time for charging to start and the device to start functioning.

Make sure your computer is switched on.

First connect the USB cable to the computer, then to your phone. When the battery is full, first disconnect the USB cable from your phone, then from the computer.

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, to replace the battery, take the device to the nearest authorised service facility.

Battery

Take good care of your battery, it's the life force of your phone.

Your phone has an internal, non-removable, rechargeable battery. Use only Nokia approved chargers designated for this phone. You can also use a compatible USB cable to charge your phone (included).

Do not attempt to remove the battery from the device. To replace the battery, take the device to your nearest authorised service facility.

Important: Only qualified personnel or an authorised service facility should replace the battery. Unauthorised battery replacement may invalidate your warranty.

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First start-up

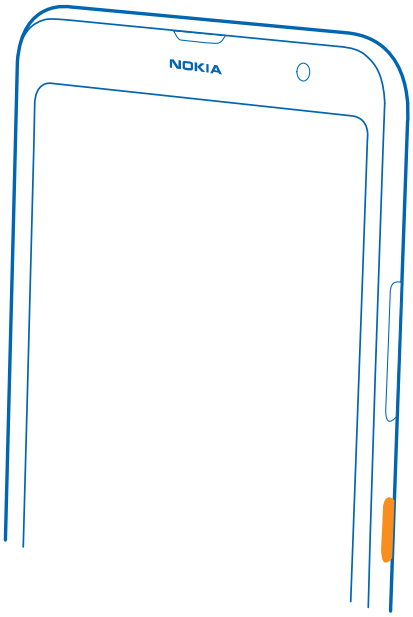
Learn how to get your new phone up and running.

Your new phone comes with great features that will be installed when you start your phone for the first time. Allow some minutes for your phone to be ready.

Switch the phone on

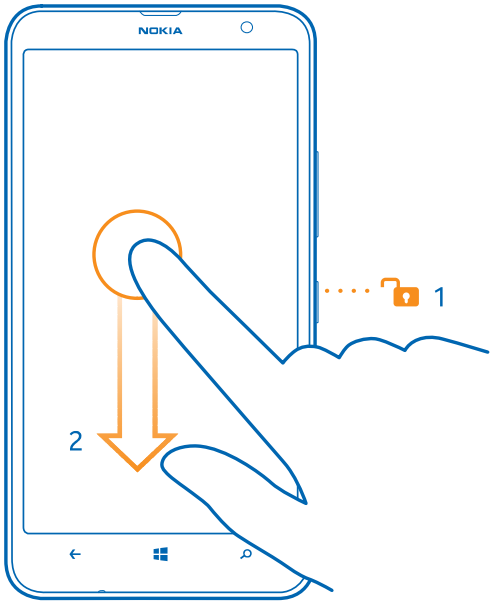
Are you ready? Switch your phone on, and start exploring it.

Press and hold the power key until the phone vibrates.



Switch the phone off

Press and hold the power key, and drag the lock screen down.



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Microsoft account

With a Microsoft account, you can access Microsoft services with a single username and password on your computer or phone. You can also use the same username and password on your Xbox.

With your Microsoft account, you can, for example:

- Download content from Store
- Back up your contacts
- Upload, store, and share pictures and documents.
- Back up your phone on SkyDrive.
- Play Xbox games
- Get your avatar and gaming achievements on your phone, and add to them when you play games on your phone
- Keep track of and lock your lost phone with Find My Phone
- Get feeds from social networking services to your People hub

To learn more about Microsoft account and what can you do with it, go to **www.windowsphone.com**.

Create your Microsoft account

Spice up your life and get more from your phone – create a Microsoft account.

To create a Microsoft account, you need an internet connection. If you don't have a data plan, the data transmission costs may pile up quickly. For info about possible data costs, contact your network service provider. If you can't connect to the internet, you can create the account later.

1. Switch on your phone with the SIM card in the phone.
2. To set up your phone, follow the instructions shown on the screen.
3. Create your Microsoft account, or sign in with your existing username and password.

To make an emergency call during the initial set-up, tap **emergency call**.

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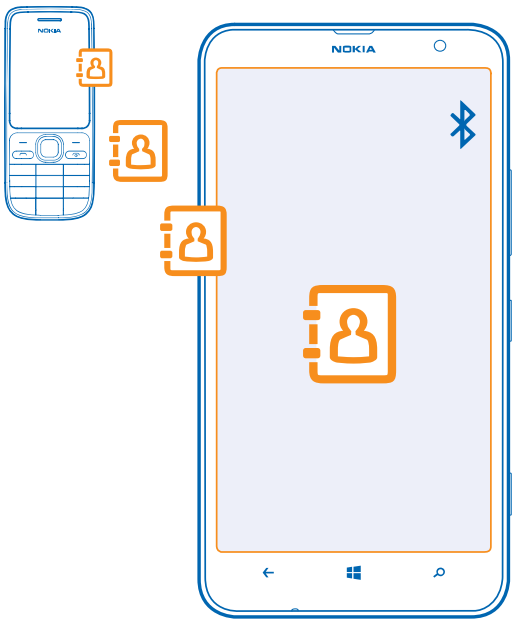
To create a Microsoft account later, open a Microsoft app or service on your phone. Or on the start screen, swipe left, and tap **Settings** > **email+accounts** > **add an account**. To create your account on the internet, or to reset your password, go to **www.live.com**.

Copy contacts

Have your nearest and dearest instantly at your fingertips. Use the Transfer my Data app to easily copy your contacts, text messages, and pictures from your old phone. The app does not work with all phone models.



Tip: If you have an older Windows Phone device, or have previously backed up your contacts in your Microsoft Account, you can also add your account to your phone, and import the contacts to your phone straight from the service.

Tip: When you create your Microsoft Account, your contacts are backed up automatically.

To restore the backed up contacts when setting up a new phone, sign in using the same Microsoft Account. You can then choose the backup you want to use.

Your old phone needs to support Bluetooth. The contacts on your old phone need to be stored in the phone memory, not on the SIM.

1. On your old phone, switch Bluetooth on.
2. On the start screen of your new phone, swipe left, and tap **Transfer my Data**.
3. Tap **continue**, and switch Bluetooth on.
4. Select your old phone from the list of found devices, and follow the instructions shown on both phones.

If your contacts are written in a language that is not supported by your new phone, the contact info may not be shown correctly.

Transfer content to your Nokia Lumia

Learn how to transfer content to your Nokia Lumia.

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These instructions may not apply to all phone models and manufacturers.

Depending on what you need to install and how much content you are transferring, the transfer may take a while.

Some file formats may not be transferred. Some third-party converter apps may be available to convert the files to a format that can be transferred.

For more info on transferring content to your Nokia Lumia, go to **www.nokia.com/gb-en/switch-easy** (in English only).

Transfer content from your previous Nokia phone

Learn how to transfer content from your previous Nokia phone to your Nokia Lumia.

Transfer contacts and calendar from a Nokia Lumia with Windows Phone 7

Use your mail account to transfer your contacts and calendar entries to your new Nokia Lumia.

1. On your new Nokia Lumia, on the start screen, swipe left, tap **Settings** > **email+accounts** > **add an account**.
2. Tap the account that includes your contacts and calendar, such as Microsoft account, and follow the instructions shown on the screen.

Your contacts and calendar entries are automatically transferred to your new Nokia Lumia.

Transfer Office documents from a Nokia Lumia with Windows Phone 7

You can transfer your Office documents with SkyDrive to your new Nokia Lumia.

On your Nokia Lumia with Windows Phone 7, tap **Office** > **SkyDrive** to make sure you have saved your Office documents to SkyDrive. To access your documents, on your new Nokia Lumia, tap **Office** > **SkyDrive**.

Transfer your photos, videos, and music from your Nokia Lumia with Windows Phone 7

With the Zune PC app, you can transfer your photos, videos, and music from your Nokia Lumia with Windows Phone 7 to your computer and then drag and drop the files to your new Nokia Lumia.

1. Download and install the latest version of Zune on your computer from **www.zune.net**.
2. Use a compatible USB cable to connect your Nokia Lumia with Windows Phone 7 to your computer, and follow the instructions shown on your computer.
3. Drag and drop the files you want from your phone to your computer.

Tip: To see where your files are stored on your computer, in Zune, select **settings**.

4. Connect your new Nokia Lumia to your computer. The phone is shown as a separate drive on your computer.
5. Drag and drop the items from the computer to the subfolders you want under **Pictures**, **Videos**, and **Music** on your phone.

Make sure you copy the items to the correct subfolders, otherwise you may not be able to see them on your phone.

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Transfer contacts, calendar entries, and text messages from a previous Nokia Lumia with Windows Phone 8

Use the backup from your previous Nokia Lumia with Windows Phone 8 to transfer content to your new Nokia Lumia.

You can transfer the following from your previous Nokia Lumia with Windows Phone 8:

- Contacts
- Calendar entries
- Text messages
- App list
- Settings
- Photos
- Videos
- Call history

You need a Microsoft account to move content to your new Nokia Lumia.

If you don't have a Microsoft account set up on your new Nokia Lumia yet, on the start screen, swipe left, tap **Settings** > **email+accounts** > **add an account**, and create a Microsoft account following the instructions shown on the screen.

1. On your previous Nokia Lumia, on the start screen, swipe left, and tap **Settings** > **backup**.
2. Select what you want to back up.
3. When setting up your new Nokia Lumia for the first time, sign in to your Microsoft account.
4. When asked, select your backup.

The content you have backed up is transferred to your new Nokia Lumia.

Tip: If you didn't select the backup while setting up your phone for the first time, you can also do it later after resetting your phone. Resetting the phone settings erases all your personal content. To reset your phone, on the start screen, swipe left, and tap **Settings** > **about** > **reset your phone**.

Transfer Office documents from a Nokia Lumia with Windows Phone 8

You can transfer your Office documents with SkyDrive to your new Nokia Lumia.

On your previous Nokia Lumia, tap **Office** > **SkyDrive** to make sure you have saved your Office documents to SkyDrive. To access your documents, on your new Nokia Lumia, tap **Office** > **SkyDrive**.

Transfer your photos, videos, and music from a previous Nokia Lumia with Windows Phone 8

Transfer your photos, videos, and music from your previous Nokia Lumia with Windows Phone 8 to your computer, and drag and drop them to your new Nokia Lumia.

1. Use a compatible USB cable to connect your previous Nokia Lumia with Windows Phone 8 to your computer.
2. Move your photos, videos, and music to your computer with an appropriate software, such as AutoPlay in Windows 7 PC.
3. Connect your new Nokia Lumia to your computer. The phone is shown as a separate drive on your computer.

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4. Drag and drop the items from the computer to the subfolders you want under **Pictures**, **Videos**, and **Music** on your phone.

Make sure you copy the items to the correct subfolders, otherwise you may not be able to see them on your phone.

★ **Tip:** You can also use SkyDrive to sync your photos and videos. On your previous Nokia Lumia, save your photos and videos to SkyDrive. On your new Nokia Lumia, sign in to SkyDrive with your Microsoft account, and your photos and videos are automatically transferred to your Nokia Lumia.

★ **Tip:** You can also transfer your photos, videos, and music with the Windows Phone app. To download and install the latest version on your PC, go to **www.windowsphone.com**. If your computer is a Mac, install the Windows Phone app from the Mac App Store. In the Windows phone app, select the files you want to transfer.

Transfer content from a Symbian or S40 phone

Use Nokia Suite to transfer content from a Symbian or S40 phone to your Nokia Lumia.

Make sure you have the latest Nokia Suite installed on your PC. You can download it from **www.nokia.com/nokiasuite**. Nokia Suite may not support all Symbian or S40 phones.

You may need to update the software on your Symbian or S40 phone before you can transfer content with Nokia Suite.

1. Use a compatible USB cable to connect your phone to your PC.
2. Open Nokia Suite on your PC.
3. Select **Copy content to Nokia Lumia**. Your files are copied to SkyDrive.
4. To access your files, on your Nokia Lumia, tap **Office** > **SkyDrive**, and follow the instructions shown on your phone. You can also download the SkyDrive app from Store.

Transfer content from Nokia Asha

Learn how to transfer content from your Nokia Asha to your Nokia Lumia.

These instructions are for phones running on the Nokia Asha platform.

You must have a memory card inserted in your phone.

You can transfer the following from your Nokia Asha:

- Your photos
- Your videos
- Other content created by you

1. Use a compatible USB cable to connect your Nokia Asha to your computer, and on the phone, select **Mass storage**.
2. On your computer, open a file manager, such as Windows Explorer, and browse to your phone. You can see your phone (and the content stored on your memory card) as a separate drive on your computer.
3. Drag and drop items to your computer.
4. Use the cable to connect your Nokia Lumia to your computer.
5. Use the file manager of your computer to drag and drop the files to your Nokia Lumia.

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Transfer content from an Apple Mac

Learn how to transfer content from an Apple Mac to your Nokia Lumia.

Transfer content from an Apple Mac

Use your Microsoft account to transfer content from an Apple Mac.

1. On your Mac, go to **www.live.com**, and sign in to your Microsoft account.
2. Select **SkyDrive**, and drag and drop the files you want to move from your Mac to SkyDrive.
3. To access your files on your phone, tap **Office** > **SkyDrive**, and follow the instructions shown on your phone.

Transfer content from an Android phone

Learn how to transfer content from an Android phone to your Nokia Lumia.

Transfer photos and videos from an Android phone

Transfer your photos and videos from your Android phone to your computer, and drag and drop them to your Nokia Lumia.

1. Use a compatible USB cable to connect your Android phone to your computer.
2. Use an appropriate Android sync software to sync the content you want to your computer. Note the folders where you synced the files.
3. When the sync is complete, connect your Nokia Lumia to your computer. Your phone is shown as a separate drive on your computer.
4. Drag and drop the items from the computer to the subfolders under **Pictures** and **Videos** on your phone. Make sure you copy the items to the correct subfolders, otherwise you may not be able to see them on your phone.

Transfer Outlook info from an Android phone

Use your Microsoft account to transfer your Outlook contacts, calendar entries, and to-dos from your Android phone to your Nokia Lumia.

1. Use a compatible USB cable to connect your Android phone to your computer.
2. On your computer, use the sync software for your Android phone to sync contacts, calendar entries, and to-dos from your Android phone to your computer, and set the sync software to sync the items to Outlook.
3. In Outlook, add the Microsoft account to Outlook using Microsoft Outlook Hotmail Connector. Go to **www.office.microsoft.com**, search for Hotmail Connector, and download it to your computer. You may need to configure the Hotmail Connector settings.
4. Sync the content you want from Outlook to your Microsoft account. It may take a while before the content is available in your Microsoft account.
5. To import the content to your new phone, you need to sign in with your Microsoft account. To create the account on your phone, tap **Settings** > **email+accounts** > **add an account**, and follow the instructions shown.

For more info, go to **www.windowsphone.com**, and see the FAQs on how to sync your Outlook contacts and calendar to Windows Phone.

Transfer office documents from an Android phone

Use your Microsoft account and SkyDrive to transfer office documents from your Android phone.

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1. Use a compatible USB cable to connect your Android phone to your computer, and on your phone, select **Mass storage**, if asked.
2. Drag and drop the files to your computer. Note the folders where you stored the files.
3. On your computer, go to **www.live.com**, and sign in to your Microsoft account.
4. In your Microsoft account, select **SkyDrive**, and drag and drop the files you want from your computer to SkyDrive.
5. To access your files on your Nokia Lumia, tap **Office** > **SkyDrive**, and follow the instructions shown on your phone.

Transfer content from an iPhone

Learn how to transfer content from an iPhone to your Nokia Lumia.

Transfer photos, videos, and music from an iPhone

Transfer your photos and videos from your iPhone to your computer, and drag and drop them to your Nokia Lumia. You can also use SkyDrive to easily transfer your photos and videos. If you also want to transfer your music, use the Windows Phone app.

1. Use a compatible USB cable to connect your iPhone to your computer.
2. Move your photos and videos to your computer with an appropriate software, such as AutoPlay in Windows 7 PC.
3. Connect your Nokia Lumia to your computer. The phone is shown as a separate drive on your computer.
4. Drag and drop the items from the computer to the subfolders you want under **Pictures** and **Videos** on your phone.

Make sure you copy the items to the correct subfolders, otherwise you may not be able to see them on your phone.

★ **Tip:** You can also use SkyDrive to sync your photos and videos. On your iPhone, download and install the SkyDrive app from the Mac App Store, and save your photos and videos to SkyDrive. On your Nokia Lumia, sign in to SkyDrive with your Microsoft account, and your photos and videos are automatically transferred to your Nokia Lumia.

★ **Tip:** You can also transfer your photos, videos, and music using iTunes with the Windows Phone app. To download and install the latest version on your PC, go to **www.windowsphone.com**. If your computer is a Mac, install the Windows Phone app from the Mac App Store. In the Windows phone app, select the files you want to transfer.

Transfer contacts and calendar from an iPhone

Sync your contacts and calendar with iTunes from your iPhone to Outlook, and transfer them to your Nokia Lumia using your Microsoft account.

Make sure you have iTunes and Microsoft Outlook Hotmail Connector installed on your computer. To install Microsoft Outlook Hotmail Connector, go to **www.office.microsoft.com**, search for Hotmail Connector, and download it to your computer. You may need to configure the Hotmail Connector settings.

1. Open iTunes.
2. Use a compatible USB cable to connect your iPhone to your computer.
3. Sync the content you want from your iPhone to Outlook.
4. In Outlook, add your Microsoft account to Outlook using Microsoft Outlook Hotmail Connector.

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5. Sync the content you want from Outlook to your Microsoft account.

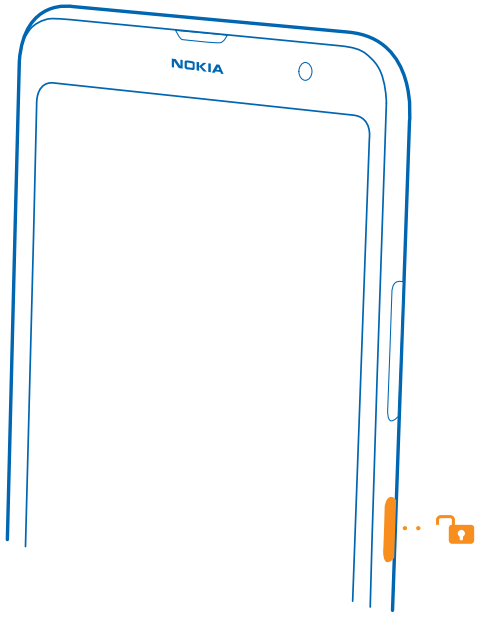
It may take a while before the content is available in your Microsoft account.

6. If you don't have a Microsoft account set up on your phone yet, to transfer the content to your Nokia Lumia, on the start screen, swipe left, tap **Settings** > **email+accounts** > **add an account**, and create a Microsoft account following the instructions shown on the screen.

Lock the keys and screen

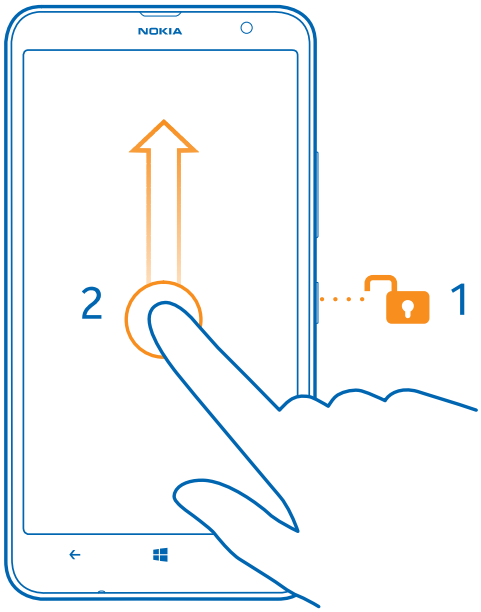
Want to avoid accidentally making a call when your phone is in your pocket or bag?

Press the power key.



Unlock the keys and screen

Press the power key, and drag the lock screen up.



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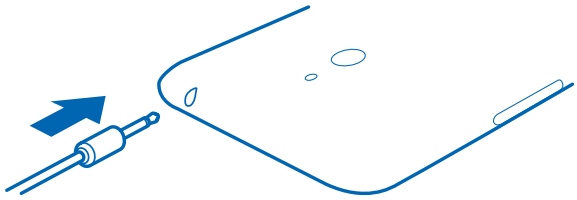
★ **Tip:** Instead of pressing the power key, you can also double-tap the screen if double-tap is switched on. To switch on double-tap, tap **Settings** > **touch**, and switch **Double tap to wake up phone** to **On**.

Set the keys and screen to lock automatically
On the start screen, swipe left, tap **Settings** > **lock screen** > **Screen times out after**, and select the length of time after which the keys and screen are locked automatically.

Connect the headset

Enjoy your favourite music, or free your hands for other things when in a call.

Connect the headset to your phone.

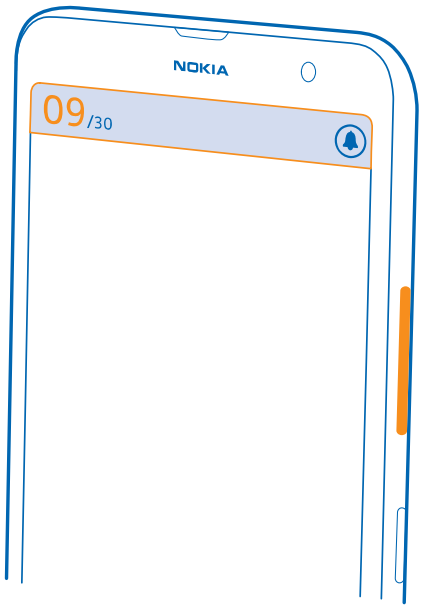


Do not connect products that create an output signal, as this may damage the device. Do not connect any voltage source to the audio connector. If you connect an external device or headset, other than those approved for use with this device, to the audio connector, pay special attention to volume levels.

Change the volume

Trouble hearing your phone ringing in noisy environments, or calls too loud? You can change the volume to your liking.

Use the volume keys.



The volume keys control all sounds, including the volume of alarms and reminders.

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Tip: When you change the volume, you can also switch your phone to vibrate, silent, or normal mode. On the volume control bar at the top of the screen, tap , , or . The available options vary depending on your mode settings. To change the settings, on the start screen, swipe left, and tap **Settings** > **ringtones+sounds**.

Icons shown on your phone

The status bar at the top of the screen tells you the current time, battery and signal strength, and much more.

Tip: To see hidden icons, tap the status bar.

Mobile signal strength

Signal strength

Your phone isn't connected to a mobile network.

Flight mode is switched on.

There is no SIM card in your phone.

Your SIM card is locked.

Mobile data connection

Single letters, combinations of letters, or combinations of letters and numbers show the type of mobile network to which you're connected.

Icons that show the network connection type may vary between regions and network service providers.

E An EDGE data connection is open.

G A GPRS data connection is open.

3G Your phone is connected to a 3G network.

4G Your phone is connected to a 4G network.

Battery

Battery power level

The battery is charging.

Battery saver mode is switched on.

Battery power or state of the battery isn't currently known.

Call forwarding

Your calls are forwarded to another number or your voice mailbox.

Bluetooth device

A Bluetooth device is connected to your phone.

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Bluetooth is switched on, but your phone isn't connected to a Bluetooth device.

Wi-Fi connection

A Wi-Fi connection is available.

A Wi-Fi connection is active.

A mobile data connection is shared with other devices over Wi-Fi.

Driving mode

Driving mode is switched on.

Location

An app or service is using your location info.

Roaming

Your phone is roaming outside your home mobile network.

Profiles

Vibrate mode is switched on.

Silent mode is switched on.

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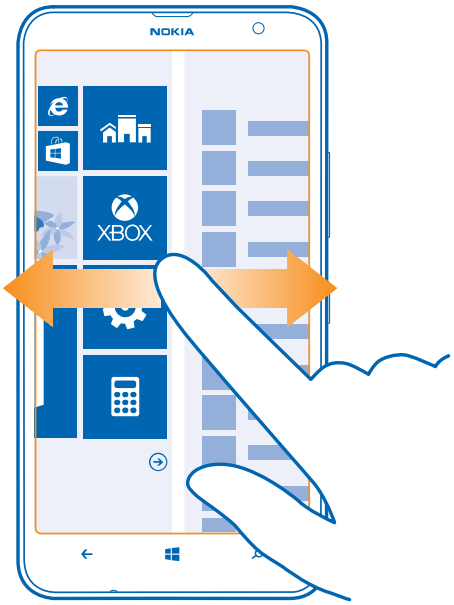
Basics

Learn how to get the most out of your new phone.

Get to know your phone

Your phone has two views, making it easy for you to keep up with what's going on.



To switch between the start screen and the apps menu, simply swipe left or right.

Start screen: The animated live tiles show your missed calls and received messages, the latest news and weather forecasts, and more.

You can rearrange and resize the tiles, and pin contacts, apps, feeds, mailboxes, websites, and other favourites. Updates of your pinned contacts are shown on the tile, and you can view your contacts' details directly from the start screen.

Apps menu: All your apps are listed here, all neatly ordered.

Got a lot of apps? To look one up, tap .

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Switch between views

If you don't have all the apps you need on your start screen, you can find them from the apps menu.

Simply swipe left or right between the views.

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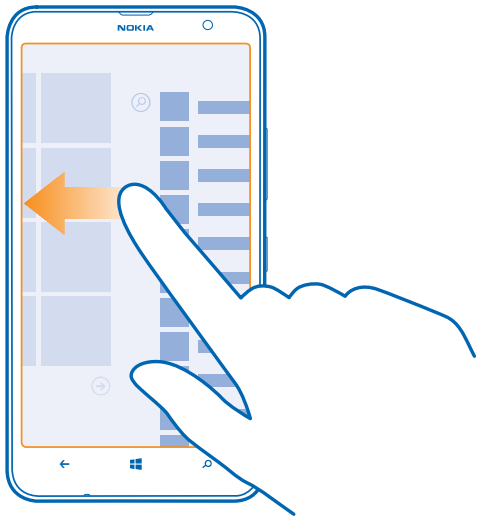
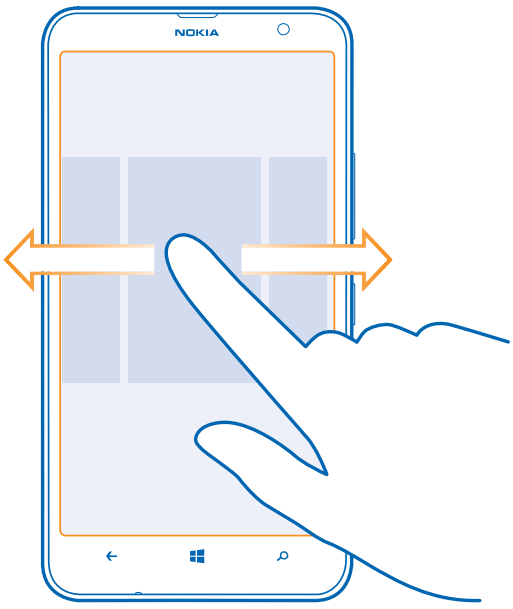


Switch between apps

Press and hold ←, swipe to the app you want, and tap the app.

★ **Tip:** To close the app, tap ⊗.



View the apps running in the background

On the start screen, swipe left, and tap **Settings**. Swipe left, and tap **background tasks**.

Use the touch screen

Explore your phone with a tap, swipe, or drag.

1. To use your phone, simply tap or tap and hold the touch screen.
2. To open further options, place your finger on an item until the menu opens.

★ **Tip:** You can even use your phone while wearing gloves. On the start screen, swipe left, and tap **Settings** > **touch**, and switch **Touch sensitivity** to **high**.

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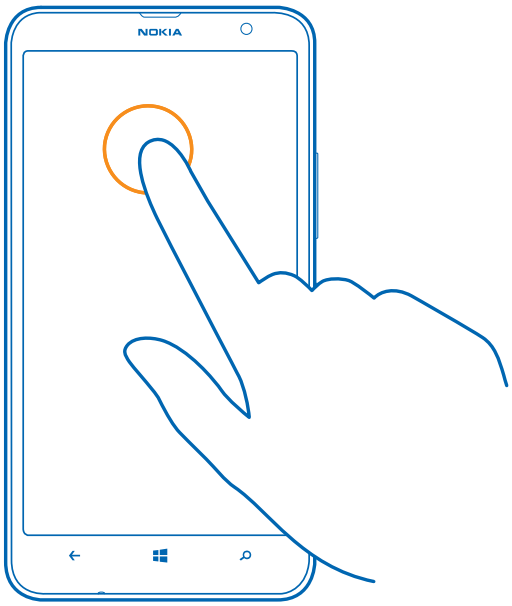
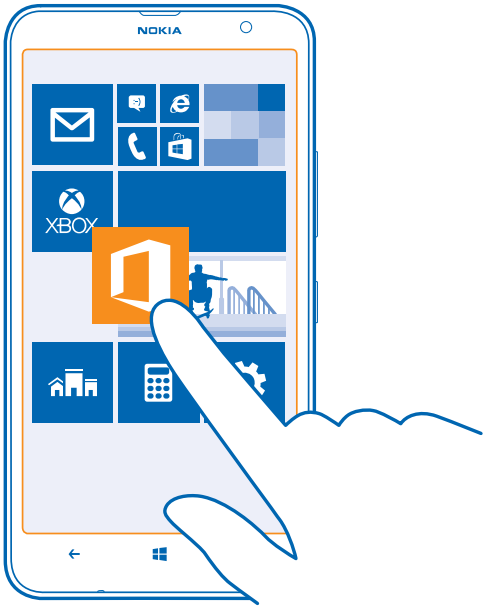
★ **Example:** To open an app or other item, tap the app or item. To edit or delete a calendar appointment, tap and hold the appointment, and select the appropriate option.



Tap and hold to drag an item

Place your finger on the item for a couple of seconds, and slide your finger across the screen.



Swipe

Place your finger on the screen, and slide your finger in the desired direction.

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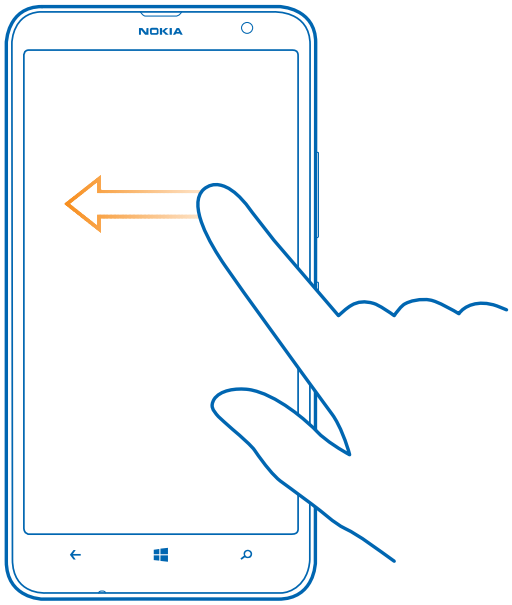
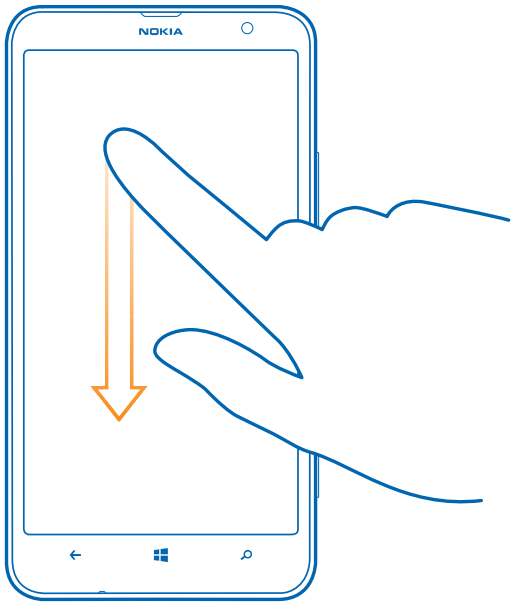


★ **Example:** Swipe left or right between the start screen and the apps menu, or between different views in the hubs. To quickly scroll through a long list or menu, slide your finger quickly in a flicking motion up or down the screen, and lift your finger. To stop the scrolling, tap the screen.



Zoom in or out

Place 2 fingers on an item, such as a map, photo, or web page, and slide your fingers apart or together.

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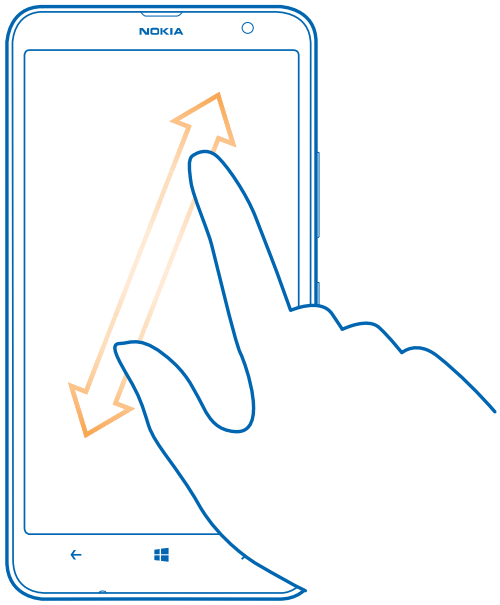

Important: Avoid scratching the touch screen.

Tip: The screen rotates automatically when you turn the phone 90 degrees. To lock the screen in its current orientation, on the start screen, swipe left, and tap **Settings** > **screen rotation**. Switch **Auto-rotate screen** to **Off**.

Use your phone with ease

Struggling with small text or blurry images? Make the fonts larger and the screen easier to view. You can also use your phone with a teletypewriter (TTY/TDD).

1. On the start screen, swipe left, and tap **Settings**.
2. Tap **ease of access**.

Change the font size

Drag the **Text size** slider.

Switch high contrast on

Switch **High contrast** to **On**.

Magnify the screen

Switch **Screen magnifier** to **On**, and double-tap the screen with 2 fingers. When using the magnifier, use 2 fingers to move around the screen. To stop magnification, double-tap the screen with 2 fingers.

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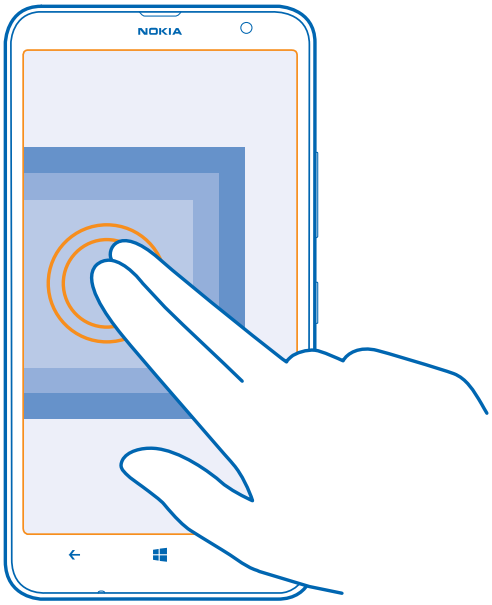

Use your phone with a TTY/TDD

Switch **TTY/TDD** to **full**.

The available TTY/TDD modes may vary depending on your network service provider.

Use your phone in flight mode

In places where you don't want to make or receive calls, you can still access your music, videos, and offline games if you switch flight mode on.

Flight mode closes connections to the mobile network and switches your phone's wireless features off. Comply with the instructions and safety requirements given by, for example, an airline, and any applicable laws and regulations. Where allowed, you can connect to a Wi-Fi network to, for example, browse the internet or switch Bluetooth on in flight mode.

1. On the start screen, swipe left, and tap **Settings** > **flight mode**.
2. Switch **Status** to **On**.

Control your phone with your voice

Got your hands full, but need to use your phone? You can use your voice to make a call, send a text message, search the web, or open an app.

This feature is not available in all languages. For info on the supported languages, go to **www.windowsphone.com**.

1. Press and hold .
2. Say a voice command into your phone.

★ **Example:** To check your schedule, say **Open calendar**.

Personalise your phone

Learn how to personalise the start screen, and how to change ringtones.

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Personalise the start screen

Would you like to have only your most-used apps on the start screen? You can pin your favourite apps, websites, and much more to the start screen, and move or resize tiles as you like.

1. To pin an app, swipe left to go to the apps menu.
2. Tap and hold the app, and tap **pin to start**.

Pin a contact

Tap **People**, tap and hold the contact, and tap **pin to start**.

When you pin contacts, their feed updates are shown on the tile, and you can call them directly from the start screen.

Pin a website

Go to a website, and tap ••• > **pin to start**.

Move a tile

Tap and hold the tile, drag and drop it to the new location, and tap the screen.

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Resize or unpin a tile

To resize, tap and hold the tile, and tap the arrow icon.

The tiles can be either small, medium, or wide. The bigger the tile is, the more info it can show.

To unpin the tile, tap and hold the tile, and tap ⊗.

Change the Glance screen settings

Always keep your phone at your service. When your phone is on standby, you can easily check the time even when your screen times out.

1. On the start screen, swipe left, and tap **Settings** > **glance**.
2. Switch **Glance screen** to **always on**.

★ **Tip:** It's easy to wake up your phone even when the power key is not easily accessible, for example, while your phone is cradled in a car holder. Simply double-tap the screen.

Switch double-tap on or off

On the start screen, swipe left, and tap **Settings** > **touch**. Switch **Double tap to wake up phone** to **On** or **Off**.

Create a safe, fun start screen for kids

You can let your kids use some apps on your phone without having to worry about them accidentally deleting your work mail, making online purchases, or doing anything else they shouldn't. Put selected apps, games, and other favourites for kids to enjoy in their own start screen.

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1. On the start screen, swipe left, and tap **Settings**.
2. Tap **kid's corner**.
3. Choose which content your kids can use. You can also set a password to keep your kids from accessing your own start screen.

★ **Tip:** Show your kids how they can personalise their start screen. To change, for example, the background picture, tap **customise**. On the start screen, you can resize or move tiles in the normal way.

★ **Tip:** To let your kids make an in-app purchase, such as buy game points, define a Wallet PIN. You must enter the Wallet PIN to make each purchase. To define a Wallet PIN, on the start screen, swipe left, and tap **Wallet** > ••• > **settings+PIN**. Some purchases may not be available for all ages.

Go to your own start screen

Press the power key twice, and swipe up on your own lock screen. If you've set a password, type it in.

Go back to the kid's start screen

On your own lock screen, swipe left, and on the kid's lock screen, swipe up.

Switch the kid's start screen off

On your start screen, swipe left, tap **Settings**, and switch **kid's corner** to **Off**.

Change your theme

You can change the display colours to match your taste and mood.

1. On the start screen, swipe left, and tap **Settings** > **theme**.
2. Tap **Background** or **Accent colour**.

Change colour profile

To adjust the saturation and colour temperature of your screen, tap **Settings** > **display** > **Lumia colour profile** > **adjust**.

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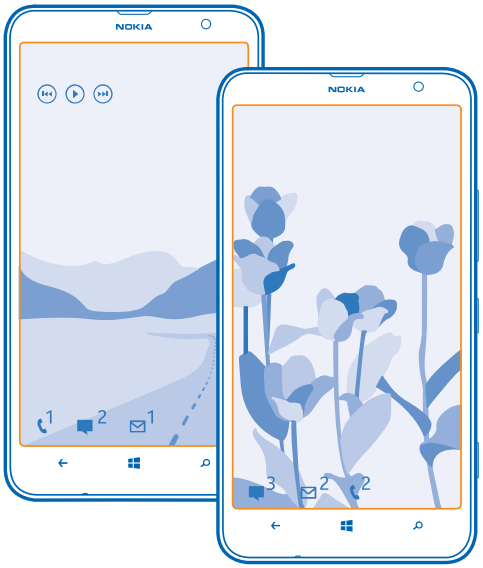
Personalise the lock screen

Would you like to make your lock screen look unique? You can, for example, have your own favourite photo in the background.



On the start screen, swipe left, and tap **Settings** > **lock screen**.

Tip: You can decide which app notifications, such as missed calls or new messages, you want to see on the lock screen. Simply tap a notification slot, and choose the app you want to add.

Change the background photo

Tap **change photo**, select a photo, adjust it to get the best possible fit, and tap ✓.

Tip: You can also shuffle photos from Bing on your lock screen. Switch **Background** to **Bing**.

Show the artist when playing music

Switch **Show artist when playing music** to **On**.

Personalise your phone tones

You can select the best sounds for your phone.

1. On the start screen, swipe left, and tap **Settings** > **ringtones+sounds**.
2. Select the type of ringtone or alert you want to change, and select the sound.

Add new ringtones from your PC to your phone

Connect your phone to your PC with a USB cable, and use the file manager of your PC to move the song you want to the ringtone folder in your phone.

To set the song as your ringtone, in the **ringtones+sounds** view, tap **Ringtone**, and under **Custom**, tap the song.

You can use a song as your ringtone if it is not protected with digital rights management (DRM), and it's smaller than 30 MB.

Tip: Want to create your own unique ringtone? Tap **Store**, and download the Ringtone Maker app.

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Your PC must have Windows Vista, Windows 7, or Windows 8.

Enhance your audio experience

Get the most out of your music experience and enhance the sound of your music and videos.

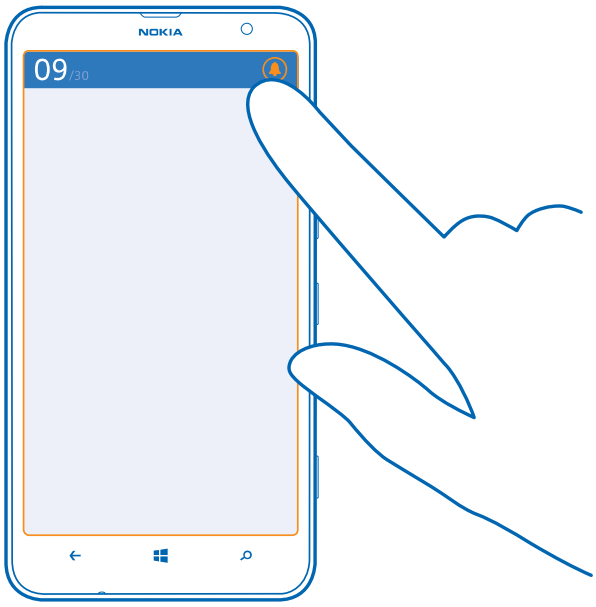
1. Connect compatible, wired headphones.
2. Tap **Settings** > **audio**.
3. To adjust the tone of music, swipe to **equaliser**, and drag the bands to your liking. You can also select one of the equaliser presets.
4. To get more consistent playback volume for all music and video tracks, swipe left to **enhancements**, and switch **Audio levelling** to **On**.
5. To get richer and more spacious audio with any stereo headphones, switch **Dolby Headphone** to **On**.

Audio personalisation is not enabled when listening to the FM radio.

Silence your phone

When you switch silent mode on, all ringtones and alert tones are muted. Use this when you are, for example, at the cinema or in a meeting.

1. Press a volume key to see the volume status bar at the top of the screen, and tap .



Silent mode is switched on. If you have set your phone to vibrate, vibrate mode is switched on instead of silent mode.

2. If you want to set your phone to vibrate, on the start screen, swipe left, tap **Settings** > **ringtones +sounds**, and switch **Vibrate** to **On**.

Set your phone to driving mode

Driving mode helps you minimise distraction when driving, letting you concentrate on your journey.

1. On the start screen, swipe left, and tap **Settings** > **driving mode** > **next**.

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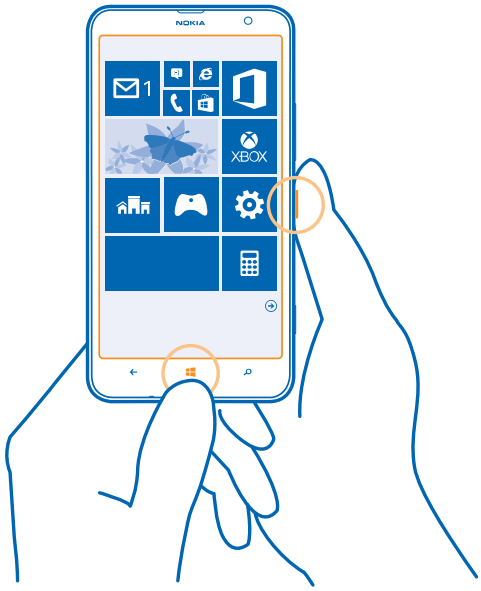
2. To set the phone to ignore calls, switch **Ignore calls** to **On** . To set the phone to ignore text messages, switch **Ignore texts** to **On** .
3. Tap **next**.
4. To send an automatic text message when someone calls or texts you, explaining why you can't answer, switch **Text replies to calls**, **Text replies to texts**, or both to **On** . To edit the message, tap the text box.
5. Tap **next** > **add a device**, and tap the Bluetooth device you connect your phone to when driving, such as a headset.

Driving mode starts automatically when the phone and the added Bluetooth device connect.

Take a screenshot

Did you just finish personalising your start screen, and want to share your work of art? You can capture your screen and send it to your friends.

1. Press the power key and the start key at the same time.



2. Tap **Photos** > **albums** > **Screenshots**.
3. Tap and hold the screenshot you want to send, and tap **share...**.

Extend battery life

Get the most out of your phone while getting the battery life you need. There are steps you can take to save power on your phone.

To save power:

Charge wisely	Always charge the battery fully.
Select only the sounds that you need	Mute unnecessary sounds, such as key press sounds.
Use wired headphones	Use wired headphones, rather than the loudspeaker.

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Use the battery saver	• You can set your phone to automatically save power when the battery charge level is low. To check the battery status, and switch battery saver mode on, on the start screen, swipe left, and tap **Settings** > **battery saver**. When your phone goes into battery saver mode, you may not be able to change the settings of all apps. • You can choose when you want battery saver mode to be activated. Tap **advanced**.
Change the phone screen settings	• Set the phone screen to switch off after a short time. On the start screen, swipe left, and tap **Settings** > **lock screen** > **Screen times out after**. • Change the glance settings. To shortly see the time and your notifications when moving your phone, on the start screen, swipe left, tap **Settings** > **glance**, and switch **Glance screen** to **peek**. To switch glance off, switch **Glance screen** to **off**. • Use double-tap to wake up your phone only when needed. To switch the feature off, on the start screen, swipe left, tap **Settings** > **touch**, and switch **Double tap to wake up phone** to **Off**.
Lower the screen brightness	• On the start screen, swipe left, and tap **Settings** > **brightness**. Make sure that **Automatically adjust** is switched to **Off**. Switch **Level** to **low**, and switch **Automatically adjust** to **On**. • To lower the screen brightness when the battery saver is on, on the start screen, swipe left, tap **Settings** > **display**, and switch **Battery Saver brightness** to **On**.
Stop apps from running in the background	• Close the apps you are not using. To close most of the apps, press ←. • Some apps may run in the background unnecessarily. On the start screen, swipe left, tap **Settings**, swipe to **applications**, and tap **background tasks**. Tap the app you want to block, and tap **block**.
Use location services selectively	If you want to keep location services switched on, but don't want to use check-in services, on the start screen, swipe left, and tap **Settings**. Swipe to **applications**, tap **people**, and switch **Use my location** to **Off**.
Use network connections selectively	• Set your phone to check for new mail less frequently, or even by request only. In every mailbox you have,

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tap ••• > **settings** > **sync settings**, and change the setting for **Download new content**.

- Switch Bluetooth on only when needed.
- Use a Wi-Fi connection to connect to the internet, rather than a mobile data connection.

  Tip: To keep the Wi-Fi connection on even when the phone screen switches off, on the start screen, swipe left, tap **Settings** > **WiFi** > **advanced**, and tap the **Keep WiFi on when screen times out** check box.
- Stop your phone scanning for available wireless networks. On the start screen, swipe left, tap **Settings** > **WiFi**, and switch **WiFi networking** to **Off**.
- Stop your phone connecting to games. On the start screen, swipe left, tap **Settings**, swipe to **applications**, tap **games**, and switch all relevant settings off.
- If you're listening to music or otherwise using your phone, but don't want to make or receive calls, switch flight mode on.

Save on data roaming costs

Want to save on your phone bills? You can cut data roaming costs by changing mobile data settings. Data roaming means using your phone to receive data over networks that your network service provider doesn't own or operate. Connecting to the internet when roaming, especially when abroad, can raise data costs substantially. Your network service provider can charge you a fixed fee for data transfer or on a pay-as-you-use basis. To use the optimal connection method, change the Wi-Fi, mobile data, and mail download settings.

Using a Wi-Fi connection is generally faster and less expensive than using a mobile data connection. If both Wi-Fi and mobile data connections are available, your phone uses the Wi-Fi connection.

On the start screen, swipe left, and tap **Settings**.

1. Tap **WiFi**.
2. Make sure **WiFi networking** is switched to **On**.
3. Select the connection you want to use.

Close a mobile data connection
Tap **mobile network**, and switch **Data connection** to **off**.

Stop data roaming
Tap **mobile network**, and switch **Data roaming options** to **don't roam**.

Tip: To save on data costs when travelling, save new maps to your phone before your journey, and browse the maps offline. If you're running low on space, you can remove some maps from your phone.

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Set mail download to manual

Set your phone to check for new mail less frequently, or even by request only. In every mailbox you have, tap • • • > **settings** > **sync settings**, and change the setting for **Download new content**.

Write text

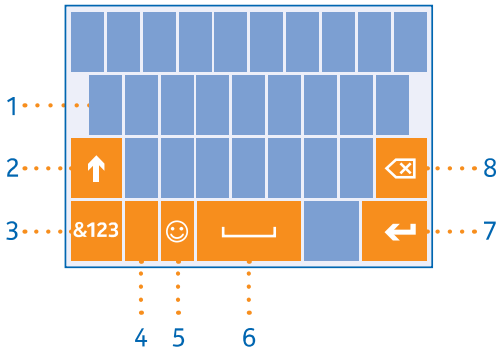
Learn how to write text quickly and efficiently with your phone's keyboard.

Use the on-screen keyboard

Writing with the on-screen keyboard is easy and fun. You can use the keyboard when holding your phone in portrait or landscape mode.

Tap a text box.

1 Character keys
2 Shift key
3 Numbers and symbols key
4 Language key
5 Smiley key
6 Space key
7 Enter key
8 Backspace key



The keyboard layout can vary in different apps and languages. The language key is only shown when more than one language is selected. The example shows the English keyboard.

Switch between upper and lower case characters

Tap the shift key. To switch caps lock mode on, double-tap the key. To return to normal mode, tap the shift key again.

Type in a number or special character

Tap the numbers and symbols key. To see more special character keys, tap the shift key. Some special character keys bring up more symbols. To see more symbols, tap and hold a symbol or special character.

★ **Tip:** To put a full stop at the end of a sentence, and to start a new sentence, tap the space key twice.

★ **Tip:** To quickly type in a number or special character, while holding the numbers and symbol key, slide your finger to the character, and lift your finger.

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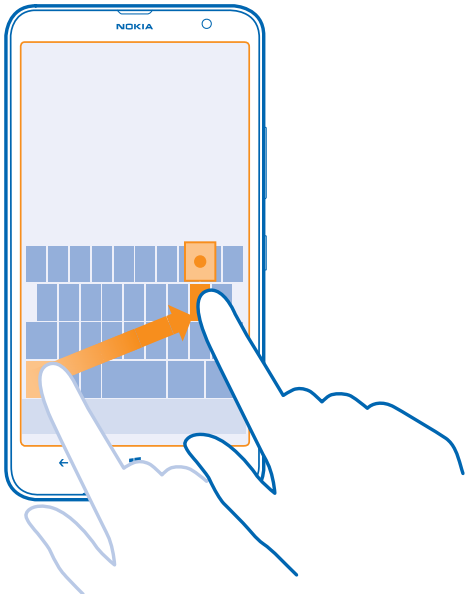


Copy or paste text

Tap a word, drag the circles before and after the word to highlight the section you want to copy, and tap . To paste the text, tap .

Add an accent to a character

Tap and hold the character, and tap the accented character.

Delete a character

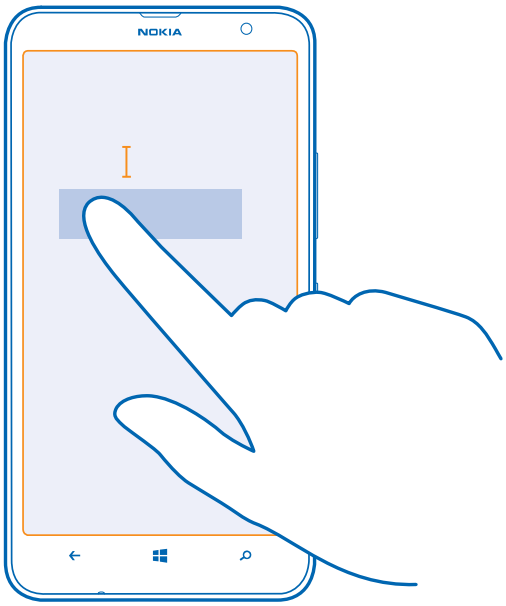
Tap the backspace key.

Switch between the writing languages

Tap and hold the language key, and select the language you want. The language key is only shown when more than one language is selected.

Move the cursor

Tap and hold the text until you see the cursor. Without lifting your finger, drag the cursor to the place you want.



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Use keyboard word suggestions

Your phone suggests words as you write, to help you write quickly and more accurately. Word suggestions are available in several languages.

When you start writing a word, your phone suggests possible words. When the word you want is shown in the suggestion bar, select the word. To see more suggestions, swipe left.

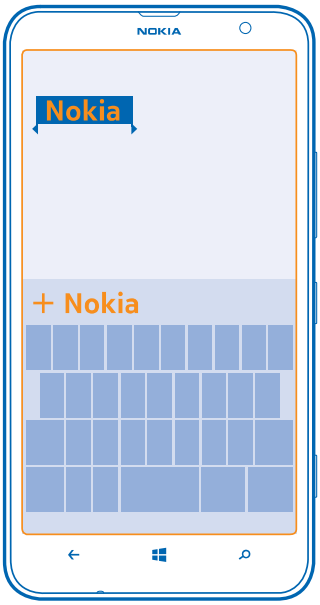
★ **Tip:** If the suggested word is marked in bold, your phone automatically uses it to replace the word you wrote. If the word is wrong, tap it to see the original word and a few other suggestions.

Correct a word

If you notice that you have misspelled a word, tap it to see suggestions for correcting the word.

Add a new word to the dictionary

If the word you want isn't in the dictionary, write the word, tap it, and tap the plus sign (+) in the suggestion bar. Your phone also learns new words when you have written them a few times.



Switch word suggestions off

On the start screen, swipe left, and tap **Settings** > **keyboard**. Tap your language keyboard, and clear the **Suggest text** check box.

Add writing languages

You can add several writing languages to your keyboard and switch between the languages when writing.

1. Tap **Settings** > **keyboard** > **add keyboards**.
2. Select the languages you want to write in.

★ **Tip:** To remove a pre-installed keyboard, tap and hold the language you don't want to use, and tap **remove**.

Switch between the languages when writing

Tap the language key repeatedly until the language you want is shown. The keyboard layout and word suggestions change according to the language selected. The language key is only shown when more than one writing language has been selected.

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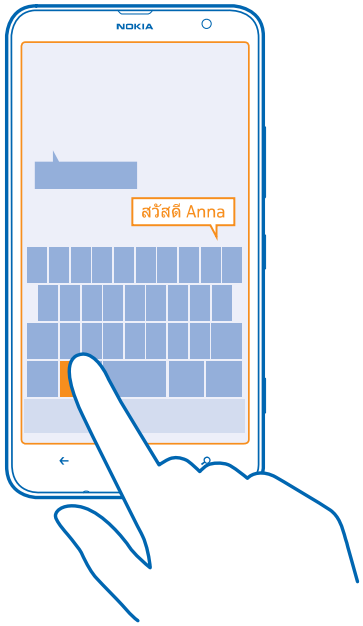

Scan codes or text

Use your phone camera to scan things, such as QR codes, barcodes, and book and DVD covers, and get further info on what your phone recognises.

Press , and tap .

1. Point the camera at a code.
2. Tap a result for more info.

★ **Tip:** Keep the camera steady, and make sure what you're scanning is completely visible in the camera viewfinder.

★ **Example:** Try scanning the following code, and see what happens.

Translate or search for text on the web

Point the camera at the text, tap **scan text** and the words you want, and tap **translate** or **search**.

This feature may not be available in all languages.

Clock

Keep track of time – learn how to use your phone as a clock, as well as an alarm clock.

Set an alarm

You can use your phone as an alarm clock.

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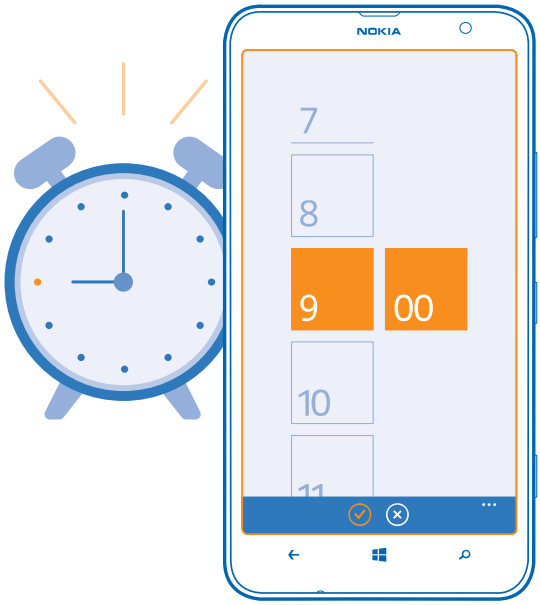

1. On the start screen, swipe left, and tap **Alarms**.
2. Tap ⊕.
3. Fill in the alarm details, set the time, and tap 💾.

For the alarm to sound, your phone must be switched on, and the phone volume needs to be loud enough.

★ **Tip:** You can quickly see the time of the next active alarm if you have pinned the Alarms app to the start screen. The tile size must be at least medium.

Switch an alarm off
Switch the alarm to **Off**.

Delete an alarm
Tap the alarm, and tap 🗑.

Snooze an alarm

Don't want to get up just yet? When an alarm sounds, you can snooze the alarm.

When the alarm sounds, tap **snooze**.

Update the time and date automatically

You can set your phone to update the time, date, and time zone automatically. Automatic update is a network service and may not be available depending on your region or network service provider.

On the start screen, swipe left, and tap **Settings** > **date+time**.

Switch **Set automatically** to **On**.

Update the time and date manually
Switch **Set automatically** to **Off**, and edit the time and date.

Update the time zone manually when travelling abroad
Switch **Set automatically** to **Off**, and tap **Time zone** and a location.

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SkyDrive

Store your stuff in the clouds. You don't need to worry about freeing memory for your favourites or new apps.

SkyDrive is cloud storage for all your documents and photos, so you can access, share, or restore them if needed. You can also set it to back up your stuff automatically, so when you take a photo or a video, it's copied to your cloud album.

With SkyDrive, you can access your photos, documents, and more from your phone, tablet, or computer. Depending on the app, you can even continue working on a document right from where you left it earlier.

There are several places where you can access your stuff on SkyDrive. You can save photos to SkyDrive in the Photos hub, or manage your office documents in the Office hub.

★ **Tip:** To easily manage your stuff in the cloud using your phone, you can download the SkyDrive app from Store.

Save your photos and other stuff to SkyDrive

You can upload files saved on your phone to SkyDrive for easy access from your phone, tablet, or computer.

You need a Microsoft account to connect to SkyDrive.

1. Tap **Photos**, and browse to a photo or video.
2. Tap • • • > **save to SkyDrive**.
3. Write a caption for the photo, if you want, and tap or .

★ **Tip:** To set your phone to automatically upload photos or videos to SkyDrive, on the start screen, swipe left, and tap **Settings**. Swipe to **applications**, and tap **photos+camera** > **SkyDrive**.

Save an Office document to SkyDrive

Tap **Office**, swipe to **places**, and tap **phone**. Then tap and hold the file you want to save, and tap **save to...** > **SkyDrive**.

★ **Tip:** You can also save a document to SkyDrive while working on it. Tap • • • > **save as...**, and switch **Save to** to **SkyDrive**. If you change the Save to location, it changes the default location for all files.

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Share your photos and documents between your devices

With SkyDrive, you can easily access your photos, documents, and other stuff you have uploaded from any of your devices.

To upload your photos, documents, or other stuff saved on your phone, tablet, or computer to SkyDrive, you need to sign in to your Microsoft account. To access the uploaded content on another device, you need to sign in to the same Microsoft account that was used when uploading the content.

To upload or download content, you need an internet connection. If you don't have a data plan, the data transmission costs may pile up quickly. For info about possible data costs, contact your network service provider.

There are several places where you can access your stuff on SkyDrive. On your phone, you can check your photos and videos in the Photos hub, or open your Office documents in the Office hub. You can also download the SkyDrive app from Store to see and manage all types of files on your phone.

On your tablet or computer, you can either manage your stuff online at **www.skydrive.com**, or you can use the SkyDrive app and access SkyDrive straight from your desktop. If you don't yet have the SkyDrive app, you can download and install it from **www.skydrive.com**.

★ **Tip:** With the SkyDrive app on your computer, you can simply drag and drop the files you want to upload to the SkyDrive folder in the file manager, such as Windows Explorer or Finder, and the files are automatically uploaded to SkyDrive.

Nokia account

Your Nokia account is the key to Nokia services.

With your Nokia account, you can, for example:

- Access Nokia services with a single username and password on your computer or phone.
- Buy music from Nokia MixRadio
- Sync your favourites in HERE Maps
- Download content from Nokia services
- Save details about your phone model and contact info.You can also add your payment card details to your Nokia account.

The available services may vary.

To learn more about the Nokia account and Nokia services, go to **account.nokia.com**.

Browse your SIM apps

If your service provider has included apps on your SIM card, here's how to find them.

On the start screen, swipe left, and tap **Settings** > **mobile network** > **SIM applications**.

Store

Make your phone your own with more apps, games, and other items, some of which are free of charge. Browse Store to find the latest content for you and your phone.

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You can download:

- Apps
- Games
- Music
- Videos
- Podcasts

You can also:

- Get content that is relevant to your tastes and location
- Share recommendations with your friends

The availability of Store and the selection of items available for download depend on your region.

To download from Store, you need to be signed in to your Microsoft account on your phone. When you're signed in, you are offered content compatible with your phone.

You can search for and download content directly to your phone, or browse Store content on your computer and send links from there to your phone by text message.

Many items are free of charge; some you need to pay for with your credit card or on your phone bill.

The availability of payment methods depends on your country of residence and your network service provider.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Browse or search Store

Check out the latest and most downloaded apps, games, and other items recommended for you and your phone. Browse different categories, or search for specific items.

Tap **Store**.

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View or browse categories

Tap a category on the front page, or swipe left or right to see more categories and items.

Tap an item to view its details. When you view an item, related items are also shown.

Search Store

Tap ⌕, write your search words, and tap →.

★ **Tip:** Did you find something in Store that you know your friends would be interested in? You can send them a link. If the item is free, tap **share**. If the item has a price, tap ••• > **share**.

Download an app, game, or other item

Download free apps, games, or other stuff, or buy more content for your phone.

1. Tap **Store**.
2. Tap an item to view its details.
3. If the item has a price, tap **buy**, or to try the item for free for a limited time, tap **try**. If the item is free, tap **install**.
4. If you're not signed in to your Microsoft account, sign in now.
5. Follow the instructions shown on your phone.

When the download is complete, you can open or view the item, or continue browsing for more content. The content type determines where the item is stored in your phone: music, videos, and podcasts can be found in the Music+Videos hub, games can be found in the Games hub, and apps can be found in the apps menu.

For more info on an item, contact the publisher of the item.

★ **Tip:** Use a Wi-Fi connection to download large files.

View your ongoing downloads

While an item is downloading, you can continue to browse Store for other content and add items to be downloaded.

1. Tap **Store**.
2. To view your ongoing downloads, tap the download notification at the bottom of the main view.

The notification shows the number of items to be downloaded. Only one item is downloaded at a time.

★ **Tip:** If you need to, for example, temporarily close your internet connection, tap and hold the downloading item, and tap **pause**. To resume downloading, tap **resume**. Pause pending items individually. If a download fails, you can re-download the item.

Write a review for an app

Do you want to share your opinion on an app with other Store users? Rate and review the app. You can post one review per app that you download.

1. On the start screen, swipe left, tap and hold the app, and tap **rate and review**.
2. Rate the app, and write your review.

★ **Tip:** You can rate and review your other items in the same way.

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People & messaging

Contact your friends and family, and share your files, such as photos, using your phone. Stay tuned with the latest updates to your social networking services even when on the go.

Calls

Want to make calls on your new phone and talk to your friends? Read on and you'll learn how.

Call a contact

Calling your friends is quick and easy when you've saved them as contacts in your phone.

1. Tap > .
2. Tap the contact and the number.

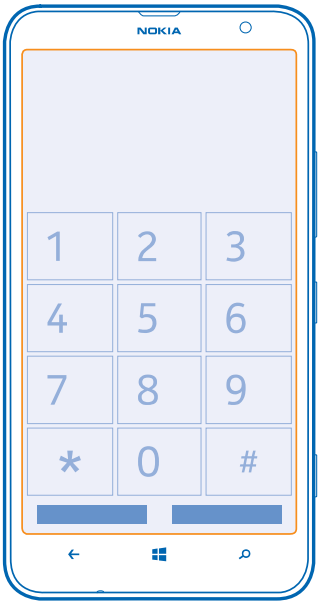
Tip: Is your friend's voice too loud or quiet? Press the volume keys to change the volume.

Want to let others hear the conversation? Tap **speaker**.

Call a phone number

Tap > , type in the phone number, and tap **call**.

To type in the + character, used for international calls, tap and hold **0**.



Copy and paste a phone number

Tap and hold the phone number, and tap **copy**, and in a text box, tap .

View your call history

Tap .

To remove a call record, tap and hold the call record, and tap **delete item**. To remove all the call records, tap ••• > **delete all**.

To search for a call record, tap > , and type in the contact's name or phone number.

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Use your voice to make a call

You can use your voice to call a contact.

1. Press and hold .
2. Say **Call** and the contact's name.

To cancel, press .

Tip: You can also use voice dialling with a Bluetooth headset.

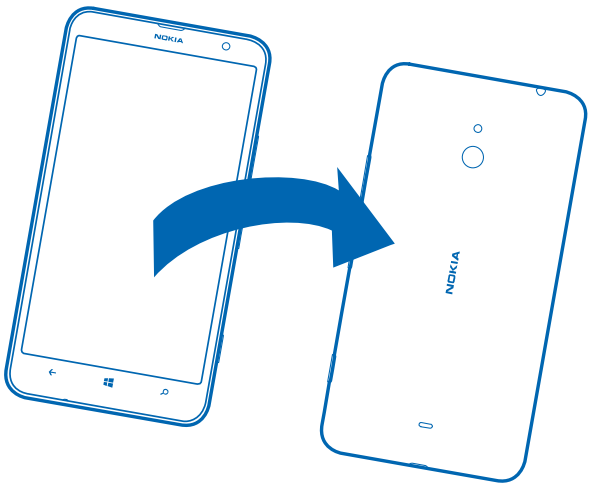
This feature may not be available in all languages.

Silence an incoming call

If your phone rings when you don't want to be disturbed, you can silence your phone.

If you want to be able to silence your phone by turning it face down, the Flip to silence feature must be switched on. Tap **Settings** > **audio**, swipe left, if needed, and switch **Flip to silence** to **On** .

When someone calls you, press the volume key or turn your phone face down.



Tip: Want to silence your phone quickly? Press the lock key.

Call the last dialled number

Still have some words to say to your friends? Call them again. In the call history view, you can see info about the calls you have made and received.

1. On the start screen, tap .
2. Tap next to the name or phone number.

Make a conference call

Your phone supports conference calls between two or more people. The maximum number of participants can vary, depending on your network service provider.

1. Make a call to the first person.
2. To make a call to another person, press , and make the call in the normal way.

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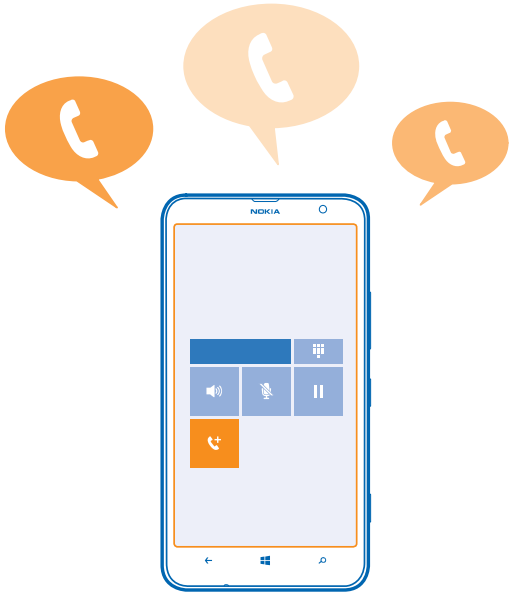
3. When the new call is answered, tap .

Add another person to the call

Tap , call another person, and tap .



Have a private conversation with someone

Tap and the person's name or phone number. The conference call is put on hold on your phone. The other people continue the conference call.

To return to the conference call, tap .

Use call waiting

Get another call while you're already in one? Call waiting helps you answer or hold one of the calls.

Tap **Settings** > **network+**, and switch **Call waiting** to **On** .

1. To hold the first call and answer the new call, tap **ANSWER**.
2. To end the first call and answer the new one, tap **end call+answer**.
3. To ignore the new call, tap **ignore**.

Hold one call and make another

Tap **HOLD**, **ADD CALL**, and call the people you want.

Switch between calls

Tap **TAP TO SWAP** on the top of the screen.

Use Skype to make calls or send messages

You can use your phone to make Skype-to-Skype calls or send Skype-to-Skype instant messages. With Skype global rates, you can also call landlines or other mobile phones. You can also make video calls and pay as you go with your credit card, or get a monthly subscription for the best rates.

Use this QR code to download the latest version of Skype to your phone. Press , and tap . Point the camera at the code, and tap the link.

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For more info, see the user documentation on the Skype for Windows Phone support site at **https://support.skype.com/en/category/SKYPE_FOR_WINDOWS_PHONE**.

Reply to a call by a text message

Can't answer a call in voice? You can reply to the caller by a text message.

1. When someone calls you, tap **TEXT REPLY**.
2. Tap **type a message...**, and write your message.

You can only reply by a text message to calls from the contacts saved in your phone.

Switch text reply on or off
Tap > ••• > **settings**, and switch **Text reply** to **On** or **Off**.

Edit a pre-written text message
On the start screen, tap > ••• > **settings** > **edit replies**, and edit the reply you want.

Call your voice mailbox

If you've forwarded incoming calls to your voice mailbox, you can call it and listen to the messages your friends have left.

1. On the start screen, tap > .
2. If asked, type in the voice mail password.
3. You can listen or reply to voice mail messages, delete them, or record a greeting message.

For the availability of the voice mailbox service, and for info on setting up how long before calls are forwarded, contact your network service provider.

Contacts

You can save and organise your friends' phone numbers, addresses, and other contact information in the People hub. You can also get in touch with your friends through social networking services.

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Add or delete contacts

Keep your friends with you. Save their phone numbers, addresses, and other info to the People hub.

Add a contact

Tap **People**, and swipe to **all**.

1. Tap ⊕.
2. If you're signed in to several accounts, tap the account to which the contact is linked.
3. Tap a contact detail, fill in the fields, and tap 🖫.
4. When you have added the details, tap 🖫.

★ **Tip:** Your contacts are backed up automatically to your Microsoft account.

Edit a contact

Tap the contact and ✎, and edit or add details, such as a ringtone, or a web address.

Delete a contact

Tap the contact and ••• > **delete**.

The contact is deleted both from your phone and, with some exceptions such as Facebook, Twitter, and LinkedIn, from the social networking service where it's stored.

Filter your contact list

If you don't want contacts from social networking services to show up in your contact list, you can filter them out. In the contact list, tap ••• > **settings** > **filter my contact list** and the accounts you want to show or hide.

Save a number from a received call

Have you received a call from a person whose phone number is not yet saved in your People hub? You can easily save the number in a new or existing contact list entry.

1. Tap .
2. In the call history list, tap a phone number and 🖫.

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3. Tap ⊕, edit the phone number and phone number type, and tap 🖫.
4. Edit other contact details, including the name, and tap 🖫.

Save a number from a received message

Have you received a message from a person whose phone number is not yet saved in your People hub? You can easily save the number in a new or existing contact list entry.

1. Tap **Messaging**.
2. In the conversations list, tap a conversation.
3. At the top of the conversation screen, tap the phone number and 🖫.
4. Tap ⊕, edit the phone number and phone number type, and tap 🖫.
5. Edit other contact details, including the name, and tap 🖫.

Search for a contact

Need to contact your friends quickly? Rather than scrolling through all your contacts, you can search or jump to a letter or character in the contacts list. You can also use a voice command to call or send a message to a contact.

1. Tap **People**, and swipe to **all**.
2. Tap 🔍, and start writing a name. The list filters as you write.

★ **Tip:** Pin your most important contacts or contact groups to the start screen. Tap and hold a contact, and tap **pin to start**.

Jump to a letter or character in your contacts list

Tap any letter in the contacts list on the left, and in the following menu, tap the first letter or character for the name you want. You jump directly to that point in your contacts list.

Use a voice command

In any view, press and hold ⊞, and say **Call** or **Text** and the contact's name. Not all languages are supported.

Link contacts

Do you have separate entries for the same contact from different social networking services or mail accounts? You can link multiple contacts so that their info is in a single contact card.

Tap **People**, and swipe to **all**.

1. Tap the main contact you want to link to, and 🔗.
2. Tap **choose a contact** and the contact to be linked.

Unlink a contact

Tap the main contact and 🔗, and tap the contact to be unlinked and **unlink**.

Copy contacts from a SIM card

If you have contacts stored on your SIM card, you can copy them to your phone.

Make sure your SIM card is inserted.

1. Tap **People**.
2. Under **all**, tap **settings** > **import SIM contacts**.

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3. To import all your contacts, tap **import**.

Tip: To select individual contacts, tap **clear**, and use the check boxes.

Share your plans with your family and friends

Want to gather with people, but find it difficult to set a date and time convenient for everybody? You can invite others to chat, and privately share a calendar, photos, or notes.

Although this feature works best on Windows Phone 8, phones running on Windows Phone 7 can join rooms and set up shared calendars. To use this feature, you need to sign in to your Microsoft account.

1. To create a room for sharing, tap **People**, and swipe to **together**.
2. Tap ⊕ > **Room**.
3. Write a name for the room, and tap ⊟.
4. To switch between a group chat, calendar, note, or photo album, swipe left or right.
5. To invite someone to join the room, tap 👥 > ⊕ and a contact.

Tip: If you haven't used rooms yet, your phone has a Family Room ready for you. In the People hub, swipe to **together**, and tap **Family Room**. To invite someone to the room for the first time, tap **invite someone**.

Create, edit, or delete a contact group

You can create contact groups, and send a message to several people at the same time. For example, you can add family members to the same group and reach them quickly with the same message.

Tap **People**, and swipe to **together**.

1. Tap ⊕ > **Group**.
2. Write a name for the group, and tap ⊟.
3. Tap ⊕ and a contact. To add another contact, tap ⊕ again.
4. Tap ⊘.

Add a new group contact
Tap the group, and tap 👥 > ⊕ and a contact.

Remove a contact from a group
Tap the group and 👥. Tap the contact to remove and **remove from group**.

Rename a group
Tap the group and ••• > **rename**, and write the new name.

Delete a contact group
Tap the group and ••• > **delete**.

Social networks

Want to keep in touch with your friends? You can set up social networking services on your phone.

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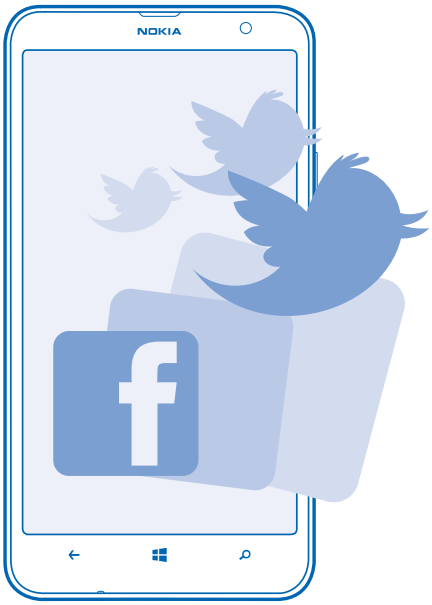

Social networking services on your phone keep you connected.

Set up an account

Set up your social networking service accounts.

1. On the start screen, swipe left, and tap **Settings** > **email+accounts**.
2. Tap **add an account** and the name of the service, such as Facebook, and follow the instructions shown.

Tip: When you sign in to an account, contacts in the account are automatically imported. To choose which accounts show up in your contact list, tap ••• > **settings** > **filter my contact list**.

See your friends' status updates

After you set up your social networking services on your phone, you can follow your friends' status updates in the People hub.

Tap **People**, and swipe to **what's new**.

Post your status

If you feel like reaching out to your friends, let them know what's on your mind. Post a status update to the social networking services that you use.

1. Tap **People**, and swipe to **all**.
2. Tap your own contact card and **post an update**.
3. Write your message.
4. In the Post to box, tap the check box next to each account to post to, and tap ✓.
5. Tap .

Important: Before sharing your location, always consider carefully with whom you are sharing. Check the privacy settings of the social networking service you are using, as you might share your location with a large group of people.

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Write on your friend's wall

You can contact your friends by writing on their Facebook wall.

1. Tap **People**, and swipe to **all**.
2. Tap a Facebook friend's profile and **write on wall**.
3. Write your message, and tap .

Comment on a friend's status update

In Facebook, you can contact your friends by commenting on their status updates.

1. Tap **People**, and swipe to **what's new**.
2. On the post, tap .
3. Write your comment, and tap .

Change your profile photo

When you set up your Facebook or Microsoft account on your phone, your profile photo from one of these social networking services becomes your contact card photo on your phone. If you change your photo on your phone, you can update your Facebook and Microsoft account profiles at the same time.

1. Tap **People**, and swipe to **all**.
2. At the top of your contacts list, tap your own contact card and your photo.
3. Tap your photo again, and in the Photos hub, tap a new photo.
4. Drag the photo around to adjust the cropping, and tap .
5. To set where to update your photo, tap **Post to**, tap or clear the check boxes, and tap .
6. Tap .

Share photos in social networking services

After you take a photo, upload it to the web so all your friends can see what you're up to. You can also set up your phone to upload photos automatically to social networking services.

1. Tap **Photos**.
2. Browse your photo albums for the photo you want to share.
3. Tap and hold the photo, and tap **share...**.
4. Tap the social networking service where you want to upload the photo.
5. Add a caption if you want, and tap .

Messages

Stay in touch with your friends, and send them text or multimedia messages, or start chatting.

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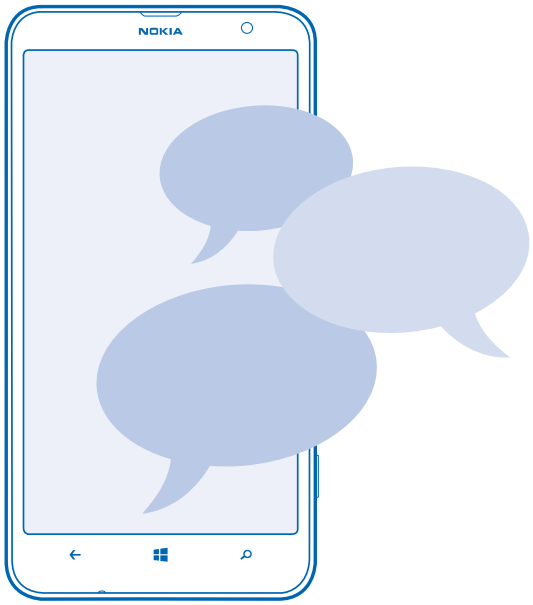

You can open messages directly from the start screen. Tap **Messaging**.

You can send and receive different kinds of messages:

- Text messages
- Multimedia messages that contain attachments, such as photos
- Chat messages

Messages and chats between you and a particular contact are arranged into conversations.

When you want to get in touch with a contact, your phone can help you pick the best method. If your contact is signed in to a chat service, you can start chatting. Otherwise, you can send a text message instead.

If you make contact groups containing, for example, family or colleagues, you can send a message to a group.

In the messaging settings, you can set your phone to back up your messages to SkyDrive. If you change to a new Windows Phone device, you can get your messages to your new phone during the setup.

You can send text messages that are longer than the character limit for a single message. Longer messages are sent as two or more messages. Your service provider may charge accordingly. Characters with accents, other marks, or some language options, take more space, and limit the number of characters that can be sent in a single message.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Send a message

With text and multimedia messages, you can quickly contact your friends and family.

If you start writing a message, and switch to another app before sending it, you can continue your message when you return to Messaging. Tap ••• > **drafts**. The draft message is deleted when sent.

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1. Tap **Messaging**.
2. Tap ⊕.
3. To add a recipient from your contacts list, tap ⊕, or start writing a name. You can also type in a phone number.

★ **Tip:** To add several recipients, tap ⊕ > ☰, the recipients you want, and ✓.

4. Tap the message box, and write your message.

★ **Tip:** To add a smiley, tap ☺.

5. To add an attachment, tap 📎 and the file.

★ **Tip:** You can also take a new photo while writing your message. Tap **picture** > 📷, take a photo, and tap **accept**.

If the item you insert in a multimedia message is too large for the network, the device may automatically reduce the size.

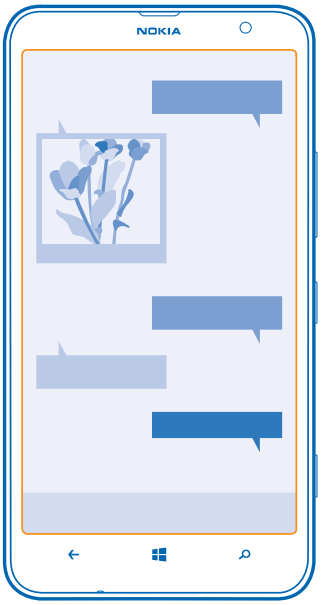
6. To send the message, tap ➤.

Only compatible devices can receive and show multimedia messages. Messages may look different in different devices.

Read a message

You can see on the start screen when you've received a message.

You can view the messages between you and a contact in one conversation thread. The thread can contain text messages, multimedia messages, and chats.



1. Tap **Messaging**.
2. To read a message, tap a conversation.

Save an attachment

Tap the attachment, such as a photo, and tap • • • > **save to phone**.

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Delete a conversation

In threads, tap , the conversation you want to delete, and .

Delete all messages in your phone

Tap > ••• > **select all**, and tap .

Reply to a message

Don't keep your friend waiting – reply to the message straight away.

1. Tap **Messaging**.
2. In threads, tap the conversation containing the message.
3. Tap the message box, and write your message.

Tip: If you have more than one phone number for the contact stored in your phone, you can also send your reply to a different number. Tap to pick another phone number.

4. Tap .

Forward a message

Tap and hold the message, and tap **forward**.

Before forwarding the message, you can edit what's written or add or remove attachments.

Send a message to a group

Need to send a message to a group of people? Create a group in the People hub, and you can reach them all with a single message or mail.

1. Tap **People**.
2. Tap the group and **text** or **send email**, and write and send your message.

Send an audio message

Want to celebrate your friend's birthday with a song? Send your song as an audio message.

1. When writing a message, tap > **voice note**.
2. Record your message, and tap **done**.
3. Tap .

Use your voice to write a message

Too busy to write a message? Write and send a text message with your voice.

This feature is not available in all languages. For info on the supported languages, go to **www.windowsphone.com**.

To use this feature, you must be connected to the internet.

1. Press and hold .
2. Say **Text** and the contact's name.
3. Say your message, and follow the instructions you hear.

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Chat with your friends

Do you like chatting online with your friends? If you are out and about, you can send instant messages from your phone, no matter where you are.

You need a Microsoft account to chat. When you connect your Facebook account to your Microsoft account, you can use Facebook chat in Messaging. For more info, see **www.windowsphone.com**.

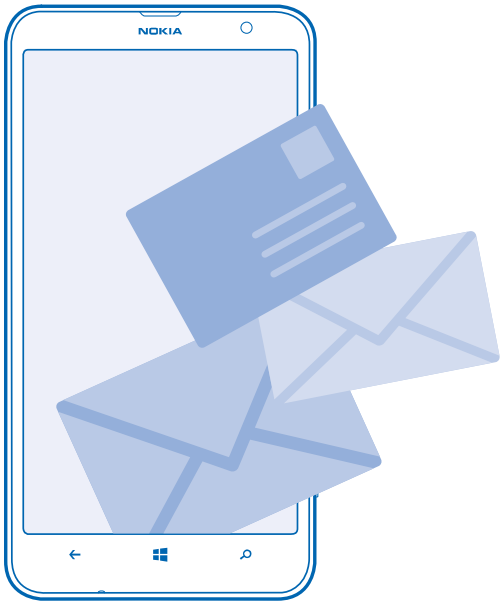
Before starting to chat, set up a chat service. Tap **Messaging**, swipe to **online**, and follow the instructions shown on the phone.

Sign in to a chat service, if not signed in already.

1. Tap **Messaging**.
2. Tap ⊕.
3. To add a recipient from your contacts list, tap ⊕. Tap your friend's chat account to start chatting.
4. Tap the message box, write your message, and tap .

Mail

You can use your phone to read and reply to mail when you're on the go.



On the start screen, tap .

To send and receive mail, you must be connected to the internet.

Add a mailbox

Do you use different mail addresses for business and leisure? You can add several mailboxes to your phone.

To set up mail in your phone, you must be connected to the internet.

If you didn't sign in to your Microsoft account during the first start-up, you can do it now. When you add a Microsoft account to your phone, a mail account is added automatically. This mail account cannot be deleted separately.

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1. On the start screen, tap .
2. Tap an account, and write your username and password.

Tip: Add your work mail, contacts, and calendar to your phone with advanced setup. Write your username and password, tap **Exchange ActiveSync**, and type in the required details.

3. Tap **sign in**.

Tip: Depending on your mail account, you can also sync other items than just mails to your phone, such as contacts and your calendar.

If your phone doesn't find your mail settings, advanced setup can find them. For this, you need to know your mail account type and the addresses of your incoming and outgoing mail servers. You can get this info from your mail service provider.

To find out more about setting up different mail accounts, see the How-to section at **www.windowsphone.com**.

Add a mailbox later
In your mailbox, tap • • • > **add email account** and an account, and sign in.

Delete a mailbox
Swipe left, and tap **Settings** > **email+accounts**. Tap and hold the mailbox, and tap **delete**.

Exchange ActiveSync

Would you like to have your work mail, contacts, and calendar at hand, whether you are sitting by your computer or on the go with your phone? You can sync the important content between your phone and a Microsoft Exchange server.

Exchange ActiveSync can be set up only if your company has a Microsoft Exchange server. In addition, your company IT administrator must have activated Microsoft Exchange ActiveSync for your account.

Before starting the setup, make sure you have the following:

- A corporate mail address
- Your Exchange server name (contact your company IT department)
- Your network domain name (contact your company IT department)
- Your office network password

Depending on the Exchange server configuration, you may need to type in additional info during the setup. If you don't know the correct info, contact your company IT department.

During the setup, you can define how often you want your phone to sync the content with the server.Only content defined when setting up the account is synced. To sync additional content, change the Exchange ActiveSync account settings.

With Exchange ActiveSync, it may be mandatory to use the lock code.

Use of the Exchange ActiveSync is limited to over-the-air synchronisation of PIM information between the Nokia device and the authorised Microsoft Exchange server.

Open mail from the start screen

With live mail tiles you can open mail directly from the start screen.

From the tiles, you can see the number of unread mails and if you've received new mail.

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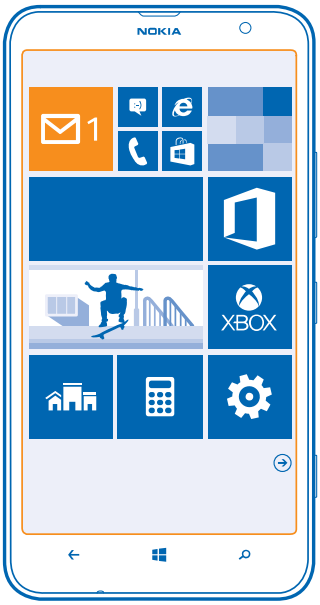

You can pin several mailboxes to the start screen. For example, dedicate a tile for business mail and another for personal mail. If you link several mailboxes into a unified inbox, you can open mails from all your inboxes in one tile.

To read your mail, tap the tile.

Send mail

Don't let your mails pile up. Use your phone to read and write mails on the go.

1. On the start screen, tap .
2. Tap ⊕ and an account, if you have linked inboxes.
3. To add a recipient from your contacts list, tap ⊕, or start writing a name. You can also write the address.

★ **Tip:** To remove a recipient, tap the name and **Remove**.

4. Write the subject and your mail.

★ **Tip:** Your phone can help you write your mail faster. While writing, your phone suggests possible next words to complete your sentence. To add a word, tap a suggestion. To browse the list, swipe over the suggestions. This feature is not available in all languages.

5. To attach a photo, tap .

★ **Tip:** You can also take a new photo while writing your mail. Tap , take a photo, and tap **accept**.

6. Tap to send the mail.

Send an Office document

Tap **Office**, tap the document you want to send and ••• > **share...**, and select the mail account you want to use.

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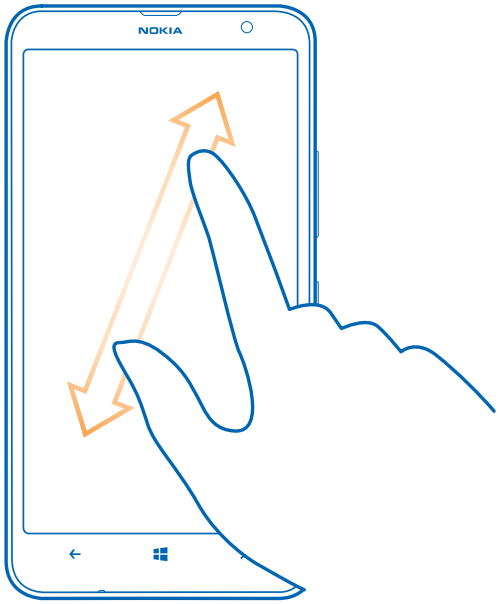
Read mail

Waiting for important news? Use your phone to read your mails instead of checking them only when you're at your desk.

You can see when you have new mail on the start screen.

1. On the start screen, tap .
2. In your mailbox, tap the mail. Unread mail is marked in a different colour.

Tip: To zoom in or out, place 2 fingers on the screen, and slide them together or apart.



Tip: If a mail contains a web address, tap it to go to the website.

Read mail in a conversation

In your mailbox, tap the conversation that includes the mail, and tap the mail. A conversation with unread mail is marked in a different colour.

Save an attachment

With the mail open, tap the attachment, such as a photo, and it downloads to your phone. Tap the attachment again, and tap • • • > **save to phone**. Not all file formats can be saved.

Reply to mail

Do you receive mail that needs a quick answer? Reply straight away using your phone.

1. On the start screen, tap .
2. Open the mail and tap .

Tip: To reply to the sender only, tap **reply**. To reply to the sender and all other recipients, tap **reply all**.

Forward a mail

Open the mail and tap > **forward**.

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Delete mail

Is your mailbox overflowing? Delete some mails to free up space in your phone.

1. In your mailbox, tap to the left of the mails you want to delete.
2. Tap the check boxes that appear next to the mails, and tap 🗑

All the mails you selected are deleted. Depending on your mail account, the mails may be deleted from your mail server, too.

Delete one mail

Open the mail, and tap 🗑.

View mails separately

Mails are grouped by title in conversations. A conversation also includes your replies. If you'd like to view all your mails separately, you can switch the conversations feature off.

1. On the start screen, tap ✉.
2. Tap ••• > **settings**.
3. Switch **Conversations** to **Off**.

Use your voice to write a mail

Instead of using the keyboard, you can dictate your mail.

This feature is not available in all languages. For info on the supported languages, go to **www.windowsphone.com**.

1. On the start screen, tap ✉.
2. Tap ⊕ and an account, if you have linked inboxes.
3. To add a recipient from your contacts list, tap ⊕. You can also write the address.

★ **Tip:** To remove a recipient, tap the name and **Remove**.

4. Tap **Subject:** > 🎤, and say your subject.
5. Tap the message box and 🎤, and say your message.
6. Tap ✉ to send the mail.

Link several mailboxes as a unified inbox

If you have more than one mail account, you can choose which inboxes you want to link together into one inbox. The unified inbox lets you see all your mail at a glance.

1. On the start screen, tap a mailbox.
2. Tap ••• > **link inboxes**.
3. In the other inboxes list, tap the inboxes you want to link to the first one.
4. Tap **rename linked inbox**, write a new name for the mailbox, and tap ✓.

The new unified inbox is pinned to the start screen.

Unlink unified inboxes

On the start screen, tap the unified inbox and ••• > **linked inboxes**. In the list, tap the inboxes you want to unlink and **unlink**.

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Camera

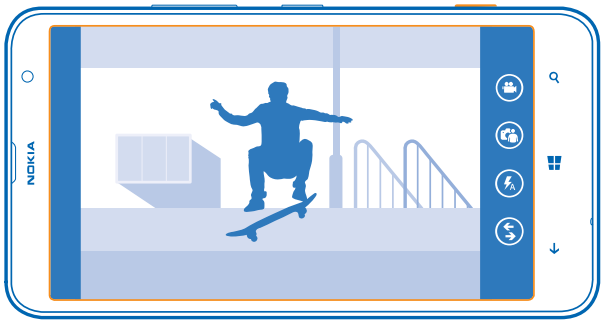
Why carry a separate camera if your phone has all you need for capturing memories? With your phone camera, you can easily take photos or record videos.

Camera basics

Take a photo

Shoot sharp and vibrant photos – capture the best moments in your photo album.

1. To switch the camera on, press the camera key.



2. To zoom in or out, place 2 fingers on the screen, and slide your fingers apart or together.
3. To focus, press and hold the camera key halfway down.
4. To take the photo, press the camera key down fully.

★ **Tip:** Need to capture a moment quickly? To switch on the camera when your phone is locked, press and hold the camera key for a couple of seconds.

Keep a safe distance when using the flash. Do not use the flash on people or animals at close range. Do not cover the flash while taking a photo.

To view the photo you just took, swipe right. Photos are saved in your Camera Roll in the Photos hub.

Take a photo without using the camera key
To focus on a specific object or area, tap the object or area on the screen. Hold the phone still until the white square stops blinking.

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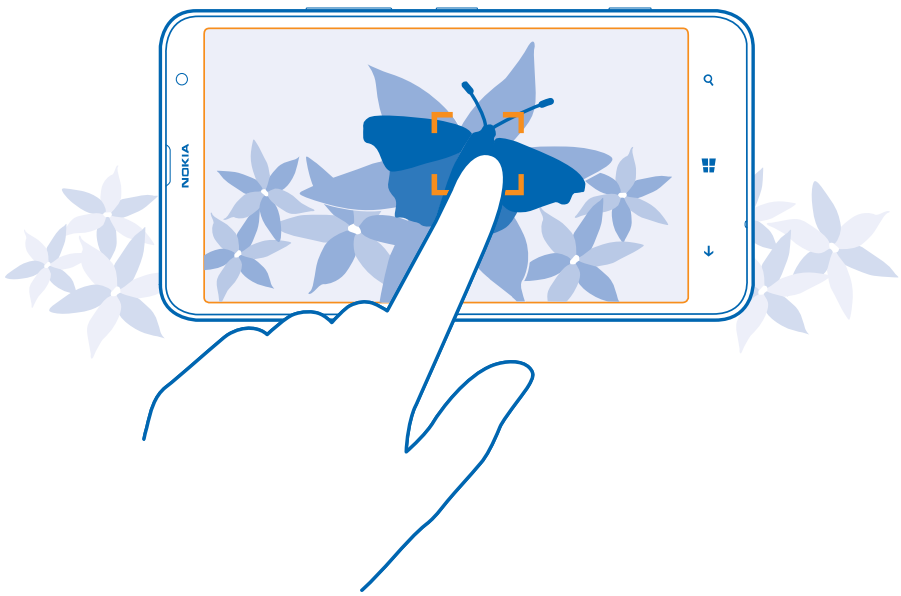
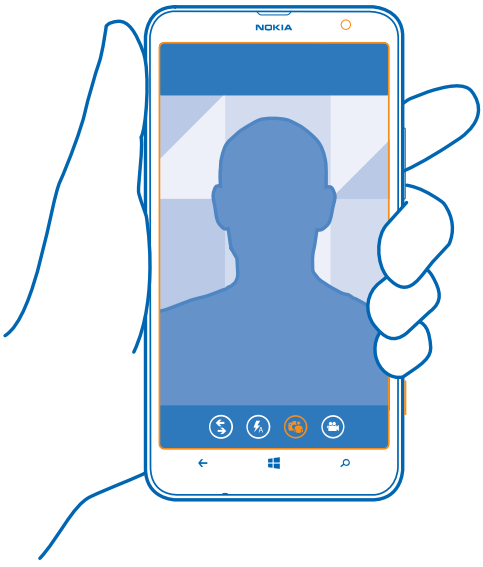


Take a self-portrait

To take a self-portrait easily, use the front camera of your phone.



1. To switch the camera on, press the camera key.
2. Tap .
3. To take the photo, press the camera key.

Tip: You can also record videos with the front camera. To switch to video recording, tap . To start recording, press the camera key.

Record a video

Besides taking photos with your phone, you can also capture your special moments as videos.

1. To switch the camera on, press the camera key.

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2. To switch from photo to video mode, tap .
3. To zoom in or out, place 2 fingers on the screen, and slide your fingers apart or together.
4. To start recording, press the camera key. The timer starts to run.
5. To stop recording, press the camera key. The timer stops.

To view the video you just recorded, swipe right, and tap . The video is saved to your Camera Roll in the Photos hub.

Save your photos and videos to a memory card

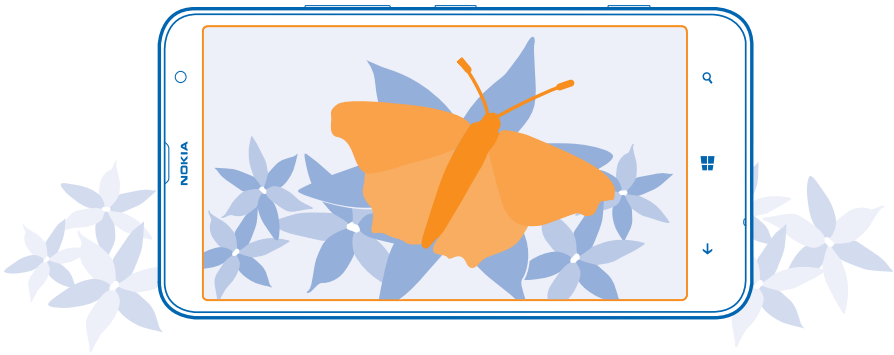
If there is a memory card in your phone, and your phone memory is filling up, save the photos you take and videos you record to the memory card.

For the best video quality, record videos to your phone memory. If you record videos to the memory card, make sure the microSD card you use is fast enough, that is, class 4 or higher.

1. On the start screen, swipe left, and tap **Settings** > **phone storage**.
2. Switch **Store new pictures on** to **SD card**.

Use different scene modes

Learn how to shoot photos in various situations using the different scene modes in your phone camera.



Take a close-up photo

It can be tricky to keep small objects, such as flowers, in focus the closer you get. To take sharp and precise photos of even the tiniest details, use close-up mode.

1. To switch the camera on, press the camera key.
2. To switch close-up mode on, tap ••• > **photo settings...**, and switch **Scenes** to **Close-up**.

Take a photo of a moving object

Are you at a sports event and want to capture the action with your phone? Use sports mode to take photos faster.

1. To switch the camera on, press the camera key.
2. Tap ••• > **photo settings...**, and switch **Scenes** to **Sports**.

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Take a photo in the dark

Want to take better photos even in dim light? Use night mode.

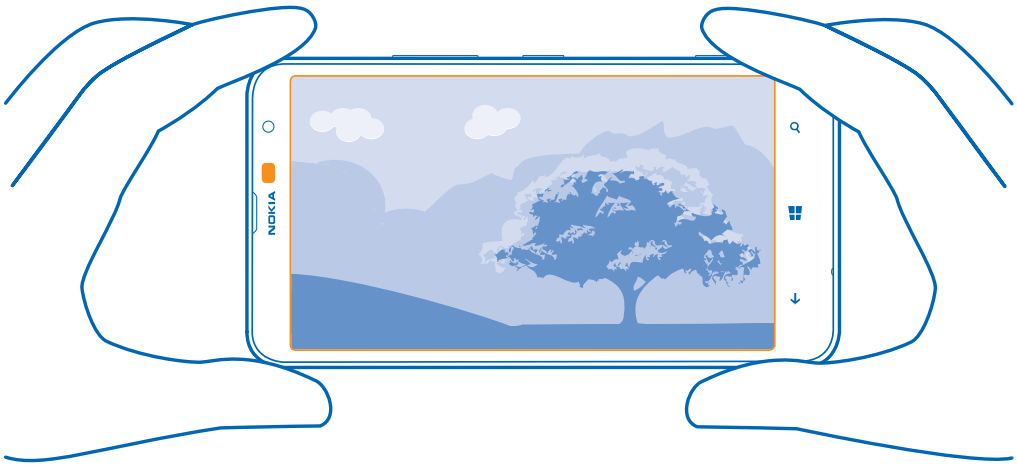
1. To switch the camera on, press the camera key.
2. To switch night mode on, tap ••• > **photo settings...**, and switch **Scenes** to **Night**.

Take a photo in bright light

Want to take better photos even when there's bright light coming from behind your subject? Use backlight mode.

1. To switch the camera on, press the camera key.
2. To switch backlight mode on, tap ••• > **photo settings...**, and switch **Scenes** to **Backlight**.

★ **Tip:** To see the screen at its best, make sure you're not covering the light sensor.



Save location info to your photos and videos

If you want to remember exactly where you were when you took a particular photo or video, you can set your phone to automatically record the location.

1. On the start screen, swipe left, and tap **Settings**.
2. Swipe to **applications**, and tap **photos+camera** > **Include location info in pictures I take**.

Location info can be attached to a photo or video, if your location can be determined using satellite or network methods. If you share a photo or video that contains location info, the location info may be shown to those who view the photo or video. You can switch geotagging off in the phone settings.

Share your photos and videos

Share your best shots directly from the camera.

1. To switch the camera on, press the camera key.
2. Take a photo or record a video.
3. Swipe right, and tap ••• > **share...**.
4. Select how you want to share, and follow the instructions.

★ **Tip:** You can also share from the Photos hub. Select the photo or video, and tap ••• > **share...**.

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Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Not all sharing services support all file formats or videos recorded in high quality.

Camera tips

Here are some tips to help you get the most out of your phone camera.

- To switch between taking photos and recording videos, tap or .
- To zoom in or out, place 2 fingers on the screen, and slide your fingers apart or together.
- To change camera settings, such as aspect ratio, scene mode, and white balance, tap ••• and **photo settings...** or **video settings...**, and tap the setting you want.
- To quickly switch on the camera when your phone is locked, press and hold the camera key for a couple of seconds.
- If you don't use the camera for about a minute, it goes to sleep. To wake the camera up, press the power key, and drag the lock screen up.

Keep a safe distance when using the flash. Do not use the flash on people or animals at close range. Do not cover the flash while taking a photo.

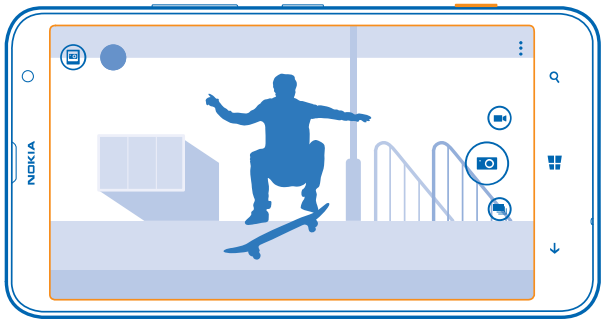
Nokia Camera

With Nokia Camera, you can capture outstanding photos and videos in all situations.

Take a photo with Nokia Camera

Shoot sharp and vibrant photos – capture the best moments in your photo album.

1. On the start screen, swipe left, and tap **Nokia Camera**.



2. To zoom in, swipe up, and to zoom out, swipe down.
3. To focus, press and hold the camera key halfway down.
4. To take the photo, press the camera key down fully.

Keep a safe distance when using the flash. Do not use the flash on people or animals at close range. Do not cover the flash while taking a photo.

View the photo in full-resolution view

To view and reframe the photo you just took, tap the round thumbnail next to . This full-resolution photo can only be viewed in Nokia Camera.

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Tip: To set Nokia Camera as default camera, on the start screen, swipe left, and tap **Settings**. Swipe to **applications**, and tap **photos+camera**. Switch **Pressing the camera button opens** to **Nokia Camera**.

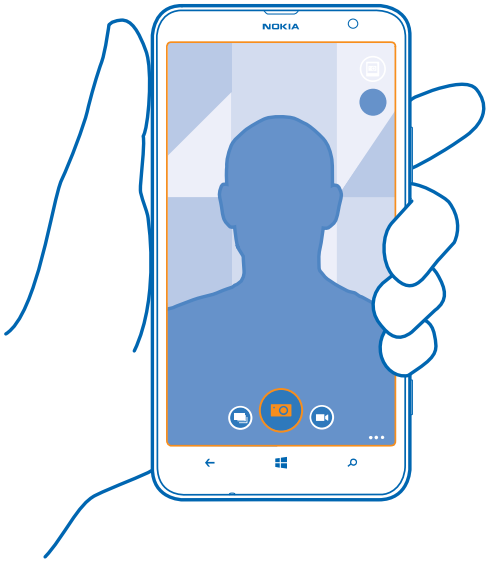
Frame your photos with ease

Want to frame your photos professionally? Use viewfinder grids and compose perfect photos.

1. On the start screen, swipe left, and tap **Nokia Camera**.
2. Tap • • • > **settings**, and switch **Framing grids** to, for example, **golden ratio** or **rule of thirds**.
3. To take the photo, press the camera key.

Take a self-portrait with Nokia Camera

It's easy to take a self–portrait with the front camera of your phone.



1. On the start screen, swipe left, and tap **Nokia Camera**.
2. Tap • • • > **front facing**.
3. To take the photo, press the camera key.

Tip: You can also record videos with the front camera. To switch to video recording, tap . To start recording, press the camera key.

Reframe your full-resolution photos

Capture the best moments with Nokia Camera and reframe the photos when you have time.

1. In Nokia Camera, tap .
2. Choose the photo you want to reframe, and tap **Nokia Camera**.
3. Tap .
4. Drag the photo with your finger. To zoom in or out, place two fingers on the screen, and slide them apart or together.
5. Tap .

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Tip: You can always reframe the photo back to the original state. Just open the reframed photo in Nokia Camera, tap , and drag and zoom the photo back to the original state.

The original full-resolution photo stays intact, and the reframed photo can be shared. The reframed photo is saved in Photos. The full-resolution photo can only be viewed in Nokia Camera.

Record a video with Nokia Camera

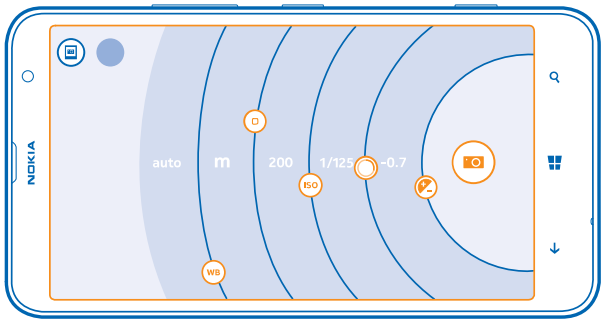
Besides taking photos with your phone, you can also capture your special moments as videos.

1. On the start screen, swipe left, and tap **Nokia Camera**.
2. To switch from photo to video mode, tap .
3. To zoom in, swipe up, and to zoom out, swipe down.
4. To start recording, press the camera key. The timer starts to run.
5. To stop recording, press the camera key. The timer stops.

To view the video you just recorded, tap . The video is saved in Photos.

Take photos like a pro

Would you like to use your full creative potential, and take professional-looking photos? With Nokia Camera, you can manually adjust the camera settings both in camera and video mode.



1. On the start screen, swipe left, and tap **Nokia Camera**.
2. To view the settings, drag to the left. To change a setting, slide your finger up or down on the slider. You can, for example, change Exposure compensation to control the amount of light in your photo.
3. To close the settings, drag to the right.
4. To take a photo, tap .

Tip: To get hands-on learning on different settings, tap • • • > **tutorial**.

Nokia Camera tips

Want to take full advantage of Nokia Camera? Take a look at these tips and learn more about your camera app.

- To quickly switch on the camera when your phone is locked, press and hold the camera key for a couple of seconds. Your default camera app opens.
- If you don't use the camera for about a minute, it goes to sleep. To wake the camera up, press the power key, and drag the lock screen up.
- To switch from camera to video mode, tap .

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- To switch between auto and pro mode, tap > or < on the settings area.
- You can zoom Nokia Camera with only one finger. To zoom in, swipe up, and to zoom out, swipe down.
- To view the photos you have taken with Nokia Camera, tap at the top left corner of the screen.
- To focus the camera on a specific object, tap the object on the screen.
- To see the screen at its best, make sure you're not covering the light sensor.

Take better photos with smart sequence mode

Want to take better photos of moving objects or take a group photo where everyone is at their best? Use Nokia Camera smart sequence mode, and snap superb photos.

1. On the start screen, swipe left, and tap **Nokia Camera**.
2. Tap .
3. To take a photo, press the camera key once.

Tip: To focus the camera on a specific object, tap the object on the screen.

The phone takes a sequence of photos and shows you everything you can do with them.

Change a face in a group photo

Want to catch someone's great facial expression in your photo? Take a photo with Nokia Camera smart sequence mode, and you can pick the faces you like best and put them in your group photo.

1. Take a photo with Nokia Camera smart sequence mode.
2. Tap the round thumbnail next to .
3. Swipe down to **CHANGE FACES**, and tap the photo.
4. Tap the face you want to change, and swipe left to find an alternative face.
5. Tap the face you want to use.

Repeat steps 4–5 for all the faces you'd like to change.

6. When you're done, tap .

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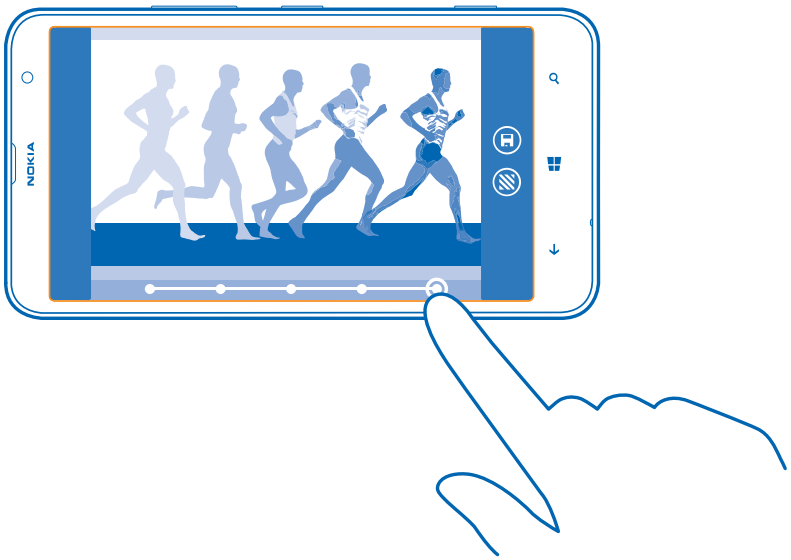
Take an action shot

Want to take great photos of moving objects? Use Nokia Camera smart sequence mode to convert photos of moving objects into a single dynamic photo.



1. Take a photo using Nokia Camera smart sequence mode.

★ **Tip:** You don't need to follow the moving object when taking the photo. Just keep the camera still.

2. Tap the round thumbnail next to .
3. Swipe up to **ACTION SHOT**, and tap the photo.
4. To delete moving objects from the photo, tap the white circles at the bottom of the screen.
5. To select which moving object you want to highlight, tap , and move the circle at the bottom right corner of the screen.

★ **Tip:** To highlight all the moving objects, tap .

6. When you're done, tap .

Focus on an object

Use Nokia Camera smart sequence mode to emphasise moving objects by blurring the background.

1. Take a photo using Nokia Camera smart sequence mode.

★ **Tip:** You don't need to follow the moving object when taking the photo. Just keep the camera still.

2. Tap the round thumbnail next to .
3. Swipe up to **MOTION FOCUS**, and tap the photo.
4. To change the focused object, swipe left or right.
5. When you're done, tap .

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Remove moving objects in a photo

Did someone walk through your photo in the last moment? Use Nokia Camera smart sequence mode and remove unwanted moving objects in a photo.

1. Take a photo using Nokia Camera smart sequence mode.
2. Tap the round thumbnail next to .
3. Swipe down to **REMOVE MOVING OBJECTS**, and tap the photo.

The camera automatically removes moving objects in the photo.

4. Tap .

Tip: To undo the object removal, tap the screen, and tap . Then tap the screen again, and tap .

Advanced photography

Download Nokia Lenses from Store

Would you like to make your camera even better and find new fun ways to take great photos? Download Nokia Lenses apps from Store.

1. To switch the camera on, press the camera key.
2. Tap > **find more lenses**, and follow the instructions.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Photos and videos

Shot lots of great photos and videos? Here's how you view, organise, share, and edit them.

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Photos hub

The photos you've taken or videos you've recorded with your phone are saved to the Photos hub, where you can browse and view them.

To find your photos and videos easily, mark your favourites, or organise them into albums.

View photos

Relive those important moments – view the photos on your phone.

Tap **Photos**.

1. To view a photo you've taken, tap **Camera Roll** and the photo.
2. To view the next photo, swipe left. To view the previous photo, swipe right.

Zoom in or out

Place 2 fingers on the screen, and slide your fingers together or apart.

★ **Tip:** To quickly zoom in or zoom back out, tap the photo twice.

Mark a photo as a favourite

Would you like to find your best shots quickly and easily? Mark them as favourites, and see them in the favourites view in the Photos hub.

1. Tap **Photos** > **albums**, and browse to the photo.

If the photo is in an online album, save it to your phone first. Tap ••• > **save to phone**.

2. Tap ••• > **add to favourites**.

★ **Tip:** To quickly mark several photos as favourites, select the album where the photos are, tap ☰, select the photos, and tap ★.

★ **Tip:** You can also mark a photo as a favourite right after taking it. Just swipe right, and tap ••• > **add to favourites**.

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View your favourites

In the Photos hub, swipe to **favourites**.

Upload photos and videos to the web

Want to upload your photos and videos to a social networking service for your friends and family to see? You can do that directly from the Photos hub.

1. Tap **Photos**, and browse to a photo or video.
2. Tap • • • > **share...** and the service.
3. Tap or .

Tip: To select several photos at once, in the Photos hub, tap the album and , select the photos, and tap .

Tip: To access your photos from all your devices, you can set up uploading to SkyDrive. The SkyDrive album is then available in the Photos hub when you view your photos.

To set up the feature, on the start screen, swipe left, and tap **Settings**. Swipe to **applications**, tap **photos+camera** > **SkyDrive**, and select an option.

Change the background in the Photos hub

Have a superb shot that makes you feel good every time you look at it? Set it as the background of the Photos hub.

1. Tap **Photos**.
2. Tap • • • > **choose background**.
3. Select the photo, and tap .

Tip: You can also set your phone to periodically change the photo automatically. Tap • • • > **shuffle background**.

Create an album

To easily find photos of an occasion, a person, or a trip, organise your photos into albums according to subject, for example.

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If your computer is a Mac, install the Windows Phone app from the Mac App Store.

1. Connect your phone to a compatible computer with a compatible USB cable.
2. On your computer, open a file manager, such as Windows Explorer or Finder, and browse to the folder for photos.
3. Add a new folder, give it a name, and add photos to the folder.

The folder appears as an album in the albums view on your phone.

★ **Tip:** If your computer's operating system is Windows 7 or Windows 8, you can also use the Windows Phone app. With Windows 7, you can download it from **www.windowsphone.com**.

Delete an album

When you delete an album from the phone, the photos in that album are also deleted. If you've copied the album to your computer, the album and the photos in it remain on your computer.

Tap **Photos** > **albums**. Tap and hold an album, and tap **delete**.

You cannot delete online albums from your phone.

Copy your photos to your computer

Have you taken photos with your phone that you'd like to copy to your computer? Use your computer's file manager to copy or move your photos.

If your computer is a Mac, install the Nokia Photo Transfer for Mac app from **www.nokia.com**.

1. Connect your phone to a compatible computer with a compatible USB cable.
2. On your computer, open a file manager, such as Windows Explorer or Finder, and browse to your phone.

★ **Tip:** Your phone is shown under portable devices as Windows Phone. To see the folders of your phone, double-click the name of the phone. There are separate folders for documents, music, photos, ringtones, and videos.

3. Open the folder for photos, and select and copy the photos to your computer.

★ **Tip:** If your computer's operating system is Windows 7 or Windows 8, you can also use the Windows Phone app. With Windows 7, you can download it from **www.windowsphone.com**.

Edit a photo

You can do quick edits, such as rotate and crop, to the photos you have taken. Or use auto-fix to let your phone fix your photo with just one simple tap.

1. Tap **Photos** > **albums**.
2. Tap a photo, and tap ••• > **edit...** and an option.

★ **Tip:** If you have downloaded photo editing apps from Store, they are listed here as editing options.

3. To save the edited photo, tap ⓗ.

Show your photos on your friend's screen

Want to show your best shots to your friends? Use the PhotoBeamer mobile projector, and show your photos on your friend's screen, without any wires.

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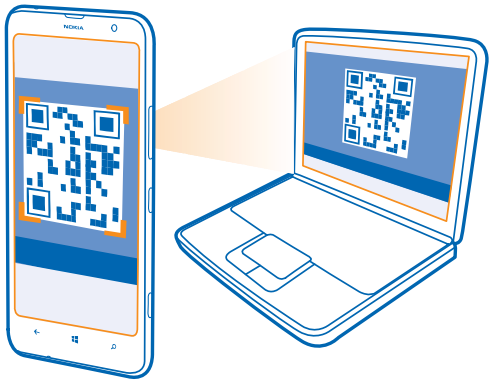
1. On the device you want to use to show the photos, go to **https://www.photobeamer.com** (in English).
2. On the start screen of your phone, swipe left, and tap **PhotoBeamer**.
3. Tap the photo you want to show on the screen.
4. On the PhotoBeamer web page, scan the QR code with your phone.



5. Swipe left or right to show other photos in the same folder.

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Maps & navigation

Explore what's out there and how to get there.

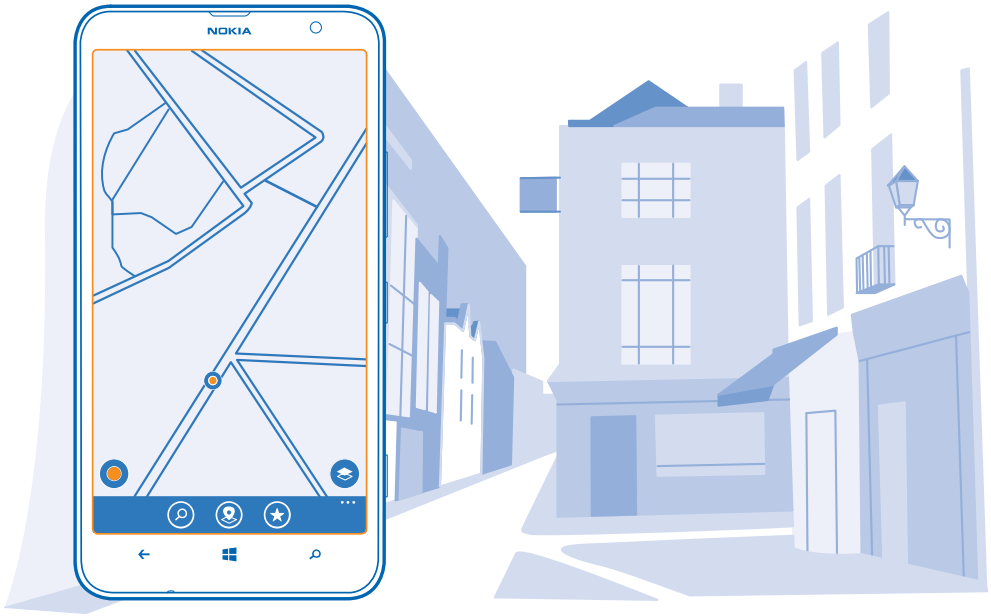
Switch location services on

Find out where you are using HERE Maps, and save your location to the photos you take – let apps use your location info to offer you a wider variety of services.

1. Swipe left, and tap **Settings**.
2. Tap **location**, and switch **Location services** to **On**.

HERE Maps

HERE Maps shows you what is nearby, and directs you where you want to go.



You can:

- Search for addresses and places of interest, such as restaurants, hospitals, and airports
- Get driving, walking, and public transport directions – even without an internet connection
- See where you are in a shopping centre or other complex building, and find your favourite shops and facilities
- Use your phone's camera viewfinder to reveal the shops and restaurants around you
- Have your favourite places backed up and ready-to-hand on all HERE apps and at **here.com**: save places to your Nokia account
- Organise your favourites into collections, just like music playlists

Tip: Use this QR code to download the latest version of HERE Maps to your phone. Press , and tap . Point the camera at the code, and tap the link.

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Contents of digital maps may sometimes be inaccurate and incomplete. Never rely solely on the content or the service for essential communications, such as in emergencies.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Some content is generated by third parties and not Nokia. The content may be inaccurate and is subject to availability.

Download maps to your phone

Save new maps to your phone before a journey, so you can browse the maps without an internet connection when travelling.

On the start screen, swipe left, and tap **HERE Maps** > ••• > **download maps**.

To download and update maps, switch Wi-Fi networking on.

1. Tap **download new maps**.
2. Tap ⊕, and select the country or region.

Update an existing map
Tap **update current maps**.

Delete a map
Tap **download new maps**. Tap and hold the map, and tap **delete**.

See where you are on a map

If you need to get your bearings, check where you are on a map. You can also explore different cities and countries.

1. On the start screen, swipe left, and tap **HERE Maps**.

shows where you are. If HERE Maps can't find your location, shows your last known location.

If accurate positioning is not possible, a green halo around the location icon shows the general area you might be in. In densely populated areas, the accuracy of the estimate is better, and the green halo is not as wide.

2. To see your current or last known location, tap .

Tip: Trying to get oriented in a new place? When the compass is switched on, the map rotates, so that you can always see which direction you're facing. Tap .

The compass has limited accuracy. Electromagnetic fields, metal objects, or other external circumstances may also affect the accuracy of the compass. The compass should always be properly calibrated.

If the compass needs to be calibrated, follow the instructions on your phone.

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Map coverage varies by country and region.

Browse the map
Drag the map with your finger.

Zoom in or out
Place two fingers on the map, and slide them apart to zoom in or together to zoom out.

Tip: To add zoom controls to the map view, tap ••• > **settings**, and switch **Zoom controls** to **On**.

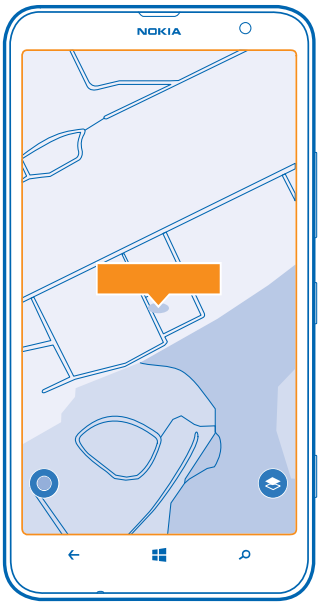
Find a location

HERE Maps helps you find specific locations and businesses.

1. On the start screen, swipe left, and tap **HERE Maps** > .
2. Write search words, such as a street address or place name, in the search box.
3. Select an item from the list of proposed matches as you write, or tap the enter key to search.

The location is shown on the map.

Tip: Want to see more info about a place? The place details view can contain general info, photos, reviews, links to guides, and further suggestions of nearby places. When the location is shown on the map, to see the place details view, tap the info bubble.



Tip: When you tap a public transport station, you can see the public transport lines that pass through the station if public transport info is available.

If no search results are found, make sure the spelling of your search words is correct.

Discover nearby places

Looking for a new restaurant, hotel, or shop? HERE Maps suggests nearby places for you.

1. On the start screen, swipe left, and tap **HERE Maps**.
2. Tap to find suggested places nearest to you, or browse to a point on the map.
3. Tap .

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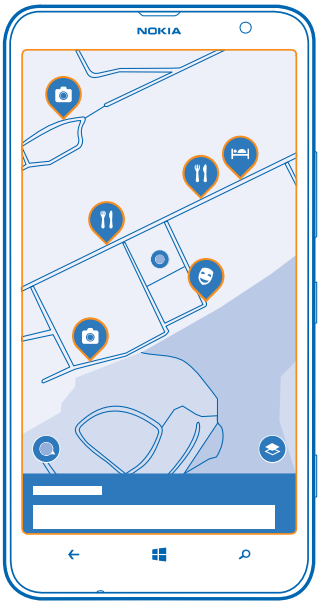
You can see all types of suggested places on the map.



Find certain types of nearby places

When the nearby places are shown on the map, swipe up from the bottom of the screen, and tap **show categories** and a category.

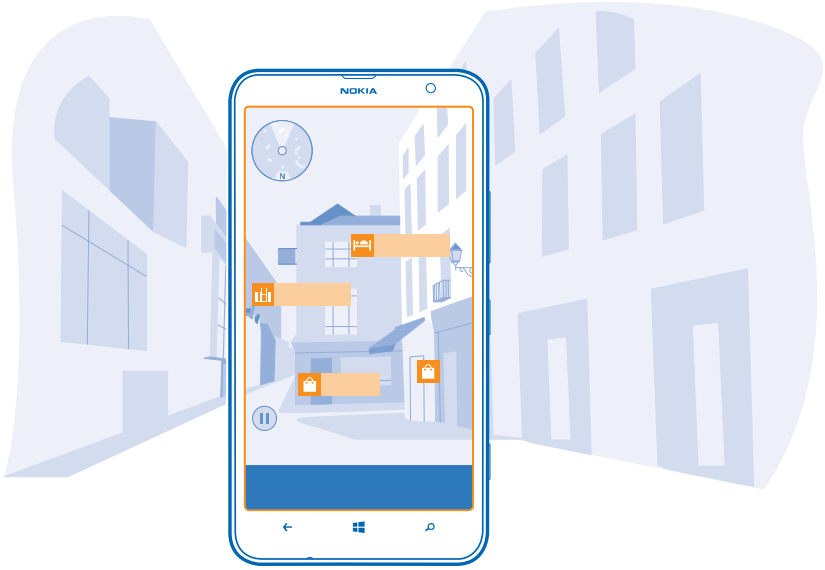
The nearby places in the category are shown in a list. To see them on the map, tap the map.

Tip: To pin a category to the start screen, after selecting a category, tap . This way you can quickly discover new places wherever you are.

Use LiveSight to see what's around you through your camera viewfinder

To see your current or last known location, tap . Tap next to your current location.

To see places through the camera viewfinder, hold the phone upright as if taking a photo in portrait mode.



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To get directions to a place, or to get more info, tap the place. To freeze the view, so you can study a place without needing to hold your phone pointed at it, tap ⏸.

To take a quick look at where places are located on the map, hold your phone with the screen facing up as if holding a compass.

★ **Tip:** You can find certain types of nearby places in the same way as in the normal map view. You can also pin a category, for example, eat & drink, to the start screen in the LiveSight view. This way you can get to the camera view of your nearest restaurants with a single tap.

Find your way inside a shopping centre

No more zig-zagging in a shopping centre, looking for a particular shop. HERE Maps can guide you through maze-like shopping centres and other vast buildings.

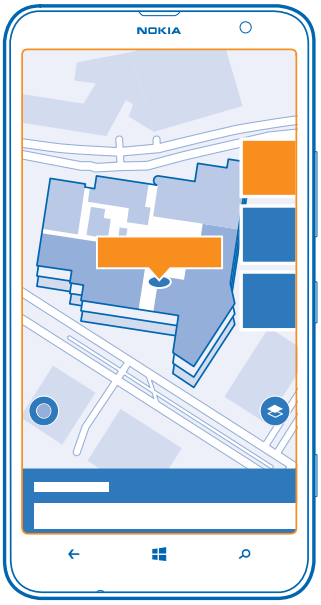
On the start screen, swipe left, and tap **HERE Maps**.

To use this feature, you must be connected to the internet, and indoor map data must be available. Indoor map data may not be available in all countries or regions, or for all buildings.

1. When the building is shown on the map, zoom in until you can see the parts of the building (for example, the shops of a shopping centre).
2. Tap the building.

★ **Tip:** To see info on a particular location in a building, such as a shop, tap the location, and then the info bubble.

3. To see a different floor of the building, swipe up or down on the floor number to the right of the map.



Find certain types of places in a building

Tap the building, and swipe up from the bottom of the screen. Tap **show categories**, and select a category.

Find a specific place in a building

Tap the building, and swipe up from the bottom of the screen. Swipe left to **directory**, and tap ▼.

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Get directions to a place

Want to find your way easily? Get directions for walking, driving, or using public transport – use your current location or any other place as the start point.

1. On the start screen, swipe left, and tap **HERE Maps**.
2. Tap ••• > **directions**.
3. If you don't want the start point to be your current location, tap **from**, and search for a start point.
4. Tap **to**, and search for a destination.

The route is shown on the map, along with an estimate of how long it takes to get there. To see detailed directions, swipe up from the bottom of the screen.

Tip: To get directions to a place, you can also tap the place on the map, or tap and hold a point on the map, and tap the info bubble. Tap **directions to here** or **directions from here**.

Get walking directions

After creating your route, tap , and at the top of the view, tap **start navigation**. To switch between your location, the next turn, and the route overview, swipe left or right on the info area below the map.

Get voice-guided driving directions in HERE Drive

After setting your destination (use your current location as the start point), tap > **start navigation**. Your route opens in HERE Drive.

Get directions for public transport

After creating your route, tap .

Your route opens in HERE Transit. Public transport info is available in selected cities around the world.

Add a photo to a place

See something you like? Let others share your experience. Snap a photo and upload it for everyone to see, either on their phones or at here.com.

1. On the start screen, swipe left, and tap **HERE Maps**.
2. Tap to see the places near you.
3. Tap the place icon on the map, and tap the info bubble.
4. In the place details view, swipe to **photos**, and tap .
5. Tap a photo and .

You may not be able to add photos to all types of places.

Rate and review a place

In the place details view, swipe to **reviews**, and tap . Tap the stars to rate the place, and write your review.

Save a place

Before a trip, you might find it handy to save info about hotels, attractions, or petrol stations. Create collections for your saved places to keep them organised.

To save places, you need to be signed in to your Nokia account. Sign in to your account when you're asked to do so. You can also create an account, if you don't have one.

1. On the start screen, swipe left, and tap **HERE Maps**.

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2. To search for an address or place, tap .
3. When the place is shown on the map, to open the place details view, tap the info bubble.
4. In the place details view, tap .
5. Tap the collection to which you want to add the place. To create a new collection, tap .

View your collections

In the main view, tap .

Remove a saved place from a collection

In the main view, tap , the collection, and the place, and tap .

To remove an entire collection, in the COLLECTIONS view, tap and hold a collection, and tap **delete**.

Sync your collections

Have your favourite places always backed up and at hand – sync your collections with your Nokia account.

On the start screen, swipe left, and tap **HERE Maps**.

You can plan a trip on your computer at **here.com**, sync the collections with HERE Maps on your phone, and access the plan on the go. Syncing is also a handy way of transferring your saved places from your previous Nokia phone to your new phone. Sync your old phone with your Nokia account, and then with your new phone.

Your collections are synced to your Nokia account automatically every time you open HERE Maps. To sync your collections manually, tap > ••• > **sync**.

Switch off automatic sync

Tap ••• > **settings**, and switch **Synchronise favourites automatically** to .

Change the look of the map

View the map in different modes to highlight certain details and to help you find your way more easily.

1. On the start screen, swipe left, and tap **HERE Maps**.
2. Tap , and select a map view, for example, **satellite** or **traffic**.

The available options and features may vary by region. The unavailable options are dimmed.

HERE Drive

HERE Drive guides you where you want to go with voice-guided turn-by-turn directions.

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Tap **HERE Drive**.

You can:

- Find your way in your home country or region with turn-by-turn directions and voice guidance with HERE Drive
- Preload maps before travelling and use HERE Drive offline to save data costs
- Get real-time info on traffic incidents and conditions on your daily routes using My Commute
- Find your parked car easily, and share its location with your friends
- Get a warning when you exceed the speed limit
- Have your favourite places backed up and at hand on all HERE apps and at **here.com**: save places to your Nokia account

Tip: Use this QR code to download the latest version of HERE Drive+ to your phone. Press , and tap . Point the camera at the code, and tap the link.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

Download maps

To save on data costs when travelling, save new street maps to your phone before your journey. If you're running low on space, you can remove some maps from your phone.

Tap **HERE Drive**, swipe up from the bottom of the screen, and tap **Settings** > **Map options** > **Manage maps**.

To download maps on your phone, you need to be connected to a Wi-Fi network.

1. Tap **download new maps** > .
2. Select the country or region.

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Update downloaded maps

Tap **update current maps** to check if any of your maps have available updates, and tap **install** to download the updates.

Remove a map

Tap **download new maps**, tap and hold the map, and tap **delete**.

Drive to your destination

When you need clear turn-by-turn directions optimised for driving, HERE Drive helps you get to your destination.

Tap **HERE Drive**.

Obey all local laws. Using a mobile phone or some of its features while driving may be prohibited. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety.

If the My Commute feature is available in your country, your phone may ask you to give your home and work address.

1. Swipe up from the bottom of the screen, tap **Set destination**, and search for your destination.
2. Tap the address of your destination.
3. If you want to avoid tunnels and ferries, or certain types of roads, such as unpaved roads, tap the route options toolbar, and switch road types on or off.

Tip: If you want to examine your route turn by turn before you set off, tap .

4. To start navigation, tap **START**.

By default, the map rotates to your driving direction, and the compass points north. To view the map north up, for example, to get a general picture of your route, tap > **North-up**.

Tip: If you want to take a look at the remaining route during navigation, you can drag the map with your finger. To return to your current location, tap .

Tip: To take a quick look at the traffic situation around your current location, tap . To return to the navigation view, tap .

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5. To stop the navigation, swipe up from the bottom of the screen, and tap **Stop navigation**.

Save a place

To help with your travel plans, you can search for places, such as hotels, attractions, or petrol stations, and have them backed up and at your disposal on all HERE apps and at here.com.

Tap **HERE Drive**.

1. To search for a place, swipe up from the bottom of the screen, and tap **Set destination**.
2. Write search words, such as a street address or place name.
3. To see the place on the map, tap the map icon next to the place you want to save.
4. Tap .

The place is saved to your Nokia account. If you're not signed in to your Nokia account, you are asked to sign in.

Sync your saved places
If you're signed in to your Nokia account, your favourites are synced to your account automatically every time you open HERE Drive. To sync your favourites manually, swipe up from the bottom of the screen, and tap **Favourites** > .

Drive to a saved place
Swipe up from the bottom of the screen, and tap **Favourites** and the place.

Tip: You can pin a favourite destination to the start screen, so you can navigate to it quickly. Swipe up from the bottom of the screen, tap **Favourites**, tap and hold a place, and tap **pin to start**.

Get voice guidance

Voice guidance, if available for your language, helps you find your way to a destination, leaving you free to enjoy the journey.

1. Tap **HERE Drive** > **Settings** > **Navigation voice**.
2. To download a voice, tap **download new** and a voice.

Tip: If you want to hear the street names when you're navigating, tap a voice that announces street names (text-to-speech computer-generated voice).

If you can't find a voice with street names for your language, you may need to download and install the speech language in the phone settings. On the start screen, swipe left, and tap **Settings** > **speech** > **Speech language**. Not all languages are supported.

3. To select the voice that you want to use, tap the voice. If you don't want to use voice guidance, tap **None**.

Navigate offline

To save data costs, you can also use HERE Drive offline.

1. Tap **HERE Drive**.
2. Swipe up from the bottom of the screen, and tap **internet connection**.
3. Switch **Internet connection** to **Off** .

Some features, such as search results, may be limited when using HERE Drive offline.

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Get assistance when commuting

Reduce your commuting stress – HERE Drive learns your daily routes and gives you real-time info on traffic conditions and incidents.

Tap **HERE Drive**.

This feature is available for selected regions around the world.

The availability of traffic info may vary according to the region and country.

When you use My Commute, your phone learns where and when you usually drive. To speed up the learning, you can also set your usual journeys manually. Swipe up from the bottom of the screen, and tap **My Commute**. Tap **new commute**, search for your start point and destination, for example, your home and work address, and set the times you usually go to work and head back home. To edit an existing commute, tap and hold it, and tap **edit**.

1. Swipe up from the bottom of the screen. If it's close to the time you usually set off to your destination, your phone suggests the destination in the My Commute tile. To set off to the suggested place, tap the tile, then tap the route and **START**.

Tip: Try out different routes to your daily destinations. My Commute shows you all your usual routes. Don't let traffic slow you down – tap the live tile, and check which route is the fastest.

2. To set off to another place, for example, the gym instead of home, after tapping the My Commute tile, swipe left or right to the place you want to drive to.

Tip: Add the My Commute live tile to the start screen, so you can see info on the traffic conditions and estimated travel time for your next commute at a glance, and access your commutes with a single tap. Tap **HERE Drive**, swipe up from the bottom of the screen, and tap **Settings** > **My Commute** > **Pin to start**.

If you're signed in to your Nokia account, your commutes are saved to your account. To remove your My Commute info, tap **Settings** > **Clear personal data** > **My commutes**.

Get speed limit warnings

Don't let your speed drift above the limit – set your phone to warn you when you're driving too fast.

The availability of speed limit info may vary according to the region and country.

1. Tap **HERE Drive**.
2. Swipe up from the bottom of the screen, tap **Settings** > **Speed limit**, and switch **SPEED LIMIT WARNING** to **Warning on** .
3. To set by how much you can exceed the limit before being warned, drag the **Tell me if my speed exceeds the limit by** slider. You can set a separate limit for lower and higher speeds.

Find your car

Struggling to remember where you parked your car? HERE Drive saves the location of your car each time you stop navigation.

Tap **HERE Drive**, swipe up from the bottom of the screen, and tap **Find my car**.

To get walking directions to your car, tap . To see your car's location through the camera viewfinder, tap , and hold your phone upright, as if taking a photo in portrait mode.

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★ **Tip:** Pin your car location to the start screen for quicker access. Swipe up from the bottom of the screen, and tap **pin to start**.

Share your car's location with your friend
Swipe up from the bottom of the screen, and tap **share car location**.

Upgrade HERE Drive to global navigation

With HERE Drive, you can navigate in the country or region your SIM card is registered to. Upgrade your navigation licence to global, and you'll also get voice-guided turn-by-turn directions when travelling outside your home country or region.

Tap **HERE Drive**, swipe up from the bottom of the screen, and tap **Settings** > **Navigation licence** > **upgrade now**.

After the upgrade, you can use navigation in all countries and areas where it’s available, with any SIM, or even without a SIM.

Change the look of the Drive view

Are you using HERE Drive at night, when it's dark? With day and night modes, you can see the screen clearly at all times. You can also change other settings to suit your needs.

Tap **HERE Drive**.

1. Swipe up from the bottom of the screen, and tap **Settings** > **Map options**.
2. Switch **Colours** to **Night**. To switch night mode on automatically when it's dark, tap **Automatic**.

Show places such as petrol stations and rest areas on the map
Swipe up from the bottom of the screen, tap **Settings** > **Map options** > **Show on map**, and switch place categories on or off.

Switch between remaining time or time of arrival view
In the navigation view, tap and hold the time of arrival, and tap an option.

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Hide prominent buildings and attractions

Swipe up from the bottom of the screen, tap **Settings** > **Map options**, and switch **Landmarks** to **Hide** .

Positioning methods

The availability, accuracy and completeness of the location info depend on, for example, your location, surroundings, and third party sources, and may be limited. Location info may not be available, for example, inside buildings or underground. For privacy info related to positioning methods, see the Nokia Privacy Policy.

Wi-Fi positioning improves positioning accuracy when satellite signals are not available, especially when you are indoors or between tall buildings. If you're in a place where the use of Wi-Fi is restricted, you can switch Wi-Fi off in your phone settings.

The trip meter may not be accurate, depending on the availability and quality of your satellite connection.

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Internet

Learn how to create wireless connections and browse the web while keeping your data costs down.

Define internet connections

Does your network service provider charge you a fixed fee for data transfer or on a pay-as-you-use basis? Change the Wi-Fi and mobile data settings to reduce your data costs while roaming and at home.

Important: Use encryption to increase the security of your Wi-Fi connection. Using encryption reduces the risk of others accessing your data.

Using a Wi-Fi connection is generally faster and less expensive than using a mobile data connection. If both Wi-Fi and mobile data connections are available, your phone uses the Wi-Fi connection.

1. On the start screen, swipe left, and tap **Settings** > **WiFi**.
2. Make sure **WiFi networking** is switched to **On** .
3. Select the connection you want to use.

Use a mobile data connection

On the start screen, swipe left, and tap **Settings** > **mobile network**, and switch **Data connection** to **on**.

Use a mobile data connection when roaming

Connecting to the internet when roaming, especially when abroad, can raise data costs substantially.

Data roaming means using your phone to receive data over networks that your network service provider doesn't own or operate.

On the start screen, swipe left, tap **Settings** > **mobile network**, and switch **Data roaming options** to **roam**.

Connect your computer to the web

Want to use the internet on your laptop but don't have access? You can use your phone's mobile data connection with your laptop or other devices. A Wi-Fi connection is then created.

1. On the start screen, swipe left, and tap **Settings** > **internet sharing**.
2. Switch **Sharing** to **On**.
3. To change the name of your connection, tap **setup** > **Broadcast name**, and write a name.

Tip: You can also type in a password for the connection.

4. Select the connection on the other device.

The other device uses data from your data plan, which may result in data traffic costs. For info on availability and costs, contact your network service provider.

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Web browser

Catch up on the news, and visit your favourite websites. You can use Internet Explorer 10 in your phone to view web pages on the internet. Your browser can also help warn you against security threats.

Tap **Internet Explorer**.

To browse the web, you must be connected to the internet.

Browse the web

Who needs a computer, when you can browse the internet on your phone?

★ **Tip:** If your network service provider doesn't charge you a fixed fee for data transfer, to save on data costs, use a Wi-Fi network to connect to the internet.

1. Tap **Internet Explorer**.
2. Tap the address bar.
3. Write a web address.

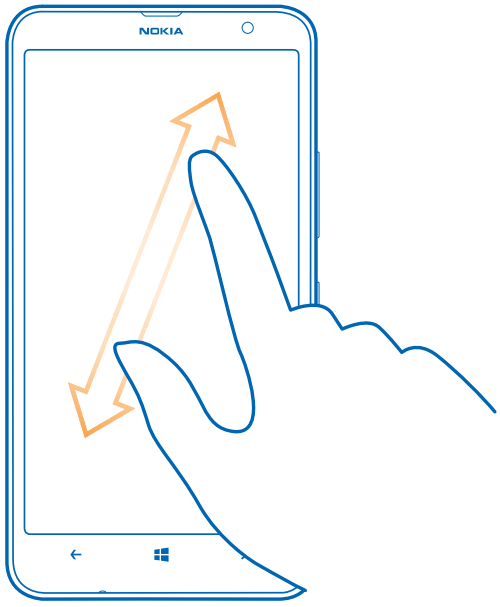
★ **Tip:** To quickly write a web address suffix such as .org, tap and hold the suffix key on the keyboard, and tap the suffix you want.

4. Tap →.

★ **Tip:** To search the internet, write a search word in the address bar, and tap →.

Zoom in or out

Place two fingers on the screen, and slide your fingers apart or together.



★ **Tip:** You can also double-tap the screen.

Open a new tab

When you want to visit several websites at the same time, you can open up to 6 browser tabs and switch between them.

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Tap **Internet Explorer**.

Tap • • • > **tabs** > ⊕.

Switch between tabs

Tap • • • > **tabs** and a tab.

Close a tab

Tap • • • > **tabs** > ⊗.

Add a website to your favourites

If you visit the same websites all the time, add them to your favourites, so you can access them quickly.

Tap **Internet Explorer**.

1. Go to a website.
2. Tap • • • > **add to favourites**.

★ **Tip:** You can also pin your favourite websites to the start screen. While browsing a website, tap • • • > **pin to start**.

Go to a favourite website

Tap • • • > **favourites** and a website.

★ **Tip:** To quickly access your favourites, add the favourites icon to the address bar. Tap • • • > **settings**, and switch **Use address bar button for** to **favourites**.

Clear the browser history

When you've finished browsing, you can delete your private data, such as your browsing history and temporary internet files.

1. Tap **Internet Explorer**.
2. Tap • • • > **settings** > **delete history**.

A cache is a memory location that is used to store data temporarily. If you have, or have tried to, access confidential info or a secure service, requiring passwords, clear the cache after each use.

Delete an individual item in your browsing history

Tap • • • > **recent** > ☰, the item you want to delete, and 🗑.

Search the web

Explore the web and the outside world with Bing search. You can use the keyboard or your voice to write your search words.

1. Press 🔍.
2. Write your search word in the search box, and tap →. You can also select a search word from the proposed matches.
3. To see related search results, swipe left to see the different search result categories.

Use voice search

Press 🔍, tap 🎤 in the search box, and say your search word.

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This feature is not available in all languages. For more info on feature and service availability, go to **www.windowsphone.com**.

Close all internet connections

Save your battery by closing internet connections that are open in the background. You can do it without closing any apps.

1. On the start screen, swipe left, and tap **Settings** > **WiFi**.
2. Switch **WiFi networking** to **Off** .

Close a mobile data connection

On the start screen, swipe left, tap **Settings** > **mobile network**, and switch **Data connection** to **off**.

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Entertainment

Having a spare moment and in need of entertainment? Learn how to watch videos, listen to your favourite music, and play games.

Watch and listen

You can use your phone to watch videos and listen to music and podcasts while on the move.

Tap **Music+Videos**.

Play music, podcasts, and videos

Have your favourite media with you while on the move – watch videos, and listen to music and podcasts wherever you are.

1. Tap **Music+Videos**.
2. Tap **music**, **videos**, or **podcasts**.
3. To browse by category, swipe left or right.
4. Tap the song, podcast, or video you want to play.

Tip: You can improve the quality of the sound by changing the equaliser settings. On the start screen, swipe left, and tap **Settings** > **audio**.

Pause or resume playback
Tap ⏸ or ▶.

To play songs in a random order, tap .

Fast-forward or rewind
Tap and hold ⏭ or ⏮.

FM radio

Learn how to listen to the radio on your phone.

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Listen to the radio

Enjoy your favourite FM radio stations on the go.

To listen to the radio, you need to connect a compatible headset to the device. The headset acts as an antenna.

1. On the start screen, swipe left, and tap **Music+Videos** > **radio**.
2. Connect a compatible wired headset.

Go to the next or previous station

Swipe left or right.

Save a radio station

Save your favourite radio stations so you can easily listen to them later.

On the start screen, swipe left, and tap **Music+Videos** > **radio**.

To save the station that you are listening to, tap ⊛.

View your saved stations list

Tap ⊛.

Remove a station from the list

Tap ⊛.

MixRadio

Discover new music with Nokia MixRadio.

On the start screen, swipe left, and tap **Nokia MixRadio**.

★ **Tip:** Where available, use a Wi-Fi connection to stream and download music. For info on connecting to the internet, see your phone user guide.

This service is not available in all countries or regions.

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If you have any credit, or a Nokia MixRadio+ membership associated with your Nokia account, do not close it. If you do, all these will be lost.

Downloading and streaming music and other content may involve transfer of large amounts of data through your service provider's network. For info about data transmission charges, contact your network service provider.

Stream mixes

You can stream hand-picked mixes from different artists and genres and save them on your phone to enjoy offline.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.
2. Swipe left, and tap **mixes**.
3. Select what kind of music you want to listen to.

Tip: Tap and hold the mix to pin it to the start screen or make it available offline. You can only have a limited number of mixes offline at a time.

Pause or resume music

Tap ⏸ or ▶.

Tip: To buy the current song, tap ⬇.

Skip to the next song

Tap ⏭.

There may be some limitation on how many songs you can skip.

Personalise your MixRadio

You can create a music profile to listen to genre mixes that have been tailored to your taste.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.
2. Tap **play me**.
3. You are asked to add your favourite artists to your profile.
4. To scan the music on your computer, tap ⚙ > **computer scan**, and follow the instructions.

Tip: When listening to a song, tap 🔥 to hear more music like it in mixes.

This service may not be available in all countries or regions.

Get recommendations with MixRadio

With Nokia MixRadio, you can create personalised mixes to get music recommendations in line with your favourite artists.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.
2. Swipe left, and tap **create a mix**.
3. Tap ⊕.
4. Write an artist name – you can add up to 3 names.
5. Tap ▶ to create a mix based on the selected artists.

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Search and buy music

Keep up with the beat and buy your favourite music from Nokia MixRadio.

Tip: Where available, use a Wi-Fi connection to stream and download music. For info on connecting to the internet, see your phone user guide.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.
2. Swipe to the search view.
3. Write the name of an artist, an album, or a song.
4. Tap the song or album you want to download.
5. Tap the price of the song or album. Some songs can only be downloaded as part of an album.
6. If asked, sign in to your Nokia account.
7. Select a payment method.

Songs are saved to your phone and automatically added to your music collection.

Find gigs

Don't miss out on seeing your favourite bands playing live.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.

The service needs to know your current location. When asked, let the service use your location info.

2. Swipe to the search view, and write the name of an artist, a venue, or gig.
3. To buy tickets, tap the gig, swipe to , and select the seller, if available.

Tip: To share the gig details with your friends, tap . You can share it in a mail or text message, or post it on a social networking service.

This service may not be available in all countries or regions.

Play music

With my music, you can easily manage your music collection.

1. On the start screen, swipe left, and tap **Nokia MixRadio**.
2. Swipe left, and tap **my music**.
3. Tap a song, album, artist, genre, or playlist.

Tip: To find out more about the artist, and to see if there are any gigs nearby, tap the artist, and swipe to **about**.

Pause or resume playback
Tap or .

To play songs in a random order, tap .

Skip to the next or previous song
Tap or .

Sync music and videos between your phone and computer

Do you have media on your computer that you want to listen to or watch on your phone? Use a USB cable to sync music and videos between your phone and computer.

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1. Connect your phone to a compatible computer with a USB cable.
2. In your computer's file manager, such as Windows Explorer or Finder, drag and drop your songs and videos to your phone.

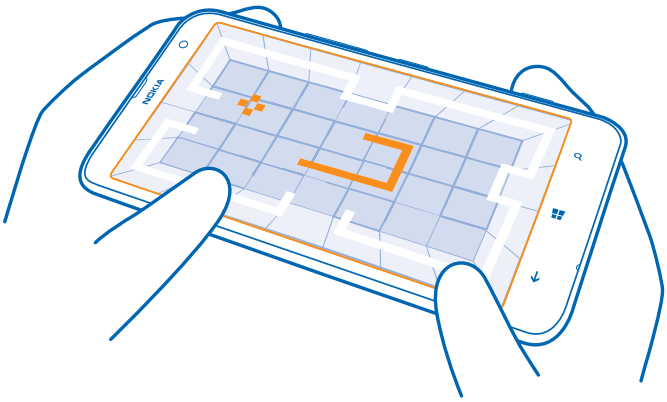
Tip: If your computer's operating system is Windows 7 or Windows 8, you can also use the Windows Phone app. Windows 8 installs the app automatically. With Windows 7, you can download it from **www.windowsphone.com**.

For info on which app works with which computer, see the following table:

	Windows Phone app	Windows Phone app for desktop	Windows Phone app for Mac	Windows Explorer
Windows 8	x	x		x
Windows 8 RT	x			x
Windows 7		x		x
Windows Vista/XP				x
Mac			x	

Games

Want to have some fun? Keep yourself entertained by downloading and playing games on your phone.



Get new games

Head to Store to download and install new games on your phone.

1. Tap **Games** > **get more games**.
2. Browse the selection in Store, and tap the game you want.
3. To download a free game, tap **install**.
4. To try a game for free, tap **try**.
5. To buy a game, tap **buy**.

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Tip: To uninstall a game, tap and hold a game in the collection view, and tap **uninstall**.

The availability of payment methods depends on your country of residence and your network service provider.

Play a game

Gaming on your phone is a truly social experience. Xbox, Microsoft's gaming service, lets you play games with your friends and use your gamer profile to keep track of game scores and achievements. You can do this online, on your Xbox console, and on your phone in the Games hub.

Tap **Games**.

Swipe to **collection**, and select a game. If it's an Xbox game, sign in to your Xbox account. If you don't yet have an account, you can create one. Xbox is not available in all areas.

Tip: You can pin your favourite games to the start screen. In the collection view, tap and hold the game, and tap **pin to start**.

Get more games

You can get new games from Store. Swipe to **collection**, and tap **get more games**.

Accept an invitation to play a game

Sign in to Xbox, swipe to **notifications**, and tap the invitation. If you don't have the game, but it is available in your area in Store, you can either download a trial version or buy it right away.

Resume playing a game

When you return to a game, there may be a resume icon in the game itself. If not, tap the screen.

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Office

Keep yourself organised. Learn how to use the calendar and the Microsoft Office apps.

Microsoft Office Mobile

Microsoft Office Mobile is your office away from the office.

Go to the Office hub to create and edit Word documents and Excel workbooks, open and view PowerPoint slide shows, and share documents with SharePoint.

You can also save your documents to Windows SkyDrive. SkyDrive is cloud storage that you can use to access your documents from your phone, tablet, computer, or Xbox.SkyDrive is cloud storage that you can use to access your documents from your phone, tablet, or computer. When you stop working on a document, and go back to it later, you're in the same place where you left it – no matter which device you're using.

Microsoft Office Mobile consists of the following:

- Microsoft Word Mobile
- Microsoft Excel Mobile
- Microsoft PowerPoint Mobile
- Microsoft SharePoint Workspace Mobile
- Windows SkyDrive

Read Microsoft Office documents

In the Office hub, you can view Microsoft Office documents, such as Word documents, Excel workbooks, or PowerPoint presentations.

1. Tap **Office**.
2. Swipe to **places**, and tap the location of the file you want to view.
3. Tap a Word, Excel, or PowerPoint file.

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Create a Word document

You can create new documents with Microsoft Word Mobile.

1. Tap **Office**.
2. Swipe to **recent**.
3. Tap ⊕.
4. Tap a blank Word file or a template.
5. Write your text.
6. To save your document, tap ••• > **save**.

Edit a Word document

Polish your documents on the road with Microsoft Word Mobile. You can edit the documents and share your work on a SharePoint site.

1. Tap **Office**, and swipe to **places**.
2. Tap the location of the file.
3. Tap the Word file you want to edit.
4. To edit the text, tap ✎.
5. To save your document, tap ••• > **save**.

★ **Tip:** To access an important document quickly, you can pin it to the start screen. Tap and hold the document, and tap **pin to start**.

Add a comment

Tap ✎ > 🗨.

Search for text in a document

Tap the Word file and 🔍.

Send a document in a mail

Tap the Word file and ••• > **share...**.

Create an Excel workbook

With Microsoft Excel Mobile, you can create new Excel workbooks.

Tap **Office**, and swipe to **recent**.

1. Tap ⊕.
2. Tap a blank Excel file or a template.
3. Tap a cell and the text box at the top of the page.
4. Enter values or text.
5. To save your workbook, tap ← > ••• > **save**.

Edit an Excel workbook

No need to travel to the office to check the latest figures. With Microsoft Excel Mobile, you can edit your workbooks, and share your results on a SharePoint site.

1. Tap **Office**, and swipe to **places**.
2. Tap the location of the file.
3. Tap the Excel file you want to edit.
4. To move to another worksheet, tap 🗔 and a worksheet.

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5. To save your workbook, tap ••• > **save**.

Add a comment to a cell
Tap ••• > **comment**.

Apply a filter to cells
Tap ••• > **apply filter**.

Change the cell and text format
Tap ••• > **format cell...**.

Find data from a workbook
Tap the Excel file and .

Send a workbook in a mail
Tap the Excel file and ••• > **share...**.

Delete a document

Phone memory filling up? You can delete any Office documents you no longer need.

1. Tap **Office**, and swipe to **places**.
2. Tap **phone** or any other location of the document you want to delete.
3. Tap and hold the document, and tap **delete**.

View and edit a PowerPoint presentation

Add the finishing touches to your presentation en route to your meeting with Microsoft PowerPoint Mobile.

1. Tap **Office**, swipe to **places**, and tap the location of the PowerPoint file you want to view.
2. Tap a PowerPoint file, and turn your phone to landscape mode.
3. To browse between slides, swipe left or right.
4. To go to a specific slide, tap and the slide you want to see.
5. To add a note to a slide, turn your phone to portrait mode, and tap the blank area under the slide.
6. To edit a slide, tap .
7. To save your presentation, tap ••• > **save**.

Send a presentation in a mail
Tap the PowerPoint file and ••• > **share...**.

Delete a presentation
Tap and hold the PowerPoint file, and tap **delete**.

Watch a PowerPoint broadcast

You can attend a meeting on the go and watch a PowerPoint presentation broadcast over the internet on your phone.

Open the mail containing the link to the broadcast presentation, and tap the link.

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Share documents with SharePoint Workspace Mobile

Work on shared Microsoft Office documents, and collaborate on projects, schedules, and ideas. With Microsoft SharePoint Workspace Mobile, you can browse, send, edit, and synchronise your documents online.

1. Tap **Office**, and swipe to **places**.
2. Tap , write the web address for a SharePoint site, and tap .
3. Select a document.

A copy is downloaded to your phone.

4. View or edit the document, and save your changes.

Tip: To keep an offline copy of a document on your phone, tap and hold the document, and tap **always stay offline**.

Return to SharePoint Workspace Mobile

Press .

Write a note

Notes on paper are easy to lose. Instead of jotting them down on paper, you can write your notes with Microsoft OneNote Mobile. This way, you always have your notes with you. You can also sync your notes to SkyDrive and view and edit them with OneNote on your phone, on your computer, or online in a web browser.

1. On the start screen, swipe left, and tap **OneNote**.
2. Tap .
3. Write your note.
4. To format the text, tap • • • > **format**.
5. To add a picture, tap .
6. To record a sound clip, tap .
7. To save the changes, press .

If you have a Microsoft account set up on your phone, your changes will be saved and synced to your default **Personal (Web)** notebook on SkyDrive. Otherwise, your changes will be saved on your phone.

Send a note in a mail

Tap a note and • • • > **share...**.

Tip: To access an important note quickly, you can pin it to the start screen. Tap and hold the note, and tap **pin to start**.

Continue with a document on another device

You can save your Office document on SkyDrive and continue your work on another device.

1. When working on an Office document, tap • • • > **save as...**.
2. Tap **Save to** > **SkyDrive**.
3. Tap **save**.

You can now open the document from SkyDrive on another device and continue where you left off.

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Calendar

Learn how to keep your appointments, tasks, and schedules up-to-date.

Add a task to your to-do list

Do you have important tasks to handle at work, library books to return, or maybe an event you want to attend? You can add tasks (to-dos) to your calendar. If you have a particular deadline, set a reminder.

1. On the start screen, swipe left, and tap **Calendar**.
2. Swipe to **to-do**.
3. Tap ⊕, and fill in the fields.
4. To add a reminder, switch **Reminder** to **on**, and set the reminder date and time.
5. Tap Ⓗ.

Mark a task as complete

Tap and hold the task, and tap **complete**.

Edit or delete a task

Tap and hold the task, and tap **edit** or **delete**.

Add an appointment

Need to remember an appointment? Add it to your calendar.

1. On the start screen, swipe left, and tap **Calendar**.
2. Swipe to **day** or **agenda**, and tap ⊕.
3. Fill in the fields.
4. To add a reminder, tap **more details** > **Reminder**, and set the reminder time.
5. Tap Ⓗ.

Edit or delete an appointment

Tap and hold the appointment, and tap **edit** or **delete**.

View your schedule

You can browse your calendar events in different views.

1. On the start screen, swipe left, and tap **Calendar**.
2. To switch between the calendar views, swipe left or right.

View a whole month

In the day or agenda view, tap ▦.

★ **Tip:** Swipe up or down to go to the next or previous month. To jump to a specific month, select the month at the top of the screen.

View a specific day

In the day or agenda view, tap ▦ and the day.

Use multiple calendars

When you set up mail accounts on your phone, you can see the calendars from all your accounts in one place.

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1. On the start screen, swipe left, and tap **Calendar**.
2. To show or hide a calendar, tap • • • > **settings**, and switch the calendar on or off.

Tip: When a calendar is hidden, the calendar events and reminders are not displayed in different calendar views.

Change the colour for each calendar
Tap • • • > **settings**, and tap the current colour and the new colour.

Make a calculation

Need to make a calculation on the go? You can use your phone as a calculator.

1. On the start screen, swipe left, and tap **Calculator**.

Tip: To use the basic calculator, hold your phone upright. To use the scientific calculator, turn your phone on its side.

2. Enter the first number of the calculation.
3. Tap a function, such as add or subtract.
4. Enter the second number of the calculation.
5. Tap =.

This feature is designed for personal use. Accuracy may be limited.

Use your work phone

A company account on your phone helps you do your job.

If you have a work phone, your company can create a company account that keeps the information in your phone more secure, gives you access to documents or info from inside the company's network, and even provides apps or Hubs that help you do your job.

If your company has apps available, you are given the option to download them, as soon as you've finished adding the company account to your phone. If an app isn't available until after you've already set up your account, your company can let you know how to get it.

A company Hub lets you get to all sorts of company information in one place – such as news, expenses, apps, or access to a company store. Installing a Hub works the same way as installing a company app – if one's available, you have the option to add it once you've added your company account. If your company develops a Hub later, you are offered another way to get it set up when ready.

Most company accounts include a policy. A company policy allows your company to add safeguards to your phone, often to protect confidential or sensitive information.

To set up your company account, tap **Settings** > **company apps**.

Tips for business users

Use your phone efficiently at work.

For more info on Nokia's offering for businesses, go to Nokia Expert Centre at **https://expertcentre.nokia.com**.

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Work with mail and calendar on your phone and PC

You can use different mail addresses for business and leisure. You can add several mailboxes to your phone and use the same mail account both on your phone and on your PC, be it Outlook, Office 365, or any other mail account. Your mail and calendar remain in sync, and you can join meetings directly from calendar invitations. You can make use of the integrated mail and calendar so that, for example, when you have a meeting coming up, you can view the attendee list and, with a tap, access any mail or text message discussions you have had with an attendee.

For more info on creating mailboxes, see the Add a mailbox section in this user guide.

Keep your data secure on your phone

Your phone has a variety of security options to make sure no one else has access to the sensitive data you have stored on your phone. For example, you can set your phone to lock automatically, or you can even locate your phone if it gets lost (not available in all regions).

For more info, see the Security section in this user guide, or go to **www.nokia.com/gb-en/products/nokia-for-business/nokia-lumia/security/windows-phone-security**.

Be productive with Office apps

Your phone has the mobile versions of Microsoft Office apps.

You can:

- Review your notes and documents, make last-minute changes, or create new documents
- View and edit PowerPoint presentations
- Create, view, and edit Microsoft Excel workbooks
- Save your Office files to SkyDrive, and pick up where you left off when you're back at your computer
- Access the Office 365 service

With SharePoint Workspace Mobile, you can open, edit, and save Microsoft Office documents that are on SharePoint 2010 or SharePoint Online sites.

For more info, see the Office section in this user guide.

Connect to the web

You can browse the internet using the optimal connection, be it a Wi-Fi connection or the fastest mobile data connection available. You can even share your phone’s mobile data connection with your laptop, when needed.

For more info, see the Internet and Phone management & connectivity sections in this user guide.

Collaborate efficiently with Lync on your phone

Microsoft Lync is a next-generation communications service that connects people in new ways, anytime, from virtually anywhere.

With Lync, you can:

- Keep track of your contacts’ availability

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- Send instant messages
- Make phone calls
- Start or join audio, video, or web conferences

Lync is built to fully integrate with Microsoft Office. You can download the Microsoft Lync 2010 mobile version to your phone from Store.

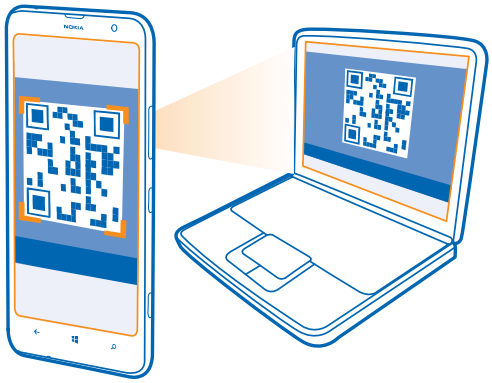
For more info, see the user documentation on the Microsoft Lync support pages at **lync.microsoft.com/en-us/resources/pages/resources.aspx?title=downloads**.

See also the Office section in this user guide.

Share your screen on another screen

Do you have a presentation or document on your phone that you want to show on a bigger screen? Use the Nokia Beamer app to easily share your phone's screen on any other screen with internet access.

1. On the start screen of your phone, swipe left, and tap **Nokia Beamer**.
2. To share on a nearby screen, go to **beam.nokia.com** on the target screen. In the Nokia Beamer app, tap **Share nearby**, and scan the QR code with your phone.



3. You can also share your phone's screen with someone far away. To send a link by text message, mail, or social media, tap **Share remotely** and **Messaging**, **Email**, or **Social media**.
4. To update the screen, shake your phone.

★ **Tip:** To update the screen automatically, tap **auto update** in the Nokia Beamer app.

5. To stop sharing, press the lock key, or in the Nokia Beamer app, tap **stop beaming**.

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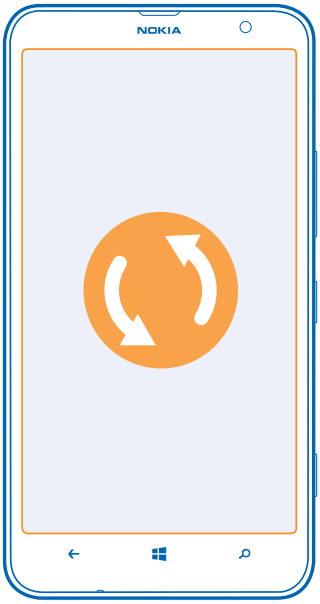
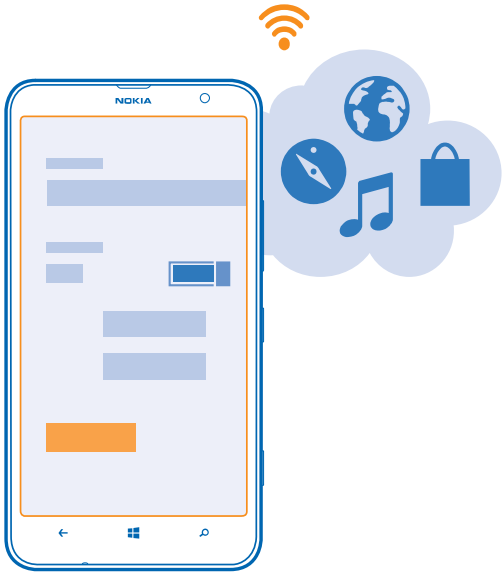
Phone management & connectivity

Take care of your phone and its contents. Learn how to connect to accessories and networks, transfer files, create backups, lock your phone, and keep the software up to date.



Keep your phone up to date

Stay in step with the beat – update your phone software and apps to get new and enhanced features for your phone. Updating the software may also improve your phone performance.



Warning: If you install a software update, you cannot use the device, even to make emergency calls, until the installation is completed and the device is restarted.

Before starting the update, connect a charger or make sure the device battery has enough power.

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After the update, go to **www.nokia.com/support** to get your new user guide.

Update your phone software

No computer needed – update your phone software wirelessly for new features and improved performance.

Before starting the update, make sure your phone has enough battery power.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs.

By default, your phone automatically downloads available updates whenever the data connection settings, for example roaming, allow it. When your phone notifies you that an update is available, just follow the instructions shown on your phone.

★ **Tip:** Check Store for app updates.

Switch off automatic update downloading

If you want to keep tight control of your data costs while roaming, you can switch off automatic update downloading. On the start screen, swipe left, tap **Settings** > **phone update**, and clear the **Automatically download updates if my data settings allow it** check box.

Use a high speed connection

Why not make the most of your network connections? Use a 4G connection, when available and if supported by your phone.

1. On the start screen, swipe left, and tap **Settings** > **mobile network**.
2. Switch **Highest connection speed** to **4G**.

★ **Tip:** When using your phone in an area where 4G might not be available, switch to **3G**. This also helps your battery last longer, as your phone won't try to connect to the 4G network unnecessarily.

★ **Tip:** You can also select the network manually. Tap **Network selection**.

Wi-Fi

Find out more about using the Wi-Fi connection.

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Wi-Fi connections

Your phone periodically checks for and notifies you of available connections. The notification appears briefly at the top of the screen. To manage your Wi-Fi connections, select the notification.

On the start screen, swipe left, and tap **Settings** > **WiFi**.

Wi-Fi positioning improves positioning accuracy when satellite signals are not available, especially when you are indoors or between tall buildings. You can also switch Wi-Fi off in your phone settings.

Connect to a Wi-Fi

Connecting to a Wi-Fi network is a handy way of accessing the internet. When out and about, you can connect to Wi-Fi networks in public places, such as a library or internet café.

On the start screen, swipe left, and tap **Settings**.

1. Tap **WiFi**.
2. Make sure **WiFi networking** is switched to **On**.
3. Select the connection you want to use.

Tip: Your connection closes when the phone screen switches off. To change this setting, on the start screen, swipe left, and tap **Settings**.

Close the connection

Tap **WiFi**, and switch **WiFi networking** to **Off**.

Bluetooth

You can connect wirelessly to other compatible devices, such as phones, computers, headsets, and car kits. You can also send your photos to compatible phones or to your computer.

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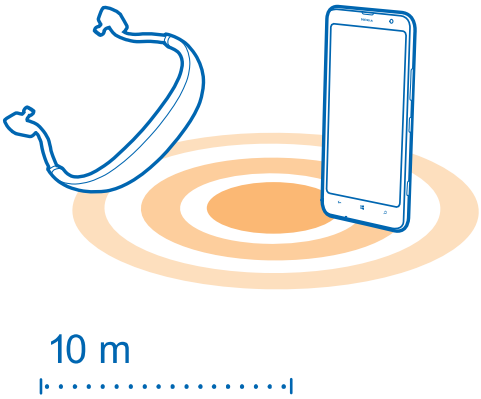

Since devices with Bluetooth wireless technology communicate using radio waves, they do not need to be in direct line-of-sight. Bluetooth devices must, however, be within 10 metres (33 feet) of each other, although the connection may be subject to interference from obstructions such as walls or from other electronic devices.

Paired devices can connect to your phone when Bluetooth is switched on. Other devices can detect your phone only if the Bluetooth settings view is open.

Do not pair with or accept connection requests from an unknown device. This helps to protect your phone from harmful content.

Connect to a wireless headset

With a wireless headset (sold separately), you can speak on the phone hands-free – you can continue what you're doing, such as working at your computer, during a call.

1. On the start screen, swipe left, and tap **Settings** > **Bluetooth**.
2. Switch **Status** to **On** .
3. Make sure the headset is on.

You may need to start the pairing process from the headset. For details, see your headset user guide.

4. To pair your phone and the headset, tap the headset in the list.
5. You may need to type in a passcode. For details, see your headset user guide.

Connect to your friend’s phone with Bluetooth

Use Bluetooth to wirelessly connect to your friend's phone, to share photos and much more.

1. On the start screen, swipe left, and tap **Settings** > **Bluetooth**.
2. Make sure Bluetooth is switched on in both phones.
3. Make sure both phones are visible to other phones. You need to be in the Bluetooth settings view for your phone to be visible to other phones.
4. You can see the Bluetooth phones within range. Tap the phone you want to connect to.
5. If the other phone needs a passcode, type in or accept the passcode.

The passcode is only used when you connect to something for the first time.

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Send your content using Bluetooth

Want to share your content or send photos you've taken to a friend? You can use Bluetooth to wirelessly send your photos, or other content to compatible devices or to your computer.

You can use more than one Bluetooth connection at a time. For example, while using a Bluetooth headset, you can still send things to another device.

1. Make sure Bluetooth is switched on.
2. Tap and hold the content you want to send, and tap **share...** > **Bluetooth**.
3. Tap the device to connect to. You can see the Bluetooth devices within range.
4. If the other device needs a passcode, type in the passcode. The passcode, which you can make up, must be typed in on both devices. The passcode in some devices is fixed. For details, see the user guide of the other device.

The passcode is only used when you connect to something for the first time.

Change your device name

You can change your phone's device name to make it easy to identify when connecting to other devices with Bluetooth.

1. Use a compatible USB cable to connect your phone to a computer running Windows.
2. Find your phone on your computer's Windows Explorer screen.
3. Right-click the Windows Phone icon, and open your phone's properties view.
4. Change the default name to whatever you like. The default name is usually Windows Phone.

Your phone's Bluetooth name is the same as its device name.

Memory and storage

Learn how to manage your photos, apps and other stuff on your phone.

Back up and restore data on your phone

Accidents can happen – so set your phone to back up your settings and stuff to your Microsoft account.

You need a Microsoft account to back up your phone. You can set your phone to back up your app list, settings, text messages, photos, and videos.

1. On the start screen, swipe left, and tap **Settings** > **backup**.
2. If asked, sign in to your Microsoft account.
3. Select what to back up and how.

Your downloaded apps may not be included in the backup, but you may be able to re-download them from Store, as long as the app is available. Data transmission costs may apply. For more info, contact your network service provider.

To automatically back up videos or best-quality photos, you need a Wi-Fi connection.

To back up your other content, such as music, use either the Windows Phone app for desktop or Windows Explorer.

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Restore backed up data

To restore the stuff you have backed up, sign in to your Microsoft account. The content is restored automatically.

You can restore your backed up data after resetting or updating your phone software, or when setting up a new phone.

Check and increase available memory on your phone

Want to check how much memory you have available? You can also set where to save your files in the future.

On the start screen, swipe left, and tap **Settings** > **phone storage**.

To check the details of your phone memory, tap **phone**. To check the details of your memory card, tap **SD card**.

If you're running out of space, first check for and remove things you no longer need:

- Text, multimedia, and mail messages
- Contact entries and details
- Apps
- Music, photos, or videos

See what's taking up memory with Storage Check

On the start screen, swipe left, and tap **Settings** > **storage check**.

Remove temporary files to free up space with Storage Check

On the start screen, swipe left, and tap **Settings** > **storage check**. Then swipe to **details**, and tap **clear**.

Delete an app from your phone

You can remove installed apps that you no longer want to keep or use, to increase the amount of available memory.

1. On the start screen, swipe left to the apps menu.
2. Tap and hold the app, and tap **uninstall**. You may not be able to remove some apps.

If you remove an app, you may be able to reinstall without buying again, as long as the app is available in Store.

If an installed app depends on a removed app, the installed app may stop working. For details, see the user documentation of the installed app.

Copy content between your phone and computer

Copy photos, videos, and other content created by you between your phone and computer.

Tip: If your computer is a Mac, install the Windows Phone app from the Mac App Store.

If you want to transfer photos you have taken to Mac, it is recommended that you use the Nokia Photo Transfer for Mac app, which you can download from **www.nokia.com**.

1. Connect your phone to a compatible computer with a compatible USB cable.

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2. On your computer, open a file manager, such as Windows Explorer or Finder, and browse to your phone.

Tip: Your phone is shown under portable devices as Windows Phone. To see the folders of your phone, double-click the name of the phone. There are separate folders for documents, music, photos, ringtones, and videos.

3. Drag and drop items from your phone to the computer, or from your computer to the phone.

Tip: If your computer's operating system is Windows 7 or Windows 8, you can also use the Windows Phone app. Windows 8 installs the app automatically. With Windows 7, you can download it from **www.windowsphone.com**.

For info on which app works with which computer, see the following table:

	Windows Phone app	Windows Phone app for desktop	Windows Phone app for Mac	Nokia Photo Transfer for Mac app (photos and videos only)	Windows Explorer
Windows 8	x	x			x
Windows 8 RT	x				x
Windows 7		x			x
Windows Vista/XP					x
Mac			x	x	

Security

Learn how to protect your phone, and to keep your data secure.

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Set your phone to lock automatically

Want to protect your phone against unauthorised use? Define a security code, and set your phone to lock itself automatically when you're not using it.

1. On the start screen, swipe left, and tap **Settings** > **lock screen**.
2. Switch **Password** to **On**, and type in a security code (at least 4 digits).
3. Tap **Require a password after**, and define the length of time after which the phone locks automatically.

Keep the security code secret and in a safe place separate from your phone. If you forget the security code and cannot recover it, or if you enter the wrong code too many times, your phone will require service. Additional charges may apply, and all the personal data on your phone may be deleted. For more info, contact Nokia Care or your phone dealer.

Unlock your phone

Press the power key, drag the lock screen up, and type in your security code.

Use your phone when it's locked

You can use certain features of your phone when it is locked, without having to enter the security code.

To wake up your phone, press the power key.

Open the camera

Press and hold the camera key.

Change how incoming calls are notified

Press the volume keys, and tap , , or .

Pause or resume music, or skip to another song

Use the music player controls shown at the top of the screen.

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Change your PIN code

If your SIM card came with a default PIN code, you can change it to something more secure.

1. On the start screen, swipe left, and tap **Settings**.
2. Swipe to **applications**, and tap **phone**.
3. Tap **change SIM PIN**.

The PIN code can be 4-8 digits.

Find your lost phone

Misplaced your phone, or afraid it's been stolen? Use find my phone to locate your phone, and lock or delete all data from it remotely.

You need to have your Microsoft account on your phone.

1. On your computer, go to **www.windowsphone.com**.
2. Sign in with the same Microsoft account as on your phone.
3. Select **find my phone**.

You can:

- Locate your phone on a map
- Make your phone ring, even if silent mode is switched on
- Lock your phone, and set it to show a message, so it can be returned to you
- Delete all data from your phone remotely

The available options may vary.

★ **Tip:** Set your phone to automatically save its location every few hours. If your phone runs out of battery, you can still view its last saved location. On the start screen, swipe left, and tap **Settings** > **find my phone**.

Access codes

Ever wondered what the different codes on your phone are for?

PIN code (4-8 digits)	This protects your SIM card against unauthorised use or is required to access some features. You can set your phone to ask for the PIN code when you switch it on. If you forget the code or it isn't supplied with your card, contact your network service provider. If you type in the code incorrectly 3 times in a row, you need to unblock the code with the PUK code.
PUK	This is required to unblock a PIN code.

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	If not supplied with your SIM card, contact your network service provider.
Security code (lock code, password) (min. 4 digits)	This helps you protect your phone against unauthorised use. You can set your phone to ask for the lock code that you define. Keep the code secret and in a safe place, separate from your phone. If you forget the code and your phone is locked, your phone will require service. Additional charges may apply, and all the personal data on your phone may be deleted. For more information, contact Nokia Care or your phone dealer.
IMEI	This is used to identify phones in the network. You may also need to give the number to Nokia Care services. To view your IMEI number, dial ***#06#**.

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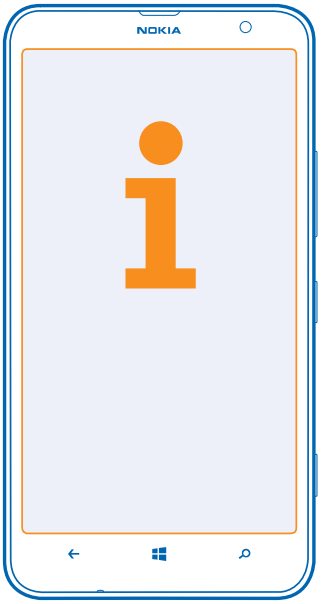
Troubleshooting and support

When you want to learn more about your phone, or if you're unsure how your phone should work, there are several support channels for you to check.



To help you get the most out of your phone, there's a user guide in your phone with additional instructions. On the start screen, swipe left, and tap **Nokia Care**.

You can also go to **www.nokia.com/support**, where you can find:

- Troubleshooting info
- Discussions
- News on apps and downloads
- Software update info
- Further details about features and technologies, and the compatibility of devices and accessories

Troubleshooting and discussions may not be available in all languages.

If your phone freezes

Try the following:

- Press and hold the power key for over 10 seconds. The phone restarts.
- Update your phone software.
- Reset your phone. This restores the factory settings, and erases all your personal content, including apps you've purchased and downloaded. On the start screen, swipe left, and tap **Settings** > **about** > **reset your phone**.

If your issue remains unsolved, contact your network service provider or Nokia for repair options. Before sending your phone for repair, always back up your data, as all personal data in your phone may be deleted.

Tip: If you need to identify your phone, to view the unique IMEI number of the phone, dial ***#06#**.

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Find your model number and serial number (IMEI)

If you need to contact Nokia Care or your service provider, you may need info such as the model number and the serial number (IMEI). To see the info, tap **Settings** > **about**.

You can also find the info on your phone label, which is located under the back cover.

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Product and safety information

Network services and costs

You can only use your device on the LTE 800, 1800, 2600 MHz networks, WCDMA 850, 900, 2100 MHz networks, and GSM 850, 900, 1800, 1900 MHz networks. You need a subscription with a service provider.

Using some features and downloading content require a network connection and may result in data costs. You may also need to subscribe to some features.

Important: 4G/LTE might not be supported by your network service provider or by the service provider you are using when traveling. In these cases, you may not be able to make or receive calls, send or receive messages or use mobile data connections. To make sure your device works seamlessly when full 4G/LTE service is not available, it is recommended that you change the highest connection speed from 4G to 3G. To do this, swipe left on the start screen, and tap **Settings** > **mobile network**. Switch Highest connection speed to 3G.

For more info, contact your network service provider.

Make an emergency call

1. Make sure the phone is switched on.
2. Check for adequate signal strength.

You may also need to do the following:

- Put a SIM card in the device, if supported by your device.
- Switch the call restrictions off in your phone, such as call barring, fixed dialling, or closed user group.
- Make sure **flight mode** is not switched on.
- If the phone screen and keys are locked, unlock them.

3. Press .
4. Select .
5. Select .
6. Type in the official emergency number for your present location. Emergency call numbers vary by location.
7. Select **call**.
8. Give the necessary info as accurately as possible. Do not end the call until given permission to do so.

When you switch your phone on for the first time, you are asked to create your Microsoft account and set up your phone. To make an emergency call during the account and phone setup, tap **emergency call**.

Important: Activate both cellular and internet calls, if your phone supports internet calls. The phone may attempt to make emergency calls both through cellular networks and through your internet call service provider. Connections in all conditions cannot be guaranteed. Never rely solely on any wireless phone for essential communications like medical emergencies.

Take care of your device

Handle your device, battery, charger and accessories with care. The following suggestions help you keep your device operational.

- Keep the device dry. Precipitation, humidity, and all types of liquids or moisture can contain minerals that corrode electronic circuits. If your device gets wet, let the device dry.
- Do not use or store the device in dusty or dirty areas.
- Do not store the device in high temperatures. High temperatures may damage the device or battery.
- Do not store the device in cold temperatures. When the device warms to its normal temperature, moisture can form inside the device and damage it.
- Do not open the device other than as instructed in the user guide.
- Unauthorised modifications may damage the device and violate regulations governing radio devices.
- Do not drop, knock, or shake the device. Rough handling can break it.
- Only use a soft, clean, dry cloth to clean the surface of the device.
- Do not paint the device. Paint can prevent proper operation.
- Keep the device away from magnets or magnetic fields.

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- To keep your important data safe, store it in at least two separate places, such as your device, memory card, or computer, or write down important info.

During extended operation, the device may feel warm. In most cases, this is normal. To avoid getting too warm, the device may automatically slow down, close apps, switch off charging, and if necessary, switch itself off. If the device is not working properly, take it to the nearest authorised service facility.

Recycle

Always return your used electronic products, batteries, and packaging materials to dedicated collection points. This way you help prevent uncontrolled waste disposal and promote the recycling of materials. All materials of the device can be recovered as materials and energy. Check how to recycle your Nokia products at **www.nokia.com/recycle**.

Crossed-out wheeled-bin symbol

The crossed-out wheeled-bin symbol on your product, battery, literature, or packaging reminds you that all electrical and electronic products and batteries must be taken to separate collection at the end of their working life. Do not dispose of these products as unsorted municipal waste: take them for recycling. For info on your nearest recycling point, check with your local waste authority, or go to **www.nokia.com/support**. For more info on the environmental attributes of your device, see **www.nokia.com/ecoprofile**.

About Digital Rights Management

When using this device, obey all laws and respect local customs, privacy and legitimate rights of others, including copyrights. Copyright protection may prevent you from copying, modifying, or transferring photos, music, and other content.

Digital rights management (DRM) protected content comes with an associated licence that defines your rights to use the content.

With this device you can access content protected with PlayReady. If certain DRM software fails to protect the content, content owners may ask that such DRM software's ability to access new DRM-protected content be revoked. Revocation may also prevent renewal of such DRM-protected content already in your device. Revocation of such DRM software does not affect the use of content protected with other types of DRM or the use of non-DRM-protected content.

If your device has content protected with either PlayReady or WMDRM, both the licences and the content are lost if the device memory is formatted. You may also lose the licences and the content if the files on your device become corrupted. Losing the licences or the content may limit your ability to use the same content on your device again. For more info, contact your service provider.

Battery and charger info

Your device has an internal, non-removable, rechargeable battery. Do not attempt to remove the battery, as you may damage the device. To replace the battery, take the device to the nearest authorised service facility.

Charge your device with AC-60E or AC-60X charger. Charger plug type may vary.

Third-party chargers that comply with the IEC/EN 62684 standard, and that can connect to your device micro USB connector, may also be compatible.

Nokia may make additional battery or charger models available for this device.

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, to replace the battery, take the device to the nearest authorised service facility.

Battery and charger safety

To unplug a charger or an accessory, hold and pull the plug, not the cord.

When your charger is not in use, unplug it. If left unused, a fully charged battery will lose its charge over time.

Always keep the battery between 15°C and 25°C (59°F and 77°F) for optimal performance. Extreme temperatures reduce the capacity and lifetime of the battery. A device with a hot or cold battery may not work temporarily.

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Do not dispose of batteries in a fire as they may explode. Obey local regulations. Recycle when possible. Do not dispose as household waste.

Do not dismantle, cut, crush, bend, puncture, or otherwise damage the battery in any way. If a battery leaks, do not let liquid touch skin or eyes. If this happens, immediately flush the affected areas with water, or seek medical help. Do not modify, attempt to insert foreign objects into the battery, or immerse or expose it to water or other liquids. Batteries may explode if damaged.

Use the battery and charger for their intended purposes only. Improper use, or use of unapproved or incompatible batteries or chargers may present a risk of fire, explosion, or other hazard, and may invalidate any approval or warranty. If you believe the battery or charger is damaged, take it to a service centre before continuing to use it. Never use a damaged battery or charger. Do not charge your device during a lightning storm. Only use the charger indoors.

Additional safety information

Small children

Your device and its accessories are not toys. They may contain small parts. Keep them out of the reach of small children.

Medical devices

Operation of radio transmitting equipment, including wireless phones, may interfere with inadequately shielded medical devices' function. Consult a physician or the medical device's manufacturer to determine if it is adequately shielded from external radio energy.

Implanted medical devices

To avoid potential interference, manufacturers of implanted medical devices recommend a minimum separation of 15.3 centimetres (6 inches) between a wireless device and the medical device. Persons who have such devices should:

- Always keep the wireless device more than 15.3 centimetres (6 inches) from the medical device.
- Not carry the wireless device in a breast pocket.
- Hold the wireless device to the ear opposite the medical device.
- Switch the wireless device off if there is any reason to suspect that interference is taking place.
- Follow the manufacturer directions for the implanted medical device.

If you have any questions about using your wireless device with an implanted medical device, consult your health care provider.

Hearing

Warning: When you use the headset, your ability to hear outside sounds may be affected. Do not use the headset where it can endanger your safety.

Some wireless devices may interfere with some hearing aids.

Protect your device from harmful content

Your device may be exposed to viruses and other harmful content. Take the following precautions:

- Be cautious when opening messages. They may contain malicious software or otherwise be harmful to your device or computer.
- Be cautious when accepting connectivity requests, browsing the internet, or downloading content. Do not accept Bluetooth connections from sources you do not trust.
- Only install and use services and software from sources that you trust and that offer adequate security and protection.
- Install antivirus and other security software on your device and any connected computer. Only use one antivirus app at a time. Using more may affect performance and operation of the device and/or computer.
- If you access preinstalled bookmarks and links to third party internet sites, take the appropriate precautions. Nokia does not endorse or assume liability for such sites.

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Vehicles

Radio signals may affect improperly installed or inadequately shielded electronic systems in vehicles. For more info, check with the manufacturer of your vehicle or its equipment.

Only qualified personnel should install the device in a vehicle. Faulty installation may be dangerous and invalidate your warranty. Check regularly that all wireless device equipment in your vehicle is mounted and operating properly. Do not store or carry flammable or explosive materials in the same compartment as the device, its parts, or accessories. Do not place your device or accessories in the air bag deployment area.

Potentially explosive environments

Switch your device off in potentially explosive environments, such as near petrol pumps. Sparks may cause an explosion or fire resulting in injury or death. Note restrictions in areas with fuel; chemical plants; or where blasting operations are in progress. Areas with a potentially explosive environment may not be clearly marked. These usually are areas where you are advised to switch your engine off, below deck on boats, chemical transfer or storage facilities, and where the air contains chemicals or particles. Check with the manufacturers of vehicles using liquefied petroleum gas (such as propane or butane) if this device can be safely used in their vicinity.

Certification information (SAR)

This mobile device meets guidelines for exposure to radio waves.

For information on SAR, see the printed user guide, or go to **www.nokia.com/sar**.

Nokia support messages

To help you take maximum advantage of your phone and services, you may receive messages from Nokia. The messages may contain tips and tricks and support. To provide the service described above, your mobile phone number, the serial number of your phone, and some identifiers of the mobile subscription may be sent to Nokia when you use the phone for the first time. This information may be used as specified in the privacy policy, available at **www.nokia.com**.

Copyrights and other notices

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CE 0168

Hereby, NOKIA CORPORATION declares that this RM-994 product is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. A copy of the Declaration of Conformity can be found at **www.nokia.com/global/declaration/declaration-of-conformity**.

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Downloading of maps, games, music and videos and uploading of images and videos may involve transferring large amounts of data. Your service provider may charge for the data transmission. The availability of particular products, services and features may vary by region. Please check with your local Nokia dealer for further details and availability of language options.

FCC NOTICE

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. For more info, go to **transition.fcc.gov/oet/rfsafety/rf-faqs.html**. Any changes or modifications not expressly approved by Nokia could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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