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You can read the recommendations in the user guide, the technical guide or the installation guide for APPLE IPHONE 16GB. You'll find the answers to all your questions on the APPLE IPHONE 16GB in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual APPLE IPHONE 16GB
User guide APPLE IPHONE 16GB
Operating instructions APPLE IPHONE 16GB
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Instruction manual APPLE IPHONE 16GB

iPhone
User's Guide

Manual abstract:

@@Activate iPhone 1 Download and install the latest version of iTunes from www.apple.com/itunes. 2 Connect iPhone to a USB 2.0 port on your Mac or PC using the dock and cable that came with iPhone. Unless your keyboard has a high-powered USB 2.0 port, you must connect iPhone to a USB 2.0 port on your computer. 3 Follow the onscreen instructions in iTunes to activate iPhone and sync iPhone with your contacts, calendars, email accounts, and bookmarks on your computer. A single checkmark in "Set Up Your iPhone" syncs all these items automatically.

Or you can use iTunes to customize the information you sync, and to sync your ringtones, music, photos, podcasts, and videos to iPhone. See the following section. You can disconnect iPhone from your computer after "Waiting for activation" appears on the iPhone screen. When activation is complete, "iPhone is activated" appears on the iPhone screen. This means that iPhone is fully functional and you can use all of its features.

Important: If you are migrating your current phone number to iPhone, activation may take from several hours to a day and migration of your number may take several days, depending on your location and previous carrier. 6 Chapter 1 Activating and Setting Up iPhone Syncing iPhone with Your Computer When you connect iPhone to your computer, iTunes syncs iPhone with the information and media on your computer, according to how you've configured the iPhone sync settings in iTunes. You can set iTunes to sync any or all of the following: Â Contacts--names, phone numbers, addresses, email addresses, and so on Â Calendars--appointments and events Â Email account settings Â Webpage bookmarks Â Ringtones Â Music and audiobooks Â Photos Â Podcasts Â Videos Ringtones, music, audiobooks, podcasts, and video content are synced from your iTunes library. If you don't already have content in iTunes, the iTunes Store (available in some countries) makes it easy to purchase or subscribe to content and download it to iTunes. You can also add music to your iTunes library from your CDs.

To learn about iTunes and the iTunes Store, open iTunes and choose Help > iTunes Help. Contacts, calendars, webpage bookmarks, and photos are synced from applications on your computer, as described below. Contacts and calendars are synced both ways between your computer and iPhone. New entries or changes you make on iPhone are synced to your computer, and vice versa. Webpage bookmarks are also synced both ways. Email account settings are only synced from your computer's email application to iPhone. This allows you to customize your email accounts on iPhone without affecting email account settings on your computer. Chapter 1 Activating and Setting Up iPhone 7 If you like, you can set iPhone to sync with only a portion of what's on your computer. For example, you might want to sync only a group of contacts from your address book, or only unwatched video podcasts. You can adjust sync settings whenever iPhone is connected to your computer.

Important: You can connect and sync with only one iPhone at a time. Disconnect one before connecting another. You should be logged in to your own user account on the computer before connecting iPhone. On a PC, if you sync more than one iPhone to the same user account, use the same sync settings for each. Setting Up Syncing You use the iPhone settings panes in iTunes to specify the iTunes content and other information you want to sync to iPhone. Set up syncing 1 Connect iPhone to your computer, and open iTunes (if it doesn't open automatically). Unless your keyboard has a high-powered USB 2.0 port, you must connect iPhone to a USB 2.0 port on your computer. 2 Select iPhone in the iTunes window (below Devices, on the left).

3 Configure the sync settings in each of the settings panes. 4 Click Apply in the lower-right corner of the screen. The following sections provide an overview of each of the iPhone settings panes. For more information, open iTunes and choose Help > iTunes Help. 8 Chapter 1 Activating and Setting Up iPhone Summary Pane Select "Automatically sync when this iPhone is connected" to have iTunes sync iPhone automatically whenever you connect it to your computer.

Deselect this option if you want to sync only by clicking the Sync button in iTunes. For more information about preventing automatic syncing, see page 11. Select "Sync only checked songs and videos" if you want to sync only items that are individually checked in your iTunes library. Select "Manually manage music and videos" to turn off syncing in the Music and Video settings panes. Info Pane The Info pane lets you configure the sync settings for your contacts, calendars, email accounts, and web browser.

Contacts You can sync contacts with applications such as Mac OS X Address Book, Microsoft Entourage, and Yahoo! Address Book on a Mac, or with Yahoo! Address Book, Windows Address Book (Outlook Express), or Microsoft Outlook 2003 or 2007 on a PC. (On a Mac, you can sync contacts with multiple applications. On a PC, you can sync contacts with only one application at a time.) If you sync with Yahoo! Address Book, you only need to click Configure to enter your new login information when you change your Yahoo! ID or password after you've set up syncing. Note: Syncing won't delete any contact in Yahoo! Address Book that contains a Messenger ID, even if you've deleted the contact from your address book on iPhone or your computer. To delete a contact containing a Messenger ID, log in to your Yahoo! account and delete the contact using Yahoo! Address Book online. Calendars You can sync calendars from applications such as iCal and Microsoft Entourage on a Mac, or from Microsoft Outlook 2003 or 2007 on a PC. (On a Mac, you can sync calendars with multiple applications. On a PC, you can sync calendars with only one application at a time.) Chapter 1 Activating and Setting Up iPhone 9 Mail Accounts You can sync email account settings from Mail on a Mac, and from Microsoft Outlook 2003 or 2007 or Outlook Express on a PC.

Account settings are only transferred from your computer to iPhone. Changes you make to an email account on iPhone don't affect the account on your computer. Note: The password for your Yahoo! email account isn't saved on your computer. If you sync a Yahoo! email account, you must enter the password on iPhone. From the Home screen choose Settings > Mail, choose your Yahoo! account, then enter your password in the password field. Web Browser You can sync bookmarks from Safari on a Mac, or from Safari or Microsoft Internet Explorer on a PC. Advanced These options let you replace the information on iPhone with the information on your computer during the next sync. Ringtones Use the Ringtones pane to select the ringtones you want to sync to iPhone. Music, Podcasts, and Video Panes Use these panes to specify the media you want to sync.

You can sync all music, podcasts, and videos, or select the playlists and specific podcasts and videos you want on iPhone. Audiobooks and music videos are synced along with music. If you want to watch rented movies on iPhone, transfer them to iPhone using the Video pane in iTunes. If there's not enough room on iPhone for all the media you've specified, iTunes asks if you want to create a special playlist and set it to sync with iPhone. Then iTunes randomly fills the playlist. Photos Pane You can sync photos with iPhoto 4.
0.3 or later on a Mac, or with Adobe Photoshop Album 2.0 or later or Adobe Photoshop Elements 3.0 or later on a PC. You can also sync photos in any folder on your computer that contains images.
10 Chapter 1 Activating and Setting Up iPhone Preventing iPhone from Syncing Automatically You may want to prevent iPhone from syncing automatically when you connect iPhone to a computer other than the one you usually sync with. Turn off automatic syncing for iPhone m Connect iPhone to your computer, then select iPhone in the iTunes source list (below Devices, on the left) and click the Summary tab. Deselect "Automatically sync when this iPhone is connected."You can still sync manually by clicking the Sync button. Prevent automatic syncing for all iPhones m In iTunes choose iTunes > Preferences (on a Mac) or Edit > Preferences (on a PC), click iPhone, and select "Disable automatic syncing for all iPhones." If this checkbox is selected, iPhone won't sync automatically, even if "Automatically sync when this iPhone is connected" is selected in the Summary pane. Prevent automatic syncing one time, without changing any settings m Open iTunes. Then, as you connect iPhone to your computer, press and hold Command-Option (on a Mac) or Shift-Control (on a PC) until you see iPhone in the iTunes source list (below Devices, on the left). Sync manually m Select iPhone in the iTunes source list (below Devices, on the left), then click Sync in the lower-ricemail presents a list of your voicemail messages. Just tap to listen to any message you want, in any order you want.

Send and receive email using your existing email accounts. iPhone works with the most popular email systems--including Yahoo! Mail, Google email, AOL, and .Mac Mail--as well as most industry-standard POP3 and IMAP email systems. Phone Mail 14 Chapter 2 Basics Safari Browse any website over a cellular data network or over Wi-Fi. Rotate iPhone sideways for widescreen viewing. Double-tap to zoom in or out--Safari automatically fits sections to the iPhone screen for easy reading. Add Safari Web Clips to the Home screen for fast access to favorite websites. Listen to your songs, audiobooks, and podcasts. Watch movies and video podcasts in widescreen. iPod Send and receive SMS text messages with anyone who has an SMS-capable phone.
Conversations are saved in an iChat-like presentation, so you can see a history of messages you've sent and received. View your iCal, Microsoft Entourage, or Microsoft Outlook calendar synced from your computer. Enter events on iPhone and they get synced back to your computer. Set alerts to remind you of events, appointments, and deadlines. View photos transferred from your computer or taken with iPhone.
View them in portrait or landscape mode. Zoom in on any photo for a closer look. Watch a slideshow. Email photos, add them to a Web Gallery, assign them to contacts, and use them as wallpaper. Take clear, crisp photos at two megapixels and view them on iPhone, email them, or upload them to your computer. Take a friend's picture and set iPhone to display it when that person calls you. Play videos from YouTube's online collection.1 Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. YouTube Watch your favorite stocks, updated automatically from the Internet. Stocks See a street map, satellite view, or hybrid view of locations around the world. Zoom in for a closer look. Find your current approximate location. Get detailed driving directions and see current highway traffic conditions. Find businesses in the area and call with a single tap.2 Get current weather conditions and a six-day forecast.

Store your favorite cities for a quick weather report anytime. Weather View the time in cities around the world--create clocks for your favorites. Set one or more alarms. Use the stopwatch, or set a countdown timer. Clock Text Calendar Photos Camera Maps Chapter 2 Basics 15 Add, subtract, multiply, and divide. Calculator Jot notes on the go--reminders, grocery lists, brilliant ideas. Send them in email. Notes Adjust all iPhone settings in one convenient place. Set your ringtone, wallpaper, screen brightness, and settings for network, phone, mail, web, music, video, photos, and more. Set auto-lock and a passcode for security.
Search the iTunes Wi-Fi Music Store music catalog, or browse, preview, and purchase new releases, top-ten songs and albums, and more.3 In select Starbucks locations,4 find out what song is playing in the café, then buy it instantly. Browse, preview, and purchase other songs from featured Starbucks Collections. Settings iTunes 1 Not available in all areas. features or services not available in all areas.
3 Not available in all areas. 4 In the U.S. only. 2 Some Customizing the Home Screen Layout You can customize the layout of icons on the Home screen--including the Dock icons along the bottom of the screen.
If you want, arrange them over multiple Home screens. Rearrange icons 1 Touch and hold any Home screen icon until all of the icons begin to wiggle. 2 Arrange the icons by dragging them. 3 Press the Home button to save your arrangement. You can also add links to your favorite webpages on the Home screen. See "Adding Safari Web Clips to the Home Screen" on page 56. 16 Chapter 2 Basics Create additional Home screens m While arranging icons, drag an icon to the right edge of the screen until a new screen appears. You can flick to return to the original screen and drag more icons to the new screen. You can create up to nine screens. The number of dots at the bottom shows the number of screens you have, and indicates which screen you are viewing.

Switch to another Home screen m Flick left or right. Reset your Home screen to the default layout m Choose Settings > General > Reset and tap Reset Home Screen Layout. iPhone Buttons and Touchscreen A few simple buttons and a high-resolution touchscreen make it easy to learn and use iPhone. Locking iPhone and Turning It On or Off When you're not using iPhone but you still want to receive calls and text messages, you can lock it. When iPhone is locked, nothing happens if you touch the screen. You can still listen to music and adjust the volume, and use the button on the included stereo headset to play or pause a song, or answer or end a call. Chapter 2 Basics 17 By default, if you don't touch the screen for a minute, iPhone locks automatically.

Sleep/Wake button To Lock iPhone Unlock iPhone Turn iPhone completely off Do this Press the Sleep/Wake button. Press the Home drag the slider. button or the Sleep/Wake button, then Press and hold the Sleep/Wake button for a few seconds until the red slider appears, then drag the slider.

When iPhone is off, incoming calls go straight to voicemail. Press and hold the Sleep/Wake button until the Apple logo appears. Turn iPhone on For information about changing the time before iPhone locks, see "Auto-Lock" on page 97. For information about setting iPhone to require a passcode to unlock it, see "Passcode Lock" on page 97. Using the Touchscreen The controls on the iPhone touchscreen change dynamically depending on the task you are performing.

m Tap any application to open it. m Press the Home button below the display at any time to return to the Home screen. 18 Chapter 2 Basics m Drag up or down to scroll. On some screens such as webpages, you can also scroll side to side. Dragging your finger to scroll won't choose or activate anything on the screen.

m Flick to scroll quickly. You can wait for the scrolling to come to a stop, or tap or touch anywhere on the screen to stop it immediately. Tapping or touching to stop scrolling won't choose or activate anything on the screen. Chapter 2 Basics 19 m Some lists have an index along the right side. Tap a letter to jump to items starting with that letter. Drag your finger along the index to scroll quickly through the list. Index m Tap an item in the list to choose it. Depending on the list, tapping an item can do different things--for example, it may open a new list, play a song, open an email, or show someone's contact information so you can call that person. m The back button in the upper-left corner shows the name of the previous list. Tap it to go back.

m When viewing photos, web pages, email, or maps, you can zoom in and out. Pinch your fingers together or apart. For photos and web pages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out. Onscreen Keyboard Use the onscreen keyboard to enter text, such as contact information, text messages, or URLs. Depending on the application you're using, the intelligent keyboard may automatically suggest corrections as you type (some languages only), to help prevent mistyped words. iPhone provides keyboards in multiple languages, and supports the following keyboard formats: Â QWERTY Â QWERTZ 20 Chapter 2 Basics Â AZERTY Â QZERTY Â Japanese IME See "Keyboard" on page 98 for information about turning on keyboards for different languages and other keyboard settings. Entering Text Start by typing with just your index finger. As you get more proficient, you can type more quickly using two thumbs. 1 Tap a text field, such as in a note or new contact, to bring up the keyboard.

2 Tap keys on the keyboard. As you type, each letter appears above your thumb or finger. If you touch the wrong key, you can slide your finger to the correct key. The letter is not entered until you release your finger from the key. To Type uppercase Quickly type a period and space Turn caps lock on Do this Tap the Shift key before tapping a letter.

Double-tap the space bar. Enable caps lock (see page 98), then double-tap the Shift key. The Shift key turns blue, and all letters you type are uppercase. Tap the Shift key again to turn caps lock off. Tap the Number key.

Tap the Symbol additional punctuation and symbols. key to see Shows numbers, punctuation, or symbols Chapter 2 Basics 21 Accepting or Rejecting Dictionary Suggestions iPhone has dictionaries for English, English (UK), French, German, and Italian. The appropriate dictionary is activated automatically when you select a keyboard on iPhone. iPhone uses the active dictionary to suggest corrections or complete the word you're typing. Suggested word You don't need to interrupt your typing to accept the suggested word. Â To use the suggested word, type a space, punctuation mark, or return character. Â To reject the suggested word, finish typing the word as you want it, then tap the "x" to dismiss the suggestion before typing anything else. Each time you reject a suggestion for the same word, iPhone becomes more likely to accept your word. Editing text m Touch and hold to see a magnified view, then drag to position the insertion point. 22 Chapter 2 Basics Adjusting the Volume When you're on the phone or listening to songs, movies, or other media, the buttons on the side of iPhone adjust the audio volume.

Otherwise, the buttons control the volume for the ringer, alerts, and other sound effects. WARNING: For important information about avoiding hearing loss, see the Important Product Information Guide at www.apple.com/support/manuals/iphone. m To adjust the volume, use the buttons on the side of iPhone. Volume up Volume down To set a volume limit for music and videos on iPhone, see page 105. m Flip the Ring/Silent switch to change between ring Ring and silent modes. Silent When set to ring mode, iPhone plays all sounds. When set to silent mode, iPhone doesn't ring or sound any alerts or sound effects. Alarms set using Clock do sound, however.

By default, when you get a call, iPhone vibrates whether it's set to ring or silent mode. If iPhone is set to ring mode, you can silence a call by pressing the Sleep/ Wake button or one of the volume buttons once. Press a second time to send the call to voicemail. For information about changing sound and vibrate settings, see page 93. Using the Stereo Headset The headset included with iPhone features a microphone and an integrated button that allows you to answer and end calls easily, and control audio and video playback.

Chapter 2 Basics 23 Plug in the headset to listen to music or a phone call. Callers hear you through the headset microphone. Click the mic button to control music playback and answer or end calls, even when iPhone is locked. Mic button To Pause a song or video Skip to the next song Answer an incoming call End the current call Decline an incoming call Do this Click the mic button once. Click again to resume playback.

Click twice quickly. Click once. Click once. Press and hold for about two seconds, then let go. When you let go, two low beeps confirm you declined the call. Switch to an incoming or on-hold Click once. Click again to switch back to the first call. call and put the current call on hold Switch to an incoming or on-hold call and end the current call Press and hold for about two seconds, then let go. When you let go, two low beeps confirm you ended the first call. If you get a call while the headset is plugged in, you can hear the ringtone through both the iPhone speaker and the headset.

Connecting to the Internet iPhone connects to the Internet automatically whenever you use Mail, Safari, YouTube, Stocks, Maps, Weather, or the iTunes Wi-Fi Music Store.

iPhone does the following, in order, until connected: Â Connects over the last Wi-Fi network you used that's available. Â If no previously used Wi-Fi networks are available, iPhone shows a list of Wi-Fi networks in range. Tap a network and, if necessary, enter the password to join. Networks that require a password show ¥ next to them. You can prevent iPhone from automatically showing available networks. See "Set iPhone to ask if you want to join a new network" on page 92. 24 Chapter 2 Basics Â If no Wi-Fi networks are available or you choose not to join any, iPhone connects to the Internet over a cellular data network (or). You cannot access the iTunes WiFi Music Store over a cellular network. If no Wi-Fi networks are available and a cellular data network is not available, iPhone cannot connect to the Internet.

Turning on airplane mode disables both Wi-Fi and cellular network access. Note: Because iPhone uses the cellular network for the phone, you cannot use the Internet over a cellular network when you're on a call. To talk on the phone and use Internet applications at the same time, connect over a Wi-Fi network. Many Wi-Fi networks can be used free of charge including, in some regions, Wi-Fi hotspots provided by your iPhone carrier. Some Wi-Fi networks require a fee.

To join a Wi-Fi network at a hotspot where charges apply, you can usually open Safari to see a webpage that allows you to sign up for service. Joining a Wi-Fi Network The Wi-Fi settings let you turn on Wi-Fi and join Wi-Fi networks. Turn on Wi-Fi m Choose Settings > Wi-Fi and turn Wi-Fi on. Join a Wi-Fi network m Choose Settings > Wi-Fi, wait a moment as iPhone detects networks in range, then select a network. If necessary, enter a password and tap Join (networks that require a password appear with a lock icon).

Once you've joined a Wi-Fi network manually, iPhone will automatically connect to it whenever the network is in range. If more than one previously used network is in range, iPhone joins the one last used. When iPhone is connected to a Wi-Fi network, the Wi-Fi icon in the status bar at the top of the screen shows connection strength. The more bars you see, the stronger the connection. For information about configuring Wi-Fi settings, see "Wi-Fi" on page 92. Accessing the Internet via Cellular Network EDGE and GPRS allow Internet connectivity over the cellular network available through your iPhone carrier's wireless service. Check the carrier's network coverage in your area for availability. While iPhone is actively transferring data over a cellular network--downloading a webpage, for example--you may not be able to receive calls. Incoming calls then go directly to voicemail. Chapter 2 Basics 25 You can tell iPhone is connected to the Internet over EDGE if you see in the status bar at the top of the screen.

If iPhone is connected to the Internet over GPRS, appears in the status bar. If you're outside your carrier's network, you may be able to access the Internet from another carrier. To enable email, web browsing, and other data services whenever possible, turn Data Roaming on. m In Settings, choose General > Network and turn Data Roaming on. Note: Roaming charges may apply. To avoid roaming charges, make sure Data Roaming is turned off. Using iPhone on an Airplane Airplane mode disables the wireless features of iPhone to avoid interfering with aircraft operation and other electrical equipment. m From the Home screen choose Settings, then turn airplane mode on. When you turn on airplane mode, appears in the status bar at the top of the screen. No cell phone, radio, Wi-Fi, or Bluetooth signals are emitted from iPhone.

You cannot: Â Make phone calls Â Send or receive email Â Browse the Internet Â Send or receive text messages Â Stream YouTube videos Â Get stock quotes Â Get maps locations Â Get weather reports If allowed by the aircraft operator and applicable laws and regulations, you can continue to use iPhone to: Â Listen to music and watch video Â Listen to visual voicemail Â Check your calendar Â Take or view pictures Â Hear alarms Â Use the stopwatch or timer Â Use the calculator Â Take notes Â Read text messages and email messages stored on iPhone 26 Chapter 2 Basics Charging the Battery iPhone has an internal rechargeable battery. WARNING: For important safety information about charging iPhone, see the Important Product Information Guide at www.apple.com/support/manuals/iphone. Charge the battery m Connect iPhone to a power outlet using the included cable and power adapter.

Charge the battery and sync iPhone m Connect iPhone to your computer using the included cable and dock. Unless your keyboard has a high-powered USB 2.0 port, you must connect iPhone to a USB 2.0 port on your computer. Note: If iPhone is connected to a computer that's turned off or is in sleep or standby mode, the iPhone battery may drain.

An icon in the upper-right corner of the screen shows battery charging status. Charging Charged If you charge the battery while syncing or using iPhone, it may take longer to charge. Chapter 2 Basics 27 Important: If iPhone is very low on power, it may display one of the following images indicating that iPhone needs to charge for up to ten minutes before you can use it. If iPhone is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears. or Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPhone battery is not user replaceable; it can only be replaced by an authorized service provider. For more information, go to: www.apple.com/batteries Cleaning iPhone Use the polishing cloth that came with iPhone to gently wipe the glass screen and the case. You can also use a soft, slightly damp, lint-free cloth.

Unplug and turn off iPhone (press and hold the Sleep/Wake button, then drag the onscreen red slider). Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPhone. 28 Chapter 2 Basics 3 Phone 3 Tap Phone to make calls, view and add contacts, and check voicemail. Making a call on iPhone is as simple as tapping a name or number in your contacts list or tapping a contact in your favorites list. Or tap the name of a recent caller to return the call. If you've set up iTunes to sync contacts automatically, your contacts are synced with the address book on your computer each time you connect iPhone. Visual voicemail displays a list of your voicemail messages so you can listen to them in whatever order you chose. Or tap to get more information, such as the time and duration of the call. (Visual voicemail may not be available in all regions.

) Calling and Answering The cell signal indicator at the top of the screen shows whether you're in range of the cell network and can make and receive calls.

The more bars, the stronger the signal. Making a Call Making a call is easy--simply tap an entry in your list of contacts, favorites, or recent calls on iPhone. Or you can make a call the "old-fashioned" way, by entering a number on the keypad. Call someone in your contacts list m Tap Contacts and choose a contact, then tap the phone number you want to call.

Call someone in your favorites list m Tap Favorites and choose a contact. 29 You can double-click the Home button to quickly go to Favorites. See "Home Button" on page 95. For information about adding people to your favorites list, see page 39. Call someone you've recently called or who has recently called you m Tap Recents and choose a person or number.

Calls you've missed are shown in red. Tap Missed to see only missed calls. Dial a call m Tap Keypad and enter the number, then tap Call. Tap if you make a mistake. You can also tap Keypad and then tap Call, to bring up the number of the last number you dialed. While You're On a Call When you're on a call, the screen shows call options. Call options To Mute the microphone Use the keypad to enter information Do this Tap Mute. The caller can't hear you, but you can still hear the caller. Tap Mute again for the caller to hear you. Tap Keypad.

You can use the keypad to enter information requested by automated voice systems, such as when calling airlines reservations. Tap Hide Keypad to see call options again. Tap Speaker anytime you're on a call. If iPhone is paired with an active Bluetooth headset or car kit, the button is labeled Audio Source and lets you select the Bluetooth device, iPhone, or Speaker Phone. Tap Add Call. For information about conference calling, see page 33. Tap Hold. The caller can't hear you and you can't hear the caller. Tap Hold again to talk again. Use the speakerphone or a Bluetooth device, so you can talk and listen hands-free Make a conference call Put a call on hold 30 Chapter 3 Phone To Use iPhone applications while you're on a call Do this While on a call, press the Home button to go to the Home screen and use other applications.

Or tap Contacts to browse contacts. So for example, you can check your calendar or takes notes while on a call. If you're connected to Wi-Fi , you can also browse the web and use other Internet applications such as Maps--to find the location of a restaurant, perhaps. To return to the call screen from another application, tap the green bar at the top of the screen. Tap End Call.

If you're listening through the included stereo headset, you can also click the mic button to end a call. End a call Answering a Call When someone calls you, iPhone rings and displays the caller's information, if available. Answer a call m When you receive a call, do one of the following: Â Tap Answer. Or, if iPhone is locked, drag the slider. Â If you're listening through the stereo headset, you can click the mic button to answer.

Mic button Silencing or Declining a Call When a call comes in, you may not want to answer it, or you may need to stop iPhone from ringing or vibrating. You can silence or decline an incoming call. When you silence a call, you still have a chance to answer it, until the call goes to voicemail. When you decline a call, the call is silenced and sent directly to voicemail. Silence a call m Press the Sleep/Wake button once, or either of the volume buttons. Chapter 3 Phone 31 Decline a call m Do one of the following: Â Press the Sleep/Wake button twice quickly. Sleep/Wake button Â Press and hold the mic button on the headset for about two seconds, then let go. When you let go, two low beeps confirm that the call was declined. Â Tap Decline. Decline appears only when you're using iPhone.

Checking Recent and Missed Calls iPhone keeps a list of the most recent calls you made or received. See a list of recently made, received, and missed calls m Tap Recents. Missed calls appear in red. To list only your missed calls, tap Missed. Tap the next to an entry to see more information about the call, such as whether the call was incoming or outgoing. If the call was to or from someone in your contacts, all of the contact information is shown and the phone number used for the call appears in blue. A star indicates that the number is also in your favorites list. Making or Answering a Second Call During a Call You can make or receive another call while you're already on the phone. If you receive a second call, iPhone beeps and shows the caller's information and a list of options. Put a caller on hold and make a second call m Tap Add Call and make a second call.

Respond to an incoming call m Do one of the following: Â To ignore the call and send it to voicemail, tap Ignore. Â To hold the first call and answer the new call, tap Hold Call + Answer. 32 Chapter 3 Phone Â To end the first call and answer the new one, tap End Call + Answer. To Switch back to the first call and put the second call on hold Merge the two calls, so all three of you can talk Do this Tap the first call at the top of the screen, or tap Swap. Tap Merge Calls. Conference Calling Conference calling lets you talk to more than one person at a time. You can merge up to five calls for a phone conference. Start a conference call 1 Make a call. 2 Tap Add Call and make another call. The first call is put on hold.

If you want, you can talk on the second line privately before merging the calls. 3 Tap Merge Calls. The calls are merged onto one line and everyone can hear each other. 4 Repeat steps two and three to add more calls to the conference. To Drop one call from a conference Talk privately with a call in a conference Add an incoming call to a conference Do this Tap Conference and tap next to a call. Then tap End Call. Tap Conference and tap Private next to a call. Tap Merge Calls to return the call to the conference. Tap Hold Call + Answer, then tap Merge Calls. iPhone always has two lines available, one of which can be a conference call.

Emergency Dialing Call for help in an emergency m Tap Keypad and dial the number, then tap Call. Or if iPhone is locked with a passcode (see page 97), tap Emergency Call, then dial the number. Note: You should not rely on wireless devices for essential communications, such as medical emergencies. Use of any cellular phone to call emergency services may not work in all locations. Emergency numbers and services vary by region, and sometimes an emergency call cannot be placed due to network availability or environmental interference. Some cellular networks may not accept an emergency call from iPhone if it does not have a SIM, the SIM is PIN-locked, or if you have not activated your iPhone. Chapter 3 Phone 33 Visual Voicemail When you decline or don't answer a call, the caller hears a recorded greeting and can leave a voicemail message. On iPhone, visual voicemail lets you see a list of your messages and choose which ones to listen to or delete, without having to listen to prior messages or voice instructions.

Note: Visual voicemail may not be available in all regions. The Phone icon on the Home screen shows the total number of missed calls and unheard voicemail messages you have.

Number of missed calls and unheard voicemail messages When you tap Phone, the Voicemail button shows the number of unheard voicemail messages and the Recents button shows the number of missed calls. Number of unheard voicemail messages Number of missed calls Setting Up Voicemail Set up voicemail and create a password m Tap Voicemail. The first time you tap Voicemail, iPhone prompts you to create a voicemail password and record your voicemail greeting. Record a new voicemail greeting 1 Tap Voicemail and tap Greeting. Then tap Custom.

2 Tap Record and say your greeting. 3 When you finish, tap Stop. To listen to your greeting, tap Play. 4 When you're satisfied, tap Save. Set iPhone to play a default voicemail greeting m Tap Voicemail and tap Greeting.

Then tap Default. When someone calls, they'll hear a standard message that includes your phone number. 34 Chapter 3 Phone Checking Voicemail On iPhones with visual voicemail, the Voicemail screen shows your voicemail messages. Unheard messages have a blue dot next to them. Voicemail Unheard messages Speakerphone Contact info Play/Pause Scrubber bar Playhead Listen to a new voicemail message m If you receive visual voicemail, tap Voicemail, then tap the new message. The message downloads to iPhone and plays. Tap to pause the message. Tap to resume playback. You can skip to any point in a message by dragging the playhead on the scrubber bar. This is useful if you want to review part of a message--to hear a phone number again, for example.

Once you listen to a message, it is saved for a limited number of days (depending on your carrier), then deleted automatically. To Listen to a message again Listen to a deleted message Listen over the speakerphone Select audio when a Bluetooth headset or car kit is connected Do this Tap the message and tap . Tap Deleted Messages (at the end of your voicemail messages), then tap the message you want to hear. Tap Speaker. Tap Audio and choose the Bluetooth device, iPhone, or Speaker Phone. m If visual voicemail is not available, tap Voicemail and follow the voice prompts to retrieve your voicemail messages. Check voicemail from another phone m Dial the remote access voicemail number provided by your carrier. To set up a password for voicemail, see "Change the voicemail password" on page 102. Chapter 3 Phone 35 Returning a Call It's simple to return a call from visual voicemail. m Tap a message, then tap Call Back.

Deleting Messages Deleted visual voicemail messages are saved on iPhone for a time, then they are automatically and permanently erased. Before messages are erased permanently, you can still view and listen to them, and even undelete them. Delete a message m If you receive visual voicemail, tap a message, then tap Delete. If visual voicemail isn't available, tap Voicemail and follow the voice prompts to retrieve and delete your voicemail messages. Undelete a message m Tap Deleted Messages (at the end of your visual voicemail messages), then tap a message and tap Undelete.

The message returns to your messages list. Getting Contact Information Visual voicemail saves more than just recorded messages. The date and time of the call, the length of the message, and any available contact information are all included. If the caller is already in your contacts, that information is a tap away. If the message is from someone not in your contacts, you can easily add the number if it's not blocked.

You can also add a caller to your favorites list from visual voicemail. To See a caller's contact information Add a caller's number to your contacts list Add a caller to your favorites list Do this Tap next to a message. Tap a number or email address to contact the caller. Tap Text Message to text the caller. Tap next to a message. Then tap Create New Contact, or tap "Add to Existing Contact" and choose a contact. Tap next to a message, then tap "Add to Favorites." Setting an Alert Sound for Voicemail You can set an alert to sound whenever you receive a new voicemail. The alert sounds only once for each new voicemail. Set an alert sound for new voicemail m From the Home screen choose Settings > Sounds, then turn New Voicemail on or off.

If the Ring/Silent switch is off, iPhone won't make alert sounds even if they're turned on in Settings. 36 Chapter 3 Phone Recording Your Voicemail Greeting The voicemail greeting, or outgoing message, is what a caller hears when you decline or don't answer a call, and the call is sent to voicemail. A default greeting may be provided by your carrier. You can record a custom greeting to use instead. Record a voicemail greeting 1 In Voicemail, tap Greeting in the upper-left corner of the screen. 2 Tap Custom. 3 Tap Record when you're ready to record your greeting. 4 Tap Stop when you finish. To review the greeting, Tap Play. If you're not satisfied, repeat steps 2 through 4 to re-record the greeting.

5 Tap Save. Adding Contact Information to iPhone With iPhone Contacts, it's easy to have all your contact information with you. You can sync the contact information from your computer to iPhone, and you can enter new contacts and make changes directly on iPhone. Syncing Contact Information from Your Computer If you've set up iTunes to sync contacts automatically, iTunes keeps your contacts upto-date--whether you make changes on your computer or on iPhone. iTunes supports syncing with the following applications on your computer.

Â On a Mac: Mac OS X Address Book, Microsoft Entourage, and Yahoo! Address Book Â On a PC: Yahoo! Address Book, Windows Address Book (Outlook Express), or Microsoft Outlook 2003 or 2007 For information about syncing iPhone with your address books and other information on your computer, see "Syncing iPhone with Your Computer" on page 7. Adding and Editing Contacts Directly on iPhone Your contacts are always quickly available on iPhone, whenever you need them. iPhone lets you view and add contact information directly from Phone, Mail, and Text applications. If someone calls, emails, or sends you a text message, you can add them to your contacts, right where you are. If you're entering a new contact from scratch, however, you do that in Phone.

Add a contact to iPhone m Choose Contacts and tap , then enter the contact information. Chapter 3 Phone 37 Delete a contact 1 Tap Contacts and choose a contact. 2 Tap Edit. Scroll to the bottom of the contact information and tap Delete Contact. Add a contact from a number entered using the keypad 1 Tap Keypad and enter a number, then tap . 2 Tap Create New Contact and enter the caller's information, or tap "Add to Existing Contact" and choose a contact. Edit a contact's phone number, address, and other information m Tap Contacts and choose a contact, then tap Edit.

Â To add an item--such as a web address or mobile phone number, tap item. Â To delete an item, tap next to it. Enter a pause in a number m Tap , then tap Pause.

Pauses are sometimes required by phone systems--before an extension or password, for example. Each pause lasts 2 seconds. You may need to enter more than one. Add a recent caller's information to your contacts m Tap Recents and tap next to the number. Then tap Create New Contact and enter the caller's information, or tap "Add to Existing Contact" and choose a contact. Assign a photo to a contact or change a contact's photo 1 Tap Contacts and choose a contact. 2 Tap Edit and tap Add Photo, or tap the existing photo. 3 Tap Take Photo to use the camera to take a picture. Or tap Choose Existing Photo and choose a photo. 4 Move and scale the photo the way you want it.

Pinch or double-tap to zoom in or out. Drag the photo up, down, or sideways. 5 Click Set Photo. next to the 38 Chapter 3 Phone Using Contact Information You can do a lot more than make a call from the Info screen. For example, with a single tap, create a new email message addressed to your contact, visit their website, or locate their home or business in Maps.

m Tap contacts and choose a contact. Then tap an item. Contact info Call Send an email Visit the website See a map and get directions Send a text message Add a phone number to your favorites list Adding Entries to Your Favorites List for Quick Access Add a contact's number to your favorites list m Tap Contacts and choose a contact. Then tap "Add to Favorites" and choose the number you want to add. Add a recent caller's number to your favorites list m Tap Recents and tap next to a caller, then tap "Add to Favorites.

" To Call a contact from your favorites list Do this Tap Favorites and choose a contact. next to a contact or next to a contact to a Delete a contact from your favorites Tap Favorites and tap Edit. Then tap number and tap Remove. list Reorder your favorites list Tap Favorites and tap Edit. Then drag new place in the list. Seeing Your Own Phone Number In some regions, iPhone displays your phone number at the top of the Contacts screen. m Tap Contacts and scroll to the top of the list. Chapter 3 Phone 39 Ringtones iPhone comes with a number of ringtones that you can use for incoming calls, Clock alarms, and the Clock timer. You can also create ringtones in iTunes using songs purchased from the iTunes Store.1 Use the Ringtones pane in iTunes to select the ringtones you want to sync to iPhone.

See "Setting Up Syncing" on page 8. A dedicated switch on the side of iPhone lets you quickly turn ringing on or off. You can also set iPhone to vibrate or not. Setting Ringtones In addition to the default ringtone, you can assign individual ringtones to people in your contacts so that you can tell when a particular person calls. Set the default ringtone m From the Home screen choose Settings > Sounds > Ringtone, then choose a ringtone. Assign a ringtone to a contact m From Phone, tap Contacts and choose a contact. Tap Ringtone and choose a ringtone. When that person calls, you hear that ringtone. Setting the Ring Mode You can switch between ring either mode or both. and silent mode.

You can set iPhone to vibrate in Note: Alarms that you've set using the Clock application still sound even when you set the Ring/Silent switch to silent. Switch between ring mode and silent mode m Flip the Ring/Silent switch on the side of iPhone. Ring Silent You can tell by feel if iPhone is set to ring or be silent. The Ring/Silent switch is aligned with the volume buttons when it is set to ring. In silent mode, the button is offset.

1 Charges may apply. Not all songs in the iTunes Store can be used to create ringtones. 40 Chapter 3 Phone Setting iPhone to Vibrate You can have iPhone vibrate when you receive a call. Separate controls let you set iPhone to vibrate in ring mode, silent mode, or both. Set whether iPhone vibrates m From the Home screen choose Settings > Sounds.

To set whether iPhone vibrates in silent mode, turn Vibrate under Silent on or off. To set whether iPhone vibrates in ring mode, turn Vibrate under Ring on or off. For more information about changing sound and vibrate settings, see page 93. Using iPhone with a Bluetooth Headset or Car Kit You can talk on iPhone hands-free using the optional iPhone Bluetooth Headset. You can also use iPhone with other Bluetooth headsets. If your car has a Bluetooth car kit, you can talk in your car hands-free without using a headset. WARNING: For important information about avoiding hearing loss and about driving safely, see the Important Product Information Guide at www.apple.com/support/ manuals/iphone. Using the iPhone Bluetooth Headset The iPhone Bluetooth Headset, available separately, is unlike any other Bluetooth headset you've used before.

It features autopairing and simple operation. You can pair iPhone with the headset simply by placing iPhone and the headset in the iPhone Dual Dock, which comes with the headset. Pairing sets iPhone to work with only one headset, preventing connections with other headsets. Pair iPhone with the iPhone Bluetooth Headset m Connect the iPhone Dual Dock to your computer, then place iPhone and the headset in the dock. Dock The first time you connect the headset, let it charge for about an hour until the status light on the headset turns from amber to green. When iPhone and the headset are both in the dock, iPhone displays the battery level for the headset. Chapter 3 Phone 41 Connect the iPhone Bluetooth Headset with iPhone Before you can answer or make calls with the headset, the headset must be wirelessly connected to iPhone. m Press the button on the headset. When the headset is connected, the blue ( ) or white ( ) Bluetooth icon appears in the iPhone status bar at the top of the screen (the color of the icon depends on the color of the current status bar). An icon showing the headset battery status ( ) also appears in the status bar.

Make or answer a call 1 Place the headset in either ear with the microphone pointed towards your mouth. Microphone 2 Make a call on iPhone, or press the button on top of the headset to answer an incoming call. Button Status light 3 When you finish, press the button to end the call. Adjust the volume m Use the volume buttons on the side of iPhone. Using a Third-Party Headset or Car Kit Other Bluetooth headsets and car kits may be used with iPhone as well. You must first pair a Bluetooth device with iPhone before you can use it for your phone calls. Pairing a Bluetooth Headset or Car Kit Pairing sets iPhone to work with only one headset. This prevents iPhone from sending your calls to some other headset. 42 Chapter 3 Phone Pair iPhone with a Bluetooth headset or car kit 1 Follow the instructions that came with the headset or car kit to make it discoverable or to set it to search for other Bluetooth devices.

This may involve entering a passkey or PIN number.

2 From the Home screen, choose Settings > General > Bluetooth and turn Bluetooth on. iPhone searches for nearby Bluetooth devices. 3 Choose the headset or device on iPhone and enter a passkey or PIN number. The instructions that came with the headset or car kit should tell you how to get the passkey. Routing Calls Through a Bluetooth Headset, Car Kit, or iPhone After you've paired a Bluetooth device to work with iPhone, you must make a connection to have iPhone use the device for your calls. When iPhone is connected to a Bluetooth device, all outgoing calls are routed through the device by default. Incoming calls are routed through the device if you answer using the device, and through iPhone if you answer using iPhone. In some cases, your contacts list transfers to the car kit and you can start a call by looking up a contact on the car kit's display. iPhone can be connected with only one Bluetooth device at a time. Route calls through a Bluetooth headset or car kit m Make a connection between iPhone and the headset or car kit.

To connect with a third-party Bluetooth headset, see the documentation that came with the headset. Once you have paired iPhone with a Bluetooth car kit, iPhone connects to the car kit automatically when you start the car (if you have iPhone with you and Bluetooth is turned on). Bluetooth Status You can see whether Bluetooth is on or off, and whether a Bluetooth device is connected to iPhone, by looking at the Bluetooth icon in the iPhone status bar at the top of the screen: Â or (white): Bluetooth is on and a device is connected to iPhone. Â (gray): Bluetooth is on but no device is connected. If you've paired a device with iPhone, it may be out of range or turned off. Â No Bluetooth icon in status bar: Bluetooth is turned off. Routing Calls Back through iPhone There are a few ways to stop using a headset or car kit and go back to hearing calls through iPhone. Chapter 3 Phone 43 Route calls through iPhone m Answer a call by tapping the iPhone touchscreen. m During a call, tap Audio on iPhone. Choose iPhone to hear calls through iPhone, choose Speaker Phone to hear calls through the speakerphone, or choose a connected Bluetooth device.

m Turn off Bluetooth. From the Home screen choose Settings > General > Bluetooth and drag the switch to Off. m Turn off the headset or car kit, or move out of range. You must be within about 30 feet of a Bluetooth device for it to be connected to iPhone. To turn off the iPhone Bluetooth Headset, press and hold the button until you hear the falling tones.

Unpairing a Device from iPhone If you've paired iPhone with a device and want to use another device instead, you must unpair the first device. Unpair a device from iPhone 1 From the Home screen choose Settings > General > Bluetooth. If Bluetooth isn't on, turn it on. 2 Choose a device and tap Unpair. Until you pair the device with iPhone again, iPhone doesn't route calls through it.

Turning Bluetooth on iPhone On or Off m From the Home screen choose Settings > General > Bluetooth, then turn Bluetooth on or off. Calling to and from Other Countries iPhone is a quad-band GSM phone. It supports the most common frequencies in the U.S., Europe, and Asia (850, 900, 1800, and 1900 MHz), ensuring broad international coverage. International Calls Your carrier's calling plans allow you to make international calls from your home country. International long-distance rates may apply when you make a call to another country. For information about making international calls, including rates and other charges that may apply, contact your carrier or go to your carrier's website. 44 Chapter 3 Phone International Roaming You can use iPhone to make calls in many countries around the world. You must first enable your carrier's service plan for international roaming.

So that you can still make calls by tapping entries in contacts or favorites, you can set iPhone to add your country prefix automatically to phone numbers when you're calling from another country. When you're traveling outside your carrier's network, you may be able to choose among different carriers in the area where you're traveling. Note: Roaming charges may apply. To avoid roaming charges, make sure Data Roaming is turned off. For information about making international calls, including rates and other charges that may apply, contact your carrier or go to your carrier's website. Make a call from outside your home country m Contact your carrier to enable your iPhone account for international roaming. Set iPhone to add the correct prefix when dialing from another country m From the Home screen choose Settings > Phone, then turn International Assist on or off. By default, International Assist is on.1 Set the carrier network to use m In Settings, tap Carrier, then select the carrier network you prefer. You can only make calls on carriers that have roaming agreements with your iPhone service provider.

Any roaming charges may be billed from the selected network. See "Carrier" on page 93 for more information. Turn Data Roaming on or off You can avoid roaming charges when you're traveling outside your carrier's network by leaving Data Roaming turned off (Data Roaming is turned off by default). To enable email, web browsing, and other data services whenever possible, turn Data Roaming on. m In Settings, choose General > Network and turn Data Roaming on.

Roaming charges may be incurred. Phone Settings From the Home screen choose Settings > Phone to adjust Phone settings. See page 101. 1 Not available in all areas. Chapter 3 Phone 45 4 Mail 4 Tap Mail to send and check email.

Mail is a rich HTML email client that retrieves your email in the background while you do other things on iPhone. iPhone works with the most popular email systems-- including Yahoo! Mail, Google email, AOL, and .Mac Mail--as well as other industrystandard POP3 and IMAP email systems. Mail lets you send and receive photos and graphics, which are displayed in your message along with the text. You can also get PDFs and other attachments and view them on iPhone. Setting Up Email Accounts You must have an email address--which looks like "yourname@example.com"--to use iPhone for email. If you have Internet access, you most likely got an email address from your Internet service provider. If you chose automatic syncing during setup, your existing email accounts should be already set up and ready to go. Otherwise, you can set iTunes to sync your email accounts, or configure email accounts directly on iPhone.

Syncing Email Accounts to iPhone You use iTunes to sync your email accounts to iPhone. iTunes supports Mail and Microsoft Entourage on a Mac, and Microsoft Outlook 2003 or 2007 and Outlook Express on a PC. See "Setting Up Syncing" on page 8. Note: Syncing an email account to iPhone copies the email account setup, not the messages themselves.

Whether the messages in your inbox appear on both iPhone and your computer depends on the type of email account you have and how it's configured. 46 If You Don't Have an Email Account Email accounts are available from most Internet service providers. If you use a Mac, you can get an email address, along with other services, at www.mac.com. Fees may apply.

Free accounts are also available online: Â www.mail.yahoo.com Yahoo! provides free "push" email accounts. With a push email account, email is transferred to iPhone as soon as it is received by the mail server.

To receive push email, you must first set up a Yahoo! account on iPhone. Â www.google.com/mail Â www.aol.

com Setting Up an Email Account on iPhone You can set up and make changes to an email account directly on iPhone. Your email service provider can provide the account settings you need to enter. Changes you make on iPhone to an email account synced from your computer are not copied to your computer. For help in setting up email accounts on iPhone, use the online iPhone Mail Setup Assistant at: www.apple.com/support/iphone/mailhelper Enter account settings directly on iPhone 1 If this is the first account you're setting up on iPhone, tap Mail. Otherwise, from the Home screen choose Settings > Mail > Accounts > Add Account. 2 Choose your email account type: Y! Mail (for Yahoo!), Google email, .Mac, AOL, or Other. 3 Enter your account information: If you're setting up a Yahoo!, Google email, .

Mac, or AOL account, enter your name, email address, and password. After that, you're done. Otherwise, click Other, select a server type--IMAP, POP, or Exchange--and enter your account information: Â Your email address Â The email server type (IMAP, POP, or Exchange) Â The Internet host name for your incoming mail server (which may look like "mail.example.com") Â The Internet host name for your outgoing mail server (which may look like "smtp.example.com") Chapter 4 Mail 47 Â Your user name and password for incoming and outgoing servers (you may not need to enter a user name and password for an outgoing server) Note: Exchange email accounts must be configured for IMAP in order to work with iPhone. Contact your IT organization for more information. Sending Email You can send an email message to anyone who has an email address. You can send the message to one person or to a group of people.

Compose and send a message 1 Tap . 2 Type one or more names or email addresses in the To or Cc (carbon copy) fields, or tap and choose a contact to add the contact's email address. As you type an email address, comparable email addresses from your contacts list appear below. Tap one to add it. 3 Type a subject if you like, then type a message.

4 Tap Send. Send a photo in a message m From the Home screen choose Photos, then choose a photo. Then tap Email Photo. and tap If you have more than one email account on iPhone, the photo is sent using the default account (see page 101). Save a message as a draft so you can work on it later m Start composing the message and tap Cancel.

Then tap Save. You can find the message in the Drafts mailbox, add to it or change it, and then send it. Reply to a message m Open a message and tap . Tap Reply to reply to just the person who sent the message. Tap Reply All to reply to the sender and the other recipients. Then add a message of your own if you like, and tap Send. When you reply to a message, files or images attached to the initial message aren't sent back. Forward a message m Open a message and tap , then tap Forward. Add one or more email addresses and a message of your own if you like, then tap Send. When you forward a message, you can include the files or images attached to the original message.

48 Chapter 4 Mail Send a message to a recipient of a message you received m Open the message and tap the recipient's name or email address, then tap Email. Checking and Reading Email The Mail icon shows the total number of unread messages in all of your inboxes. You may have other unread messages in other mailboxes. Number of unread emails On each account screen, you can see the number of unread messages next to each mailbox. Tap to see all your email accounts Number of unread messages Tap a mailbox to see its messages. Unread messages have a blue dot next to them. Unread messages Read a message m Tap a mailbox, then tap a message. Within a message, tap previous message. or to see the next or Chapter 4 Mail 49 Delete a message m Open the message and tap . You can also delete a message directly from the mailbox message list by swiping left or right over the message title and then tapping Delete. To show the Delete button, swipe left or right over the message. Or you can tap Edit and tap Check for new messages m Choose a mailbox, or tap next to a message. at any time. Open an attached file You can view or read some types of files and images attached to messages you receive. For example, if someone sends you a PDF, Microsoft Word, or Microsoft Excel document, you can read it on iPhone.

m Tap the attachment. It downloads to iPhone and then opens. Tap attachment to download You can view attachments in both portrait and landscape orientation. If the format of an attached file isn't supported by iPhone, you can see the name of the file but you can't open it. iPhone supports the following email attachment file formats: Â .

doc, .docx, .htm, .html, .pdf, .txt, .xls, .xlsx 50 Chapter 4 Mail See all the recipients of a message m Open the message and tap Details. Tap a name or email address to see the recipient's contact information. Then tap a phone number, email address, or text message to contact the person.

Tap Hide to hide the recipients. Add an email recipient to your contacts list m Tap the message and, if necessary, tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact." Mark a message as unread m Open the message and tap "Mark as Unread." A blue dot appears next to the message in the mailbox list until you open it again. Move a message to another mailbox m Open the message and tap , then choose a mailbox. Zoom in to a part of a message m Double-tap the part you want to zoom in on. Double-tap again to zoom out. Resize any column of text to fit the screen m Double-tap the text. Resize a message manually m Pinch to zoom in or out.

Follow a link m Tap the link. Text links are typically underlined in blue. Many images also have links. A link can take you to a webpage, open a map, dial a phone number, or open a new preaddressed email message. Web, phone, and map links open Safari, Phone, or Maps on iPhone.

To return to your email, press the Home button and tap Mail. Mail Settings From the Home screen choose Settings > Mail to set up and customize your email accounts for iPhone.