



MOTOSURFTM A3100

Quick Start Guide



welcome

The MOTOSURF™ A3100 is a phone with a distinct edge—personalization, music, videos, and e-mail—all in a streamlined, intelligent, touchscreen phone.

The power to multitask is paired with cutting edge Microsoft™ Windows™ Mobile technology: **Wi-Fi, Bluetooth®**, **3MP camera**, **full HTML browser**, **GPS satellite navigation**, **full multimedia support**, and more...all in a stylish and ultra-thin design.

Use this *Quick Start Guide* to get you going and then see the *User's Guide* for more—and don't worry, we've even made the User's Guide easy to use. Enjoy!

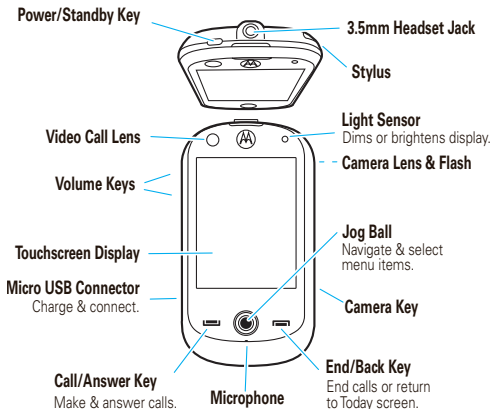
more information

on the Web: www.motorola.com/myMotoSurf

on the phone: Tap **Start** > **Help**







Caution: Before using your phone for the first time, please read the **important legal and safety** information at the back of the *User's Guide*.

your phone




menu map

To open the menu from the Today screen, tap **Start**.

-  **Today**
-  **Calendar**
-  **Contacts**
-  **Internet Explorer**
-  **Messaging**
-  **Phone**
-  **Windows Media**

Recent Programs

-  **Settings**
 - **Personal** tab
 - **System** tab
 - **Connections** tab

This is the standard main menu layout. Your phone's menu may be different.

Programs

- Documents To Go
- Games
- ActiveSync
- Calculator
- Camera
- File Explorer
- FlashLight
- Getting Started
- Google
- GPSXtra
- Internet Sharing
- JBlend Java
- Master Clear
- Messenger
- Notes
- Pictures & Videos
- Remote Desktop
- RSS Reader
- Search
- SIM Manager
- Streaming Player
- Task Manager
- Tasks
- STK *
- Windows Live

Help

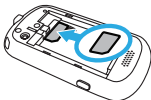
* Optional

let's go

1 cover



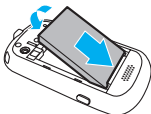
2 SIM



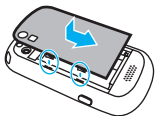
3 storage card



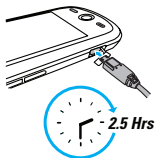
4 battery



5 replace cover



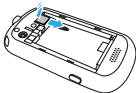
6 charge



removing battery





removing storage card



a few essential basics

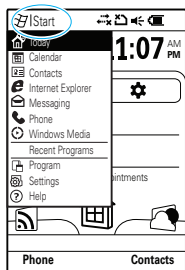
turn it on & off

Press and hold  (top of phone) for a few seconds to turn the phone on and off. Press  to put the phone in standby mode.

touch tips

Four handy ways to navigate:

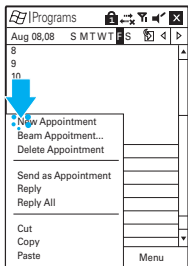
tap



Gently apply pressure on the display screen to select an item.

Try this: tap **Start** to open the start menu.

tap & hold

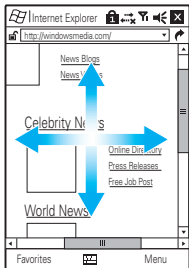


Tap and hold to see further menu options.

Try this: tap and hold an appointment in **Calendar** to view the options.

Note: Tap **x** or **ok** to close the window.

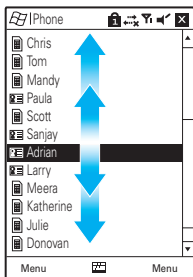
drag



Tap and hold the scroll bars, or centre of the screen, then drag up, down or across.

Try this: drag through a website.



flick



Similar to dragging, but with lighter, quicker strokes, up or down.

Try this: flick through your list of **Contacts**.

jog ball

Roll the *jog ball*  up, down, left, or right to scroll to and highlight menu items. Press the center of the jog ball  to select an item.

color status

The color of the jog ball changes to show the phone status:

- **Blue** - (or yellow when roaming) - incoming call, notification or missed call

basics

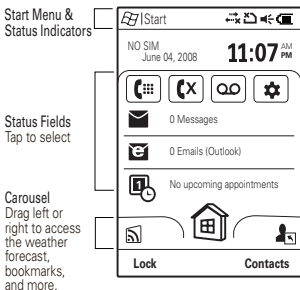
- **Red** - low battery
- **Amber** - charging
- **Green** - fully charged

Today screen

The Today screen appears when you turn on the phone.

Press  to return to the Today screen at any time.

Note: Your Today screen may look different to this one.



storage card

cool content & loads of space

View the available memory on your storage card.

Find it: Start > Settings > System tab > Memory > Storage Card tab

Check out all the content on the microSD storage card supplied with your phone. The content can include many exciting applications to help you make the most of your new phone.

To install the applications, follow the on-screen instructions.

You can use your microSD storage card (up to 32 GB) to **install your applications** and **store more content**, such as music, photos, video clips, documents and data.

Note: Dependent on country of purchase

We have some great applications waiting to be installed on your MotoSurf A3100.

Here's how you install them.

- 1** Go to **Start > Programs > File Explorer**
- 2** Navigate to your storage card by clicking on the drop down "My Device" and select "Storage Card"

storage card



- 3 Click on the folder "Moto Apps Package"
- 4 Click on **MotoAppInstaller.exe**

Tip: Maximise your on-board memory by choosing to install applications on your storage card. And if you have uninstalled any of these applications, just kick off the installation again by going through the above steps.

calls

it's good to talk


make & answer calls

To make a call, tap **Start** > **Phone** then enter a number and tap **Talk** or press . To answer a call, tap **Answer** or press  when your phone rings or vibrates.


end calls

Press .

redial a number

- 1 From the Today screen, press  to see a list of recently dialed calls.
- 2 Scroll to the entry you want to call and tap **Call**.

go handsfree

Tap **Speaker On** during a call to turn the handsfree speaker on. A  at the top of your display indicates the speaker is on. Tap **Speaker Off** to turn the handsfree speaker off.

Note: The handsfree speaker won't work when your phone is connected to a car kit or headset.

in-call menu

During a call you can tap the in-call option to:

- **Hold** or **Unhold** - hold the call.
- **Mute** or **Unmute** - silence your microphone.
- **Speaker On** or **Off** - turn handsfree speaker on or off.
- **Contacts** - access list of contacts.
- **Note** - make a quick note.

Note: You can access other in-call options, such as **Call History**, **Conference**, or **Turn Handsfree On** or **Off**, by tapping **Menu**.

contacts

met someone new? save their number.

save a contact

- 1 From the Today screen, tap **Phone** and enter the number.
- 2 Tap **Menu > Save to Contacts > New Contact**.
- 3 Select whether to save it on your phone (**Outlook Contact**) or on your SIM card (**SIM Contact**).
- 4 Enter the contact details and tap **Save** again.

call a contact

- 1 Tap **Start > Contacts**.
- 2 Flick through the list to highlight the contact.
- 3 Tap **Call**.

e-mail

e-mail has never been this easy

With your new phone, you can send and receive e-mail messages, wherever, whenever—you just need to set it up:

MSN or Hotmail e-mail

- 1 Tap **Start** > **Programs** > **Windows Live** > **Sign in to Windows Live**.

Note: If your network service provider does not offer **Windows Live**, use the **personal e-mail account** procedure in the next section.

- 2 Enter your e-mail address and password, then tap **Next**.
- 3 Choose the options you want, then tap **Next**.
- 4 When synchronization is complete, tap **Done**.

personal e-mail (like Yahoo)

- 1 Tap **Start** > **Messaging** > **Setup E-mail**.
- 2 Enter your e-mail address and password, then tap **Next**. Your phone tries to retrieve your account settings from your e-mail provider.

e-mail

If your phone finds your account settings, it tells you. You just have to tap **Next**.

If your phone doesn't find your account settings, it gives you a chance to enter them. To get this information, contact your e-mail provider.

- 3 Enter your name (the messages you send will show up as "From" this name), then tap **Next**.
- 4 Choose how often you want your phone to check for new e-mail, then tap **Finish**.

Note: E-mail service depends on your e-mail and phone network service providers. If you have problems setting up e-mail or synchronizing, go to www.motorola.com/myMotoSurf

work e-mail

Note: To get the information requested in these steps, contact your company's system administrator.

- 1 Tap **Start > Programs > ActiveSync**, then tap **Menu > Add Server Source**.
- 2 Enter your e-mail address and check **Attempt to detect Exchange Server Settings automatically**, then tap **Next**.

e-mail

- 3 Enter your **User Name**, **Password**, and the server's **Domain**, then tap **Next**.

If your phone finds your server settings, it tells you. You just have to tap **Next**.

If your phone doesn't find your server settings, or if you skip the automatic detection, you can enter the settings provided by your company's system administrator, enter the Exchange **Server Address** (if necessary, check **This server requires an encrypted (SSL) connection**), then tap **Next**.

- 4 Choose if you want to synchronize **Contacts**, **Calendar**, **Email**, and **Tasks**, then tap **Finish**.
- 5 Tap **Sync** to synchronize with the Exchange server.

create, send & read e-mails

To create a new e-mail:

Tap **Start** > **Messaging** > *e-mail account* > **Menu** > **New**.

Tap **Menu** > **Insert** to add a picture or file.

To quickly read new e-mails:

On the Today screen, tap the message notification area.

To read old e-mails:

Tap **Start** > **Messaging** > *e-mail account*.

SMS & MMS



it's good to text

send a message

Find it: Start > Messaging

- 1 Tap **Messages** > **Menu** > **New** > **Multimedia Message** or **Text Message** and enter a phone number or contact name.
- 2 Use the keypad to enter a message (see page 18 for text entry).
To insert a picture, video, voice note or file in an MMS message, tap **Menu** > **Insert**.
- 3 Tap **Send**.


receive & read messages

When you receive a message your phone plays an alert and shows a message indicator, such as  or .

To read a new message: on the Today screen, tap the message notification area.

text entry

think computer keyboard, now think smaller

Text entry options are available when the keyboard icon shows at the bottom of the screen. Tap  to change to another method:

entry modes	
Block Recognizer & Letter Recognizer	Write letters, numbers, and punctuation in one of the writing blocks.
Keyboard & Motorola Keyboard	Tap letters & numbers on the keyboard to enter them.
Transcriber	Simply write anywhere on the screen. This entry mode recognizes all handwriting styles.





To **delete** characters, tap . To start a **new line**, tap . To **enter a space**, tap the space bar.

text prediction

As you enter letters, your phone might try to **predict** the word. Tap the predicted word to select it.

tips & tricks

a few tips & tricks to get you started

To...	Do this...
lock/unlock phone	From the Today screen, tap Lock or Unlock .
use most recently used feature	Icons for your most recently used features appear when you tap Start (see page 3 for menu map)
open recent calls	Press  . To return a call, scroll to the call, then tap  .
put phone in standby mode	Press  .
quickly access Gmail & YouTube	To quickly access your Gmail account, or upload your videos to YouTube, tap Start > Programs > Google .
access voicemail	Tap Start > Phone , then tap and hold  .

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1-800-461-4575 (Canada)

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