

User Manual  
GSM Mobile Telephone  
Maxcom **MM320**





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**The set includes:**

Telephone GSM  
Charger  
Battery  
User Manual  
Warranty Card  
Headphone Set

Keeping the original package is recommended; it might be used for transport, if needed.

Keep your receipt as it is necessary for warranty.

Note: The telephone works in the GSM 900/1800 network. Prior to switching on the phone, proper installation of a SIM Card is required.

## **Mobile Telephone GSM 900/1800**

Big Backlit Keys

Large, Color Screen Display

Camera

MicroSD Memory Card Slot

Big Font, Easy Menu

Speakerphone

Phonebook – up to 500 entries

Sending and receiving text & multimedia messages

Speed Dial up to 8 numbers

Call Time Display

Loud Ringtone

Bluetooth

Radio FM

Torch

Calculator

Alarm Clock

Battery 1000 mAh

Idle mode: up to 300 hrs.\*

Conversation time: up to 5 hrs.\*

Weight: 110g

\*depending on conditions and the GSM signal strength

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## **1. Important Safety Precautions**

Reading the guidelines below will minimize the risk of misusing the phone.

- Never use the phone in any area where the use of mobile phones is prohibited such as refueling points or hospitals. Using mobile phones in such places might expose others to danger. Never switch on the phone if it might interfere with other devices!
- Never use the phone while driving without hands-free accessories.

- Never use the phone in hospitals, airplanes, refueling points or in proximity to flammable materials.
  - The telephone emits electromagnetic field that might negatively interfere with other electronic devices including medical equipment. A distance recommended by the manufacturers of medical equipment between the phone and the implanted medical device such as a heart pacemaker must be kept. Users with implanted medical devices should read and follow the guidelines of the medical equipment manufacturers. Users with heart pacemakers should not carry telephone in their front chest pockets and they should hold the telephone next to the ear opposite to the medical device in order to minimize the risk of interference. If there is a risk of interference, the phone should be switched off;
  - A device and its accessories might contain small parts. Keep your phone and all parts out of the reach of children.
  - Never repair or modify the phone on your own. Only qualified service is authorized to repair the phone.
  - Use original chargers and batteries only. Using other accessories might damage or explode the phone.
  - The phone is not dustproof, do not expose the phone to dust, swarf, etc. Such exposure might cause the phone to malfunction.
- WATERPROOF** – the phone is not waterproof. Keep it dry at all times.

## 2. Getting Started

Prior to switching on the phone, a SIM Card must be installed. Make sure not to damage the SIM Card while inserting it.

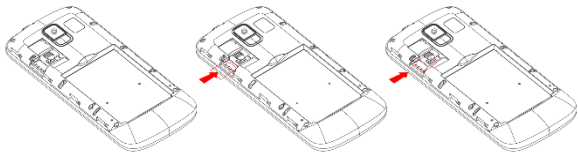
Keep SIM Cards away from children.

## **2.1 SIM Card and Battery Installation**

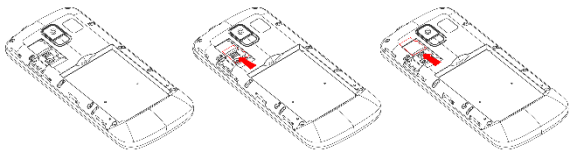
There is a slot for the Micro SIM Card on the phone. If the card in your possession is of different size, with no option to push out the Micro SIM, contact your service provider for replacement.

Prior to inserting the SIM Card, make sure the phone is switched off, and the battery is removed. The charger must be disconnected. To insert the SIM Card, follow the instructions and drawings to remove the battery:

- When the phone is switched off, lift the back cover and get it removed.
- Use your fingernail to lift the battery from the phone's top and remove the battery.
- Insert the SIM Card to the SIM SLOT located on the side of the phone with its metal contacts facing downwards. Make sure the cut corner of the card is positioned toward the top of the phone.



- Above the SIM Card slot, there is a slot for Micro SD memory card. Slide the card into the slot matching the symbol on the phone cover. Slide the card to the end.



*Be careful while using the memory card particularly while inserting and removing the card. Some memory cards shall be formatted on the computer prior to an initial use. If you use SD cards, on a regular basis make backup copies of any data stored on cards in other devices. Misuse of the card or other factors might cause damage or loss of entire data stored on the card.*

- Insert the battery so that contacts +/- are positioned toward the bottom of the phone.

- After the battery is installed, place back the back cover and slide it down into position.

## 2.2 Charging the Battery

**Note:** Only use the battery included in the set. Using other batteries might damage the phone and void your warranty.

Never plug in the charger if the back cover is removed.

To charge the phone:

1. Plug the charger into an electric socket. Plug the other end of the charger into the jack located at the top of the phone. A battery icon will start blinking as soon as the charger is properly connected, and it will keep blinking while the battery is charging.
2. As soon as the battery is fully charged, unplug the charger from the electric socket, and then from the phone.

As soon as charging is complete, there will be a message on the display: “Charging Complete”, and the icon will stop blinking.


**Note:**

- Before you start charging the battery, make sure the battery is properly installed.
- Never remove the battery while charging – doing so might damage the phone.

- If the battery voltage is too low for the phone to work, a message will appear about anticipated power-off and then the phone will automatically switch off.
- If the battery is totally discharged (because of e.g. leaving on the torch) wait several minutes after plugging in the charger for the charging icon to appear.

### **2.3 Low Battery Alert**

The telephone will notify you by a special sound alert (if warning alerts are enabled in the profile) and a message BATTERY DISCHARGED will be displayed on the screen display as soon as the battery level is too low.

The symbol  will be displayed on the screen display. As soon as you receive such a notification, charge the battery.

## **3. Key Location**



<b>1</b>	Micro USB/charging port	<b>10</b>	Key: Right
<b>2</b>	Headphone jack	<b>11</b>	Key: Up
<b>3</b>	Speaker	<b>12</b>	Key: Down
<b>4</b>	Screen Display	<b>13</b>	Key: OK
<b>5</b>	Left Function Key LFK	<b>14</b>	Numeric Keypad

<b>6</b>	Right Function Key RFK	<b>15</b>	Camera Lens
<b>7</b>	Green Receiver – Make Call key	<b>16</b>	Torch/Flash light
<b>8</b>	Red Receiver – End Call key/returning to the main screen	<b>17</b>	Ringtone/multimedia speaker
<b>9</b>	Key: Left		

## Primary Functions of Keys

<b>Key</b>		<b>Functions</b>
<b>Red Receiver</b>		Press it to return to Idle mode or to end phone call; press and hold it to switch on/off the phone.
<b>Green Receiver</b>		Press it to make a phone call; in Idle mode press it to enter Call Log.
<b>Navigation Keys</b>	<b>Up</b>	Messages
	<b>Down</b>	Camera
	<b>Left</b>	Profile
	<b>LFK</b>	Function as displayed on the LCD
	<b>RFK</b>	Function as displayed on the LCD

<b>Right</b>	Shortcuts
<b>1</b>	Press the key for a digit 1. Press it and hold: voicemail
<b>0</b>	Press the key for a digit 0. Press & hold to switch on the torch
<b>2-9</b>	Press digits 2 to 9 Press & hold: dials the number assigned in Speed Dial
<b>*</b>	Inserting symbols: *, +, P, W. While typing a text message: special characters
<b>#</b>	Press it to change the text input mode while typing a text message; inserting the symbol #
	Press & hold to enable/disable Silence mode
<b>Key OK</b>	Confirm button, in most cases its functions are identical with functions of the LFK

## 4. Using the Phone

### 4.1 Switching On the Phone

Press and hold the red receiver/End Call key to switch on the phone.

If there is a prompt to enter the PIN code on the screen display, enter the PIN. You will find the PIN code in the

SIM Card starter kit. After the PIN is entered, use the LFK to confirm.

**Warning:** If you enter incorrect PIN three times in a row, the SIM card will be blocked. The card might be unblocked by using Personal Unblocking Key [PUK]. Entering incorrect PUK ten times in a row will permanently block the SIM card.

Then, when the phone is used for the first time with a given SIM Card (or after restoring factory settings) there will be an option to enter the current date and time and to copy contacts from the SIM Card to the phone. Enter the correct time using the numeric keypad, press the key DOWN, enter the correct date, and press the Left Function Key. To move between digits, use Right/Left. If you don't set time/date, the phone will automatically update time/date from the GSM network.

A message: "Import All from SIM to Phone?" will appear. Select: "Yes", if you want to import contacts from the SIM Card to the phone memory. Otherwise, press: "No".

## 4.2 Switching Off the Phone

To switch off the phone, press and hold the End Call key.
















## 4.3 Idle Mode

If the phone is switched on, but there is no activity, it will go into Idle Mode.

### Screen Display Description



## 1. Icons and their functions:

	Ringtone only		Headphones on
	Ringtone + vibration		Unread Text Message
	Vibration followed by ringtone		Unread MMS
	Vibration only		Mute
	Alarm On		Call Forwarding
	Torch On		Keypad locked
	Missed Phone Call		Roaming on
Icons might vary depending on software		* Icon  appears in case of domestic roaming, if the user uses the network of another service provider	

2. Signal strength
3. Battery level
4. Name of the service provider
5. Day of the week/Time/Date
6. Functions of functions keys

### 4.4 Keypad Lock

To lock the keypad, press the LFK in the Idle Mode, and then press (\*). To unlock the keypad, press the LFK,

and then (\*). Unlocking the keypad is not necessary to receive a phone call.

**Note:** The keypad will lock (automatically or manually) only if the phone is the Idle Mode.

## 5. MENU

To enter MENU, in Idle Mode press the key **OK** or the **Left Function Key**.

To navigate in MENU use keys

**UP/DOWN/RIGHT/LEFT**.

Press OK to confirm.

To return to the previous MENU (back), press the Right Function Key. To go to Idle Mode, press the red receiver key.

## 6. Phonebook

### 6.1 Saving Contacts

There are methods to save a new Contact:

1. You can save a number from the list of missed and received phone calls. To do so, in Idle Mode press the green receiver, select the number you wish to save, and press „Options” (LKF). Select „Save”, press the LFK, and select the location where to save the New Contact. Press Edit and enter the New Contact’s name. Press Options>Done>Save.
2. You can add a New Contact directly to the Phonebook. To do so, in Idle Mode press the

Right Function Key, and then use the key Up to select New Contact>Select. Select the location to save the New Contact. Press Edit, enter the New Contact's name and press Options>Done. Use the key Down to enter the text input window, press Edit, enter the number and press OK>Save.

If you selected an option to save the New Contact on the phone, press RIGHT/LEFT to assign a ringtone and enter additional information such as email address, and the company name.

## **6.2 Viewing Contacts**

### **Method 1**

1. Enter MENU and select Phonebook
2. Enter the first letter of the name you wish to find. Use navigation keys UP/DOWN to scroll up and down the list.

You can change the text input mode by pressing „#”

### **Method 2**

1. In Idle Mode, press Right Function Key
2. Enter the first letter of the name you wish to find
3. The telephone will display names starting with such a letter. Use navigation keys UP/DOWN to scroll up and down the list.

You can change the text input mode by pressing „#”.

## **6.3 Deleting Contacts**

### **6.3.1 Deleting Single Contact**

If you want to delete a Contact from the phone or SIM Card, do as follows:

1. In MENU select Phonebook
2. Select the Contact you wish to delete, press Options->Delete
3. Press the LFK to confirm.

### **6.3.2 Deleting Multiple Contacts**

If you want to delete multiple Contacts from the phone or SIM Card, do as follows:

1. In MENU select Phonebook->Options->Mark More->Delete Marked
2. Select a Contact, and then use the key OK to mark/unmark Contacts.
3. Then select Options->Select Marked>Yes.

### **6.3.3 Deleting All Contacts**

If you want to delete all Contacts from the phone or SIM Card, do as follows:

1. In MENU select Phonebook->Options->Settings->Delete All
2. Decide if you want to delete Contacts from the SIM Card or the phone memory, and confirm by pressing Yes.

## 6.4 Copying Contacts

### 6.4.1 Copying a Single Contact

To copy Contacts from the SIM Card to the phone or from the phone to the SIM Card:

1. In MENU select the Phonebook
2. Mark the Contact you wish to copy
3. Press Options->Copy, and then select the location for the Contact to copy to, and press the Left Function Key.

### 6.4.2 Copying Multiple Contacts

To copy multiple Contacts from the SIM Card to the phone or from the phone to the SIM Card:

1. In MENU select: Phonebook->Options->Settings->Copy All
2. Select the location for Contacts to be copied to.
3. Press OK to select the Contacts you wish to copy. If you want to copy all, select Options->Mark All Press Options->Copy Marked.

## 6.5 Transferring Contacts

You can transfer Contacts from SIM Card to the phone memory, or from the phone memory to the SIM Card. To do so, select MENU->Phonebook->Options->Settings->Transfer All. Follow the same steps as in the section *Copying Multiple Contacts* (point **Błąd! Nie można odnaleźć źródła odwołania.**).

## 6.6 Mark Multiple

In MENU select: Phonebook->Options->Mark Multiple, and then:

- Send a text message if you want to send a text message to multiple recipients.
- Delete multiple, if you want to delete multiple Contacts, see point **Błąd! Nie można odnaleźć źródła odwołania.**

## 6.7 Phonebook Settings

### 6.7.1 Preferred Memory

In MENU select: Phonebook->Options->Settings->Preferred Memory to select the default location for Contacts to be saved.

### 6.7.2 Speed Dial

In MENU select: Phonebook->Options->Settings->Speed Dial->Status to enable or disable Speed Dial. If Speed Dial is enabled, and there are phone numbers assigned to keys 2-9, pressing such a key will connect you with the number assigned to this key.

To assign a number to a key, in MENU select Phonebook->Options->Settings->Speed Dial->Key Settings. Then select a key to assign the number to, press the LFK, select the number from the Phonebook, and press the LFK again.

### **6.7.3 Additional Numbers**

In MENU select Phonebook->Options->Settings->Additional Numbers->FDN to enable or disable the feature of Fixed Dialing Number.

### **6.7.4 Memory Status**

This option allows you to verify memory status on SIM Card and the phone.

In MENU select ->Phonebook->Options->Settings->Memory Status

## **7. Phone Calls**

### **7.1 Dialing a Number**

1. Dial the number you wish to call.

To make an international phone call, dialing „00” or „+” is required before dialing the actual number. To enter „+” press the key „\*” twice.

2. Press the green receiver key to get connected to a number you wish to call.
3. To end the phone call, press the red receiver key.

### **7.2 Dialing from the Phonebook**

In Idle Mode, press the Right Function Key to enter the Phonebook. Use keys UP/DOWN to select the Contact.

For example, if you want to go to the Contact whose name starts with U, press the key 8 twice. To get connected with the Contact, press the green receiver key.

### **7.3 Dialing from Call Log**

Press the green receiver key when the phone is in the Idle Mode to enter Call Log. Use keys UP/DOWN to scroll up and down in Call Log. Press the green receiver key to make a phone call.

### **7.4 Speed Dial**

If there are Contacts assigned to keys 2-9, in Idle Mode press and hold the key of your choice to make a phone call.

### **7.5 Adjust Phone Call Volume**

While talking on the phone, press the key RIGHT or LEFT to adjust volume of the conversation.

### **7.6 Options While Calling**

To enable the Speakerphone, while talking on the phone, press the Right Function Key. To disable the Speakerphone, press the RFK again.

While calling, press Options to enable additional features:

- Suspend: suspends a phone call
- End Call: ends phone call

- New Call: allows you to place a new call
- Phonebook: allows you to enter the Phonebook, for example to view a number
- Call Log: allows you to view Call Log
- Messages: allows you to view received/saved messages
- Voice recorder: allows to record a phone conversation
- Mute: turns on/off the mike
- DTMF: allows you to enable/disable DTMF
- Volume: adjusts volume of conversation.

## 7.7 Answering Phone Calls

To receive an incoming phone call, press the green receiver key.

To reject an incoming phone call, press the red receiver key.

To silence an incoming phone call, press the RFK.

## 8. Call Log

To enter the Call Log, go to the main MENU and select Call Log, and then select:

**Missed Calls** (to get missed phone calls displayed). If you miss a phone call, there will be a symbol of receiver displayed on the left side of the screen display in Idle Mode.

**Dialled Number** (to get dialled numbers displayed).

**Received Calls** (to get received phone calls displayed)

**All Calls** (to get all phone calls displayed)

To view phone call details (call duration, number of phone calls), press the key OK.


**Note:** To view the Call Log, in Standby Mode press the green receiver key.


Symbols in color notify you about a type of phone call.

After selecting the right number, press the Left Function Key to get additional options displayed:

- **Connect**, makes a phone call to the number,
- **View**, allows you to view phone call details,
- **Send SMS**, allows you to send a text message,
- **Send MMS**, allows you to send a multimedia message,
- **Save in Phonebook**, allows you to add the number to the Phonebook,
- **Edit Before Call**, allows you to edit the number before placing a phone call,
- **Delete**, deletes a number,
- **Delete All**, allows you to delete all phone calls
- **Mark Multiple**, allows you to delete all marked phone calls

## 9. Text & Multimedia Messages


The telephone allows you to send and receive text and multimedia messages. If the symbol  appears on the screen display, there is one or more unread messages. To enter **MENU Text Mssgs**, press the Left Function Key in Idle Mode, and then select Messages->Inbox.

When the inbox is full, the symbol  will blink. Delete messages from the Inbox to solve the problem.

## 9.1 Creating & Sending Text Messages

1. Enter MENU and then select: Messages->Create Message->Text to open the message editor.
2. Type the message.
  - **Changing text input method:** To change the text input method (digits, upper and lower case letters) press the key „#”. If you want to enter a symbol, press the key „\*”.
3. **Sending Messages:** Press **Options>Send To** and select an option either to manually dial a number or to get it from the Phonebook. Select the number and press OK. If you want to send a message to multiple recipients, you can add extra numbers. To send the message, press **Options>Send**.
4. **Saving Messages:** To save a newly created message, press Options>Save. The message will be saved in the Drafts folder. You can decide for sent messages to be automatically saved, to do so enter the MENU and select: Messages->Settings->Text>Save Sent Mssgs.  
If you want to send a MMS, select in MENU: Messages->Create Message->MMS, enter the message, press Options, and select content, and then select Options and Send.

## 9.2 Reading & Replying to Text Messages

1. If there is a symbol of unread message or you want to read unread messages, in MENU select Messages->Inbox. To read a text message, press the key OK. While reading, you can use additional features by pressing the LFK.
2. The symbol  next to message means the message has not been read yet.

While viewing the message, press „Options” to get the following features:

- Reply with Text Message: type a text message to the sender
- Reply with MMS: create a MMS to the sender
- Call: make phone call to the sender
- Delete: deletes a message
- Forward: allows you to forward the message to another recipient
- Advanced: allows you to use the number, email address or URL.

## 9.3 Text Message Folders

### 9.3.1 *Inbox*

It displays received text messages in order they have been received.

Use UP and DOWN keys to scroll up and down the Inbox.

To view additional features while viewing the Inbox, press „Options“:

- Preview: allows you to read a message
- Reply with Text Message: type a text message to the Sender
- Reply with MMS: create a MMS to the sender
- Call: make a phone call to the sender
- Forward: allows you to forward the message to another recipient
- Delete: deletes a message
- Delete All: deletes all messages from the Inbox
- Delete Multiple: deletes marked messages.

### **9.3.2 Sentbox**

If the option Save Sent is enabled, sent messages will be saved in the SENTBOX.

Use keys **UP** and **DOWN** to scroll up and down in the “Sentbox”.

### **9.3.3 Drafts**

You can save unsent messages in „Drafts”. To save a message in “Drafts”, create the message, and after pressing the LFK select „Save”.

Enter “Drafts” to send, delete or edit saved messages.

### **9.3.4 Outbox**

If the message fails to be sent, it will be saved in the “Outbox”.

## 9.4 Deleting Messages

To delete a selected message, go to Options and select „Delete”.

## 9.5 Message Settings

Enter MENU and select: Messages->Settings, and then select:

### 9.5.1 Text Messages

- SIM
  - **Profile>Message Service Center No:** plays an intermediary role between subscribers while sending text messages. To send text messages from a mobile phone, typing the correct number for MSC is necessary. You will get this number from the service provider.
  - **Delivery Report:** You can choose to receive a delivery confirmation message (network service).
  - **Message Priority:** defines the time for the message to be important.
  - **Message Type:** allows to define the type of a sent message
  - **Reply path:** it allows you to enable/disable the Reply Path
  - **Voicemail:** allows you to set voicemail server number
  - **Memory Status** - allows you to check the memory status on the SIM Card and the phone.
  - **Message counter** – allows the number of sent/received messages.

- **Save sent messages** - allows you to enable/disable saving of sent messages
- Preferred memory - allows you to decide for your messages to be saved on the phone or on the SIM Card.

### **9.5.2 Multimedia Messages**

- Data Account

It allows you to select the data account necessary for sending multimedia messages,


- Shared
  - **Composition**: allows you to set time of a slide, and an auto signature
  - **Sending**: allows you to set delivery reports, priority, auto save,
  - **Downloading**: allows you to download multimedia messages in your home area network and in roaming, and set message filters.
  - **Preferred Storage**: allows you to select a preferred location to store messages.
  - **Memory Status**: allows you to check how much memory is left.

### **9.5.3 Service Messages**

Select Menu>Messages>Settings>Service Messages to set options of service messages.

## 9.6 Voicemail

Voicemail is a network service to allow callers to leave a voice message on your phone when you cannot answer the phone call. To learn more, contact your service provider. If you want to change the voicemail number in MENU select: Messages->Settings->Text Messages->SIM->Voicemail, and enter the right number.

You can get the voicemail number from your service provider. To get connected with the voicemail, press and hold the key 

## 10. Tools

### 10.1 Calendar

To view Calendar, MENU select: Tools->Calendar.

To move between dates, use Up/Down/Right/Left.

Press the LFK to get additional options:

- Go to Date: enter the date you want to go to
- Go to Current Date: allows you to go to the current date,
- Week view, opens a week view,
- First day of the week: allows you to set a first day of the week (either Sunday or Monday).

### 10.2 Calculator

To enable calculator, in MENU select: Tools->Calculator. The calculator performs four operations: addition, subtraction, multiplication, and division.

Enter the first number using the keys 0-9, then use the keys UP/DOWN/RIGHT/LEFT to select an operation, enter the second number, and press OK.

### **10.3 Alarm Clock**

You can set five alarm clocks on the phone. To start the alarm clock in MENU select: Tools->Alarm Clock. Select the alarm of your choice, and press Edit. You can enable/disable alarm clock, set time for the alarm clock, type of alarm, and repeat. If the phone is switched off, the alarm clock will still go off as long as the battery is not discharged. If the alarm clock goes off, press the Left Function Key to switch off the alarm clock. Press the Right Function Key to enable Snooze; the alarm clock will go off again in 5 minutes.

### **10.4 Torch**

Press the key 0 (zero) to switch on or off the torch. In Idle Mode, press and hold the key 0 until a message will appear on the screen display.

### **10.5 World Clock**

This features allows you to see time in different parts of the world.

### **10.6 File Manager**

Select in MENU: Tools->File Manager.  
Press the Left Function Key [Options]:

- Open- select to open a selected folder.
- Format- to format a selected drive.
- Details.

After the folder gets open, upon pressing the left program key there are the following options available:

- Open
- Create New- to create a new folder in a selected location
- Rename the folder
- Delete: delete current folder
- Sort: Select a criterion used to sort folders.
- Mark multiple: Mark multiple folders/files to copy/send/delete/transfer them
- Copy: Copy a single folder
- Transfer: Transfer a single folder

## **10.7 Torch**

This feature allows to you switch on/off the torch. You can do so by pressing the key 0 in Idle Mode.

## **11. Network Service**

### **11.1.1 WAP**

A phone browser allows you to use various WAP services. The telephone has preset settings of some service providers. To enable WAP, in MENU select: Network Service->WAP->Home page (service provider's default webpage) or Search or enter URL (any address).

Because of screen display resolution, the web pages on the phone might look different than original websites. Some details might be lost or hard to see.

To learn more about availability of service, rates, and manuals contact your service provider.

Configuration settings required to browse web pages might be obtained from a service provider, see point 15.5.2 APN Profile.

Some providers allow you to remotely configure the phone.

### **11.1.2 SIM Card Service**

Independently from the phone features, a SIM Card might offer some additional features. Name and functions of such menu depend on the type of available service.

Service that requires an Internet connection might not be available.

## 12. Camera

The phone can take photos and record videos. To enable the camera, in MENU select: Camera. After the camera is enabled, an image will appear on the display. The camera has a digital zoom (enlarging). To zoom in the object, press the key Up, to zoom out, press Down. To resize the image (240x320, 640x480, 800x600, 1280x960, 1600x1200), press Options->Image Settings->Resize Image.

To take a photo, press the key OK. The photo will be automatically saved. While the phone is working on saving the image, do not touch the phone. To get more options, press the Left Function Key.

Switch to video	Switches the video camera
Photo	Starts the Image Viewer
Camera Settings	Allows you to changer camera settings such as antiflickering, self-timer, flash, contrast, exposure value EV, shutter sound
Image Settings	You can resize an image and adjust its quality
White balance	Adjust the white balance
Scene modes	Automatic and night
Effects settings	Allows you to apply a negative effect, grayscale, etc.

Memory	Allows to select the location for images to be saved: either the SIM Card or phone memory
Restore default	Restores the camera's default settings

The phone memory is limited to taking a few photos only (it depends on selected resolution). To store more photos, install the memory card MicroSD.

While using the function **Images**, use the UP/DOWN keys to select an image, and press the LFK to get more options:

- Preview, zooms in a selected image. To view another image, use the keys Up/Down,
- Send, allows you to send an image in the multimedia message or via Bluetooth
- Set as, you can set an image as wallpaper or screensaver,
- Rename, renames the image,
- Delete, deletes the image,
- Sort, sorts images by a selected criterion,
- Delete all files, deletes all images,
- Memory, allows you to select the location for your images to be stored and viewed either on the memory card or in the phone memory,
- Image details, shows the image details.

After zooming in the image, press Options to get additional functions:

- View – starts a slideshow
- Rotate image – rotates the image

- Use as – you can use the image as a wallpaper or screensaver,
- Send– send the image in multimedia message or via Bluetooth
- Image details – displays image details.

### 13. Radio FM

The phone is equipped with a built-in radio player FM. You can use the radio after installing the headset as it doubles as an antenna.

**Warning:** Quality of radio reception depends on your location. Reception of radio stations is subject to various factors that might weaken the reception; a low quality of radio reception, however, is not grounds for filing a complaint about a product.

To switch on the radio player, in MENU select Radio FM. To switch on/off the radio, press the key OK. If an option Play in Background is enabled, press OK to pause it before switching on the radio, and then press the red receiver key. Otherwise, the radio will keep playing all the time.

While playing the radio, the keys perform the following functions:

- RIGHT: next channel
- LEFT: previous channel
- UP: increases radiofrequency by 0,1 MHz

- DOWN: decreases radiofrequency by 0,1 MHz
- #: volume up
- \*: volume down
- Red receiver: return to menu
- Keys 1 – 9: selecting radio stations from the list of channels (channels must be assigned)

## **14. Multimedia**

### **14.1 Image Viewer**

In MENU select: Multimedia->Image Viewer. You can view images you have captured. Options available in the Image Viewer are identical to options in *Camera* and they are described in point 12.

The telephone supports images in bmp, jpg, png formats.

### **14.2 Video Recording**

In order to enable the video camera, in MENU select: Multimedia->Video Camera. To set an option to record, press the LFK.

Press the key OK to start recording. To pause recording, press OK again. To stop recording, press the RFK.

To use the video camera, installation of Micro SD Card is required (not included in the set); a memory card should be selected as the location to save files.

Options ->Memory, and select the memory card.

Photos and videos captured by the phone might be exported to a computer. For more information please see chapter on *PC Connections*.

### **14.3 Video Player**

In MENU select: Multimedia->Video Player. You can use the video player to view videos you have captured (folder Videos). Use the Up/Down keys to select a video you wish to view. To start and pause playing, press the key OK. To stop playing, press the key DOWN. To full screen the video, press the key UP.

The telephone supports files in AVI and 3GP formats. While viewing the list of videos, press „Options” to get more options:

- Play
- Send
- Rename
- Delete
- Delete All
- Sort by
- Memory

### **14.4 Audio Player**

Using the Audio Player, you can play recorded audio files. They must be stored in the folder My Music. If there are new files recorded, after enabling the Audio Player

select Options->Refresh List. To start or pause playing, press the key OK. If you don't want files to be played in the background, stop the playing by pressing the key OK before you switch off the player.

To navigate between recordings, use keys UP and DOWN. To change playing options, select:

Options->Settings

Press the key UP to change replaying options.

Volume might be adjusted by pressing the keys \* and #.

The telephone supports files in WAV, AAC, AMR formats.

## 14.5 Voice Recorder

You can record music or any sound.

- In MENU select: Multimedia->Voice Recorder

- To start or pause recording, press OK.

- To stop recording, press the key DOWN.

Recordings are saved in the folder File Manager -

>Telephone->Audio.

⊖ Select **Options** to select right settings of the voice recorder (playlist, file saving location, recording quality).

## 15. Settings

In MENU select Settings, and then:

### 15.1 Profiles

The telephone has several profiles you can select from to adjust the phone to various circumstances. You can enable or customize each profile. There are 5 profiles available: General, Silent, Meeting, Outdoor, My Style.

In each profile, by using the options: Adjust, you can change:

- Alert type (ringtone only, vibration only)
- Ringtone type (single or repeated)
- Ringtone sound
- Ringtone volume
- Message alert
- Message alert volume
- Keypad tones
- Keypad tones volume
- Powering on/off alert
- Warning alerts (eg. low battery alert)

In the Idle Mode, press and hold the # key to enable the Meeting profile; press and hold the # key again to return to the previous profile.

## **15.2 Telephone Settings**

### ***15.2.1 Setting Date and Time***

To set the Date and Time, in MENU select: Settings->Phone Settings->Time & Date. Select „Time Zone” to select the required location, and then select „Set Time/Date” to enter the time and date. To scroll between date and time, use the UP/DOWN/RIGHT/LEFT keys. To enter the date and time, use the keys 0-9.

You can also set the Time Format (12h or 24h), Date Format (DD/MM/YYYY, MM/DD/YYYY or YYYY/MM/DD) and date separator.

If the battery is removed, after reinstalling the battery you have to reset the date and time (unless it is automatically updated).

Option „Update After Timezone Change” allows you enable/disable time after timezone has been changed. This option lets you decide if time on the phone should be automatically set, after confirmation or should not be set at all.

### **15.2.2 Language**

It allows you to change a language in the phone MENU. If a foreign language is selected by mistake, to change it to your language, in the Idle Mode press:

- 1x OK
- 1x DOWN
- 1x OK
- 1x DOWN
- 1x OK
- 1x DOWN
- 1x OK

select your language and press OK.

Preferred text input method

Set your mode of entering the text: Abc, abc, ABC or 123.

### **15.2.3 Screen Display**

You can set a wallpaper, screensaver and enable the function to display time and date while in Idle Mode.

### **15.2.4 Automatic Keypad Lock**

This function allows you to enable and set amount of time for the keypad to get automatically locked.

### **15.2.5 Backlight**

- Screen display backlight: allows you to select brightness, and time of the screen display to remain backlit.
- Keypad backlight: allows you to select the mode of backlighting the keypad: on, off, by user (see next point).
- Disable keypad backlight at certain time: allows you to select time for the keypad backlight to be disabled.

### **15.2.6 Blinker Notification**

If the feature is enabled, you will be notified by blinking every time you receive a new message or you missed a phone call. To stop blinking, read the new message or view the missed phone call.

**NOTE:** Please remember: enabling blinker might cause faster discharge of the battery.

### **15.2.7 Themes**

There are three themes installed on the phone to change the wallpaper and layout of the phone menu. Select a theme, and press Activate.

### **15.2.8 Font Size**

You can select a font size for menu, messages, Phonebook, etc. You can select between 12 and 32 font size (the font size of service provider, time and date on the main screen does not change).

### **15.2.9 Shortcuts**

You can set available options if you assign shortcuts to navigation keys.

### **15.2.10 Navigation Key**

This option allows you to set functions for keys: Up, Down, Right, Left.

### **15.2.11 Flight Mode**

You can enable the flight mode. If this mode is enabled, there is no connection with GSM network, no phone calls can't be made, and no text messages can be sent/received.

## **15.3 Call Settings**

### **15.3.1 Number Withhold**

It is a network service. If your provider offers such a service, configuration will be required. This feature allows you to hide your own number while you are making a phone call. Select: "Sets Network"->"Withhold Number" or "Share Number" and press "OK".

### **15.3.2 Call Waiting'**

It is a network service. If your provider offers such a service, configuration will be required.

After entering the option in MENU: Settings->Call Settings->Call Waiting, you can check availability status and decide whether you want to enable this feature.

If Call Waiting is enabled, and the user is talking on the phone, he/she will be notified about any other incoming phone call by a special beep of a second call. You can answer the second incoming phone call and suspend the first one.

### **15.3.3 Call Forwarding**

It is a network service. If your provider offers such a service, configuration will be required. The user might direct incoming calls to be forwarded directly to voicemail or to any other number.

1. To enable the call forwarding feature, in MENU select: Settings->Call Settings->Call Forwarding.
2. Then select when you want to forward phone calls from an available list: **1 All Voice Calls** (forwards all incoming voice calls to the assigned number), **2 If unavailable** (forwards phone calls if your phone is switched off or you are out of reach), **3 If Not Answered** (forwards incoming phone calls if do not answer the phone **4 If Busy** (forwards incoming phone calls if you are currently talking on the phone), **5 Forward All Calls**, **6 Cancel All Forwards**.

3. Press **Enable** and enter the number you want to forward phone calls to in order to enable this feature, or **Disable** to disable the feature.

To check the current status of the feature, select the option **Check status**.

#### **15.3.4 Call Barring**

It is a network service. If your provider offers such a service, configuration will be required. This feature allows you to restrict certain types of calls.

1. In MENU select:

Settings->Call Settings->Call Barring

2. You can select calls to restrict from the list. You can restrict all outgoing calls, all international outgoing calls, international calls except to home, all incoming calls and incoming roaming calls. You can also update a call barring code. You can update the call barring password.

#### **15.3.5 Advanced Settings**

- Auto Redial: if enabled, the telephone automatically redials the number if you fail to get connected
- Time Reminder: You can set a signal to remind you of call duration. While talking, you will hear a beep informing you that your time is up every set time (31-60sek) or after the time (2-3000sek).

- Answering incoming phone calls: You can set to answer incoming phone calls by pressing any key or automatically when the headset is in use.

## 15.4 Network Settings

- Selecting network: You can select a service provider either manually or automatically.
- GPRS Connection Allows to select whether the GPRS connection is to be established as wanted or permanently
- Preferred GPRS transfer.

## 15.5 Connectivity

### 15.5.1 Bluetooth

Bluetooth allows you to send and receive files. You can also hook up other devices such as wireless headset. Select in MENU: Settings->Connectivity, and go to Bluetooth.

In Bluetooth you can select one of the following options:

Bluetooth Status	Enable/Disable Bluetooth
Visibility	Enable so other users can locate your phone
My Device	Devices you were previously connected to
My Name	Select the name for your device

Files sent to the phone MM320 are saved in the folder Received.

### **15.5.2 Access Point Name (APN) Profile**

In MENU select: Settings->Connectivity, and go to APN Profile.

The telephone has preset WAP/MMS and GPRS call settings by some service providers. To edit/delete/add an account, in MENU select: Settings->Connectivity->APN Profile.

You can obtain a correct configuration from a service provider. Some providers allow the telephone to be remotely configured.

## **15.6 Security Settings**

### **15.6.1 PIN Code**

You might either enable or disable asking for the PIN Code every time you switch on the phone. You also might change the PIN.

### **15.6.2 Telephone Security**

You can enable blocking of the phone. Every time you switch on the phone, you will have to enter the phone security code. Default code is 0000.

## 15.7 Restore Factory Settings

This option allows you to restore phone factory settings. In MENU select:

Settings->Restore Fact. Sett., and then enter the security code. Press the green receiver key to confirm.

**Warning:** Default phone security is: 0000

## 16. PC Connections

You can connect the phone to a computer via a USB cable, and you can copy and transfer files from/to the phone and to/from the computer.

To connect:

- plug in the USB cable into the phone
- plug in the other end of the cable into the USB port on the computer.
- Messages "Mass Storage Device" and "COM Port" will appear on the display. Select Mass Storage Device.

## 17. FAQ (Troubleshooting)

Only qualified service is authorized to repair your phone. Unauthorized repair and modifications void the Manufacturer's warranty!

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„Cannot make a phone call“

Make sure the number you are dialing is correct. If you make an international phone call, dial a country code before the actual number (e.g. 0049 or +49 for Germany).

	If a user has a prepaid card, make sure there are sufficient funds available on the card to place a phone call.
„No SIM Card, emergency calls only (112)”	Make sure the SIM Card is installed correctly.
“The phone does not work. The phone does not charge when plugged in”	The phone might be switched off. To switch it on, press the End Call key (red receiver) for about 3 seconds. If you have not used the phone for a long time, the battery might be “deeply-discharged”; to recover a deeply-discharged battery leave your charger plugged in, although there will be no image on the display.
„Can I make a phone call while abroad?”	If the user is out of the country and ROAMING is enabled, the phone will automatically log in to the foreign telephone network. To learn more, contact your service provider.
„Is it possible to make a phone call if there is no reception or no funds on the account?”	If the phone is out of reach of any network, making phone calls is not possible. If there is no funds on your account, making emergency calls to 112 is possible..

<p>„How to get the most out of reception?“</p>	<p>If there is a message „Does not work“ on the LED display, it means there is no signal or no funds available on the account. In such a case, making emergency calls to 112 will be possible if the user is within the network of any other provider.</p> <p>Places such as buildings reduce signal strength, therefore you should get closer to a window or relocate to an area not surrounded by many buildings.</p>
<p>“There is a message on the display: „Press * to unlock“. Keys do not work.</p>	<p>The keypad lock is enabled. To unlock the keypad press the Left Function Key, and then * (star).</p>
<p>„What is the Text Message Center?“</p>	<p>It is the service provider’s center number storing all text messages. The number is stored on the SIM card, but you can change the number in the phone MENU and enter another number.</p>
<p>„When is the fee for making a phone call charged?“</p>	<p>A fee for making a phone call is charged as soon as a phone call is made. To learn more about charging details, contact your service provider</p>
<p>„How to make sure the message has been delivered to the recipient?“</p>	<p>Enable Delivery Report option. As soon as the text message is delivered to the recipient, you will get a return message (network service).</p>

## 18. Safety Guidelines

- Do not switch on the phone if it might interfere with work of other devices!
- Do not use your phone without a hands-free set while driving.
- The telephone emits electromagnetic field that might negatively interfere with other electronic devices including medical equipment. A distance recommended by manufacturers of medical equipment between the phone and implemented medical devices such as pacemakers should be maintained. Users with implanted devices should read and follow guidelines by the manufacturer of implanted medical equipment. Users with a heart pacemaker should not carry a telephone in their front chest pockets and they should hold the telephone next to the ear opposite to the medical device in order to minimize the risk of interference, and they should switch off the phone immediately if they have any reasons to suspect interference with a pacemaker.
- Do not use your telephone in hospitals, airplanes, at refueling points and near flammable materials.
- Never repair or modify the phone on your own. Only qualified service is authorized to repair your phone.
- A device and its accessories might contain small parts. Keep your phone and all parts out of the reach of children.
- Do not clean the phone with any chemicals or corrosives.

- Do not use the phone in proximity to pay and credit cards – doing so might erase data stored on the cards.
- For your safety, do not talk on the phone while the charger is plugged in.
- The telephone is not waterproof; keep your phone dry at all times, never expose the phone to water or other liquid. Do not leave the phone in places where it might get exposed to water or other liquid splashing.
- Never expose the device to either low or high temperature and direct sunlight. Do not place your phone next to heating devices such as radiators, heaters, ovens, furnaces, camp fires, barbeque, etc.
- Protect your hearing!



Prolonged exposure to loud sounds might damage your hearing. Listen to music at a moderate level, and do not keep your phone too close to an ear while using a speakerphone. Set the volume to a safe level prior to using headphones.

## **19. Warranty**

The telephone is covered by warranty; it is necessary to have a proof of purchase in order to get this warranty. There will be a fee for repairing phones that have been damaged as a result of misuse, electrostatic discharge, and lightning. Any attempts of unauthorized repair and modifications by the user void the Manufacturer's warranty!

The above information is presented here for information purposes.

## **20. Battery Information**

There is a battery in the phone. The battery can be recharged with a charger that is included in the set.

The battery life depends on different conditions under which the phone is used.

The battery life depends on conditions in which the phone is used. Your distance from a relay transmitter, number and the length of phone calls significantly reduce the battery life. While moving, the phone switches between relay transmitters and such switching also significantly affects the battery life.

After multiple charges and discharges, the battery eventually and naturally will lose its ability to hold a charge. Please get a new battery if you notice a significant drop in the battery's performance.

Use only batteries recommended by the Manufacturer.  
Never leave the charger on longer than 2-3 days.

Use only batteries recommended by the Manufacturer.  
Never leave the charger on longer than 2-3 days.

Do not use a battery that is clearly damaged. Doing so might cause a short circuit, and might damage your phone. Make sure to install the battery in accordance with polarization.

Leaving the battery in excessively hot or cold places will reduce the battery life. The recommended storage temperature range is between 15°C and 25°C. Installing a cold battery into your phone might cause the phone to malfunction and might damage the phone.



There is a Li-ion battery included in the set. Old batteries pose environmental risk. They should be disposed of at a special place in a special container in compliance with current regulations. Never throw old batteries or chargers to municipal solid waste, they should be collected for disposal.

**NEVER PUT BATTERIES AND CHARGERS INTO FIRE!**

## 21. SAR Information

This telephone meets all international standards pertaining to the impact of radio waves. The product both receives and emits radio waves. It is intended to meet all safety requirements pertaining to impact of radio waves recommended by international guidelines. These guidelines were developed by the International Commission on Non-Ionizing Radiation Protection (ICNIRP), an independent scientific organization with a big safety margin to protect all people regardless their age and health condition. In recommendations pertaining to impact of radio waves, the term Specific Absorption Rate (SAR) is used.

As recommended by ICNIRP, the border value of SAR for portable equipment is 2,0 watts per kilogram (W/kg). SAR value is determined at the maximum transmit power; the actual SAR value while the product is working is usually lower than the indicated level. Such discrepancies result from automatic changes in device power necessary to ensure that the device operates at a minimum power level required to be connected with network.

Although SAR values might vary for different models of phones or even for different positions of the same model, they are all compliant with regulations pertaining to safe level of radiation.

According to WHO, current research indicate that there is no need to apply any special restrictions in using portable devices. According to WHO, in order to reduce radiation, a length of conversation should be reduced,

or headset or speakerphone should be used, or the phone should not be held in proximity to head or body.

The highest measured SAR value in tests	
SAR – device next to head	0.188 W/kg (GSM900) 0.315 W/kg (GSM1800)
SAR – device next to body	0.337 W/kg (GSM900) 0.876 W/kg (GSM1800)

SAR values might vary due to local regulations pertaining to report and test requirements and due to different frequencies in a given network.

## 22. Protect Your Environment

**Note:** The phone follows the European Waste Electrical and Electronic Equipment Directive 2002/96/EC (WEEE) and the Polish Act on Waste Electrical and Electronic Equipment. Such a logo tells us that the equipment, after use, must not be disposed of in the normal waste stream.



**Note:** Never throw your phone & accessories to municipal solid waste!!! The product should be utilized in authorized places only. Proper handling of waste electrical and electronic equipment helps to avoid health and environment hazards arising from presence of hazardous components and from improper storage and use of such equipment!

# 23. Declaration of Conformity



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Fax: +48 32 780 30 00

office@maxcom.pl  
www.maxcom.pl

## Deklaracja Zgodności 05/2016/EC

Maxcom S.A., ul. Towarowa23a, 43-100 Tychy deklaruje z pełną odpowiedzialnością, że:

Dwuzakresowy telefon komórkowy GSM do użytku w publicznych sieciach: 900/1800MHz  
**Maxcom MM320**

jest zgodny z dyrektywą Parlamentu Europejskiego i Rady 2011/65/UE z dnia 8 czerwca 2011r. w sprawie ograniczenia stosowania niektórych niebezpiecznych substancji w sprzęcie elektrycznym i elektronicznym oraz spełnia wszystkie kluczowe wymagania Dyrektywy 1999/5/EC - R&TTE (Wyposażenie radiowe i terminali telekomunikacyjnych).

Telefon jest zgodny niżej wymienionymi normami zharmonizowanymi.

Ochrona zdrowia i bezpieczeństwo: EN 60950-1: 2006 + A11: 2009 + A1: 2010 + A12: 2011 + A2: 2013  
EN50332-1:2013; EN50332-2:2013;

SAR: EN 50360:2001+A1:2012; EN 50566:2013

Kompatybilność elektromagnetyczna EMC: EN 301 489-1 V1.9.2: 2011-09; EN 301 489-7 V1.3.1: 2005-11  
EN 301 489-17 V2.2.1: 2012-09;  
EN 55013:2013; EN 55020:2007+A11:2011  
EN 61000-3-2:2014;EN 61000-3-3:2013

Łączność radiowa: EN 300 328 V1.9.1 (2015-02), EN 301 511 V9.0.2: 2003-03

Procedura badania zgodności, o której mowa w artykule 10 i która została wyszczególniona w załączniku [IV] Dyrektywy 1999/5/EC, została przeprowadzona przy współudziale następującej instytucji:

Bay Area Compliance Laboratories Corp., Notified Body No 1313

Raporty techniczne i świadectwa badań:

RSZ160603001-02  
RSZ160603001-11  
RSZ160603001-20  
RSZ160603001-22  
RSZ160603002-01

Dwie ostatnie cyfry roku, w którym naniesiono oznakowanie CE : 16

  
43-100 TYCHY, ul. Towarowa 23a  
tel. 32/3277089, fax 32/3277860  
NIP: 646-25-37-364, REGON: 277703221

Tychy, 8 sierpnia 2016  
miejscowość, data

  
Adam Grzyb

imię i nazwisko osoby upoważnionej

KRS: 00004101970

NIP: 6462537364

REGON: 277703221

KAPITAŁ ZAKŁADOWY: 102 000,00 zł

Some information in this User Manual might vary depending on the phone configuration. It depends on the software installed, service provider and SIM Card. The Manufacturer restricts their right to upgrade the product or its features without prior notice.

For technical assistance please call +48 32 325 07 00 or email at: [serwis@maxcom.pl](mailto:serwis@maxcom.pl)

**Complains or device defects can be reported via website:**

<http://www.comtek.co.uk/maxcom-rma-service/>

**Mobile service address:**

Comtek Network Systems  
Unit 108, Tenth Avenue (Zone 3)  
Deeside Industrial Estate  
Deeside, Flintshire CH5 2UA



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