Verizon Media Manager
Software User Guide

Verizon Media Manager is a free software application from Verizon. The application helps you find, organize and manage your photos, videos and music on your PC. Verizon Media Manager allows you to transfer your photos and videos between your computer and Verizon Wireless handset. The PC software client will also help you to transfer DRM and DRM-free music files from your PC to your Verizon Wireless handset.

Visit www.verizonwireless.com/vmm/terms to view Terms and Conditions for the use of Verizon Media Manager.

⚠️ Important Safety Notes:

- All the safety instructions in the user’s guides of your phone and computer also apply when this software is used with your Verizon Wireless phone.
- Remember to make backup copies of all important data to protect against possible loss or alteration.
- Only install and use applications and other software from sources that offer adequate protection against harmful software.
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1 Introduction

This User Guide provides instructions about how to install Verizon Media Manager, connect your phone to the PC, and start using Verizon Media Manager. We recommend that you print out this User Guide and consult it as you use the program for the first time to learn about its features.

Note: All references to a PC in this guide apply equally to a laptop computer.

1.1 Getting Started

Verizon Media Manager is an excellent tool for managing and sharing your photos, videos and music between your Verizon Wireless phone and PC. Once installed, the Windows-based PC software gives you the ability to manage your media on your wireless phone and computer in one place through a USB connection.

- Verizon Media Manager allows you to easily manage your digital media
- Verizon Media Manager provides a quick and easy way to transfer media from your compatible Verizon Wireless phone to your PC
- Auto-device detection allows you to launch Verizon Media Manager by simply plugging your Verizon Wireless phone into your PC with a USB cable
- Each member of your family can set up unique preferences based on his/her needs
- Organize and playback videos and music on your PC
- Verizon Media Manager is integrated with V CAST Music with Rhapsody®, so you can purchase and manage music using the same software
- Quickly search, find and immediately start interacting with the pictures, videos and music already on your PC

1.2 What do you need to get started?

<table>
<thead>
<tr>
<th>To do this</th>
<th>You must have</th>
</tr>
</thead>
</table>
| To install and run the Verizon Media Manager | • Administrator rights to your PC
|                                         | • Microsoft® Windows® XP or Vista (32-bit versions)                           |
|                                         | • 1.0 GHz or faster processor                                                |
|                                         | • RAM: 512MB for XP, 1GB for Vista                                          |
|                                         | • 400 MB of available disk space                                            |
|                                         | • Color display with 800x 600 minimum resolution                            |
|                                         | • Microsoft Internet Explorer 5.5 or higher                                 |
|                                         | • JavaScript™/Active Scripting enabled                                      |
|                                         | • Sound card                                                                |
|                                         | • Broadband Internet connection                                             |
| To download and install Verizon Media Manager, visit www.verizonwireless.com/vmm. | • USB connection cable                                                      |
|                                         | • A compatible USB port on your PC                                          |
To do this | You must have
---|---
Don’t have a compatible USB cable? Get the [Music Essentials Kit](#).

To install USB drivers for your phone
- Administrator rights to your PC
- Microsoft® Windows® XP or Vista (32-bit versions)
- 50 MB of available disk space

To perform tasks with your Verizon Media Manager
- A compatible Verizon Wireless phone.
  Transferring your media from PC to your phone and phone to PC can only be performed with phone models that support that feature. To check for phone models that are supported by Verizon Media Manager, visit [www.verizonwireless.com/vmm](http://www.verizonwireless.com/vmm) and browse for compatible phones.

1.3 More Information

For more information about Verizon Media Manager, see the following:

- **Verizon Media Manager Help**, which contains detailed instructions on using Verizon Media Manager. To open, click Help → Help Topics.
- **Search Frequently Asked Questions (FAQs)**: To view the FAQs, go to the Verizon Wireless Support website at [www.verizonwireless.com/vmm/support](http://www.verizonwireless.com/vmm/support).

⚠️ Note: Read the Note texts marked like this one carefully, as they often contain information that may help you to avoid potential issues.
2 Installing Verizon Media Manager

You can install Verizon Media Manager Client from the Verizon Wireless Web page at www.verizonwireless.com/vmm. You need administrator rights to your PC to be able to install the software on your PC.

To establish a connection between your Verizon Wireless phone and PC, you need to have your phone’s drivers installed on your PC. Most drivers are installed automatically when you install the Verizon Media Manager. The following components will be installed as a part of the Verizon Media Manager installation process –

- Verizon Media Manager PC Client
- V CAST Music with Rhapsody Software
- USB Drivers for your Verizon Wireless phone
- Verizon Media Manager Help and Troubleshooting Guide
- Software Diagnostic Tool

⚠️ Note: If you have Verizon Media Manager already installed and you are connected to the Internet, Verizon Media Manager displays a notification when there is a new Verizon Media Manager release available to be downloaded.

⚠️ Note: If you have V CAST Music with Rhapsody already installed on your PC, it will be automatically upgraded to be compatible with Verizon Media Manager. All the music content, preference settings, playlists and sync settings on your V CAST Music with Rhapsody software will be preserved.

⚠️ Note: If you have the Device Drivers for your Verizon Wireless phone already installed they will be automatically upgraded to be compatible with Verizon Media Manager.

⚠️ Note: Once the Installation file has been downloaded you will still require a high speed Internet connection for completing the installation.

2.1 Before Installing Verizon Media Manager

If you have an earlier version of Verizon Media Manager installed on your PC, the earlier version will be automatically upgraded during the installation. If for some reason you need to uninstall the older version manually, the installation program will prompt you to do so.

If you are upgrading your Verizon Media Manager, all your content, albums, playlists, preference settings and sync settings will be preserved.

2.2 Installing Verizon Media Manager from the Web

1. Open a Web browser and go to www.verizonwireless.com/vmm.
2. For a personalized experience, login using your My Verizon user name and password.
3. If you are not logged in to the Verizon Wireless website and if you need help to determine if Verizon Media Manager supports your Verizon Wireless phone, click the Browse Compatible Phones link.
4. When you are ready to download click the Download link on the Webpage.

5. Click Run or Open to start the installation of Verizon Media Manager
   (OR)
   Click Save and save the file on your PC. Then browse to the downloaded file <<filename>> and double-click it to start the installation of Verizon Media Manager.

5. Follow the installation instructions on your screen and note the following:
   a. You must read and accept the Terms of Service before continuing.
   b. If you have older versions of Verizon Media Manager and/or V CAST Music with Rhapsody installed, they will be upgraded to the latest version.
   c. You may be asked to Restart your PC at the end of the installation process.

6. When the installation process is complete, the installation wizard will give you an option to view a “Flash Demo” tutorial. If you do not want to view the Flash demo, you can skip this step and start using Verizon Media Manager immediately.

**Note:** You will be able to download the client without signing into the Verizon Wireless Website.

**Note:** You will need a high speed Internet connection for completing the installation after downloading the Installation file.

### 2.3 Uninstalling Verizon Media Manager

Follow the steps below to uninstall Verizon Media Manager from your PC –

1. Click Start → All Programs → Verizon Media Manager → Uninstall Verizon Media Manager.
2. Follow the instructions on the screen until the program files are removed.

OR

1. Click Start → Settings → Control Panel. (If you are using Windows® XP, use the Classic View of Control Panel.)
2. Double-click Add/Remove Programs.
3. From the list of currently Installed Programs, select Verizon Media Manager.
4. Click Change/Remove. If you click Change, you need to click Remove in the window that opens.
5. Follow the instructions on the screen until the program files are removed.

**Note:** When you uninstall Verizon Media Manager, the drivers for your Verizon Wireless phone that were installed with Verizon Media Manager will also be uninstalled. If you have updated the drivers separately after installing Verizon Media Manager, the drivers will not be uninstalled. You will have to manually Remove them from Add/Remove programs.

**Note:** Uninstalling the Verizon Media Manager will also uninstall all the V CAST Music with Rhapsody components which were installed with the Verizon Media Manager.
3 Using Verizon Media Manager

The following sections give you instructions for starting to use Verizon Media Manager and its various features to find, organize and manage your media.

3.1 Launching Verizon Media Manager

Following are the methods by which you can launch Verizon Media Manager:

- On your computer desktop, double-click the Verizon Media Manager icon.
- On the Windows System tray, double click the Verizon Media Manager icon.
- From Windows Start menu, click All Programs  Verizon Media Manager.
- The application will also start when you connect your Verizon Wireless phone to your PC using an USB cable.

**Note:** If the Verizon Media Manager’s Background process is disabled or stopped, Verizon Media Manager will not launch automatically when you connect your Verizon Wireless device to your PC using an USB cable.

**Note:** Verizon Media Manager’s background process is always started when you boot your PC. When the background process is running, you will see the Verizon Media Manager icon in your Windows System Tray. Though we strongly recommend that you leave the background process running, you can stop the background process by right-clicking on the Verizon Media Manager icon and clicking Exit.

**Note:** If you do not want Verizon Media Manager’s background process to start every time you boot your PC, in Verizon Media Manager select Settings  Client Settings and uncheck the “Launch Verizon Media Manager application on Windows startup” option.

3.2 Launching Verizon Media Manager for the first time

When you launch Verizon Media Manager for the first time after installation, the “Getting Started” window will guide you through the process to find your photos, videos and music on your PC hard drive and organize them for use within the Verizon Media Manager. The “Getting Started” window also provides you with a link to launch the Verizon Media Manager Help Guide which provides you an overview on how to use Verizon Media Manager.

**Note:** If you want to skip this window and get started with using the client, you can click either or Close button displayed within the window.

**Note:** If you skip this window and you want to find and add media from your PC hard drive at a later point in time, you can choose File  Add Media and choose the folders you want to scan.
Scan your computer for media

When you select this option, Verizon Media Manager scans the folders on your hard drive and displays any detected photos, videos and music automatically organized into folders corresponding to the folders on your computer. These folders, along with the customized albums and playlists you create, make up the organization of your media within Verizon Media Manager.

When you choose to scan your PC hard drive for media, Verizon Media Manager will provide you the ability to scan and import media from:

- All folders on the PC (this will be the default option)
- Specific folders with in the PC (that you may select from the folder explorer)

**Note:** Refer to the section Organize and Manage your Media for more details on features like creating and managing albums and playlists.

**Note:** If you chose to import media from all the folders, additional time to complete the request may be required. Selecting this option will invoke a background process to find and import all your media. This process will not interfere with any of your activities on the PC. Content will start appearing in your Verizon Media Manager’s media library as the scan proceed and detects your media.

Scan your phone for media

When you select this option, Verizon Media Manager scans your mobile phone and displays all the photos and videos you have captured on your phone so that you can copy them to your computer.

**Note:** You will need to have a Verizon Media Manager compatible phone to perform this action.
3.3 Layout of your Verizon Media Manager

**Media Tab**

Verizon Media Manager’s Media tab contains three icons namely Music, Pictures and Videos. Click on these icons to open the corresponding media library.

**Library List**

The Library List on the left pane of the Verizon Media Manager shows all the imported folders containing your media on your computer and all the albums/playlists you have created.

- When you click **Music** on the Media Tab, the Library list shows all the folders containing music tracks on your computer and all the music playlists you’ve created in Verizon Media Manager. Only the folders you have selected to be scanned for new music tracks appear in the folder list.
- When you click **Pictures** on the Media Tab, the Library list shows all the folders containing photos on your computer and all the photo albums you’ve created in Verizon
Media Manager. Only the folders you have selected to be scanned for new photos appear in the folder list.

- When you click Videos on the Media Tab, the Library list shows all the folders containing videos on your computer and all the video playlists you’ve created in Verizon Media Manager. Only the folders you have selected to be scanned for new videos appear in the folder list.

3 Filtered Browse

You can filter your media being displayed within the Verizon Media Manager using preset filter options, the filter options differ depending on the current view you are in. The Filtered Browse pane is not available for all views presented within the Verizon Media Manager.

4 Connection Status

This section of the Verizon Media Manager displays the current status of the connection between your phone and PC. When connected, this section displays a thumbnail of your phone’s image with the name of phone you have created within the program.

5 Media Toolbar

Media Toolbar provides you with options to perform various actions on the media that is currently displayed within the Verizon Media Manager. The options available on the Media Toolbar varies based on the Media type you are currently viewing within the software.

6 Library View

Library View is the central window that presents the media to you based on the folder, album or playlist you have selected within in the Verizon Media Manager. The media is presented to you in a way that is based on the type of view you have selected.

7 Media View Options

You have a few different options for how you view your media within Verizon Media Manager; each view displays the media to you in different ways. The View options available to you for media presentation depends on the type of media you are browsing in Verizon Media Manager. Below is a list of View options available for each media type:

- **Music**: List View, Album Art View
- **Pictures**: List View, Thumbnail View, Browse by Date, Browse by Tags
- **Videos**: List View, Thumbnail View, Browse by Tags

8 Search Toolbar

When you type text into the Search Toolbar, Verizon Media Manager will search your media files’ names, keywords, albums, playlists, folders and any other additional properties or captions you may have entered within Verizon Media Manager. The search results grouped by media type will be displayed.
### 3.4 Verizon Media Manager Features

<table>
<thead>
<tr>
<th>Icon / Menu Item</th>
<th>Feature Name</th>
<th>What you can do using this feature?</th>
</tr>
</thead>
</table>
| ![Music](music.png) | Music | - Find and organize music tracks on your PC into folders and playlists  
- Transfer music tracks and playlists to your Phone  
- Access the V CAST Music with Rhapsody store to purchase music tracks and your subscription music tracks |
| ![Pictures](pictures.png) | Pictures | - Find and organize photos on your PC into folders and albums  
- Transfer pictures and albums to your Phone  
- Transfer photos taken on the phone to your PC.  
- Verizon Media Manager gives you the ability to manage your photos as well. |
| ![Videos](videos.png) | Videos | - Find and organize videos on your PC into folders and playlists  
- Transfer your videos and playlists to your Phone  
- Transfer videos taken on the phone to your PC.  
- Verizon Media Manager gives you the ability to manage your videos as well. |
| ![Scan device](scan.png) | Scan device | To manage media between a phone and PC you will need to scan your device; to get started connect the phone to the computer via a USB cable then invoke the scan feature. |
| ![Add Media](add_media.png) | Add Media | - Add individual media files from your PC to an album, playlist or folder  
OR, Add an entire folder to the folder list |
<p>| <img src="import_playlist.png" alt="Import Song Playlists" /> | Import Song Playlists | Import the existing music playlists you have created within the Windows Media Player and iTunes clients on your PC. |
| <img src="exit.png" alt="Exit" /> | Exit | Exit Verizon Media Manager and close the application. |</p>
<table>
<thead>
<tr>
<th>Icon / Menu Item</th>
<th>Feature Name</th>
<th>What you can do using this feature?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Switch To</td>
<td>Switch the current view on your Verizon Media Manager between Music, Photos and Videos.</td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Play Slideshow</td>
<td>Play Slideshow of the photos, album or folder you have selected. <em>(If you have not selected anything, the slideshow of all of your photos is played back)</em></td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Select All</td>
<td>Select all the media listed in the current view within the application.</td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Rescan All</td>
<td>Rescan all of the folders that you have already added into Verizon Media Manager.</td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Client Settings</td>
<td>Manage your Verizon Media Manager preferences.</td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>Device Settings</td>
<td>Manage your device preferences for Verizon Media Manager. <em>(This menu option is active only when your device is connected)</em></td>
</tr>
<tr>
<td><img src="Image" alt="Icon" /></td>
<td>About</td>
<td>Displays all of the information for your Verizon Media Manager client including the version of the software you are running as well as the Terms and Conditions of usage.</td>
</tr>
</tbody>
</table>
4  Organize and Manage your Media

The Verizon Media Manager Client allows you to easily manage your media such as photos, music tracks and home-made videos on your PC and mobile phone. Verizon Media Manager lets you find and organize your media, perform basic edits on photos and transfer the media between your phone and PC.

4.1  Organizing and Managing your Pictures

With Verizon Media Manager, you can find and organize your digital photos into folders and albums on your PC as well as transfer the photos between your Verizon Wireless phone and PC.
**Pictures – Library List**

Library List shows all the folders containing photos on your computer and all the photo albums you’ve created in Verizon Media Manager. These folders and albums are grouped into collections as described below. The folders are sorted by “creation date” and the albums are sorted in “alphabetical” order.

**Library**

The “All Photos” menu lists all the photos from the folders on your PC that have been included in Verizon Media Manager. You can right-click on this menu and select options to add specific photos, add new photo folders, remove included photo folders and play a slide show of all your photos.

**Photo Folders**

This section displays the folders on your PC that contain photos, sorted by date, with the original folder names as they appear on your PC’s hard drive. Changes you make to the folders in this list will affect the matching folders on your PC’s hard drive. Only the folders that are set to scan for new photos on your PC appear in the list of folders.

- **Manage the photos and folders that appear**: Only folders that are included to be scanned by Verizon Media Manager appear in this collection. To exclude any folders on your PC that Verizon Media Manager scans for photos, right-click on the specific folder you like to exclude and select “Remove Folder”. To include new folders on your PC for scanning, choose “Add Folder”. Use the auto scan settings under the menu **Setting > Client Settings > Media Type** to select or deselect whether you would like Verizon Media Manager to automatically scan all these folders for new photos whenever Verizon Media Manager starts.

- **Rescan the folders**: If you have added new photos to a folder on your PC and they do not show up on Verizon Media Manager, you can right-click on that specific folder and select “Rescan Folder” in order to scan the folder for newly added photos. Use the auto scan settings under the menu **Setting > Client Settings > Media Type** to select Verizon Media Manager to automatically scan all these folders for new photos whenever Verizon Media Manager starts.

- **Play a slideshow**: To play a slide show of all the photos from a specific folder, right-click on the specific folder and choose “Play Slideshow”.

- **Delete a photo from a folder**: Select a photo, and then press the Delete key on your keyboard. Verizon Media Manager will remind you that you’re about to permanently delete the photo from your PC hard disk. Click the “OK” button to remove the photo. If you have accidentally deleted a file, you can go to the Recycle Bin and try to restore the file back to its original folder. Please note that Windows does not put certain deleted files in the Recycle Bin if the files are large in size.
Photo Albums

This section lists the photo albums that you had created in Verizon Media Manager. You can create and uniquely name “albums” to group and organize photos based on your own criteria. Unlike the “Folders” collection, which matches exactly the folder locations on your computer, photo albums do not correspond to physical folders on your PC hard drive. Albums exist only within Verizon Media Manager and may be thought of as a virtual list of photos you have grouped together. Even if you delete or move photos inside the Albums, the original files remain in their original locations on your PC’s hard drive. You can add the same photo to multiple albums without creating multiple copies of the photo on your PC’s hard disk. Any edits you make to a photo in an album will be applied to every instance of the photo within Verizon Media Manager, including the original photo in your PC’s hard disk.

- **Create new photo album:** To create a new Photo album, click on the “Add Album” icon. Verizon Media Manager creates a new album with the name “New Album” and allows you to enter a desired name. Once you type in a desired name, press “Enter”. Now the album has been created and you can start adding photos to this album.

- **Add photos to an existing album:** To add a specific photo to an existing album, simply right-click on that photo and choose “Include In”. Once you choose this option, a list of the photo albums you have created is displayed. You can choose an album from the list to add a photo. You can also add a photo to an existing album by right-clicking on an album and choosing “Add photo to album”; Verizon Media Manager will then open a Windows Explorer menu for you to choose the specific photo you would like to add from your PC.

- **Remove photos from an existing album:** Select a photo from an album, and then just press the Delete key on your keyboard. Verizon Media Manager will remind you that you’re removing the photo from that specific album. Click the “OK” button to remove the photo from the album. Alternatively, you can also right-click on the photo to be removed and select “Remove from Album”.

- **Rename an album:** To rename an album, simply right-click on the album name and select “Edit Album”. Once you type in the desired name press the “Enter” key.

- **Delete photo album:** To delete a photo album, simply select the album then right-click on the album and choose “Delete Album”. Deleting the album only removes the album from Verizon Media Manager, the original photo file(s) are not removed from the folders or the original location on your PC.

- **Play Slideshow:** To play a slide show of all the photos from a specific album, right-click on the specific album name and choose “Play Slideshow”.

2 Pictures – Library View

Verizon Media Manager’s Library View displays all the photos corresponding to the folders and albums you have selected. Based on the view option (described below) you have selected, the photos are displayed as thumbnails or a list. To view a specific photo zoomed to fit in the Library
View pane double-click on the photo. If you would like to close the zoomed photo and revert back to a thumbnail, or list view, double-click one more time on the photo or press the “back” button on the top left corner of the Library View.

You can perform the following functions when you right-click on any specific photo that is displayed within the Library View pane of the Verizon Media Manager.

- **Add/Remove Tags**: Tags are keywords that you would like to associate with one or more of your photos allow you to filter, search and / or locate the photos you are looking for very quickly. To add a tag to a photo, simply select the photo, right-click and select Add/Remove tags. An “Edit Tags” dialog box will open and you can type in a new text and save it as a Tag. The dialog box will also display the Tags you have already created for other photos. You may also associate an existing Tag with the selected photo by checking the box next to the Tag and press “Save”. To remove a Tag from being associated with a photo simply right-click on the photo, select Add/Remove Tags and in the “Edit Tag” dialog box uncheck the Tags you would like to remove and press “Save”.

- **Open the file location** – To go to the original file location where a specific photo is stored on your PC hard drive, simply right-click on that photo and select “Open File Location”. Windows Explorer will then open in a separate window and open the folder on your PC hard drive where the photo is saved.

- **Rotate a photo** – To rotate a photo clockwise or counter-clockwise within Verizon Media Manager simply select the photo, right-click on the photo and select “Rotate Right” or “Rotate Left”. The rotate options are not available when you are viewing your photos in List View; this option is only available when you are viewing photos in Thumbnail View. When you hit “Save” after rotating a photo, your edits will be applied to every instance of the photo within Verizon Media Manager, including the original photo in your PC’s hard disk.

- **Zoom to fit** – If you would like to view your photo in the default size to fit in the Verizon Media Manager’s window pane simply right-click the photo and select “Zoom to fit”. Alternatively you may also double-click on a photo to view it in a size that fits the window pane. To navigate through the photos simply use the right/left arrows on your keyboard or the forward/backward icon on the Media Toolbar. To go back to the original View (Thumbnail or List View), simply click “Back” on the top left corner of the Library View pane or double-click on the photo.

- **Change Title** – To change the name of a picture simply right click on the photo and select “Change Title”. The picture’s name will be highlighted and will be ready for you to enter the name of your choice; the name can be up to 32 alphanumeric characters.

- **To view your Picture information** – To view information and additional properties of a photo, right-click on the photo and select Picture Information. This dialog box will display the various properties of the photo such as the file name, size, date created, camera model, camera make and the other available specifications of the photo. Since the information that is displayed is associated with the original file it is not editable.
• **Add photos to an existing album:** To add a specific photo to an existing album, simply right-click on that photo and choose “Include In”. Once you choose this option, a list of photo albums you have created is listed. You can choose an album from the list displayed to add the photo. You can also add a photo to an existing album by right-clicking on an album and choosing “Add photo to album”; Verizon Media Manager will then open a Windows Explorer menu for you to choose the specific photo you would like to add from your computer.

• **Viewing your photos** – To view photos in full size double-click on the photo in the main Library View. If you would like to change the thumbnail size of the pictures displayed in the main window use the Zoom Slider in the Picture Toolbar. In the Filtered Browse pane you have the ability to filter your pictures based on various categories such as Years, Months and Days. Once filtered the pictures are displayed in the main Pictures window. To perform standard functions such as navigate through pictures use the Next / Previous buttons and to change orientation use the Rotate Left / Rotate Right buttons.

• **View Slideshow:** Select any album or folder from the Library List, available on the left pane, then click the Play button presented in the Picture Toolbar to view a slide show of all the images in the album.
### Picture Toolbar

The Picture toolbar, located at the bottom of the Verizon Media Manager, provides you with features to help you manage and navigate through your photos. The table below gives you a list of the icons found in the Picture Toolbar, along with a brief description about the corresponding function that can be performed when selected.

<table>
<thead>
<tr>
<th>Icon / Menu Item</th>
<th>Feature Name</th>
<th>What you can do using this feature?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Play Slideshow" /></td>
<td>Play Slideshow</td>
<td>View a Slideshow of the photos within the selected Album or Folder.</td>
</tr>
<tr>
<td><img src="image" alt="Next" /></td>
<td>Next</td>
<td>Navigate to the next photo while viewing a photo in Full Screen Mode.</td>
</tr>
<tr>
<td><img src="image" alt="Previous" /></td>
<td>Previous</td>
<td>Navigate to the previous photo while viewing a photo in Full Screen Mode.</td>
</tr>
</tbody>
</table>
| ![Picture Info](image) | Picture Info | - Displays the filename, date taken and the Tag(s) (if any) associated with a selected photo  
- Edit Tags option can be used to edit the Tag(s) associated with a photo |
| ![Rotate Left](image) | Rotate Left | Rotate a photo counter-clockwise (This option is available only in Thumbnail View) |
| ![Rotate Right](image) | Rotate Right | Rotate a photo clockwise (This option is available only in Thumbnail View) |
| ![Zoom Slider](image) | Zoom Slider | Change the thumbnail size displayed while in the Library View, use the slider to zoom in and out. The photo thumbnails will automatically get rearranged based on the size you select.  
Zoom slider option can also be used while viewing a picture in Full View. Zoom slider will help you zoom into the picture in Full View mode. |
4 Pictures – Media View Options

Within Verizon Media Manager you can view photos in either a List View or Thumbnail View. For each View you also have the option to sort the photos by either the Tag(s) or Date. Following is more detail about these options available to you while viewing your photos in Verizon Media Manager:

- **Browse by tag** – When you select this View option, Verizon Media Manager will group your photos in alphabetical order based on the associated Tag(s).

- **Browse by date** – When you select this View option, Verizon Media Manager will sort and display your photos by the date of creation.

- **List view** – When you select this View option, Verizon Media Manager will simply list all of your photos sorted in an alphabetical order by file name. You can sort the list displayed by simply clicking on the column header based on which you would like to sort the list.

- **Thumbnail View** - When you select this View option, Verizon Media Manager will simply display all of your photos as thumbnails sorted by the date of creation. To adjust the size of the thumbnails displayed, you can use the “Zoom Slider” present on the Picture Toolbar.

When you choose to view your photos using “Browse by Tag” or “Browse by Date” lists the preset filters you can use to filter and narrow down the photos that are displayed in Library View. For easy access the Filtered Browse View is located on the bottom left pane of your Verizon Media Manager.
4.2 Organizing and Managing your Music

With Verizon Media Manager not only plays your music but allows you to quickly find and organize your digital music tracks into folders and playlists on your PC. You also have the ability to transfer music files and playlists to your Verizon Wireless phone. Verizon Media Manager integrates with V CAST Music with Rhapsody software to allow you to purchase your favorite music tracks from the V CAST Music with Rhapsody store and download subscription tracks to your PC if you have a V CAST Music with Rhapsody subscription.

Music – Library List

Library List shows all the folders containing music tracks on your computer and all the music playlists you’ve created in Verizon Media Manager. These folders and playlists are grouped into collections as described below. The folders are sorted by “creation date” and the playlists are sorted in “alphabetical” order.

Library

The “All Tracks” menu lists all the music tracks from the folders on your PC you have included in the Verizon Media Manager. You can right-click on this menu and select options to add specific
music tracks, add new folders with your music tracks, remove included music folders and playback your music tracks.

**V CAST Music with Rhapsody**

This section displays the folders on your PC that contain V CAST Music with Rhapsody music tracks. Verizon Media Manager automatically scans your PC folders to which V CAST Music with Rhapsody software downloads the MP3 tracks you purchased or the Subscription tracks you added to your “My Library” within V CAST Music with Rhapsody software.

This section also provides you with a link to launch V CAST Music with Rhapsody software that gives you access to the Music Store where you can explore millions of songs, add Subscription Music tracks to My Library, pick up your PC copy of songs purchased wirelessly from your phone and purchase new MP3 tracks.

When you browse the folder “V CAST Music with Rhapsody Songs”, all V CAST Music with Rhapsody tracks that you have on your PC will be listed within Verizon Media Manager’s Library View. The V CAST Music with Rhapsody Subscription music tracks will be have the V CAST icon that will differentiate them from purchase music tracks.

1. **Note:** Verizon Media Manager only scans those folders to which V CAST Music with Rhapsody software downloads Subscription Music tracks and Purchased MP3 tracks by default. If you change the destination folders to which these tracks are downloaded by V CAST Music with Rhapsody software, then those tracks will not be displayed within Verizon Media Manager.

1. **Note:** When you launch V CAST Music with Rhapsody software, go to Tools > Preferences > My Library > Add to My Library options and check whether the setting for “When adding Rhapsody subscription tracks to My Library:” is set to “Download tracks to my hard drive whenever possible”. This setting will ensure that all subscription tracks you add to My Library within the V CAST Music with Rhapsody software is displayed within the Verizon Media Manager.

1. **Note:** Any Subscription music tracks that were previously added to My Library within V CAST Music with Rhapsody software as “streams only” will not be displayed under these folders in Verizon Media Manager. You will have to re-download them to your PC.

1. **Note:** If you need more information about V CAST Music with Rhapsody Music service, how to purchase MP3 tracks or how to access Subscription music, please refer to the Help section in V CAST Music with Rhapsody software. You can also learn more about V CAST Music with Rhapsody Music service by visiting [www.verizonwireless.com/music](http://www.verizonwireless.com/music).

**Music Folders**

This section displays the folders on your PC that contain music tracks, sorted by date, with the original folder names as they appear on your PC’s hard drive. Changes you make to the folders in this list will affect the matching folders on your PC’s hard drive. Only the folders that are set to scan for new music tracks on your PC appear in the list of folders.

- **Manage which music tracks and folders appear:** Only folders that are included to be scanned by Verizon Media Manager appear in this collection. To exclude folders on your PC that Verizon Media Manager scans for music tracks, right-click on the specific folder
you like to exclude and select “Remove Folder”. To include new folders on your PC for scanning, choose “Add Folder”. Use the auto scan settings under the menu Setting > Client Settings > Media Type to select or deselect if you would like Verizon Media Manager to automatically scan all the included folders for new music tracks each time the application starts.

- **Rescan the folders:** If you have added new music tracks to a folder on your PC and they do not show up on the Verizon Media Manager, you can right-click on that specific folder and select “Rescan Folder”; the application will scan the folder for newly added music tracks. Use the auto scan settings under the menu Setting > Client Settings > Media Type to select Verizon Media Manager to automatically scan all the selected folders for new music tracks each time the application starts.

- **Play Music:** To play music tracks from a specific folder, right-click on the specific folder and choose “Play”; Verizon Media Manager will play the music tracks starting from the first track in that folder. You can use the previous/next buttons to navigate through the music tracks present in that folder.

- **Delete a music track from a folder:** Select a music track, and then press the Delete key on your keyboard. Verizon Media Manager will remind you that you’re about to permanently delete the music track from your PC. Click the “OK” button to remove the music track. If you have accidentally deleted a file, you can go to the Recycle Bin and try to restore the file back to its original folder. Please note that Windows does not put certain deleted files in the Recycle Bin if the files are large in size.

**Music Playlists**

This section lists the music playlists that you have created in Verizon Media Manager. You can use “playlists” to name, group and organize your music tracks based on your own criteria. Unlike the “Folders” collection, which matches exactly the folder locations on your computer, music playlists do not correspond to physical folders on your PC hard drive. Playlists exist only within the Verizon Media Manager and are may be thought of as a virtual list of music tracks you have grouped together. Even if you delete or move music tracks inside the playlist, the original files remain in their original locations on your PC’s hard drive. You also have the ability to add the same music track to multiple playlists without creating multiple copies of the music track on your PC’s hard disk.

- **Create new music playlists:** To create a new Music Playlist, click on the “Add Playlist” icon. Verizon Media Manager creates a new playlist with a name “New Playlist” and allows you enter a desired name. Once you type in a desired name, press “Enter”; now the Playlist has been created and you can start adding music tracks.

- **Add music tracks to an existing Playlist:** To add a specific music track to an existing playlist, simply right-click on the music track and choose “Include In”. Once you choose this option, a list of music playlists you have created is displayed. You can choose a playlist to which you want the music track to be added. You can also add a music track to an existing playlist by right-clicking on a playlist and choosing “Add media to Playlist”. This will open a Windows Explorer dialog for you choose the specific music track you would like to add from your PC hard disk.
- **Remove music track from an existing Playlist**: Select a music track from a playlist then press the Delete key on your keyboard. Verizon Media Manager will remind you that you are removing the music track from that specific playlist. Click the “OK” button to remove the music track from the playlist. Alternatively, you may also right-click on the music track to be removed and select “Remove from Playlist”.

- **Rename a Playlist**: To rename a playlist simply right-click on the playlist name and select “Edit Playlist”. Once you type in the desired name press the “Enter” key.

- **Delete music Playlist**: To delete music Playlist simply select the playlist, right-click on the playlist and choose “Delete Playlist”. Deleting the playlist only removes the playlist from the Verizon Media Manager; the original music tracks are not removed from the folders or the original location on your PC.

- **Play a Music track**: To play a selected music track, right-click on the specific track and choose “Play” or select the music track and click on the “Playback” icon on the Music Toolbar. Verizon Media Manager will play your music track with the native music player on the Music Toolbar. You can continue to view or access all features on the Verizon Media Manager while you continue to listen to music. A mini-music player will be present on the left pane for you to control the music that is being played.

  **Note**: In order to play V CAST Music with Rhapsody Subscription Music tracks using Verizon Media Manager, you will need to have “active” licenses for the track on your PC. For the licenses to be active on your PC, you will need to keep your V CAST Music with Rhapsody subscription service active and you will need to login to your subscription account through V CAST Music with Rhapsody software at least once during any 30-day period.

2 **Music – Library View**

Verizon Media Manager’s Library View displays all the music tracks corresponding to the folders and playlists you have selected. Based on the view option (described below) you have selected, the music tracks are displayed as a list with or without the album art and the track information.

You can perform the following functions when you right-click on any specific music track that is displayed within the Library View pane of the Verizon Media Manager.

- **Edit Track Information**: You can edit the track information for a specific track by simply right-clicking on the track and selecting the “Edit Track Info” option. Verizon Media Manager will open an “edit track information” dialog on the right pane. Click on the icon for the specific information you would like to edit type in the text and press “Enter” to save the edits. When you hit “Enter” to save the changes you made to the track information, your edits will be applied to every instance of the music track within Verizon Media Manager, including the original track in your PC.

- **Open the file location** – To go to the original file location where a specific music track is stored on your PC hard drive, simply right-click on that music track and select “Open file
location”. A Windows Explorer dialog will open in a separate window and open the folder on your PC in which the specific music track is present.

- **Play a music track** – To play a specific music track, simply right-click on the music track and select “Play” or alternatively, you may select the music track and click on the “playback” icon on the music toolbar.

- **Delete a music track** – Select a music track from a playlist and simply press the Delete key on your keyboard. Verizon Media Manager will remind you that you are removing the music track from that specific playlist. Click the “OK” button to remove the music track from the playlist. Alternatively, you can also right-click on the music track to be removed and select “Remove from Playlist”.

**Music Toolbar**

The Music Toolbar displayed at the bottom of the Verizon Media Manager provides you with features to help you manage and navigate through your music tracks. The table below provides a list of the icons in the Video Toolbar along with a brief description about the functions you can perform when using the icons.

<table>
<thead>
<tr>
<th>Icon / Menu Item</th>
<th>Feature Name</th>
<th>What you can do using this feature?</th>
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<tbody>
<tr>
<td>![Play Icon]</td>
<td>Play</td>
<td>• Play the selected track</td>
</tr>
<tr>
<td>![Next Icon]</td>
<td>Next</td>
<td>• Play the next track</td>
</tr>
<tr>
<td>![Previous Icon]</td>
<td>Previous</td>
<td>• Play the previous track</td>
</tr>
<tr>
<td>![Track Duration Icon]</td>
<td>Display track duration</td>
<td>• Displays the duration of playback for the track and track title</td>
</tr>
<tr>
<td>![Repeat Once Icon]</td>
<td>Repeat Once</td>
<td>• Repeat the track once</td>
</tr>
<tr>
<td>![Repeat All Icon]</td>
<td>Repeat All</td>
<td>• Repeat all the tracks displayed on the Library View</td>
</tr>
<tr>
<td>![Shuffle on with repeat once Icon]</td>
<td>Shuffle on with repeat once</td>
<td>• Shuffle and repeat the track once</td>
</tr>
<tr>
<td>![Volume Control Icon]</td>
<td>Volume control (Mute ON/OFF)</td>
<td>• Turn Mute On and Off. Increase or decrease the volume using slider bar.</td>
</tr>
</tbody>
</table>
Music - Browse view

You have a few different options for how to view your music tracks within the Verizon Media Manager. The View options available to you for media presentation depends on the type of media you are browsing within Verizon Media Manager. Below is a list of View options available for viewing music tracks:

- **List view** – When you select this View option, Verizon Media Manager will list all of your music tracks sorted in an alphabetical order by file name. You may sort the list displayed by simply clicking on the column header you would like to use to sort the list.

- **Album Art View** – When you select this View option, Verizon Media Manager will display the album art (if available) with all of the track information that is available for the music track. When there is no Album art available, you will have an option to browse the pictures on your PC hard disk and associate any picture as an album art for the music track. You may also edit the track information in the dialog box presented in Verizon Media Manager.
### 4.3 Organizing and Managing your Video

**Video – Library List**

Library List shows all the folders containing videos on your computer as well as all of the Video Playlists you have created in Verizon Media Manager. The folders are sorted by “creation date” and the Playlists are sorted in “alphabetical” order. The folders and playlists are grouped into collections as described below.

**Library**

The “All Videos” menu lists all the videos from the folders on your PC you have included in the Verizon Media Manager. You may right-click on this menu to select options for adding specific videos, add new video folders, and remove included video folders and playback a selected video.

**Video Folders**

This section displays the folders on your PC that contain videos, sorted by date, with the folder name as they appear on your PC. Changes you make to the folders in this list will affect the matching
folders on your PC. Only the folders that are set to scan for new videos on your PC appear in the list of folders.

- **Manage which videos and folders appear:** Only folders that are included to be scanned by Verizon Media Manager appear in this collection. To exclude folders on your PC that Verizon Media Manager scans for videos, right-click on the specific folder and select “Remove Folder”. To include new folders on your PC for scanning, choose “Add Folder”. Use the auto scan settings under the menu Setting > Client Settings > Media Type to select or deselect whether you want Verizon Media Manager to automatically scan all the included folders for new videos each time the application starts.

- **Rescan the folders:** If you have added new videos to a folder on your PC and they do not show up in the Verizon Media Manager, you can right-click on that specific folder and select “Rescan Folder” for the application to scan the folder for newly added videos. Use the auto scan settings under the menu Setting > Client Settings > Media Type to select Verizon Media Manager to automatically scan all the included folders for new videos whenever the application starts.

- **Play a video:** To play a video from a specific folder, right-click on the specific folder and choose “Play” and Verizon Media Manager will play the first video from that folder in the Video Player. You can use the previous/next buttons to navigate through the videos displayed in that folder.

- **Delete a video from a folder:** To delete a video simply select the video and press the Delete key on your keyboard. Verizon Media Manager will remind you that you’re about to permanently delete the video from your PC hard disk. Click the “OK” button to remove the video. If you have accidentally deleted a file, you can go to the Recycle Bin and try to restore the file back to its original folder. Please note that Windows does not put certain deleted files in the Recycle Bin if the files are large in size.

**Video Playlists**

This section lists the Video Playlists you have created in Verizon Media Manager. You may use “playlists” to name, group and organize videos based on your own criteria. Unlike the “Folders” collection, which matches exactly the folder locations on your computer, Video Playlists do not correspond to physical folders on your PC. Playlists exist only within the Verizon Media Manager and may be thought of as a virtual list of videos you have grouped together. Even if you delete or move videos inside the Albums, the original files remain in their original locations on your PC’s hard drive. The same video may be added to multiple playlists without creating multiple copies of the video on your PC’s hard disk.

- **Create new video playlists:** To create a new Photo album, click on the “Add Playlist” icon. Verizon Media Manager creates a new playlist with the default name “New Playlist” from which you may remove and enter a desired name. Once you type in a desired name press “Enter”. Now the playlist has been created and you can start adding videos.

- **Add videos to an existing playlist:** To add a specific video to an existing playlist, simply right-click on the video and choose “Include In”. Once you choose this option, a list of video playlists you have created is displayed. You can choose a playlist to which you
would like to add the video. You may also add the video to an existing playlist by simply right-clicking on a playlist and choosing “Add media to Playlist”. This will open a Windows Explorer dialog for you choose the specific video to add from your PC.

- **Remove videos from an existing playlist**: Select a video from a playlist and simply press the Delete key on your keyboard. Verizon Media Manager will remind you that you are removing the video from that specific playlist. Click the “OK” button to remove the video from the playlist. Alternatively, you may also right-click on the video to be removed and select “Remove from Playlist”.

- **Rename a playlist**: To rename a playlist, simply right-click on the playlist name and select “Edit Playlist”. Once you type in the desired name, press the “Enter” key.

- **Delete video playlist**: To delete a video playlist, simply select the playlist, right-click on the playlist and choose “Delete Playlist”. Deleting the playlist only removes the playlist from the Verizon Media Manager while the original videos are not removed from the folders or the original location on your PC.

- **Play a video**: To playback a selected video, right-click on video and choose “Play” or select the video and click on the “Playback” icon on the Video Toolbar. Your video will be played in the Verizon Media Manager video player.

### Video – Library View

The Verizon Media Manager’s Library View displays all the videos corresponding to the folders and playlists you have selected. Based on the view option (described below) you have selected, the videos are displayed as thumbnails or as a list.

When you are viewing your Videos as thumbnails on the Library View, you can perform the following actions:

- **Playing a video**: To play a specific video on the video player, just double-click on the video; a separate window will be launched that the video will be played in the Verizon Media Manager’s video player. You can also play a specific video on the video player by clicking on the “Play Video” icon that appears when you point your mouse over a video thumbnail.

- **Previewing a video**: If you want to see a preview of the video within the Library View pane, point your mouse over the video and select the “Play Preview” icon on the video. Once the preview starts playing, you will see the “Pause Preview” icon to pause the preview.

- **Flip thumbnail of a video**: Verizon Media Manager lets you set any frame on the video as a thumbnail for your video. To set a video frame as a thumbnail, simply point your mouse over the video and click on the “Flip Thumbnail” icon that is displayed. Verizon Media Manager automatically flips the frames in the video. You can click on “Save Thumbnail” icon when you want to set a specific frame as the thumbnail for the video.
You can perform the following functions when you right-click on a video that is displayed within the Library View pane of the Verizon Media Manager.

- **Add/Remove Tags**: Tags are keywords that you create in order to associate with one or more of your videos. Tags allow you to easily filter, search and locate the videos you are looking for very quickly. To add a tag to a video simply select the video, right-click and select Add/Remove tags. An “Edit Tags” dialog box will open and you can type in a new text and add it as a tag. The dialog box will also list the tags you have already created for other videos. You also have the option to associate an existing tag with the video by checking the box against the tag and press “Save”. To remove a tag from being associated with a video simply right-click on the video, select Add/Remove tags and in the “Edit Tag” dialog, uncheck the tags you would like to remove and press “Save”.

- **Open the file location** – To go to the original file location where a video is stored on your PC, right-click on that video and select “Open file location”. A Windows Explorer dialog will open and display the folder on your PC in which the specific video is present.

- **Change Title** - To change the name of a picture simply right-click on the photo and select “Change Title”. Next the picture’s name is highlighted and is ready for you to enter the name of your choice; the name can be up to 32 alphanumeric characters.

- **Remove a video from an existing playlist**: To remove a specific video from an existing playlist right-click on that video and choose “Remove from Playlist”.

- **Play Video**: If you would like to play your video in the actual size right-click the video and select “Play” or you may simply double-click on the video. The Verizon Media Manager Video Player opens in a separate window to play back your video. The video player has standard features such as Play, Next Track, Previous Track, Full screen and Volume control. You may search for video files in any playlist or main library by typing in name of the video in the Search Box which is located on the main video screen.
Video Toolbar

The Video Toolbar displayed at the bottom of the Verizon Media Manager provides you with features to help manage and navigate through your videos. The table below provides a list of the icons in found in the Video Toolbar and a brief description about the related functions.

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<td>Play the next video</td>
<td></td>
</tr>
<tr>
<td>Previous</td>
<td>Play the previous video</td>
<td></td>
</tr>
<tr>
<td>Display video playtime</td>
<td>Displays the filename and playtime of the video</td>
<td></td>
</tr>
<tr>
<td>Zoom Slider</td>
<td>• Zoom IN/OUT the video thumbnails when you are viewing the thumbnails on the Library View.</td>
<td></td>
</tr>
</tbody>
</table>

Video – Media View Options

You have a few different options for how to view your videos within the Verizon Media Manager. Within each view the videos are presented in different ways. The options available for media presentation depend on the type of media you are browsing in the Verizon Media Manager. See below for a list of the View options available to you for viewing videos:

- **Browse by tag** – When you select this View option Verizon Media Manager will group your videos based on the tags, sorted in alphabetical order, associated with the video.

- **List view** – When you select this View option, Verizon Media Manager will list all of your videos, sorted in an alphabetical order, of the file name. You may sort the list by clicking on the column header you would like to use to sort the list.

- **Thumbnail View** - When you select this View option Verizon Media Manager will display all of your videos, sorted by the date of creation, as thumbnails. To adjust the size of the thumbnails displayed use the “Zoom Slider” located on the Video Toolbar.

When you choose to view your videos using “Browse by tag” the Filtered Browse view will open on the bottom left pane of your Verizon Media Manager and display your videos based on preset filters.
5 Connecting your Phone and PC

You need to connect your Verizon Wireless phone to your PC to transfer your photos and videos between the phone and PC and transfer music tracks and playlists from your PC to your Phone.

5.1 Connecting your phone via USB cable

1. Connect the phone to the PC using a USB cable to establish a connection between your PC and phone.
2. You will see a message “Phone detection in progress” displayed in Connection Status pane located at the bottom left pane of the Verizon Media Manager.
3. If the connected phone is not automatically detected by the Verizon Media Manager, you should click the option “Detect Phone” to manually detect the phone. If Verizon Media Manager still does not detect the phone, please verify whether your phone is supported by Verizon Media Manager by visiting www.verizonwireless.com/vmm and browse compatible phones.
4. Once the phone is detected and the connection is established between the PC and your phone, the status on the Connection Status pane will change to “Phone is connected”.

![Verizon Media Manager Interface](image)
1. Connection Status

Phone not connected

This status is displayed in the Connection Status pane when your phone is not connected to the PC.

Detect Phone: Use the “Detect Phone” button to manually initiate Verizon Media Manager to detect your phone when you have connected it to the PC.

Phone is connected

This status is displayed in the Connection Status pane when your phone is successfully detected by Verizon Media Manager and a connection is established between your PC and phone. When your phone is connected, an image of your phone model and the name of the phone are also displayed in this pane.

Music Mode ON/OFF

The Connection Status pane also shows whether the Music Mode on the phone is “ON” or “OFF”. When you want to manage your pictures and videos on the phone and transfer them between your phone and PC, the Music Mode should be “OFF”. When you want to manage your Music tracks on the phone and transfer new music tracks from your PC to phone, ensure that the Music Mode is “ON”. Verizon Media Manager automatically toggles between these modes when you navigate across the Photo, Video and Music tabs on the main screen.

If the Verizon Media Manager is unable to switch “ON” Music Mode on your phone, it will prompt you to manually do so. Please follow the instructions given below:

1. Go to Media Center
2. Choose Music & Tones
3. Choose Sync Music
4. Phone is in Music Mode

※ Some phones do not have “Media Center” in the Main Menu. Go to “Get It Now” in such phones.
If the Verizon Media Manager is unable to switch “OFF” Music Mode on your phone, it will prompt you to manually do so. Please follow the instructions given below:

Note: If your phone is connected and not detected by Verizon Media Manager, either your phone is not compatible with Verizon Media Manager or the appropriate USB drivers for your phone were not installed properly on the PC. Please launch the Diagnostic Tool by selecting Help > Diagnostic Tool to troubleshoot the issue; you may also check the Verizon Wireless website for a list of compatible devices at www.verizon.wireless.com/vmm.

5.2 Connecting your Phone for the first time

Once the connection between the phone and PC is detected by the Verizon Media Manager, you will need to set up your Verizon Wireless phone within the Verizon Media Manager by creating a profile.

You can set up a profile for your phone by following these 3 easy steps:

Step 1: Customize the name of your phone

You will need to name your the phone by typing a name of your choice and click “Next”. Whenever you connect your phone to PC after this initial setup, Verizon Media Manager will recognize your phone and display the name you have entered in the Connection Status pane.
Step 2: Phone to PC Settings

Once you have created a name for your phone, you can choose the option to automatically download your pictures and videos captured on your phone to the PC whenever you connect the phone. You will also need to specify the folder location on your PC where you would like Verizon Media Manager to download the content.

Step 3: PC to phone Settings

In this last step you will have the option to select if you would like your photos, videos or music to be automatically transferred from the PC to your phone each time you connect the phone. During this step you will have the option to customize these settings for specific media types. You may also choose which folder, albums and playlists need to be automatically transferred when you connect the phone.

Once you set up the device with Verizon Media Manager, click Finish to complete the set up. You are now ready to start transferring your media between your PC and phone. If you have set automatic transfer between PC and Phone, Verizon Media Manager will start transferring the media once you finish the Device Setup.

Note: You can manage the settings for turning ON/OFF the automatic transfer by launching the device settings dialog box from Setting > Device Settings. Please note that the Device Setting menu will be active only when the device is connected to the PC and Verizon Media Manager has established the connection with the Phone. You may also launch the Device Settings dialog box by clicking on the “Settings” link displayed in the Connection Status pane.
Once the profile is created, the content transferred from your phone to the PC will be displayed as a folder within the Library List of Verizon Media Manager under each of the three categories – **Music, Pictures and Videos**.

Once you establish a Profile, each time you connect your phone to the PC, Verizon Media Manager will recognize your phone and display the name, connection status and image in the Connection Status pane.

1. **Note:** When you click the “All Images” option in the Library List section, the images transferred from your phone to the PC will be displayed as a separate folder. Similarly under the Music and Videos tab, “All Tracks” and “All Videos” will display the content transferred from your phone to the PC as a separate folder.

5.3  **Backing up photos and videos on your phone to PC**

You can easily back up and transfer the pictures and videos captured on your Camera phone to your PC. In case you did not set up automatic transfer of photos and videos from your phone to PC when you set up the phone, you may transfer them manually. To manually initiate a transfer, simply right-click on the file, select “Transfer to PC” and select the destination folder. You can also drag and drop specific photos and videos from the Phone folders to any Album or Playlist that you have created within Verizon Media Manager.

Refer to **Section 6** to know more about preference settings for automatic transfer of content from Phone to PC.

1. **Note:** Verizon Media Manager does not allow you to transfer music tracks from your phone to PC. Music tracks can only be transferred from PC to your phone. If you do not want any music track on your device, please go to **Music & Tones > My Music > All Songs** on your phone to erase the unwanted tracks.

5.4  **Transferring media on your PC to Phone**

Verizon Media Manager lets you easily transfer the pictures, videos and music tracks on your PC to your phone so that you can have your favorite media files with you on the go.

**Transferring Pictures to your Phone**

To manually transfer one or more pictures from your PC to your Phone, select the pictures within Verizon Media Manager and simply right-click on them and select “Transfer to Phone”. You can also drag and drop specific pictures from any of the Photo folders or Photo Albums to your phone.
You can also set Verizon Media Manager to automatically transfer pictures from certain Photo folders or Photo Albums whenever the phone is connected to your PC. Refer to Section 6 to know more about preference settings for automatic transfer of content from PC to Phone.

1. **Note:** If your phone cannot support the resolution and size of a picture, Verizon Media Manager will automatically transcode it to a resolution that is best supported by your phone. Transcoding a picture may reduce the quality of the picture on your phone. The resolution and size of the picture will remain unaltered on your PC and will not be affected by transcoding.

1. **Note:** When you transfer pictures to your phone, if the transferred pictures are not immediately displayed under the Phone folders within Verizon Media Manager, click on “Sync Now” or “Sync All” near the Phone folders to refresh the Verizon Media Manager and the transferred pictures will now be displayed.

**Transferring Videos to your Phone**

To manually transfer one or more Videos from your PC to your Phone, select the Videos within Verizon Media Manager, simply right-click on them and select “Transfer to Phone”. You can also drag and drop specific Videos from any of the Video folders or Video Playlists to your phone.

You can also set Verizon Media Manager to automatically transfer Videos from certain Video folders or Video Playlists whenever the phone is connected to your PC. Refer to Section 6 to learn more about preference settings for automatic transfer of content from PC to Phone.

1. **Note:** If your phone cannot support the resolution and size of a video, Verizon Media Manager will automatically transcode it to a resolution that is best supported by your phone. Transcoding a video may reduce the quality of the video on your phone. The resolution and size of the video will remain unaltered on your PC and will not be affected by transcoding.

1. **Note:** When you transfer videos to your phone, if the transferred videos are not immediately displayed under the Phone folders within Verizon Media Manager, click on “Sync Now” or “Sync All” near the Phone folders to refresh the Verizon Media Manager and the transferred videos will now be displayed.

**Transferring Music tracks to your Phone**

To manually transfer one or more music tracks from your PC to your Phone, select the Music tracks within Verizon Media Manager and simply right-click on them and select “Transfer to Phone”. You can also drag and drop specific Music tracks from any of the Music folders, Music Playlists or V CAST Music with Rhapsody folder within Verizon Media Manager to your phone.

You can also set Verizon Media Manager to automatically transfer Music Tracks from certain Music folders or Music Playlists whenever the phone is connected to your PC. Refer to Section 6 to know more about preference settings for automatic transfer of content from PC to Phone.
Note: If your phone cannot support the bit-rate and size of a music track, Verizon Media Manager will automatically transcode it to a bit-rate that is best supported by your phone. Transcoding a music track may reduce the quality of the music track on your phone. The bit-rate and size of the music track will remain unaltered on your PC and will not be affected by transcoding.

Note: In order to transfer V CAST Music with Rhapsody Subscription Music tracks to your Phone, you will need to have “active” licenses for the track on your PC. For the licenses to be active on your PC, you will need to keep your V CAST Music with Rhapsody subscription service active and you will need to login to your subscription account through V CAST Music with Rhapsody software at least once during any 30-day period.

Note: When you transfer music tracks to your phone, if the transferred tracks are not immediately displayed under the Phone folders within Verizon Media Manager, click on “Sync Now” or “Sync All” near the Phone folders to refresh the Verizon Media Manager and the transferred tracks will now be displayed.

Creating and Managing Device Playlists

Only certain phones support creation of Music Playlists on the phone. For phones that support Playlists, you can create a “Device Playlist” on your phone by simply right-clicking on the Phone folder displayed within the Verizon Media Manager and selecting “Device Playlist”. Once the device Playlist is created, you can transfer tracks to that playlist by dragging and dropping one or more tracks into that Device Playlist. Device playlists created on your phone through Verizon Media Manager can be accessed through Music & Tones > My Music > Playlists on your phone.

On phones which do not support Music Playlists, all music tracks transferred to the phone will be shown under Music & Tones > My Music > All Songs on your phone.
6 Managing your Preferences and Settings

You will be able to set the preferences for the Verizon Media Manager and the device that you connect to the PC.

6.1 Set preferences for the Verizon Media Manager Client

The preferences for the client you set will be applied each time you start the Verizon Media Manager.

1. Click **Settings** from the main menu.
2. Click the **Client Setting** option.
3. The **Client Setting** window appears. You have the option set your own preferences for each category. The categories are: General, Pictures, Music, Videos and Library.
4. Click **Save** to save the changes or click **Cancel** to discard the changes.

<table>
<thead>
<tr>
<th>Category</th>
<th>Preference Settings</th>
<th>Managing preference settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td>When closing the Verizon Media Manager software:</td>
<td>You can choose one of the displayed options to be performed when you close the Verizon Media Manager application.</td>
</tr>
<tr>
<td></td>
<td>• Exit Application</td>
<td>• Exit Application (Closes and exits Verizon Media Manager)</td>
</tr>
<tr>
<td></td>
<td>• Minimize and run in the system tray</td>
<td>• Minimize and run in System Tray (Verizon Media Manager runs as a background process and you can invoke it again by clicking on the icon in the System tray)</td>
</tr>
<tr>
<td></td>
<td>When launching Verizon Media Manager, always default the main screen to:</td>
<td>You can assign the default tab that Verizon Media Manager will open every time it is launched.</td>
</tr>
<tr>
<td></td>
<td>• Pictures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Videos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Music</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Preference Settings</td>
<td>Managing preference settings</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Always launch Verizon Media Manager at system start up</td>
<td>Select this option to launch the Verizon Media Manager application on Windows startup (whenever your system reboots).</td>
</tr>
<tr>
<td>Pictures</td>
<td>Always “Auto Save” photos after rotation</td>
<td>Select this option to automatically save the photo after you perform a left or right rotation.</td>
</tr>
<tr>
<td>Music</td>
<td>Choose a default option for Music playback:</td>
<td>Verizon Media Manager will default the music playback based on this setting.</td>
</tr>
<tr>
<td></td>
<td>• Always Repeat All</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Always Repeat One</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Repeat OFF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Always keep Shuffle Mode “ON” for Music playback</td>
<td>Verizon Media Manager will keep shuffle mode “ON” whenever you listen to music.</td>
</tr>
<tr>
<td></td>
<td>Always show the full path of the song when I am in List View</td>
<td>To display the full path (filename with location details) of a song in List View</td>
</tr>
<tr>
<td>Movies</td>
<td>Select the Video preview timing</td>
<td>Set the default preview timing of the videos when you play the inline preview</td>
</tr>
<tr>
<td></td>
<td>Always play Video in the Player size</td>
<td>Select this option to view the video in the default size as that of the player</td>
</tr>
<tr>
<td>Media Type</td>
<td>Supported Photo File Types:</td>
<td>You may select one or more of the supported photo file type options:</td>
</tr>
<tr>
<td></td>
<td>• JPG/JPEG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• GIF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• PNG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• BMP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The specified file type(s) will be supported when you import files from the PC into Verizon Media Manager.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Preference Settings</td>
<td>Managing preference settings</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Supported Music File Types:</td>
<td>You may select one or more of the supported music file type options:</td>
<td>The specified file type(s) will be supported when you import files from the PC into Verizon Media Manager.</td>
</tr>
<tr>
<td></td>
<td>• MP3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WAV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WMA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• M4A</td>
<td></td>
</tr>
<tr>
<td>Supported Video File Types:</td>
<td>You may select one or more of the supported video file type options:</td>
<td>The specified file type(s) will be supported when you import files from the PC into Verizon Media Manager.</td>
</tr>
<tr>
<td></td>
<td>• AVI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WMV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MPG/MPEG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MP4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3GP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3G2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• M4V</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FLV</td>
<td></td>
</tr>
<tr>
<td>Do not scan Program Files and the System Folders when scanning the whole computer</td>
<td>Select this option to exclude addition of media files from Program Files and System Folders when Verizon Media Manager scans your PC.</td>
<td></td>
</tr>
<tr>
<td>Automatically refresh the folders included in Verizon Media Manager for new</td>
<td>Select this option if you would like Verizon Media Manager to keep constantly looking for new media files</td>
<td></td>
</tr>
</tbody>
</table>
### 6.2 Set preferences for device connected to PC

You can set the preferences for your phone that you connect to the PC. These preferences are reflected whenever you connect the device to PC. Verizon Media Manager stores the preferences and applies the same profile settings each time you connect your phone to the PC.

The “Device Setting” option is enabled only when Verizon Media Manager detects that a device has been connected to the PC.

1. Click **Settings** in the main menu.
2. Click the Device Setting option.
3. The Device Setting window appears. You have the option to set your own preferences for each category. The categories are: General, Pictures, Music, Movies and Media Type.
4. Click “Save” to save the changes or click “Cancel” to discard the changes.

<table>
<thead>
<tr>
<th>Category</th>
<th>Preference Settings</th>
<th>Managing preference settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>media</td>
<td></td>
<td>added to the folders that are included in the library.</td>
</tr>
<tr>
<td>Category</td>
<td>Preference Settings</td>
<td>Managing preference settings</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td><strong>PC to Phone:</strong>  &lt;br&gt;Automatically transfer music from my computer to the phone every time the phone is connected  &lt;br&gt;  &lt;br&gt;<strong>Note:</strong> Verizon Media Manager does not allow you to transfer music from your phone to PC.  &lt;br&gt;  &lt;br&gt;Note: For phones that do not support playlists, all music tracks transferred to the phone will appear under Music &amp; Tones &gt; My Music &gt; All Songs</td>
<td>You may choose this option to automatically transfer music tracks from the PC to your phone whenever the phone is connected to the PC.  &lt;br&gt;  &lt;br&gt;You have the option to set automatic transfer of either your entire Verizon Media Manager music library or select specific playlists and folders.</td>
</tr>
<tr>
<td><strong>Videos</strong></td>
<td><strong>PC to Phone:</strong>  &lt;br&gt;Automatically transfer videos from my computer to the phone every time the phone is connected  &lt;br&gt;  &lt;br&gt;<strong>Phone to PC:</strong>  &lt;br&gt;Automatically transfer videos from my phone to computer every time the phone is connected</td>
<td>You may choose this option to automatically transfer videos from the PC to your phone whenever the phone is connected to the PC.  &lt;br&gt;  &lt;br&gt;You have the option to set automatic transfer of either your entire Verizon Media Manager video library or select specific playlists and folders.  &lt;br&gt;  &lt;br&gt;You may choose this option to automatically transfer videos from the phone to PC whenever your phone is connected to the PC.  &lt;br&gt;  &lt;br&gt;This option allows you to specify the path for downloading content from your phone to the PC.</td>
</tr>
<tr>
<td>Category</td>
<td>Preference Settings</td>
<td>Managing preference settings</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Pictures**  | **PC to Phone:**  
 Automatically transfer pictures from my computer to the phone every time the phone is connected  
 You may choose this option to automatically transfer pictures from the PC to your phone whenever the phone is connected  
 You have the option to set automatic transfer of either your entire Verizon Media Manager picture library or select specific albums and folders.  
 **Phone to PC:**  
 Automatically transfer pictures from my phone to PC every time the phone is connected  
 You may choose this option to automatically transfer Photos from your phone to the PC whenever you connect the phone to the PC.  
 You need to specify the path for downloading phone content to your PC |                                                                                                   |
| **SD Card**   | **When transferring media from my computer to phone, always store the media on the SD Card (if available) for:**  
 - Photos  
 - Videos  
 - Music **  
 **Note:** Some phones do not allow transferring Music to the phone’s internal memory when a SD Card is present.  
 Select this option if you like Verizon Media Manager to always transfer your pictures, videos and music tracks from the PC to the SD card on your phone. |                                                                                                   |
7  Verizon Media Manager Diagnostic Tool

7.1  About the Diagnostic Tool

Verizon Media Manager comes with a comprehensive, easy-to-use Diagnostic Tool that helps you quickly determine any issues that may exist with the Verizon Media Manager software installed on your PC. Diagnostic Tool includes several tests to perform a health check on the Verizon Media Manager software that is installed on your PC, determines the integrity of the software and can help troubleshoot potential problems with Verizon Media Manager. It is recommended that you run the Diagnostic Tool from Help menu whenever you face any issues with Verizon Media Manager.

7.2  Using Diagnostic Tool

The various tests performed by Verizon Media Manager’s Diagnostic Tool are:

1. **USB Port Detection**: Diagnostic Tool performs this test to determine the availability of a USB port on your PC and whether the USB port is enabled. If the USB ports are disabled, the tool provides you instructions on how to enable the USB ports on your PC.

2. **Minimum PC Requirements**: Diagnostic Tool performs this test to verify if your PC meets the minimum PC requirements that are needed for all features of Verizon Media Manager to work properly. If your PC does not meet the minimum PC requirements that are required, then some features may not work properly.

3. **Client Installation**: Diagnostic Tool performs this test to verify if all of the components of Verizon Media Manager installed properly on your PC. If the Diagnostic Tool determines that some components are not properly installed or missing, it will provide you instructions on how to upgrade the client.

4. **Phone Detection**: Diagnostic Tool performs this test to verify if Verizon Media Manager is able to successfully detect your phone when connected to PC. If the test is unable to detect a phone, it provides you with instructions to verify if your phone is compatible with Verizon Media Manager.

5. **Client updates**: Diagnostic Tool checks with the servers to see if any latest updates are available for Verizon Media Manager. If there is a newer version available, it will prompt you to upgrade your Verizon Media Manager. It is strongly recommended that you perform the upgrade so that all latest components and patches can be installed on your PC.

6. **Phone Drivers**: Diagnostic Tool checks whether USB Phone Drivers are properly installed on your PC. If there are any missing drivers, the tool will provide instructions on how to upgrade Verizon Media Manager to install the missing drivers.
# 8 Terms and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB</td>
<td>Universal Serial Bus (USB) is a standard to interface devices to a host PC through a physical cable that allows Plug and play capabilities and allows devices to be connected and disconnected without rebooting the computer or turning off the device.</td>
</tr>
<tr>
<td>Device Driver</td>
<td>A computer program that enables another program to communicate with a hardware device.</td>
</tr>
<tr>
<td>License or DRM</td>
<td>Digital rights management (DRM) is a generic term that refers to access control technologies used by hardware manufacturers, publishers and copyright holders to limit usage of digital media or devices. It can also refer to restrictions associated with specific instances of digital works or devices.</td>
</tr>
</tbody>
</table>