MyPal A716

User's manual

E1462

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Contents at a glance

This user's manual contains the information you need to efficiently use ASUS® MyPal A716 Pocket PC.

- **Chapter 1 - Get started! 1-1**

  This chapter introduces the ASUS MyPal A716 Pocket PC, how to set and power it up, and basic screens that will familiarize you with its many features.

- **Chapter 2 - Learn the basics 2-1**

  This chapter will teach you the basic functions in MyPal A716. You will learn how to enter, find, and organize information, customize the device, and use the bundled ASUS utilities.

- **Chapter 3 - Microsoft® ActiveSync® 3-1**

  This chapter tells you how to use the Microsoft® ActiveSync® to synchronize your device with your desktop computer.

- **Chapter 4 - Microsoft® Pocket Outlook 4-1**

  This chapter details the procedures for the Microsoft® Pocket Outlook Calendar, Contacts, Tasks, Notes, and Inbox.

- **Chapter 5 - Companion programs 5-1**

  This chapter includes information on Pocket Word, Pocket Excel, MSN Messenger, Windows Media Player for Pocket PC, and Microsoft Reader.

- **Chapter 6 - Pocket Internet Explorer 6-1**

  This chapter gives information on using Pocket Internet Explorer, Mobile Favorites folder, and AvantGo interactive service.

- **Chapter 7 - Get connected 7-1**

  This chapter provides the procedures for connecting to the Internet, and for transferring data using infrared (IR).

- **Chapter 8 - Bluetooth® 8-1**

  This chapter provides information on using the Bluetooth feature built-in the device.

- **Chapter 9 - Wireless LAN 9-1**

  This chapter provides information on launching and using the Wireless LAN feature of your device.

- **Appendix - Notices A-1**

  This part includes the safety notices and regulations.

MyPal A716 specifications

Processor	Intel® PXA255 400 MHz
Operating system	Microsoft® Windows Mobile™ 2003
Memory	64MB Flash 64MB SDRAM ***(55MB /53MB user accessible for W estern/ Eastern languages, respectively)***
Display	3.5-inch, brilliant transflective TFT LCD 65,536 colors, 240x320 resolution
Removable battery	1500 mAH Lithium Ion Up to 19-hour battery life
Card slot	CF card slot, SD card slot
Connection	Wireless LAN (802.11b) Bluetooth FIR: 4Mbps, SIR: 115.2Kbps
Audio	3.5mm stereo headphone jack Built-in microphone and speaker
Size	138mm x 78mm x 17.6mm (L x W x H) 5.43in. x 3.07in. x 0.69in. (L x W x H)
Weight	197g

MyPal A716 package

Your package includes several accessories for the Pocket PC. After unpacking, check the items against the list below and make sure that they are in good condition. If any item is missing or damaged, contact your dealer or retailer immediately.

Standard package contents	Optional accessories
• ASUS MyPal A716 • USB cradle • USB sync cable • AC adapter/power cord Input: 100V~240V Output: 5V 2.4A 10W • Stylus • Microsoft Companion CD • Bonus CD • User's Manual • Quick Start Guide • Warranty card	• Stylus • Car charger • Foldable keyboard* • Leather handheld case • Traveling USB sync cable • AC adapter/power cord (UL/CEE/UK/SAA/CCEE) • GPS mouse • CF GPS card • CF FM radio card • CF camera card • Bluetooth GPS • 3000 mAH Lithium Ion

* English version keyboard. Visit the ASUS website to check the availability of other language version keyboards.

Chapter 1

Get started!

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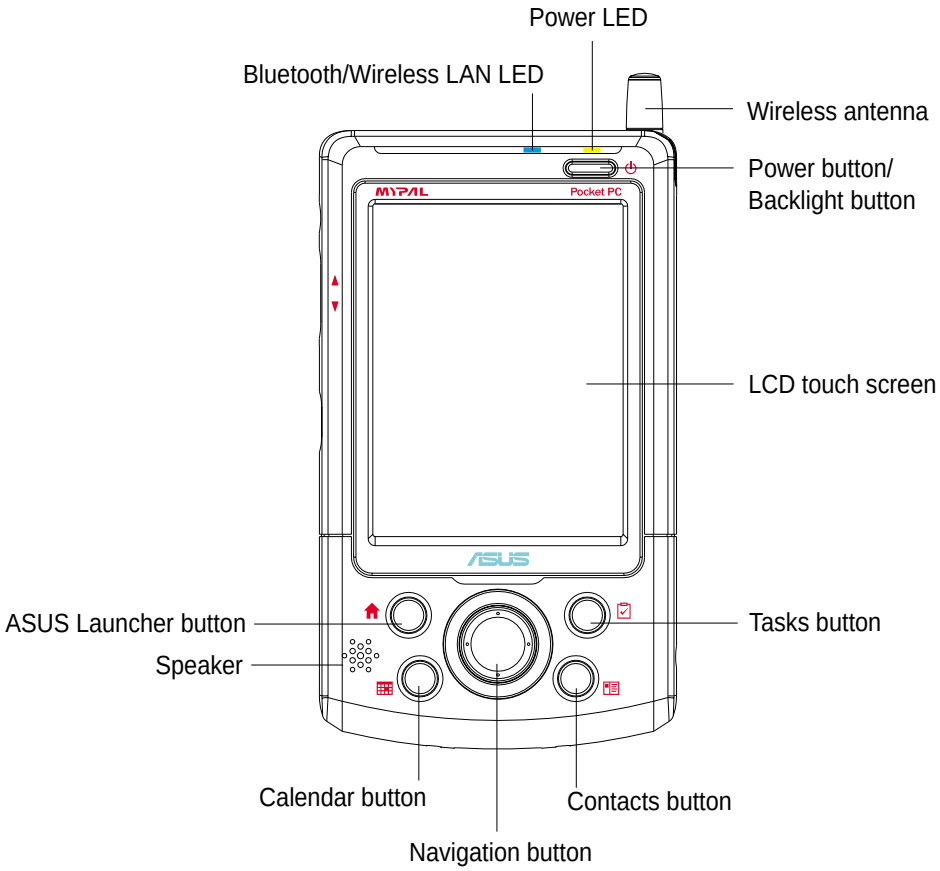
Introducing MyPal

The ASUS® MyPal A716 is truly a good companion wherever you go. Powered by a 400MHz Intel® PXA255 processor, equipped with 64MB SDRAM and 64MB Flash ROM, and bundled with the Microsoft® Windows Mobile® 2003 plus a host of useful utilities, you have everything you need in your pocket!

Front features



- **Power LED** - blinks yellow when the battery is charging; steady yellow when the battery is fully charged and the device is connected to an AC power source.
- **Bluetooth/Wireless LAN LED** - lights up blue when either Bluetooth™ or Wireless LAN feature is ON.
- **Wireless antenna** - allows you to obtain signal and use the wireless LAN feature.

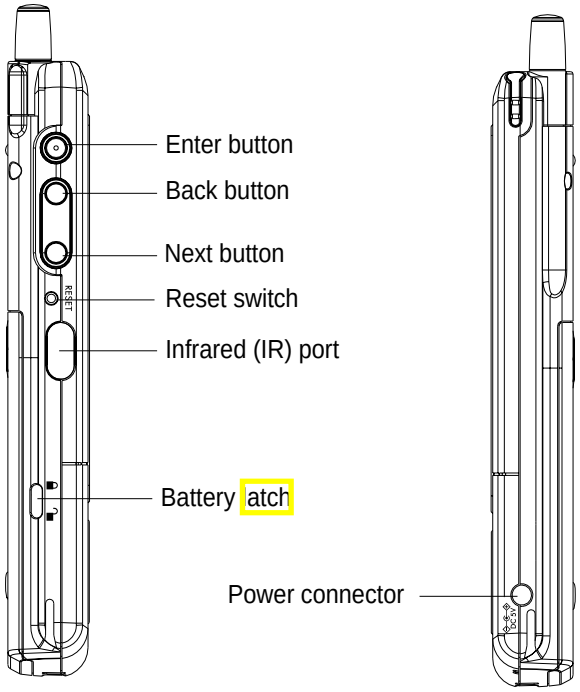
- **Power/Backlight button** - turns the device power on or off if you press the button quickly. Pressing and holding the button for a few seconds turns the backlight on or off. Turning off the backlight saves battery power.

NOTE	Press this button and the Tasks button simultaneously if you wish to launch the Align Screen function.

- **LCD touch screen** - allows you to enter, read, send, receive, or edit data by tapping on it. The screen lumination is increased or decreased by changing the backlight settings.
- **ASUS Launcher, Calendar, Tasks, and Contacts buttons** - allow you quick access to commonly used programs.
- **Navigation button** - functions like the four arrow keys and the Enter key on a keyboard. This multifunction button allows you to:
  - move through the program icons, folders, or files in a menu by scrolling up or down
  - launch a selected program, list folder contents, or open a file by pressing the center of the button
- **Speaker** - allows you to hear alarms and other sound outputs from the device.

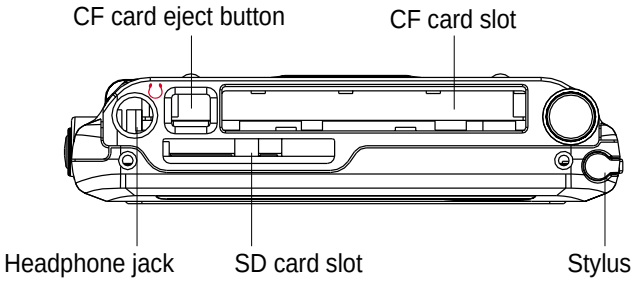
Side features

Left side **Right side**



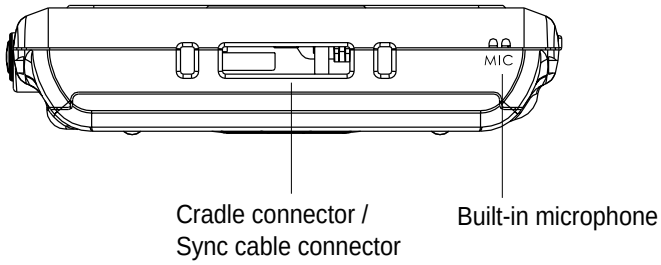
- **Power connector** - connects the AC adapter cable. Use this connector if you wish to use AC power without the cradle.
- **Enter button** - executes the selected application icon or command.
- **Back button** - selects the previous application icon or command. This button functions like the left arrow on the navigation button.
- **Next button** - selects the next application icon or command. This button functions like the right arrow on the navigation button.
- **Reset switch** - allows you to perform a soft reset in case the device malfunctions, or when an application hangs. Press the tip of the stylus on the switch to reset the system.
- **Infrared (IR) port** - allows you to copy or send data to another device that has an IR port.
- **Battery latch** - secures the battery to the unit.

Top features



- **CF card eject button** - releases the CF card from the slot.
- **CF card slot** - accommodates a CompactFlash (CF) card.
- **Headphone jack** - connects a headphone.
- **SD card slot** - accommodates an SD card.
- **Stylus** - used for tapping or writing on the LCD touch screen. Slide out the stylus from its compartment. Refer to the description of the stylus on the next page.

Bottom features

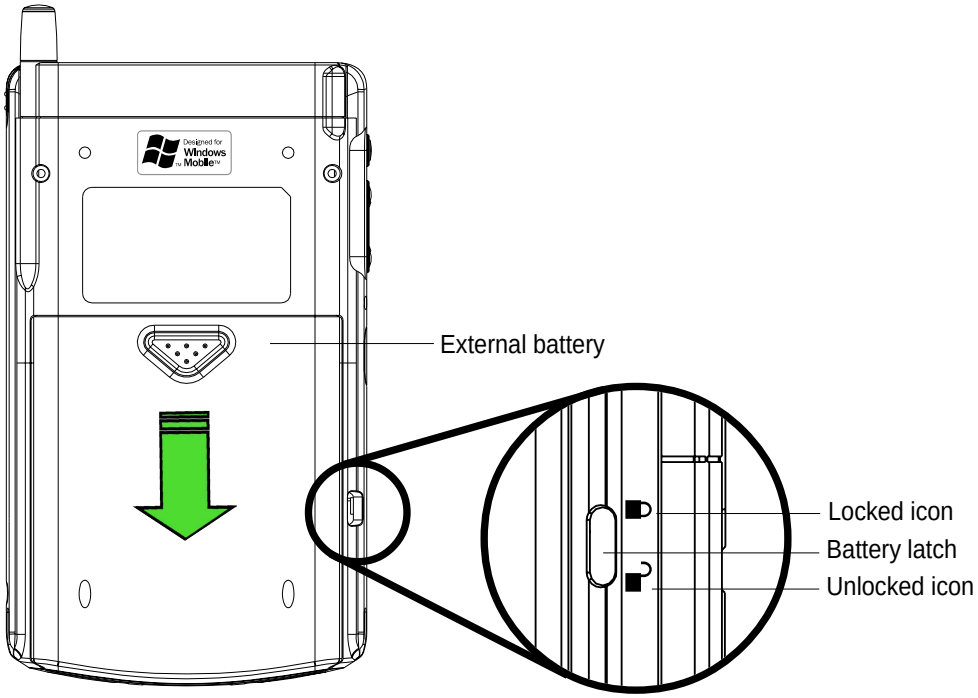


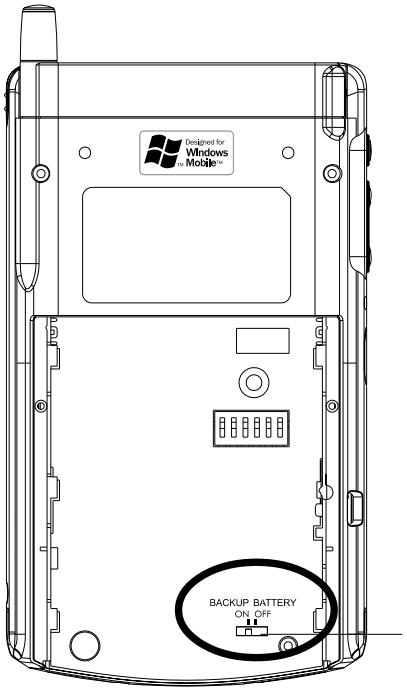
- **Cradle connector / Sync cable connector** - connects to the 26-pin female connector on the cradle. If you are not using the cradle, connect the 26-pin USB sync cable directly to this connector to synchronize your device with your computer.
- **Built-in microphone** - magnifies your sound recording.

Back features

The device has a removable external battery secured by a latch. If you wish to remove the battery, use the stylus to slide the latch toward the unlocked icon, then slide the battery downward.

NOTE	As a precaution, the power button is automatically disabled when you unlock the battery latch. You may only turn on the power when the battery is securely locked to the unit.





Without the battery, the back of the device appears as shown.

In addition to the external battery, the device includes a built-in backup battery. The backup battery contains a copy of your operating system settings.

The backup battery has an ON/OFF switch. The default setting is ON for normal operation. Slide the switch to OFF only if you wish perform a hardware reset. **CAUTION!** A hardware reset erases all of your data!

The stylus

The stylus functions on a Pocket PC the same way a mouse functions on a standard PC. Use the stylus to tap or drag on the LCD touch screen to open programs or execute commands.

- **Tap.** Touch the screen once with the stylus to open programs and select options.
- **Drag.** Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold.** Tap and hold the stylus on an item to see a list of actions available for that item. On the displayed pop-up menu, tap the action that you want to perform.

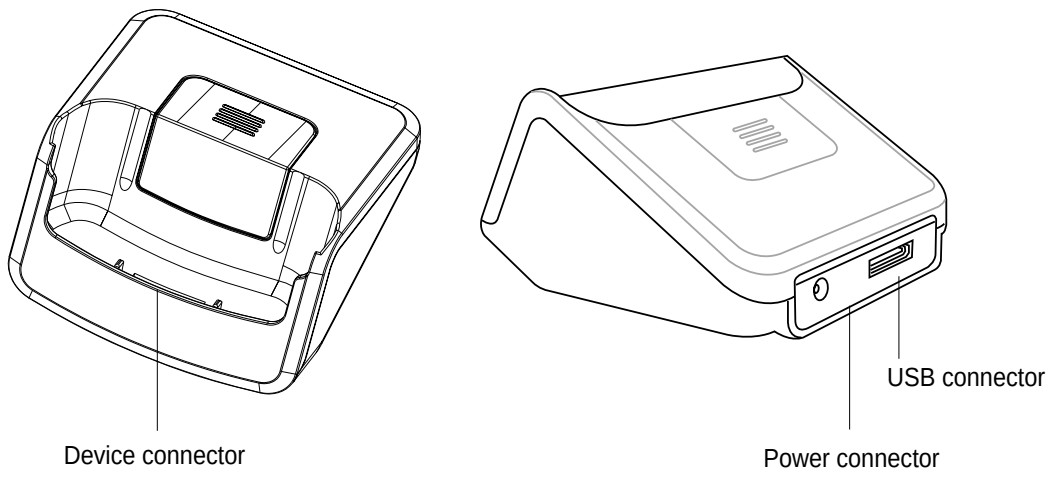
The cradle

The cradle has three connectors.

- **Device connector** - holds the device in place. This is a 26-pin connector that matches the connector on the bottom of the device.
- **USB connector** - synchronizes the device with your PC.

NOTE	The USB cable/connector is not detachable from the back of the cradle.

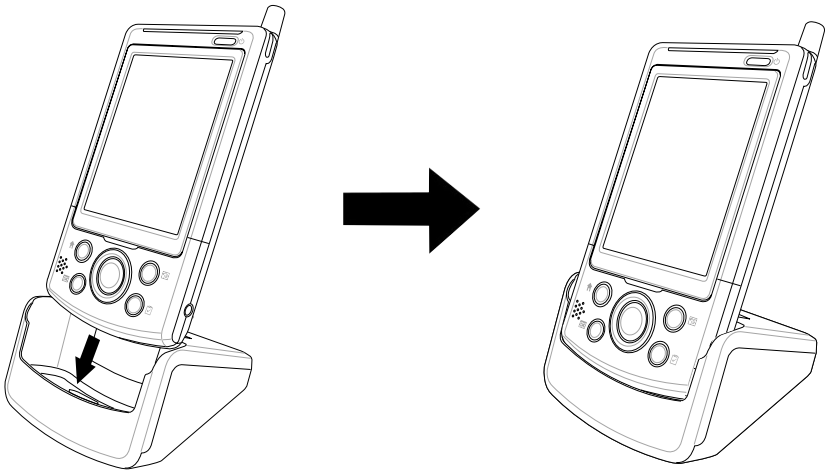
- **Power connector** - connects the bundled AC adapter. This connector is located at the back side of the cradle.



Setting up MyPal

Placing on the cradle

Position the device on the cradle as shown. Match the connectors and carefully insert the device until it fits in place.



Connecting the AC adapter

- Connect the AC adapter cable to the connector at the back of the cradle. Connect the power plug to a grounded wall socket. See Figure 1.
- If you are not using the cradle, connect the AC adpater cable directly to the power connector at the bottom of the device. Connect the power plug to a grounded wall socket. See Figure 2.

Figure 1

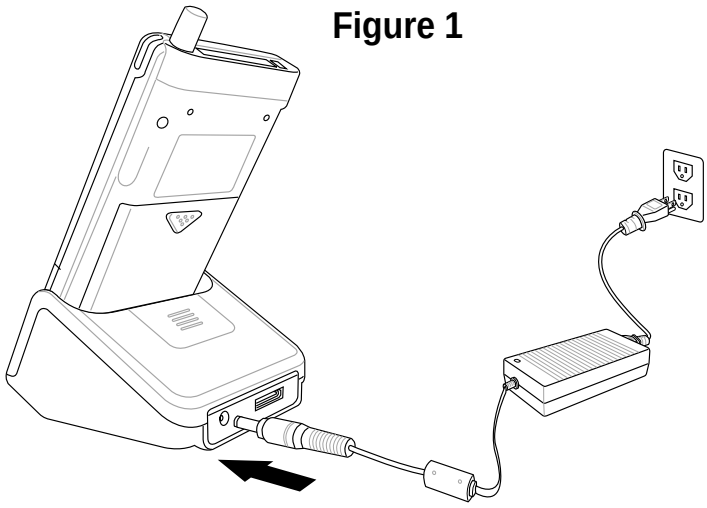
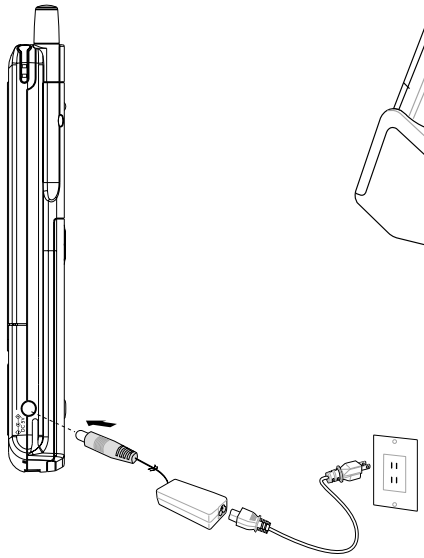
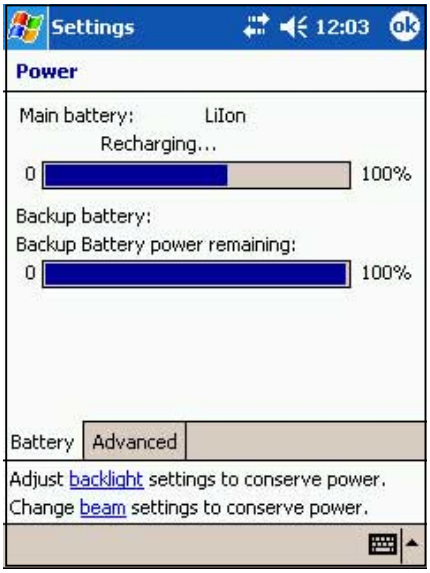


Figure 2



Charging the battery

Your device includes a rechargeable Lithium Ion battery. You must charge the battery before using the device the first time. The battery starts charging as soon as you connect the AC adapter to a power source. Use the AC adapter to plug your device to a power source whenever possible, especially when you are using a modem or other peripherals, using the device backlight, connecting to a PC, or letting notification light flash for extended time periods.



To display the power status, tap , **Settings**, **System** tab, and the **Power** icon.

Activating MyPal

It is important that you properly calibrate and activate your device before using it. This process ensures accurate positioning when entering text and selecting menus.

Follow these steps to calibrate and activate MyPal.

1. Press the power button.
2. Use the stylus to tap the LCD touch screen to start the calibration and activation.
3. At the prompt to align the screen, tap the center of the cross whenever the travelling cross stops on the screen. You may have to do this step several times to properly calibrate.
4. When done with the screen calibration, follow the screen instructions to complete the activation.
   - at the “Stylus” screen, tap **Next** to continue.
   - at the “Pop-up menus” screens, perform the indicated operations.
   - at the “Congratulations” screen, tap **Next** to continue.
   - at the “Location” screen, select your time zone and tap **Next** to continue.
   - at the “Completion” screen, tap the screen to continue.
5. When the **Today** screen appears, MyPal is ready to use. Proceed to the next section for information on the basic screens on your device.

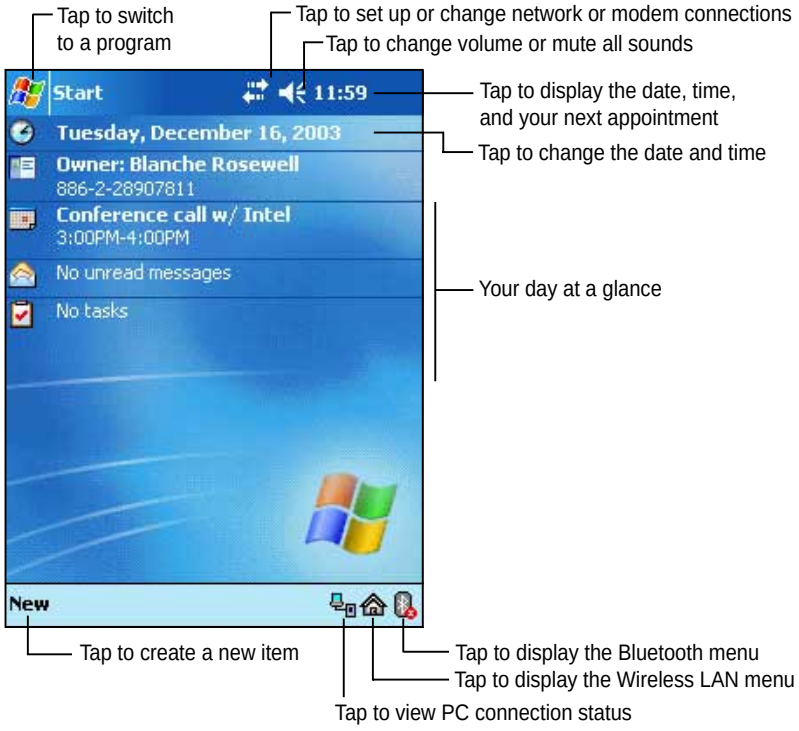
Basic screens on MyPal

Today screen

Normally, the Today screen appears when you turn on your device for the first time each day.

NOTE	When the device is already on and the screen displays another program, you can display the Today screen by tapping the icon. Then from the Navigation bar, tap **Today**.

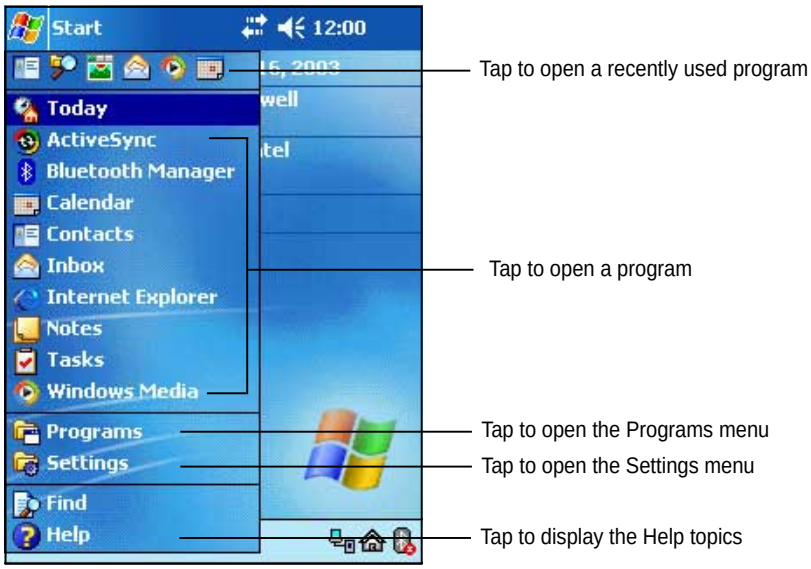
As shown in the sample below, the Today screen lets you see at a glance the summary of the important information for the day.



From the Today screen, tap any of the listed items with the stylus to display the details. See “Chapter 2: Learn the basics” to learn how to modify the current tasks or activities, or to add new items or information.

Start menu

From the Start menu, you can select programs, settings, and Help topics. To display the Start menu, tap the icon from the top of the screen.

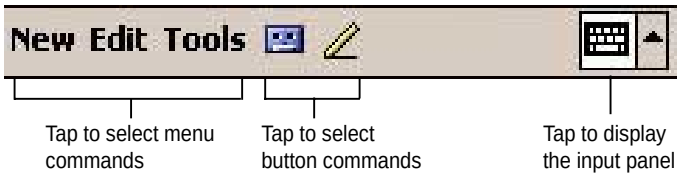


Icon	Program	Description
	ActiveSync	Synchronize information between your device and your desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive e-mail messages.
	Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Programs	Tap to see additional programs installed in your device.
	Settings	Tap to see items that you can customize or adjust to your preference.
	Find	Tap to find data in your device.
	Help	Tap to see the Help contents.

Command bar

At the bottom of the screen is the Command bar. You can use the menus and buttons on the Command bar to perform tasks in programs.

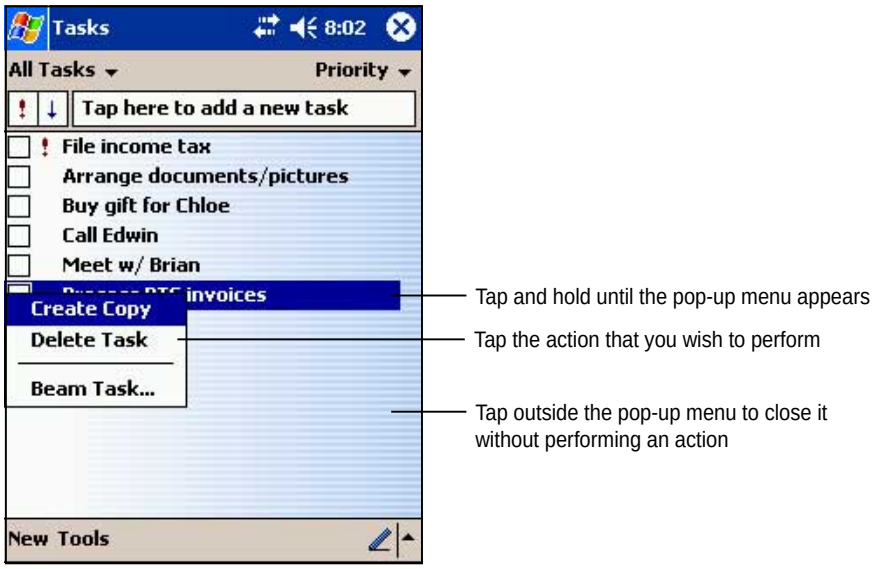
NOTE	The menus and buttons vary depending on the programs you are using.



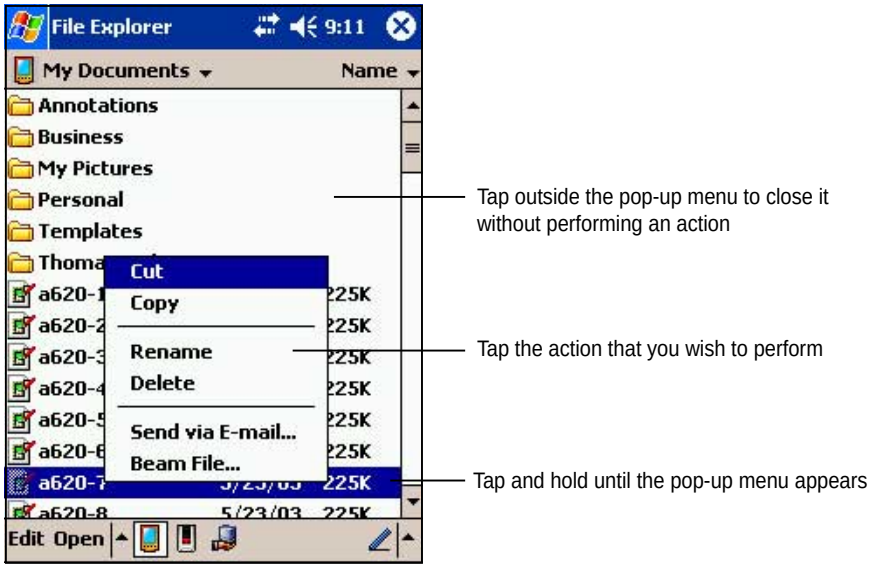
Pop-up menus

With the pop-up menus, you can easily choose an action for an item.

For example, you can use the pop-up menu in **Tasks** to delete, copy, or beam a task. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the item that you wish to perform action on. When the menu appears, lift the stylus, and tap the action that you want to execute. To close the pop-up menu without performing an action, tap anywhere outside the menu.



The pop-up menus are also available in most other programs in your device. The pop-up menu items vary depending on the program or application. For example, the **File Explorer** pop-up menu includes more items than in Tasks.



Additional storage

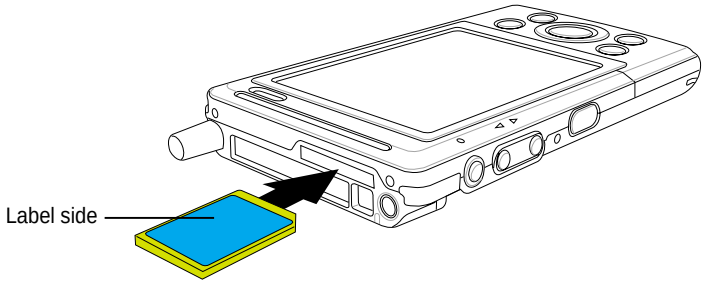
Your device comes with two kinds of memory card slots for additional storage. The CF card slot supports the multimedia cards listed under “Optional Accessories” on page iv of this manual. The SD card slot supports the SecureDigital memory card.

NOTE	Install an SD card or CF card if you wish to use the ASUS backup features.

Installing and removing an SD card

To install an SD card:

1. With the label side (usually the side with the card manufacturer’s name) face up, and the bar code/serial number side face down, insert the card into the SD slot.



NOTE	An SD card fits only in one orientation, and slides smoothly into the slot if inserted correctly. DO NOT force the SD card into the slot!

2. Push the card all the way into the slot until it fits completely. If properly installed, the SD card edge aligns with the top edge of the device.

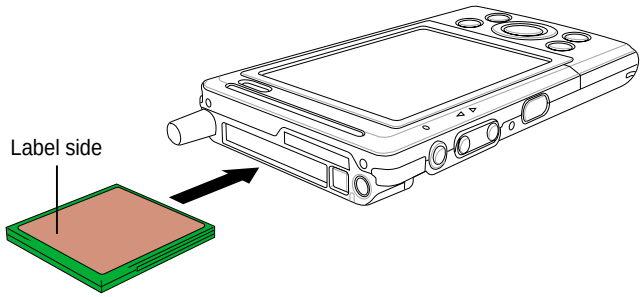
To remove an SD card:

Press the card slightly until it ejects.

Installing and removing a CF card

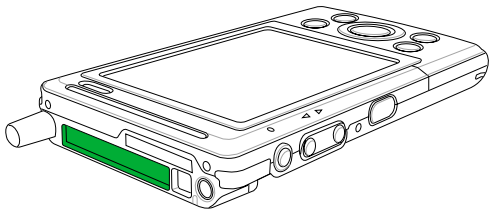
To install a CF card:

1. Locate the card side with the 50-pin female connector and insert into the slot. The label side (usually the side with the card manufacturer's name) face up, and the bar code/serial number side face down.



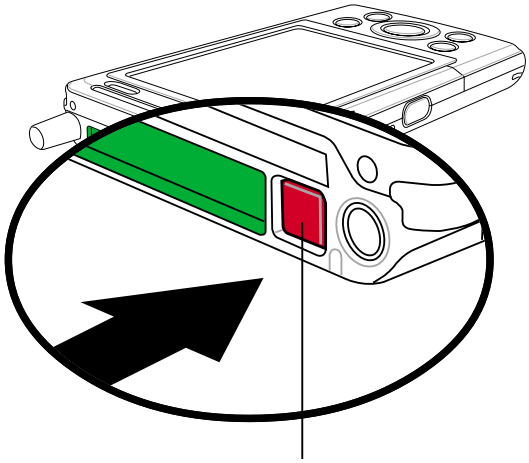
NOTE	A CF card fits only in one orientation, and slides smoothly into the slot if inserted correctly. DO NOT force the CF card into the slot!

2. Push the card all the way into the slot until it fits completely. If properly installed, the CF card edge aligns with the top edge of the device.

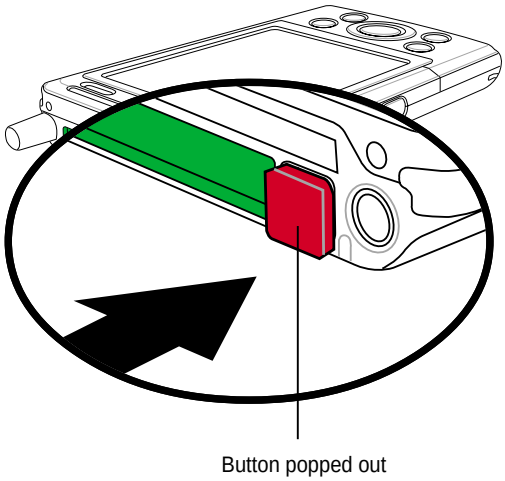


To remove a CF card:

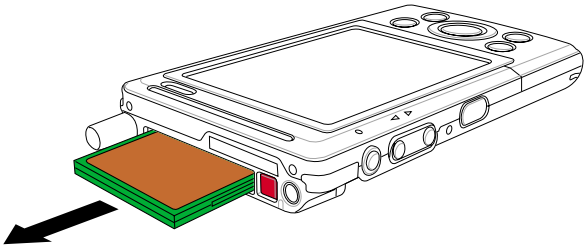
1. Press the CF card eject button unti it pops out. (This button is normally pressed in and aligns with the top of the device.)



2. When the button has popped out, press it in again to release the CF card. (The button goes back to its “pressed in” position.)



3. Slide out the CF card.



Chapter 2

Learn the basics

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Entering information

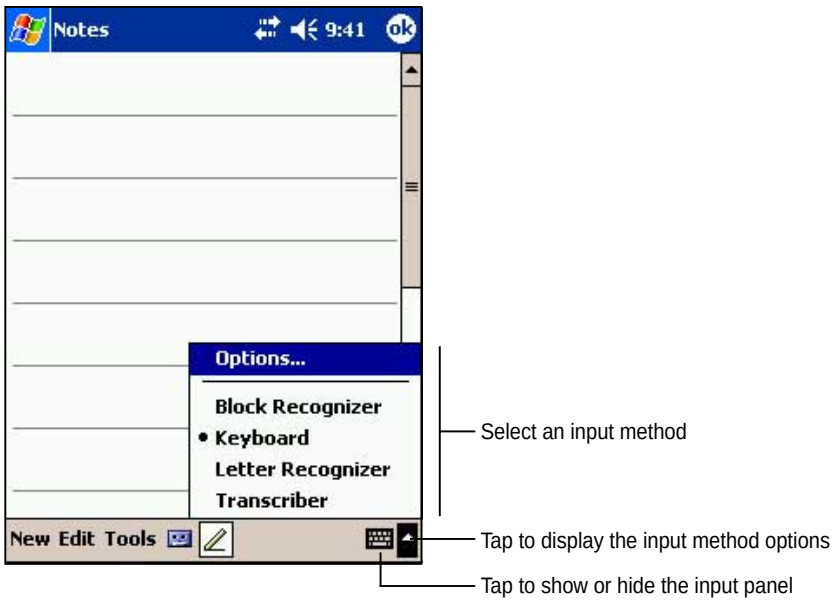
You can enter information in your device in any of the following ways.

- Use the input panel to enter text using the soft keyboard or the Letter Recognizer
- Write directly on the screen with the stylus
- Draw pictures on the screen
- Speak into the device microphone to record a message
- Use the Microsoft® ActiveSync® to synchronize or copy information from your desktop computer to your device

Entering text using the Input Panel

Use the Input Panel to enter information in any program on your device. you can either type using the **soft keyboard** or write using the **Letter Recognizer**, **Block Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the **Input Panel** button. Tap the **arrow** next to the Input Panel button to see your options.



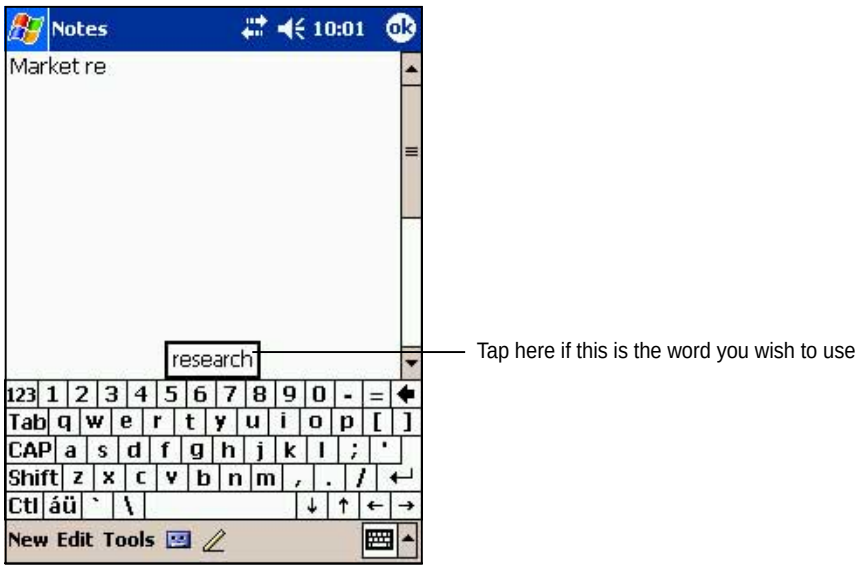
To type with the soft keyboard:

1. Tap the arrow next to the Input Panel button, then tap **Keyboard**.

NOTE	To demonstrate, open **Notes**.

2. Tap the keys with the stylus to enter information.

When you use the Input Panel and the soft keyboard, your device anticipates the word you are typing and displays it above the Input Panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more your use your device, the more words it learns to anticipate.



NOTE To change options on word completion feature:

1. Tap .
2. Tap **Settings**.
3. Tap **Personal** tab.
4. Tap **Input**.
5. Tap **Word Completion** tab.
6. Make your desired changes.

To use Letter Recognizer:

With the Letter Recognizer, you can write letters on the screen with the stylus as you would on paper.

1. Tap the arrow next to the Input Panel button, then tap **Letter Recognizer**.
2. Write a letter in the box.

   When you write a letter, it is converted to a typed text that appears on the screen. For instructions and demonstation on using the Letter Recognizer, tap the **question mark** next to the writing area.

To use Block Recognizer:

With the Block Recognizer, you can input character strokes that are similar to those use on other devices.

1. Tap the arrow next to the Input Panel button, then tap **Block Recognizer**.
2. Write a letter in the box.

   When you write a letter, it is converted to a typed text that appears on the screen. For instructions and demonstation on using the Block Recognizer, tap the **question mark** next to the writing area.

To use Transcriber:

With Transcriber, you can use the stylus to write anywhere on the screen as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or additional information. Pause after writing and let Transcriber convert the written characters to typed characters.

1. Tap the arrow next to the Input Panel button, then tap **Transcriber**.
2. Write anywhere on the screen.

   For instructions and demonstration on using Transcriber, with Transcriber open, tap the **question mark** in the lower right corner of the screen.

To edit typed text:

1. Select the text that you wish to edit using either one of the following:
   - drag the stylus over the text
   - tap twice to select a word
   - tap three times to select a paragraph
2. Tap **Edit** on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

Writing on the screen

In any program that accepts writing, such as the Notes program, and in the Notes tab in Calendar, Contacts, and Tasks, you can use the stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text at a later time.

To write on the screen:

1. Open the **Notes** program.
2. Tap the **Pen** button to switch to the writing mode. The screen displays blank space with lines to help you write.
3. Write your text.

NOTE	Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To edit your writing:

1. Tap and hold the stylus next to the text that you wish to select until the insertion point appears.
2. Without lifting, drag the stylus across the text to select it.

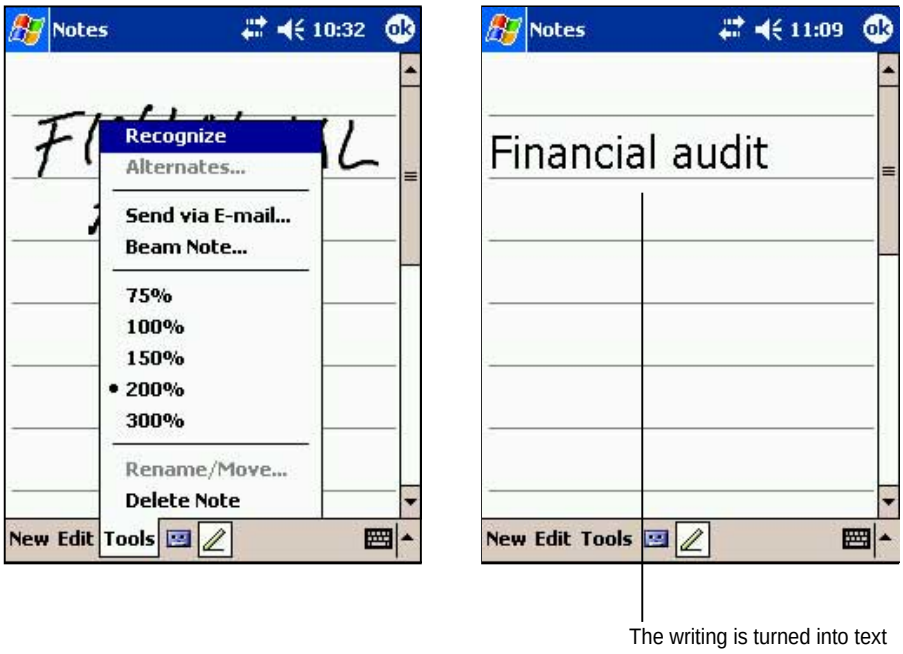
   If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it, then dragging the stylus across the screen.
3. Tap **Edit** on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

To convert writing to text:

- Tap **Tools**, then **Recognize**.

To select a zoom level:

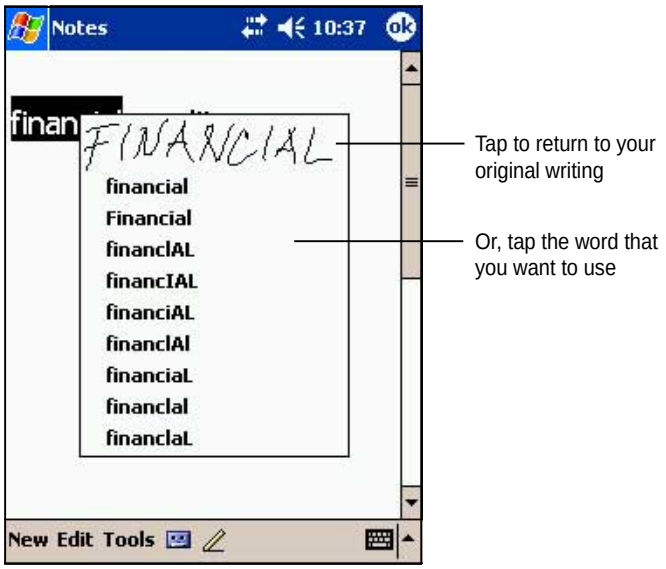
- Tap **Tools**, then tap a zoom percentage from the options.



The writing is turned into text

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word.
2. When the pop-up menu appears, tap **Alternates** to display a list of alternate words for the selection.
3. Tap the word that you want to use, or tap the writing at the top of the menu to return to the original writing.



Tips for getting good writing recognition

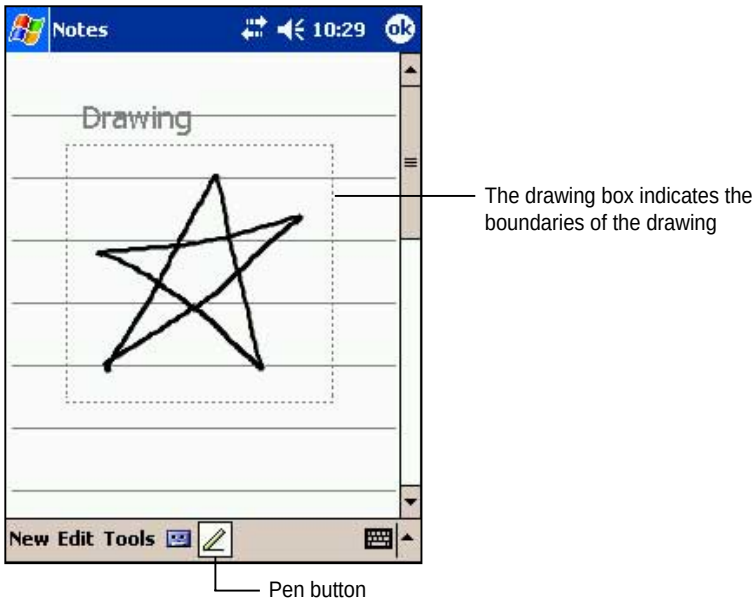
- Write neatly.
- Write on the line and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that the device can easily tell where the words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it after the word has been recognized, the writing that you added will be included when you try to recognize the writing again.

Drawing on the screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing:

1. Use the stylus to make a stroke three ruled lines high. A dotted box appears.
2. Make your drawing in or touching the drawing box and crossing three ruled lines. If the drawing does not cross three lines, it changes to writing.



NOTE	To easily work on or view your drawing, change the zoom level by tapping Tools and selecting your desired zoom.

To edit your drawing:

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button, then drag to select the drawings you want.
2. Tap and hold the selected drawing, then tap an editing command on the pop-up menu or tap a command on the Edit menu.
3. Resize the drawing by deselecting the **Pen** button (if selected) and dragging a selection handle to your desired size.

Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

To create a recording:

1. Tap , then tap **Notes**,.

   OR

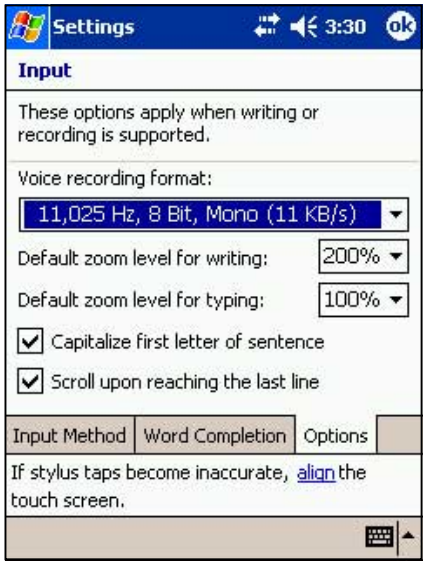
   Tap **New**, then **Note**.
2. Tap the **Record icon** from the command bar to display the recording toolbar.
3. Tap the **Record button** (red button) to begin recording.
4. Hold your device with the microphone near your mouth or other source of sound.
5. To stop recording, tap the **Record** button. You will hear two beeps. The new recording appears in the Note list, or as an embedded icon.
6. To play the recording, tap it from the list, or if embedded in a note, tap the speaker icon.

To change the recording format:

1. In the note list, tap **Tools** then **Options**.
2. Tap the **Global Input Options** link.
3. Tap the **Options** tab.

   Mobile Voice is a 2.4KB audio codec. It is the recommended format because it provides good voice recording and less storage space.

   Pulse Code Modulation (PCM) provides slightly better sound quality but takes up 50 times more storage space tham Mobile Voice recordings.



Using a preset message

When using Inbox or MSN Messenger, use **My Text** to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap your desired message.

NOTE	You can add text after inserting a My Text message. However, you have to add it before sending the message.

To edit a preset message:

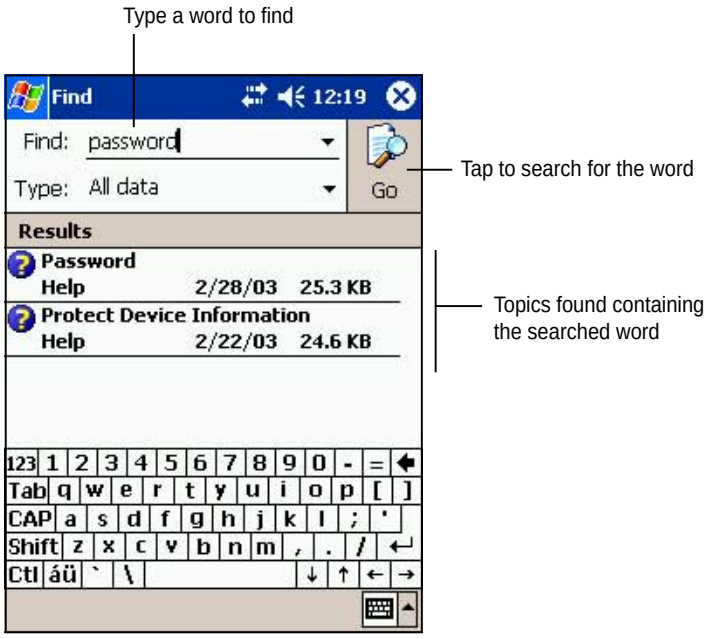
1. Tap **Tools**, then **Edit My Text Messages**.
2. Select a message and make your desired changes.

Finding and organizing information

The **Find** and **Help** features on your device helps you quickly locate information.

To find information:

1. Tap , then tap **Find**.
2. Enter the text that you want to find, select a data type, then tap **Go** to start the search. To quickly find information that is taking up space on your device, select **Larger than 64 KB** in Type.



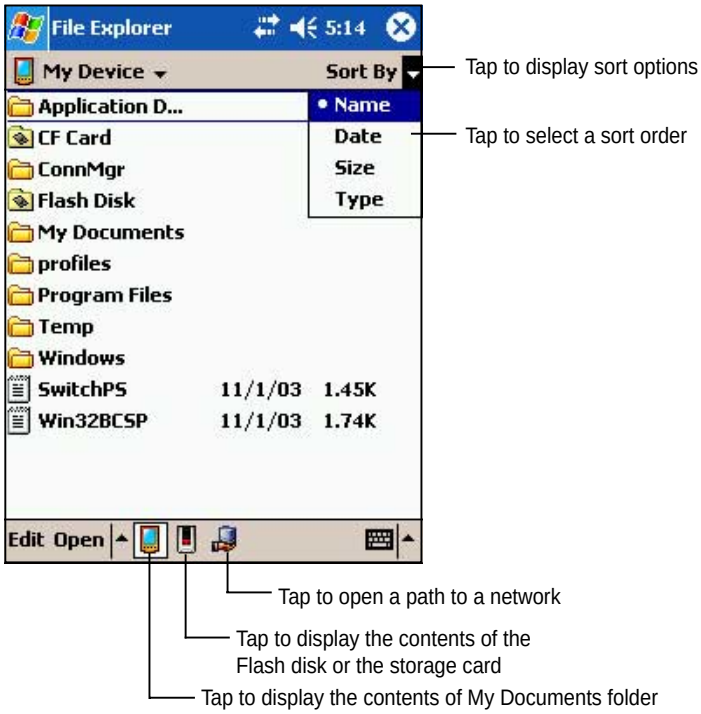
To use the Help feature:

1. Tap , then tap **Help**.
2. Tap a link to the topic that you wish to display.

Using the File Explorer

To use the File Explorer to find and organize files:

1. Tap , then tap **Programs**.
2. In the Program screen, tap the **File Explorer** icon to display the files in your device.



Customizing your device

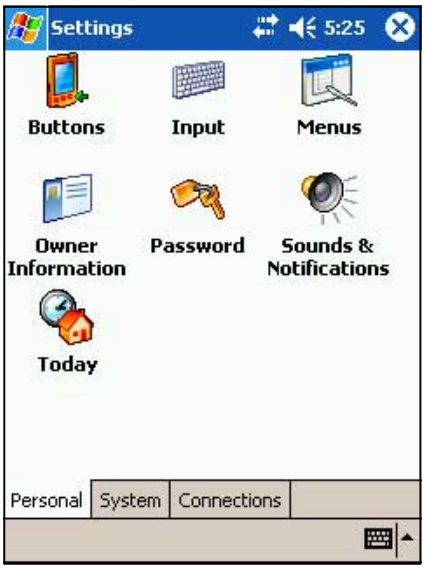
You can customize your device by adjusting the settings, using the built-in programs, and installing additional software.

Adjusting settings

You can adjust the device settings to your preference.

To see the available options:

1. Tap , then tap **Settings** to display the Settings screen.
2. Tap the **Personal** or **System** tab on the bottom of the screen.



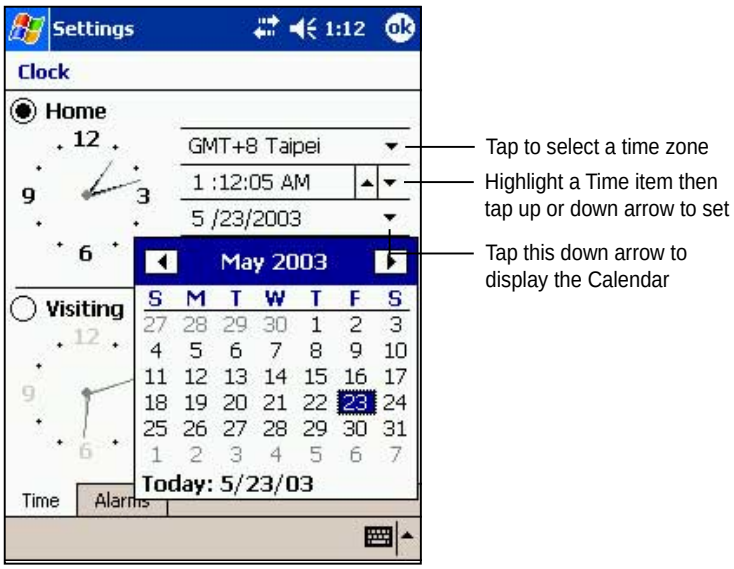
You may want to adjust any one of the following items.

- **Clock.** Change the time or set alarms.
- **Menus.** Customize what appears on the menu, and enable a pop-up menu from the **New** button.
- **Owner information.** Enter your contact information.
- **Password.** Add security to your device.
- **Power.** Display the remaining battery power indicated by a bar chart.
- **Today.** Customize the look and information displayed on the Today screen.

NOTE	Refer to the section “ASUS utilities” later in this chapter for details on the bundled ASUS programs.

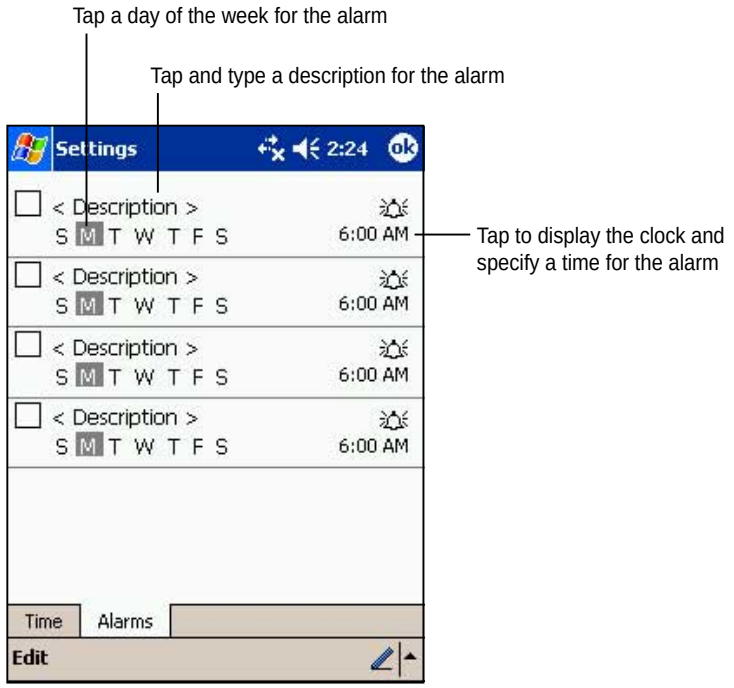
To change the date and time settings:

1. Tap **Settings**, then the **System**.
2. Tap the **Clock** icon.
3. Make your desired settings.



To change the alarm settings:

1. Tap **Settings**, then the **System**.
2. Tap the **Clock** icon, then the **Alarm** tab.
3. Make your desired settings.



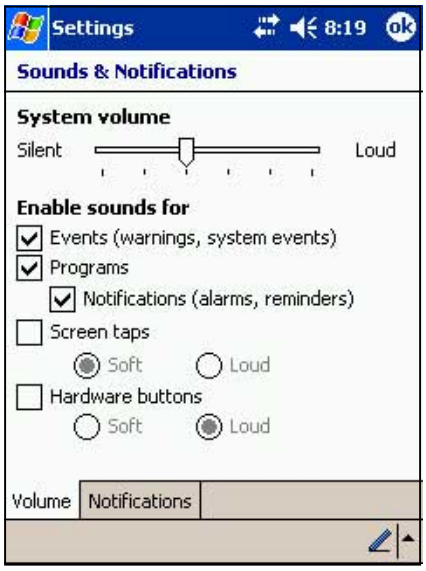
Selecting sounds and notifications

Your device can remind you of things you have to do in several ways. For example, if you have set up an appointment in Calendar, a task with a due date, or an alarm in Clock, you will be notified in any of the following ways.

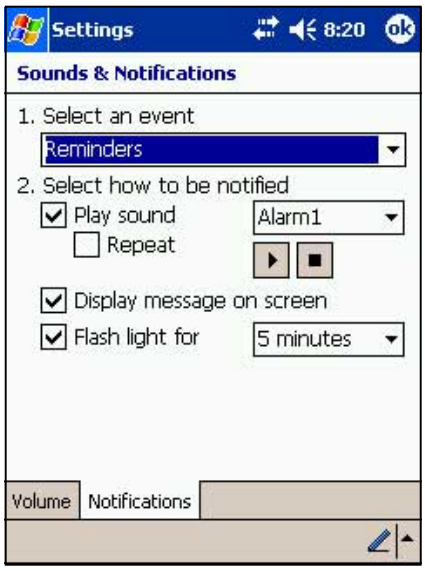
- A message box appears on the screen
- A sound is played (you can select the type of sound)
- A light flashes on the device

To choose the reminder types and sounds:

1. Tap icon then tap **Settings.**
2. From the Settings screen, tap the **Sounds and Notifications** icon to display the **Volume** screen.
3. Adjust the items to your desired settings.



4. Tap the **Notifications** tab and set the event notification details.



Using ASUS Launcher

This program allows you the convenience of classifying your frequently used programs, and quickly launching them with just a few taps.

To access ASUS Launcher:

1. Tap , then **Programs**.
2. Tap **ASUS Programs**, then **ASUS Launcher**.

NOTE To quickly access ASUS Launcher, press the button (leftmost) on your device.

3. From the command bar, tap **Name** to display the names of the existing categories.

   The default categories are **Favorites**, **Start Menu**, and **Programs**.
4. Tap a category to display the programs it contains.

   By default, the Favorites category contains the ASUS Launcher and ASUS Backup program icons.

NOTE You cannot delete the default categories. However, you may edit the default titles, and add or delete programs contained in these categories.

5. Tap **Start Menu** or **Programs** to display the default programs in them.

NOTE	Whatever category is selected, that category will be launched the next time you tap the AsusLauncher icon.

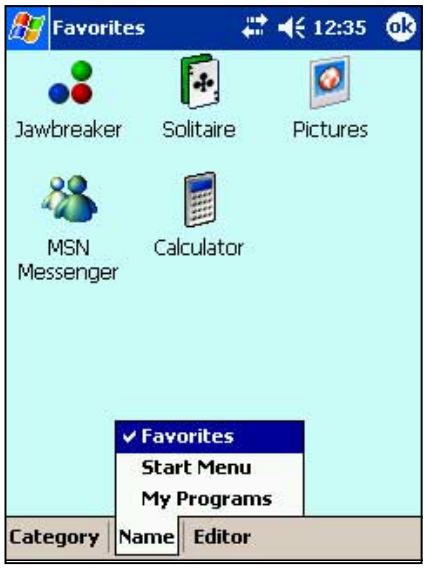
To edit the name of a default category:

1. Tap **Name**, and select a category that you wish to rename. For example, **Programs**.
2. Tap **Category**, then **Edit Title**.
3. In the **Edit Current Category** screen, revise the name.
4. Tap **OK**.

To customize an existing category:

1. Tap **Editor**, then **Copy To**.
2. Tap **Name**, then **Programs** (or **Start Menu)**.
3. In the **Programs** screen, tap the program icon that you wish to copy. For example, **Jawbreaker**. A pop-up screen appears.
4. Select a target destination for the program icon. For example, **Favorites**.
5. Repeat steps 3 and 4 to copy other programs that you wish to launch often.
6. When done, tap **Copy To** then **Launch** to return to the launch mode.
7. Tap **Name** then **Favorites** to display your customized quick launch programs.
8. Tap **OK** to set **Favorites** as your quick launch category.

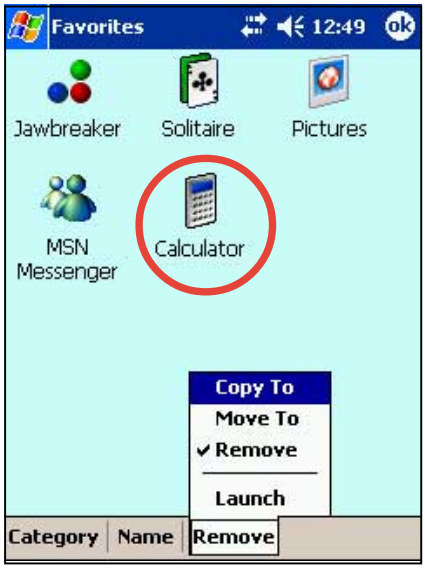
   The next time you access AsusLauncher, the Favorites category appears.



To remove programs from a category:

1. Tap **Editor**, then **Remove**.
2. Tap **Name**, then any of the existing categories.
3. Tap the program icon that you wish to remove. For example, the **Calculator** icon in the Favorites screen.

   The icon disappears from the screen as soon as you tap it.
4. When done, tap **Remove** then **Launch** to return to the launch mode.
5. Tap **OK** to save your changes.



To add a new category:

1. Tap **Category**, then **Add**. A new category is automatically added.
2. Tap **Name** to see the updated list of categories.
3. If you wish to rename the new category, se page 2-17 for instructions.

Adding or removing programs

Programs added to your device at the factory are stored in ROM (Read-Only Memory). You cannot remove this software, and you will never accidentally lose ROM contents. ROM programs can be updated using installation programs with a *.xip extension. All other programs and data files added to your device after factory installation are stored in RAM (Random Access Memory).

You can install any program created for your device, as long as it has enough memory. The most popular place to find software for your device is on the Pocket PC web site (http://www.microsoft.com/mobile/pocketpc).

To add programs using ActiveSync:

NOTE	You need to install the Microsoft ActiveSync on your desktop computer before you can synchronize and/or add programs to your device. Refer to “Chapter 3: Microsoft ActiveSync” for installation instructions.

1. Determine your device and processor type so that you know which version of the software to install. Tap , then tap Settings. On the System tab, tap About. In the Version tab, take note of the information in Processor.
2. Download the program to your desktop computer (or insert the CD that contains the program into your desktop computer). You may see a single ***.xip**, ***.exe**, or ***.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your device to your desktop computer.

5. Double-click the *.exe file.
   - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software is installed on your desktop computer, the installer automatically transfers the software to your device.
   - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see ActiveSync Help.
6. When the installation is complete, tap , **Programs**, and the program icon to switch to it.

To add a program directly from the Internet:

NOTE	You need to be connected to the Internet through an optional modem card or network card before you can add programs directly from the Internet.

1. Determine your device and processor type so that you know which version of the software to install. Tap , then tap **Settings**. On the System tab, tap **About**. In the Version tab, take note of the information in Processor.
2. Download the program to your device straight from the Internet using the **Pocket Internet Explorer**. You may see a single ***.xip**, ***.exe**, or ***.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Tap the file, such as a ***.xip** or ***.exe** file. The installation wizard begins. Follow the directions on the screen.

To add a program to the Start menu:

1. Tap , tap **Settings**, tap **Menus**, tap the **Start Menu** tab, and tap the check box for the program. If you do not see the program on the list, you can either use File Explorer on the device to move the program to the Start Menu folder, or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the Start Menu folder.
2. If you are using the File Explorer on the device:
   a. Tap , tap **Programs**, tap **File Explorer**, and locate the program (tap the folder list, labeled My Documents by default, then tap My Device to see a list of all the folders on the device).
   b. Tap and hold the program, then tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, then tap **Paste** in the pop-up menu.
   c. The program now appears on the menu. For more information on using the File Explorer, see the section “Finding and organizing information” earlier in this chapter.
3. If you are using ActiveSync on the desktop computer:
   a. Use the Explorer in ActiveSync to explore your device files and locate the program. Right-click the program, then click **Create Shortcut**.
   b. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the menu. For more information, see ActiveSync Help.

To remove a program from the Start menu:

1. Tap , then tap **Settings**. On the System tab, tap **Remove Programs**.
2. If the program does not appear in the list of installed programs, use **File Explorer** on your device to locate the program, tap and hold the program, then tap **Delete** on the pop-up menu.

ASUS utilities

Besides the Microsoft program that allows you to back up data, your device also includes proprietary ASUS utilities. The ASUS utilities allow you to backup or restore data, and adjust settings to customize your device and maximize its use.

ASUS Backup

The ASUS Backup utility lets you back up your system files and/or data contained in the main system memory. Unlike the ASUS SmartKeeper **automatic** backup feature that backs up the entire system status (system and data) into one backup file, this utility allows you to **manually** create separate backup files for your system files and data files. You may even categorize the data files and place into different folders.

To access the ASUS backup utility:

1. Tap , then tap **Programs**.
2. Tap ASUS Programs, then tap ASUS Backup.

   A message appears asking you to stop other programs before running the backup utility.

3. Tap **OK** and stop all running programs.

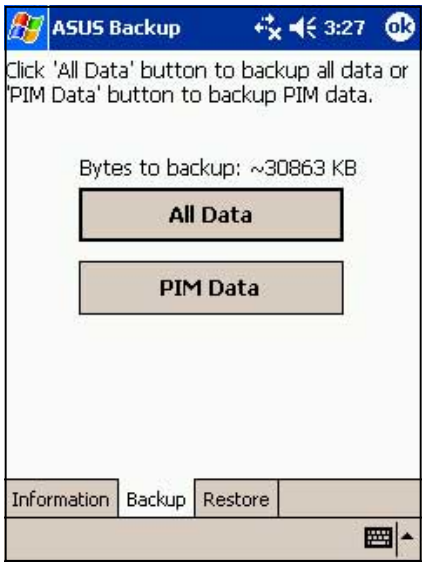
To stop all running programs:

1. Tap , then tap **Settings**.
2. Tap the **System** tab, then tap the **Memory** icon.
3. On the Memory screen, tap the **Running Programs** tab.
4. Tap the **Stop All** button, then tap **OK**.

NOTE See the online help on your device for online instructions to back up or restore data.

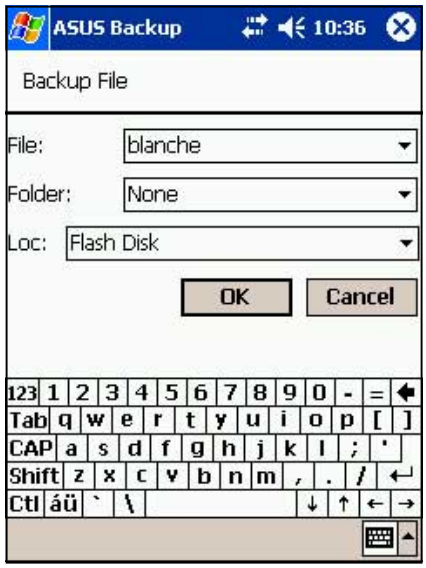
To back up all data on your device:

1. Return to the ASUS programs screen and tap the **ASUS Backup** icon.
2. Tap the **Backup** tab on the ASUS Backup screen.
3. Tap **All Data** button to back up all data on your device.



NOTE You need to insert a CF memory card or an SD card if you wish to save your backup file into a removable storage device. Otherwise, you can save the backup file into the Flash Disk.

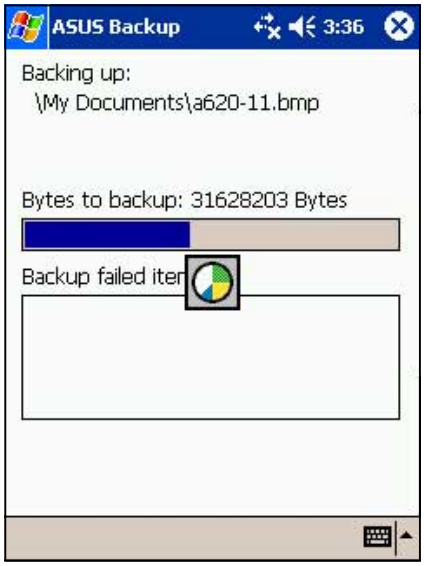
4. In the Backup File screen:
   - specify a **file name** for the backup
   - specify the **folder** in which to store the backup file (optional)
   - select the storage device (**Flash Disk** or **CF card**) where you wish to save your backup file
5. Tap **OK** to start the backup process.



6. The screen shows the status of the backup process. When done, a message appears indicating that the backup is complete, and shows the total size of the backed up files.

   In case the program fails to back up any items, it will show the items on the screen.

7. Tap **OK**.

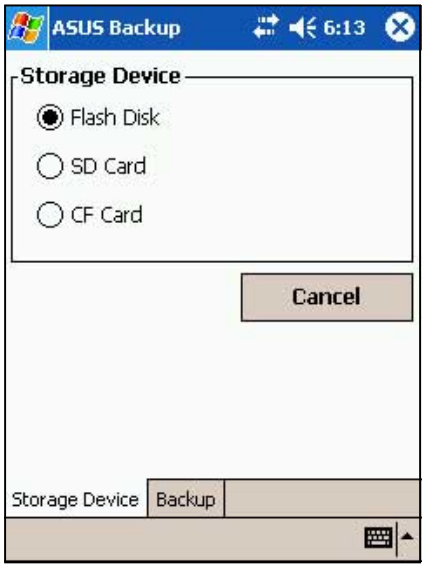


To back up only PIM data on your device:

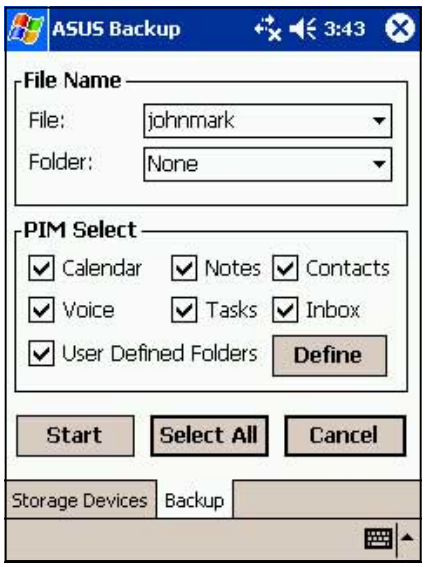
1. On the ASUS Backup screen, tap **PIM Data** button to back up only the personal information management (PIM) data on your device.
2. Select the storage device (**Flash Disk** or **CF card**) where you wish to save your backup file.

   Tapping **Cancel** returns you to the previous screen.

3. Tap the **Backup** tab.

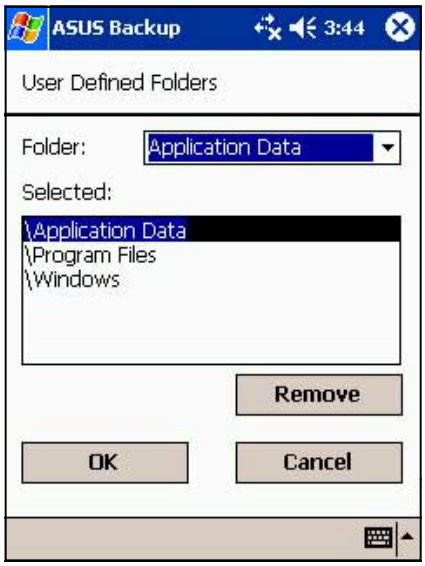


4. Type a name for your backup file and the folder where you wish to place it. You may opt not to specify a folder.
5. Check the boxes opposite the items that you wish to back up, or tap **Select All** to select all listed items.



If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to include in the backup file, then tap **OK**.

6. Tap **Start** to begin the backup process.



7. When the backup process is complete, the screen displays the message “Complete” and a list of all the backed up items.
8. Tap **OK**.

To restore all data:

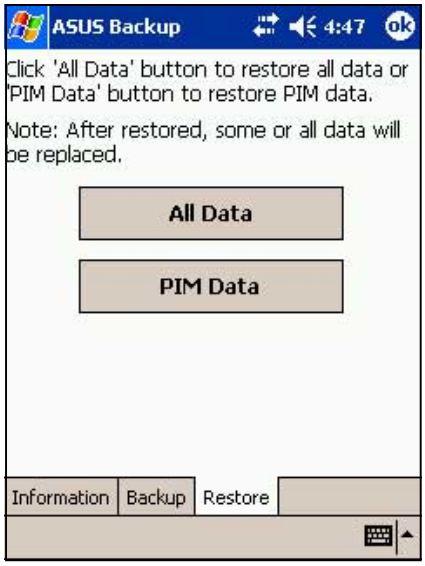
1. Tap , then tap **Programs**.

NOTE	If you saved your backup file into a CF memory card, you need to insert that CF memory card into the CF slot when restoring data. Otherwise, you will receive the message “No storage devices are found!”

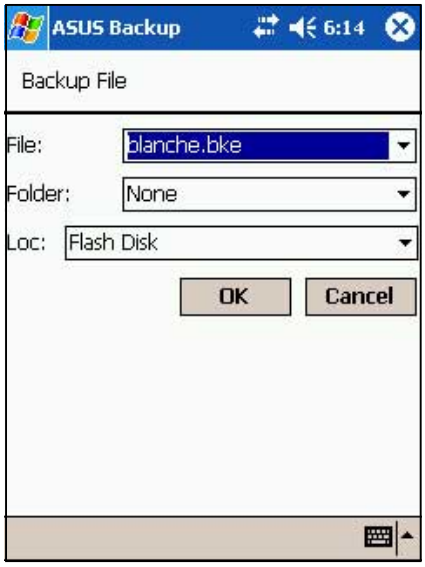
2. On the ASUS Programs screen Tap the **ASUS Backup** icon.

   When prompted, stop all running programs. See page 2-29 for instructions.

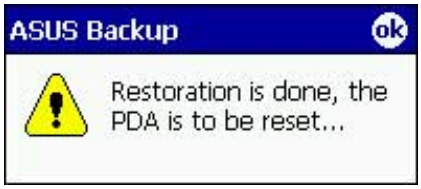
3. Tap the **Restore** tab on the ASUS Backup screen.
4. Tap **All Data**.



5. In the Backup File screen:
   - select the backup **file name** (tap the arrow to list down other backup files, if any)
   - select the **folder** that contains your backup file (optional)
   - select the storage device (**Flash Disk** or **CF card**) where you stored your backup file
6. Tap **OK** to start the restore process.



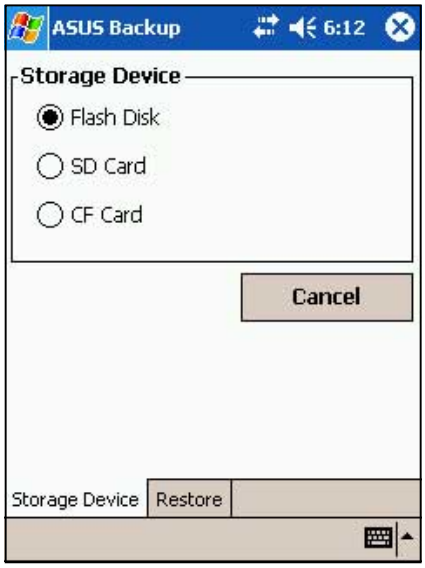
7. When the restoration is done, a message appears prompting you to reset the device.
8. Tap **OK** to reset.



To restore PIM data:

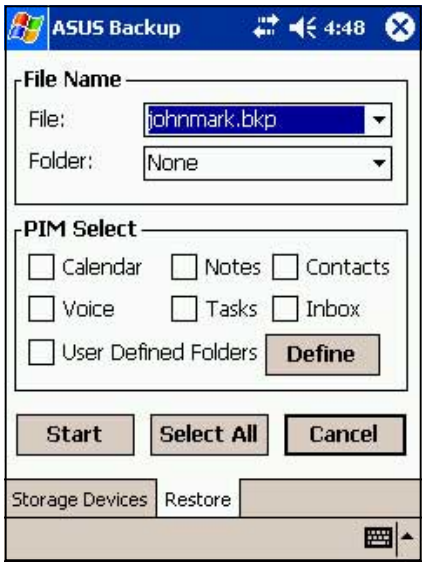
1. On the ASUS Backup screen, tap **PIM Data**.
2. When prompted, select the storage device (**Flash Disk** or **CF card**) where you stored your backup file.

   Tapping **Cancel** returns you to the previous screen.
3. Tap the **Restore** tab.



4. Select the backup **file name** (tap the arrow to list down other backup files, if any).
5. Check the boxes opposite the items that you wish to restore, or tap **Select All** to select all listed items.

   If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to restore, then tap **OK**.
6. Tap **Start** to begin the restore process.



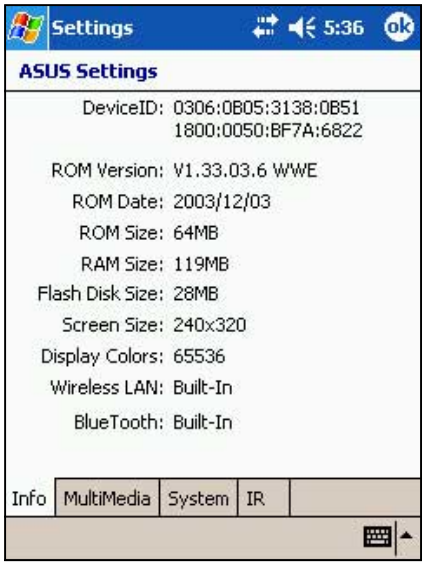
7. When the restoration is done, a message appears prompting you to reset the device.
8. Tap **OK** to reset.

ASUS Settings

The ASUS Settings screen has four parts: Info, Multimedia, System, and IR. Each part includes items that you can customize.

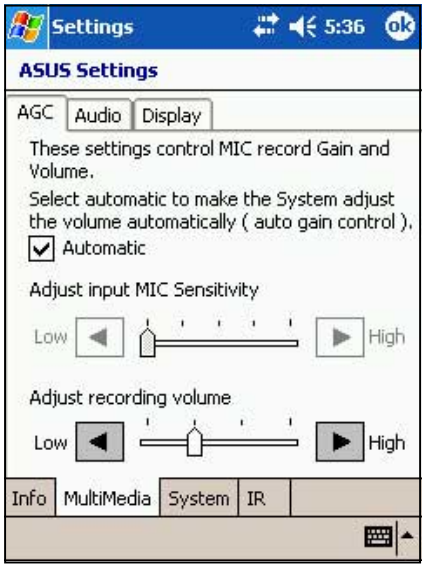
To display the ASUS settings:

1. Tap , then tap **Settings**.
2. Tap the **System** tab on the bottom of the Settings screen.
3. Tap the **ASUS Settings** icon to display the system information screen. This screen is displayed whenever you tap the **Info** tab.



To change the Microphone settings:

Tap the **Multimedia** tab, then the **AGC** to adjust the settings for the microphone sensitivity. The AGC features allows you to adjust the recording and environment noise level.



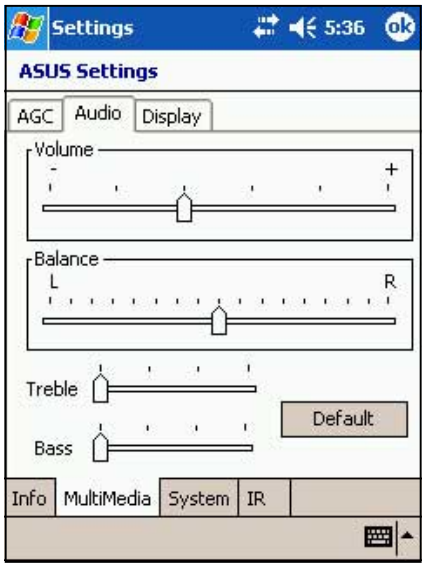
- The **MIC Sensitivity** controls the sound recording input. Setting the slider toward the “High” sign allows for a louder recording, but the environment noise level may be louder also.
- Check the box opposite **Automatic** to adjust the recording volume automatically. To manually adjust the recording volume, drag the slider toward the “Low” or “High” sign.

To change the Audio settings:

Tap the **Audio** tab to adjust the volume, balance, treble, and bass settings.

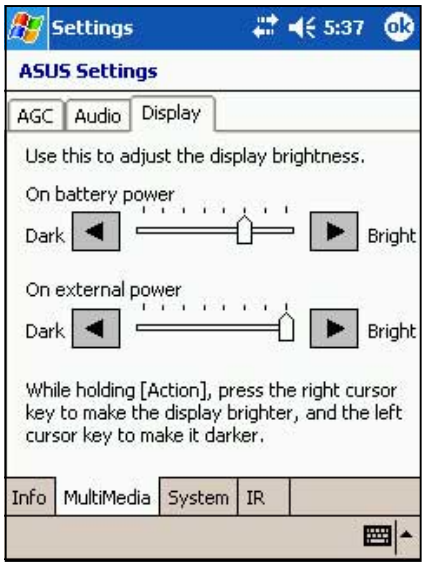
Drag the slider to the left or to the right until you achieve your desired sound output.

Tap the **Default** button to restore the default audio settings.



To change the Display settings:

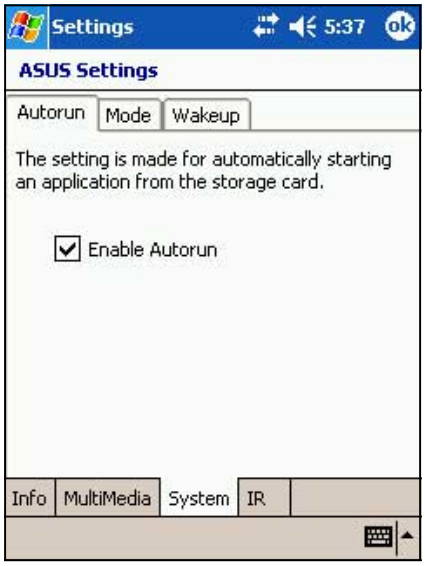
1. Tap the **Display** tab.
2. Set the degree of brightness while on battery power by **dragging the slider** to the left or to the right until you achieve your desired brightness.
3. Follow step 2 to set the degree of brightness when using external power.



NOTE	Using a lower degree of brightness while on battery power substantially reduces battery power consumption.

To select Autorun Devices:

Tap the **Autorun** tab to select the source devices to execute the autorun program.

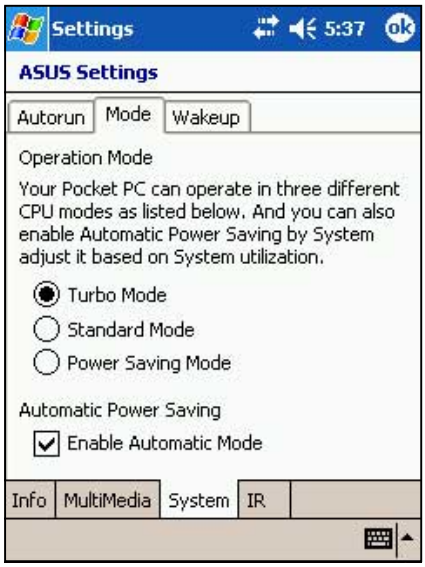


To change the operation Mode:

Tap the **Mode** tab to display the running mode of the CPU.

The **Turbo Mode** allows better CPU performance. In this mode, the CPU speed goes up to 400MHz. Set to this mode when playing games or playing video. However, setting to Turbo mode may reduce the battery life.

The **Standard Mode** allows for up to 300MHz CPU speed. Set to this mode when listening to MP3 audio files or for applications that do not require very fast CPU speed.



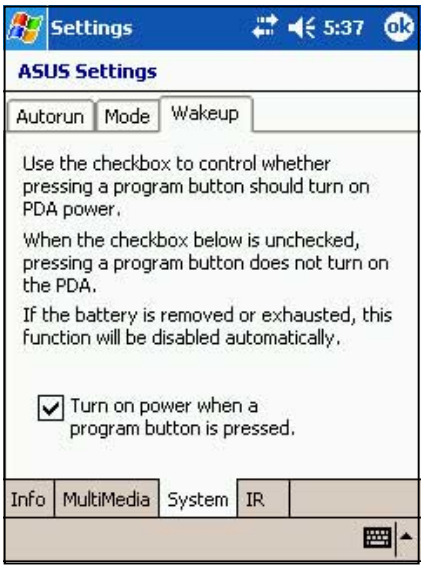
The **Power Saving Mode** sets the CPU to a fixed speed of 200MHz. Set to this mode when using text based applications such as Word, Excel, etc. This mode has a lower CPU performance but extends the battery life.

For automatic power saving, check the box opposite **Enable Automatic Mode**. This mode allows for either 200MHz, 300MHz, or 400MHz CPU speed depending on the program that you are running.

To change the Wakeup sources:

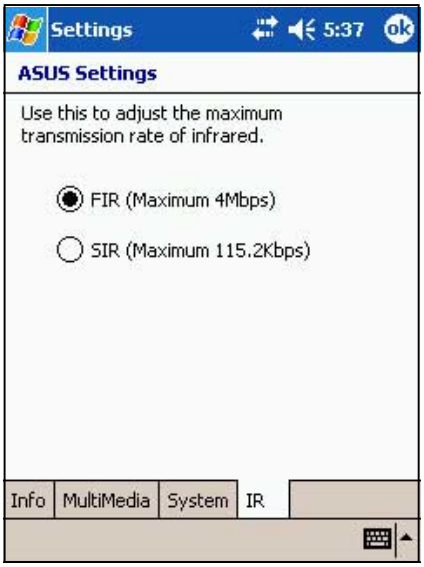
Tap the **Wakeup** tab to enable or disable the wakeup feature. Checking the box opposite **Turn on power when a program button is pressed** to enable the the feature.

Pressing any one of the function buttons on the front panel wakes up the device.



To select the transmission rate for infrared (IR):

Tap the **IR** tab to display the selection. Click FIR for a maximum of 4Mbps transfer rate, or SIR for 115.2Kbps.

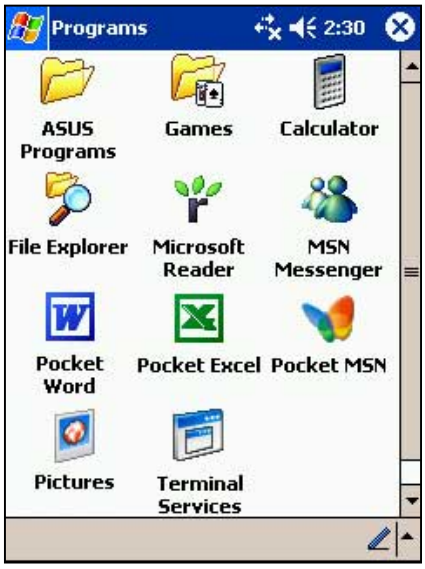


Bundled programs

Your device includes the most common Windows programs and more.

To access the bundled programs:

1. Tap , then tap **Programs**.
2. Tap any of the icons to launch a specific application program.



ASUS Programs

Tapping the ASUS Programs icon displays the ASUS Backup utility, ASUS Launcher, and WiFiME program icons.

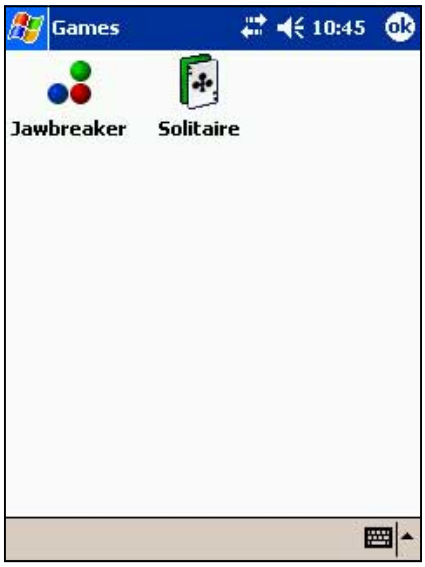
Tap the **ASUS Backup** icon if you wish to use the utility. See section “ASUS Backup” on page 2-23 for details.

Tap the **ASUS Launcher** icon to quickly display your frequently used programs.

Tap the WiFiME icon to launch the WiFiME program. Refer to the WiFiME section in “Chapter 9 Wireless LAN.”

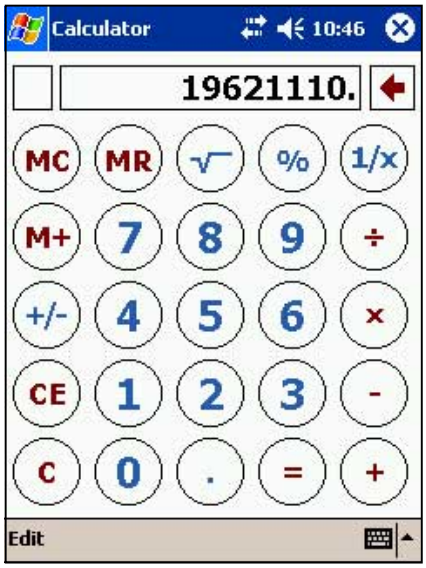
Games

Tap the Games icon to display the available games.



Calculator

Tap the Calculator icon to use the calculator.



File Explorer

Tap the File Explorer icon to access your files. See page 2-12.

Microsoft Reader

Tap the Microsoft Reader icon to download and read online books. See Chapter 5.

MSN Messenger

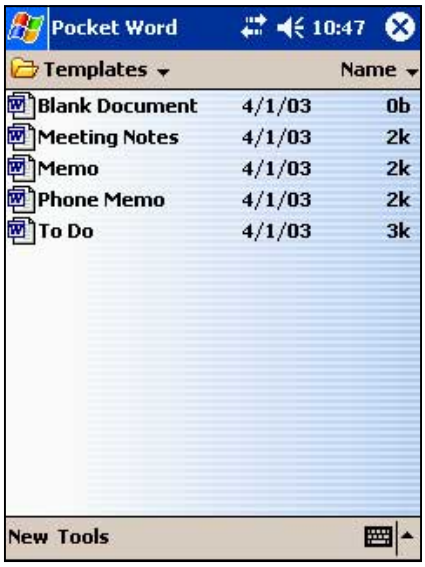
Tap the MSN Messenger icon to use the service. See Chapter 5.

Pocket MSN

Tap the Pocket MSN icon to get connected to the Internet through the Pocket Internet Explorer. See Chapter 6.

Pocket Word

Tap the Pocket Word icon to create Pocket Word documents. See Chpater 5.



Pocket Excel

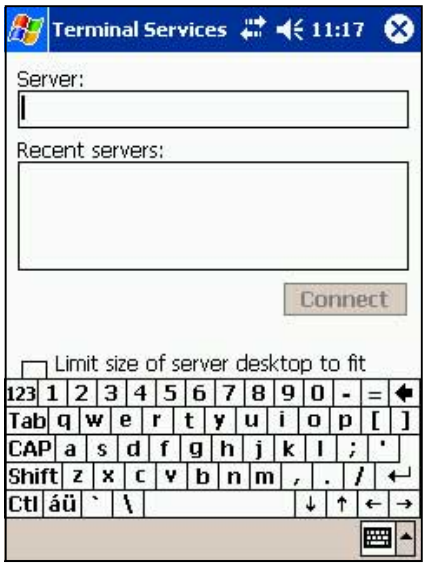
Tap the Pocket Excel icon to create spreadsheet documents. See Chapter 5.

Pictures

Tap the Pictures icon to view **.jpg** pictures stored on your device or on a storage card. Refer to the online help on your device for details on using this feature.

Terminal Services Client

Tap the Terminal Services Client icon to connect to a terminal server. Refer to the online help on your device for more information.



Chapter 3

Microsoft® ActiveSync®

- **Introduction 3-2**
  - What is ActiveSync®? 3-2
- **Installing ActiveSync® 3-3**
  - Installing ActiveSync® on your computer 3-3
- **Synchronizing your device 3-5**
  - Connecting your device to a computer 3-5
  - Setting up a partnership 3-6
  - Checking synchronized information 3-8
  - Manually initiating synchronization 3-9
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Introduction

What is ActiveSync®?

The Microsoft® ActiveSync® is one of the important bundled programs in MyPal. With ActiveSync, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information.

For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your device and desktop computer. Your files are automatically converted to the correct format.

NOTE	By default, ActiveSync does not automatically synchronize all types of information. Use the ActiveSync options to turn synchronization on or off for specific information types.

With ActiveSync, you can also:

- Back up and restore your device data
- Copy (rather than synchronize) files between your device and desktop computer
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose to synchronize.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose to synchronize your appointments of the past two weeks only, appointments older than two weeks are not synchronized.

For more information about using ActiveSync:

1. Start ActiveSync on your desktop computer.
2. From the Activesync menu bar, click **Help** then on **Microsoft ActiveSync Help**.

Installing ActiveSync®

The ActiveSync program is already installed on your device. To synchronize information on your device with your computer, you must also install ActiveSync on your computer. Install ActiveSync from the Companion CD that came with your product package.

NOTE	Before starting the ActiveSync installation, make sure that you have Microsoft® Outlook® installed on your computer. If you do not have Outlook, install the Microsoft® Outlook® 2002 from the Companion CD. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002.

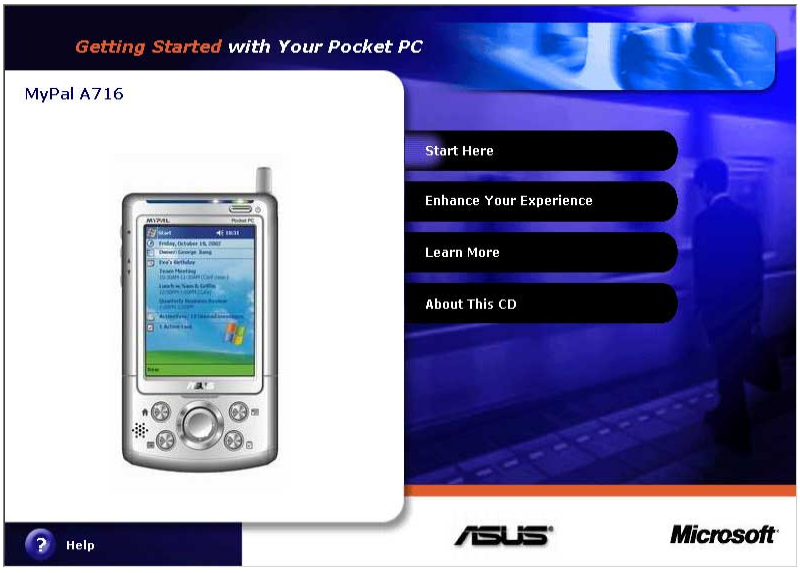
Installing ActiveSync® on your computer

To install ActiveSync on your computer:

1. Turn on your computer and monitor.

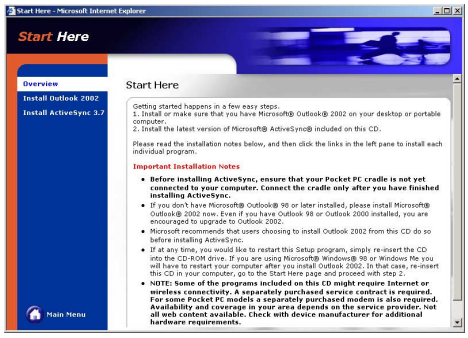
NOTE	Do not connect your device to your computer until you have finished installing ActiveSync.

2. Insert the Companion CD into the CD-ROM drive of your computer. The CD autoruns and displays the initial screen, then the Main Menu from which you can start the installation.

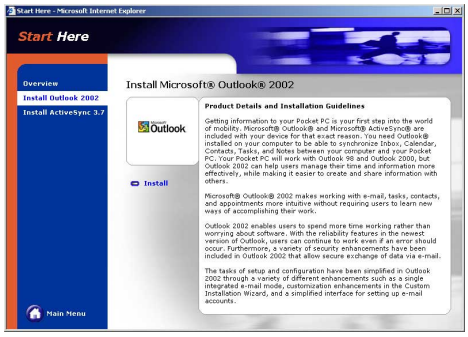


3. Click on **Start Here** from the Main Menu.

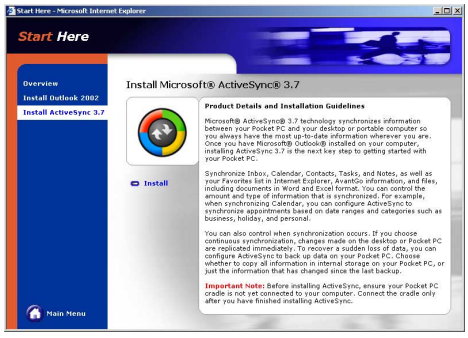
4. Read the **Overview** before installing ActiveSync 3.7 to make sure that you perform the installation sequence correctly.



5. If you have not installed Outlook, install it now. Click **Install Outlook 2002** and follow the screen instructions to complete the installation.
6. Click **Download Connection Wizard** and read the overview to see if you require the wizard. Follow the screen instructions to install the wizard on your computer. Return to the Main Menu when done.

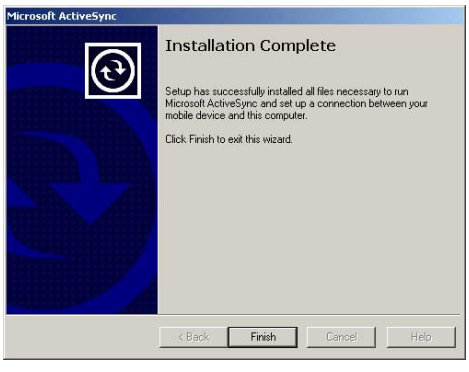


7. Click **Install ActiveSync 3.7**, then click **Install**.



8. When prompted, select **Run this program from its current location** then click **OK**.

9. Follow the succeeding screen instructions. Click **Finish** to complete the installation.
10. Restart Windows when prompted, then proceed to the next section to connect your device to your computer and start synchronization.

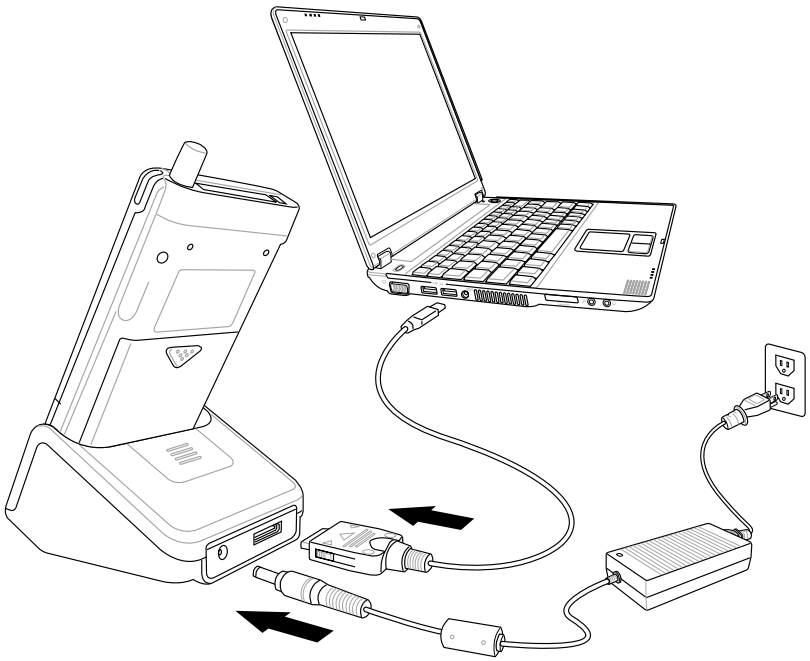


Synchronizing your device

Connecting your device to a computer

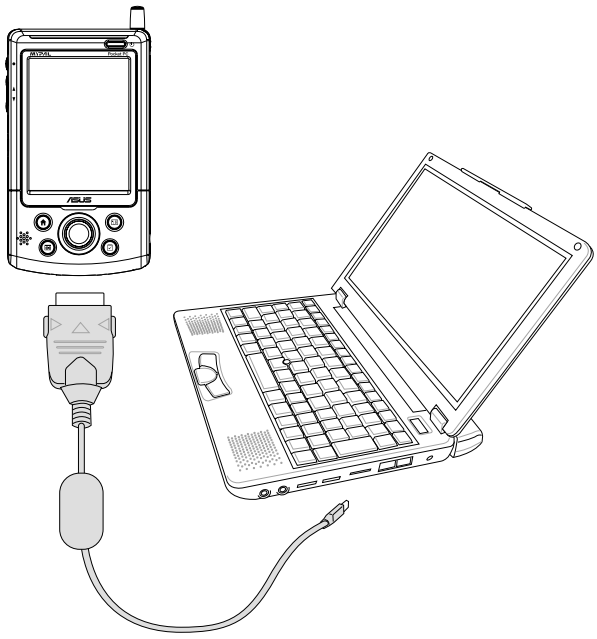
To connect your device to your computer:

1. Place the device on the cradle.
2. Connect the AC adapter to the power connector on the cradle.
3. Connect the USB sync cable from the cradle to a USB port on your computer.



To connect your device to your computer without the cradle:

1. Connect flat plug of the traveling USB sync cable to the connector at the bottom of the device.
2. Connect the other end of the cable to a USB port on your computer.



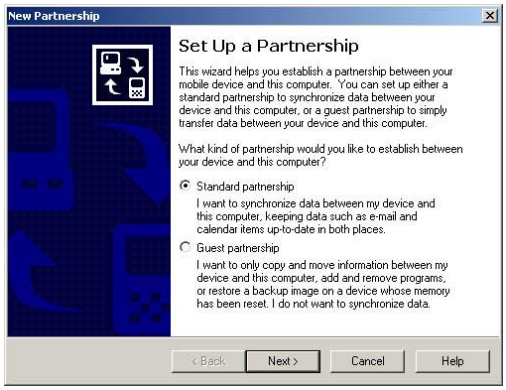
Setting up a partnership

Immediately after you have completed the installation, the **New Partnership** wizard will start automatically to help you establish a partnership and customize your synchronization settings. At this point, you can decide exactly which types of information you would like to synchronize with your computer.

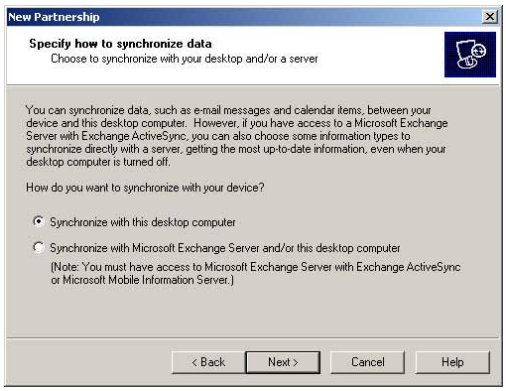
> *A **partnership** is a file that allows you to synchronize your device with your desktop computer. This file is stored on your desktop computer. An additional file that enables your desktop computer to recognize your device is stored on your device.*

To set up a partnership:

1. When the **New Partnership** screen appears, select **Standard partnership** for the type of partnership to establsih between your device and your computer. Click **Next**.



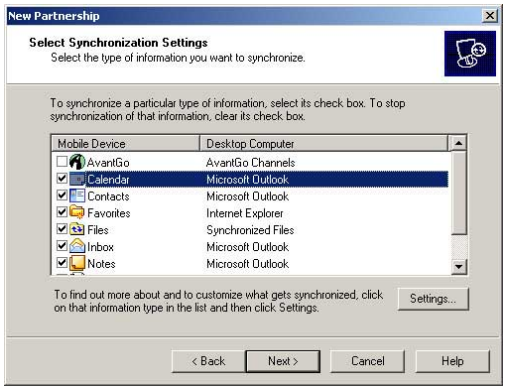
2. On the next screen, select **Synchronize with the desktop computer**. Click **Next**.



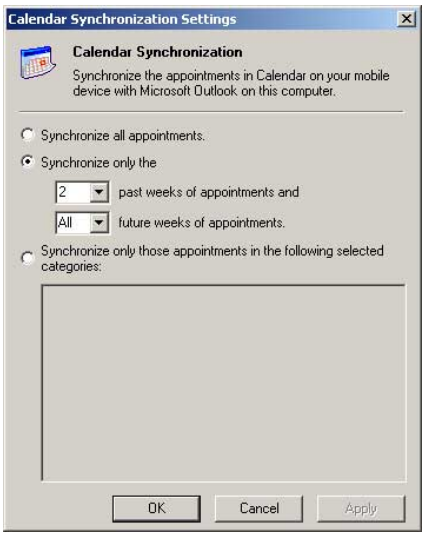
3. Select the type of information that you wish to synchronize. Click **Next**.

   OR

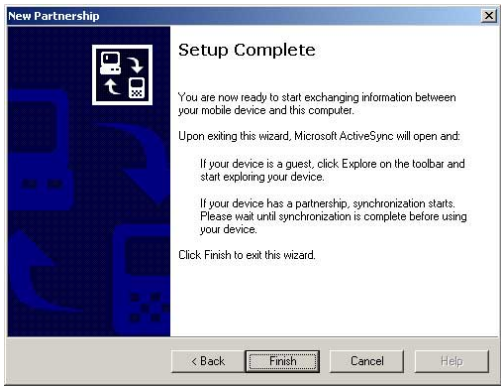
   If you wish to customize a synchronized item, highlight the item then click **Settings**.



On the **Calendar Synchronization Settings** window, for example, select from the options how you wish to synchronize the appointments on your device with your computer. Click **OK**.

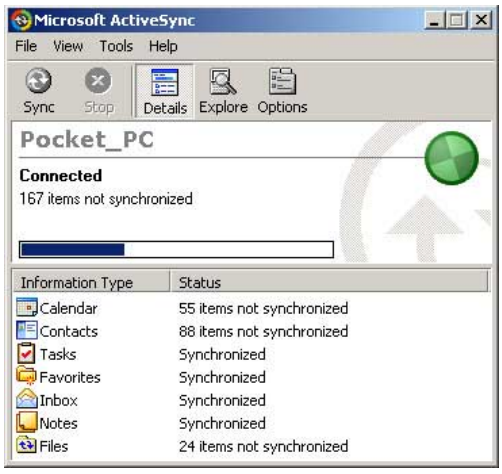


4. Click **Finish** to complete setting a partnership.



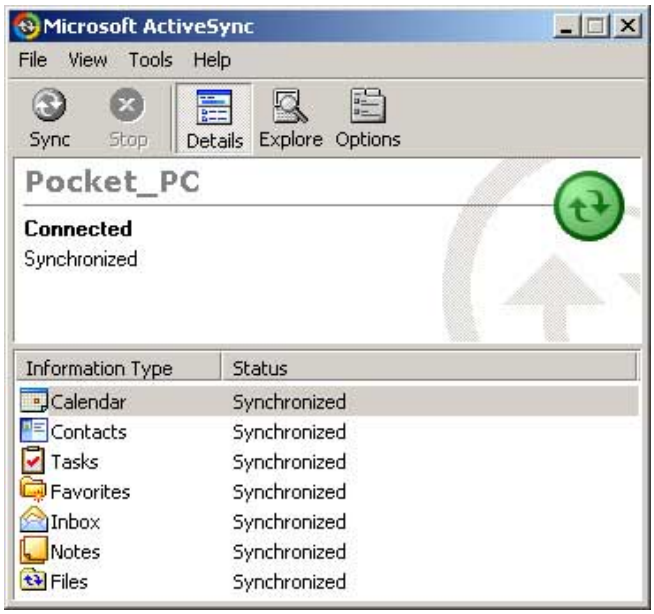
Immediately after you set up a partnership, ActiveSync® starts automatically and initiates the first synchronization between your device and your computer.

Refer to the succeeding sections for more details on synchronization.



Checking synchronized information

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You will notice that the calendar information in Microsoft Outlook on your computer was copied to your device, and the information that you have on your device was copied to your computer.



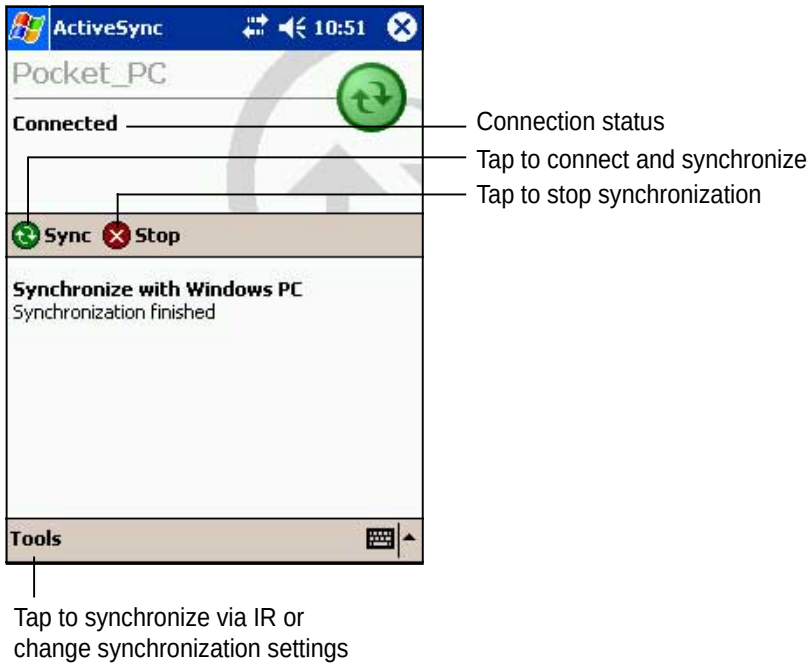
NOTE	Open Microsoft Outlook on your desktop computer to see the details of copied information from your device.

Manually initiating synchronization

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device at any time.

To manually initiate synchronization:

1. Tap , then tap **ActiveSync** to display the ActiveSync screen.



2. To start synchronization, make a connection between your device and your computer, then tap **Sync**.

   To end synchronization, tap **Stop**.

For more information on synchronization:

Tap while in the ActiveSync screen, then tap **Help**.

Synchronization options

The Microsoft ActiveSync program allows you to customize your synchronization settings at any time. You can select the items to synchronize, set the synchronization schedule, and specify the synchronization rules.

To display the synchronization options:

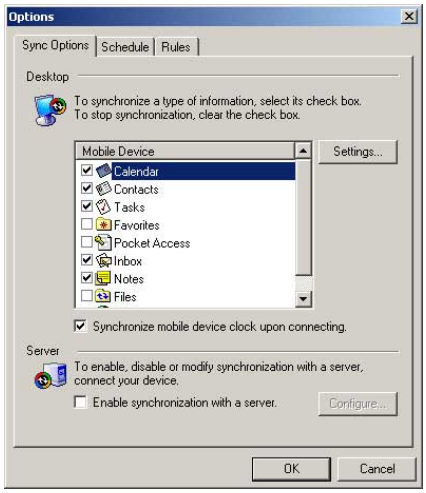
- From the ActiveSync window on your desktop computer, click on the **Options** icon, or
- From the menu bar, click on **Tools**, then **Options**.

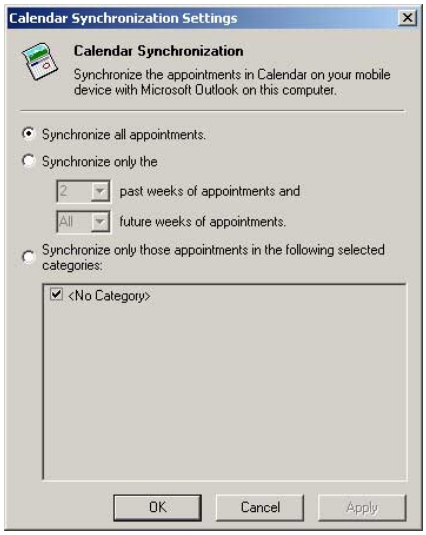
To select items to synchronize:

1. Check the box opposite the item that you wish to synchronize.
2. Highlight a checked item then click on **Settings** to specify synchronization options for the item.

   For example, highlight **Calendar** then click on **Settings** to display the **Calendar Synchronization Settings** window. Customize the available settings, then click **OK** when done.
3. Do the same for the other checked items.

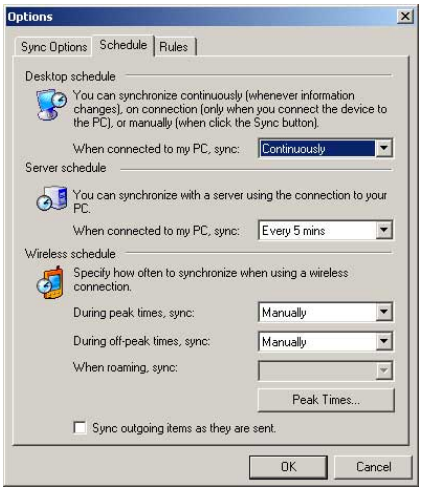
   NOTE: You cannot set the options for unchecked items.
4. Click **OK** when done.

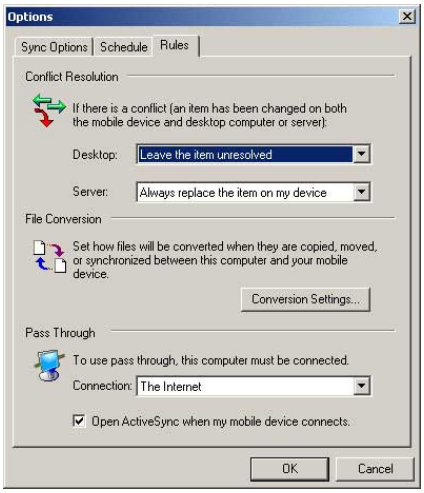




To set synchronization schedule:

1. Click on the **Schedule** tab.
2. Select your desired synchronization schedule.
3. Click **OK** when done.



To specify synchronization rules:

1. Click on the **Rules** tab.
2. Select your desired settings from the available options.
3. Click **OK** when done.