Chapter 4

Microsoft® Pocket Outlook

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Introduction

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you mode on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on your desktop computer.

You can switch to any of the Pocket Outlook programs by tapping 🎴 .

Calendar: Scheduling appointments and meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views using the View menu.
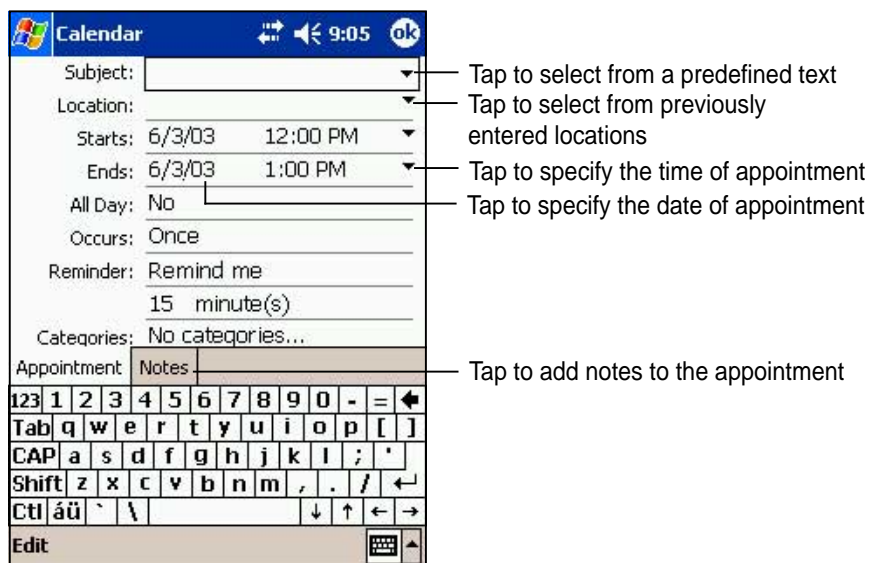

Tap to go to Today

Tap to display or edit the appointment details

Tap to create a new appointment
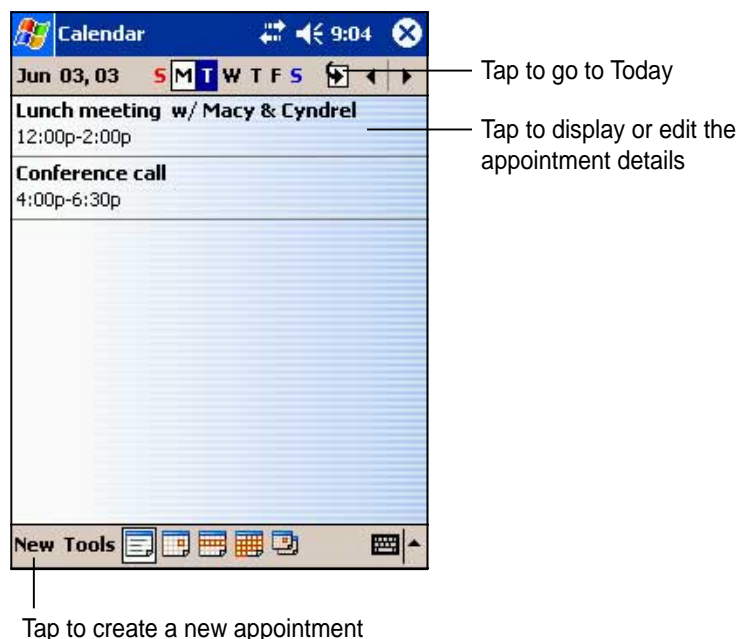
| NOTE | You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu. |

Creating appointments

To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment,
2. Tap **New**.

Tap to select from a predefined text

Tap to select from previously entered locations

Tap to specify the time of appointment

Tap to specify the date of appointment

Tap to add notes to the appointment

3. Using the input panel, enter a description and a location. Tap to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the "Notes: Capturing thoughts and ideas" later in this chapter.
7. When done, tap **OK** to return to Calendar.

> **NOTE** If you select **Remind me** in an appointment, your device will remind you according to the options set in 🔲, **Settings**, **Personal** tab, **Sounds and Notifications**.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears. To change the appointment, tap **Edit**.

Appointment details

Notes/additional information on the appointment

Tap to change details of the appointment
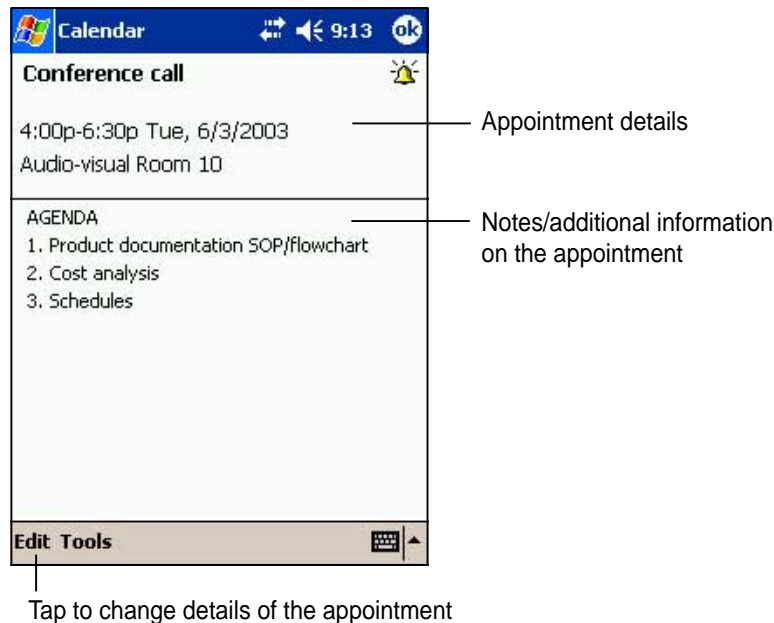
Creating meeting requests

You can use Calendar to set up meetings with users of Outlook and Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server.

To create a meeting request:

1. Tap **Tools** then **Options** to indicate how you want meeting requests sent.

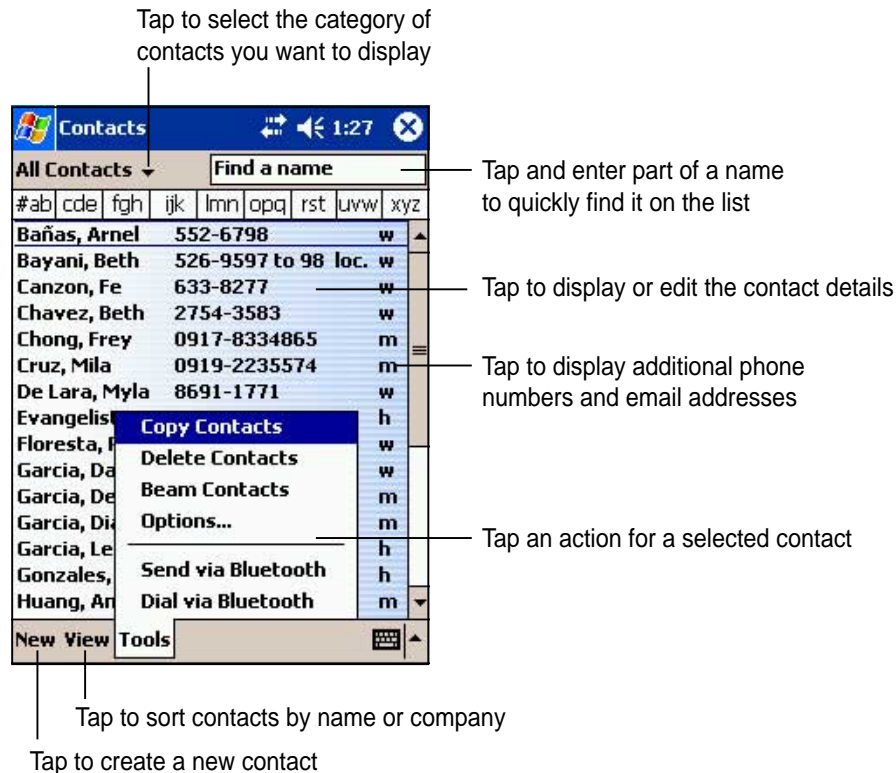2. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Create an appointment.

2. In the appointment details, hide the input panel, then tap **Attendees**.

3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.

   The meeting notice is created automatically and place in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

Contacts: Tracking friends and colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road. Using the infrared port (IR) on the device, you can quickly share Contacts information with other device users.

Tap to select the category of contacts you want to display

Tap and enter part of a name to quickly find it on the list

Tap to display or edit the contact details

Tap to display additional phone numbers and email addresses

Tap an action for a selected contact

Tap to sort contacts by name or company

Tap to create a new contact

NOTE   To change the way information is displayed in the list, tap **Tools** then **Options**.


Creating contacts

To create a contact:

1. Tap ![icon], then tap **Contacts**.

2. Tap **New** to display a blank contact form.

3. Using the input panel, enter a name and other contact information. You will need ot scroll down to see all available fields.

4. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.

5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

6. Tap **OK** to return to the contact list when done.

Using the summary screen

Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.
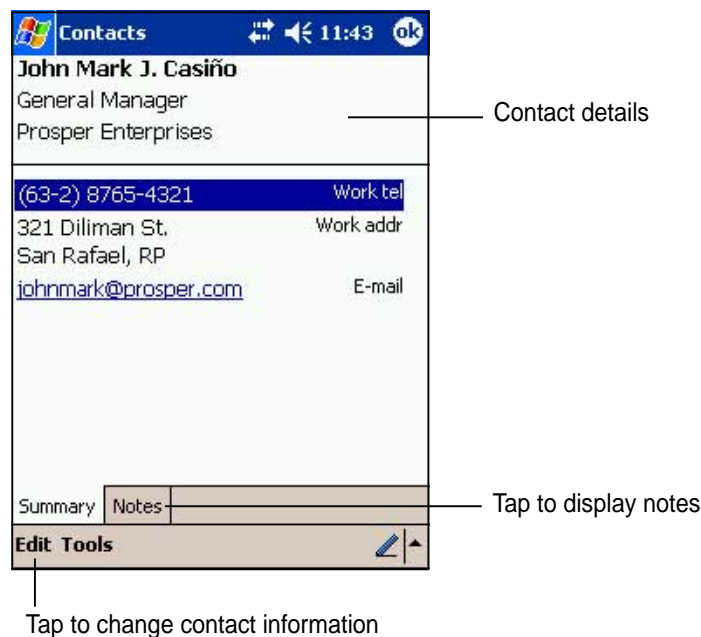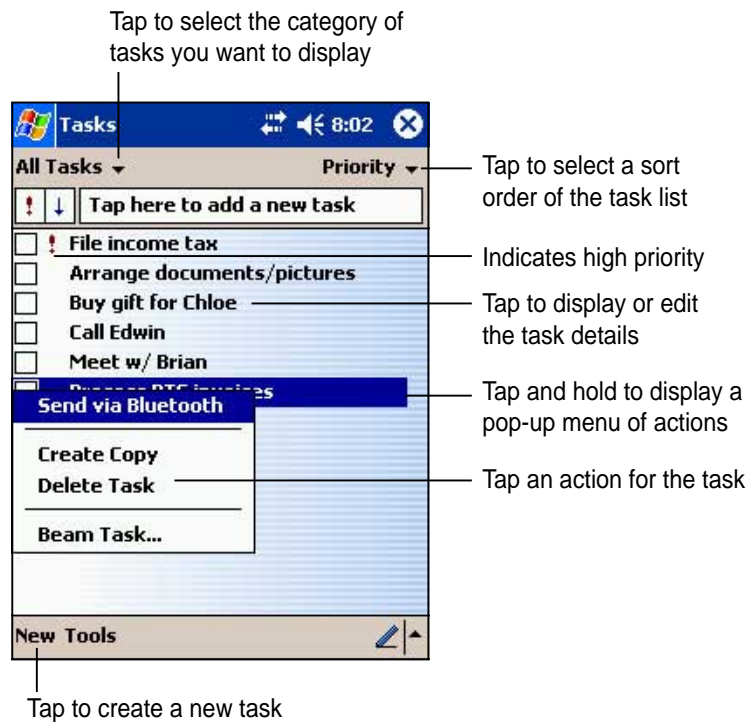
Finding a contact

There are four ways to find a contact.

1. On the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.

2. In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you wish to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.

3. To view the names fo companies your contacts work for, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

4. Tap , **Find**, enter the contact name, select **Contacts** for the type, and tap **Go**.

Tasks: Keeping a to do list

Use Tasks to keep track of what you have to do.

Tap to select the category of tasks you want to display

Tap to select a sort order of the task list

Indicates high priority

Tap to display or edit the task details

Tap and hold to display a pop-up menu of actions

Tap an action for the task

Tap to create a new task

Creating tasks

To create a task:

1. Tap 🎴 , then tap **Tasks**.

2. Tap **New** to display a blank task form.

3. Using the input panel, enter a description.

4. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.
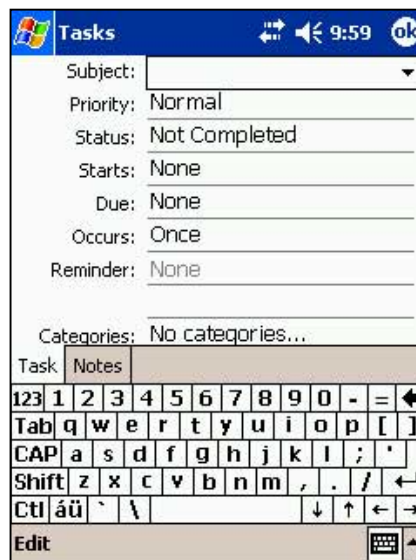
5. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.

6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

7. Tap **OK** to return to the task list when done.
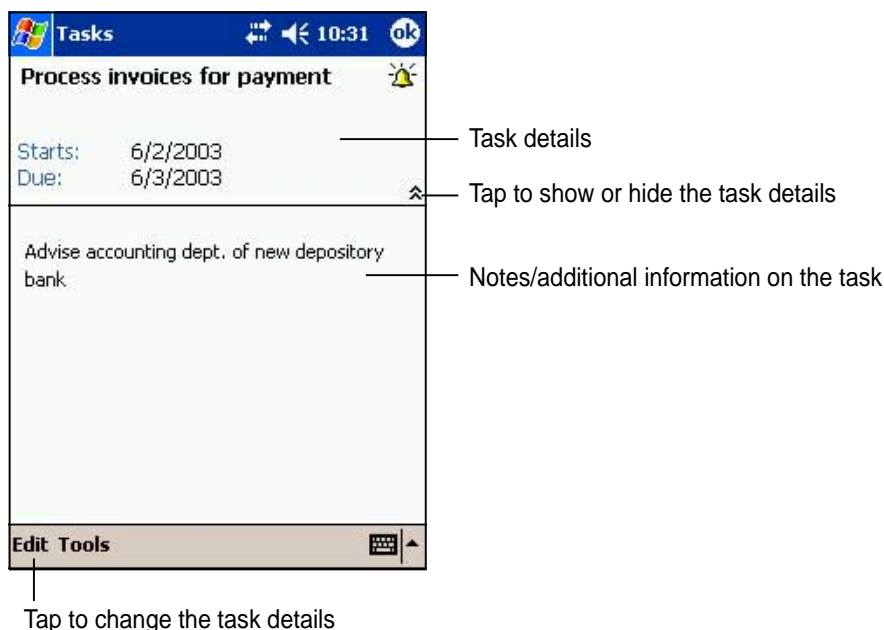
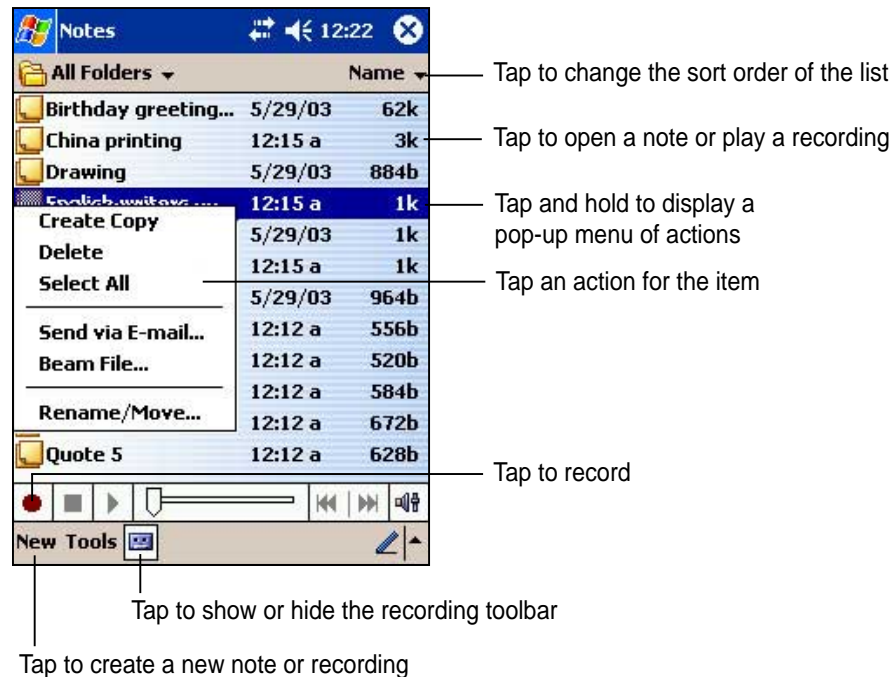|	
TIP To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Tap **Tap here to add a new task** and enter your task information.	
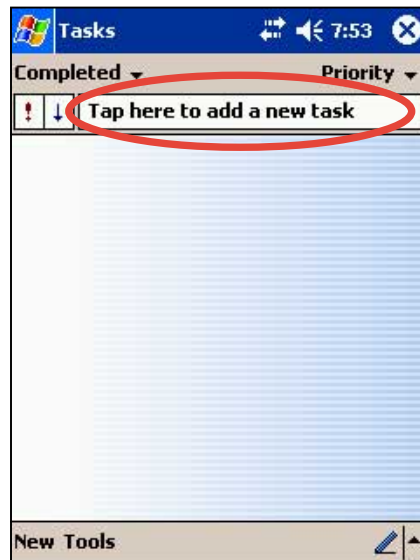
Using the summary screen

Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.

Notes: Capturing thoughts and ideas

Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a stand-alone recording.

Tap to change the sort order of the list

Tap to open a note or play a recording

Tap and hold to display a pop-up menu of actions

Tap an action for the item

Tap to record

Tap to show or hide the recording toolbar

Tap to create a new note or recording

You may change the default Notes options including the writing mode, template, file storage, and record button action.
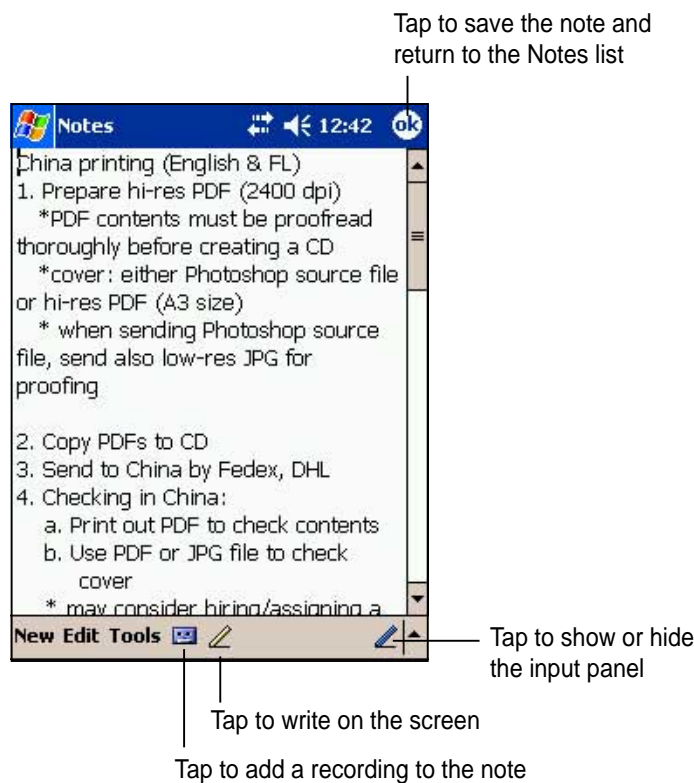
To change the Notes options:

1. Tap , then tap **Notes**.
2. Tap **Tools**, then **Options...** to display the options screen.
3. Make your desired changes.
4. Click **OK**.
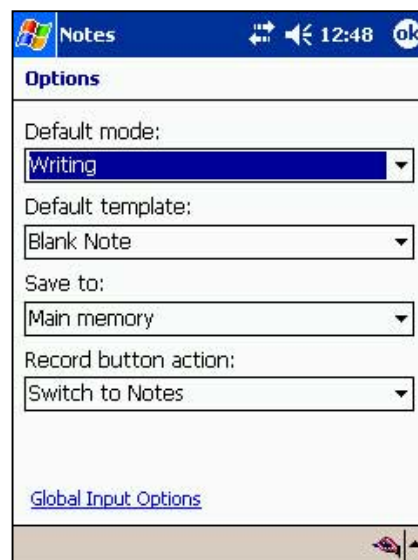
Creating notes

To create a note:

1. Tap ![icon], then tap **Notes**.
2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

Tap to save the note and return to the Notes list

Tap to show or hide the input panel

Tap to write on the screen

Tap to add a recording to the note

Inbox: Sending and receiving e-mail messages

Use Inbox to send and receive e-mail messages in one of these ways:

- Synchronize e-mail messages with Microsoft Exchange of or Microsoft Outlook on your desktop computer

- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network

Synchronizing e-mail messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For more information on enabling Inbox synchronization, see ActiveSync Help on your desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100KB in size.

- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, then send from those programs.

- E-mail messages in subfolder must be selected in ActiveSync on your desktop computer in order to be transferred.

> **NOTE**   You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 7.

Connecting directly to an e-mail server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folders are sent, and messages that have been deleted on the e-mail server are removed from the device Inbox folder.
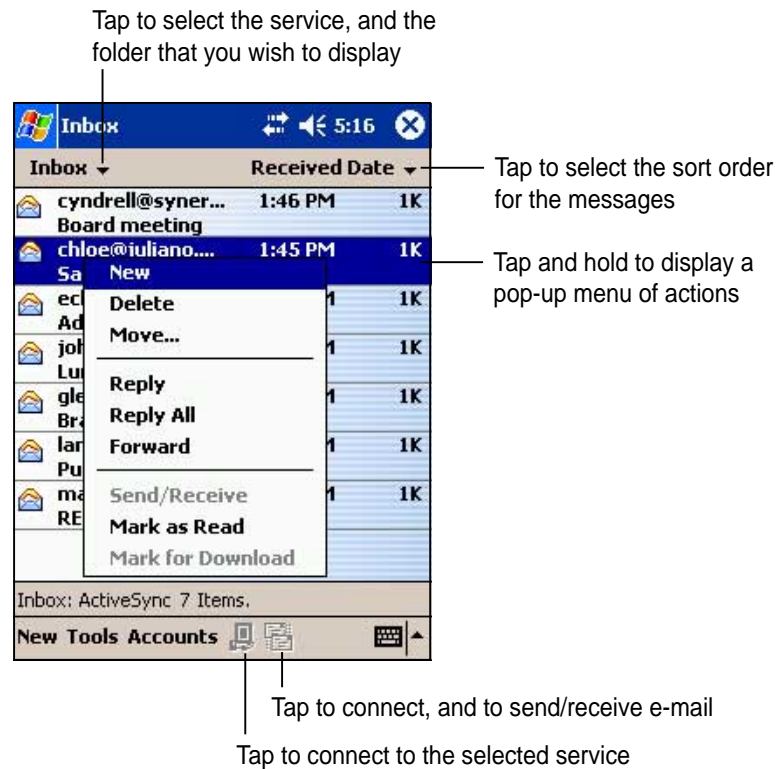
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space in your device.
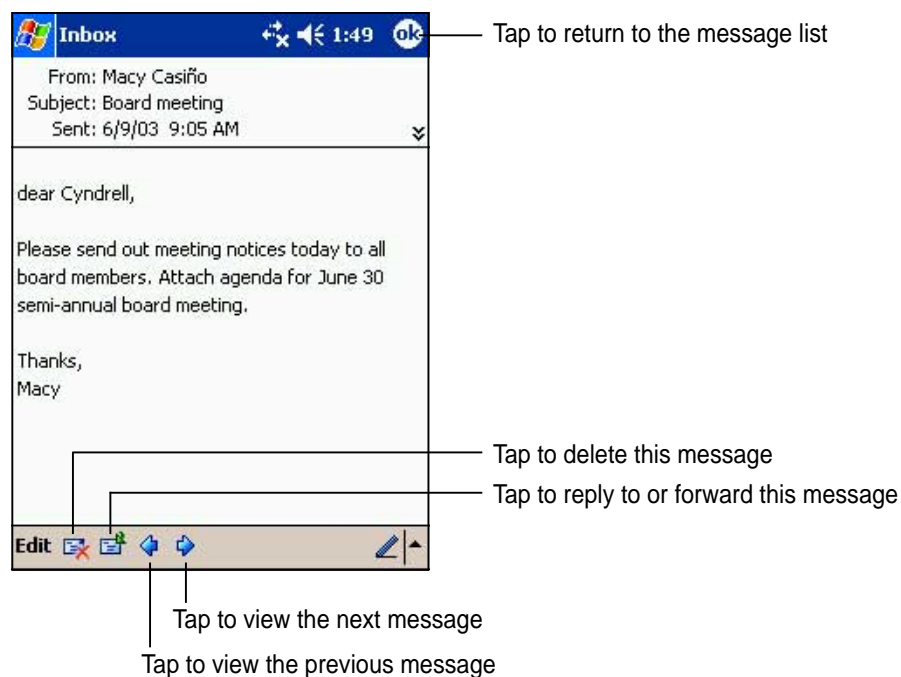
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the message list

The messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Tap to select the service, and the folder that you wish to display

Tap to select the sort order for the messages

Tap and hold to display a pop-up menu of actions

Tap to connect, and to send/receive e-mail

Tap to connect to the selected service

When you receive a message, tap it to open. Unread messages are displayed boldface.

Tap to return to the message list

Tap to delete this message

Tap to reply to or forward this message

Tap to view the next message

Tap to view the previous message

When you connect to your e-mail server or synchronize with your desktop computer, by default, you will receive messages from the last five days only, the first 100 lines of each new messages, and file attachments of less than 100KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message that you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You can specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help on your desktop computer.
- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** then **Options**. On the Service tab, tap the service that you wish to change. Tap and hold the service and select **Delete** to remove a service.

Composing messages

To compose a message:

1. Tap **New**.

2. In the **To** field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the **Contacts** list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

Tap to send the message

Tap to show or hide the complete message header

Tap to show or hide the recording toolbar
Tap to display the e-mail address book
Tap to select a preset message
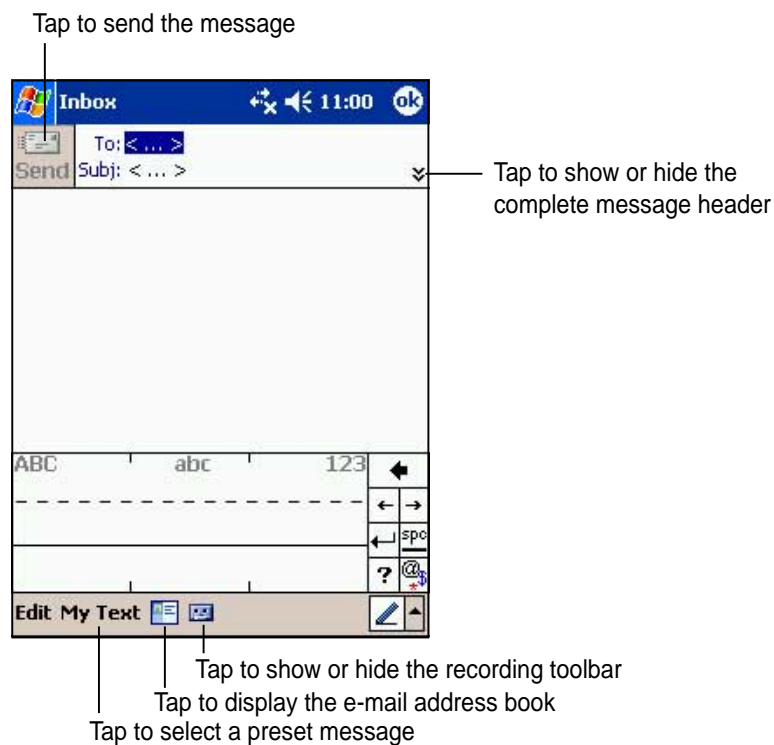
3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.

4. Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Managing e-mail messages and folders

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be sunchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read messages while away from your desktop computer.

- If you use SMS, messages are stored in the Inbox folder.

- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5
Companion programs

The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, and Microsoft® Reader.

To switch to a companion program on your device, tap **Programs** on the menu, then tap the program that you wish to open.

Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronize documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, or trip reports.

Creating Pocket Word documents

To create a new Word document:

1. Tap 🎔 , tap **Programs**, tap **Pocket Word** to launch the application.

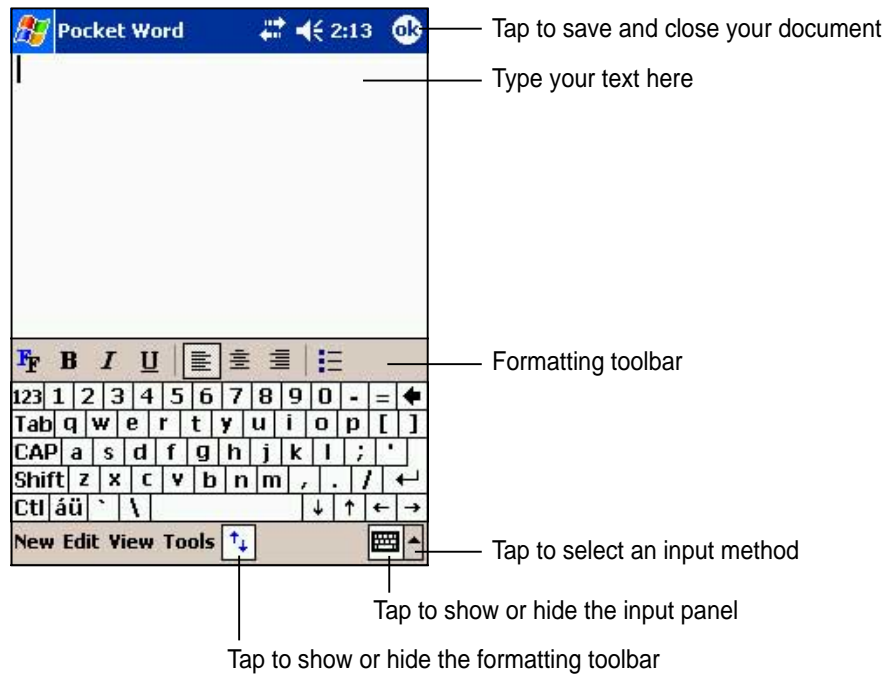   If you have existing Microsoft Word or Pocket Word documents in your device, a list of the documents appears.

| NOTE | If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided. |

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2. Tap **New** to display a blank document.

3. Use any of the tools in the input panel to type your text.

Tap to save and close your document

Type your text here

Formatting toolbar

Tap to select an input method

Tap to show or hide the input panel
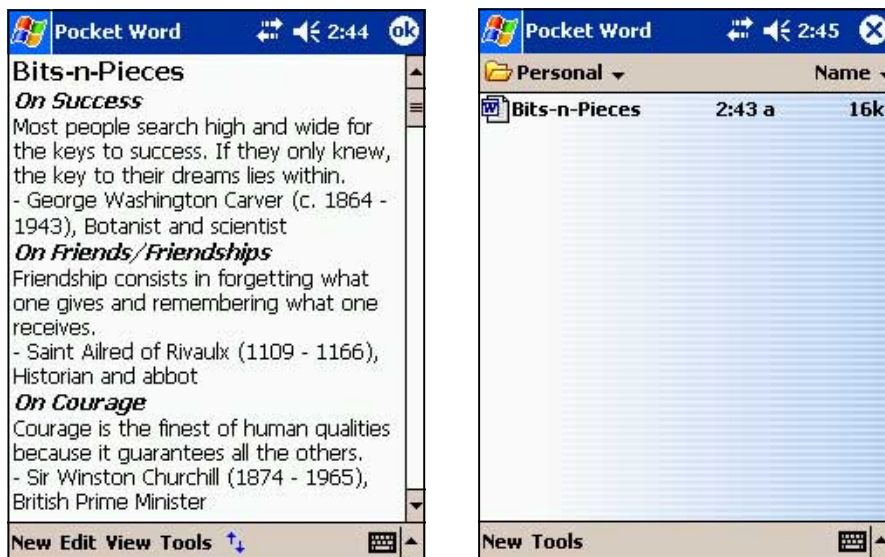
Tap to show or hide the formatting toolbar

Saving Pocket Word documents

To save a Pocket Word document:

When you have finished editing your document, tap **OK**.

The document is saved using the first line as file name if you did not specify a file name. For example, if your first line in the document has the words **Bits-n-Pieces**, these words appear in your Word documents list.

To specify save options:

1. With the document open, tap **Tools**.
2. From the pop-up menu, tap **Save Document As...** to display the **Save As** screen.
3. Change the file name by simply typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

    You can save the document you create or edit in a variety of formats:

    *   Word (.doc)
    *   Pocket Word (.psw)
    *   Rich Text Format (.rtf)
    *   Plain Text (.txt)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.

7. Tap **OK** when done.

NOTE	If you do not wish to change the document format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

Opening an existing Pocket Word document

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Tap to select the folder you want to display

Tap to change the sort order of the list

Tap to open a document

Tap to change document settings

Tap to create a new document
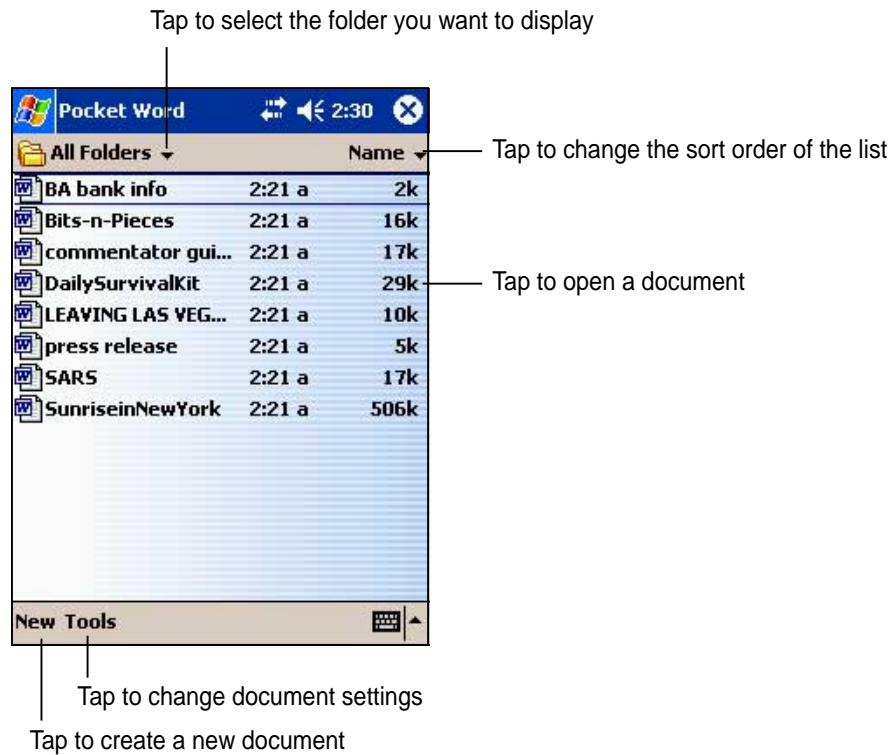
NOTE	You can open only one Pocket Word document at a time; when you open a second document, you will be asked to save the first.

Modes of entering information

You can enter information in Pocket Word in one of four modes (typing, writing, drawing, or recording), which are displayed on the **View** menu. Each mode has its own toolbar that you can show or hide by tapping the **Show/Hide Toolbar** button on the command bar.

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.

   Select a higher percentage to enter text and lower one to see more of your document.

Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and **Find/Replace**.
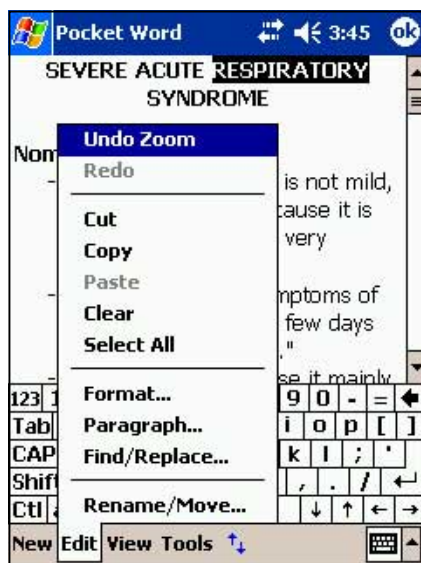
Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.
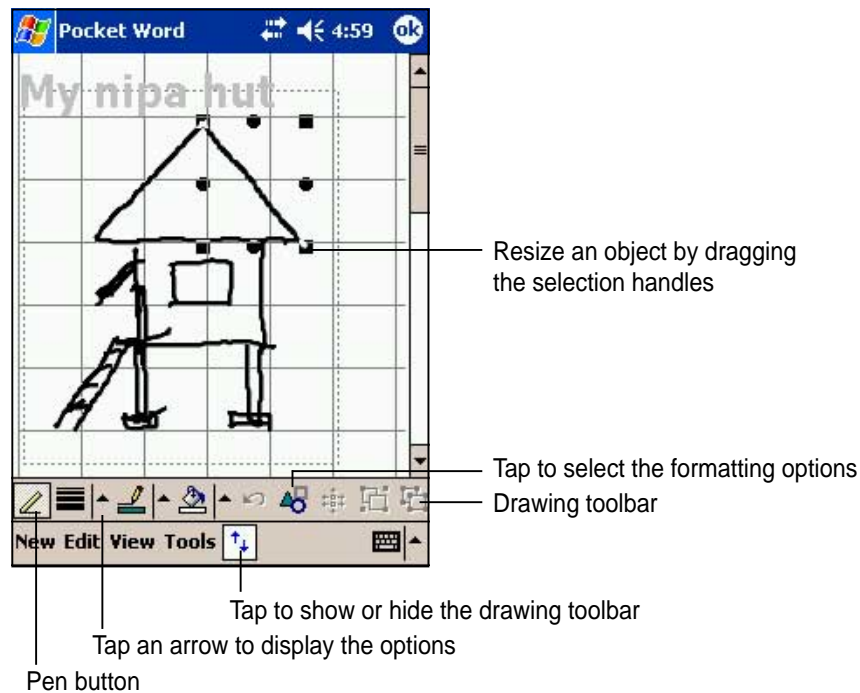

Write your text here

With the Space button selected, drag to insert space. An arrow appears showing the space direction direction and size.

Space button

Pen button

Tap to show or hide the writing/formatting toolbar

Tap to wrap text to screen

Tap to display zoom percentages

Tap to display the menu
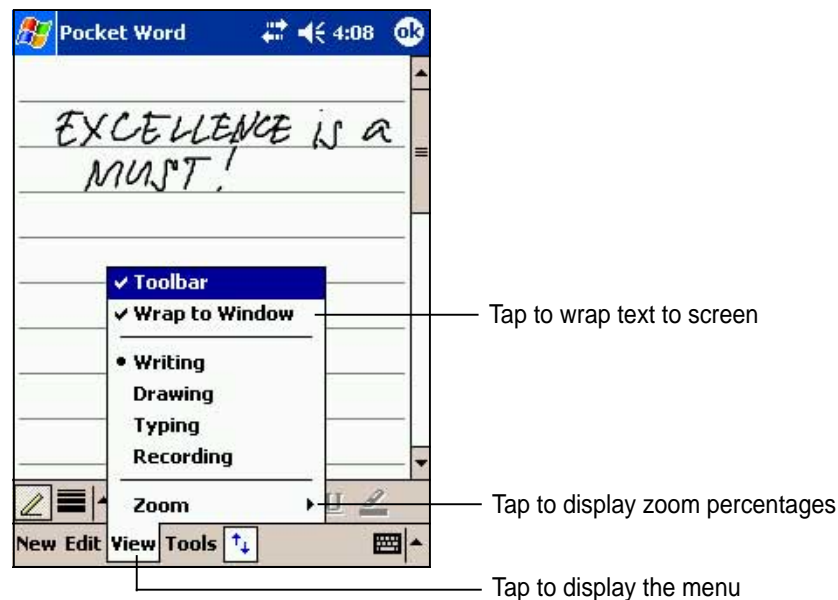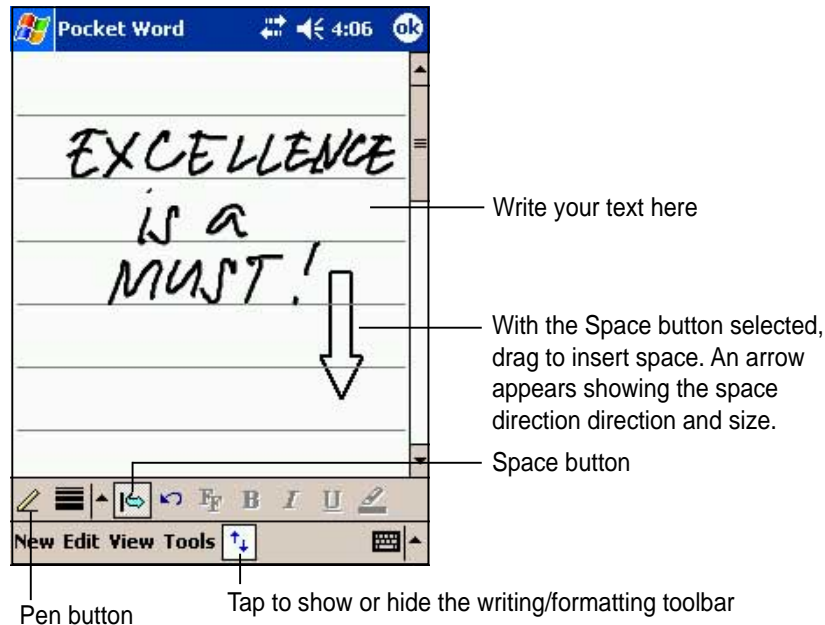
NOTE	If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.
	Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after ther first stroke, you will see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.

Resize an object by dragging the selection handles

Tap to select the formatting options

Drawing toolbar

Tap to show or hide the drawing toolbar

Tap an arrow to display the options

Pen button

Recording mode

In recording mode, embed a recording into your document. Recordings are saved as **.wav** files. For more information on recording, see Chapter 2.

Embedded recording
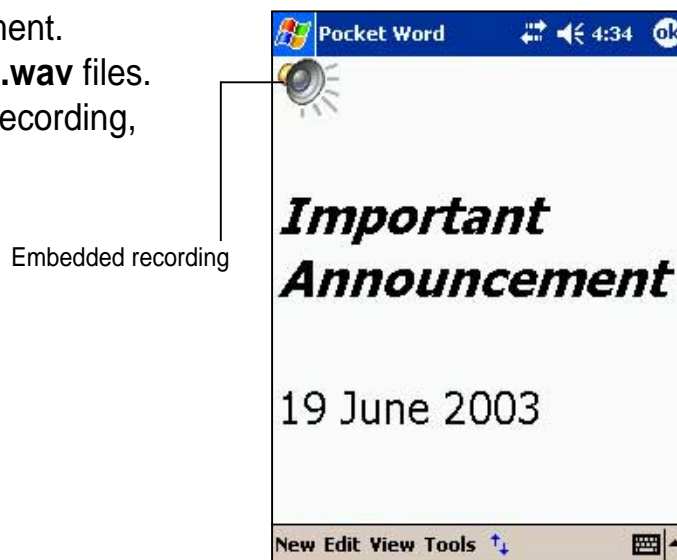
Pocket Excel

Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your desktop computer to your device. Synchronize workbooks between your desktop computer and your device so that you have the most up-to-date contents in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs.

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View**, then tap **Toolbar**.

Cell contents appear here as you type, or when you select the cell

Format button

AutoSum button

Zoom button
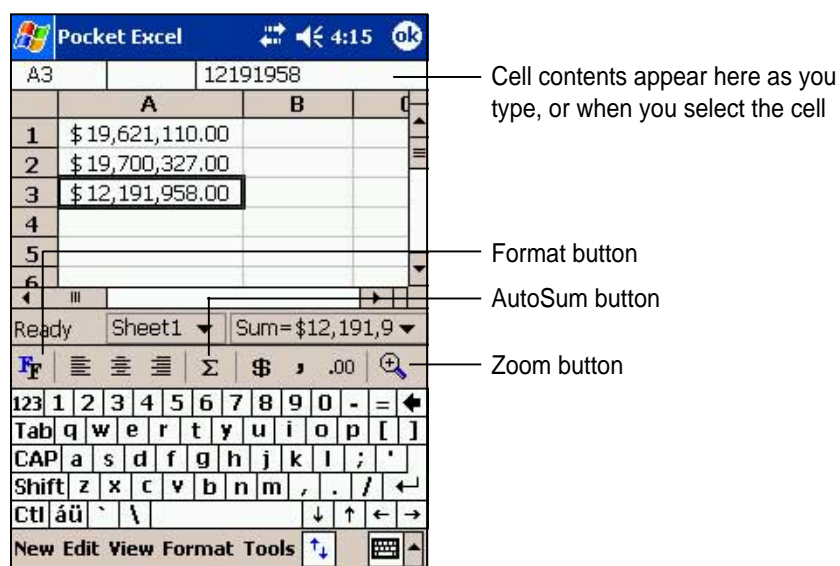
NOTE You can open only one Pocket Excel document at a time; when you open a second document, you will be asked to save the first.

Creating Pocket Excel documents

To create a new Excel document:

1. Tap ![icon], tap **Programs**, tap **Pocket Excel**.

2. Tap **New** to display a blank document.

   If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.
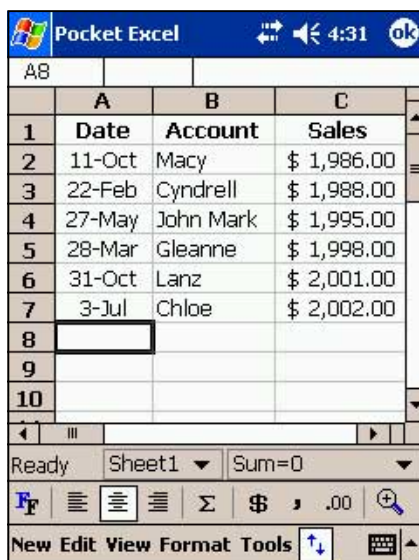
Saving Pocket Excel documents

To save an Excel document:

When you have finished editing your document, tap **OK**.

By default, your document is saved as **Book1** as file name. You can change the file name to one that is more descriptive of your document. See next section for saving options.

To specify save options:

1. With the document open, tap **Tools**.

2. From the pop-up menu, tap **Save Workbook As...** to display the **Save As** screen.

3. Change the file name by simply typing a new one in the **Name** field.

4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

   You can save the document you create or edit in a variety of formats:

   • Pocket Excel (.pxl)

   • Excel (.xls)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.

7. Tap **OK** when done.

NOTE	If you do not wish to save your workbook to a different format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

Securing your Excel document

If your workbook contains sensitive or confidental information, you can protect it with a password.

To set a password for your workbook:

1. Open the workbook.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.
3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap **OK** when done.

If you have set a password for your workbook, a password screen appears asking you to type your password whenever you try to open the workbook.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.

| NOTE | DO NOT forget your password! You can not open your workbook unless you type in the correct password. |

Tips for working in Pocket Excel

Take note of the following when working in large worksheets in Pocket Excel:

- **View in full-screen mode** to see as much of your worksheet as possible. Tap **View**, then tap **Full Screen**. To exit full-screen mode, tap **Restore**.

- **Show and hide window elements.** Tap **View**, then tap the elements to show or hide.

- **Freeze panes on a worksheet.** First select the cell where you want to freeze panes. Tap **View**, then tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.

- **Split panes** to view different areas of a large worksheet. Tap **View**, then tap **Split**. Drag the split bar to where you want it. To remove the split, tap **View**, then tap **Remove Split**.

- **Show and hide rows and columns.** To hide a row or column, select a cell in the row or column that you want to hide. Tap **Format**, then tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, then tap **Go To**, and type a reference that is in the hidden row or column. Tap **Format**, then tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap , then tap **Help**.

MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

- See who is online
- Send and receive instant messages
- Have instant message conversations with groups of contacts

To use MSN Messenger:

You must have a **Microsoft Passport™ account** or a **Microsoft Exchange e-mail account**.

You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at **http://www.passport.com**.

Get a free Microsoft Hotmail e-mail address at **http://www.hotmail.com**.

To launch MSN Messenger:

1. Tap ![icon], then tap **Programs**.
2. Tap **MSN Messenger**.

Signing up

To sign in to MSN Mesenger service:

1. Tap **Tools** then tap **Sign in...** from the menu.

   OR

   Simply tap the **Tap here to sign in** area.

2. In the sign-in screen, enter your e-mail address and password. Tap **Sign In**.

NOTE   If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.
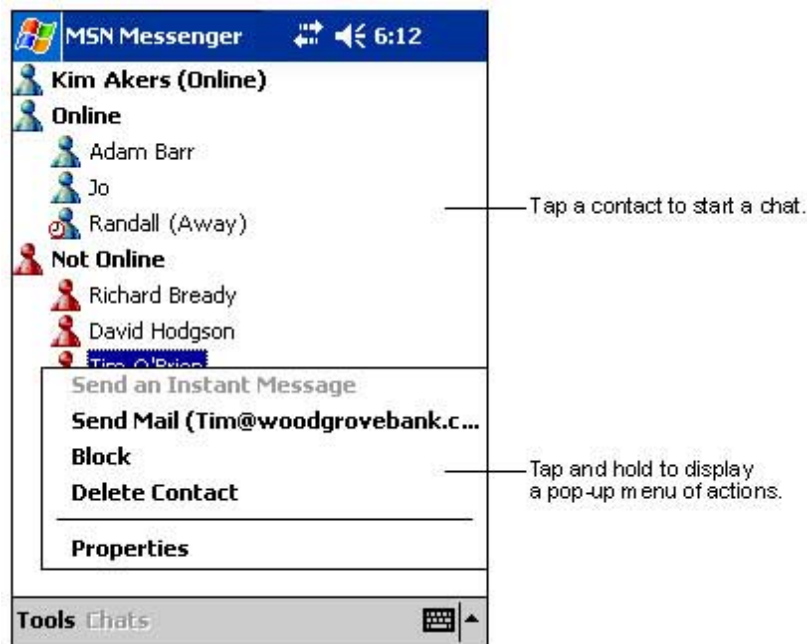
To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, then tap **Send**. To invite another contact to a multi-user chat, tap **Invite** in the **Tools** menu, then tap the contact that you want to invite.
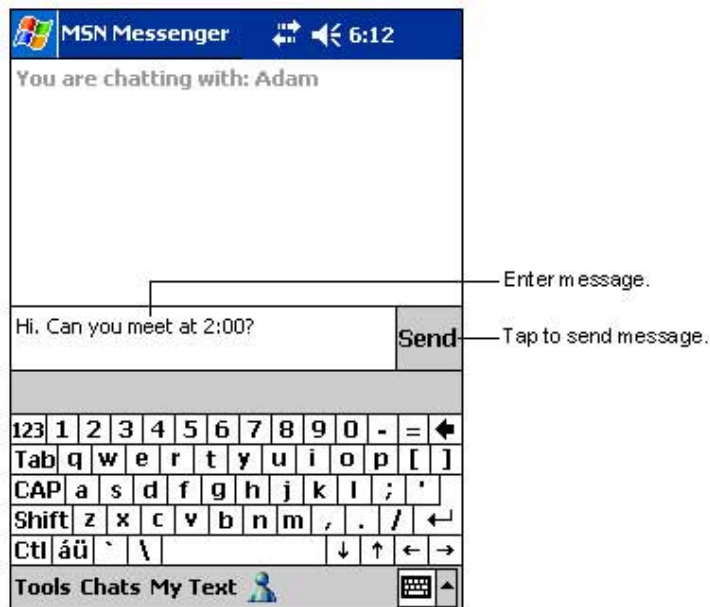
NOTE	To switch back to the main window without closing a chat, tap the **Contacts** button. To go back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap [Windows icon], then tap **Help**.

Windows Media Player for Pocket PC

Use Microsoft® Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap [icon], tap **Programs**, then tap **Windows Media**.

Indicates the progress of the current track

Slide to adjust volume

Tap to mute sound

Tap to play the next track

Tap to play the previous track

Tap to stop

Tap to play or pause

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

For more information on using Windows Media Player for Pocket PC, tap [icon], then tap **Help**.

Microsoft Reader

Use Microsoft Reader to read eBooks on your device. Download books to your desktop computer from your favorite eBook web site. Then, use ActiveSync to copy the book files to your activated device. The books appear in the Reader Library.

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book using the Up/Down control on your device, or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information that you need to use the software. To open the Guidebook, tap **Help** on the **Reader** command bar. Or, on a book page, tap and hold on the book title, then tap **Help** on the pop-up menu.

To launch Microsoft Reader:

1. Tap ![Start icon], then tap **Programs**.
2. Tap **Microsoft Reader**.

Getting books on your device

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary ar also included in the **MSReader** folder in the **Extras** folder on the **Pocker PC Companion CD**.

Use ActiveSync to download the files from your desktop computer to your activated device as described in the Read Me file in the MSReader folder.

Using the Library

The Library is your Reader home page. It displays a list of all books stored on your device or storage card.

To open the library:

1. On the Reader command bar, tap **Library**.
2. On a book page, tap the book title, then tap **Library** on the pop-up menu.

   To open a book, tap its **title** on the Library list.
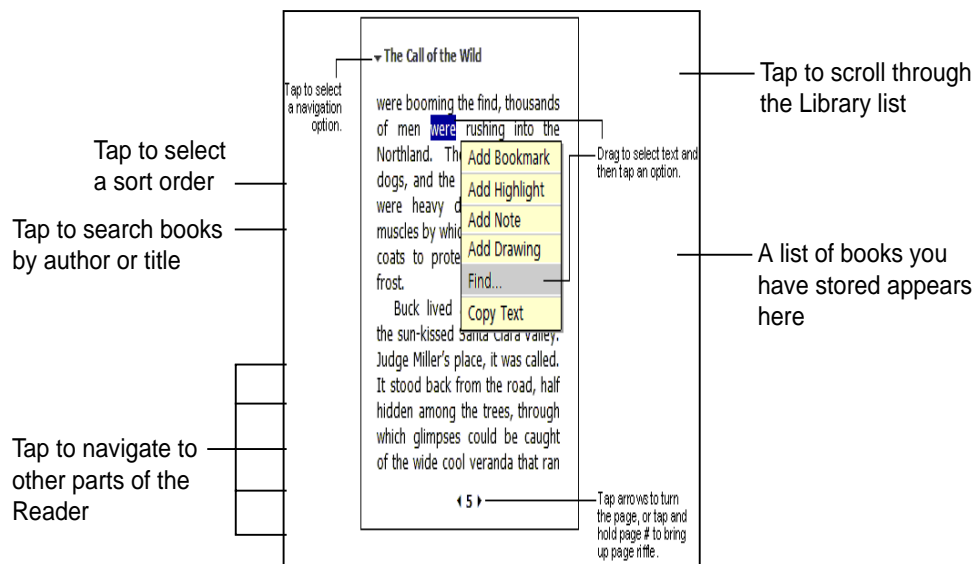
Reading a book

Each book consists of a cover page, and optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you will probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open a book, you will be automatically taken to the last page read.

In addition to the text, each book page includes a page number and the book title.
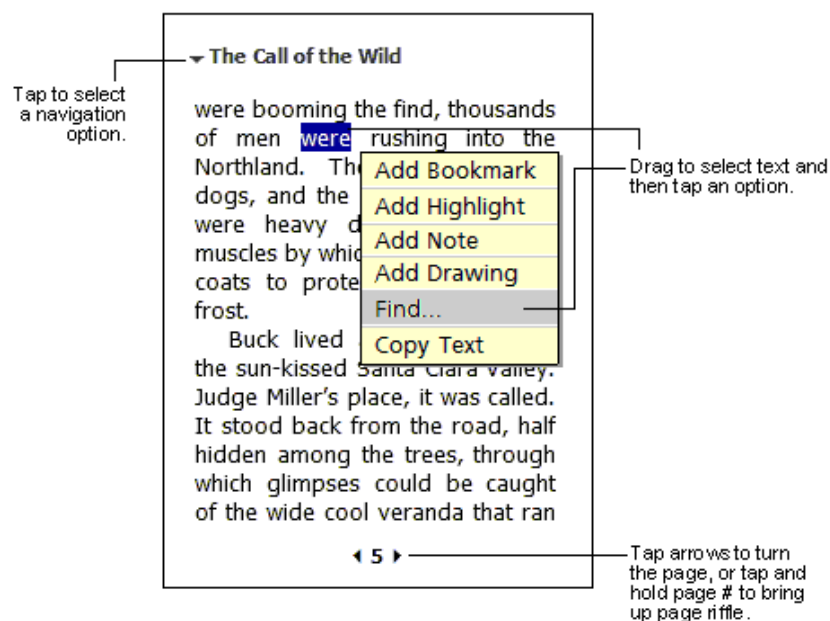
You can also page through a book using the Up/Down control on your device.

Using Reader features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described below.

- **Search for Text.** Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title then tap **Return** on the pop-up menu.
- **Copy Text.** You can copy text form books that support this feature into any program that accepts text. On a book page, select the text that you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears on the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background.
- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon appears on the left margin. To show or hide the note, tap the icon.
- **Drawings.** When you add a drawing, a Drawing icon appears on the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

NOTE	To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a book

When you finish reading a book, you can delete it to conserve space on your device. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your device, tap and hold the title in the Library list, then tap **Delete** on the pop-up menu.

Chapter 6

Pocket Internet Explorer

Introduction

Use Microsoft Pocket Internet Explorer to view Web or WAP pages in any of these ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites sub-folder in the Internet Explorer on the desktop computer.

- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you need to create the connection first. See Chapter 7 for information on creating a connection.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection to browse the Web.

To launch Pocket Internet Explorer:

1. Tap [icon] , then **Internet Explorer** to display the Pocket MSN services.

New Pocket MSN services

Tap to go back to previous page

Tap to stop/refresh

Tap to go to Pocket Internet Explorer home

Tap to launch Favorites

2. Tap the **Home** button to display the Pocket Internet Explorer welcome screen with links to some useful Web sites.

3. Tap any of the Web site buttons to go to a specific site.

Changing View settings

To change View settings:

1. Tap **View** to display a pop-up menu.

2. Tap **Fit to Screen** to see all the screen items at the same time.

3. Tap **Address Bar** to display the Web site address bar.

4. Tap and hold **Text Size** to display another pop-up menu with a text size selection. Select your desired text size for the screen.

Browsing the Internet

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**. See Chapter 7 for details.

2. Do one of the following to connect and start browsing:

   • Tap the **Favorites** button, then tap the favorite that you wish to view.

   • Tap **View**, then **Address Bar**. Enter the Web address that you want to visit then tap **Go**.

AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your device. Then, synchronize your device and desktop computer, or connect to the Internet to download the content.

For more information, visit the AvantGo web site at **http://avantgo.com/**

To activate AvantGo:

1. In the ActiveSync window on your desktop computer, click **Options**.

2. In the **Sync Options** tab, check the box beside the **AvantGo** item. Click **OK**.

   ActiveSync automatically updates the settings and synchronizes with your device.
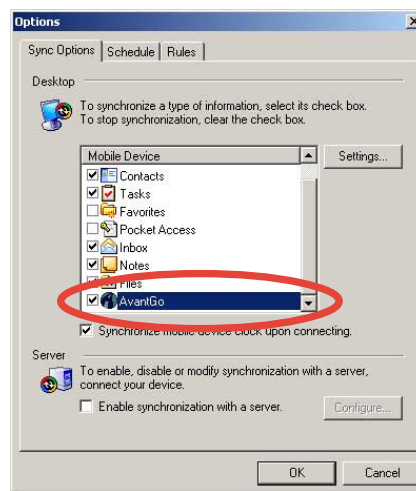
NOTE   Make sure that your computer is connected to the Internet.

---

3. When synchronization is complete, the **AvantGo home page** appears on your device.

To launch AvantGo:

1. In Pocket Internet Explorer on your device, tap the **Favorites** button to display your list of favorites.

2. Tap the **AvantGo Channels** link to go directly to the AvantGo home page and see a few of the most popular channels.

To add or remove channels:

Tap the **Add** or **Remove** link.

Mobile Favorites folder

Only items items stored in the Mobile Favorites sub-folder in the Favorites folder in the Internet Explorer on your desktop computer will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

Favorite links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** then **Create Mobile Favorite**.

2. To change the link name, enter a new name in the **Name** box.

3. Select your desired update schedule in **Update**. This is optional.

4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.

5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite, then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve device memory, go only one level deep.

6. Synchronize your device and your desktop computer. Mobile favorites that are stored in the Mobile Favorites in Internet Explorer are downloaded to your device.

NOTE	If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, in Internet Explorer on your desktop computer, click **Tools** then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.
	You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, **Toolbars**, and **Customize**.

Saving device memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.

- Limit the number of downloaded linked pages. In Interner Explorer on your desktop computer, right-click the mobile favorite you want to change, then click **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Viewing mobile favorites and channels

To view mobile favorites and channels:

1. Tap ⭐ to display your list of favorites.

Tap the favorite that you wish to view

Tap to add or delete a folder or favorite link
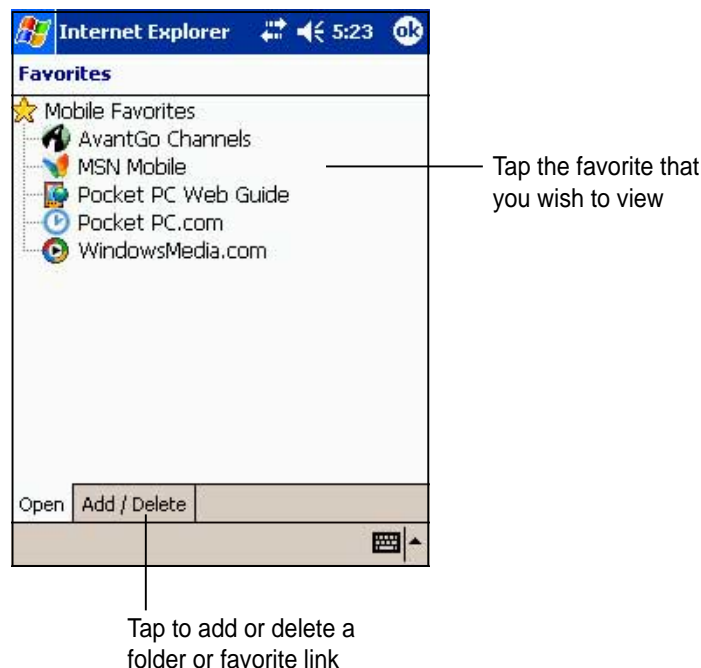
2. Tap a Favorites page that you wish to view.

   You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your device, the favorite is dimmed. You need to synchronize with your desktop computer again to download the page to your device, or connect to the Internet to view the page.

Adding/Deleting mobile favorites and folders

To add a favorite:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **Add...** button to show the **Add Favorite** screen.
4. Type a name for the favorite that you wish to add in the **Name** field.
5. Type in the URL address in the **Address (URL)** field.
6. Select a folder to place the favorite from the **Create in:** box.
7. Tap **Add** to return to the Favorites screen, which now shows the favorite that you added.

To delete a favorite:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the favorite that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the favorite, tap **Yes**.

To add a folder:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **New Folder** button.
4. Type a name for the folder that you wish to create.
5. Tap **Add** to return to the Favorites screen, which now shows the folder that you added.

To delete a folder:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the folder that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the folder, tap **Yes**.

Chapter 7

Get connected

Introduction

You can set up connections to the Internet and corporate network at work in order to do such activities as browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.

Connections can be made using a **modem**, **wireless network**, or **network (Ethernet) card**. A modem connection can be used to set up connections with an external modem, or through your mobile phone network using a cellular line.

Your device has two groups of connection settings: **My ISP** and **My Work Network**. My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work. Simply fill in the settings and get ready to start connecting. For more information, see the sections "Connect to the Internet" or "Connect to Work."

You may also establish connection to another device with infrared (IR) or Bluetooth features. For more information, see sections "Infrared (IR) connection" or "Bluetooth connection."

Connect to the Internet

To connect to the Internet:

1. Obtain the following information from your ISP: **ISP server phone number**, **user name**, and **password**.

2. Tap > **Settings** > **Connections tab** > **Connections**.

3. In My ISP, tap **Add a new modem connection**.

4. Create a modem connection. For more information, see section "Set up modem connections."

5. To start the connection, begin using the desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically connects.

NOTE	To set up a network card or wireless network connection to your ISP, add a new connection under **My Work Network**.

Connect to Work

1. Obtain the following information from your network administrator: **server phone number**, **user name**, and **password**.

2. Tap [icon] > **Settings** > **Connections tab** > **Connections**.

3. In **My Work Network**, set up either a modem, network card, wireless network, or VPN server connection. Refer to the section "Set up connections" for the procedure.

4. To start the connection, start using a desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your device automatically starts connecting.

Set up connections

Modem connections

To set up a modem connection:

Obtain the following information from your ISP or network administrator: telephone number, user name, password, domain name, and TCP/IP settings.

If your device does not have access to a mobile phone network, insert a modem card.

1. Tap [icon] > **Settings** > **Connections tab** > **Connections**.

2. To create a new connection, in either **My ISP** or **My Work Network**, tap **Add a new modem connection**, then follow the instructions in the New Connection wizard.

3. To view additional information for any screen in the wizard or while changing settings, tap [icon].

> **NOTE** To change modem connection settings in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings**, and follow the instructions on the screen.

VPN server connections

A VPN connection helps you to securely connect to servers, such as a corporate network, via the Internet. Ask your network administrator for your user name, password, domain name, TCP/IP settings, and host name or IP address of the VPN server.

To set up a VPN server connection:

1. Tap ![icon] > **Settings** > **Connections tab** > **Connections**.
2. To create a new VPN server connection, in My Work Network, tap **Add a new VPN server connection**, then follow the screen instructions.
3. To view additional information for any screen in the wizard or while changing settings, tap ![icon].

> **NOTE**   To change existing settings, in My Work Network, tap **Manage existing connections** > **VPN** tab. Select your desired VPN connection, tap **Settings**, then follow the instructions on the screen.

Proxy server settings

If you are connected to your ISP or private network during synchronization, your mobile device should download the proper proxy settings from your PC. If these settings are not on your PC or need to be changed, ask your ISP or network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.

To change proxy server settings:

1. Tap ![icon] > **Settings** > **Connections tab**.
2. To create a new connection, in My Work Network, tap **Add a new proxy server**.
3. To change proxy server settings, in **My Work Network**, tap **Edit my proxy server**. Select the desired proxy server, and tap **Settings**.
4. Select This network connects to the Internet and This network uses a proxy server to connect to the Internet.
5. In the **Proxy server** box, enter the proxy server name.
6. To change such settings as port number or proxy server type, tap **Advanced** and change desired settings.

Network card connections

Use a network (Ethernet) card to connect directly to a network. Once connected, you can view the Internet or intranet, or download e-mail. You do not need to create a new connection on your device. For more information, see your network administrator. Make sure to purchase and configure a network card that is compatible with your device.

To set up a network card:

1. Obtain the following information from your network administrator: **user name**, **password**, and **domain name**.

2. Insert the network card into your device.

3. The first time you insert the card, Network Settings appears automatically so that you can configure the network card. If it does not appear, or to change settings later, tap [icon] > **Settings** > **Connections tab** > **Connections** > **Advanced tab** > **Network Card**.

4. If you need to enter specific server information, tap the appropriate adapter, and then tap Properties. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

5. If necessary, connect the network card to the network by using a network cable. For information, refer to the documentation that came with your network card.

6. To start a connection, insert the network card, and begin using a desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically starts connecting.

   If you use your network card with two networks, such as a private network at work and one at home for the Internet, you need to change the network to which the network card connects.

NOTE	You may need proxy server and VPN connection settings. For more information, see your network administrator.

Wireless network connections

Networks that you have already configured are preferred networks and are listed in Wireless networks. You can select to connect to only preferred networks or have your device search for and connect to any available network whether it is preferred or not.

To set up a wireless network:

1. Tap > **Settings** > **Connections tab** > **Connections** > **Network Card** > **Wireless tab**.

2. To change network settings, in **Wireless networks**, tap a network. If you do not see a desired network, tap **Add new** and follow the instructions on the screen.

3. From **Networks to access**, select **All available**, **Only access points**, or **Only computer-to-computer** depending on the type of network(s) you connect to.

4. To connect only to networks you have already configured, clear **Automatically connect to non-preferred networks**.

   > **NOTE**   If you select to automatically connect to non-preferred networks, your device detects any new networks and provide you the opportunity to configure them.

Enter settings information

A wireless network can be added either when the network is detected, or manually by entering settings information.

To enter new settings:

1. To manually enter information, tap > **Settings** > **Connections tab** > **Connections** > **Network Card** > **Wireless tab**. Then, tap **Add new**. If the network was detected, step one is not necessary.

2. In the **General** tab, enter a network name. If the network was detected, the network name is automatically entered and can't be changed.

3. From **Connects to**, select what your network connects to, **Work** or the **Internet**.

4. To connect to an ad-hoc connection, select **This is a device-to-computer (ad-hoc) connection**.

Configure authentication settings

A wireless network can be added either when the network is detected, or manually by entering settings information. To determine if authentication information is needed, see your network administrator.

To configure authentication settings:

1. To manually enter information, tap ![icon] > **Settings** > **Connections tab** > **Connections** > **Network Card** > **Wireless tab**.
2. Tap **Add new**. If the network was detected, step one and two are not necessary.
3. To use data encryption, tap **Data encryption (WEP enabled)**.
4. To use Shared Key authentication, tap **Network Authentication (shared mode)**. You need a network key.
5. To automatically use a network key, tap **The key is provided for me automatically**. Otherwise, enter the network key.
6. For increased security, select **Use IEEE 802.1x network access control**, then select the appropriate **EAP type**.

Change connection settings name

Your mobile device is already set up with two sets of connection settings: **My ISP** and **My Work Network**. You can change the name of these settings to something more familiar. For example, if you put all of your corporate settings under My Work Network, you can change the name from My Work Network to your company name.

To change a connection name:

1. Tap ![icon] > **Settings** > **Connections tab** > **Connections**.
2. Under My ISP or My Work Network, tap **Manage existing connections**.
3. Tap the **General** tab.
4. Enter a name for the settings.

End a connection

- When connected via modem or VPN, tap ⊕ on the navigation bar, then tap Disconnect.

- When connected via cable or cradle, detach your device from the cable or cradle.

- When connected via Infrared, move the device away from the other computer or device.

- When connected via a network (Ethernet) card, remove the card from your device.

- When connected via a wireless network, switch off the connection.

Set up a WAP gateway

To access WAP sites through Pocket Internet Explorer, configure your device to use a WAP gateway. Use the following steps to create a new set of connections to the Internet with WAP gateway settings.

> NOTE   Some device models do not support the WAP sites viewing feature.

1. Get the following information from your ISP: **ISP server phone number**, **user name**, and **password**. Also, contact your mobile phone service provider and ask for your WAP gateway server name and port number.

2. Tap ⊞ > **Settings** > **Connections tab** > **Connections** > **Tasks tab**.

3. Tap Edit my proxy server. If a proxy server has not been set up, tap Set up my proxy server.

4. In **Programs that automatically connect to the Internet should connect using**, tap **New** and enter a name for the ISP connection.

5. On the **Proxy Settings** tab, select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.

6. If necessary, in the **Proxy server** box, enter the proxy server name.

7. Tap **Advanced**.

8. In the **WAP** box, enter the **WAP gateway server name**. Under Port, enter the port number. The most common WAP port number is 9201.

9. Create a modem connection. See section "Set up connections."

   If necessary, set dialing rules. See section "Use dialing rules."

10. If your device does not have a connection to a mobile phone network, insert a modem card.

Use dialing rules

Additional numbers may need to be dialed depending on your given location when connecting. For example, if you want to dial from work, a 9 prefix must often be dialed, or an area code is needed.

To avoid creating a new modem connection for each situation, set dialing rules for the locations from which you connect often. Three dialing locations, Home, Mobile, and Work, have been created for you, and you can create more. If a connection cannot be made, your device gives you an opportunity to change the dialing location.

1. Tap > **Settings** > **Connections tab** > **Connections** > **Advanced tab**.

2. Tap **Select Location**.

3. Tap **Use dialing rules**.

4. Select a location.

   • **Home** - Dials the number as a local call without a 9 prefix.

   • **Work** - Dials the number as local call with the 9 prefix.

| NOTE | To create a new location, tap New and follow the directions on the screen. To view additional information at any time, tap . |

Infrared (IR) connection

By default, your device detects incoming infrared (IR) beams and prompts you to accept them. If you do not want your device to detect or receive beans, clear the **Receive all incoming beams** check box.

To set the Beam options:

1. Tap [icon] , then **Settings**.
2. Tap the **Connections** tab.
3. Tap the **Beam** icon to display the Settings screen.
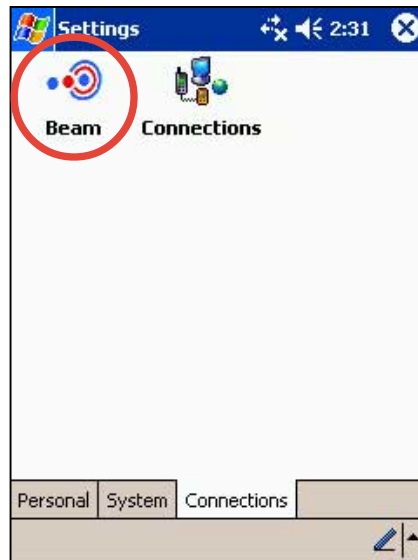
4. Make your desired change and tap **OK**.
5. To receive an infrared beam from this screen, tap the link at the bottom. Your device automtically looks for another device using infrared.

Sending information

To send information:

1. Switch to the program where you created the item that you want to send, and locate that item in the list.

2. Align the IR ports so that they are unobstructed and within a close range.

3. Tap and hold the item, then tap **Beam File...** on the pop-up menu.
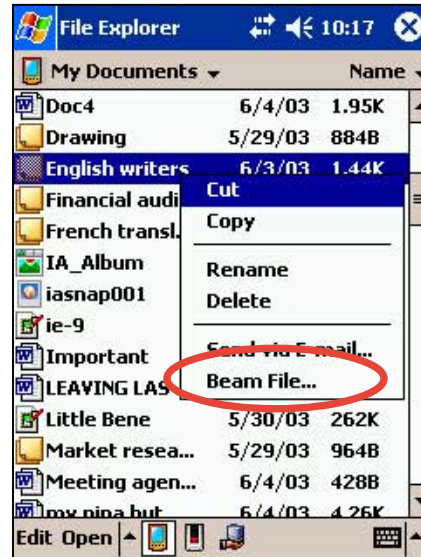
NOTE	You can also send items, but not folders, from File Explorer. Tap and hold the item that you want to send, then tap **Beam File** on the pop-up menu.

Receiving information

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.

2. Have the owner of the other device send the information to you. Your device automatically receive the information.

Chapter 8

Bluetooth®

Introducing Bluetooth®

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.

Unlike infrared, you don't need to line up the devices to beam information with Bluetooth. The devices only need to be within a range of about 10 meters. You can even beam information to a device in a different room, as long as it is within the specififed range.

Bluetooth® for Windows® CE (BTW-CE)

BTW-CE is the solution to smoothly integrate the Bluetooth technology into devices that use the Pocket PC operating system.

The Bluetooth technology allows your Pocket PC to:

- Locate other Bluetooth devices within the vicinity
- Discover the services that those devices offer
- Connect to, use, and disconnect from those services
- Enable or disable individual services
- Use security features including authentication, authorization, and encryption

Bluetooth icon

The Bluetooth icon is located on the lower right corner of the Today screen.

When Bluetooth is enabled (turned ON), the icon is blue, and the Bluetooth LED on the left side of the device blinks blue.

When Bluetooth is disabled (turned OFF), the icon is grayed with a red X on its lower right corner.

Tapping the icon displays a menu that allows you to:

- turn Bluetooth on or off
- launch the Bluetooth Manager
- change the Bluetooth Settings

Bluetooth icon

Bluetooth settings

To configure the Bluetooth settings:

1. Tap [icon] from the lower right corner of the Today screen to display the Bluetooth menu.

2. Tap **Bluetooth Settings**.

3. Tap one of the tabs at the bottom of the Settings screen to make your desired changes.
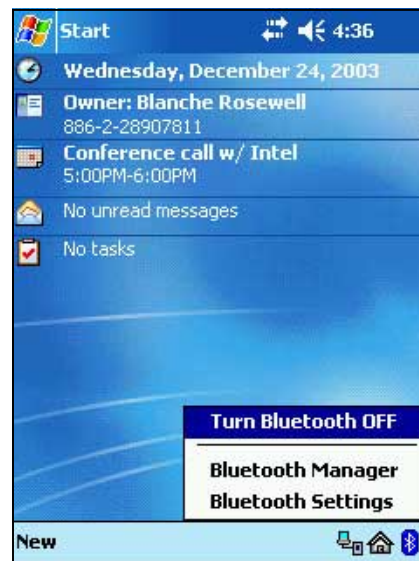
General

Allows you to:

- select the user profile
- see the Bluetooth status (ON/OFF)
- turn Bluetooth ON or OFF
- tap a link to the Bluetooth Manager
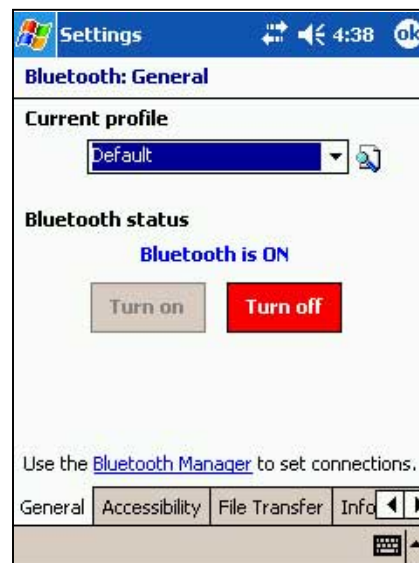
Accessibility

Allows you to:

- set the device name
- see the Bluetooth Device Address (BDA)
- select the remote devices you wish to connect
- set whether to allow remote devices to see your device

Bluetooth®

File Transfer

Allows you to customize the settings for file transfers, and set the highest level directory on your device that remote devices can access.

Refer to section "Remote device services" for more information.
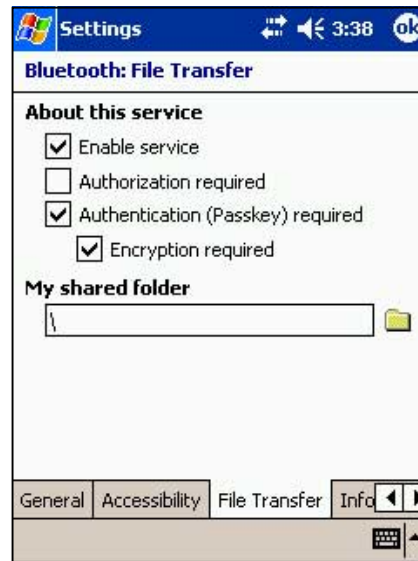
Information Exchange

Allows you to customize the service settings, and set the default business card.
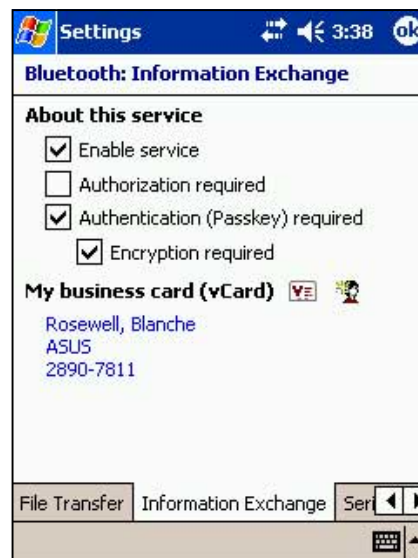
Serial Port

Allows you to customize the service settings, and display the serial port addresses. The port address assignments cannot be changed.

Refer to section "Remote device services" for more information.
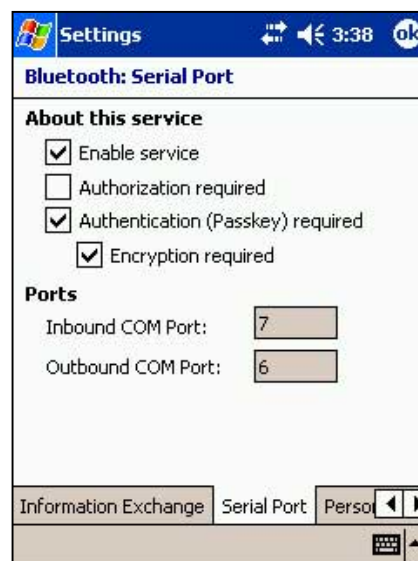
Personal Network Server

Allows you to customize the service settings for your personal network server.

Refer to section "Remote device services" for more information.

Audio Gateway

Allows you to customize the service settings for the Audio Gateway.
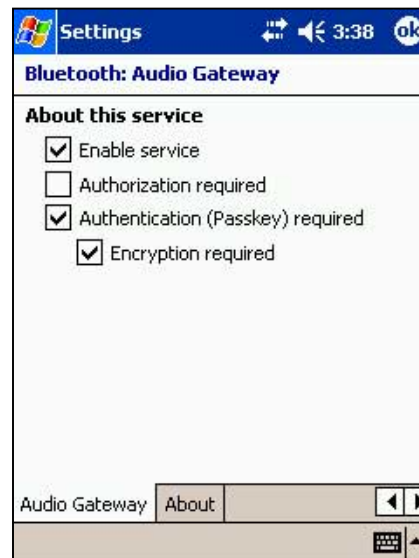
About

Displays the Bluetooth™ for Windows® CE (BTW-CE) information including the release version, copyright notice, website address, technical support email, and the Advanced button. The Advanced buttons contains the version information about the individual software modules that make up BTW-CE.

The information on this screen is not configurable.

Bluetooth Manager

The Bluetooth Manager allows you to create, manage, and use Bluetooth to connect to remote devices.

To launch the Bluetooth Manager:

Tap ![icon], then tap the **Bluetooth Manager** from the Start menu.

The **My Shortcuts** screen displays a list of pre-configured connections, if any. Tap **New** > **Connect** to connect to other devices via Bluetooth.

The Active Connections screen displays the active incoming and outgoing connections.
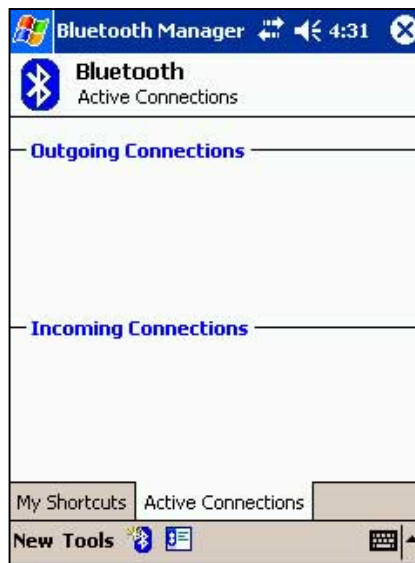
Tap to set Business Card exchange options

Tap to launch the Bluetooth connection wizard

Tap to set view options

Tap to add or remove paired devices

Tap to make a new connection

Bluetooth connection wizard

The Bluetooth connection wizard helps you set up connections with remote Bluetooth devices.

To launch the Bluetooth connection wizard:

1. Tap from the Bluetooth Manager command bar. The Bluetooth Connection Wizard screen appears.

2. Select a type of connection that you wish set up. Tap **Next**.

   Tap **Cancel** if you do not wish to continue the connection process.

**NOTE**   Refer to the device online help for other information on Bluetooth.

Business Card Exchange

The Business Card Exchange function allows you to:

- send your business card to a remote device
- receive a business card from a remote device
- exchange business cards with one or more remote devices

To launch the Business Card Exchange screen:

1. Tap [icon] from the Bluetooth Manager command bar.

2. Select the action that you wish to make.
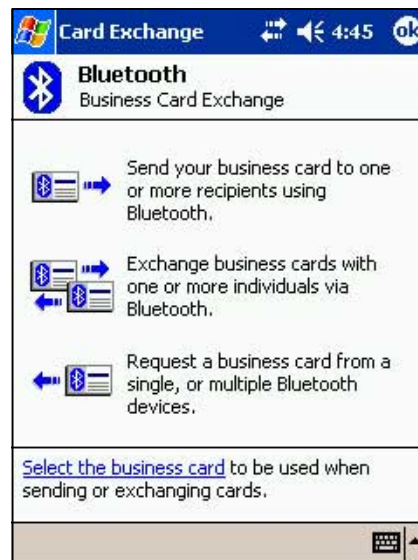
| NOTE | From this screen, tap the link **Select the business card** to go to the Information Exchange settings. |

Remote device services

Wireless serial port

Using a Bluetooth serial port is equivalent to using a physical cable serial port connection between two devices. As with a physical connection, you have to configure the application that will use the serial port.

To configure the Bluetooth Serial Port:

1. Tap ![bluetooth icon] from the lower right corner of the Today screen to display the Bluetooth menu.

2. Tap **Bluetooth Settings**, then the **Serial Port** tab.

3. Note the assigned Outbound COM Port 6 and configure the application that will use the Bluetooth serial port to send data to this port.
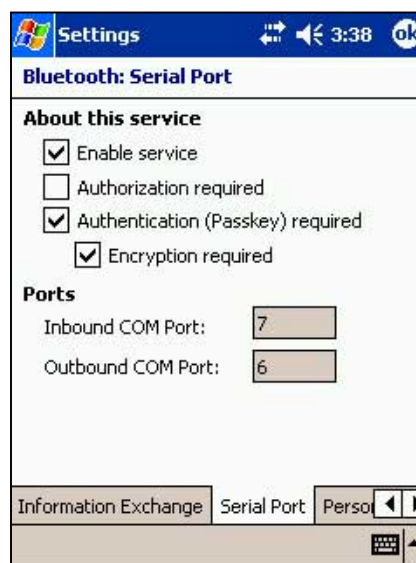
| NOTE | Refer to the application's documentation for more information about configuring your application's Outbound COM port. |

4. From the Bluetooth Manager My Shortcuts screen, open the Bluetooth Serial Port connection to the remote device.

5. Send/receive data from the application.

Dial-up networking

The Dial-up Networking feature allows you to connect to a rmeote computer through a phone line. Once connected, you can browse the Internet, check/read emails, etc.

NOTE	The remote Bluetooth device that will provide the Dial-up Networking service should have access to a telephone system, either a hard-wired or a cellular connection, and capable of answering a call.

Devices that may provide a Dial-up Networking service:

*   Bluetooth-enabled cellular telephones
*   Bluetooth-enabled desktop computers attached to a telephone system
*   Bluetooth modems

To use Dial-up Networking:

1. Create a connection to the device that will provide telephone access. See the section "Bluetooth connection wizard" on page 8-7.
2. Tap , then the **Bluetooth Manager** from the Start menu.
3. In My Shortcuts screen, tap and hold the **Dial-up Networking Connection** shortcut, then select **Connect** from the pop-up menu.
4. On the first Bluetooth: Dial-up Connection screen, double-tap **New Connection...** OR select **New Connection** then tap **OK**.
5. Key-in the following informatin on the second Bluetooth: Dial-up Connection screen:
    *   Name for a connection
    *   Country code (if dialing outside the default country setting)
    *   Area code (if dialing outside the default area code setting)
    *   Phone number to be dialed
6. Tap **OK**.
7. Enter the required information on the succeeding screens to complete the connection process.
8. When the connection is active, open a web browser from the device.

Bluetooth file explorer

The Bluetooth File Explorer appears automatically after a file transfer connection is established.

This service feature allows you to do the following operations:

- Navigate the directory structure of the remote device
- View the files and folders on the remote device
- Create new folders on the remote device
- Send files to, and copy or get files from the remote device
- Delete files from the remote device

> **NOTE**   The file operations on the remote device are limited to the configured FTP root directory and sub-directories of the remote device.

The Bluetooth File Explorer also allows you to set a folder in your device for receiving inbound files. You may configure this folder for each of your connection shortcuts. See the section "To set a local folder" on page 8-13.

Bluetooth File Explorer menus

File ➡ Send a File...
Create a Folder
Get
Delete

Tools ➡ Set Local Folder
Refresh

To change the remote device folder:

1. To move **down** in the directory structure of the remote device, tap the **New Folder** from the main window of Bluetooth File Explorer.

2. To move **up** in the directory structure of the remote device, tap the down-arrow to the right of the currently selected folder and select the **New Folder** from the drop-down list.

To create a folder on the remote device:

1. Select the folder in which you wish to place the new folder.
2. From the File menu, tap **Create a Folder**.
3. Enter a name for the new folder while the default name **New Folder** is highlighted.

To send a file to the remote device:

1. From the File menu, tap **Send a File...** to display the Open screen.

   The Open screen includes the following:

   Folder - tap the down-arrow and select the folder that contains the file you wish to send

   Type - default and only option is "All Files (*.*)

   A list of files in the selected folder - tap a file that you wish to send

   Cancel button - abort the Send a File... operation

2. Tap your desired operation.

   The file that you selected is automatically sent when tapped, after which the Bluetooth File Explorer re-appears.

To get a file from the remote device:

1. Select the folder containing the file.
2. Tap the file that you wish to get or copy.
3. From the File menu, tap **Get**.

   OR

   Tap and hold the desired file and select **Get** from the pop-up menu.

   The file is copied to the local folder listed in the Local Folder field at the bottom of the screen.

To delete a file from the remote device:

1. Tap the file that you wish to delete.
2. From the File menu, tap **Delete**.
3. Tap OK in the confirmation dialog box.

   OR

   Tap and hold the desired file and select **Delete** from the po-up menu.

To set a local folder for incoming files:

1. From the Tools menu, tap **Set Local Folder**.

2. Use the drop-down menu at the top of the screen to go to your desired folder.

3. Tap **OK** to return to the main screen of Bluetooth File Explorer. You will see the Local Folder field is updated to reflect the new folder selection.

NOTE	The Local Folder information is associated with the currently open shortcut and is saved with the active profile. You can separately configure your Local Folder for each connection shortcut.

To refresh the list of displayed files and folders on the remote device, simply tap **Refresh** from the Tools menu.

Send via Bluetooth

You can conveniently send your Pocket Outlook contacts, calendar items, and tasks individually or collectively to the remote device via Bluetooth.

To send data via Bluetooth:

1. Tap , then either Contacts, Calendar, or Tasks.

2. Highlight an item that you wish to send to the remote device.

3. Tap and hold the item, then tap **Send via Bluetooth** from the pop-up menu.

   OR

   Tap **Tools** from the command bar, then select **Send via Bluetooth**.

4. On the Select a Bluetooth Device screen, tap the name of the destination, then tap **OK**.
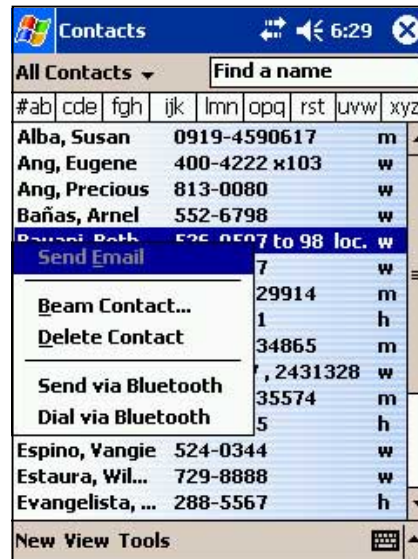
Dial via Bluetooth

The Dial via Bluetooth option allows you to select a contact from the Pocket Outlook contacts list, and have your paired cell phone dial the contact's phone number. If a contact has more than one phone number, select the number that you wish to dial. You may also modify a phone number before you dial.

To dial via Bluetooth:

1. From the Pocket Outlook Contacts screen, tap and hold a contact and select **Dial via Bluetooth**.

2. If your device is paired with more than one cell phone, or if a phone is not yet selected, tap the phone icon next to **Select a phone**, and choose the phone that you wish to use.

3. Select the number that you wish to dial, then tap **Dial Number**.

4. To modify the number, tap **Edit Number** and make your desired changes. Tap **OK** to return to the previous screen.

   NOTE   If you modify a phone number, a dialog box appears with an option to save or to discard the modification.

5. Tap **Dial Number**.

   After the number is sent to the cell phone, the connection on the device is closed.

   After the cell phone completes the dialing process, you can use the use the phone the normal way.

Bluetooth Personal Area Network

A Bluetooth personal area network is a private, temporary, ad-hoc network of up to eight (8) devices. A Bluetooth personal area network allows you to easily exchange information that normally requires a TCP/IP network. Most chat utilities, multi-player games, etc. are fully functional in a Bluetooth personal area network environment.

Bluetooth private area networks are subject to the same security settings (service availability, authorization, authentication, and encryption) that govern other Bluetooth communications.

One Bluetooth device must be the host of the personal area network. Other Bluetooth devices join the network as clients. The host can accept and reject clients on an individual basis.

To set up a Bluetooth personal area network:

1. From the Bluetooth Manager, select **New**>**Connect**> **Join a personal network**. Tap **Next**.

2. On the wizard screen, select **Host a personal network**, then tap **Next**.

3. Add remote devices to the Bluetooth personal network, if desired.

   a. Tap the **Add** button and select the device that you wish to add.

   b. Add other devices, if desired. There can be up to eight devices, including the host.

4. After adding devices, tap **OK** to complete the setup and close the wizard.

> | NOTE | Adding devices is optional. You do not have to add devices to the personal network while configuring the host. You can let other devices join the personal network later. |
> |------|--------|

To join a personal network:

1. From the Bluetooth Manager, select **New**>**Connect**>**Join a personal network**. Tap **Next**.

2. On the wizard screen, select **Join a personal network**, then tap **Next**. The Bluetooth browser appears.

3. Select the host of the personal network, then tap **Next** to establish a connection to the personal area network.

   If you are asked to enter the IP network settings, select **Use server-assigned IP address**, then tap **OK**.

Chapter 9

Wireless LAN

Accessing Wireless LAN

The Wireless LAN icon on your Today screen allows you easy access to the Wi-Fi (Wireless Fidelity) feature on your device. Tapping the icon displays a menu that allows you to:

- turn Wireless LAN on or off
- show the Wireless LAN info
- change the ASUS Settings

NOTE   You may not use Bluetooth® and Wireless LAN simultaneously. If Bluetooth is turned on, the Wireless LAN menu is grayed out. You need to turn off Bluetooth before you can turn on Wireless LAN.

Wireless LAN icon

Using Wireless LAN

Turning on Wireless LAN

To turn on Wireless LAN:

1. Tap the 🏠 icon on the command bar.
2. Tap the option **Wireless LAN ON**. The system automatically scans for all the available wireless networks.

3. From the list of detected wireless networks, select a wireless network to which you wish to connect your device.

4. Select either **The Internet** or **Work** for the network to connect your device.

5. Tap **Connect**.

Configuring Wireless Networks

To configure a wireless network:

1. After selecting a network to connect your device, tap **Settings** instead of Connect.

2. Make your desired changes to the available networks on the list.
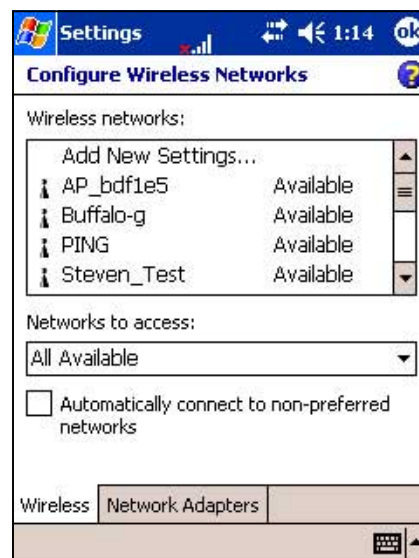
3. Tap **OK** when done.

To configure a network adapter:

1. Tap the **Network Adapters** tab.

2. Make your desired changes to the available adapters on the list.

3. Tap **OK** when done.
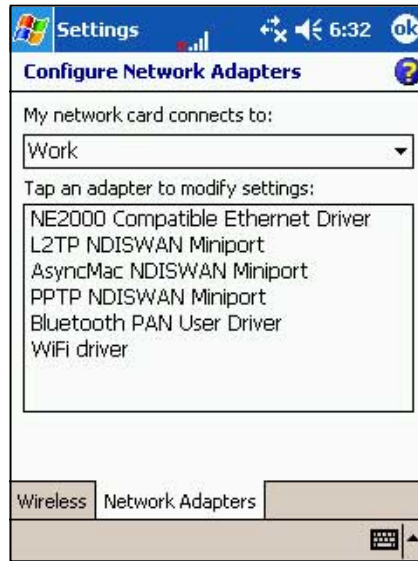
Wireless LAN configuration

Display the Wireless LAN information screens by tapping the 🏠 icon, and selecting **Wireless LAN Info** from the menu.

IP Address Configuration

This page shows the IP address details and allows you to renew the IP address when DHCP is used.

Pressing the **Renew** button forces the Pocket PC device to refresh its server-assigned IP address. The process may take several seconds while the system updates the IP information.
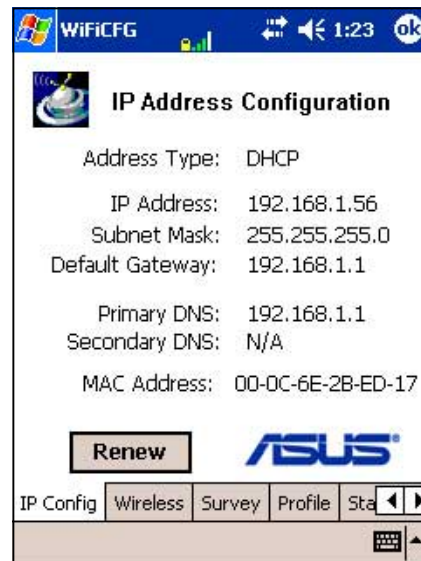
Wireless LAN Card Status

This page includes fields that display the current state and link information of your Wi-Fi device, and allows you to re-scan the available Access Points (AP) when necessary by tapping the **Rescan** button.

The Rescan button allows you to search for all available access points ad-hoc networks in the profile. If your link quality or signal strength is poor, you can use re-scanning to push the radio off a weak AP and search for a better link with another AP. The re-scanning process may take a while.

State

This field shows the Wi-Fi connection status.

- **Connected** - the station is associated with one wireless LAN device. This status also indicates the MAC address of the device.
- **Scanning** - the station is attempting to authenticate and associate with the specified access point.
- **Disconnected** - a previous link existed but no beacon was received. The connection to the adapter is terminated.
- **Disabled** - the Wi-Fi device radio is turned off.
- **Not available** - cannot obtain the Wi-Fi status; requires turning Wi-Fi on.
- **Unknown** - the Wi-Fi device is in an unknown state.
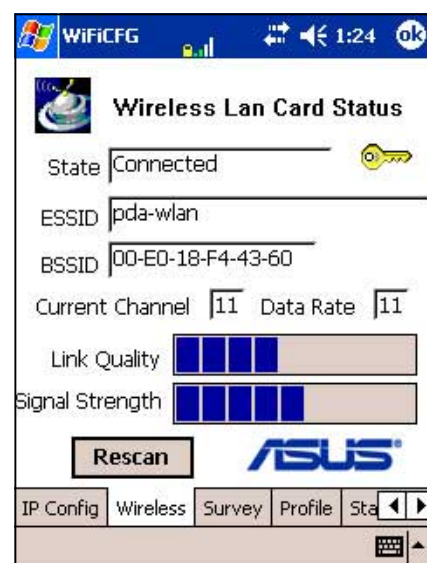
The following table describes the WEP status icons that you may see on your screen while on the Wireless LAN Card Status screen.

Icon	WEP status
none	WEP disabled, no encryption
	WEP disabled but encryption is required. This status requires you to input the correct network key.
	WEP enabled, data is correctly encrypted/decrypted.
	WEP enabled but failed to enrypt/decrypt data. This status requires you to input the correct network key.
	Ad-hoc mode, WEP disabled.
	Ad-hoc mode, WEP enabled.

ESSID

This field shows the Extended Service Set Indenfier (ESSID) to which the wireless device is connected. The text on this field is usually an unreadable alphanumeric string.

BSSID

This field shows the Basic Service Set ID (BSSID) to which the wireless device is connected. In ESS mode, this is the MAC address of the access point to which your device is connected.

Current Channel

This field shows the radio channel that the Wi-Fi device is currently using.

Data Rate

This field shows the data rate that the Wi-Fi device is currently using.

Link Quality

This field shows the signal quality level between the Wi-Fi device and the access point to which the device is currently connected.

Signal Strength

This field shows the signal strength level between the Wi-Fi device and the access point to which the device is currently connected.

Site Survey

This page allows you to search for available wireless networks near your device. Tap the **Search** button to scan all available wireless networks and display the results on your screen.

ESSID

This column shows the Extended Service Set Indenfier (ESSID) of the wireless network found in the search.

BSSID

This column shows the Media Access Control (MAC) address of the access point, or the Basic Service Set ID (BSSID) in an ad-hoc mode.

CH

This column shows the channel used by the wireless device.

Signal

This column shows the Received Signal Strength Indication (RSSI) transmitted by each wireless network. This information is helpful in determining which network you wish to associate your device. This signal is normally represented by a **dBm value**.
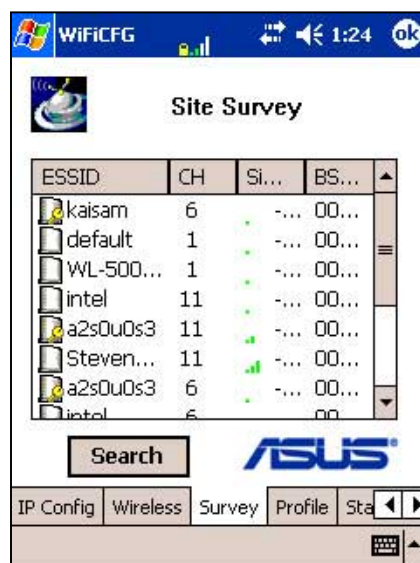
To associate with one of the detected wireless networks:

1. Tap-and-hold on a wireless network entry, then tap **Connect** on the pop-up menu.

   NOTE   Another way to connect is by **tapping twice** on the entry.
   ---

2. If the wireless network that you selected is on the profile, your device will try to connect to the wireless network automatically without asking you for additional information. Otherwise, input the required information.

3. After you have entered the required information, tap **OK**. The wireless network is then added to the profile, and your device will try to connect to it.

The following table describes the status icons that you may see on your screen while on the Site Survey screen.

Icon	Status
	Access Point (AP)
	Access Point with WEP enabled
	Access Point currently connected
	Access Point with WEP enabled currently connected
	Ad-hoc network
	Ad-hoc network with WEP enabled
	Ad-hoc network currently connected
	Ad-hoc network with WEP enabled currently connected

Profile Configuration

This page shows the detailed information hidden behind the wireless management mechanism of Pocket PC 2003, and allows you to change the profile settings of a selected wireless network.

The profile-based mechanism built-in the Pocket PC 2003 conveniently allows your device to connect to or switch between several wireless networks using the pre-configured profile settings, while activating, roaming, or re-scanning the Wi-Fi device.
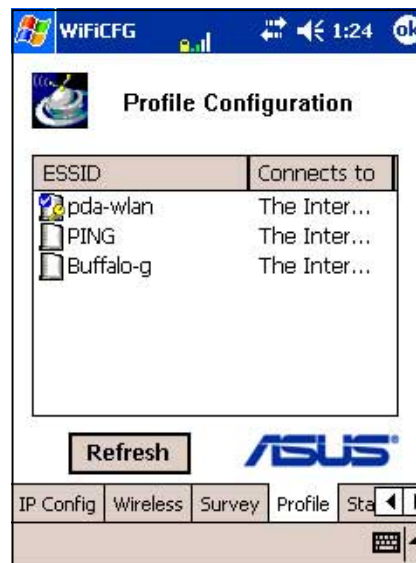
The **Refresh** button allows you to keep the profile list up-to-date. When you tap this button, the profile setting is immediately read from the system and displayed on the screen.

CAUTION   If you made changed the profile settings, make sure to save the changes **before** tapping the Refresh button.

ESSID

This column shows the Extended Service Set Indenfier (ESSID) used in the profile entry.

Connects to

This column shows which network your device is connected, **Work** or the **Internet**.

Pop-up menu items

Item	Action
Move	Moves the selected entry to a specified location
Edit	Edits the selected entry. A profile edit window appears and allows you to modify the settings for the entry.
Delete	Deletes the selected entry from the profile.
Add New Profile	Adds a new entry to the profile. A profile window appears and lets you add and input the settings for the new entry.
Apply Change	Applies all the changes you made and saves them to the profile in system. Make sure to perform this action after you have made your desired changes.

NOTE   While configuring your settings in the Profile Configuration page, you may also see icons that indicate the connection status of your device. Refer to the table on page 9-8 for the description of the icons.

To edit a wireless network profile:

1. Tap-and-hold on a wireless network item and select the **Edit** option from the pop-up menu, or simply tap twice on the target entry to launch the Edit menu.
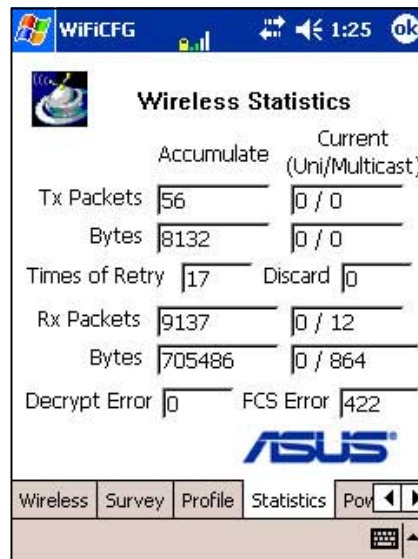2. Make your desired changes.
3. Tap **OK** when done.
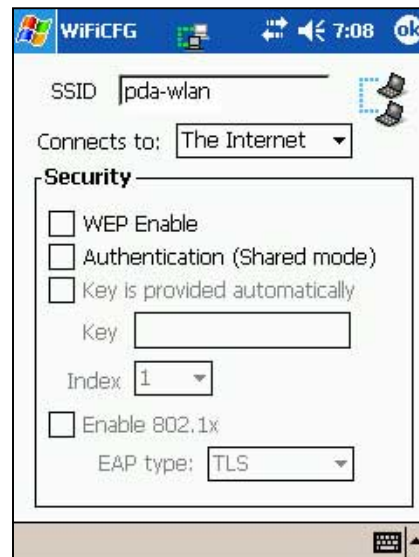
Statistics

This page displays the statistics of your Wi-Fi device.

Tx Packets

This field shows both the current and accumulated packets the Wi-Fi device has transmitted.

Tx Bytes

This field shows both the current and accumulated bytes the Wi-Fi device has transmitted.

Times of Retry

This field shows the accumulated number of packets that were successfully transmitted after retries.

Discard

This field shows the accumulated number of discarded transmit requests.

Rx Packets

This field shows both the current and accumulated packets the Wi-Fi device has received.

Rx Bytes

This field shows both the current and accumulated bytes the Wi-Fi device has received.

Decrypt Error

This field shows the total number of received packets that failed to decrypt.

FCS Error

This field shows the total number of received packets with incorrect CRC value.

Power Management

This page displays the statistics of your Wi-Fi device.

Enable Power Saving

Check this box to enable the power saving mode on the Wi-Fi device. Disable (uncheck) this feature for better system performance.

Automatically turn off Wi-Fi

- **if not connected for**

  When this box is checked, your Wi-Fi device automatically turns off if it cannot connect to any wireless network after a specified time period.

- **if not used for**

  When this box is checked, your Wi-Fi device automatically turns off if it does not transmit or receive any data for a specified time period. This feature saves system power especially when you are browsing on the Internet reading web page contents rather then downloading data.

About

This page displays the Wi-Fi utility and driver version information of your Wi-Fi device.

For updated product information, technical support, and downloads, visit the ASUS web site at **http://www.asus.com**.

WiFiME

WiFiME is a program built-in your Pocket PC device that makes wireless networking even more convenient. This program allows you to turn on the Wireless LAN (Wi-Fi) feature on your device, and continuously monitor your wireless link status through the indicator icon on the task bar. The WiFiME pop-up menu provides you quick and easy access to the Wi-Fi configuration (WiFiCfg) utility if you wish to configure the wireless LAN settings, or view configuration information.

To turn on Wireless LAN and launch the WiFiME program:

1. Tap [icon] >**Programs** >**ASUS Programs**.

2. Tap the WiFiME icon [icon].

Pop-up menu

To display the WiFiME pop-up menu, simply tap the WiFiME indicator [icon] on the task bar.

Wireless Info

This item shows the Wireless page of the WiFiCfg.

Site Survey

This item shows the Site Survey page of WiFiCfg.

Profile Info

This item shows the Profile page of WiFiCfg.

IP Info

This item shows the IP Address Configuration page of WiFiCfg.

Rescan

This item prompts the Wi-Fi device to re-scan (search for) all available access points (AP) or ad-hoc networks in the profile.

Radio off

This item turns off the radio of the Wi-Fi device.

About

This item shows the Wi-Fi utility and driver version information of your Wi-Fi device.

Hide WiFiME

This item gives you an option to temporarily remove the WiFiME icon from the task bar.

WiFiME task bar icons

The following describes the WiFiME indicator icons that you may see on the task bar.

Icon	Link Quality	WEP	Decryption result
	Excellent	Disabled	—
	Good	Disabled	—
	Fair	Disabled	—
	Poor	Disabled	—
	Excellent	Enabled	Correct
	Good	Enabled	Correct
	Fair	Enabled	Correct
	Poor	Enabled	Correct
	Excellent	Enabled	Fail
	Good	Enabled	Fail
	Fair	Enabled	Fail
	Poor	Enabled	Fail
	Not linked	—	—
	Ad-hoc network	—	—

Appendix

Notices

Federal Communications Commission Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1) This device may not cause harmful interference, and

2) This device must accept any interference received, including interference that may cause undesired operation.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with manufacturer's instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

•   Reorient or relocate the receiving antenna.

•   Increase the separation between the equipment and receiver.

•   Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

•   Consult the dealer or an experienced radio/TV technician for help.

> **WARNING!**   The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

UL Safety Notices

Required for UL 1459 covering telecommunications (telephone) equipment intended to be electrically connected to a telecommunication network that has an operating voltage to ground that does not exceed 200V peak, 300V peak-to-peak, and 105V rms, and installed or used in accordance with the National Electrical Code (NFPA 70).

When using the Pocket PC, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- **Do not use** the Pocket PC near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- **Do not use** the Pocket PC during an electrical storm. There may be a remote risk of electric shock from lightning.
- **Do not use** the Pocket PC in the vicinity of a gas leak.

Required for UL 1642 covering primary (nonrechargeable) and secondary (rechargeable) lithium batteries for use as power sources in products. These batteries contain metallic lithium, or a lithium alloy, or a lithium ion, and may consist of a single electrochemical cell or two or more cells connected in series, parallel, or both, that convert chemical energy into electrical energy by an irreversible or reversible chemical reaction.

- **Do not** dispose the Pocket PC battery pack in a fire, as they may explode. Check with local codes for possible special disposal instructions to reduce the risk of injury to persons due to fire or explosion.
- **Do not** use power adapters or batteries from other devices to reduce the risk of injury to persons due to fire or explosion. Use only UL certified power adapters or batteries supplied by the manufacturer or authorized retailers.

Replaceable batteries

If an equipment is provided with a replaceable batterym and if replacement by an incorrect type could result in an explosion (e.g. with some lithium batteries), the following applies:

- – if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;
- – if the battery is placed elsewhere in the equipmen, there shall be a marking close to the battery or a statement in the servicing instructions.

The marking or statement shall include the following or similar text:

CAUTION
RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING
THE INSTRUCTIONS

Compliance is checked by inspection.

Operator access with a tool

If a TOOL is necessary to gain access to an OPERATOR ACCESS AREA, either all other compartments within that area containing a hazard shall be inaccessible to the OPERATOR by the use of the same TOOL, or such compartments shall be marked to discourage OPERATOR access.

An acceptable marking for an electric shock hazard is   (ISO 3864, No. 5036)

Equipment for restricted access locations

For equipment intended only for installation in a RESTRICTED ACCESS LOCATION, the instalation instructions shall contain a statement to this effect.