P505

User handbook

Pocket PC

E1658

First edition V1
November 2004

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User handbook topics

This user handbook contains the information you need to efficiently use the Pocket PC.

- **Chapter 1 - Getting started..... 1-1**
  This chapter introduces the physical features of the Pocket PC and tells you how to set up and power up the device.
- **Chapter 2 - Learning the basics 2-1**
  This chapter teaches you the basic Pocket PC functions. You will learn how to enter text, find and organise information, customise the device, and know the bundled utilities.
- **Chapter 3 - Synchronising data..... 3-1**
  This chapter tells you how to use the Microsoft® ActiveSync® application that synchronises data between your Pocket PC and your desktop or notebook computer.
- **Chapter 4 - Using Pocket Outlook 4-1**
  This chapter details the procedures in using the Microsoft® Pocket Outlook Calendar, Tasks, Notes, and Contacts.
- **Chapter 5 - Phone features 5-1**
  This chapter provides information on how to use the Pocket PC phone features using the Vodafone Menu and Phone applications.
- **Chapter 6 - Messaging features 6-1**
  This chapter teaches you how to send MMS, SMS, and e-mail messages using the Pocket PC phone and WAP features.
- **Chapter 7 - Multimedia features..... 7-1**
  This chapter introduces the multimedia features of the Pocket PC including sections on Camera, Photo Album, and Pictures applications.
- **Chapter 8 - Using companion applications 8-1**
  This chapter includes basic information on how to use Pocket Word, Pocket Excel, MSN Messenger, and Windows Media Player for Pocket PC.

- **Chapter 9 - Using Pocket Internet Explorer 9-1**
  This chapter gives information on using Pocket Internet Explorer and the Mobile Favorites folder.
- **Chapter 10 - Getting connected 10-1**
  This chapter provides the procedures for connecting to the Internet, intranet, and for transferring data using infrared (IR).
- **Chapter 11 - Bluetooth® 11-1**
  This chapter provides information on how to use the Pocket PC Bluetooth® features.
- **Appendix - Notices**
  This part includes the safety notices and regulations.

P505 Pocket PC specifications

Processors	Application : Intel® PXA270 416 MHz Baseband : Infineon E-Gold+
Operating system	Microsoft® Windows Mobile™ 2003
Memory	64 Mb Flash ROM 64 Mb SDRAM*
Display	6 cm, brilliant transflective TFT LCD 65,536 colors, 240x320 resolution
Frequency band	Tri-band GSM (900/1800/1900 MHz)
GPRS	Class B, Multislot class 10
Camera	1.3 million pixels CMOS with still/video capture support Built-in flash
Interfaces	Bluetooth® : Bluetooth 1.1 Infrared : Low power Serial Infrared (SIR) USB : 1.1
Removable battery	1050 mAH Lithium Ion Up to 4 hours of talktime and 100 hours standby time** Up to 15 hours of operation time
Expansion	SD/MMC card slot
Audio	2.5 mm audio port Built-in microphone and speaker Polyphonic ringtone support
Applications	Microsoft® Pocket Internet Explorer, Microsoft® Pocket Word, Microsoft® Pocket Excel, Microsoft® Pocket Outlook, Windows® Media Player, Microsoft® ActiveSync, MSN Messenger,
Unique features	Vodafone menu (mobile phone application) Launcher (quick launcher application)
LEDs	Power (inside the power button), GSM/GPRS, and Bluetooth
Side keys	5-way Joystick, Voice Record, and Camera Capture
Size	108 mm x 60 mm x 22.5 mm (L x W x H)
Weight	170 grams

Specifications are subject to change without notice.

* 9 Mb/11 Mb allocated for Western/Eastern language support)
** According to Microsoft Logo Test Kit - Battery Life Test

P505 Pocket PC box

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

Box contents	• P505 Pocket PC • 1000 mAH, 3.7 V Lithium Ion battery Manufacturer : Welldone Model name : P505 • USB cradle • USB sync cable • AC adapter/power cord Input : 100 Vac ~ 240 Vac, 0.2 A Output : 5 Vdc, 1 A • Stylus • Microsoft® Companion CD • Bonus CD • User handbook • Quick Start Guide • Warranty card
Optional accessories	• Stylus • Car charger • Foldable keyboard* • Leather handheld case • Traveling USB sync cable • AC adapter/power cord (UL/CEE/UK/SAA/CCEE) • Bluetooth GPS • 3000 mAH Lithium Ion battery

* English version keyboard.

Chapter 1

This chapter introduces the physical features of the Pocket PC and tells you how to set up and power up the device.

Getting Started

Chapter summary

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Introducing P505 Pocket PC

The P505 Pocket PC is a Personal Digital Assistant (PDA) and a tri-band mobile phone in one. The P505 versatility lets you enjoy all the benefits of a powerful PDA while providing you with an efficient mobile communication solution so you can be connected anywhere you are.

Powered by a 416 MHz Intel® PXA270 and an Infineon E-Gold+ baseband processors, built-in 64 MB SDRAM and 64 MB Flash ROM, and bundled with the Microsoft® Windows Mobile™ 2003 operating system, P505 is truly a smart companion for the business professional.

Key PDA features

- Windows Mobile™ operating system
- Built-in digital still/video camera
- Recorder that can record more than six hours of audio
- Integrated e-mail, MMS, and SMS messaging
- MP3 and video playback support
- Voice Commander application (voice command/recognition)
- Vodafone quick launcher application
- Bluetooth™ and Infrared (IR) enabled
- Sleek, compact, and stylish design
- Navigation buttons and touchpad for easy input
- SD slot for additional storage or I/O interface
- Full/partial backup capability with Smart Keeper application
- Supports Microsoft® ActiveSync application

Key mobile phone features

- Tri-band GSM Class 10
- Stores over 1,000 contacts
- MMS/SMS messaging
- Vodafone menu provides quick access to PDA features
- 64CH polyphonic ring tones
- Conference call
- Photo Contacts application to display photos of callers
- SIM Manager for SIM/PDA phonebook management

Front features (flip closed)

- **GSM/GPRS LED** - blinks red when the phone and GPRS functions are on. See the LED indications table on the next page for details.
- **Bluetooth LED** - blinks blue when the Bluetooth™ feature is on. See the LED indications table on the next page for details.
- **Earpiece** - allows you to listen to incoming calls.
- **Antenna** - allows the device to obtain signals.
- **Power button and power LED** - press this button to turn on or off the device. This button lights up red when the battery is charging and turns green when the battery is fully-charged.
- **LCD touch screen** - allows you to enter, read, send, receive, or edit data by tapping on it. The screen lumination is increased or decreased by changing the backlight settings.
- **Soft-key (right)** - displays the phonebook when in idle mode; performs various functions depending on the menu level and screen display.
- **End key** - ends a call.
- **Alphanumeric keys** - enters numbers and alphanumeric characters.
- **Microphone** - used for speakerphone function and to enhance sound recordings
- **Flip cover** - contains all phone keys for the Pocket PC phone function.
- **Call key** - calls a number; answers a call; displays dialled numbers.
- **Soft-key (left)** - launches the phone menu; enters a phone menu.

LED indications table

LED	Color	Status	Indicates that the device
GSM/GPRS	Green Orange Red	Blinking Blinking Blinking	is connected to a GSM network is connected to a GPRS network received a new SMS message or is reminding you of an appointment, task, etc.
Bluetooth	Blue Red	Blinking Blinking	Bluetooth™ feature is on OS has generated an alarm
Power	Red Green	On On	battery is charging battery is fully-charged

Front features (flip open)

- **Call button** - launches the Phone application.
- **Calendar button** - launches the Calendar application.
- **Contacts button** - launches the Contacts application.
- **End button** - ends a call or closes the Phone application.

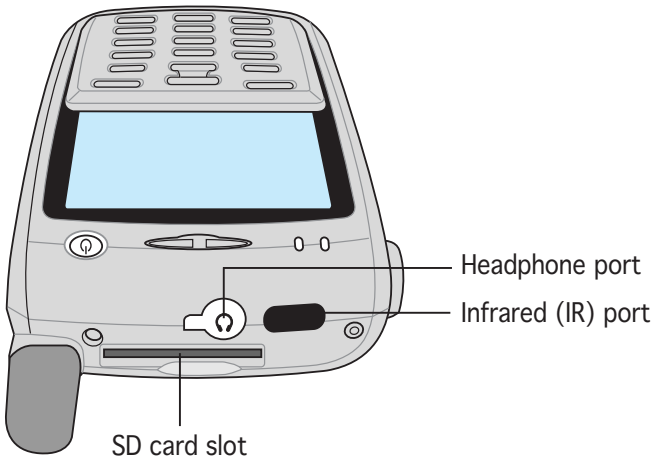
Side features

Left side

Right side

- **Reset button** - allows you to perform a soft reset in case the device malfunctions, or when an application hangs. Press the tip of the stylus on the button to reset the device.
- **Record button** - launches the Notes recorder application.
- **Camera button** - launches the Camera application; captures a photo or records video.
- **5-way joystick** - functions like the four arrow keys and the Enter key on a keyboard. This button allows you to:
  - move through the program icons, folders, or files in a menu by scrolling up, down, right, or left
  - launch a selected program, list folder contents, or open a file by pressing the button
- **Voice command button** - launches the Voice Commander application.

Top features

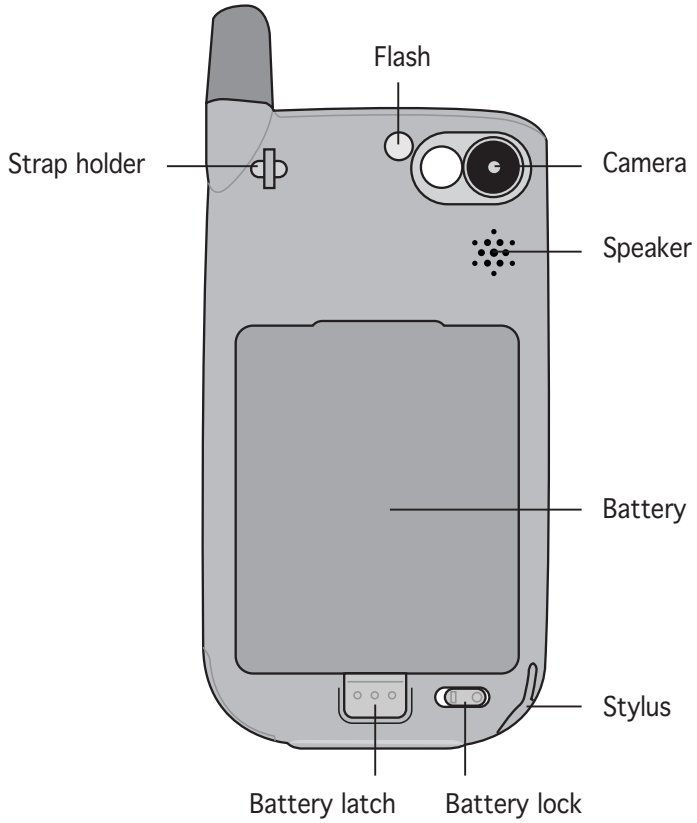


- **Headphone port** - connects to a headphone.
- **Infrared (IR) port** - allows you to beam data to another device that has an IR port.
- **SD card slot** - accommodates an SD card.

Bottom features

- **Power and cradle/sync cable connector** - connects to the 26-pin female connector on the cradle. If you are not using the cradle, connect the 26-pin power/USB sync cable plug directly to this connector to synchronise your device with your computer and/or to charge the battery.

Back features



- **Flash** - provides additional lighting for the built-in camera
- **Camera** - this is a 1.3 megapixel still/video camera
- **Battery** - this is a Lithium-Ion battery
- **Stylus** - used for tapping or writing on the LCD screen
- **Battery lock** - locks or unlocks the battery latch

NOTES

- The power button is automatically disabled when the battery is unlocked. The device automatically turns on when you install and lock the battery.
- The P505 comes with an internal battery that allows you to swap a fully-charged and a used battery within thirty minutes without losing any data.

CAUTION! If the Pocket PC is on, unlocking the battery automatically turns off the device and you lose all unsaved data. Refer to page 2-31 for details on how to back-up your data.

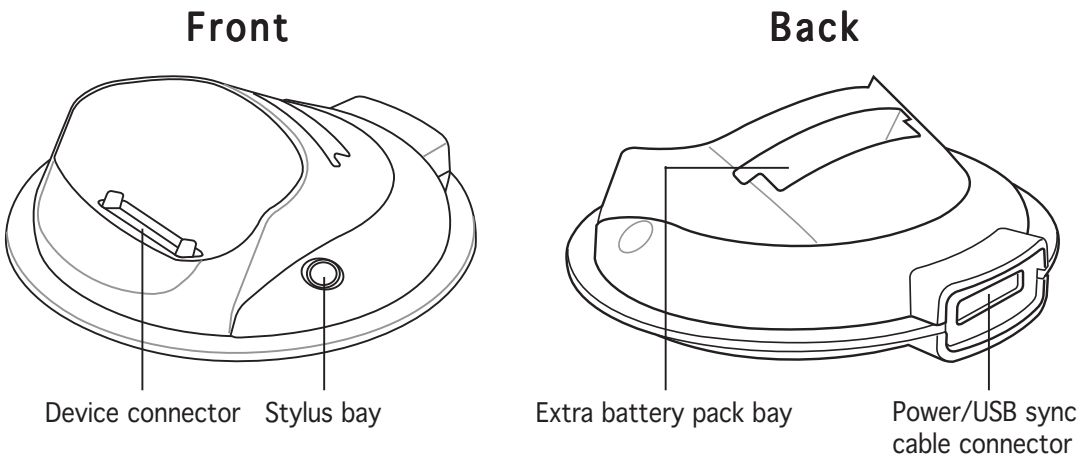
- **Battery latch** - secures the battery on the bay
- **Strap holder** - allows you to carry the device on a strap

The stylus

The stylus functions on the P505 the same way a mouse functions on a standard PC. Use the stylus to open programs, execute commands, or to enter information by writing on the screen or by tapping on the on-screen keyboard.

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

The cradle



The cradle has three connectors.

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

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

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

Setting up P505

Installing a SIM card and battery

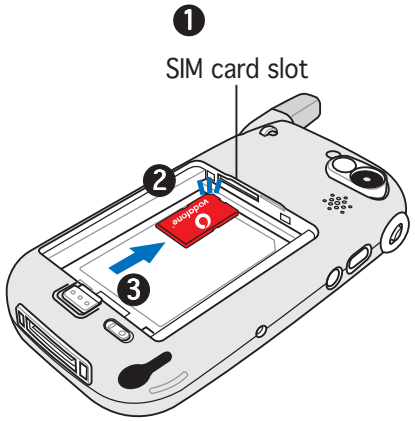
To operate the Pocket PC phone features you must install a Subscriber Identification Module (SIM) card.

NOTE

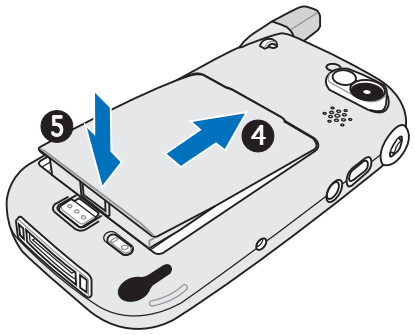
- Your operator will provide a SIM for the device or provision an existing SIM for use, subject to your contract with the operator.
- The battery comes uninstalled in the P505 box. Install the SIM card first before installing the battery.

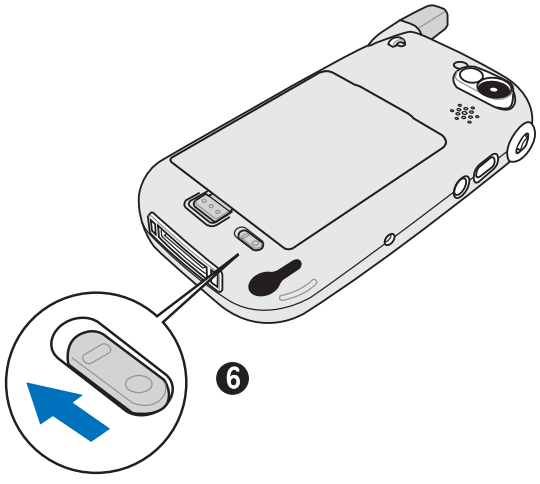
To install a SIM card and the battery:

1. Locate the SIM card slot.
2. Position the SIM card with its nicked corner on top and its contacts face down.
3. Insert the SIM card to the slot until it clicks in place.



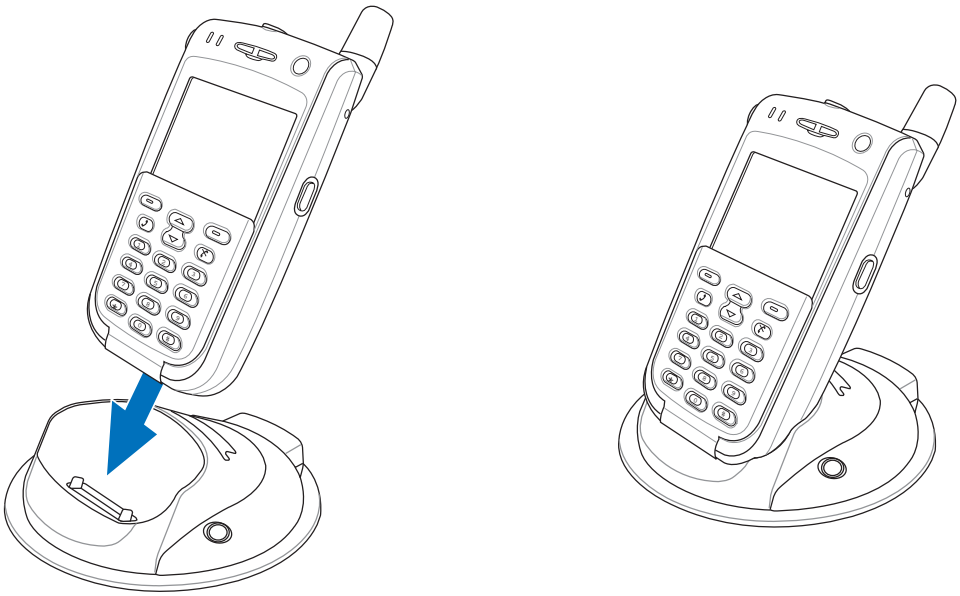
4. Install the battery by matching the battery hooks to the holes on the compartment.
5. Slide the battery into the compartment, then press to keep it in place. See the illustration for reference.
6. Use the stylus to move the battery lock to the left to secure the battery.





Placing on the cradle

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



Connecting the AC adapter

- Connect the power/USB sync cable to the connector at the back of the cradle. Connect the power plug to a grounded wall socket. See Figure 1.

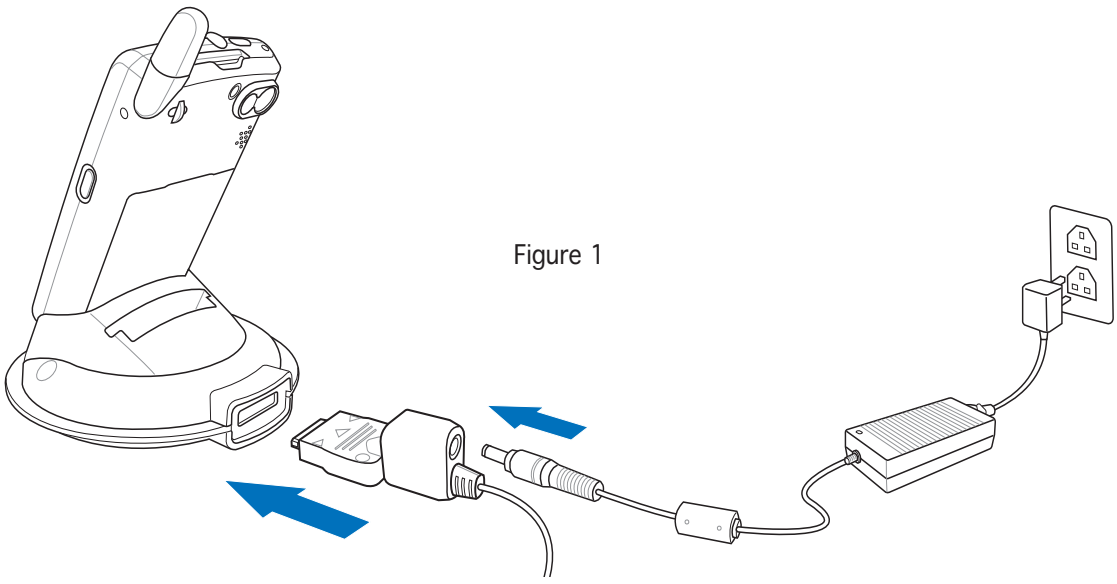


Figure 1

- If you are not using the cradle, connect the power/USB sync cable plug directly to the power connector at the bottom of the device. Connect the other end of the power/USB sync cable to a grounded wall socket. See Figure 2.

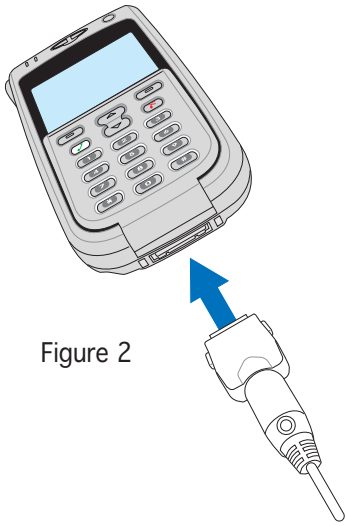
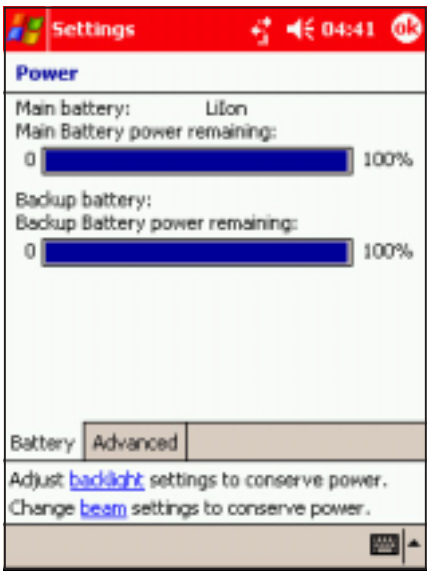


Figure 2

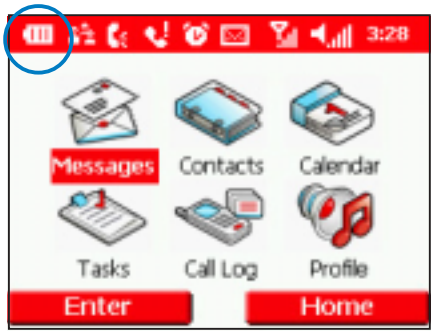
Charging the battery

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

When the device is on and the flip is open, you can display the power status by tapping > **Settings** > **System** tab, and the **Power** icon.



When the device is on and the flip is closed, a battery icon appears in the top left corner of the phone interface indicating the battery power level.



Additional storage

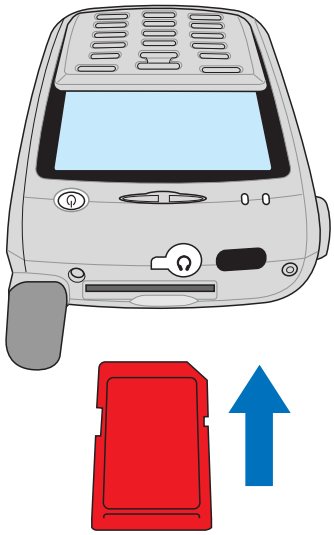
Your device comes with a SecureDigital™ memory card slot for additional storage or network card installation.

NOTE Install an SD card if you wish to use the Smart Keeper backup application.

Installing and removing an SD card

To install an SD card:

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



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

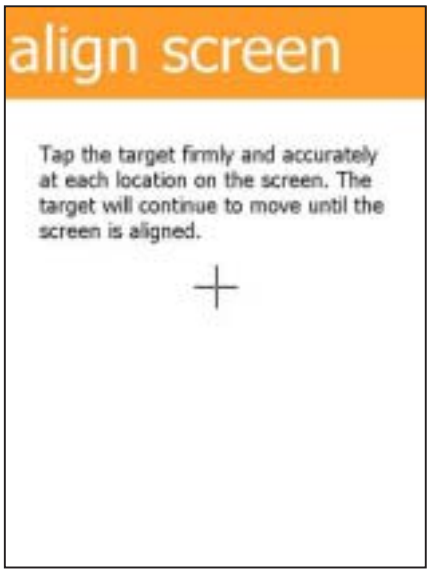
2. Push the card all the way into the slot until it fits completely. If properly installed, the SD card edge aligns with the top edge of the device.

To remove an SD card:

Press the card slightly until it ejects.

Activating the Pocket PC

Press the power button to turn on the device, then open the phone flip. The first time you start or reset the device, the screen prompts you to re-calibrate and set the local time zone. Follow onscreen instructions to proceed.



Screen alignment

Setting the local time zone

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

Chapter 2

Learning the Basics

This chapter teaches you the basic Pocket PC functions. You will learn how to enter text, find and organise information, customise the device, and know the bundled utilities.

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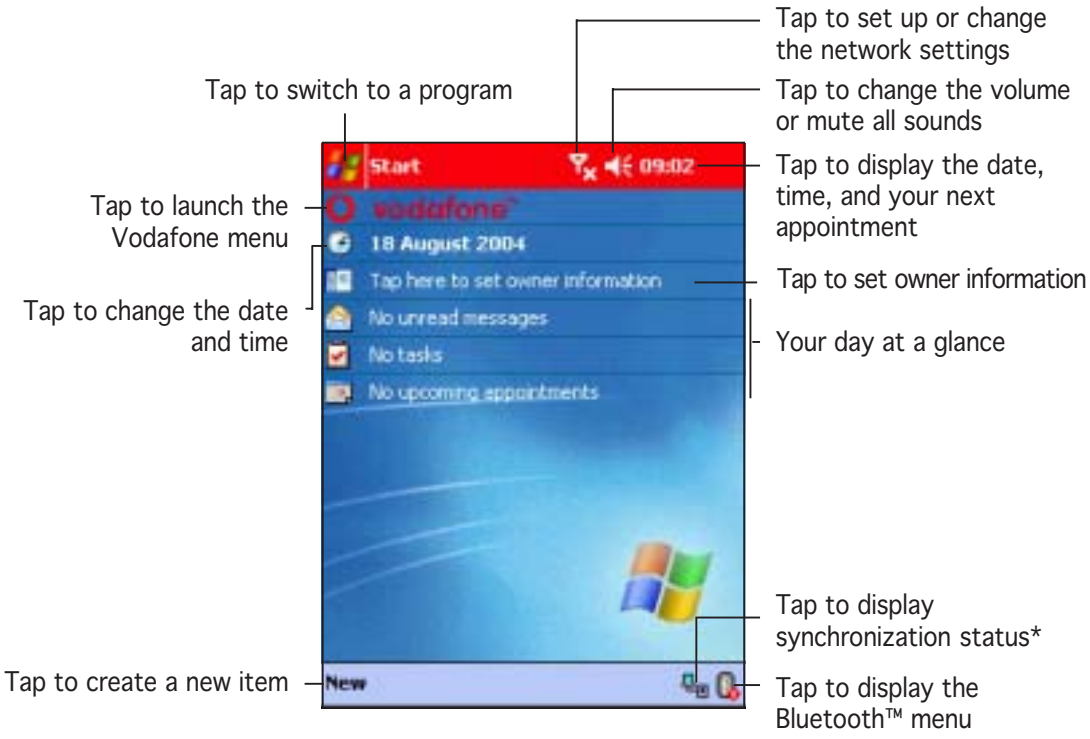
Basic Pocket PC screens

Today screen

Normally, the **Today** screen appears when you turn on your device and open the phone flip for the first time each day.

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

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



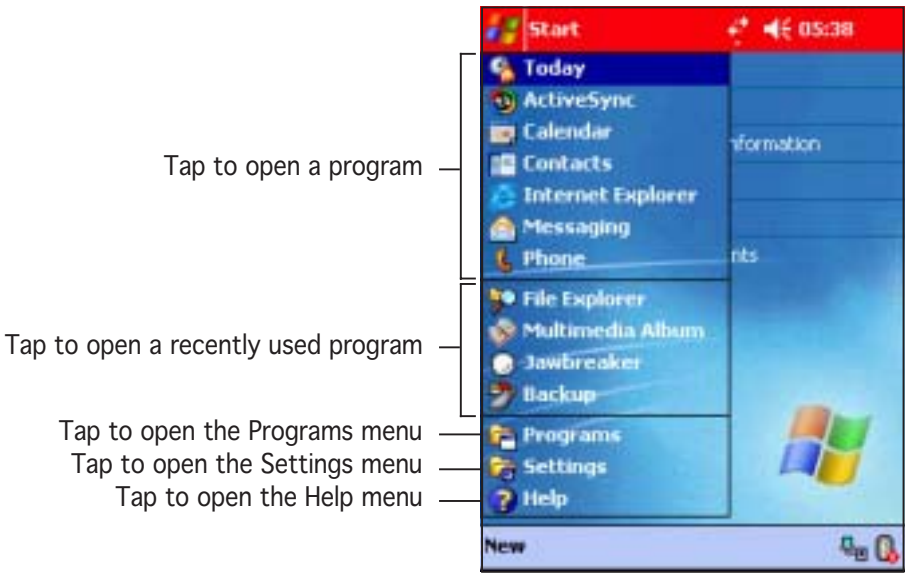
From the **Today** screen, tap any of the listed items with the stylus to display the details.

The following sections explain how to use the Vodafone Menu, modify the current tasks or activities, add new items or information, set the time and owner information, or read e-mail/MMS/SMS messages.

* The device must be in the cradle or connected to the computer via the USB cable to display this icon.

Start menu

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

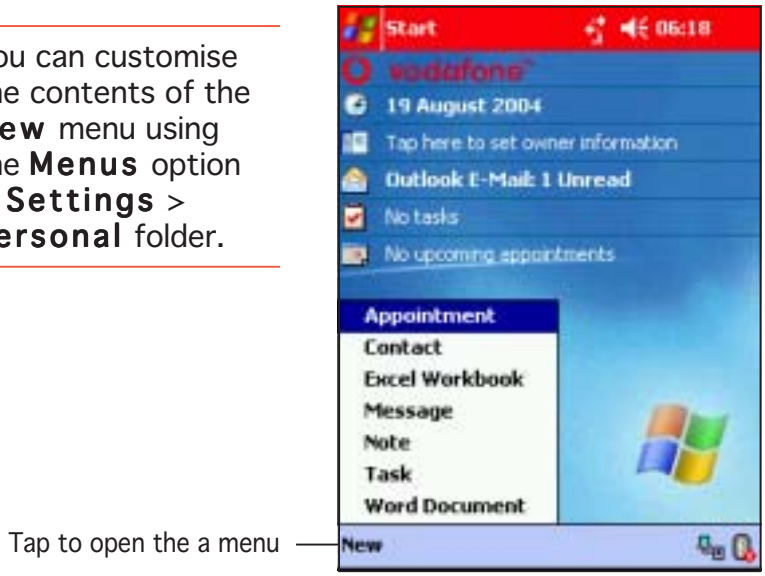


NOTE You can add or remove programs from the Start Menu using the **Menus** option in **Settings** > **Personal** folder.

New

Tap **New** at the bottom left corner of the screen to display a list of programs and tasks you can select from.

NOTE You can customise the contents of the **New** menu using the **Menus** option in **Settings** > **Personal** folder.



Vodafone menu

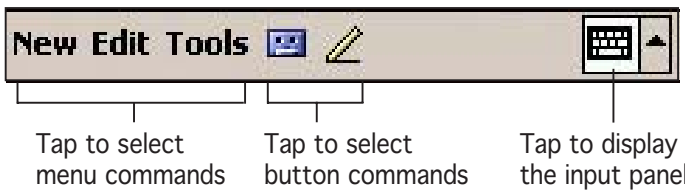
The Vodafone menu provides quick access to commonly used PDA and mobile applications. You can launch the Vodafone menu by tapping the **Vodafone** item in the Today screen.

Tap an icon to launch the application.

NOTE See page 5-3 for details on how to adjust the Vodafone menu settings.

Command bar

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

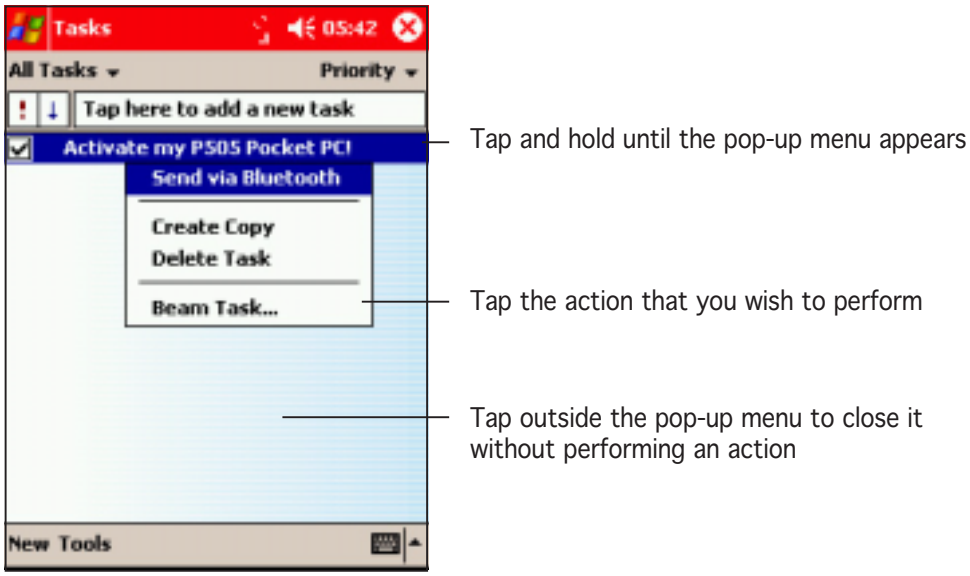


NOTE The menus and buttons vary depending on the programs you are using.

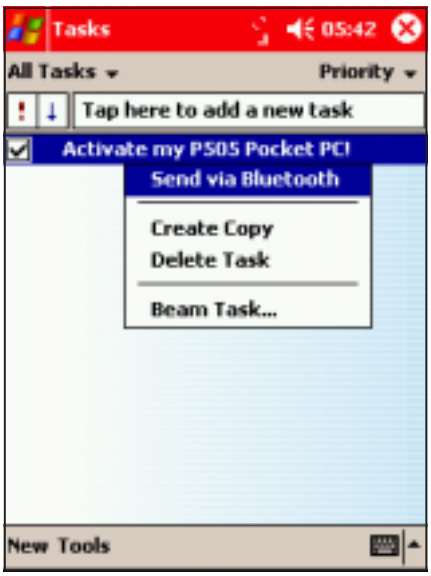
Pop-up menus

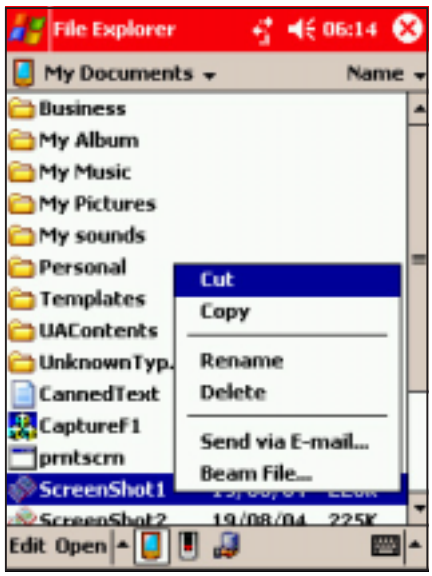
Pop-up menus often appear when you tap and hold an item to help you choose an action. The actions in the pop-up menus vary from program to program.

To access a pop-up menu, tap and hold the stylus on the item that you wish to perform action on. When the menu appears, lift the stylus, and tap the action that you want to execute. To close the pop-up menu without performing an action, tap anywhere outside the menu.



The pop-up menu items vary depending on the program or application. For example, the **File Explorer** pop-up menu includes more items than in **Tasks**.





Entering information

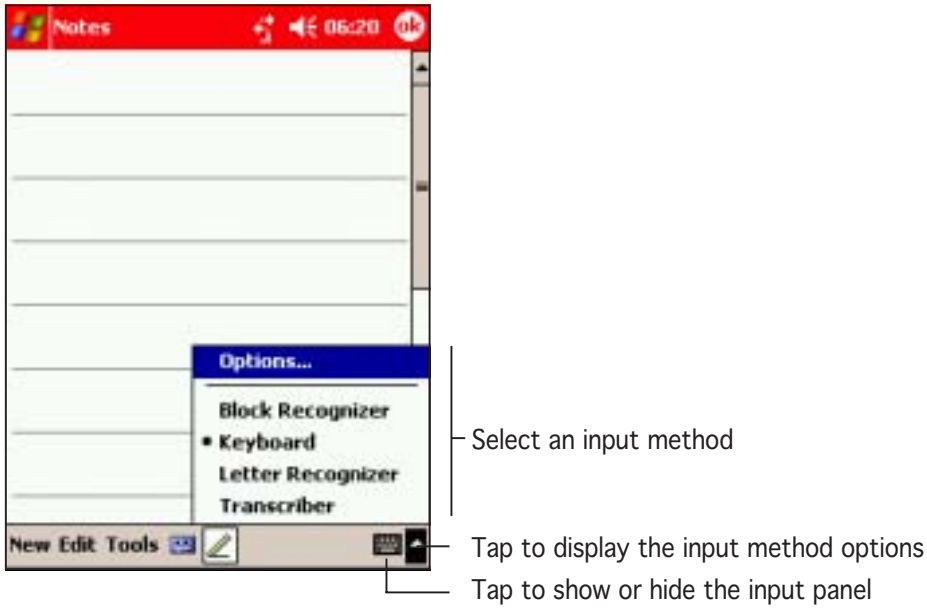
You can enter information in your device in any of the following ways.

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

Entering text using the Input Panel

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

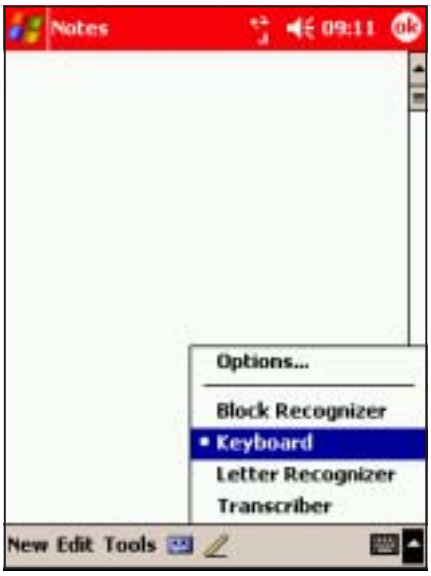
To show or hide the input panel, tap the **Input Panel** button. Tap the **arrow** next to the Input Panel button to see your options.



Open the **Notes** application to try out the different options for creating text.

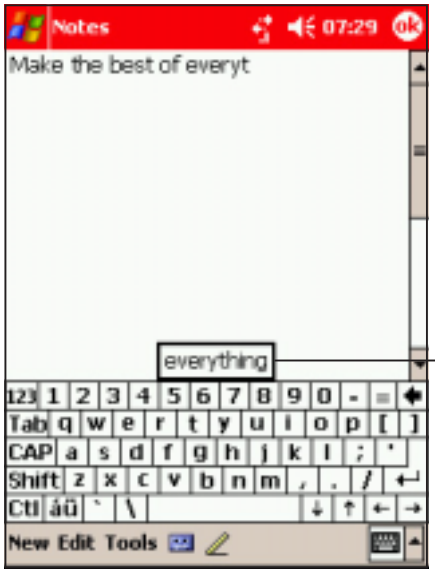
To type with the on-screen keyboard:

1. Tap the arrow next to the Input Panel button, then tap **Keyboard**.
2. Tap the keys with the stylus to enter information.



3. When finished, tap ok to save the file.

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



To change the settings for word completion:

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

To use Letter Recognizer:

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

1. Tap the arrow next to the Input Panel button, then tap **Letter Recognizer**.
2. Write a letter or a number in the appropriate on-screen area. When you write a letter, it is converted to a typed text that appears on the screen. If the device has trouble recognising a character, tap on the question mark next to the writing area and follow the on-screen instructions to see how to write that character.

To use Block Recognizer:

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

1. Tap the arrow next to the Input Panel button, then tap **Block Recognizer**.
2. Write a letter or a number in the appropriate on-screen area. When you write a letter, it is converted to a typed text that appears on the screen. If the device has trouble recognising a character, tap on the question mark next to the writing area and follow the on-screen instructions to see how to write that character.

To use Transcriber:

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

1. Tap the arrow next to the Input Panel button, then tap **Transcriber**.
2. Write anywhere on the screen.
   For instructions and demonstration on using Transcriber, with Transcriber open, tap the **question mark** in the lower right corner of the screen.

To edit typed text:

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

Writing on the screen

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

To write on the screen:

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

Tap the Pen button and use your stylus like a pen

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

To edit your writing:

1. With the Pen button highlighted (i.e. not in writing mode), tap and hold the stylus next to the text that you wish to select until the insertion point appears.
2. Without lifting, drag the stylus across the text to select it. If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it, then dragging the stylus across the screen.
3. Tap **Edit** on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

To select a zoom level:

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

To convert writing to text:

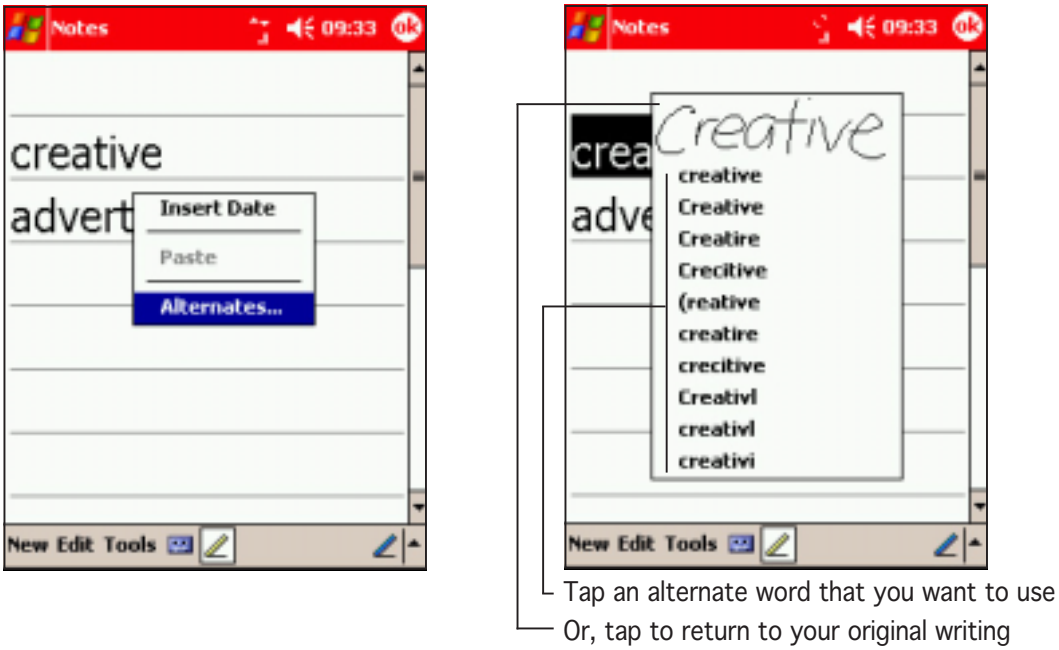
1. Tap **Tools**, then select **Recognise**.

The writing is turned into text

2. If the conversion is correct, tap ok to save your note.

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

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



Writing recognition tips

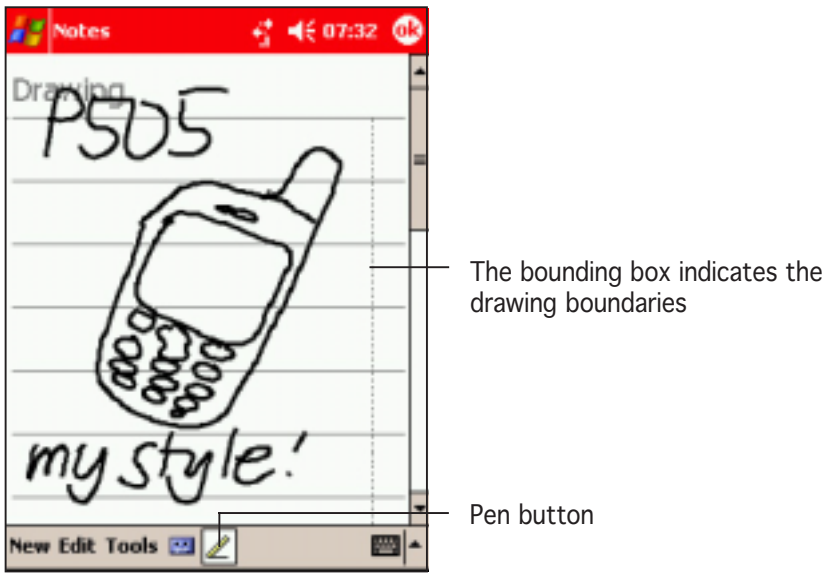
- Write neatly.
- Write on the line and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write full-stops and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the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

Drawing on the screen

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

To create a drawing:

1. Use the stylus to create a drawing three ruled lines high. A bounding box appears around the drawing.
2. Start another drawing within the bounding box, then end the drawing outside the bounding box. The bounding box expands to include the new drawing.



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

To edit your drawing:

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

Recording a message

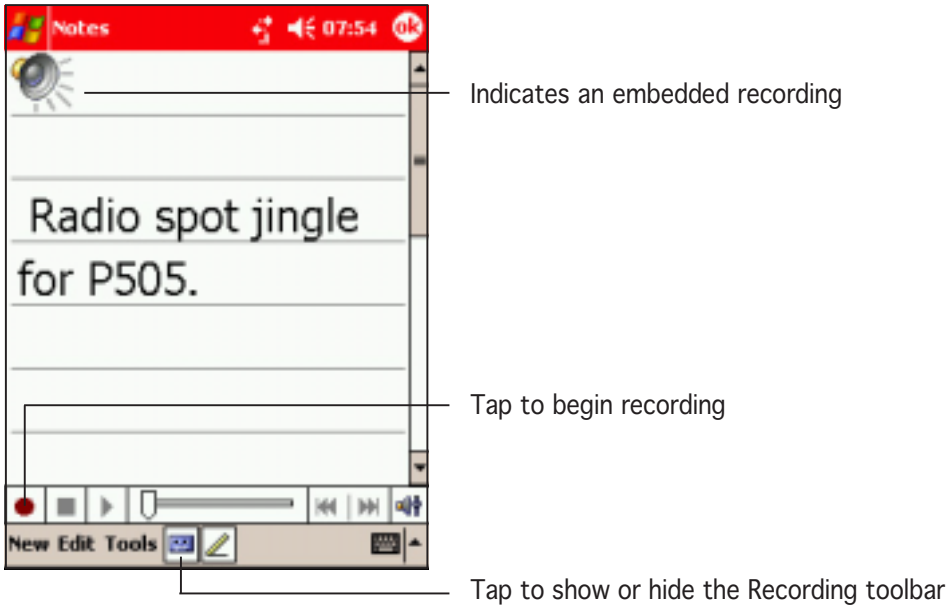
In any application where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

In **Calendar**, **Tasks**, and **Contacts**, you can include a recording in the **Notes** tab. In the **Notes** program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.

In the **Messaging** program, you can add a recording to an MMS or e-mail message.

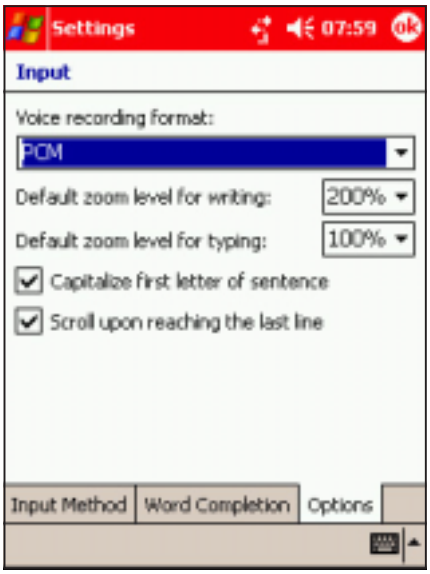
To create a recording:

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

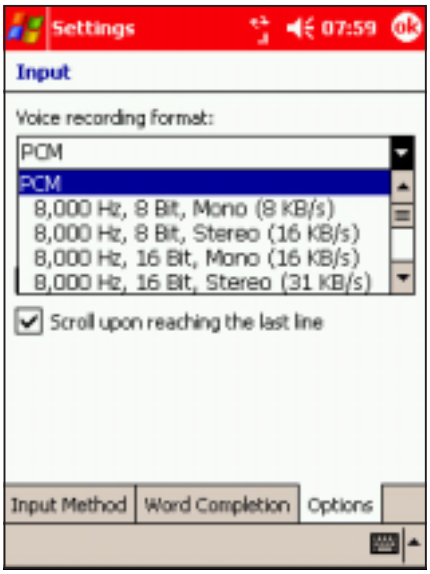


To change the recording format:

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



4. Tap the **Voice recording format** field to display available recording formats, then select from the list.



Notes on recording formats

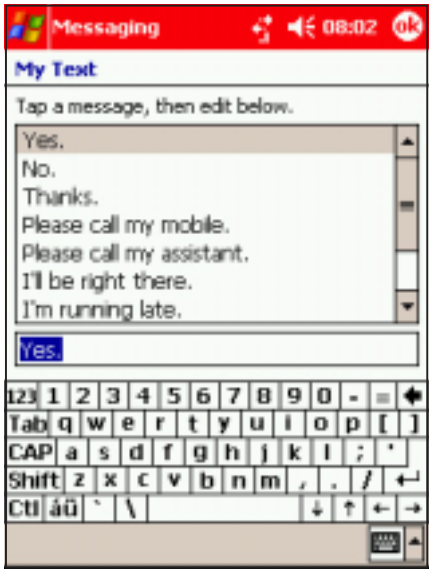
- **GSM** is a 2.4KB audio codec. It is the recommended format because it provides good voice recording and less storage space.
- **Pulse Code Modulation (PCM)** provides slightly better sound quality but takes up 50 times more storage space than GSM recordings.

Using a preset message

When composing e-mail, MMS, or SMS messages, or when using MSN Messenger, use **My Text** to quickly insert preset or frequently used messages to the text entry area. To insert a message, tap **My Text** and tap your desired message.

To edit a preset message:

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



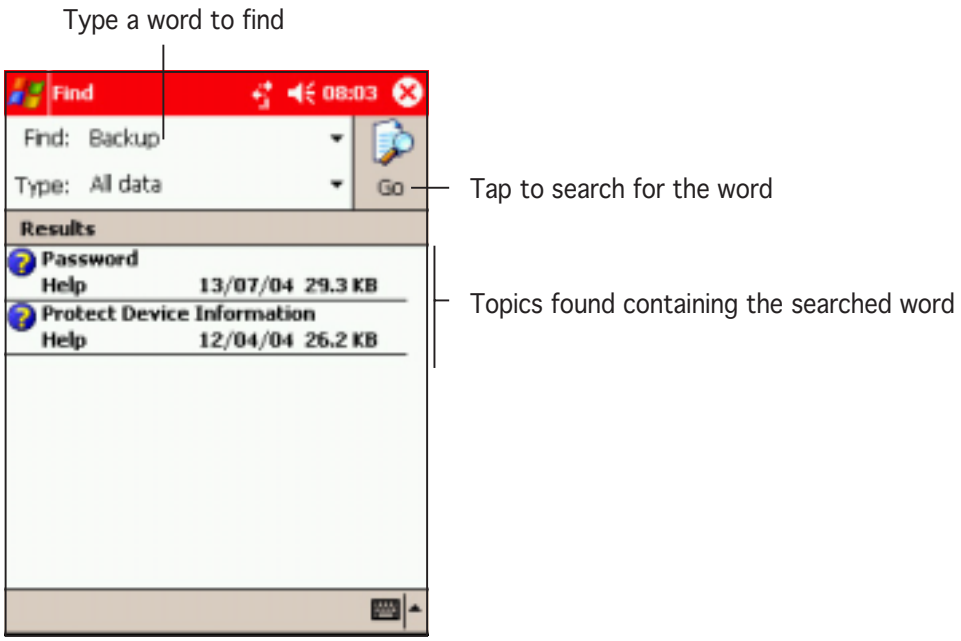
Finding and organising information

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

Using Find

To find information:

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



Using Help

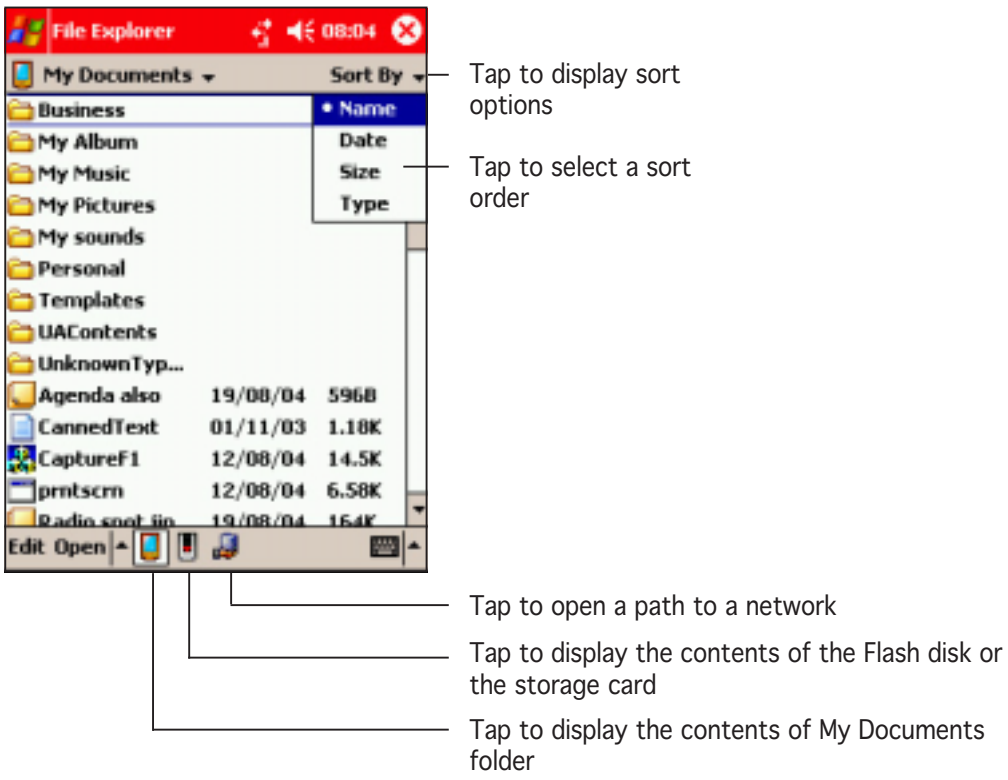
To use the Help feature:

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

Using the File Explorer

To use the File Explorer to find and organise files:

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



Customising your device

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

Adjusting settings

You can adjust the device settings to your preference.

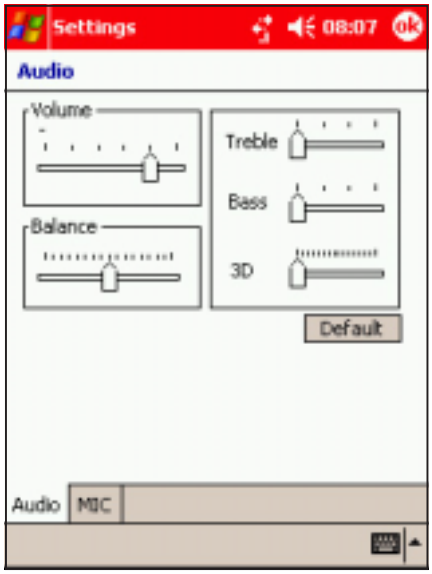
To see the available options:

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

Changing system settings

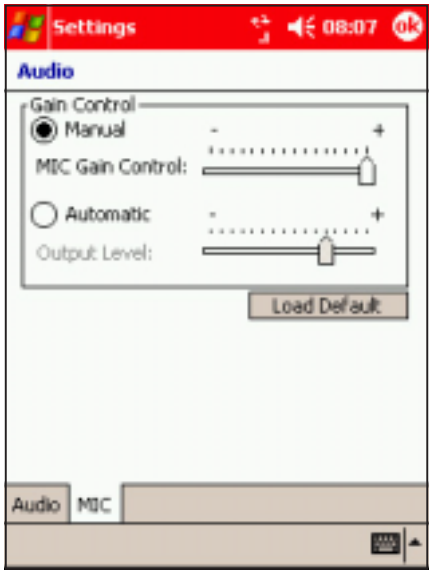
To change the audio settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Audio** icon.
3. Use the stylus to move the **Volume**, **Balance**, **Treble**, **Bass**, and **3D**, sliders to your desired settings.
4. Tap to save the changes and to close the screen. Otherwise, click **Default** to revert to the original settings.



To change the microphone settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Audio** icon.
3. Tap the **MIC** tab.
4. Tap the **Manual** option, then move the slider to the desired microphone gain.
5. Tap to save the changes and to close the screen. Otherwise, click **Load Default** to revert to the original settings.

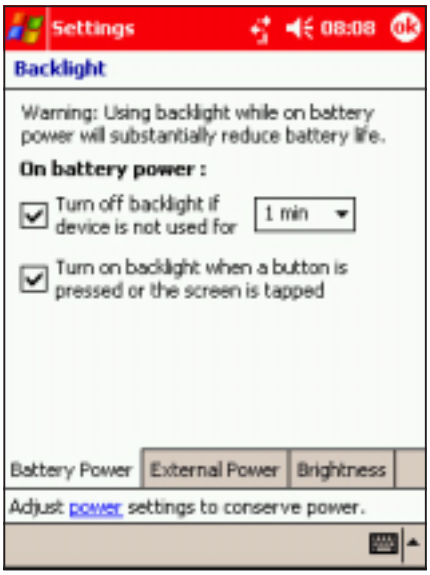


To change the backlight settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Backlight** icon.

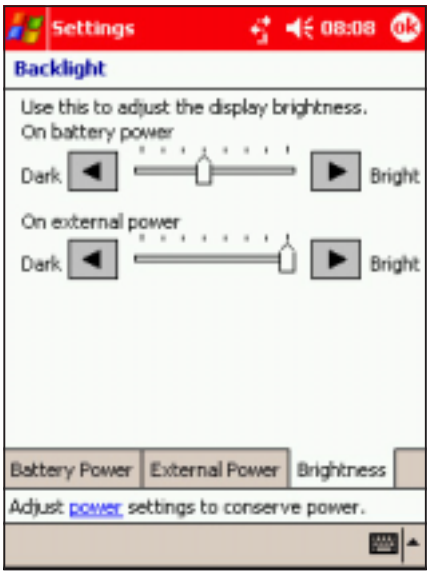
   The screen displays the backlight settings when you are using the battery power.

   Tap the **External Power** tab to adjust the backlight settings when using external power,
3. Adjust the backlight settings, then press ok.



To adjust the backlight brightness:

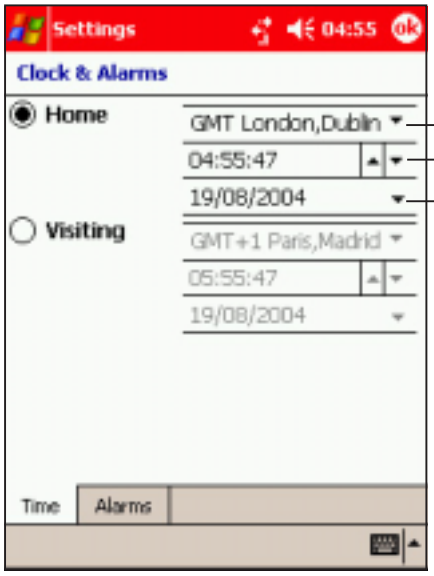
1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Backlight** icon.
3. Tap the **Brightness** tab.
4. Adjust the brightness settings when the device is on battery or external power, then press ok.



NOTE Turning off the backlight when the device is not in use or using a lower level of display brightness saves battery power and improves battery life.

To change the date and time settings:

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



Tap to select a time zone

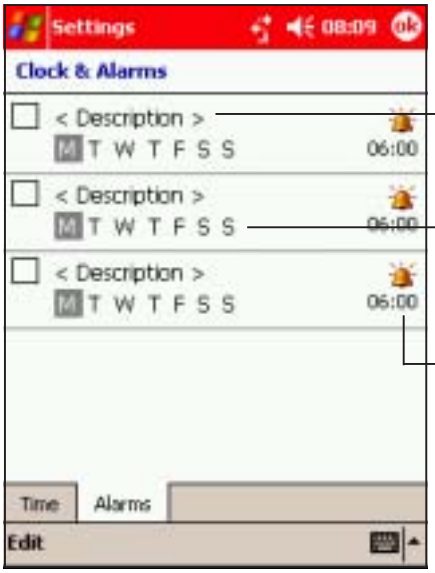
Highlight an hour part then tap up or down arrow to set

Tap this down arrow to display the **Calendar**

NOTE When travelling, setting the home and visiting time zones ensures that synchronised appointments and messages appear correctly.

To change the alarm settings:

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



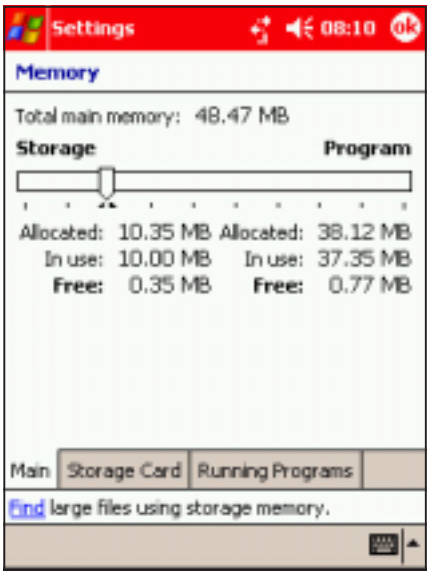
Tap and type a description for the alarm

Tap a day of the week for the alarm

Tap to display the clock and specify a time for the alarm

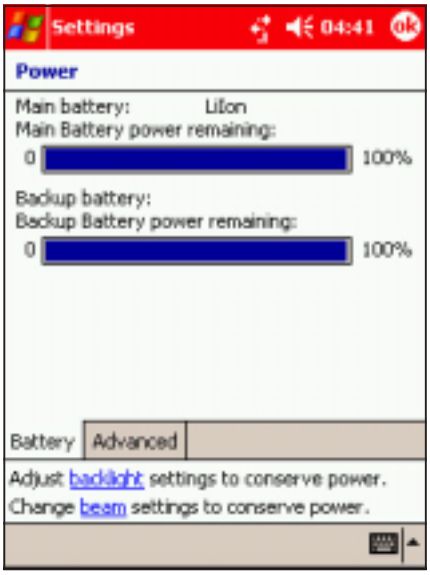
To view the device memory:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Memory** icon to view the main memory information.
3. Tap the **Storage Card** tab to view the storage card memory, if available.
4. Tap the **Running Programs** tab to view and/or stop applications currently running on the device.
5. Tap ok to return to the previous window.



To view the device power:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Power** icon to view the battery power information.
3. Tap the **Advanced** tab to adjust the power settings.
4. Tap ok to return to the previous window.



NOTE You can save battery power by:

1. Turning off the backlight when the device is not in use.
2. Decreasing the display brightness level.
3. Switching the processor to power saving mode. See page 2-28 for details.

To change the regional settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Regional Settings** icon.
3. Tap any from the five tabs at the bottom of the display to adjust the region, number, currency, time, and date settings.
4. Tap ok to return to the previous window.

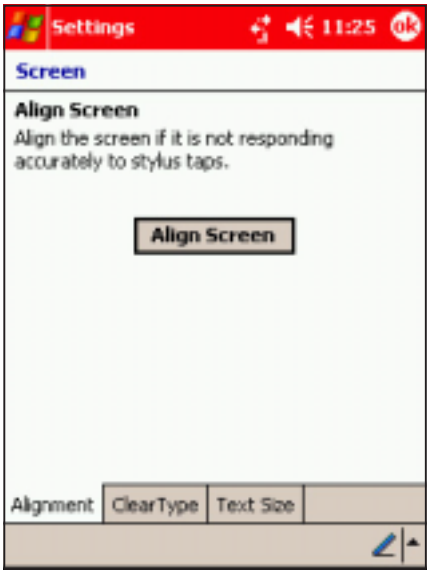
To remove a program from your Pocket PC:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Remove Programs** icon.
3. From the list, select the program you wish to remove, then tap **Remove**.
4. Tap ok to return to the previous window.

NOTE Take caution when removing programs from your Pocket PC. You may not be able to restore the program after removing it.

To change the screen settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Screen** icon. The window shows the align screen settings. Refer to the next section for details.
3. Tap the **Clear Type** tab to enable Clear Type. Clear Type smoothens the screen font edges.
4. Tap ok to return to the previous window.

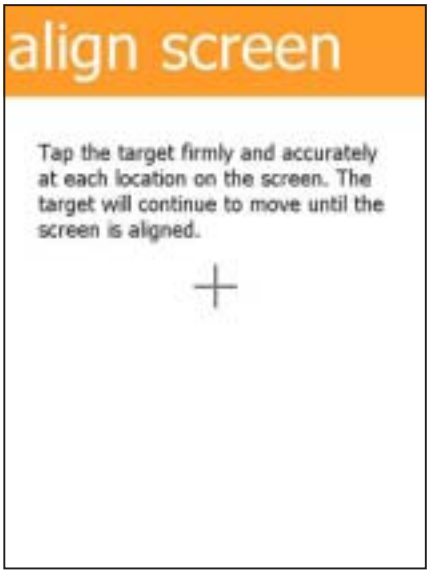


To align the screen:

1. Tap the **Align Screen** button , on the **Screen** window. An **Align Screen** window appears.
2. Tap the centre of the target accurately. The target moves from one location to another.

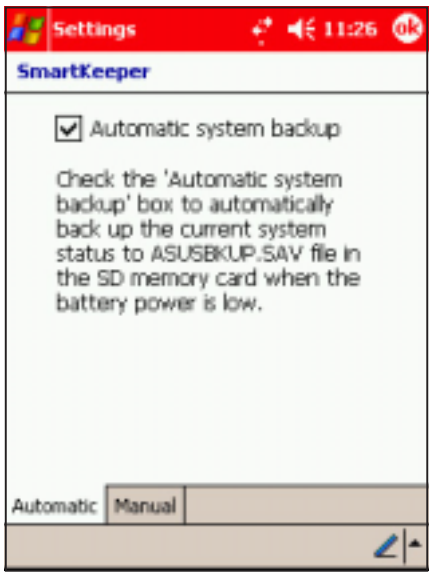
   Continue tapping the centre of the target until the screen alignment is finished.

   The window returns to the **Screen** window.



NOTE Perform a screen alignment if the screen does not respond correctly to stylus taps.

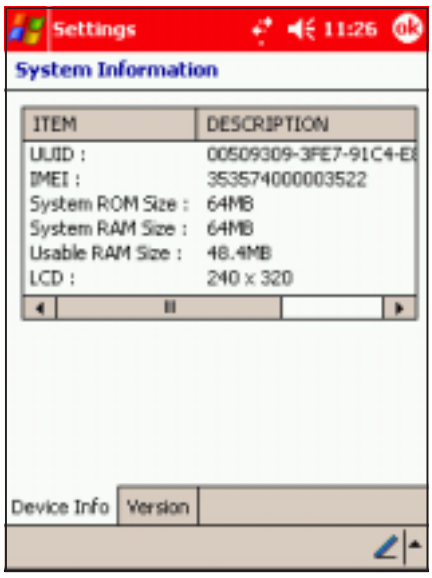
To change the SmartKeeper utility settings:



1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **SmartKeeper** icon. The window shows the general screen settings.
3. Check the **Automatic system backup** option to allow SmartKeeper to backup your files and programs to the SD card automatically when the battery is low.

   Tap the **Manual** tab to manually backup or restore your files and programs. See page 2-27 for details.
4. Tap ok to return to the previous window.

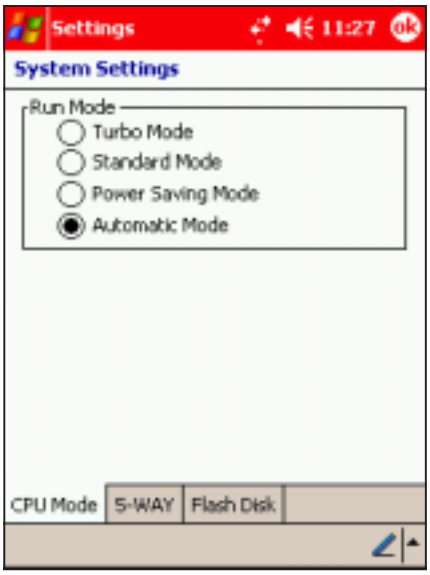
To view the system information:



1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Infromation** icon. The window shows the device information.
3. Tap the **Version** tab to display the device firmware and programs version
4. Tap ok to return to the previous window.

To change the device CPU mode:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Settings** icon. The window displays the device **CPU Mode** information.
3. Select the Run Mode you want the processor to run by tapping the circle preceding the option. See table below.



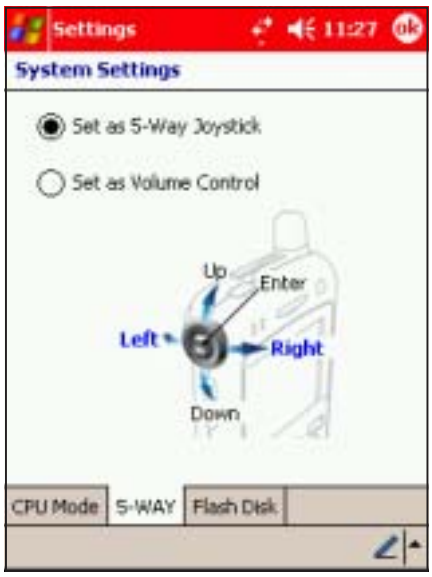
Mode	Description
Turbo Mode	Use for playing games or video. The processor speed increases to 400 MHz, reducing battery life.
Standard Mode	Use for listening MP3 audio files.
Power Saving Mode	Use when using text-based applications, as this uses a lower processing speed, extending battery life.
Automatic Mode	Sets the processing speed according to the application you are running. This is the default.

4. Tap ok to return to the previous window.

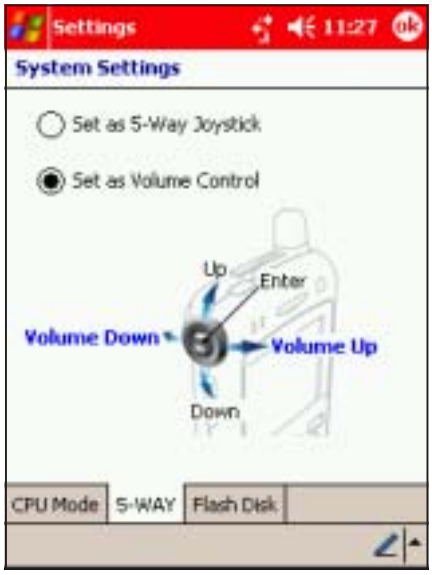
To change the 5-way joystick functions:

NOTE By default, the 5-way joystick functions as directional navigator.

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Settings** icon.
3. Tap the **5-WAY** tab to display the current function of the joystick.



4. If you want to use the joystick for volume control, tap the circle preceding the option **Set as Volume Control**. Refer to the illustration for the joystick functions.
5. Tap to save your settings and return to the previous window.



Customising personal settings

Selecting sounds and notifications

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

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

To choose the reminder types and sounds:

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

4. Tap the **Notifications** tab and set the event notification details.
5. Tap ok to save your settings and return to the previous window.

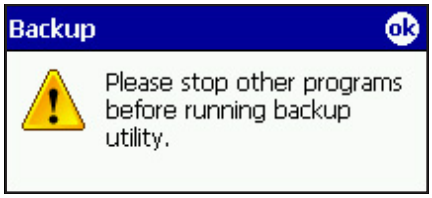
Backing up your data

Besides the SmartKeeper application that allows you to back up all your data, the device also includes a Backup utility that lets you back up your system files and/or data contained in the main system memory.

Unlike the SmartKeeper application's **automatic** backup feature that backs up the entire system status (system and data) into one backup file, The **Backup** utility allows you to **manually** create separate backup files for your system files and data files. You may even categorise the data files and place into different folders.

To access the Backup utility:

1. Tap , then tap **Programs**.
2. Tap the **Backup** icon.
   A message appears asking you to stop other programs before running the backup utility.
3. Tap and stop all running programs.



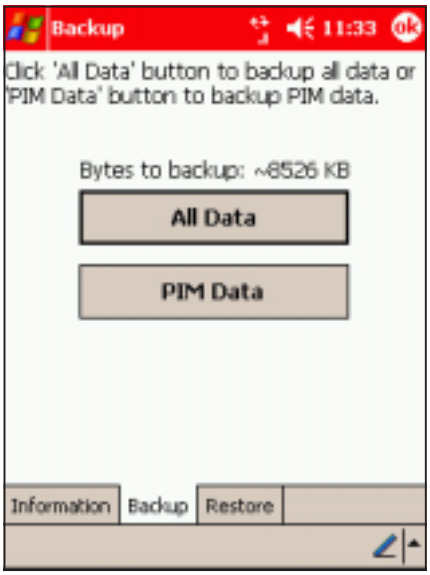
To stop all running programs:

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

NOTE Read the notes in the **Information** tab of the backup screen before you backup your data or PIM. See the online help on your device for online instructions on backing up or restoring data.

To back up all data on your device:

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



NOTE You need to insert an SD memory card if you wish to save your backup file on SD. Otherwise, you can save the backup file into the Flash Disk*.

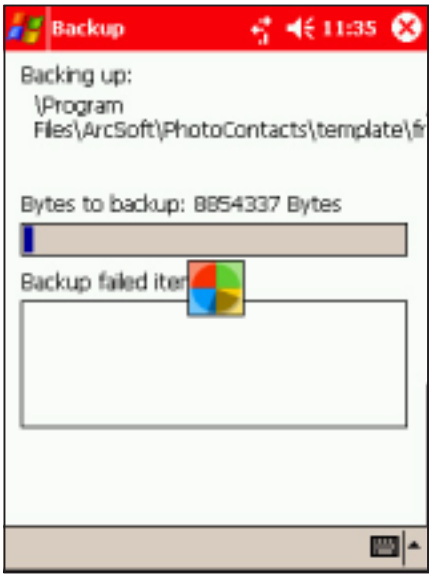
4. In the Backup File screen:
   - specify a **file name** for the backup
   - specify the **folder** in which to store the backup file (optional)
   - select the storage device (**Flash Disk*** or **SD card**) where you wish to save your backup file
5. Tap **OK** to start the backup process.

* The **Flash Disk** is also the 64 Mb Flash Read Only Memory (ROM) chip where the operating system is stored. The flash disk has more or less 10 Mb of free space that you can use to save or back up data from your device. Data saved on the flash disk are permanently stored even after you hard reset the device.

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

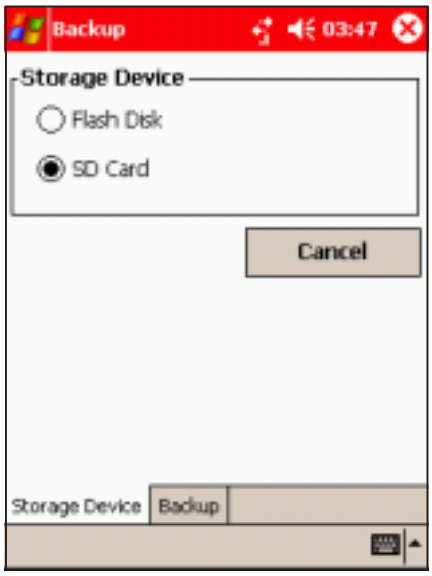
   In case the program fails to back up any items, it will show the items on the screen.

7. Tap **OK**.

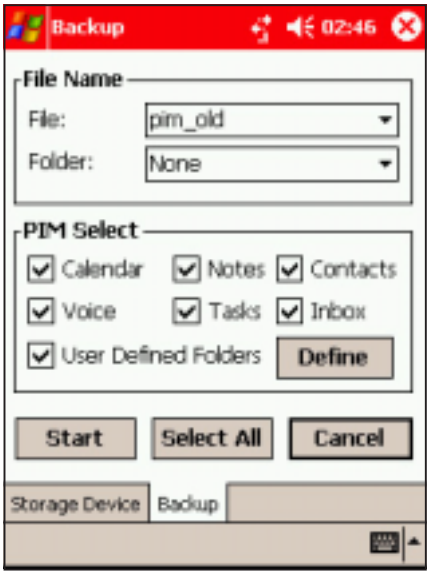


To back up only PIM data on your device:

1. On the Backup screen, tap **PIM Data** button to back up only the personal information management (PIM) data on your device.
2. Select the storage device (**Flash Disk** or **SD card**) where you wish to save your backup file.
   Tapping **Cancel** returns you to the previous screen.
3. Tap the **Backup** tab.

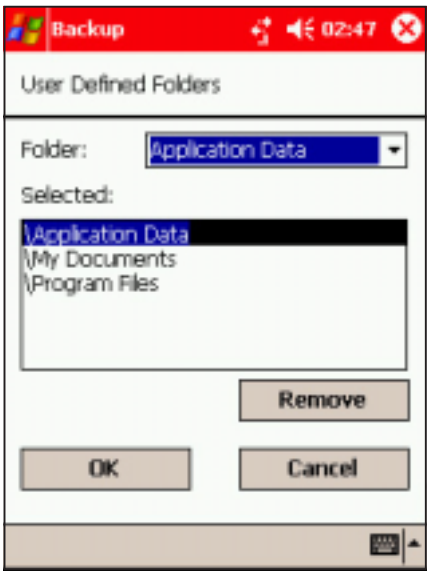


4. Type a name for your backup file and the folder where you wish to place it. You may opt not to specify a folder.
5. Check the boxes opposite the items that you wish to back up, or tap **Select All** to select all listed items.



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

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



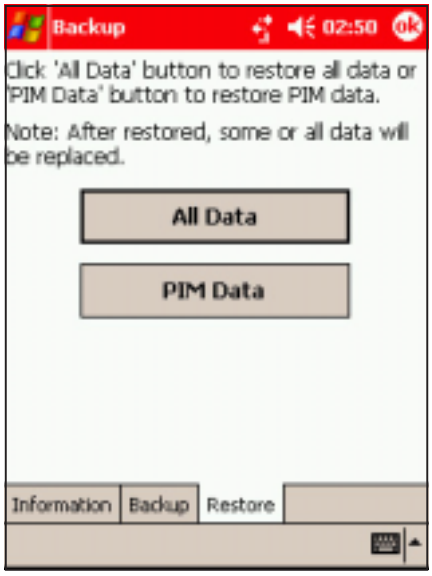
7. When the backup process is complete, the screen displays the message “Complete” and a list of all the backed up items.
8. Tap ok.

To restore all data:

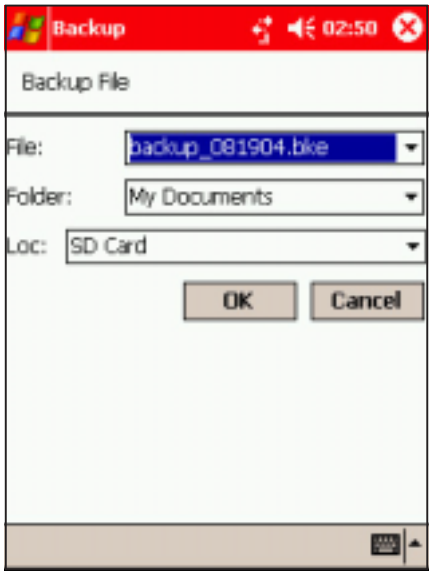
1. Tap , then tap **Programs**.

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

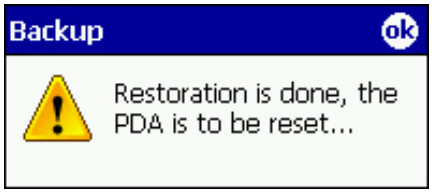
2. On the Programs screen, tap the **Backup** icon.
   When prompted, stop all running programs.
3. Tap the **Restore** tab on the Backup screen.
4. Tap **All Data**.



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

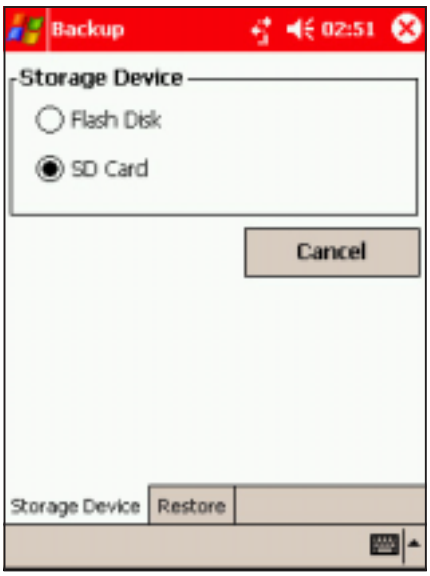


7. When the restoration is done, a message appears prompting you to reset the device.
8. Tap ok to reset.

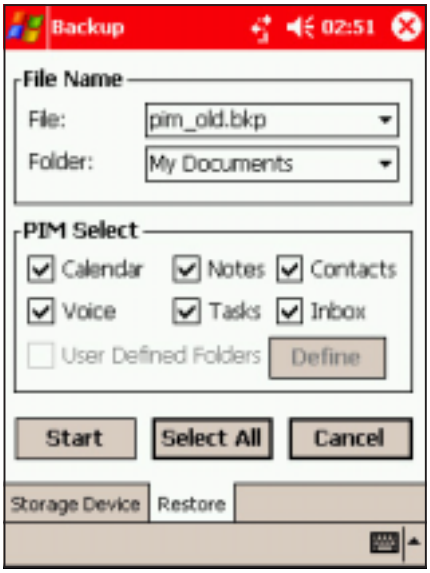


To restore PIM data:

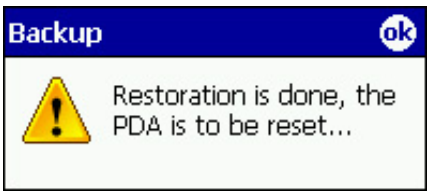
1. On the Backup screen, tap **PIM Data**.
2. When prompted, select the storage device (**Flash Disk** or **SD card**) where you stored your backup file.
   Tapping **Cancel** returns you to the previous screen.
3. Tap the **Restore** tab.



4. Select the backup **file name** (tap the arrow to list down other backup files, if any).
5. Check the boxes opposite the items that you wish to restore, or tap **Select All** to select all listed items.
   If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to restore, then tap **OK**.
6. Tap **Start** to begin the restore process.



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



Other applications

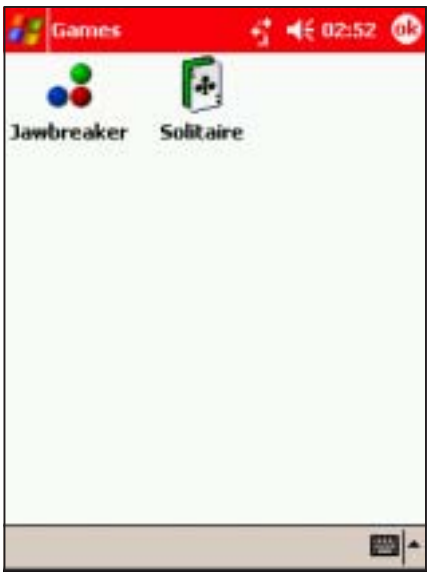
Your device includes the most common Windows® applications and more.

To access programs:

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

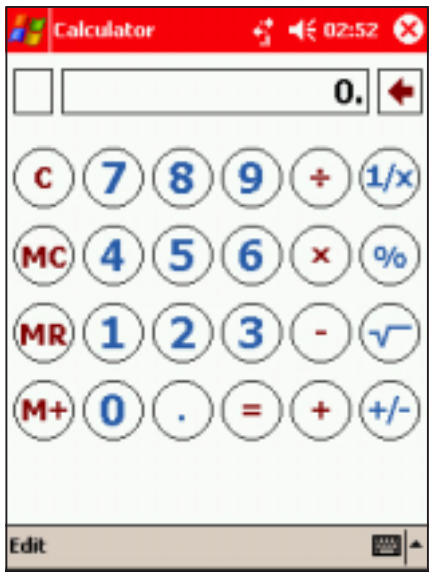
Games

Tap the **Games** icon to display the available games.



Calculator

Tap the **Calculator** icon to use the calculator.



Camera

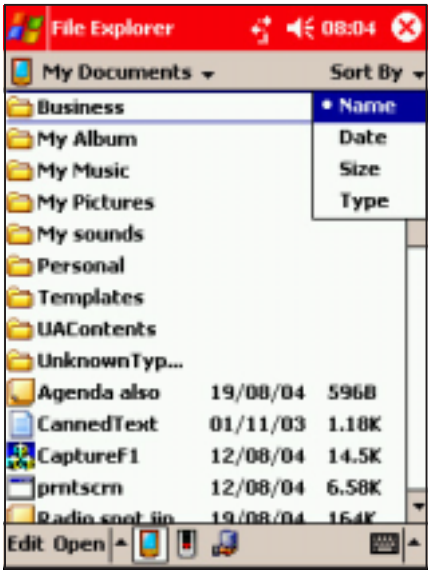
Tap the **Camera** icon to launch and use the built-in camera. Refer to the “Camera” section for details.

Conference

Tap the **Conference** icon to start a call conference. Refer to the “Phone” section for details.

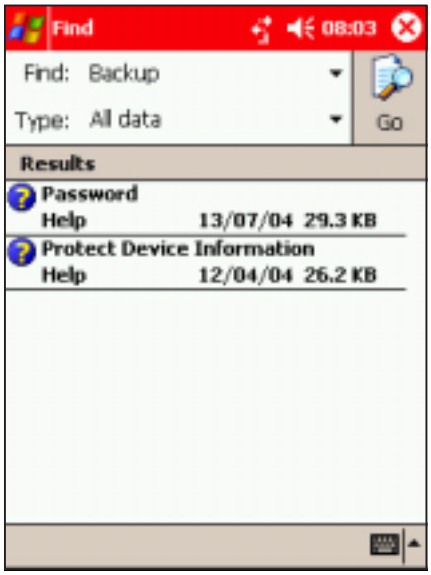
File Explorer

Tap the **File Explorer** icon to access or find your files. See page 2-19 for details.



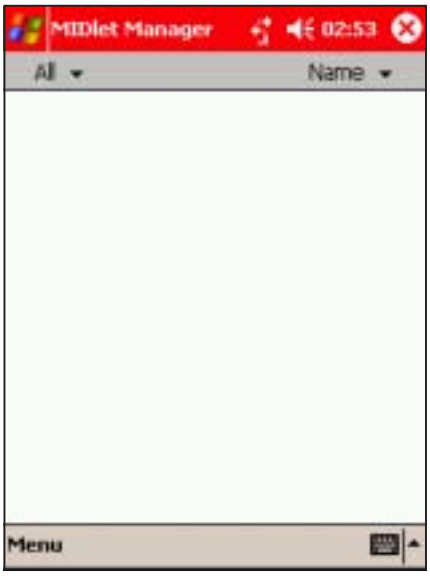
Find

Tap the **Find** icon to find files, folders, or programs in your Pocket PC. See page 2-18 for details.



MIDlet Manager

Tap the **MIDlet Manager** icon to install, run, or display Java programs and applications.

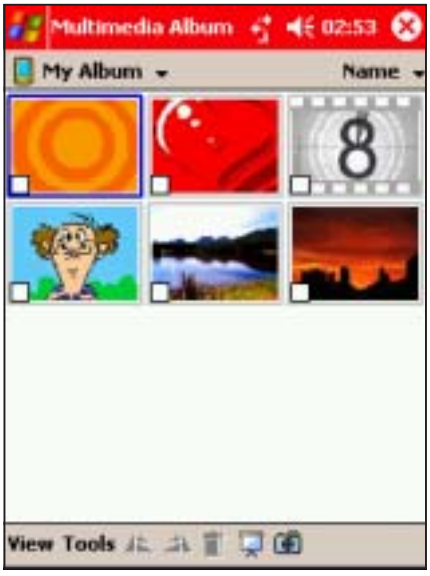


MSN Messenger

Tap the **MSN Messenger** icon to set up the MSN Messenger.

Multimedia Album

The **Multimedia Album** allows you to explore, display, or send photos, graphics, audio, and animations via e-mail, MMS, or beam.

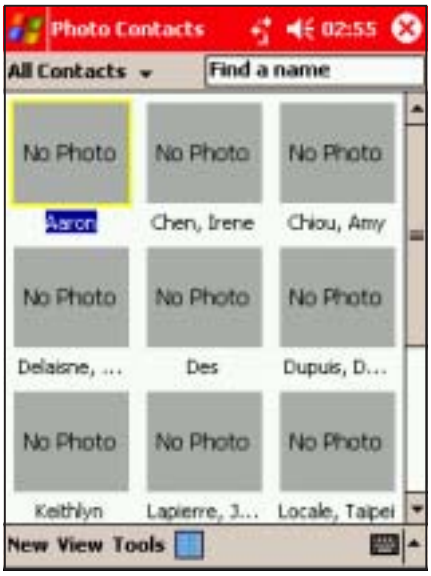


Notes

The **Notes** window allows you to create or record notes and send them via e-mail or beam.

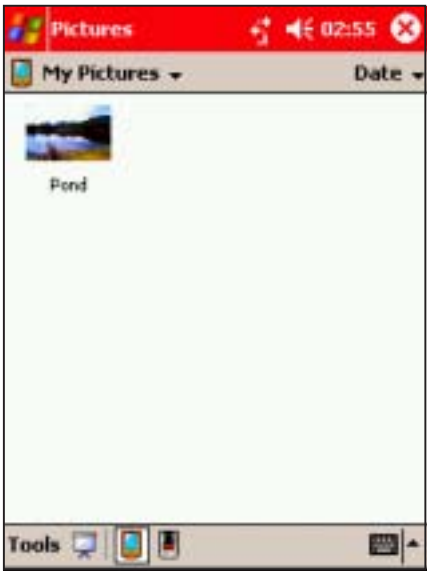
Photo Contacts

The **Photo Contacts** window allows you to add photos to contacts saved in your device or SIM phonebook.



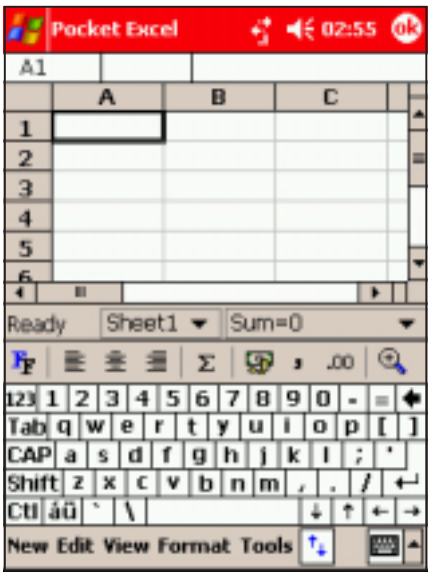
Pictures

This window allows you to view, edit, and manage pictures saved in your Pocket PC or SD memory card.



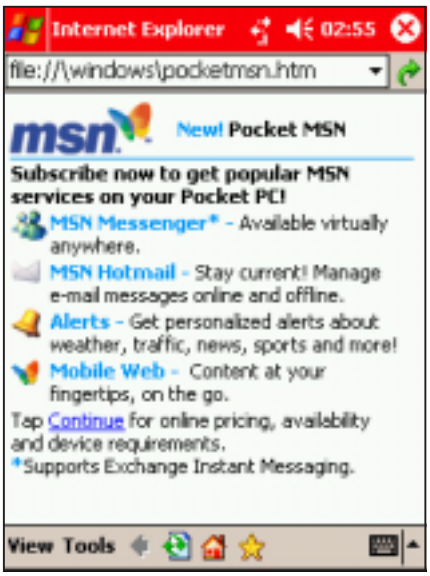
Pocket Excel

The **Pocket Excel** application allows you to create spreadsheets in your Pocket PC.



Pocket MSN

The **Pocket MSN** allows you to browse Internet pages and connect to the Pocket MSN website.

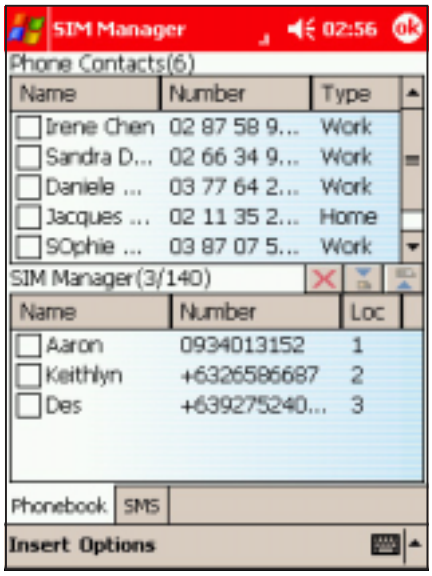


Pocket Word

The **Pocket Word** application is the PDA version of the Microsoft® Word. Use this application to create, share, or send documents.

SIM Manager

The **SIM Manager** application allows you to view, add, and manage contacts in your device or SIM phone book.



STK

The **STK** window displays the value-added services offered by your phone operator.

Terminal Services

The **Terminal Services Client** allows you to connect to a terminal server.

Voice Recognition

Tap the **Voice Recognition** icon to launch the Voice Commander application that allows you to record voice commands.

Windows Media

The **Windows Media Player** allows you to play video and audio files on your Pocket PC.

Adding or removing programs

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

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

To add programs using ActiveSync:

NOTE You need to install the Microsoft ActiveSync on your desktop computer before you can synchronise and/or add programs to your device. Refer to "Chapter 5: Microsoft ActiveSync" for installation instructions.

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

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

To add a program directly from the Internet:

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

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

To add a program to the Start menu:

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

To remove a program from the Start menu:

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

Chapter 3

Synchronising Data

This chapter tells you how to use the Microsoft® ActiveSync® application that synchronises data between your Pocket PC and your desktop or notebook computer.

Chapter summary

- **Introduction 3-2**

  What is ActiveSync®? 3-2

- **Installing ActiveSync® 3-3**

  Installing ActiveSync® on your computer 3-3

- **Synchronising your device 3-5**

  Connecting your device to a computer 3-5
  Setting up a partnership 3-6
  Checking synchronised information 3-8
  Manually initiating synchronisation 3-9
  Synchronisation options 3-10

Introduction

What is ActiveSync®?

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

For example:

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

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

With ActiveSync®, you can also:

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

For more information about using ActiveSync®:

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

Installing ActiveSync®

The ActiveSync® application is already installed on your Pocket PC. To synchronise information on your device with your computer, you must also install ActiveSync® on your computer. Install ActiveSync® from the Companion CD that came with your device.

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

Installing ActiveSync® on your computer

To install ActiveSync® on your computer:

NOTE Do not connect the Pocket PC to your computer until you have finished installing ActiveSync®.

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

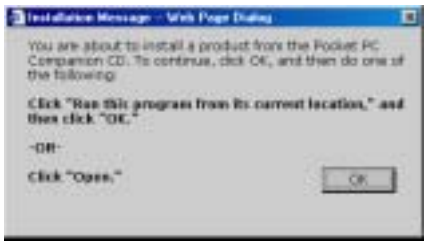
2. Click **Start Here** from the Main Menu to begin.

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

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

6. Click **Install ActiveSync® 3.7**, then click **Install**.

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



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

Synchronising your device

Connecting your device to a computer

To connect your device to your computer:

1. Place the device on the cradle.
2. Connect the power/USB sync cable plug to the connector at the back of the cradle.
3. Connect the other end of the power/USB sync cable to a USB port on your computer. See Figure 1.

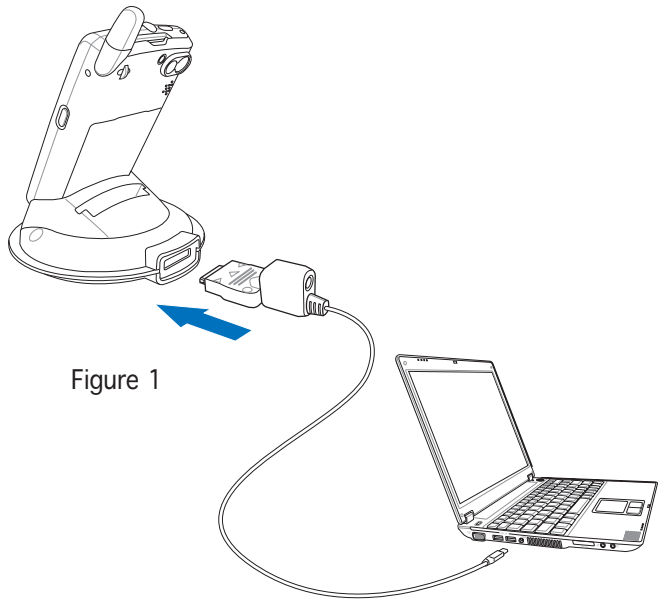


Figure 1

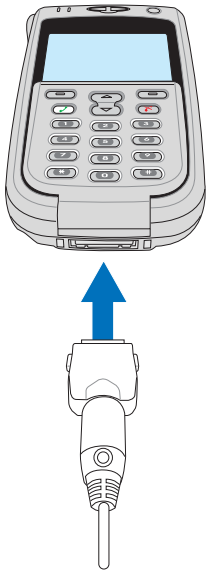


Figure 2

To connect your device without the cradle:

1. Connect the power/USB sync cable plug to the connector at the bottom of the device.
2. Connect the other end of the cable to an available USB port on your computer. See Figure 2.

Setting up a partnership

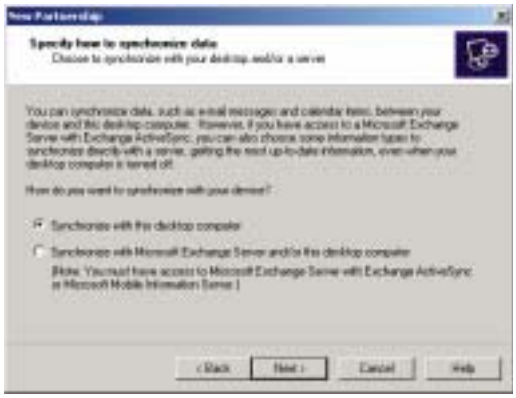
Immediately after you have completed the installation, the **New Partnership** wizard will start automatically to help you establish a partnership and customise your synchronisation settings. At this point, you can decide exactly which types of information you would like to synchronise with your computer.

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

To set up a partnership:

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

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



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

   OR

   If you wish to customise a synchronised item, highlight the item then click **Settings**.

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

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

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

   Refer to the succeeding sections for more details on synchronisation.

Checking synchronised information

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

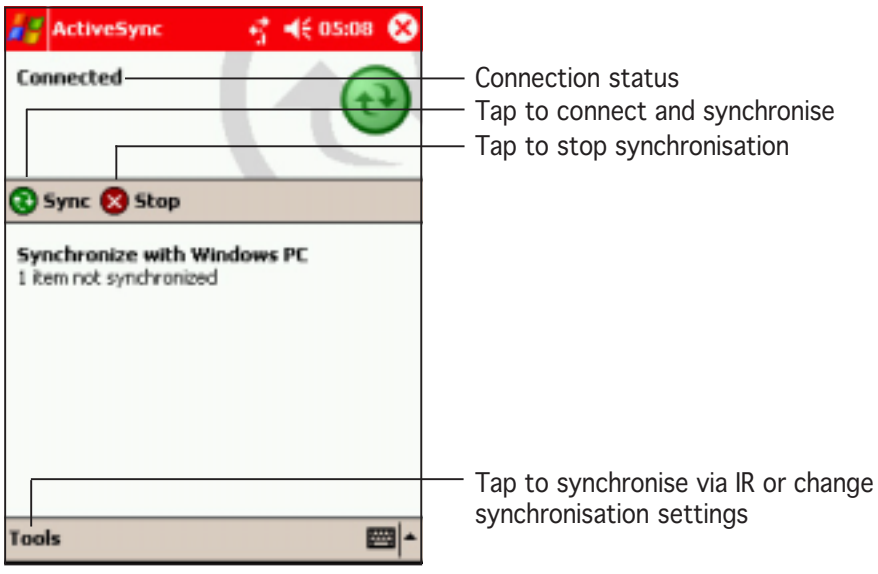
NOTE Open Microsoft® Outlook on your desktop computer to see the details of copied information from your device.

Manually initiating synchronisation

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

To manually initiate synchronisation:

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



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

   To end synchronisation, tap **Stop**.

For more information on synchronisation:

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

Synchronisation options

The Microsoft® ActiveSync® program allows you to customise your synchronisation settings at any time. You can select the items to synchronise, set the synchronisation schedule, and specify the synchronisation rules.

To display the synchronisation options:

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

To select items to synchronise:

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

   For example, highlight **Calendar** then click on **Settings** to display the **Calendar Synchronisation Settings** window. Customise the available settings, then click **OK** when done.

3. Do the same for the other checked items.

NOTE You cannot set the options for unchecked items.

4. Click **OK** when done.

To set synchronisation schedule:

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

To specify synchronisation rules:

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

Chapter 4

Using Pocket Outlook®

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

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  Using the summary screen 4-5
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