Finally, in the **Other** tab, select **"Show Backup/Restore Wizard on startup"** to run the Wizard when the **Backup & Restore** window is opened, and select **"Show warning when backing up partial registry"** if you want a warning message to be displayed when partly backing up registries. Also, to set the time and date of backup files, select **"Backup Timestamp"**, and to set a size limit on backup files, select **"Size limit per backup file"**.

# III. Backing up and Restoring by File

PC-EPhone enables you to save data files created in various applications (Word, Memo, etc.) by copying them onto non-volatile memory rather than RAM. This section gives information on how to Backup/Restore by file.

▶ **Storing file in IPSM/CF Memory Cards**

This method is a safe way to manage files on your PC-EPhone, rather than a backup method. In other words, you can save programs files and program data files in non-volatile memory - IPSM or CF Memory Cards- to securely manage the files.

▶ **Copying files using Windows Explorer**

This method enables you to copy the files in RAM to IPSM or a CF Memory Card for safe managing using the Windows CE's Windows Explorer. You can copy a file in Windows Explorer in the same way you would in the Windows 98 Explorer.

▶ **Copying files using ActiveSync**
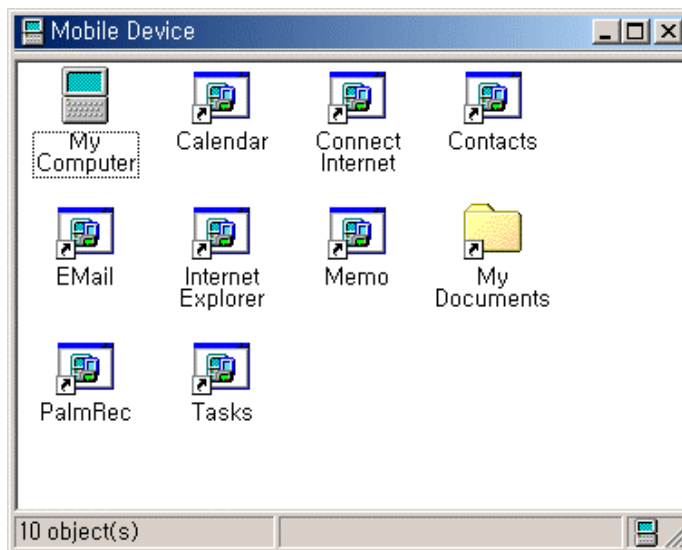


This method enables you to copy PC-EPhone files to your desktop PC using ActiveSync. Tap **Explore** on the **File** menu on the ActiveSync window, or tap the **Explore** button and the window shown above appears, where you can browse your PC-EPhone's file system.

Select the folder or file you need from this window, and copy or back it up to your desktop PC. You can also restore a file by selecting it from your desktop PC and copying it into a specific location on your PC-EPhone.

> **When transferring files between your desktop PC and PC-EPhone, the file format may be converted to fit the target device depending on ActiveSync settings. For more information, see *"Copying and Moving Files/Converting Files"* in ActiveSync Help.**

# CHAPTER 6

# INTERNET CONNECTION AND USING INTERNET

As your PC-EPhone has a built–in mobile phone module, you can access the Internet by direct Dial-Up connection, or access via separately purchased CF Type II LAN Cards and browse the Internet, manage E-mail and access corporate Intranet DBs.

> **Before you can run applications needing Internet connection (including Web Browser and e-mail), you must be connected to the Internet by phone or a LAN connection. If you are not connected, the Internet Connection Wizard screen will be activated.**

This chapter provides information on:

▶ **Connecting to the Internet via Dial-Up Connection**
  (*see Using Internet and Using Phone Program User's Manual supplied with this Manual*)

▶ **Connecting to the Internet via LAN Card**

▶ **Connection to the Internet via Modem**

▶ **PC-EPhone Web Browser**

▶ **E-Mail**

# I. Connecting to the Internet using a LAN Card

1. On the **Start** menu, point to **Settings**, then tap **Control Panel** and the screen shown below is displayed.
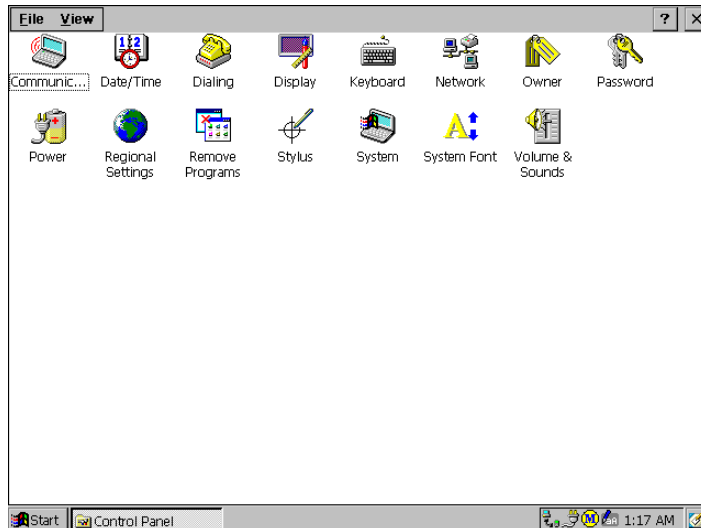


2. Tap the **Network** icon and the Network Configuration screen is opened.
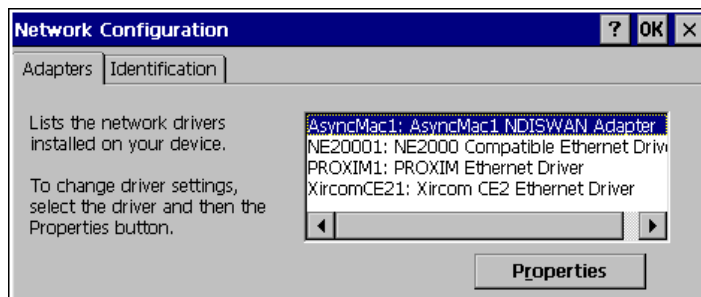


3. From the list of network drives installed in the device, select **'NE20001:NE2000 Compatible Ethernet Driver'**, a default setting for the LAN card. Then tap **Properties**, and **'NE2000 Compatible Ethernet Driver'** Settings screen appears as shown below.
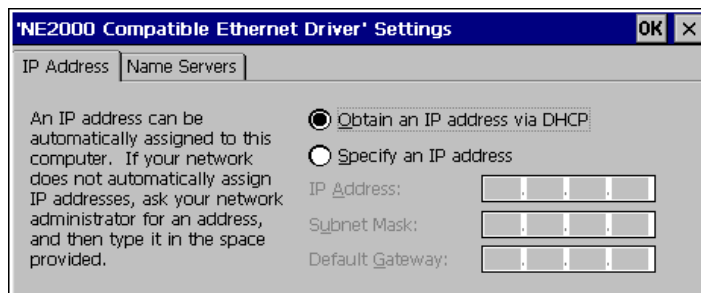
Make sure the **"Obtain an IP address via DHCP"** option box is checked and then tap **OK**, which will take you back to the Network Configurations screen.

> PC-EPhone automatically allots IP addresses, if "Obtain an IP address via DHCP" is selected.

> Contact local network administrator for information on how IP addresses are allotted, if you don't use DHCP server.

4. Either tap the **Internet Explorer** icon on your desktop or the **'WWW'** icon on the touch screen to open the PC-EPhone Web Browser screen.

5. Tap **Internet Options** on the **View** menu of the PC-EPhone Web Browser Screen, and the Options screen appears as shown below.



6. Select the **Use LAN** box, and tap the **OK** button.
7. Connect the LAN cable to the network line.
8. Insert the LAN card in the CF Memory Card Slot.
9. Check to see if the new settings are operating properly.

> In case of Internet connection using LAN Card, attempt to connect after detaching PC-EPhone from the cradle and after the Internet connection is complete, place PC-EPhone back in the cradle and enjoy your Internet surfing.

# II. Connecting to the Internet using a Modem

Other than using the built-in CDMA Phone and LAN Card, you can connect to the Internet on your PC-EPhone using a **CF type** or **external modem**. Here is how to connect to an ISP using a CF type modem or an external modem.

1.  On the **Start** menu, point to **Programs**, **Communications**, then tap **Remote Networking** and the Remote Networking screen appears. Tap the Make **New Connection** icon (  ) and the Make New Connection screen appears as shown below.
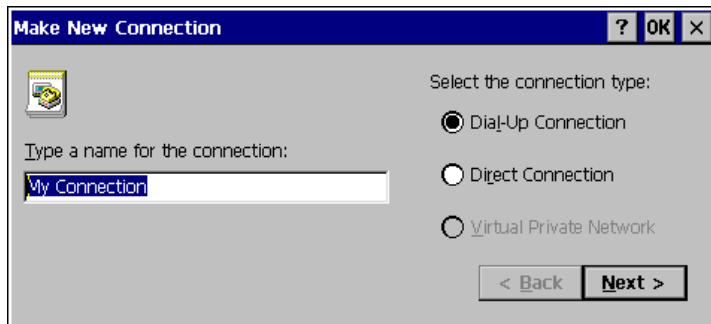


2.  Type in a name (for example : My Connection) in the space allotted for inputting the connection name and select **Dial-Up Connection** as the connection type. Then tap the **Next** button and the Make New Dial-up Connection screen appears.
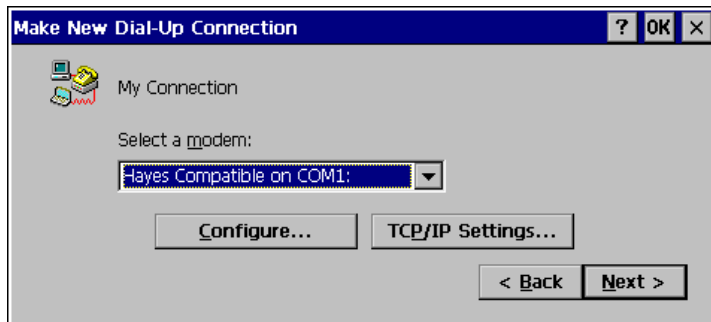


3.  Select the newly input modem under **"Select a modem"**, then tap **Configure** and the Device Properties screen will appear as shown below. Adjust each field under the **Port Settings** and **Call Options** tabs in Device Properties to coincide with your Internet Service Provider's preferences.

> **PC-EPhone is set as Hayes Compatible on COM1: by default.**
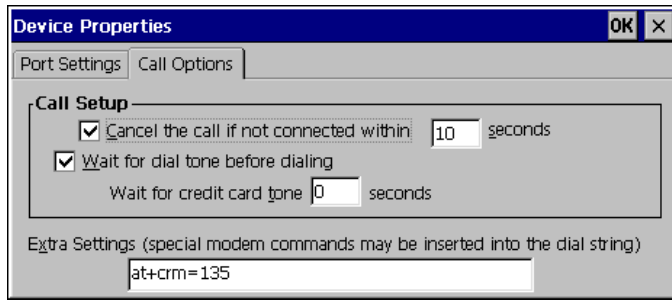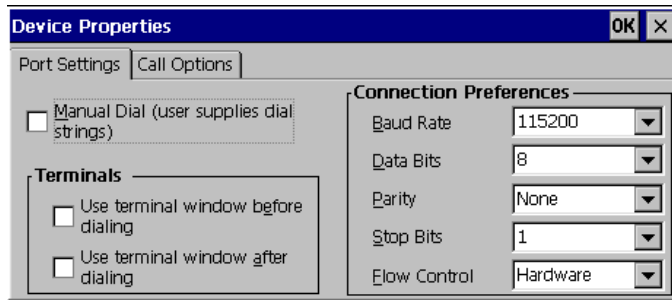
4. On the **"Make New Dial-Up Connection"** screen, tap the **TCP/IP Settings** button and the TCP/IP Settings screen will be displayed as shown below. Set each field under **General** and **Name Servers** as shown below.
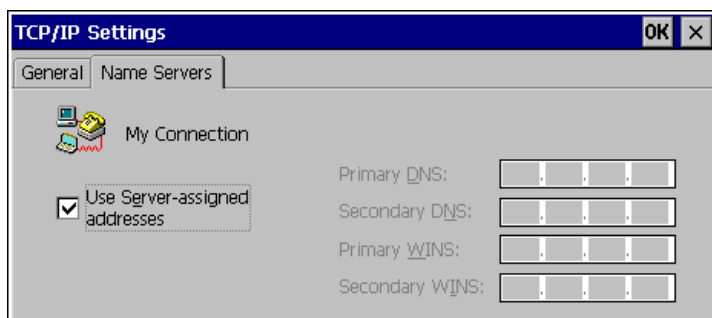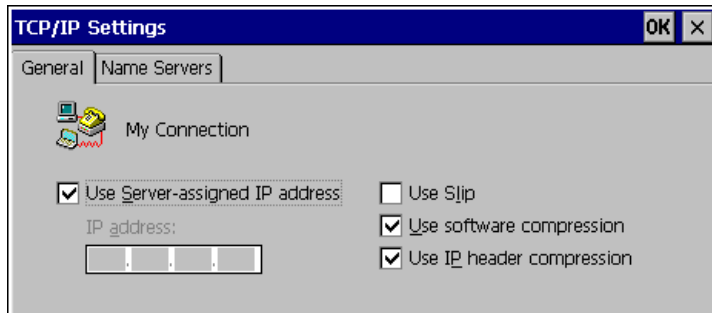


5. Tap **OK**, then tap **Next** on the Make New Dial-Up Connection screen. Set the codes for Country, Area, and Telephone number and tap the **Finish** button to end settings.
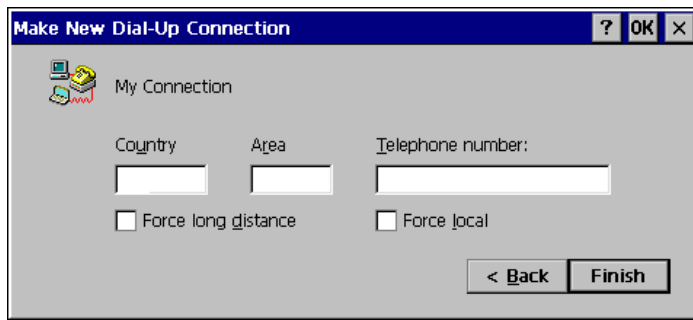
6. Double-tap and run the newly made connection to see if connection is made properly.

# III. PC-EPhone Web Browser

Your PC-EPhone supports Web-based wireless Internet services. PC-EPhone provides a Web Browser that is compatible to Microsoft Internet Explorer 4.0 Browser and supports HTML4.0 and JavaScript. Using a wireless communication module you may access Internet services equal to that of a desktop PC anywhere and anyplace.

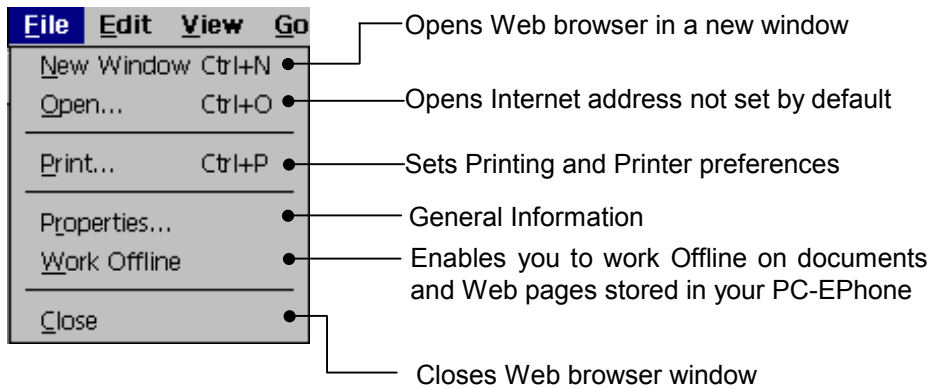## (1)    Starting the Web Browser

1.    On the **Start** Menu, point to **Programs**, tap **Internet Explorer**, or tap the **"WWW"** icon on your PC-EPhone touch screen or tap the **Internet Explorer** Hot Key. The PC-EPhone Web Browser window shown below appears.



2.    Refer to **Connection to the Internet using LAN Card** or **Connection to the Internet using a Modem** to visit the site you want.
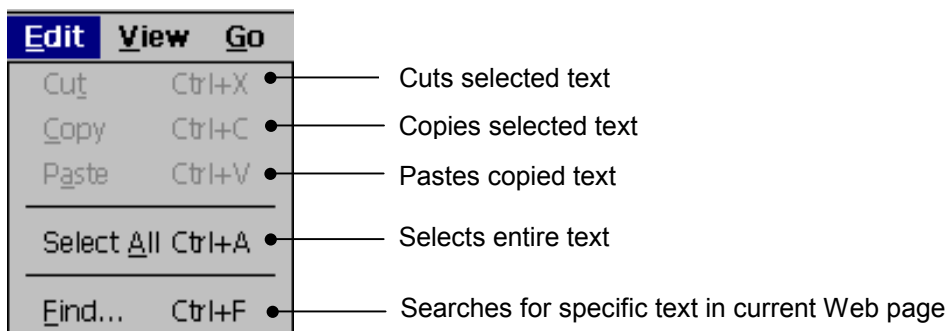
**(2)    Functions of each menu**

1)  File

| File | Edit | View | Go |

New Window Ctrl+N ●———— Opens Web browser in a new window

Open...        Ctrl+O ●———— Opens Internet address not set by default

Print...        Ctrl+P ●———— Sets Printing and Printer preferences

Properties... ●———— General Information

Work Offline ●———— Enables you to work Offline on documents and Web pages stored in your PC-EPhone
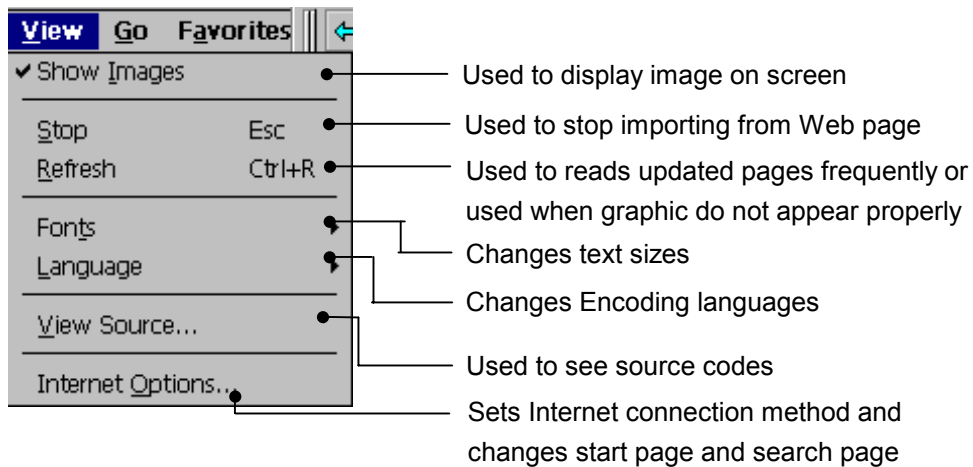
Close ●———— Closes Web browser window

> ⚠ **When closing PC-EPhone Web browser, if you are currently connected to the Internet, a dialog box appears asking if you wish to disconnect *"Internet"*. You should disconnect if you no longer need Internet connection. Otherwise, phone charges will be levied due to continuous Internet connection.**
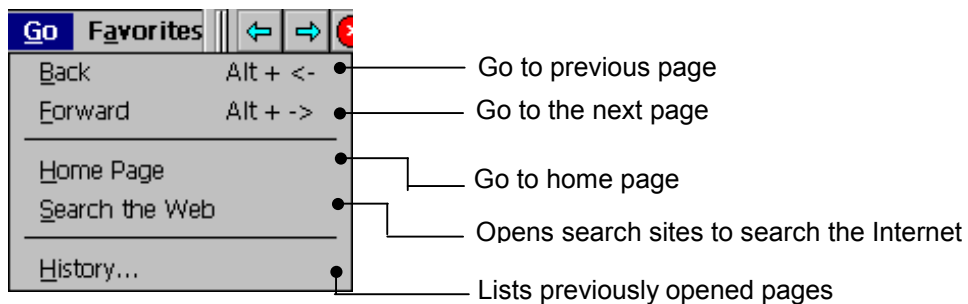
2)  Edit

Allows you to conveniently type text or addresses on Web pages.

| Edit | View | Go |

Cut        Ctrl+X ●———— Cuts selected text

Copy        Ctrl+C ●———— Copies selected text

Paste        Ctrl+V ●———— Pastes copied text

Select All Ctrl+A ●———— Selects entire text

Find...        Ctrl+F ●———— Searches for specific text in current Web page

3) View

| View | Go | Favorites | | ← |
| --- | --- | --- | --- | --- |
| ✔ Show Images | ● | | Used to display image on screen |
| Stop | Esc ● | | Used to stop importing from Web page |
| Refresh | Ctrl+R ● | | Used to reads updated pages frequently or used when graphic do not appear properly |
| Fonts | ● | | Changes text sizes |
| Language | ● | | Changes Encoding languages |
| View Source... | ● | | Used to see source codes |
| Internet Options... | ● | | Sets Internet connection method and changes start page and search page |

- Show Images — Used to display image on screen
- Stop — Used to stop importing from Web page
- Refresh — Used to reads updated pages frequently or used when graphic do not appear properly
- Fonts — Changes text sizes
- Language — Changes Encoding languages
- View Source... — Used to see source codes
- Internet Options... — Sets Internet connection method and changes start page and search page

4) Go

**Go  Favorites  ⇐ ⇒ ⊗**

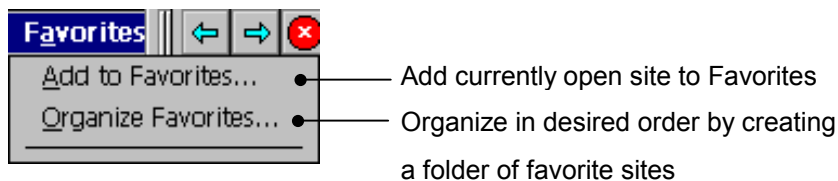| Back | Alt + <- ● | Go to previous page |
| --- | --- | --- |
| Forward | Alt + -> ● | Go to the next page |
| Home Page | ● | Go to home page |
| Search the Web | ● | Opens search sites to search the Internet |
| History... | ● | Lists previously opened pages |

5) Favorites

If you add your frequently visited sites or documents on the Favorites menu, you do not have to look for site or document paths. You can easily add new addresses to the list using the **Favorites** menu.

**Favorites  ⇐ ⇒ ⊗**

| Add to Favorites... | ● | Add currently open site to Favorites |
| --- | --- | --- |
| Organize Favorites... | ● | Organize in desired order by creating a folder of favorite sites |

**(3)    Setting Internet Options**

If you want to change PC-EPhone Web Browser's preference, select **Internet options** on the **View** menu, then set Internet Options.
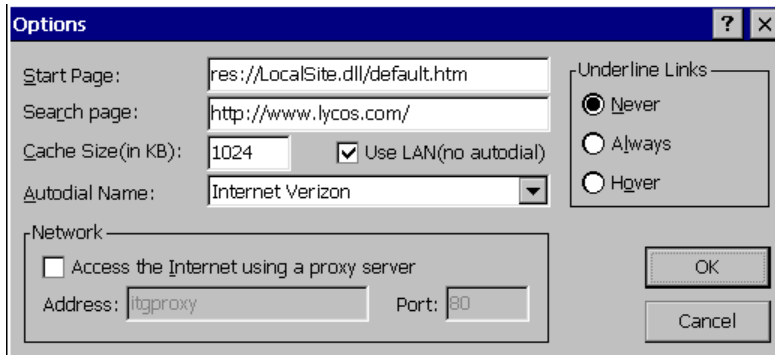


▶    Start Page

Indicates the home page that appears when initially connecting to the Internet.

▶    Search Page

Indicates the search page.

▶    Cache Size

You can change the cache memory size.

▶    Authodial Name

**Internet Verizon** is recommended in the United States.

▶    Use LAN (no autodial)

When using the Internet via LAN card, select the **Use LAN** box.

▶    Network

When using a proxy server, set the **IP address** and **Port**.

▶    Underline links

Sets whether to underline a URL linked character sequence on the Web page or not.

**Hover** (underline appears when the stylus is located on the character sequence).


**(4)    Convenient Functions**

1)  Find

Helps you to quickly find specific text on the current Web page.

1.  Tap **Find** on the **Edit** menu and the Find screen shown below appears.
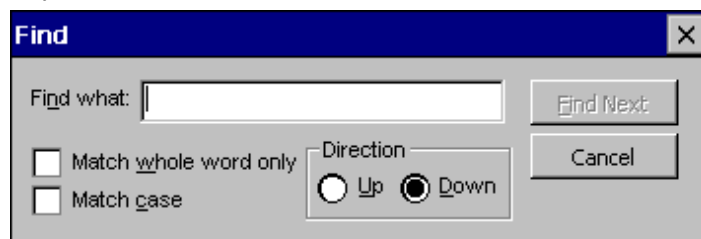


2.  After inputing the word you wish to find, tap the **Find Next** button. The cursor finds

and places itself on the corresponding word. If you wish to continue the search, tap **Find Next**.

2) Managing the Favorites folder

    1.   Adding a homepage to the Favorites list

        Go to the homepage you wish to add to Favorites.

        Tap **Add to Favorites** on the **Favorites** menu and the following dialog box appears.
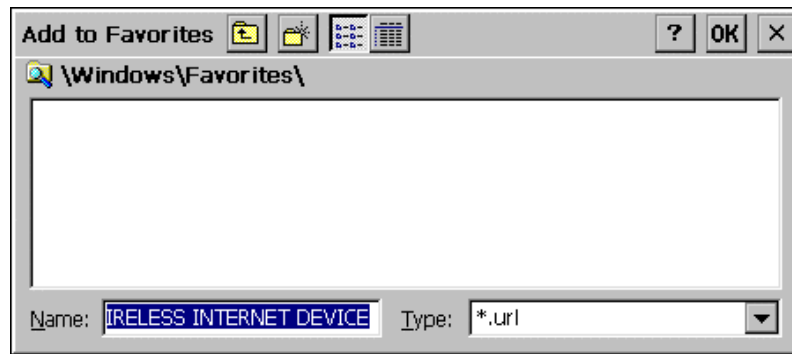
        Input the homepage name, tap **OK**, and the homepage is added to Favorites. You may also change names of already listed homepages in this dialog box.

    2.   Managing your Favorites folder

    When the list of Favorites gets large, it is convenient if you create and manage folders according to themes.

        Tap **Organize Favorites** on the **Favorites** Menu and the window shown below appears. The sites, which are currently registered in Favorites, appear.
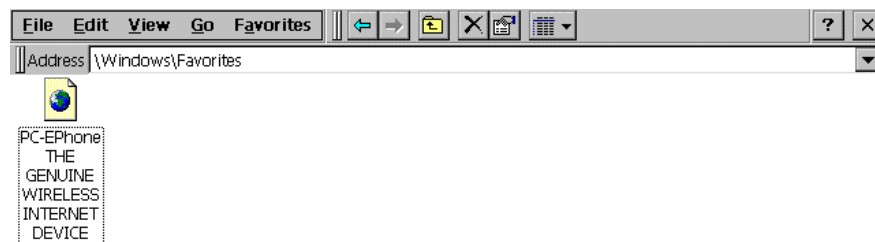
To create a new folder, tap **New Folder** on the **File** menu, and then input the name of the new folder.

To move a site to a folder, select the pertaining site and either drag it to the desired folder or select **Cut** on the **Edit** menu, move to folder of choice by double-tapping on it, then select **Paste** on the **Edit** menu.

3) Looking at a Web Page Offline

By tapping **Work Offline** on the **File** menu, you can look at the last Web page you connected to while you were online right before disconnecting Internet. This Web page does not show Web sites updated since the last connection.

> **If you deselect *Work Offline*, PC-EPhone Web browser will always start in the offline mode. To run PC-EPhone Web Browser in an online state, tap *Work Offline* on the *File* menu once more to erase the check.**

# IV. E-Mail

As it has a built-in Internet connection module, your PC-EPhone enables you to utilize e-mail functions in mobile conditions just like you would on your desktop PC.

To use E-mail, you must first set E-mail account, including Send/Receive E-mail preferences, and Internet connection options.

**(1)    Setting up an E-mail Account**

To manage an account, you need a user's account and password, and the names of the servers for receiving mail (POP3) and sending mail (SMTP).

> **Some mail services restrict sending/receiving e-mail through an outside network according to company security policies, or do not support POP3 for some Web-based E-mail. Be sure to check before you set preferences.**

1)   How to setup an E-mail Account

1.   Tap the **E-Mail** hot key or tap the **E-Mail** icon on the touch screen, and the following dialog box appears.

| Internet E-mail account set ups |
| --- |
| **User Name** |
| Enter user name. |
| Name Entered here appears as sender of outgoing message. |
| Name: [                    ] |
| Example: bill Clinton |
| < Back  | Next > | Cancel |

2.   Input the **user name**, then tap **Next**, and the dialog box for entering an E-mail address appears.

**Internet E-mail account set ups**

**Internet E-mail address**

Enter E-mail address of user.

E-mail address Entered here is used when other users send message.

E-mail Address: [          ]

Ex: anyone@TouchMI.net

[ < Back ] [ Next > ] [ Cancel ]

Input the E-mail user account registered in the receiving server.

3. Input **E-mail address**, tap **Next**, and the E-mail server name setting dialog box appear.

**Internet E-mail account set ups**

**E-mail Server Name**

Enter name of Server which receive/send mail

Server for receiving mail(POP3 Host)

[mail.cb.co.kr]

Server for sending mail(SMTP Host)

[mail.cb.co.kr]

[ < Back ] [ Next > ] [ Cancel ]

Input POP3 Host or IP address (for example: mail.cb.co.kr, or 211.162. 34.10)

Input SMTP Host or IP address.

4. Input the names of the servers for **receiving** and **sending mail**, respectively, and then tap the **Next** button and the Log-in Mail Server dialog box appears.

**Internet E-mail account set ups**

**Log-in Mail Server**

Enter ID & password of user

User ID: [swkim]

Password: [*****]

☑ Save password

[ < Back ] [ Next > ] [ Cancel ]

Input password

5. Input **password**, then tap **Next**, and the Advanced set ups dialog box appears.
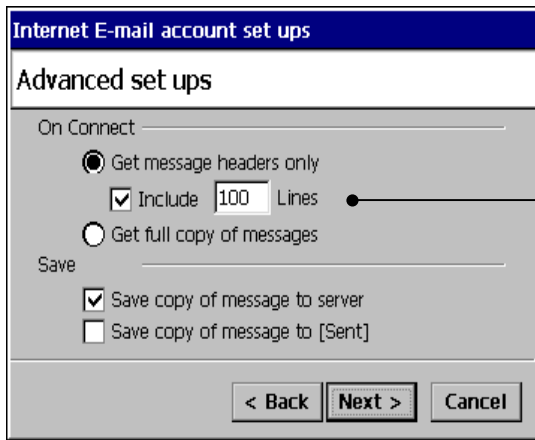


If the contents of sent or received messages exceeds 100 lines, the exceeded parts including the attachments are not displayed.
So select a value more than 100 or select the **Get full copy of messages** option.

6. After selecting necessary items, tap **Next** and the Congratulations dialog box appears informing you that you have successfully performed setups.
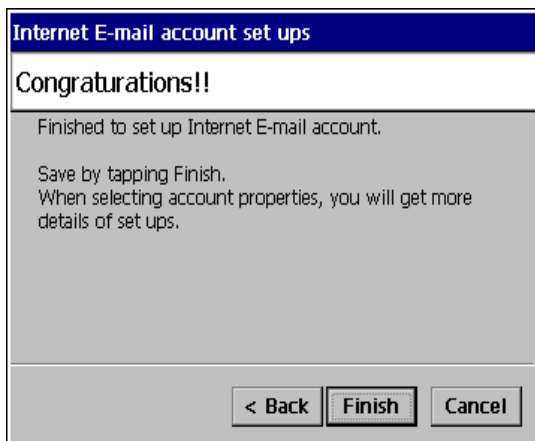


7. Tap **Finish** to complete the Internet E-mail account setup.

**(2)   Setting E-mail preferences**

Set preferences for sending and receiving E-mail.

1.  Execute the E-mail program. The following window appears.
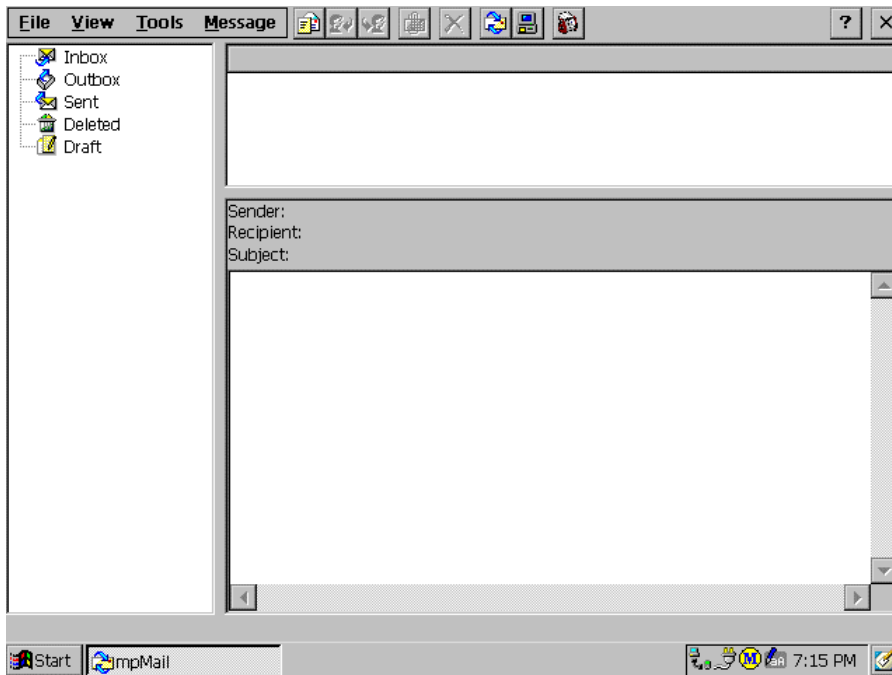


2.  Tap **Options** on the **Tools** menu and the following dialog box appears.
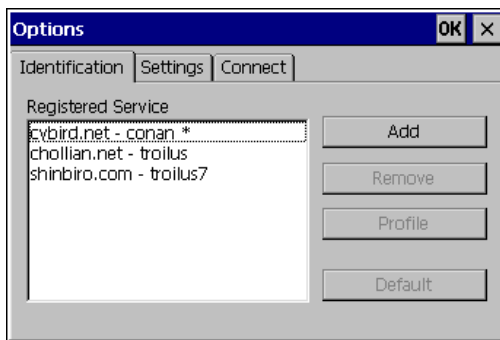


3.  Tap the **Settings** tab to activate the following display and set the items to your needs.
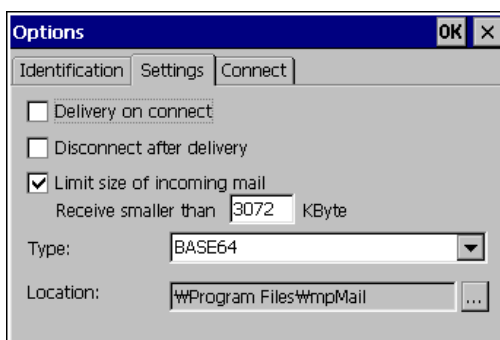
4. After completing settings, tap the **Connect** tab to activate the following display.

| Options | OK | × |
|---|---|---|

| Identification | Settings | Connect |
|---|---|---|

○ Use Dial-up      ● Use LAN

Registered dial-up

| Internet 115200 | Reset |
| IRDA 115200 | Add |
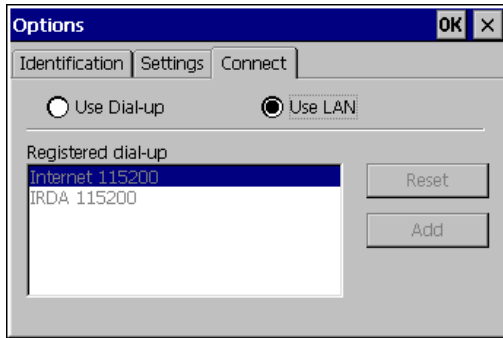
5. You can connect to the Internet by designating either **"Use Dial-up"** or **"Use LAN"**. When using **LAN**, check **"Use LAN"**.

6. Tap **OK** to end.

**(3)    Functions of each menu**

    1)  File

**File**  **View**  **Too**

New ———————— Used to write new mail

Open ———————— Used to open existing mail

Attachments... ———————— Used to use attachments in Inbox

Folder ———————— Used to create, delete, or change name of folder

Exit ———————— Used to exit E-mail

    2)  View

**View**  **Tools**  **Mes**

Move to Folder... ———————— Used to move to another folder

View HTML ———————— Used to view in HTML format (when HTML format is included in E-mail)

Refresh ———————— Used to update E-mail

    3)  Tools

**Tools**  **Message**

Delivery ———————— Used to send or receive E-mail

Contacts ———————— Used to open Contacts

Add Sender to Contacts ———————— Used to add Sender to Contacts

Options... ———————— Used to set options for sending and receiving E-mail

4) Message



Message [menu]
- New — Used to write New Mail
- Reply — Used to reply to received Mail
- Forward — Used to forward received Mail to another person
- Delete — Used to delete Mail
- Move to Folder... — Used to move Mail to another folder
- Empty [Deleted] folder — Used to empty the [Deleted] folder

**(4)   Using E-mail**

1)  Creating a New Message

1.  Tap **New** on the **File** menu or tap the **New message** icon (  ). The New Message window appears as shown below.
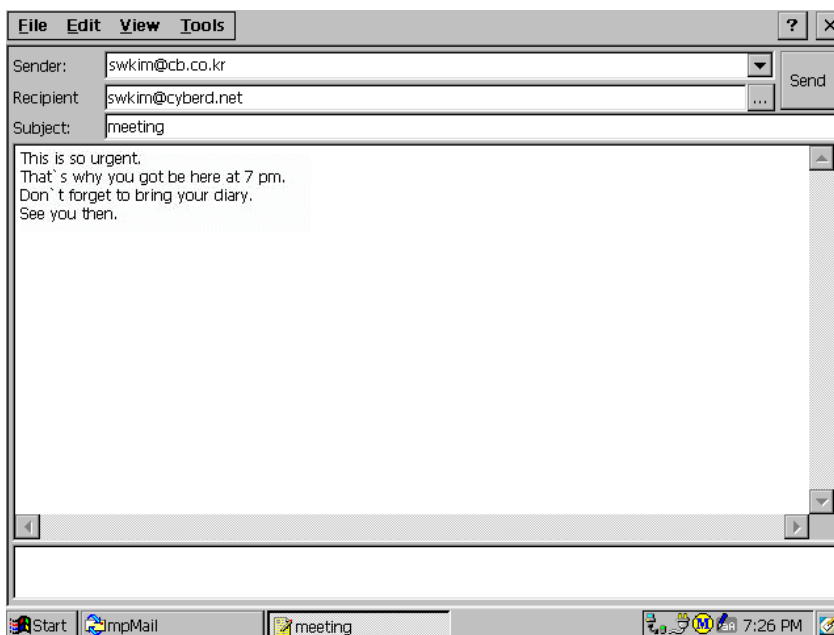


> **Recipient**
>
> Input the E-mail address of the recipient or tap the ... button on the right side to select someone from **Contacts**.

> **Cc (when having selected *"Show Full Header"* on the *View* menu)**
> Carbon Copy. You can either directly input an address or select from **Contacts**.

> **Bcc (when having selected *"Show Full Header"* on the *View* menu)**
> Blind Carbon Copy. You can either directly input an address or select from **Contacts**.

> **Attachments**
> Enables you to select **Attachments** on the **File** menu and add, open, or delete an attachment. You can add several attachments selecting **Attachments**, **Add** on the **File** menu. And when deleting an attachment, first select the attachment to be deleted, and then tap **Attachments**, **Delete** on the **File** menu.

3. To attach a file, tap **Attachments**, **Add** on the **File** menu. The attached file is displayed in the attachment window in the bottom.
4. Tap **Send** to send E-mail.

2) Opening E-mail
   1. Tap **Delivery** on the **Tools** menu, then **Delivery All**.

> New messages in all registered accounts are checked.

   2. Tap **Inbox** in the folder window.
   3. Double-tap the message of your choice in the Inbox to open it, or tap **Open** on the **File** menu.

> If the sender has included a form in the message, tap **View HTML** on the **View** menu to view the message with HTML.

> If the sender is not already registered in **Contacts**, you can add the person to Contacts by tapping **Add Sender to Contacts** on the **Tools** menu.

3) Replying to Mail

Select the message you wish to reply to from the list, then tap the **Reply** button ( 🖳 ), or tap **Reply** on the **Message** menu.

4) Forwarding Mail

Select the message you wish to forward, then tap the **Forward** button ( 🖳 ), or tap **Forward** on the **Message** menu.

5) Deleting Mail

Select the message you wish to delete, then tap the **Delete** button ( ✕ ) or tap **Delete** on the **Message** menu.
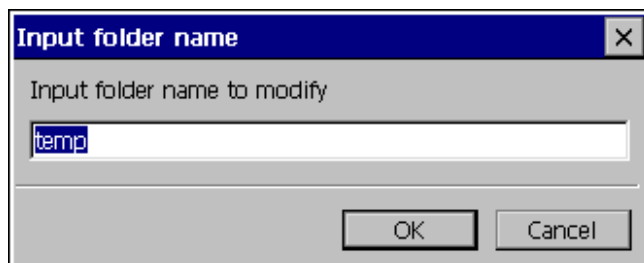
6) Creating a folder

1. Select the folder you wish to make the lower folder under from the list of the folder on the left.
2. Select **Folder**, **New** on the **File** menu.

   ```
   Input folder name                    ✕
   Input folder name to add
   temp
                          OK      Cancel
   ```
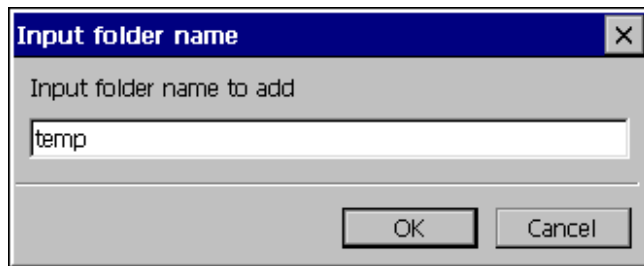
3. Input the name of the new file, then tap **OK**.

7) Renaming a folder

1. Select the folder you wish to rename from the list of folders on the left.
2. Select **Folder**, **Rename** on the **File** menu.

   ```
   Input folder name                    ✕
   Input folder name to modify
   temp
                          OK      Cancel
   ```

3. Input the new name of the folder, then tap **OK**.

8)  Deleting folders

    1.  Select the folder you wish to delete from the list of folders on the left.

    2.  Select **Folder**, **Delete** on the **File** menu.

> **When you delete a folder, mail contained in that folder is transferred to the [Deleted] folder.**

> **You cannot rename or delete folders that are set by default (Inbox, Outbox, Sent, Deleted).**

9)  Moving messages

    Used to send a message saved in one folder to another.

    1.  Select the message you wish to move.

    2.  Select **Move to Folder** on the **View** menu.
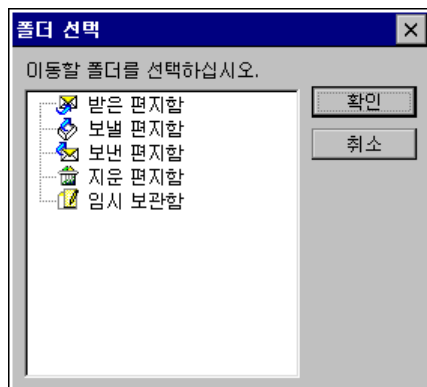


    3.  Select the folder you wish to move the message to, and tap **OK**.

10) Attaching files to new messages

    1.  In the New Message dialog box, tap **Attachments**, **Add** on the **File** menu and the Open dialog box appears.

    2.  Select the file you wish to attach, then tap **OK**, and the attached file is displayed in the attachments window of the New Message dialog box.

> ⚠ **As the limit is set at 100 lines by default in the Internet E-mail account Advanced Set up, the attachment does not appear on the Sent box if the contents exceed 100 lines. Either select the _"Get full copy of messages"_ option in Advanced Set up, or reset the limit.**

11) Adding contents of a file to new message

1. Tap **Attachments**, **Insert File to Body** on the **File** menu, and the Open dialog box appears.

2. Select the file you wish to attach, then tap **OK**, and the contents of the file are displayed in the New Message dialog box.

12) Saving attachments in **Inbox**

1. Select the message from the Inbox, then double-tap to open it.

2. Double-tap the attached file, and the Warning in opening Attachment dialog box appears.
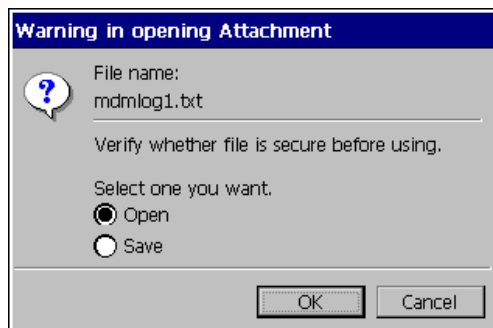


3. If you select the **Save** option box, the "Save as" dialog box appears.

4. Select the folder in which you want to save the file, then tap **OK** to save.

13) Opening attachments in **Inbox**

1. Select the message from the Inbox, then double-tap to open it.

2. Double-tap the attached file, and the Warning in opening Attachment dialog box appears.
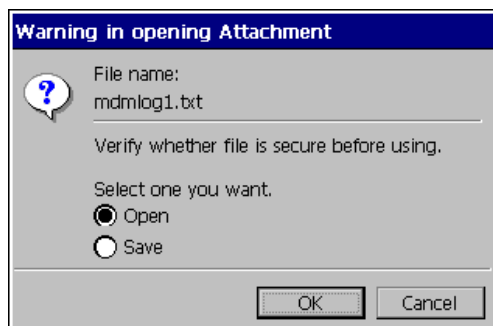


3. Select the **Open** option box, and the contents of the file are displayed.

# CHAPTER 7

# APPLICATIONS

PC-EPhone provides you with programs including **PC-EPhone Calendar**, **PC-EPhone Calculator**, and **PC-EPhone Contacts** for your convenience. You can synchronize data in **PC-EPhone Calendar**, **PC-EPhone Calculator**, and **PC-EPhone Contacts** with your desktop PC using ActiveSync.

⚠️ **As errors may occur when you use more than 1,500 items in PC-EPhone Calendar, PC-EPhone Calculator, and PC-EPhone Contacts.**

This chapter provides you with information on.

▶ **How to use Contacts**

▶ **How to use Calendar**

▶ **How to use Tasks**

▶ **How to use Memo**

▶ **How to use Calculator**

▶ **How to use Recorder**

▶ **How to use Microsoft Pocket Word**

# I.  Contacts

**"Contacts"** is a program that manages personal information, phone numbers, address, and more of your acquaintances. You can use the data in Contacts to search Web pages, send E-mail, and make a call or send SMS using the Phone program.

**(1)  Features**

1)  Contacts Window
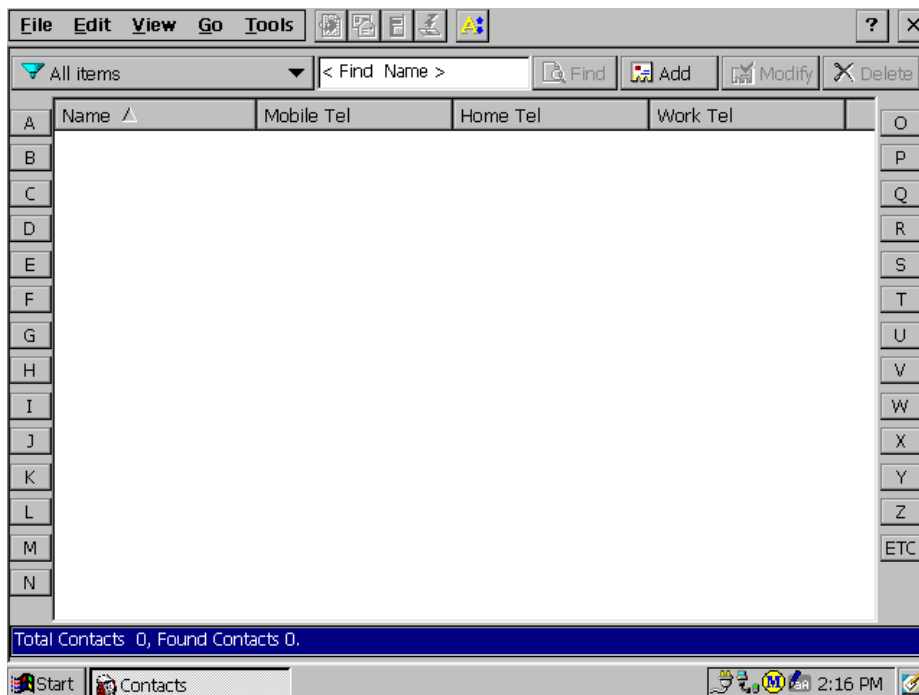


1.  Menu: Menu consists of **File**, **Edit**, **View**, **Go**, and **Tools**.

| File | |
|---|---|
| New Contact | Used to create new contacts. |
| Import | Used to bring in other contacts. |
| Export | Used to send contacts to other users. |
| Exit | Used to close Contacts. |

| Edit | |
|---|---|
| Edit Item | Used to edit an existing contact. |
| Delete | Used to delete an existing contact. |
| Category List | Used to add or delete a category list. |

| View | |
|------|---|
| Text size | Used to set character sizes. |
| Refresh | Used to update the contacts list display window. |

| Go | |
|-----|---|
| Calendar | Used to go to Calendar. |
| Contacts | Used to go to Contacts. |
| Task | Used to go to Task. |
| Mail | Used to go to Mail. |

| Tools | |
|-------|---|
| Find | Used to find a specific person in Contacts. |
| Explore Web page | Used to explore Web pages. |
| Send Mail to Contact | Used to send mail to the selected contact. |
| Phone Call | Used to make a phone call to the selected contact. |
| Send Short Message to Contact | Used to send Short Message to the selected contact. |
| Customize Columns | Used to add or delete Columns. |
| Filter on Categories | Used to select Categories to Filter on. |

2) Add new contacts

3) Customize Columns

In the Customize Columns dialog box, you can select the columns you wish to display on the contacts list display window.
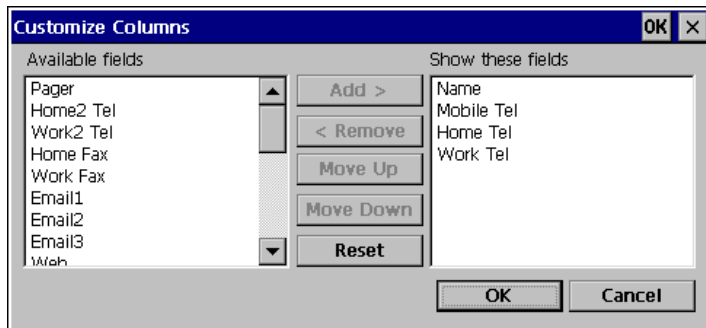


▶ **Available fields**

Lists the 27 items used in Contacts and of these 27, you can select which columns you wish to display on the contacts list display panel.

▶ **Show these fields**

Lists the columns that will be displayed on the contacts list display panel.

▶ **Add**

Moves the selected item from Available fields to the Show these fields list.

▶ **Remove**

Moves the item you wish to delete from Show these fields back to the Available fields list.

▶ **Move Up**

Moves the selected item up one notch in the Available fields and Show these fields lists.

▶ **Move Down**

Moves on the selected items down one notch in the Available fields and Show these fields lists.

▶ **Reset**

Brings the Show these fields back to default (Name, Mobile Tel, Home Tel, Work Tel).

4) Edit Category list
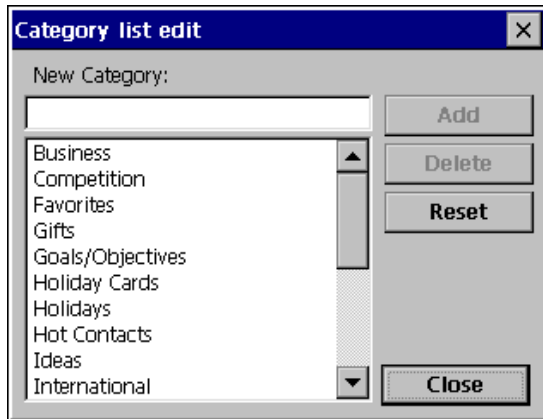
▶ **Category list panel**

Displays the list of currently saved categories.

▶ **Function buttons**

**Add**: Used to add a category.

**Delete**: Used to delete a category.

**Reset**: Used to set the category list to default.

**(2) Using Contacts**

1) Creating a New Contact

1. Tap the **Add** button (  ) or tap **New Contact** on the **File** menu.



2. Input the pertaining data in the given spaces.

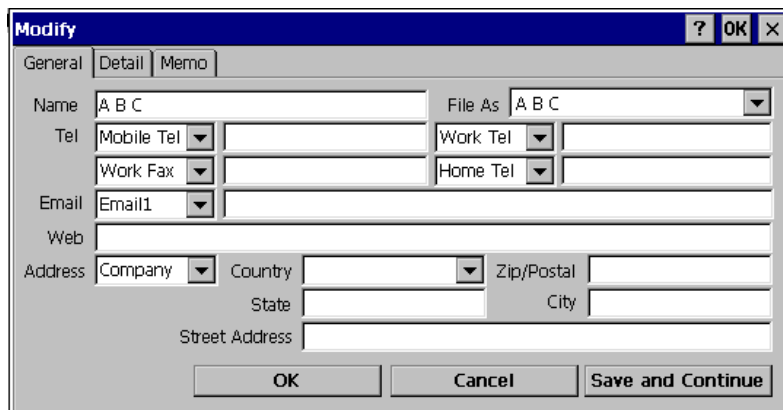3. If necessary, you can input data under the **Detail** and **Memo** tabs.

4. Tap OK to save.

If the input data is correct, tap **OK**, and if you wish to go on without saving, tap **Cancel**.

---

> When creating a contact other than the one you are currently working on, tap the *"Save and Continue"* button instead of tapping *"OK".*

2) Editing a contact

1.  After selecting the contact you wish to edit, tap the **Modify** (![Modify]) button or tap **Edit Item** on the **Edit** menu, or **double-click** the selected contact.

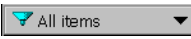2.  The **Modify** dialog box appears along with data that was input before.

![Modify dialog box with General, Detail, Memo tabs showing Name, Tel, Email, Web, Address fields and OK, Cancel, Save and Continue buttons]

3.  Correct the fields that need modifying.

4.  If necessary, modify fields under the **Detail** and **Memo** tabs.

5.  Tap OK to save.

    If the modified data is correct, tap **OK**, and if you wish to go on without saving modifications, tap **Cancel**.

3) Deleting a Contact

1.  Select the contact you wish to delete on the contacts list.

2.  Check if it is the contact deleted.

3.  Tap the **Delete** button (![X Delete]) or tap **Delete** on the **Edit** menu.

    A message asking, **"Want to delete selected item?"** appears. If you tap **Yes**, the selected item is deleted, and if you tap **No**, the deletion is cancelled.
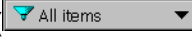
4) Displaying by Category

You can display and see contacts by the category you assigned to the contact on input. If you tap the arrow on the right of the **Category Filter** ( ![All items] ), the registered categories appear. Select the desired category, and only those contacts having that category will be displayed on the contacts list.

> As the number of categories that can be displayed is limited, all categories may not be displayed.

5) Editing the category list

You can edit the category list, which enables you to view contacts by category.

1. Tap the arrow on the right of the **Category Filter** ( All items ).

2. Select **<New Category>**. The Category list edit dialog box appears.

3. Input the new category you wish in the **New Category** box, then tap **Add**.

4. To delete, select from the category list the category to be deleted, then tap **Delete**.

5. However, to return to the default setting of preset categories, disregarding added and deleted categories, tap **Reset**.

6) Making a call using Contacts

1. Select the contact to which you wish to make a phone call.

2. Tap **Phone Call** on the **Tools** menu or tap the **Phone** button ( ). The Phone program screen is then opened.

7) Sending short messages using contacts

1. Select the contact to which you wish to send a short message to.

2. Tap **Send Short Message to Contact** on the **Tools** menu or tap the **Short message** button ( ). The Short Message screen is then opened.

8) Sending E-mail using contacts

1. Select the contact to which you wish to send E-mail.

2. Tap **Send Mail to Contact** on the **Tools** menu or tap the **E-mail** button ( ). The E-mail screen is then opened.

9) Using the Web browser of contacts

1. Select the contact with the Web site you wish to visit.

2. Tap **Explore Web page** on the **Tools** menu or tap the **Web page** button ( ). The Web browser screen then appears.
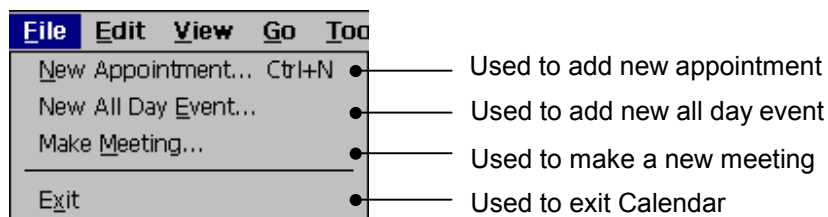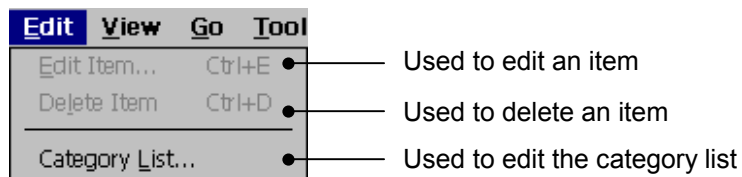
# II.  Calendar

**(1)  Features**

The **Calendar** program consists largely of daily, weekly, monthly, yearly calendars and a new appointments dialog box, an agenda, and a customize categories dialog box.
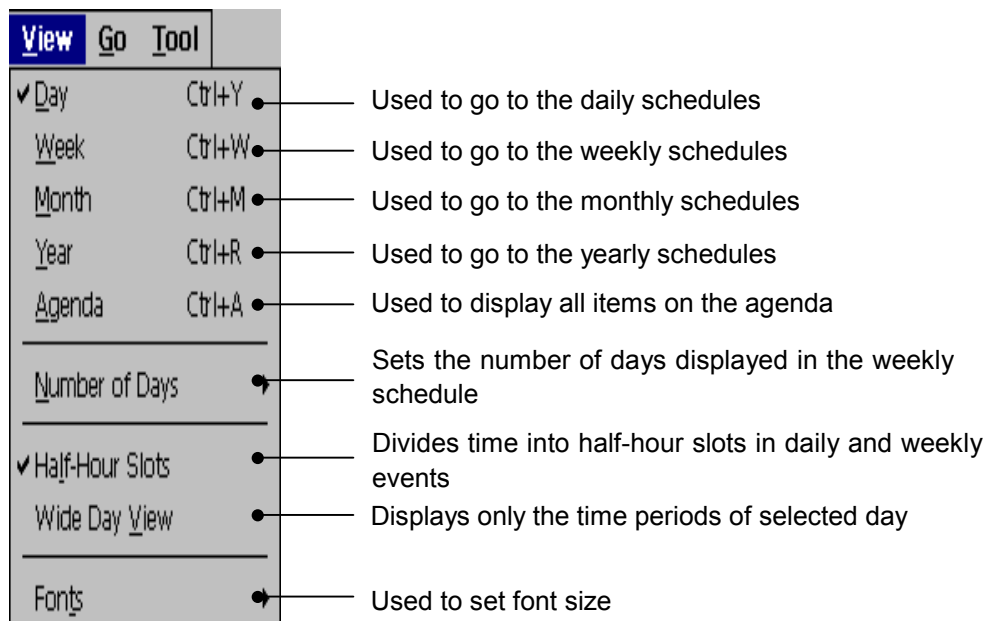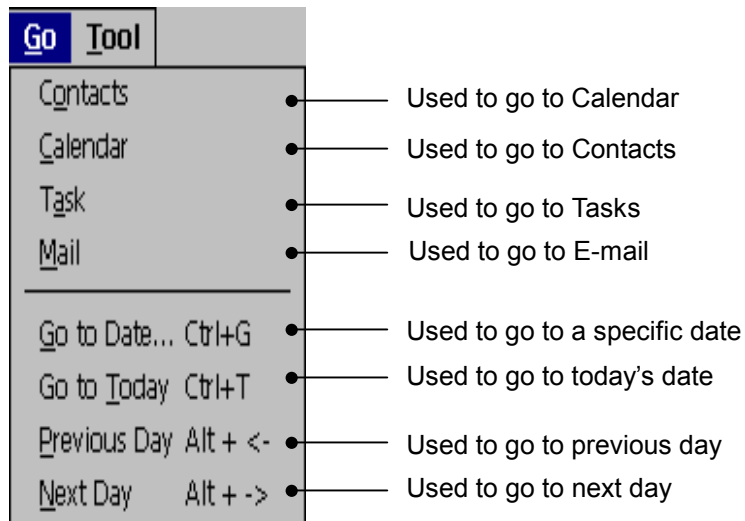
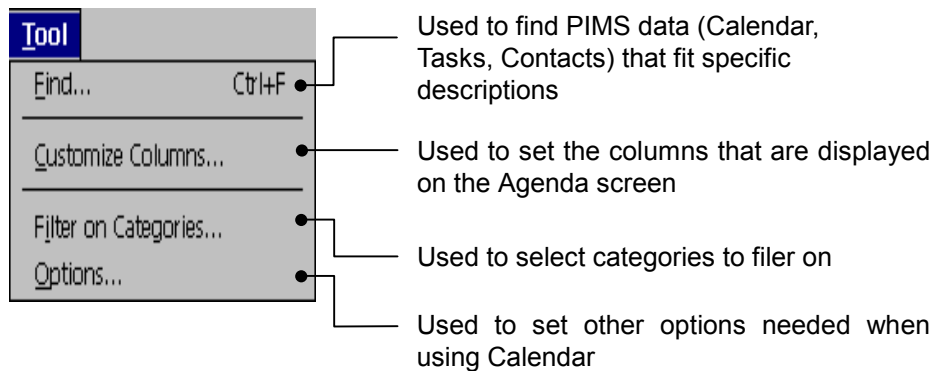1)  Functions of each menu

1.  File

| File Edit View Go Too | |
|---|---|
| New Appointment... Ctrl+N ● | —— Used to add new appointment |
| New All Day Event... ● | —— Used to add new all day event |
| Make Meeting... ● | —— Used to make a new meeting |
| Exit ● | —— Used to exit Calendar |

2.  Edit

| Edit View Go Tool | |
|---|---|
| Edit Item... Ctrl+E ● | —— Used to edit an item |
| Delete Item Ctrl+D ● | —— Used to delete an item |
| Category List... ● | —— Used to edit the category list |

3.  View

| View Go Tool | |
|---|---|
| ✔ Day Ctrl+Y ● | —— Used to go to the daily schedules |
| Week Ctrl+W● | —— Used to go to the weekly schedules |
| Month Ctrl+M● | —— Used to go to the monthly schedules |
| Year Ctrl+R● | —— Used to go to the yearly schedules |
| Agenda Ctrl+A● | —— Used to display all items on the agenda |
| Number of Days ● | —— Sets the number of days displayed in the weekly schedule |
| ✔ Half-Hour Slots ● | —— Divides time into half-hour slots in daily and weekly events |
| Wide Day View ● | —— Displays only the time periods of selected day |
| Fonts ● | —— Used to set font size |

4. Go

Used to easily go to other windows while using Calendar.

| | |
|---|---|
| Go Tool | |
| Contacts ● | Used to go to Calendar |
| Calendar ● | Used to go to Contacts |
| Task ● | Used to go to Tasks |
| Mail ● | Used to go to E-mail |
| Go to Date... Ctrl+G ● | Used to go to a specific date |
| Go to Today Ctrl+T ● | Used to go to today's date |
| Previous Day Alt + <- ● | Used to go to previous day |
| Next Day Alt + -> ● | Used to go to next day |

5. Tool

Provides items you need when using Calendar.

| | |
|---|---|
| Tool | |
| Find... Ctrl+F ● | Used to find PIMS data (Calendar, Tasks, Contacts) that fit specific descriptions |
| Customize Columns... ● | Used to set the columns that are displayed on the Agenda screen |
| Filter on Categories... ● | Used to select categories to filer on |
| Options... ● | Used to set other options needed when using Calendar |

2) All day Events Screen

The All day Events screen divides the day into time slots and displays events by the time slots. Tap "**Day**" on the **View** menu, or tap the **All day Events** button ( ).
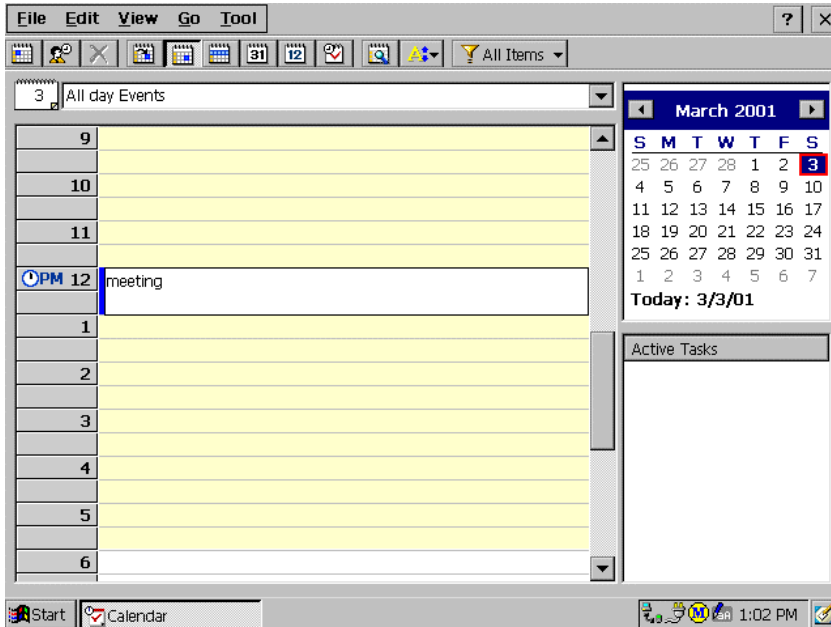


3) Weekly Events Screen

The Weekly Events screen divides a week by days and displays events happening throughout the week. Tap "**Week**" on the **View** menu, or tap the **Weekly Events** button ( ).
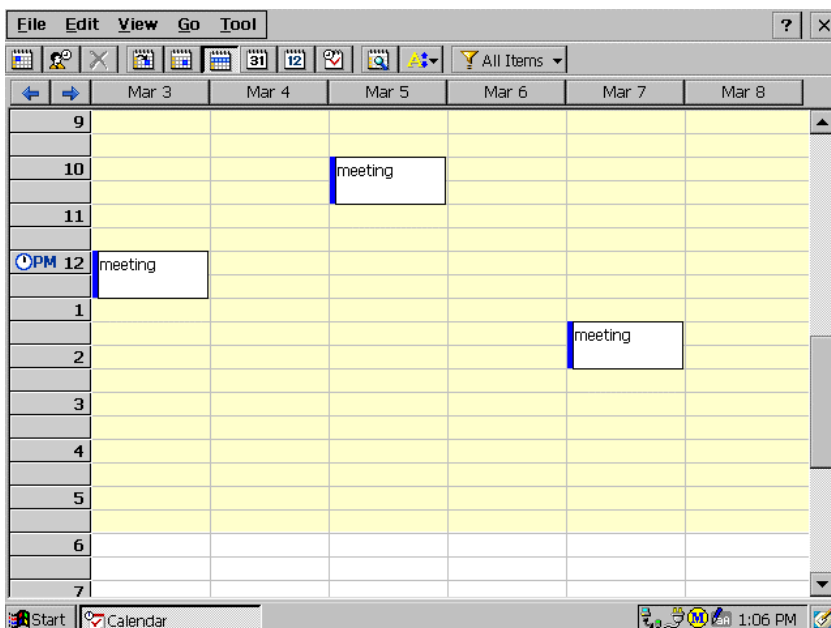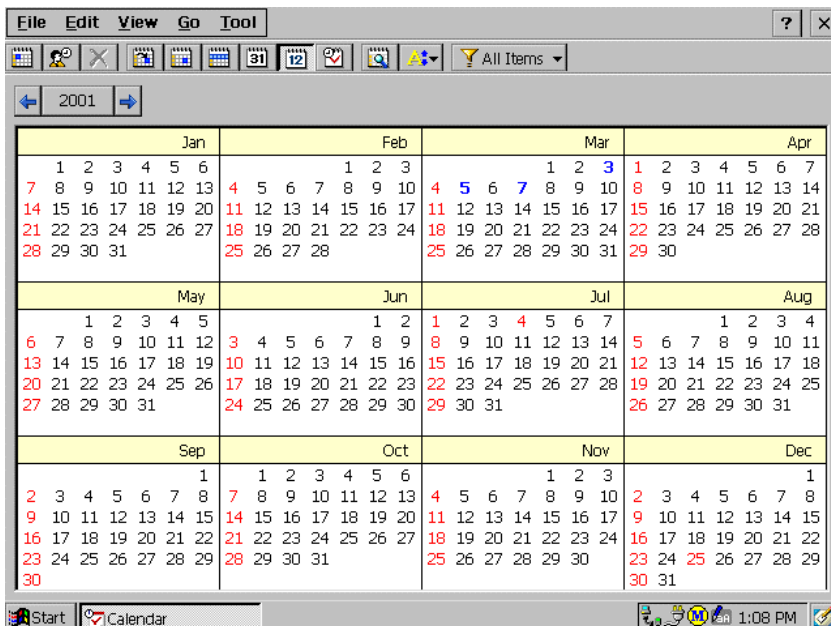
4) Monthly Events Screen

The Monthly Events screen divides the month by days and displays events happening throughout the month. Tap "**Month**" on the **View** menu, or tap the **Monthly Events** button (  ).
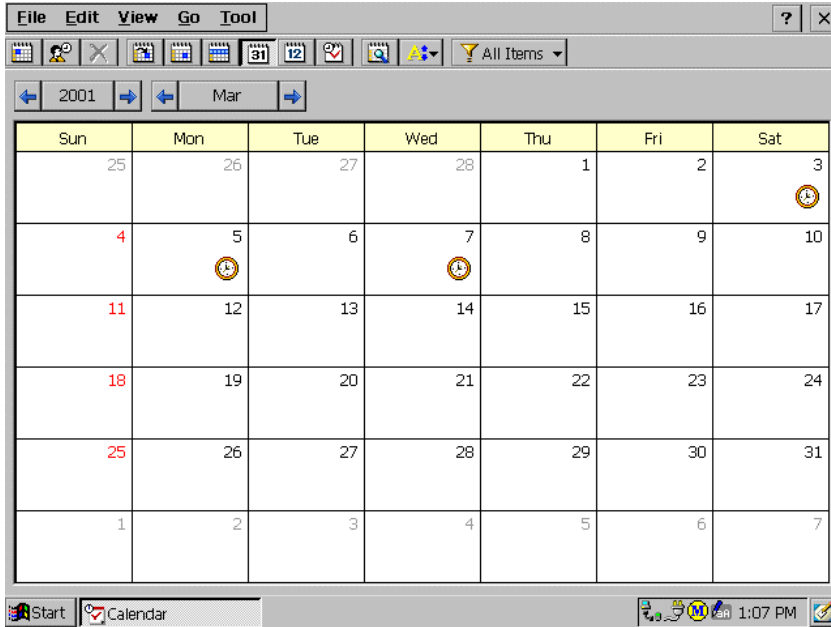


5) Yearly Events Screen

The yearly events screen divides the year by months and displays the dates with events in **Blue**. Tap "**Year**" on the **View** menu, or tap the **Yearly Events** button (  ).

6) Agenda Screen

The Agenda screen lists the event of a particular day. Tap "**Agenda**" on the **View** menu, or tap the **Agenda** button ( ).
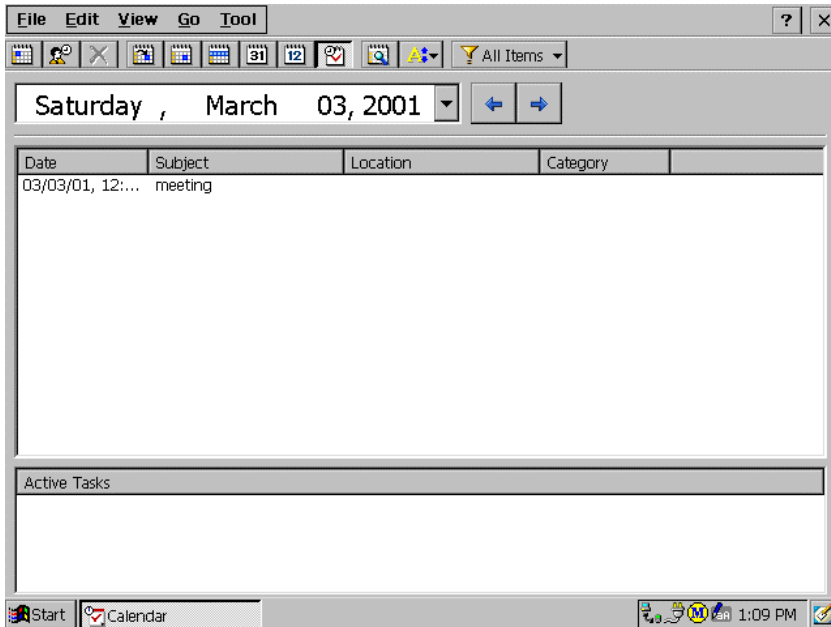


7) Customize Columns Screen

To set agenda items, tap "**Customized Columns**" on the **Tool** menu. The Customize Columns dialog box then appears.



▶ **Available fields**

You can select which columns you wish to display on the Agenda screen from this list.

▶ **Show these fields**

Lists the columns that will be displayed on the Agenda screen.

▶ **Add**

Moves the selected item from Available fields to the Show these fields list.

► **Remove**

Moves the item you wish to delete from Show these fields back to the Available fields list.

► **Move Up**

Moves the selected items up one notch in the Available fields and Show these fields lists.

► **Move Down**

Moves the selected items down one notch in the Available fields and Show these fields lists.

► **Reset**

Brings the Show these fields back to default (Date, Subject, Location, Category).


**(2)    How to use Calendar**


1)  Making a New Appointment

1.  Tap **New Appointment** on the **File** menu, or tap the **New Appointment** button (🗓), and the Calendar dialog box appears.
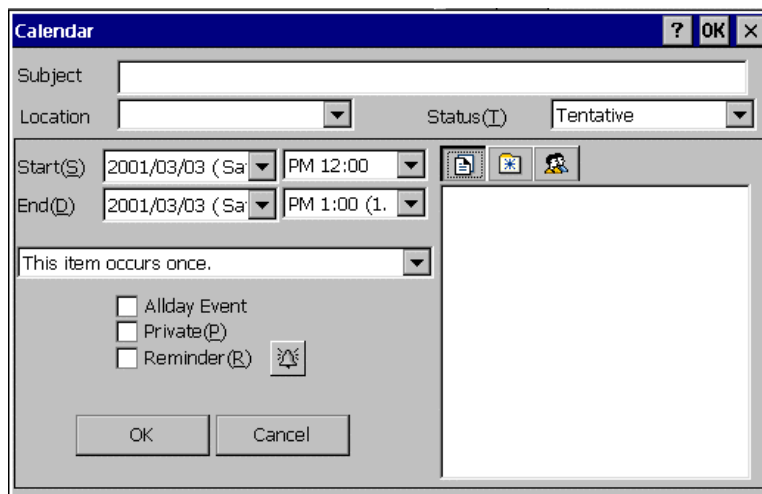


2.  Input data in the Subject and Location box.

An appointment must have a subject.

3.  Select the appointment date.

Check to see if the date and time of the appointment are correct; if they are not, select the desired date and time by tapping the arrow on the right side of each category. Calendar allows you to input up to 2 appointments in one time slot, but not overlapping appointments at the same time.

4.  Input detailed information on the appointment.

You are not required to input a memo for the appointment. However, you may use

this feature when you wish to jot down more detailed information on the appointment.

5. When you need to select or edit a category, tap the **Edit Category** icon (⊞) and the Categories window appears with an **Edit Category** button below it.
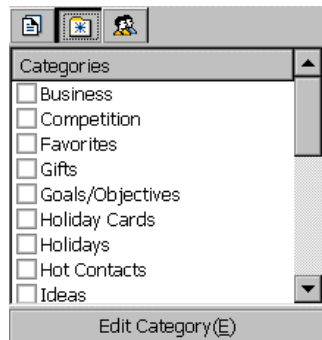
6. If you need to set recurrences, tap the arrow in the Recurrence selection box, and select an item from the list. If the item you want is not listed, tap **Edit pattern**, and the Edit pattern dialog box appears.
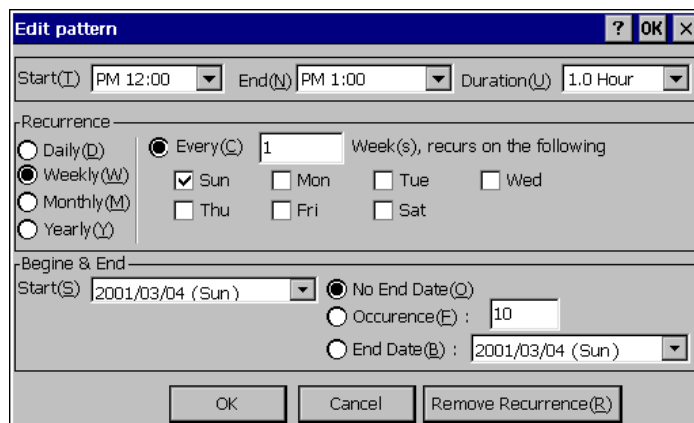
7. Then, when you return to the Calendar dialog box, it will look a little different than when you first saw it, as shown below.
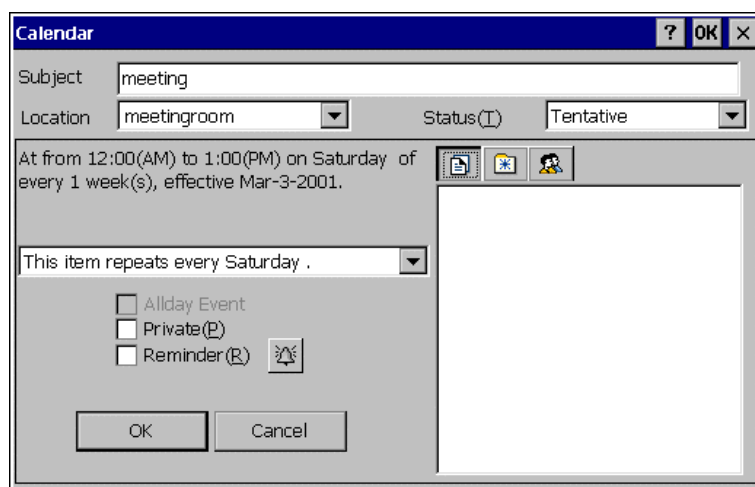
8. Finally, if you wish this appointment to be private, tap the box next to **Private** to make a check. And if you wish to attach a reminder to this appointment, check the box next to **Reminder**.

9. Tap **OK** to save settings.

   If you wish to close without saving input data, tap **Cancel**.

2) Making a new all day event

   1. Tap **New All Day Event** on the **File** menu.

      The Calendar dialog box appears. This display is a little bit different from the New Appointment dialog box : the **Allday Event** box is already checked.
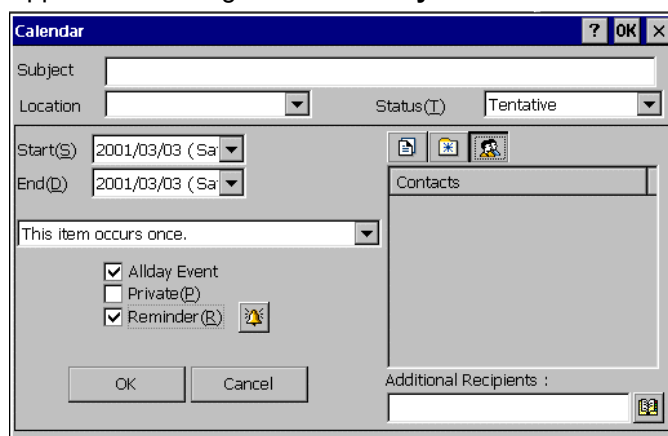


   2. The steps hereon are similar to those of Making a new appointment. Refer to the *Making a New Appointment section*.

3) Making a Meeting

   1. Tap **Make Meeting** on the **File** menu or tap the **Make Meeting** button ( 🔲 ). The Make a Meeting dialog box appears. This display differs a bit from the New Appointment dialog box : the **Contacts** icon is already activated and the names of people registered in Contacts are displayed.
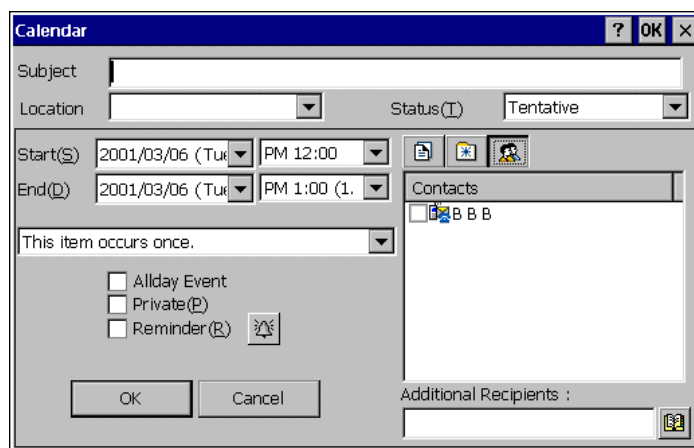
2.   The steps hereon are similar to those of Making a New Appointment. Refer to the
     ***Making a new appointment section***.

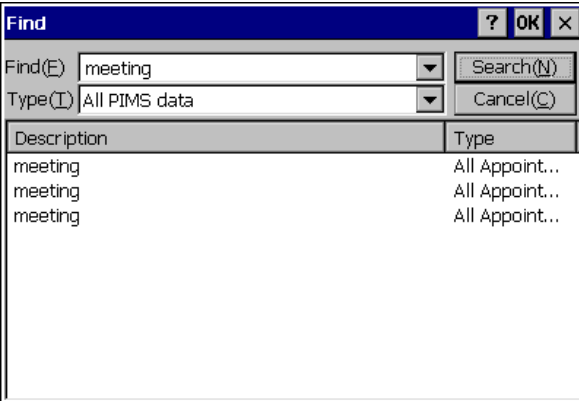4) Editing an Appointment
   1.   Double-tap the appointment you wish to edit, or tap **Edit Item** on the **Edit** menu.
   2.   Modify the contents of the appointment.
   3.   Check to see if the modified contents are correct, then tap **OK**.
        If you wish to close without saving the modified contents, tap **Cancel**.

5) Deleting an appointment
   After selecting the appointment you wish to delete, tap **Delete Item** on the **Edit** menu or
   tap the **Delete** button ( ), and the selected item is deleted.

6) Finding Appointments and Tasks
   1.   Tap **Find** on the **Tool** menu, or tap the **Find** icon ( ).



   2.   Input the data needed in searching in the given box next to **Find**, and select the
        type from **Type** if needed.
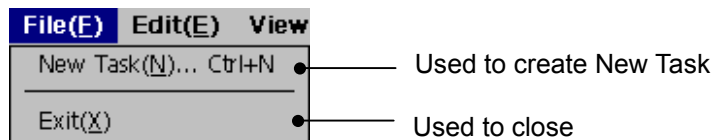   3.   Tap **Search**.
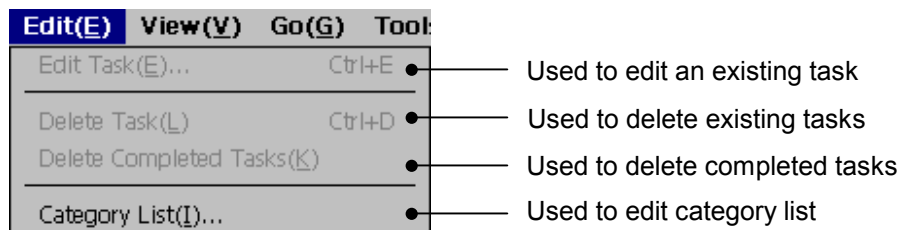
# III. Tasks

**(1)   Features**

The Tasks program consists largely of a Task Screen, New Task dialog box, Category List dialog box, Customize Categories dialog box, Filter on Categories dialog box, and an Options dialog box.
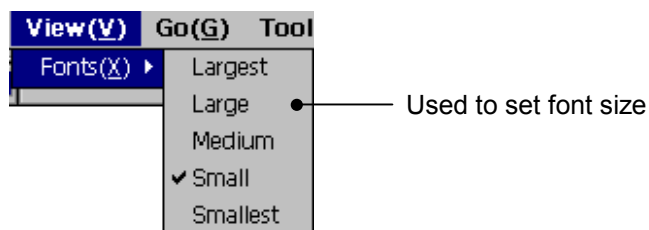
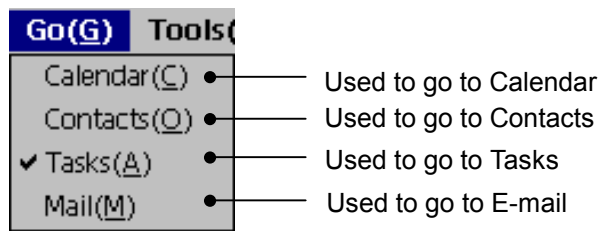1)   Functions of each menu

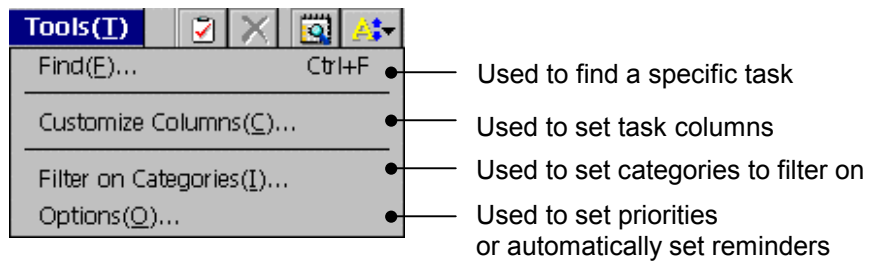    1.   File



    2.   Edit



    3.   View

4.  Go

    Used to easily go to other windows while using Tasks.
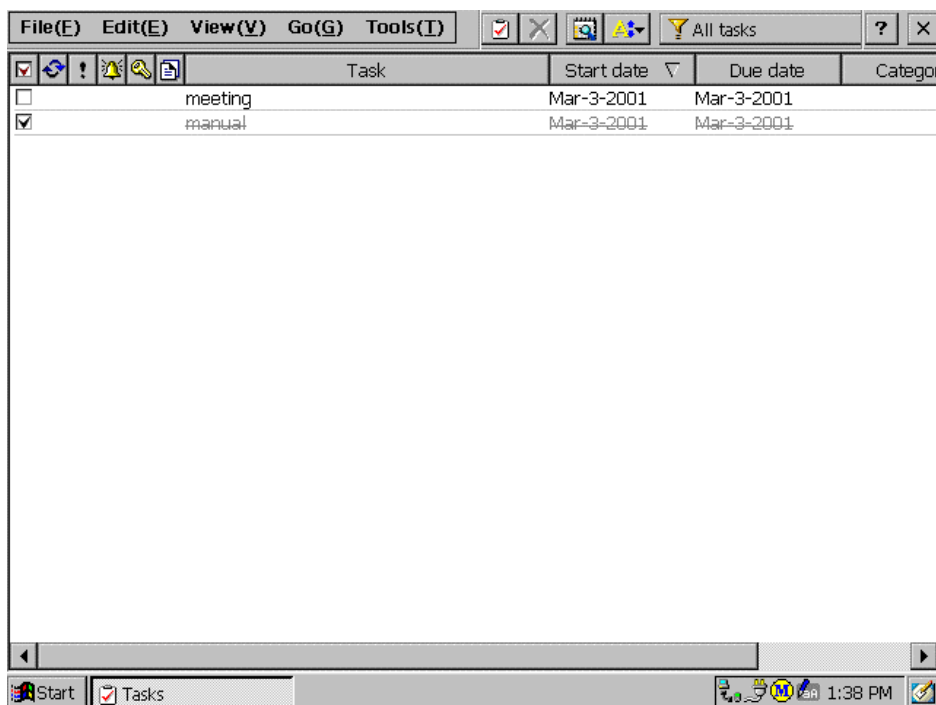
    

    Go(G) — Calendar(C) —— Used to go to Calendar
    Contacts(O) —— Used to go to Contacts
    ✔ Tasks(A) —— Used to go to Tasks
    Mail(M) —— Used to go to E-mail

5.  Tools

    Provides items you need when using Tasks.

    

    Tools(T)
    Find(F)...          Ctrl+F —— Used to find a specific task
    Customize Columns(C)... —— Used to set task columns
    Filter on Categories(I)... —— Used to set categories to filter on
    Options(O)... —— Used to set priorities
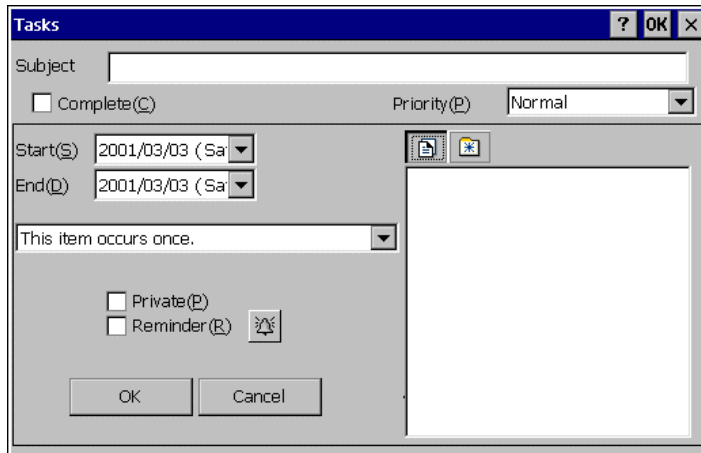                       or automatically set reminders

2)  Task Screen
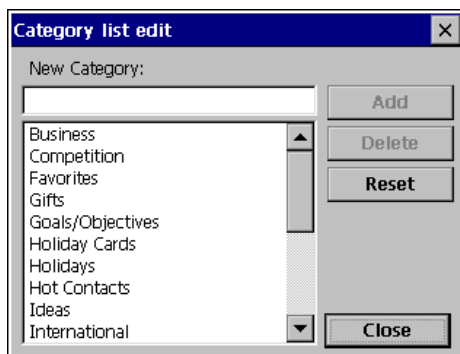
3) Create New Task Screen

Tap **New Task** on the **File** menu or the **New Task** button () and the Tasks dialog box appears as shown below.
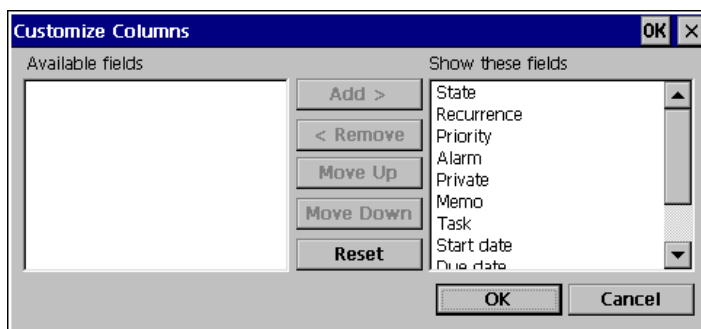


4) Category list screen

Tap **Category list** on the **Edit** menu, and the Category list edit dialog box shown below appears.



5) Customize Columns Screen

Tap **Customize Columns** on the **Tools** menu and the **Customize Columns** dialog box shown below appears.

▶ **Available fields**

You can select which columns you wish to display on the Task screen from this list.

▶ **Show these fields**

Lists the columns that will be displayed on the Task screen.

▶ **Add**

Moves the selected item from Available fields to the Show these fields list.

▶ **Remove**

Moves the item you wish to delete from Show these fields back to the Available fields list.

▶ **Move Up**

Moves the selected items up a notch in the Available fields and Show these fields lists.

▶ **Move Down**

Moves the selected items down a notch in the Available fields and Show these fields lists.
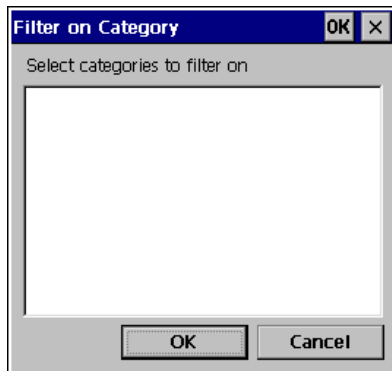
▶ **Reset**

Brings the Show these fields back to default (Priority, Alarm, Start Date, Due Date, etc.).
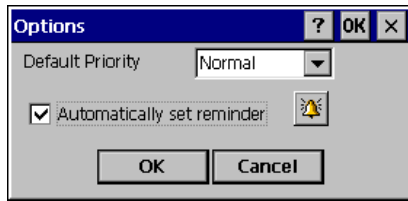
6) Filter on Category Screen

Tap **Filter on Categories** on the **Tools** menu or tap the **Filter on Categories** button
(  ) and the Filter on Category dialog box shown below appears.



7) Options Screen

Tap **Options** on the **Tools** menu and the following Options dialog box appears.

**Default priority** indicates that when creating a New Task, priority will be initially set as the priority level is set here. However, priority can be changed depending on the task. **Automatically set reminder** indicates that when creating a New Task, Reminder will be initially set as it is set here. However, reminder settings can be changed depending on the task.

**(2)    How to use Tasks**

   1)  Creating a New Task

      1.    Tap **New Task** on the **File** menu or tap the **New Task** button (🗹) and the Tasks dialog box will appear as shown below.
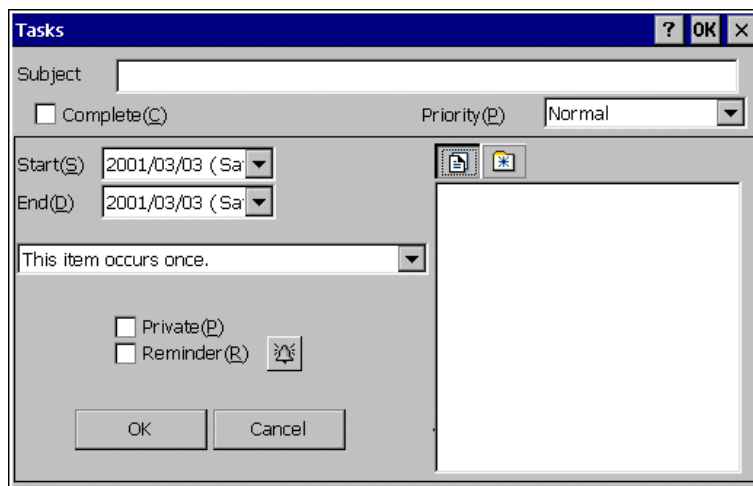


      2.    Input desired data in the **Subject** and **Priority** boxes.
         A task must have a **Subject**.

      3.    Select the task date.
         Check to see if the date and time of the task are correct; if they are not, select the desired date and time by tapping the arrow on the right side of each category.

      4.    Input detailed information on the text in the memo tab on the right.
         You are not required to input a memo for the task. However, you may use this feature when you wish to jot down more detailed information on the task. You can input a memo of up to 330 English letters.

      5.    When you need to select or edit a category, tap the **Edit Category** icon (🖾) and the Categories window appears with an Edit Category button below it.