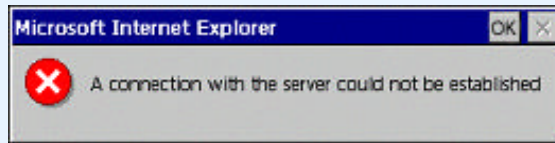


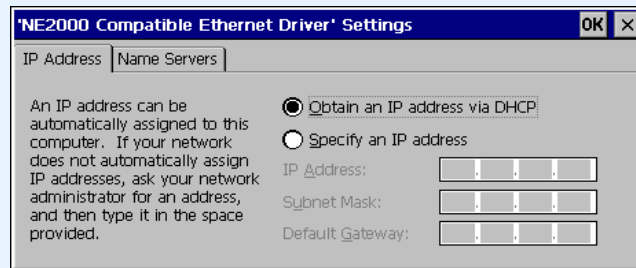


In case of Internet connection using LAN Card, attempt to connect after detaching PC-EPhone from the cradle and after the Internet connection is complete, place PC-EPhone back in the cradle and enjoy your Internet surfing.



From the list of network drives installed in the device, select the one compatible to your LAN card and tap Properties. (Let's take 'NE20001:NE2000 Compatible Ethernet Driver'.)

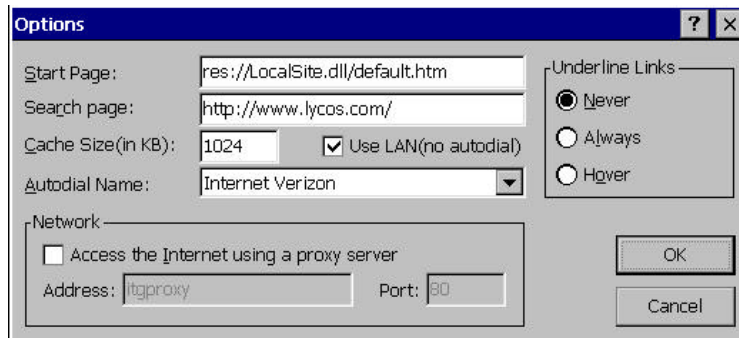
1. Select Start > Settings > Control Panel and double-tap the Network icon.
2. Select NE20001: NE2000 Compatible Ethernet Driver from the Driver List of the Adapter tab.
3. Tap the Register button and set the appropriate IP address. Ask the network administrator about setting IP address.



4. Tap the OK button on the upper right corner so that setting for the appropriate Driver is finished.

(1) 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.

Autodial 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

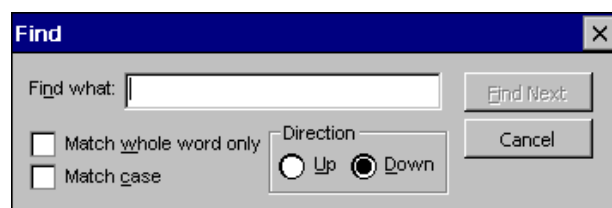
Sets whether to underline a URL linked character sequence on the Web page or not. **Hover** (underline appears when the stylus is located on the character sequence).

(2) 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 entering 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) Favorites folder

1. Adding a homepage to the Favorites list of PC-EPhone

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.

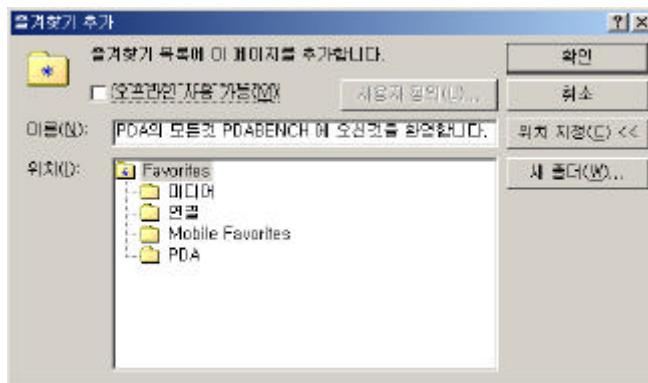
2. Adding a homepage to the Mobile Favorites list through ActiveSync




Install on your desktop PC with the PIMSSync program included in CD-ROM in order to use the Mobile Favorites PIMSSync program.

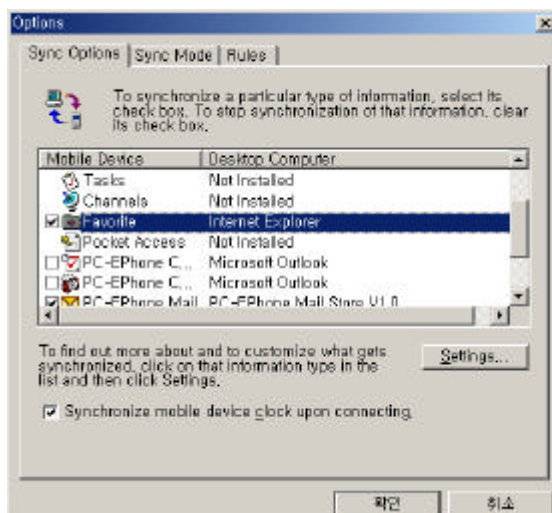
Run the Internet Explorer(5.0 or later) of your desktop PC and connect to the web site you want to add to the Mobile Favorites folder.

Click the Mobile Favorites button() or select the Add Favorites from the Favorite menu.



Select the Mobile Favorites folder from the Add Favorites dialog box displayed above and click the OK button.

After connecting PC-EPhone to your desktop PC through ActiveSync, select the Options icon() from the main screen of the ActiveSync program.



Select the Favorite folder as displayed above and select OK to re-synchronize data between PC-Ephone and desktop PC.

See if the Favorite item is synchronized from the Favorites menu on the Internet Browser of PC-EPhone.

3. 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.



Note

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.

II. 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.

Mails can be read in Outlook through E-Mail in PC-EPhone, and you can send mails through Outlook that is written in PC-EPhone. Synchronization is made only between Inbox, Outbox, Sent of Outlook and Inbox, Outbox, Sent of ActiveSync folder; the other folders that are made by a user cannot be synchronized.



The changes in files can be synchronized the next time you synchronize your PC-EPhone.



Setting synchronization options

When you click the options icon on Microsoft ActiveSync window of your desktop PC, the options window appears. Select the synchronized PC-EPhone Mail on the list and click the Setting button to set the synchronization options. (Or, select and right-click the synchronized PC-EPhone Mail on the details list below on the Microsoft ActiveSync window of desktop PC.)

By default, the synchronization is set for the past 5 days and at most 5,000 characters for mails.

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.

The screenshot shows a dialog box titled "Internet E-mail account Set-ups" with a blue header. Below the header is a white box containing the text "User Name". Underneath, there is a grey area with the instruction "Enter user name." and "Name Entered here appears in the sender of the outgoing message." A label "Name:" is followed by a white text input field. Below the field is the example text "Example: Mike Smiths". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

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

The screenshot shows a dialog box titled "Internet E-mail account Set-ups" with a blue header. Below the header is a white box containing the text "Internet E-mail address". Underneath, there is a grey area with the instruction "Enter E-mail address of user." and "E-mail address Entered here is used when other users send E-mail message to you." A label "E-mail Address:" is followed by a white text input field. Below the field is the example text "Ex: userid@TouchMI.net". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Enter 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.

The screenshot shows a dialog box titled "Internet E-mail account Set-ups" with a blue header. Below the header is a white box containing the text "Mail Server Login". Underneath, there is a grey area with the instruction "Enter name of Server which is used for your incoming or outgoing messages." There are two text input fields. The first is labeled "Server used for incoming messages (POP3 Host)" and the second is labeled "Server used for outgoing messages (SMTP Host)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Enter POP3 Host or IP address (for example: mail.touchmi.net)

Enter SMTP Host or IP address.



IMAP4 is not supported.



Incoming Mail (POP3) Server.

Some of E-Mail systems that are running on the Web base, do not support the POP3 protocol. If so, it is recommended that you use the mail service which is provided by MIWorld : mail.miworld.co.kr. Visit www.miworld.co.kr to register the mail account.



Outgoing Mail (SMTP) Server.

Some of E-Mail systems may not support SMTP protocol owing to the security problems and reckless spam mails. If so, visit www.miworld.co.kr to register the mail account.

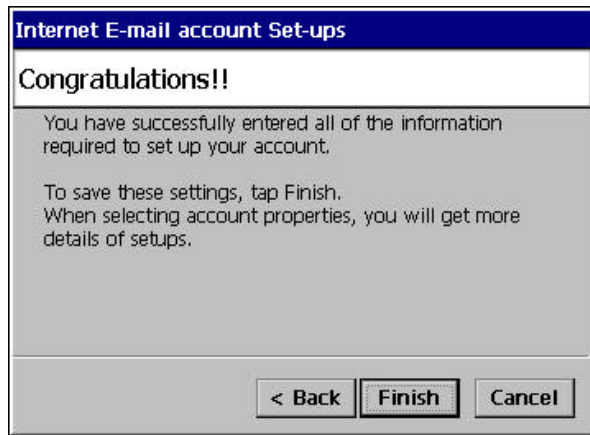
4. Input the names of the servers for **receiving** and **sending mail**, respectively, and then tap the **Next** button and the Log-in Mail Server dialog box appears.

Enter password

5. Enter **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.

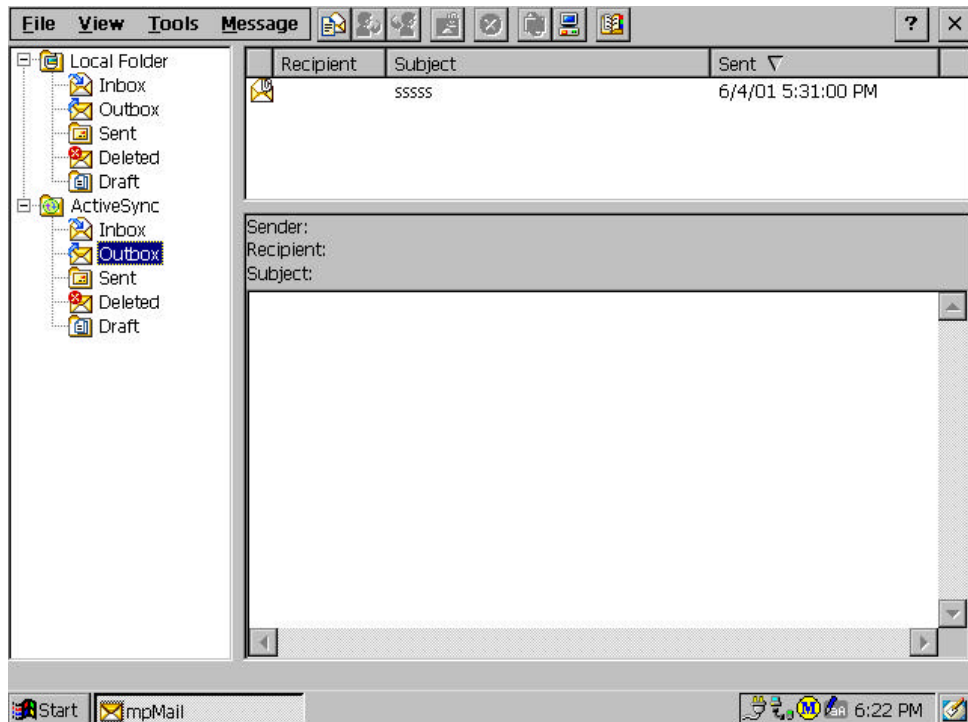
6. After selecting necessary items, tap **Next** and the Congratulations dialog box appears informing you that you have successfully performed setups.



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

(2) Setting E-mail preferences

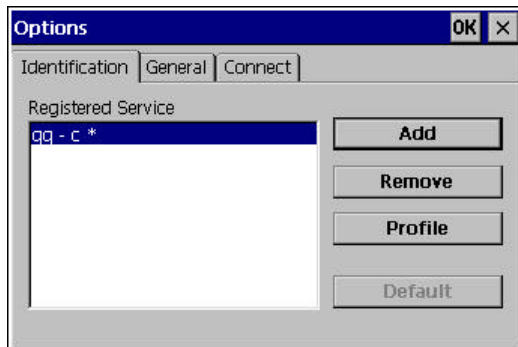
1. Execute the E-mail program. The following window appears.



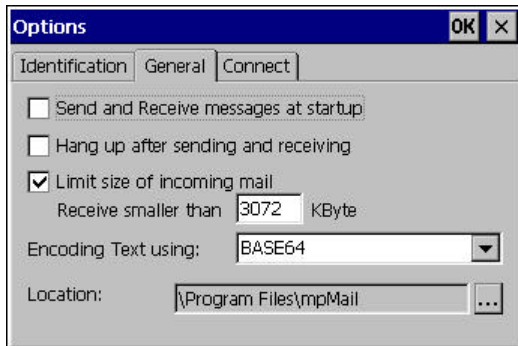
Notice

The local folder on the left side pane is a mail folder for account registered on the PC-EPhone, mails can be sent through wireless phone module, and the ActiveSync folder on the left side pane is a mail folder displayed on PC-EPhone for account registered on the desktop PC, mails can be sent through Outlook.

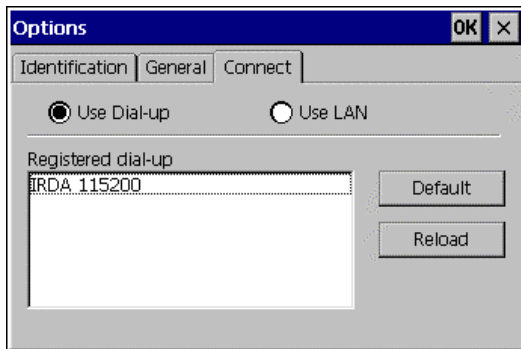
2. Tap Options on the Tools menu and the following dialog box appears.



3. Tap the **General** 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.



Note

In order to use LAN Card, select Options from the Tools menu, the Connect tab and Use LAN. When LAN Card is used, communication fee is charged.

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) Synchronizing the ActiveSync folder

1) Inbox folder synchronization

The Inbox folder in Outlook of your desktop PC and ActiveSync / Inbox of PC-EPhone are synchronized, so the changes in Inbox of Outlook are copied directly to E-Mail of your PC-EPhone when you connect PC-EPhone to your desktop PC.



The attached files are not synchronized. At most 16,000 characters of the plain text type will be synchronized and so are the contents with the HTML type.



LDAP and Active Directory are not supported.

2) Outbox folder synchronization

The mails in ActiveSync/Outbox of PC-EPhone are synchronized with those of Outlook, and also will be sent through Outlook.



The messages in PC-EPhone's ActiveSync/Outbox synchronized with Outbox of Outlook will be sent as follows:

Company and work group set for mail service of Outlook: sent automatically

Internet Only set for mail service of Outlook: sent through pressing Send/Receive of toolbar

Setting Outlook for real time synchronization

Select the options of Outlook, Mail Service tab and click the Re-configure E-mail service button to have Mail Service Option Wizard. Select the Company or Work Group.

After messages in ActiveSync/Outbox of PC-EPhone's E-Mail are synchronized, they will be delivered through Outlook and deleted. Whether they are saved in the Sent folder of Outlook is dependent upon the setting of Outlook.



Setting Outlook for saving sent messages in the Sent folder of Outlook

Select the Tools menu of Outlook in desktop PC and Options. And then on the General tab, click the E-Mail Options button and select the Save copy of sent messages in the Sent items folder check box.



The attached files are not synchronized. At most 16,000 characters of the plain text type will be synchronized.

3) Deleted folder synchronization

The Deleted folder of Outlook and the ActiveSync/Deleted folder of PC-EPhone's E-Mail will be synchronized.




Note

The Deleted folder of desktop PC displays deleted messages after synchronizing, whereas ActiveSync/Deleted of PC-EPhone's E-Mail does not display any messages at all.

(4) Using E-mail

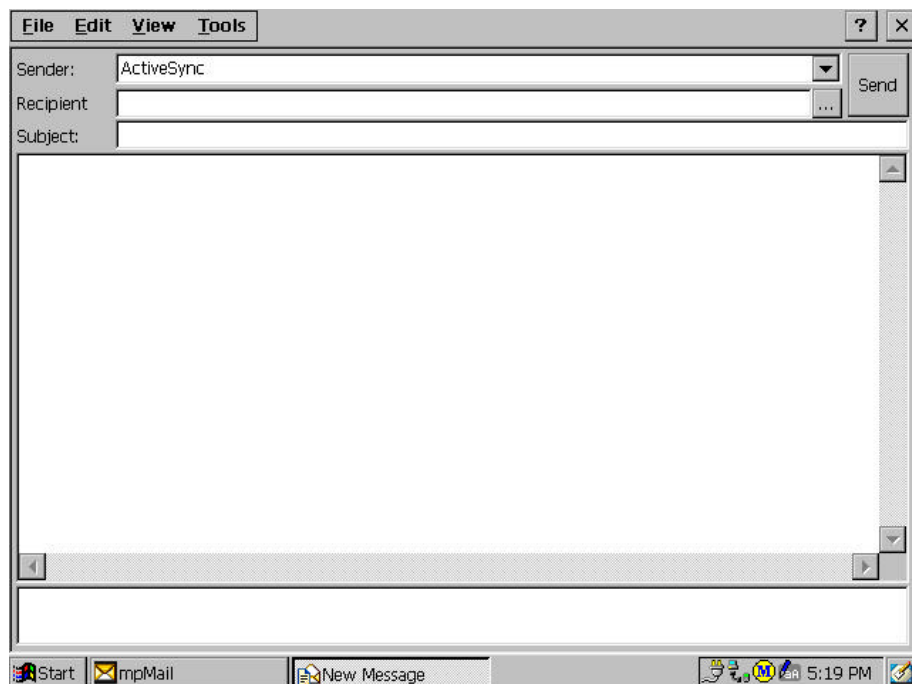
1) Creating a New Message

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




Note

The ActiveSync displayed in the Sender box means that the mail written in this ActiveSync folder will be sent through the Outlook account name of desktop PC.




Note

When selecting the local folder in the right side pane of main E-Mail screen and tapping the New Message icon (), the default account of PC-EPhone is displayed in the Sender box. However, when you want to use other than the default account, you can select other accounts from the drop-down list box beside the displayed account.



Note

Recipient

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



Note

Cc (when having selected "Show Full Header" on the View menu)

Carbon Copy. You can either directly input an address or select from Contacts.



Note

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

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

2) Opening E-mail

1. Tap **Delivery** on the **Tools** menu, then **Delivery All**.



Note

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.



Note


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




Note

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

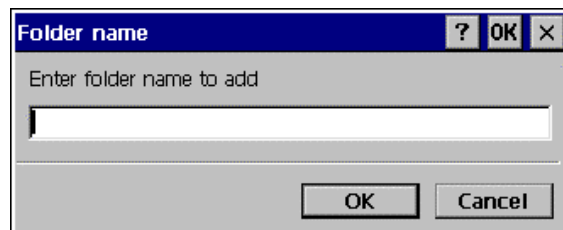
Select the message you wish to forward, then tap the **Forward** button (), or tap **Forward** on the **Message** menu.

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.



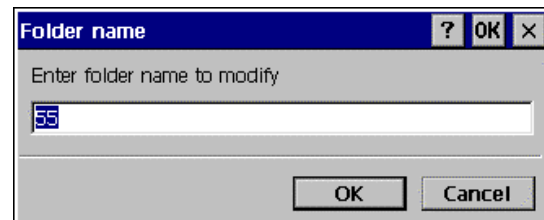
3. Input the name of the new file, then tap **OK**.



Creating a new folder is possible under Inbox, Sent and Draft folder of Local folder.

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.



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



The default folders(Inbox, Outbox, Sent, Deleted and Draft) of local folder and ActiveSync folder in PC-EPhone can not be renamed.

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.

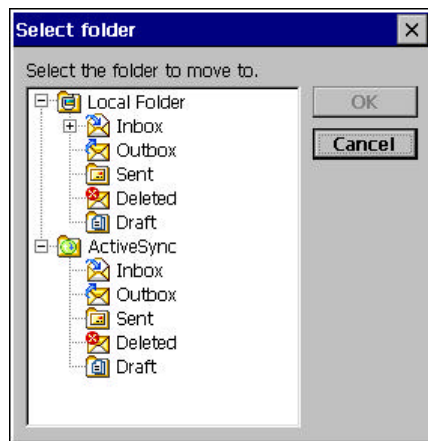


You cannot rename or delete folders that are set by default (Inbox, Outbox, Sent, Deleted).

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

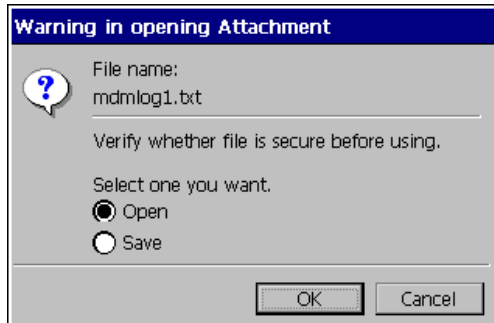
1. In the New Message dialog box, tap **Attachments, Add** on the **File** menu and the Open dialog box appears.
2. Select the file you wish to attach, then tap **OK**, and the attached file is displayed in the attachments window of the New Message dialog box.

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

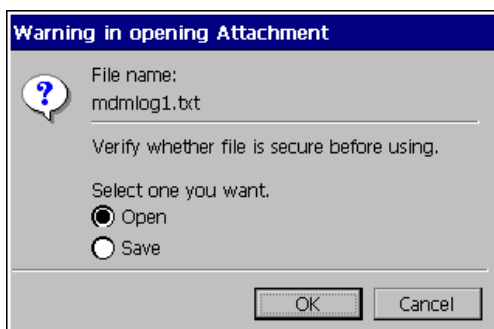
1. Select the message from the Inbox, then double-tap to open it.
2. Double-tap the attached file, and the Warning in opening Attachment dialog box appears.



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.



Notice

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.

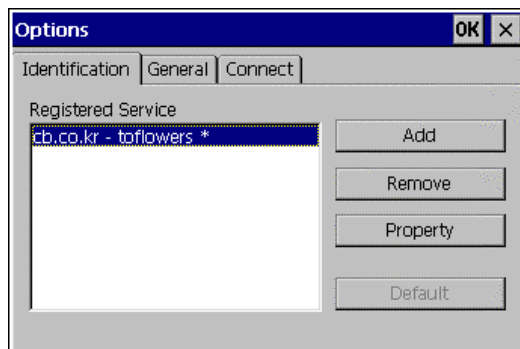


Note

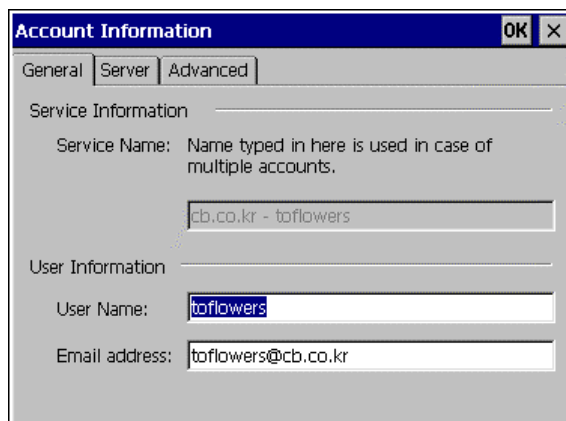
Select the Save copies in the Sent folder option box in Tools>Options>Properties>Advanced tab to save the copies of sent messages in the Sent box.

14) Modify the properties of the existing account

1. Select Options from the Tools menu.



2. Select the account you want to modify and tap the Properties button.



3. Modify any fields you want on the General, Server, Advanced tab and select OK.

Applications

PC-EPhone provides you with programs including Calendar, Tasks, Contacts and E-mail for your convenience. You can synchronize data in Calendar, Tasks, Contacts and E-Mail with data of your desktop PC using ActiveSync.

Errors may occur when you use more than 1,500 items in Calendar, Calculator, and Contacts.

Set Outlook as the basic mail program in order to synchronize PIMS data of Calendar, Tasks, Contacts and E-Mail with data of your desktop PC.

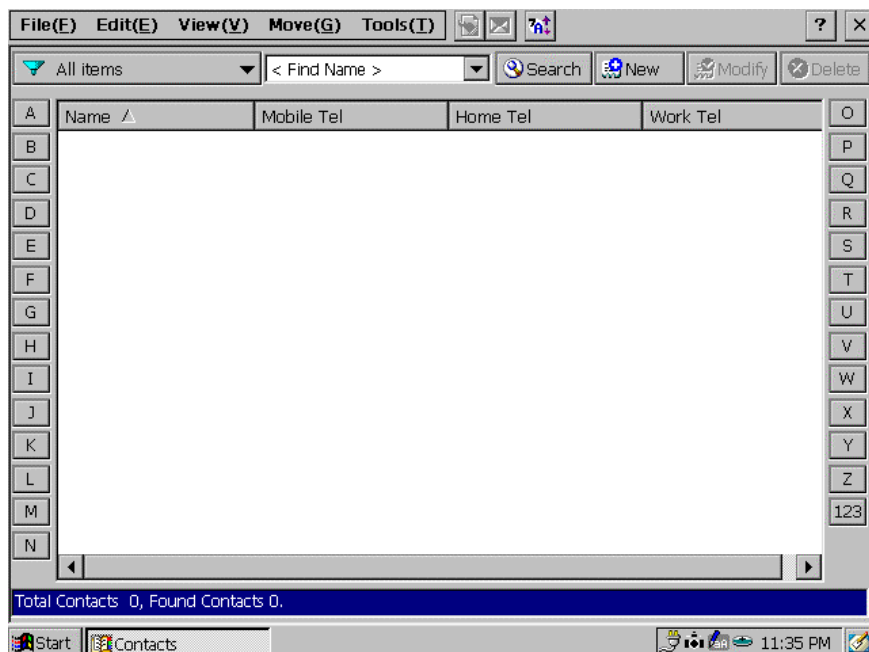
This chapter provides you with information on.

- **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 MP3 Player**

I. Contacts


Contacts is a program that allows you to manage personal information, phone numbers, address, and more. You can use the data in Contacts to search Web pages, send E-mail. Contacts is the application in which you store name and address information about people or businesses. PIMSSync also has data import capabilities that enable you to load database files into Contacts on your PC-EPhone.

1) Contacts Display




(2) Using Contacts

1) Creating a New Contact


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

2. Enter the pertaining data in the given spaces.
3. If necessary, you can enter data under the **Detail** and **Memo** tabs.
4. Tap **OK** to save, or if you wish to go on without saving, tap **Cancel**.
5. You can select the types of phone numbers or e-mail addresses that you associate with an Contacts entry. Any changes you make apply only to the current entry.

2) Editing a contact


1. After selecting the contact you wish to edit, tap the **Modify** () button or tap **Edit Contact** on the **Edit** menu, or double-click the selected contact.
2. The Edit Contact dialog box appears along with data that was previously entered.
3. Correct the fields that need modifying.
4. If necessary, modify fields under the **Detail** and **Memo** tabs.
5. Tap **OK** to save, or 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. Tap the **Delete** button () 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.


1. If you tap the **Category Filter** () button, the registered categories appear.
2. Select the desired category, and only those contacts having that category will be displayed on the contacts list.




Note

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


5) Editing the category list

1. Tap the **Filter on Categories** () button.
2. Select <New Category>. The Category Edit list dialog box appears.
3. Enter the new category you wish to add in the New Category box, and tap **Add**.
4. Select from the category list the category to be deleted, and tap **Delete**.
5. If you wish to return to the default setting of preset categories, tap **Reset**.


6) Sending E-mail using contacts

1. Select the contact in which you wish to send E-mail.
2. Select **Send Mail to Contact** on the **Tools** menu or tap the **Email** () button. The Email screen appears.

7) Accessing to the Web browser of contacts using contacts

1. Select the contact with the Web site you wish to visit.
2. Select **Explore Web page** on the **Tools** menu or tap the **Web page** () button. The Web browser screen appears.

8) Adjusting Font Size

1. Select **Font Size** on the **View** menu or tap the **Font Size** () button.
2. Select the desired font size.

9) Setting up the Columns to be displayed on the screen

1. Select **Customize Columns** on the **Tools** menu.
2. Select the columns to be displayed from the Available fields and tap **Add** to display the selected column on the Show these fields list.
3. Select the desired item and tap the **Move Up** or **Move Down** button to change the order of the items to be displayed.
4. Select the desired item to be deleted and tap the **Delete** button.

10) Making My Name Card

1. Select the Edit My Name Card on the **Edit** menu.
2. Enter the pertaining data in the given spaces and tap **OK**.



Only one number can be assigned to each field, including Company, Mobile, E-Mail, Web because this should be the same type as VCF file of Outlook.

3. Tap **OK** to save.

11) Sending Contacts & My Name Card

1. Select **Export and Import** on the **File** menu.
2. Select the item you want and tap **OK**. (an example of sending out a contact.)
3. Select the item you want.
4. Tap **OK** to save.

12) Receiving Contacts & My Name Card

1. Select the **Export and Import** on the **File** menu.
2. Select the item to be received and tap **OK**. (an example of receiving a contact.)

3. Select the item you want to receive and tap **OK**. (see if the contact is on the Contacts list.)


13) Receiving files (contacts & My Name Card) through Infrared from another PC-EPhone

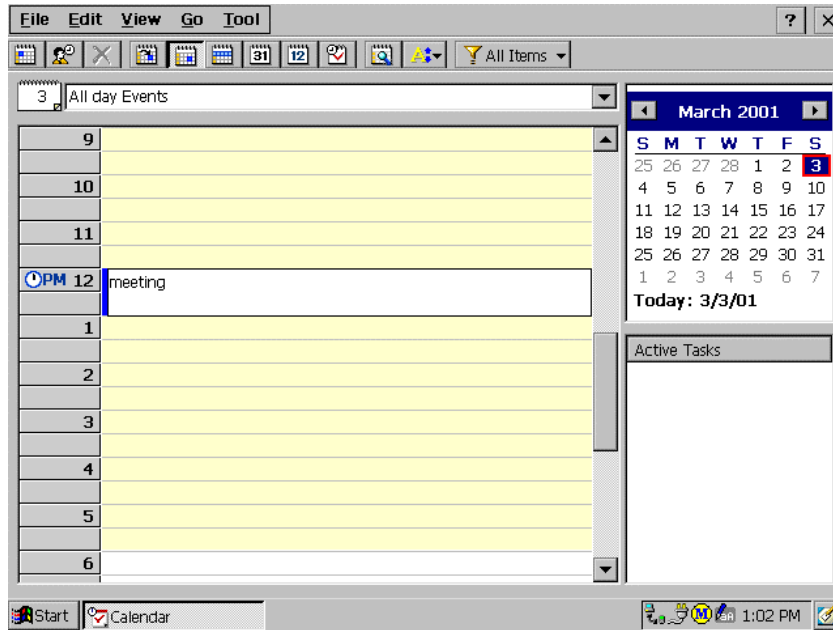
1. Point to **Infrared** on the **File** menu and select **Receive**. At the same time, from another PC-EPhone, point to the **Infrared** on the **File** menu and select **Send** or **Send my NameCard**. (Line up the Infrared port on your PC-EPhone with the infrared device on another PC-EPhone within 30cm and insure that there is no obstruction between the two devices.)
2. Tap the **Receive** button. At the same time, on another PC-EPhone, you have to tap the **Send** button to send out data via Infrared. The data will be detected and received within 20 seconds. (if not, try it again.)

II. Calendar

(1) Screen Features

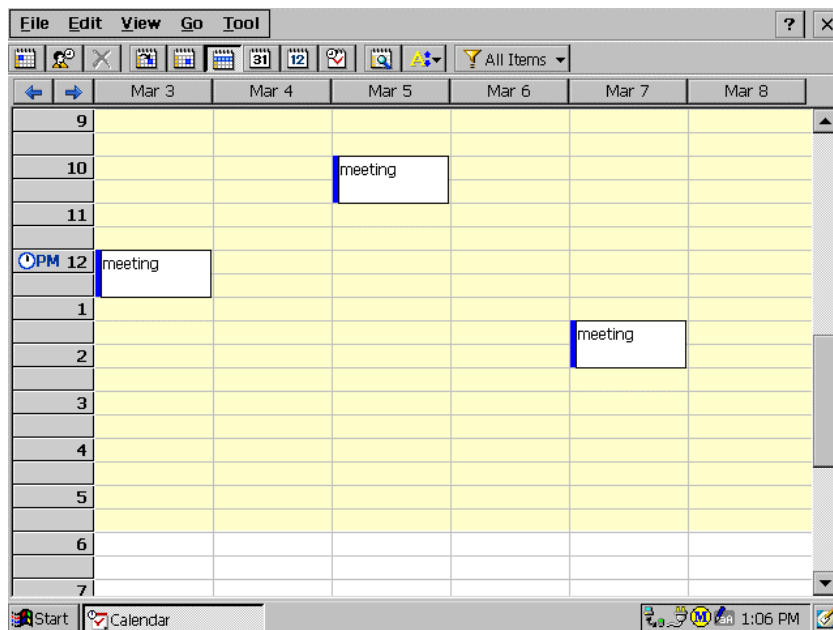
1) All day Events Display

The All day Events display 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 ().




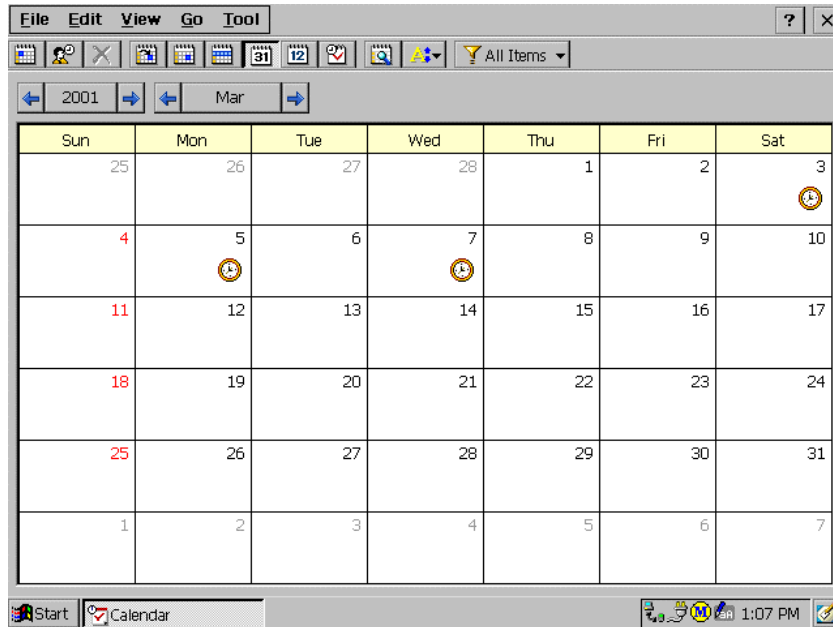
2) Weekly Events Display

The Weekly Events display divides a week by days and displays events happening throughout the week. Tap “Week” on the **View** menu, or tap the **Weekly Events** button ().




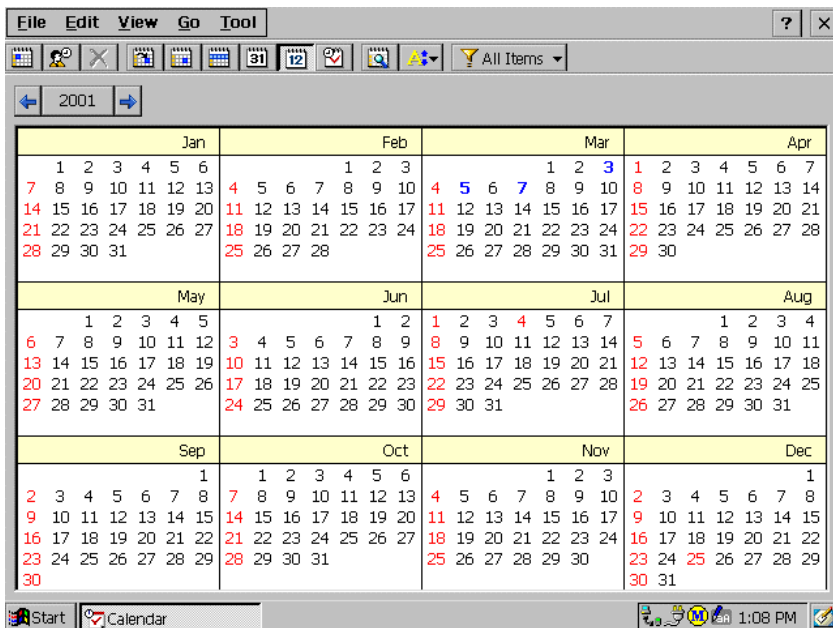
3) Monthly Events Display

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




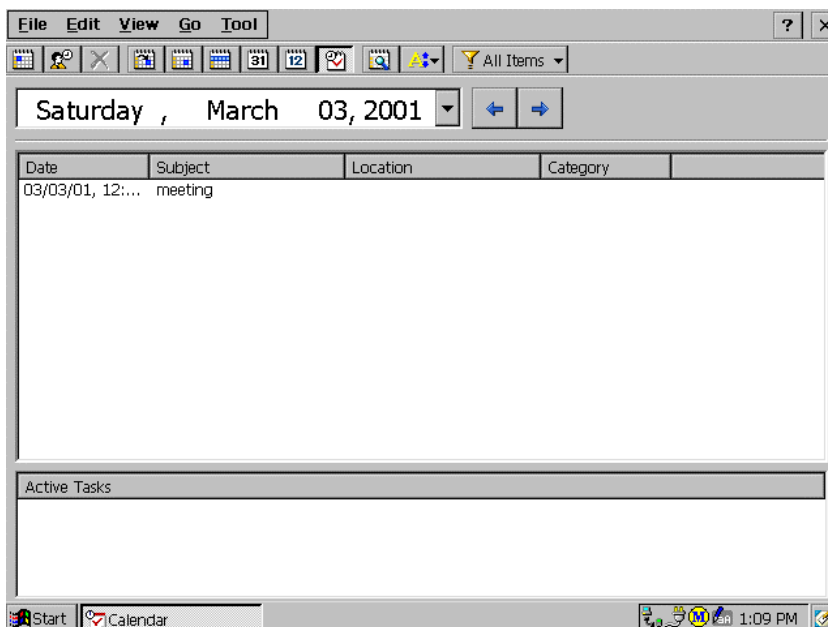
4) Yearly Events Display

The yearly events display 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 ().




5) Agenda Display

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



(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. Enter 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 field. Calendar allows you to enter up to 2 appointments in one time slot, but not overlapping appointments at the same time.

4. Enter detailed information on the appointment.

5. You are not required to enter a memo for the appointment. However, you may use this feature when you wish to jot down more detailed information on the appointment.

6. 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.

7. 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.

8. Then, when you return to the Calendar dialog box, it will look a little different than when it first appeared.

9. Finally, if you wish this appointment to be private, check the box next to **Private**. If you wish to attach a reminder to this appointment, check the box next to **Reminder**.

10. Tap **OK** to save settings.

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


2) Making a new all day event

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.

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

3) Making a Meeting

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.

The steps thereafter are similar to that 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, and 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 () , the selected item is now deleted.

6) Finding Appointments and Tasks

Tap **Find** on the **Tool** menu, or tap the **Find** icon ().

Enter the data needed to search for in the given box next to **Find**, and select the type from **Type** if needed.

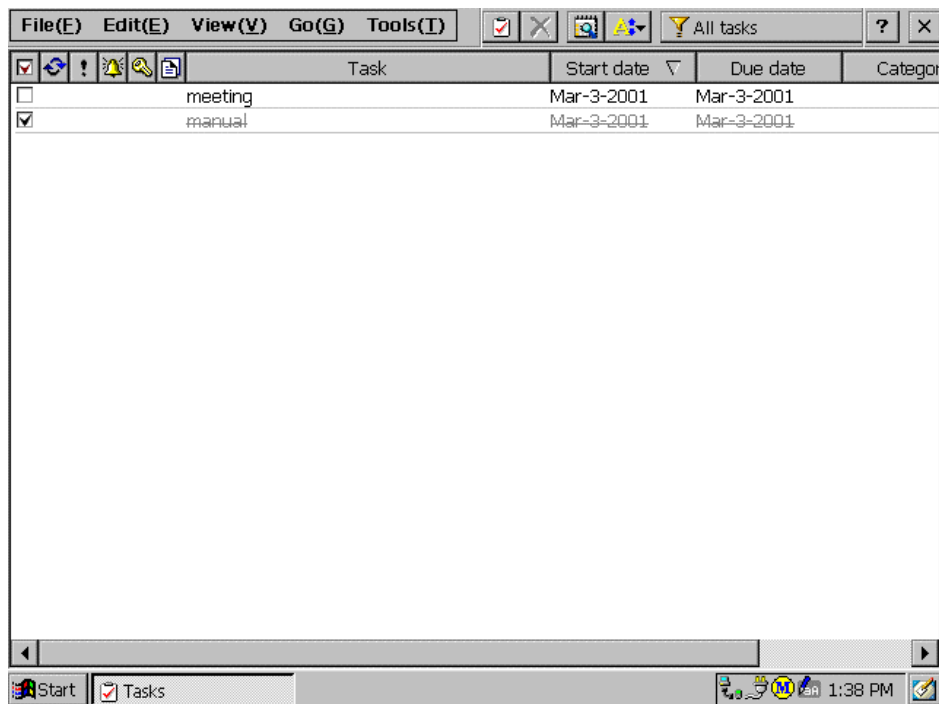
Tap **Search**.

III. Tasks


(1) Screen Features

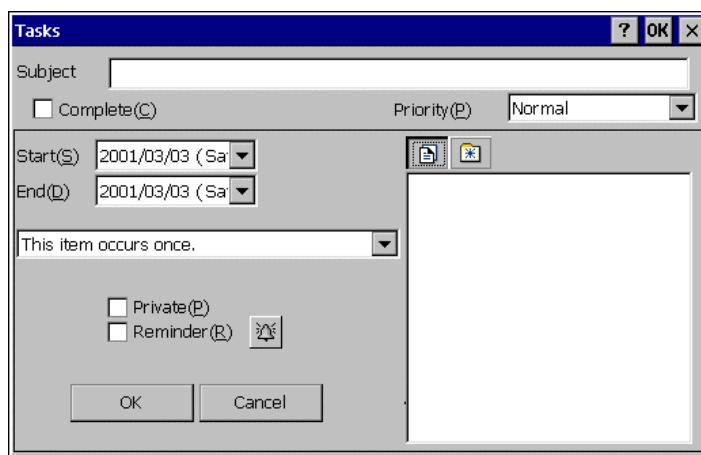
The Tasks program consists largely of a Task Screen, New Task dialog box, Category List dialog box, Customize Categories dialog box, Filter on Categories dialog box, and an Options dialog box. A Tasks item is a reminder of some task that you need to complete.

1) Task Display



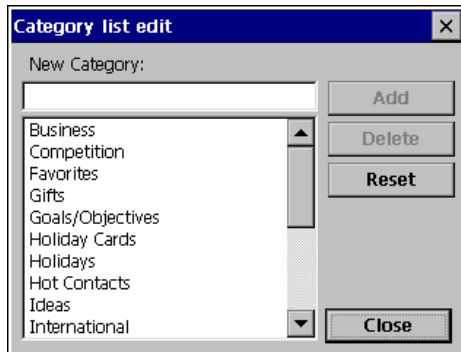
2) Create a New Task dialog box

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



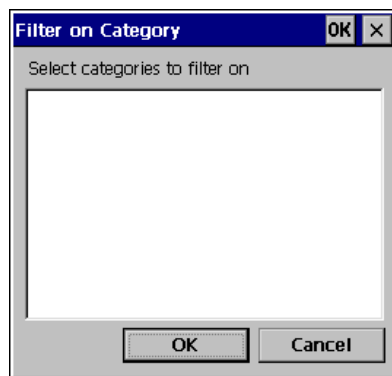
3) Edit Category List dialog box

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



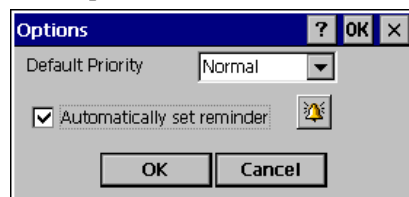
4) Filter on Category dialog box

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



5) Options dialog box

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



Default priority and Automatically set reminder 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.

The priority setting lets you arrange the tasks according to their importance or urgency. The default setting is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.