FIC, Cavalry Series
Pocket PC 2003

User Guide

Prefix

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Cavalry Series

Third Edition: April, 2004

USING THIS GUIDE

This User's Guide provides a brief explanation of the product, including hardware and software features. It is designed to provide a basic understanding of your new Pocket PC, enabling you to get started quickly.

To ensure that you can use the product safely and correctly, please read this manual carefully before you start using your Pocket PC. For future reference, keep this User's Guide handy at all times.

WHERE TO FIND ADDITIONAL INFORMATION

You can find up-to-date information on Windows-powered devices from Microsoft on the Internet at: http://www.microsoft.com/mobile/pocketpc.

You can find additional product information at the following website:

http://www.fic.com.tw

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1. Introduction

1.1 WELCOME

Congratulations on purchasing your new Pocket PC. You now have the convenience and flexibility of a full-featured personal digital assistant, enabling you to control your schedule and stay on top of your work wherever you go. Powered by Microsoft® Pocket PC 2003 Premium Edition, your Pocket PC offers a host of functions designed to make your life easier.

1.2 SUMMARY OF FEATURES

Take a look at some of the benefits your new Pocket PC offers:

- A sleek and attractive design, combining enhanced portability with chic style.
- A large high quality TFT color display providing maximum viewing comfort and efficiency.
- A handy stylus and large buttons providing superior ease-of-use.
- A powerful processor and large memory, enabling you to manage your work effortlessly.
- Great functionality including email, web browsing, personal scheduling, word processing and spreadsheet applications, graphics handling capability, video playing, and audio recording and playback.
- A USB cradle for convenient recharging and synchronization with your PC. The cradle may also be used to charge a spare battery.
- A Compact Flash card slot and Secure Digital card slot offering a host of expansion options.
- Low power consumption for extended mobile productivity.
- Internal backup battery to safeguard data and settings.

1.3 SAFETY INSTRUCTIONS

This product has been tested for conformance to international safety regulations. Like any electrical device, however, it should be used with care. To protect yourself from possible injury and to minimize the risk of damage to the product, it is important that you follow these safety instructions.

1. Follow all warnings and instructions marked on the product.
2. Do not attempt to service the product yourself. Please refer servicing to qualified personnel.
3. Unplug the product from the wall outlet before cleaning. Use a damp cloth. Do not use liquid or aerosol cleaners.

4. Do not use the product near water. Never spill liquid of any kind on the product.
5. Do not place the product on an unstable surface.
6. Do not expose the product to a heat source or leave it in direct sunlight for a prolonged period of time.
7. The product should be operated from the type of power supply indicated on the label. If you are unsure of the type of power supply available, consult your dealer or local power company.
8. Do not allow anything to rest on the power cord. Do not locate the product where persons will tread on the cord.
9. If an extension power cord is used, make sure that the total ampere rating of the equipment plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total rating of all products plugged into the wall socket does not exceed the fuse rating.
10. Never push objects of any kind into this product.

1.3.1 Power Cord Set Requirements

The included power cord set (appliance coupler, flexible cord, and wall plug) meets the requirements for use in the country of purchase.

Power cord sets for use in other countries must meet the requirements of those countries. For more information on power cord set requirements, contact your local authorized dealer, reseller, or service provider.

1.3.2 Interference

This equipment has been tested and found to comply with K-mark Rule. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception (which can be determined by turning the equipment off and on), the user is advised to take one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from the device that is experiencing interference.
- Consult your dealer or an experienced radio/TV technician for help.

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by FIC may void the Reference authority to operate the equipment.

1.4 CARING FOR YOUR POCKET PC

1.4.1 Routine Care

To keep your Pocket PC working properly, please follow these guidelines.

- Do not attempt to disassemble or modify the product.
- Never place anything on top of the product.
- Avoid using or storing the product in places where static electricity or electrical noise is likely to be present.
- Avoid using or storing the product in direct sunlight, or in places that are subject to extreme temperatures or sudden changes in temperature.
- Keep the product away from liquids. Do not expose it to condensation, precipitation or excessive moisture.
- To clean the product, first unplug it from the wall socket. Wipe the screen and the exterior with a soft, damp cloth. Only use water to moisten the cloth; do not use soap or other cleaning products.
- Your Pocket PC features a lithium-ion battery and a backup battery. To reduce the risk of fire or burns, do not disassemble, crush, puncture, short the external contacts, or dispose of the batteries in fire or water. Replacement of the internal backup battery should be performed by an authorized service provider using the designated spare part for this device.
- This device may be damaged if an attempt is made to remove the main battery before releasing the battery locking latch first.

1.4.2 AC Adapter Care

- Always use the AC adapter provided, or use an optional adapter supplied by the manufacturer.
- Grasp the plug, not the cord, when unplugging the adapter from a wall socket.
- If the power cord becomes damaged, replace it immediately.
- Use the power button to turn the device off. Disconnect the Pocket PC from the AC adapter before unplugging it from a wall socket.

1.4.3 Display Care

- Clean the screen by wiping with a soft, damp cloth. Moisten the cloth with water only; do not use soap or other cleaning products.
- Do not spray liquid directly onto the screen. Prevent excess liquid from leaking into the device at the edge of the screen.
- Never place anything on the screen.
- Avoid scratching the screen with hard objects.
- Do not expose the product to direct sunlight for a prolonged period of time.

1.4.4 Care While Traveling

- Safeguard your data by making a backup copy.
- Turn the power off and disconnect all external devices.
- Take the included AC adapter along with you.
- Pack the product in a protective case and carry it in your hand luggage.
- Avoid exposing the product to magnetic security devices.
- To avoid radio interference, do not use the product on an airplane.
- When shipping, pack the product and all external devices in the original packing boxes or in similar packaging with sufficient protective padding material.

2. Getting Started

2.1 UNPACKING THE BOX

Start by preparing a suitable workspace to unpack the box and set up your Pocket PC. Select a place that is located close to an electrical outlet, making sure that the surface is stable, level and clean.

Open the box carefully, ensuring that you do not damage the box or any of the other packing materials. The box will be required if you ever have to store or ship your Pocket PC.

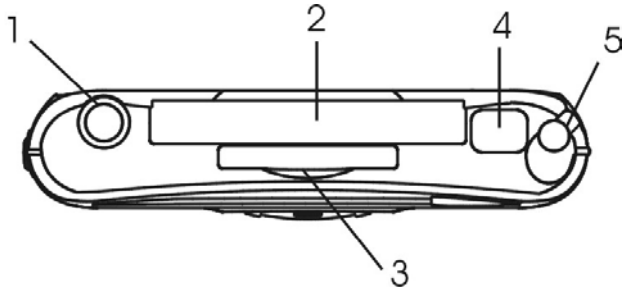
The package contains the following items:

- Pocket PC
- Y cable
- Main Battery
- Stylus
- USB Cradle
- USB Cable
- Companion CD and Utility CD
- User Manual
- Warranty Card
- Brochure

Please contact your dealer if any of the items are damaged or missing.

2.2 PRODUCT OVERVIEW

Take a few moments to study your new Pocket PC. Learn the locations of the buttons, connectors and other hardware features.

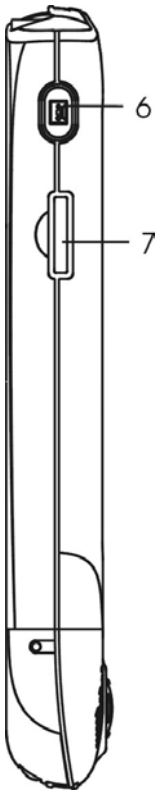


1) Stereo Headphone Jack
2) Compact Flash Expansion Slot
3) Secure Digital card slot
4) IR port for Infra Red

Top view of the Pocket PC

communications

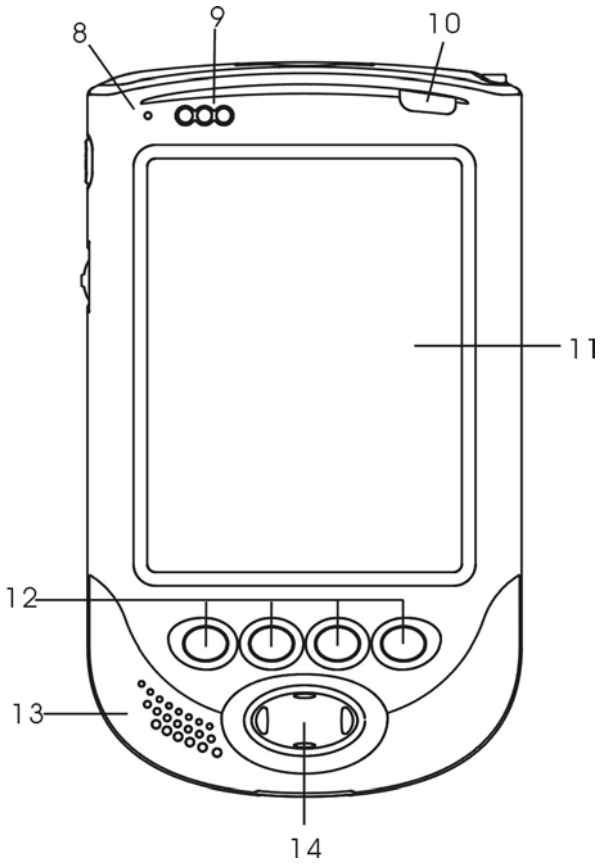
5) Stylus – pull to remove



6) Voice Recorder – press and hold to start recording sound via the microphone. Release to stop.

7) Rock Switch – press to operate: move up/move down/enter

Left Side View of Pocket PC



Front view of the Pocket PC

8) Microphone

9) LED – Left: battery charging indicator (flashing red – battery *fast charging* / continuous green – battery 80% full and *trickle charging*) Middle: Alarm(red light) Right: WiFi(option)

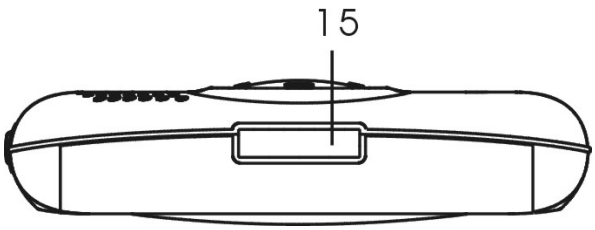
10) Power Button

11) Touch Screen

12) 4 Programmable Application Buttons – can be set to launch applications quickly. Default settings (left to right): 1. Calendar 2. Contacts 3. Tasks 4. Internet Explorer

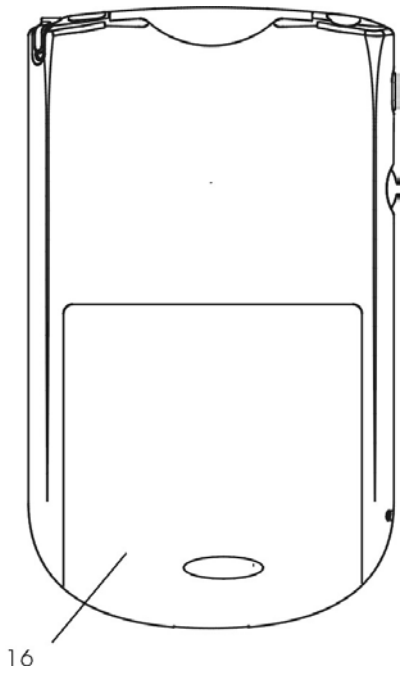
13) Speaker

14) Navigation Button – press to operate: move up/move down/move left/move right



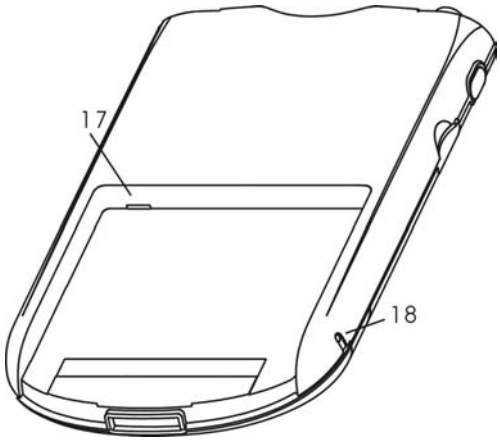
Bottom view of the Pocket PC

15) Charging / Communications Port – connects to the USB cradle or to a PC via the USB cable.



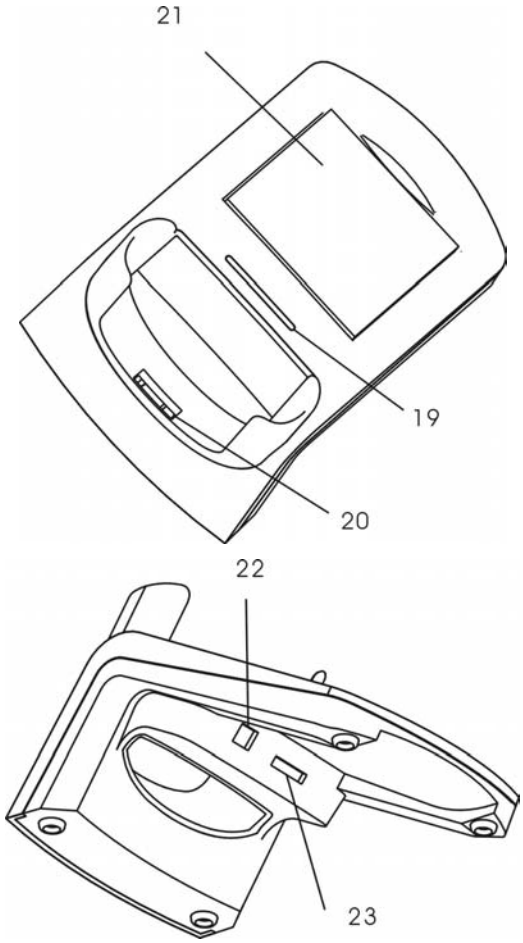
Rear view of the Pocket PC

16) Main battery - To remove the battery cover: Press the button on the battery cover and slide it downwards. The battery cover can then be lifted off. Please note that when the button on the battery cover is pressed, the device goes into sleep mode. To replace the battery cover: The cover should be pushed firmly over the battery compartment, making sure that the fixings on the cover engage with the guides in the battery compartment. The cover can then be slid up into place. The cover should fit snuggly into place with no gaps.



17) Hardware Reset Switch - Unscrew the end of the stylus and use to operate the switch

18) Software Reset Button –Unscrew the end of the stylus and use it to press the software reset button



USB cradle

19) LED Charge Indicator

20) Charging/Communications Connector – connects to the Charging/Communications Port on the base of the Pocket PC

21) Charging Bay for spare battery

22) DC in jack

23) USB Cable Port

2.3 POWER

2.3.1 Using Battery Power

Your Pocket PC features a main battery and a backup battery. The backup battery will ensure that no data or settings are lost when the main battery is removed or runs out of charge.

When fully charged, the main battery will provide enough power for more than 8 hours use under normal operating conditions. However, the actual battery life is dependent on the type of use, as some functions, such as the front light, raise power consumption considerably.

The main battery is charged whenever mains power is connected, even if you continue to operate the Pocket PC. However, connecting to mains power with the Pocket PC turned off results in a much faster charge time.

The backup battery is charged from the main battery or from mains supply when the unit is connected to the power outlet. When the main battery is removed, the backup battery maintains power to the memory of you Pocket PC and no data or settings are lost.

When the main battery is removed the backup battery maintains power to memory for up to 30 minutes. If the main battery goes flat but is not removed, data and settings are maintained for 72 hours.

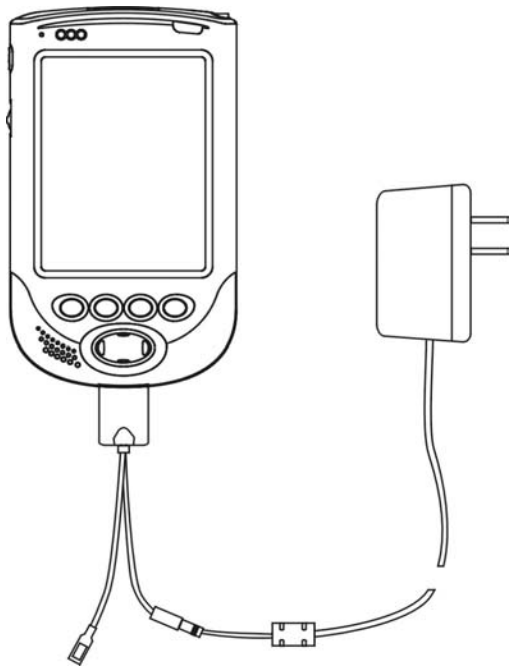
Your Pocket PC will automatically go into sleep mode when the main battery is removed and cannot be woken up until the main battery has been replaced.

2.3.2 Using Mains Power

Connecting your Pocket PC to the mains power supply offers an alternative to using battery power. As well as allowing unlimited use of the Pocket PC while you stay connected, mains power also charges the battery, ensuring that the Pocket PC is ready for future mobile use.

2.3.2.1 Direct Mains Connection

The included AC adapter accepts 100V to 240V, enabling worldwide use with the appropriate local connector. To charge the device using the AC adapter, connect the Y-cable to the charging/communications port on the base of your Pocket PC, connect the adapter cord to the adapter cord connector of the Y-cable and plug the adapter into a mains outlet. The power LED shows flashing red while the battery is fast charging and continuous green light when the battery is in trickle charging at least 80% charged.



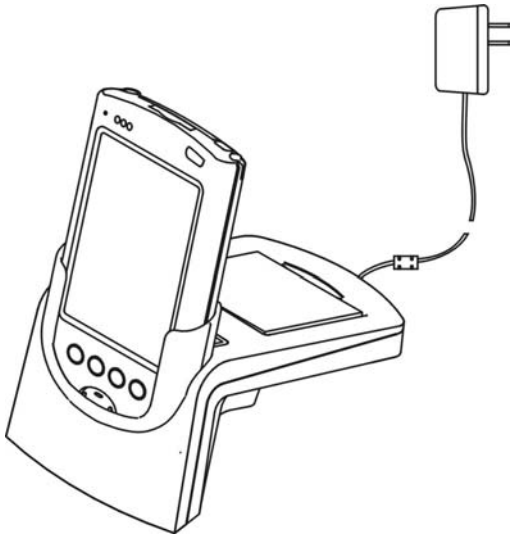
Direct Connection to the Mains Power Supply

It is recommended that you fully charge the battery the first time you operate your Pocket PC. A full charge of both main battery and backup battery will take approximately 4 hours.

2.3.2.2 Mains Power Using the USB Cradle

By keeping the USB cradle connected to the mains power supply, your Pocket PC can be charged whenever it is docked. Spare batteries may also be charged on their own using the cradle.

To connect the USB cradle to the mains power supply, insert the power cord jack into the DC-IN jack socket on the USB cradle, and then plug the adapter into a mains outlet. See 4.1.2.2 Docking the Pocket PC in the USB Cradle for more information.



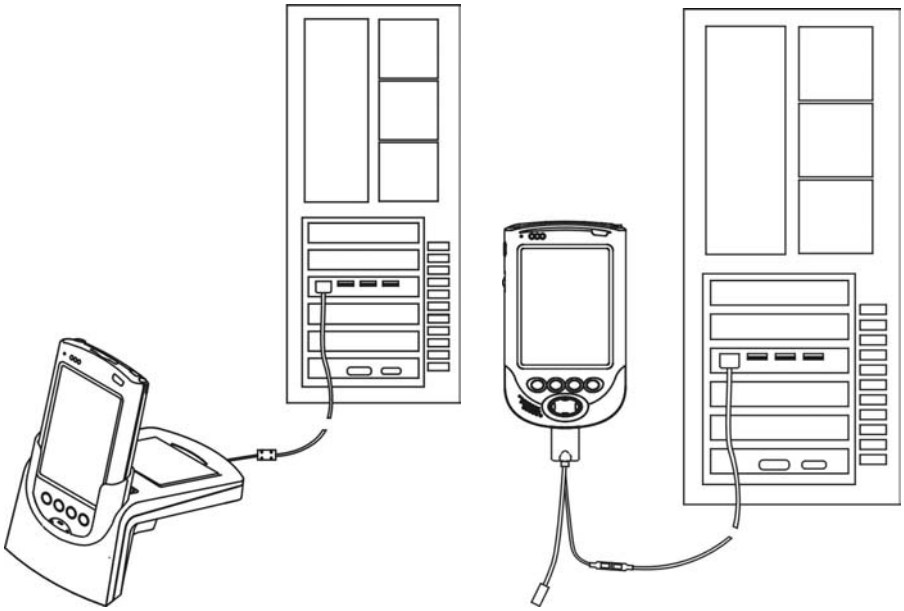
USB Cradle

The cradle may also be used to charge a spare battery that is not installed in your Pocket PC. To charge a spare battery, place the battery in the battery bay and connect the USB cradle to the mains supply using the cradle's DC in jack socket.

2.3.3 USB Charging

The batteries in your Pocket PC can be charged using a USB connection to a PC, even though the device itself is not connected to the mains power supply. There are two ways of making a USB connection to a PC: you can make a direct cable connection from the Pocket PC, or you can use the USB cradle. See 4.1 Connecting to a PC for more information.

The Pocket PC cannot be charged via a Bus-powered USB hub. USB charging is only effective via a self-powered USB hub, or when the Pocket PC has exclusive use of a USB port.



Pocket PC Connected to a PC via the USB Cable

2.3.4 Maintaining the Batteries

All programs, files, data and custom settings that you save are stored in RAM. This is a volatile storage medium requiring electrical power to remain operational. Therefore it is essential that the Pocket PC receives a continuous power supply, as any interruption will result in the RAM contents being lost. Although the operating system and pre-installed programs, stored in Flash ROM, will be unaffected, you will have to re-enter all other information. To safeguard your data, you should periodically back up your files. See 4.2.4 Backing Up and Restoring Data Using Microsoft ActiveSync 3.7 for information on how to do this. Users can also use CF storage card or SD storage card to back up data or personal settings in PIM using the backup application.

You will receive a notification when either the main battery level or the backup battery level is low. You can also check the remaining charge in either battery at any time by tapping “Settings” on the start menu, and then selecting the System tab and tapping “Power”.

When fully charged, the backup battery will maintain power to volatile memory for up to 30 minutes if the main battery is removed. If the main battery runs out of charge, power to volatile memory is maintained for 72 hours as along as the main battery is not removed.

To remove the main battery it is necessary to move the battery release switch on your Pocket PC to the release position and remove the battery cover. When the battery release switch is in the release position the unit will automatically go into sleep mode and cannot be woken up until the main battery has been replaced and the release switch returned to the original position.

2.4 Turning Your Pocket PC On and Off

2.4.1 The First Time You Use Your Pocket PC

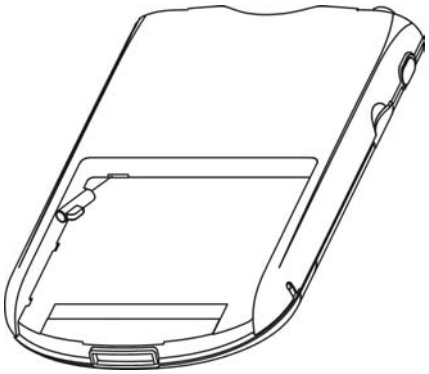
1. You will need to use mains power to charge the battery before you use your Pocket PC for the first time. There are two ways to do this:

(a) Connect your Pocket PC to a wall outlet (see 2.3.2.1 Direct Mains Connection).

(b) Plug the USB cradle into a wall outlet and dock the device in the cradle (see 2.3.2.2 Mains Power Using the USB Cradle).

2. Allow at least 1 hour to charge your main battery before you turn on your Pocket PC. It is recommended that you fully charge the battery before disconnecting the device from the mains.

3. To prepare your Pocket PC for use, follow this simple procedure the first time you turn the device on. First, locate the hardware reset switch beneath the main battery. Unscrew the top of the stylus and use it to slide the hardware reset switch from left to right and then put in the main battery. Wait 1 minute for the Welcome Wizard to be displayed, and follow the on-screen instructions to calibrate the screen and set up the operating system.



Slide the Hardware Reset Switch from Left to Right the First Time You Use Your Pocket PC. Please note that the reset switch should remain switched to the right when the Pocket PC is in use to ensure that the internal backup battery is able to function.

2.4.2 Turning Your Pocket PC On

Your Pocket PC offers the convenience of "instant on," enabling you to start work immediately without waiting for lengthy initiation procedures to complete. To turn on your Pocket PC, press the power button, the recorder button or one of the 4 programmable application buttons.

2.4.3 Turning Your Pocket PC Off

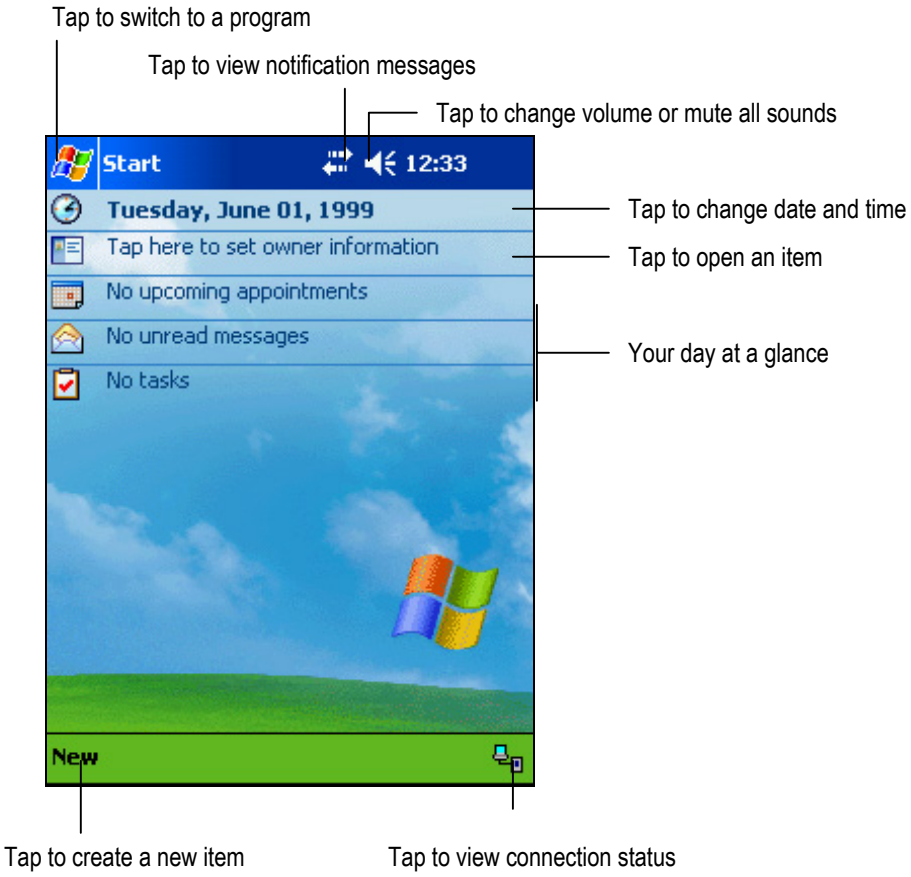
When you turn your Pocket PC off, the device does not shut down completely, but instead enters standby mode. Although power consumption is extremely low, the system clock continues to run and the RAM contents are maintained (see 2.3.4 Maintaining the Batteries for more information). Furthermore, if you turn your Pocket PC on again within 4 hours, operation will resume where you left off the last time you used the device.

To turn your Pocket PC off, press the power button on the front of the device.

Your Pocket PC is set to turn itself off after three minutes of inactivity when operating on battery power. You can change these settings by tapping “Settings” on the start menu, and then selecting the System tab and tapping “Power”.

2.5 QUICK START

When you turn on your Pocket PC for the first time each day, or after 4 hours of inactivity, you will see the Today screen.



The Today Screen

A glance at the Today screen provides you with a summary of all the important information for the day. This includes, the time and date, a summary of the owner information, upcoming appointments, unread messages and tasks waiting to be done.

Tap the date to change the date and time settings, or tap any of the other items to open them.

In the navigation bar at the top of the screen, you can tap the start button to change the device settings and launch any of the applications stored on your Pocket PC. You can also view any notification messages or change the speaker volume.

In the command bar at the bottom of the screen, you can create a new appointment, contact, email message, Excel workbook, note, task, or Word document. The icon on the right hand side of the command bar shows the status of the connection between your Pocket PC and host PC during synchronization.

For more information on the Today screen, as well as using the navigation and command bars, see 3.1.1 The Operating System.

3. Exploring Your Pocket PC

3.1 BASIC OPERATION

Your Pocket PC is designed for easy operation, enabling you to conveniently enter and access data wherever you are.

3.1.1 The Operating System

Your Pocket PC uses the Microsoft Pocket PC 2003 Premium Edition operating system. This makes navigating on your Pocket PC similar to using Microsoft Windows on your desktop or notebook PC. You will find many familiar features, such as the start menu, pop-up menus and toolbars.

3.1.1.1 The Navigation Bar

The navigation bar is found at the top of the screen. It displays the start button , the name of the active program, the speaker volume icon and the time.

- Tap the speaker volume icon to change the volume level or to mute the Pocket PC (see 3.1.2.1 Using the Stylus).
- Tap the start button to display the list of programs, and then select a program from the list (see 3.1.2.1 Using the Stylus).

The navigation bar also displays notification icons. The following are some of the icons you may see.

Icon	Meaning
	Turns all sounds on and off
	Main battery is charging
	Main battery is low
	Main battery is very low
	Main battery is full
	Backup-battery low
	Connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail messages were received

If more notification icons need to be displayed than there is room to display them, the Notification icon, , will display. Tap the icon to view all notification icons.

3.1.1.2 The Command Bar

The command bar is found at the bottom of the screen. It displays menu names and available buttons, as well as the input panel button. These controls allow you to perform tasks in programs.

- Tap a menu name to see its pup-up list, and then select an action on the list (see 3.1.2.1 Using the Stylus).
- Tap a button to perform an action. Tap and hold the stylus on a button to see the name of a button, and then drag the stylus off the button to prevent the action from being performed (see 3.1.2.1 Using the Stylus).

3.1.1.3 Launching and Switching Between Programs

Use the start menu or the home menu application to launch programs.

Use the task switcher or the start menu to move between programs that are already running.

To open or switch between running programs using the start menu, tap on the start button in the navigation bar, and then select the program you want from the list (see 3.1.2.1 Using the Stylus).

3.1.2 Navigation

Navigating on your Pocket PC is easily done by tapping on-screen buttons with the stylus. You will also find the Navigation Button a useful feature for moving between pages and scrolling through menus and lists. Finally, the home menu button, together with the other Programmable Application Buttons, makes your favorite applications just a button push away.

3.1.2.1 Using the Stylus

Use the stylus to navigate and select items on-screen.

- Tap the screen once to select an item.
- Drag the stylus to select text and images. In a list, drag to select multiple items.
- Tap and hold an item to display a pop-up menu listing available actions. Tap your selection to perform the action.

3.1.2.2 Using the Navigation Button

Use the Navigation Button to move up and down, and side to side, when navigating on-screen buttons and controls. You can also use this feature to scroll through lists of files and documents.

3.1.2.3 Using the Rock Switch

Use the Rock Switch to move up and down when navigating on-screen buttons and controls. Press to make your selection.

3.1.2.4 Using the Programmable Application Buttons

The Programmable Application Buttons provide a fast and convenient way to open your favorite programs. Press one of the Programmable Application Buttons to instantly open the application assigned to that key.

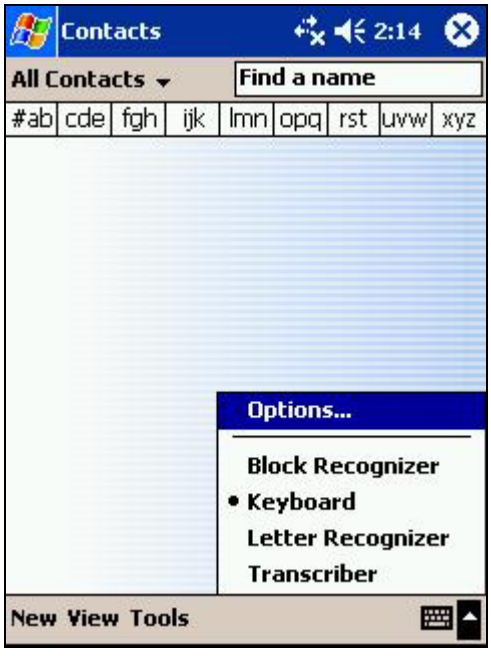
3.1.3 Entering Data

There are several ways to enter data in your Pocket PC:

- Use the input panel to enter typed text. You have the option of using the onscreen (soft) keyboard, or selecting an alternative method from the input list.
- Use the stylus to write directly on the screen. Your handwriting will be recognized and converted to text.
- Use the stylus to draw a picture on the screen. The drawing box is opened when you cross three ruled lines.
- Record a message using the voice recorder.
- Connect to a PC using a cable, the USB cradle link or infrared (see 4.1 Connecting to a PC).
- Connect to a network or the Internet using a CompactFlash card(see 4.3 Connecting to the Internet or Your Network).

3.1.3.1 Using the Input Panel to Enter Typed Text

The input panel can be used to input text in any program. Tap the input panel button on the command bar to display the input panel. Tap the arrow next to the button to see the list of input options.



The Input Panel

The following input options are listed:

- **Block Recognizer**
  Block Recognizer allows you to input characters using prescribed strokes. After you write a character it is converted to text that is displayed on the screen.

Tap the input panel arrow and select Block Recognizer. For help with using Block Recognizer, click the help button .

- **Keyboard**
  The onscreen keyboard allows you to enter text by tapping the displayed “keys” with the stylus.

  To display the onscreen keyboard, tap the input panel arrow and select Keyboard.

- **Letter Recognizer**
  Letter Recognizer allows you to use the stylus to write onscreen, just as you would write with a pen on paper. After you write each letter it is converted to a text character.

  Tap the input panel arrow and select Letter Recognizer. For help with using Letter Recognizer, click the help button .

- **Transcriber**
  Transcriber also allows you to write onscreen with the stylus. However, this method allows you to write blocks of information before pausing for the characters to be recognized.

  Tap the input panel arrow and select Transcriber. For help with using Transcriber, click the help button .

  Please note that this function is not supported in the Spanish-language version.

3.1.3.2 Writing on the Screen

You can write on the screen with the stylus in any program that accepts handwriting, such as Calendar, Tasks and Contacts. Your handwriting will be entered as it is, although you have the option of editing and formatting it. Later, if required, you can convert your handwriting to text.

- **Writing**
  To write on the screen in a program that accepts handwriting, first tap the pen button on the command bar. If the program accepts writing, but does not have a pen button, check the help for instructions on how to enter write mode in that program. After you enter write mode, ruled lines will appear on the screen to help you write.

Writing on the screen

- **Editing and Formatting Your Writing**
  To edit or format your writing, tap the screen at the place where you want to begin. This will move the insertion point. Select a word or multiple words by dragging the stylus. If you accidentally start to write, tap “Edit”, then try dragging the stylus again. Deselect words by tapping on the screen to bring the insertion point back. Use the “Cut”, “Copy” and “Paste” commands in the “Edit” menu to edit your selection, or tap and hold your selection and then chose an edit command from the pup-up list that appears. Use the “Tools” menu to format your selection.

- **Converting Writing to Text**
  To convert handwriting to text, first make a selection by dragging the stylus. Unselected words will be left as handwriting after you convert the selected words. However, if you chose not to select any part of your writing, all the words will be converted.

  Next, tap “Tools”/”Recognize.” Alternatively, you can tap and hold the selected words, and then chose “Recognize” from the pup-up menu that appears. The selected words are converted to text.

  If a word is incorrectly converted you can return to the original writing or chose from a list of alternates. Tap the incorrect word and then select an alternate or the original handwritten word from the pup-up list that appears.

  For improved word recognition:
  - write neatly using the onscreen lines as guides
  - write the letters of a word close together
  - leave large spaces between words
  - use the “Tools” menu to increase the zoom level to 300%

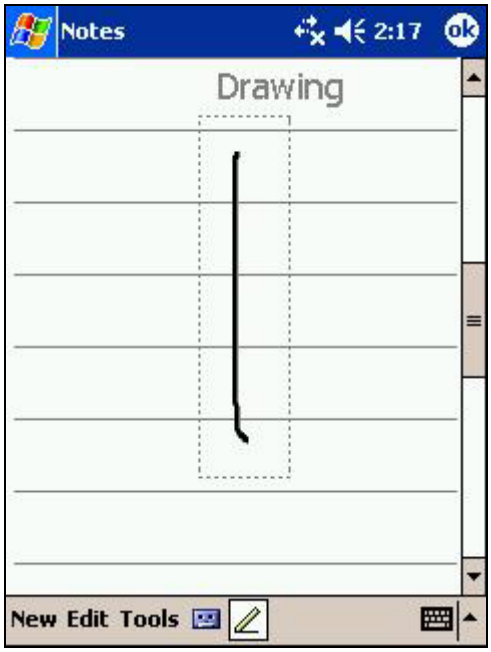
- be aware that hyphenated words and words using some special characters or punctuation cannot be converted
- if you change a word after attempting to recognize it, the new word will not be recognized. It is better to write the whole word again.

3.1.3.3 Drawing on the Screen

Drawing on the screen is very similar to writing onscreen. However, selecting and editing items is different in a drawing. For example, a drawing can be resized, but handwriting cannot.

- **Drawing**

  To create a drawing, tap the pen button in the command bar to enter write mode. Ruled lines appear on the screen. Cross three ruled lines with your first stroke and a drawing box appears. If you fail to open a drawing box in this way, your input will be treated as writing. Once the drawing box is open, anything you draw or write in the box will be treated as part of the drawing. You may find it easier to work if you increase the zoom level in the “Tools” menu.



Drawing on the screen

- **Editing and Formatting Your Drawing**

  To edit or format your drawing, first tap and hold the drawing with the stylus until the selection handle appears. Use the “Cut”, “Copy” and “Paste” commands in the “Edit” menu to edit your selection, or tap and hold your selection and then chose an edit command from the pup-up list that appears. Use the “Tools” menu to format your selection.

  To resize a drawing, first deselect the pen button . Then, tap the drawing to bring up the selection handle. Finally, tap and drag a corner of the drawing box.

3.1.3.4 Recording a Voice Message

Recording a voice message is a quick and convenient way of saving information and reminders. You can make a voice recording in any program that allows you to write or draw on the screen, such as Calendar, Tasks and Contacts. These programs allow you to embed a voice recording in a written note. Alternatively, you can make a stand-alone recording in the Notes tab.

Your Pocket PC supports several recording formats. These formats differ in quality and file size, as well as their compatibility with other programs and devices. To change the format, tap “Settings” on the start menu. Next, tap the “Input” icon and select the “Options” tab.

- **Making a Recording**

To make a recording, press and hold the voice recorder button. (Alternatively, you can tap the record button in the recording toolbar). An audible beep informs you that the device is recording. Speak into the microphone. When the message is complete, release the voice recorder button to stop recording. Two beeps indicate that recording has stopped, and the message appears in the note list or as an audible message icon embedded in the text.

The default sampling frequency has been set at 22KHz. This bandwidth can be altered to improve quality, but doing this will use more memory. To change the setting, tap “Start Menu”/”Settings”/”Input,” and then select the Options tab. Select a higher or lower frequency from the voice recording drop-down menu.

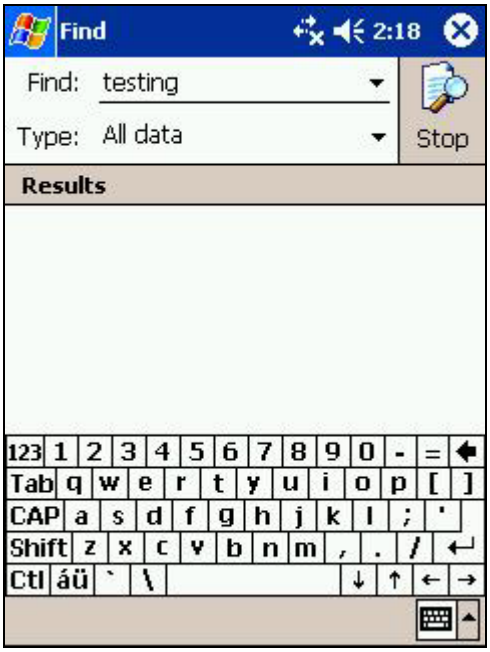
- **Playing a Recording**
  To play a recording, tap on the message in the note list or the audible message icon in the text.

3.1.4 Finding and Organizing Information

File management using Microsoft Pocket PC 2003 on your Pocket PC is similar to using the Windows operating system on your PC.

3.1.4.1 Using Find

Files can be located quickly by tapping the “Find” command on the start menu. Enter the text you are looking for, select a data type, and then tap “Go.”



The Find screen

3.1.4.2 Using File Explorer

Tap “Programs” on the start menu, and then tap “File Explorer” to display the folders and files stored on your Pocket PC.

The File Explorer screen

Use File Explorer to view, create, move and delete files and folders. Tap and hold the File Explorer box, or individual folder and file icons, to see a pup-up list of available actions.

3.2 Organizing Your Schedule Using Personal Information Manager

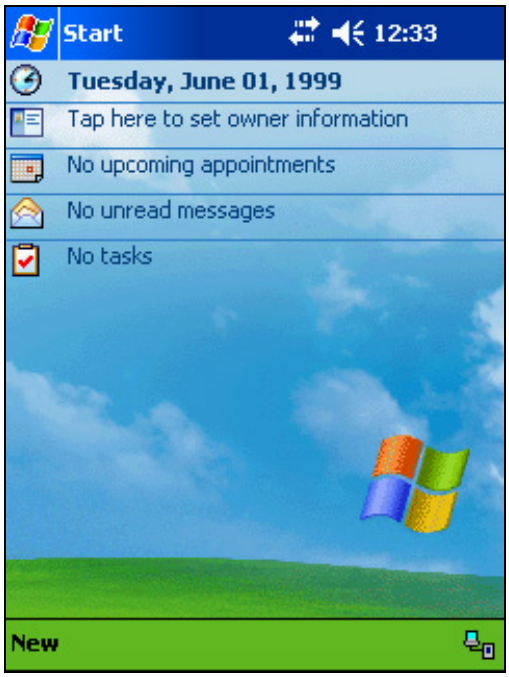
Your Pocket PC includes PIM (Calendar/Note/Task/Content), making it the perfect tool for organizing your schedule, keeping track of appointments and listing the tasks you have to complete.

You can use Microsoft ActiveSync to synchronize the information in PIM and files on your Pocket PC with Microsoft Outlook 2000/ 2002 or Microsoft Exchange on your PC.

3.2.1 Today Screen

The Today screen is displayed when you turn on your Pocket PC for the first time each day, or after 4 hours of inactivity. You can also display the Today screen at any time by tapping “Today” on the start menu.

A glance at the Today screen provides you with a summary of all the important information for the day. Tap the time/date icon to change its settings. Tap any of the other items to open them.



The Today screen

3.2.2 Calendar

Calendar enables you to schedule meetings and other events. Tap “Calendar” on the start menu to open it. A choice of views (Agenda, Day, Week, Month, Year) is available by tapping the view icons on the command bar.

- Tap the arrows at the top of the screen to select the day.

The Calendar screen

- Tap “Tools”/”Options” on the command bar to customize Calendar.
- Tap “New” on the command bar to create a new appointment.
- Tap an appointment to view the appointment details.

The appointment details screen

- Tap “Edit” on the command bar to change the appointment details.

3.2.2.1 Meeting Reminder

You can set up a meeting reminder when you create a new appointment, or when you edit an existing appointment. On the appointment details screen, select “Remind Me” to receive a reminder before the appointment occurs. In the start menu, tap “Settings”/“Sounds and Notifications” to change the reminder properties.

3.2.2.2 Sending a Meeting Request

You can use Calendar to request a meeting with other Outlook and Pocket Outlook users. The meeting notice will be sent when you use the Pocket PC to connect to your mail server, or via your PC using ActiveSync (see chapter 4 Connecting). Select how you want to send your meeting requests by tapping “Tools”/”Options.”

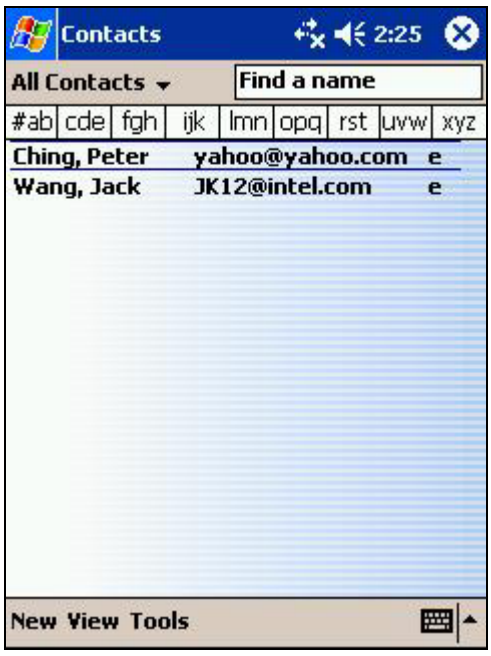
To set up a meeting, do the following:

- With an appointment details screen displayed, tap the input panel icon in the command bar, and then tap ‘Attendees.”
- The Contacts list is displayed. Select the people on the list you want to invite.
- The meeting notice is placed in the Outbox folder. (The Outbox folder is located in the Inbox).

See Calendar Help and Inbox Help for more information on requesting meetings.

3.2.3 Maintaining Your Contacts List

You can use Contacts to keep important contact information on all your friends, colleagues and business associates. In addition, you can quickly share this information with other mobile device users by making a infrared connection. See chapter 4 Connecting for information on how to do this.



The Contacts screen

- Open Contacts and tap “Tools”/”Options” in the command bar to change the way information is displayed.
- Tap “New” on the command bar to create a new contact. Use the input panel to enter information.

The new contact screen

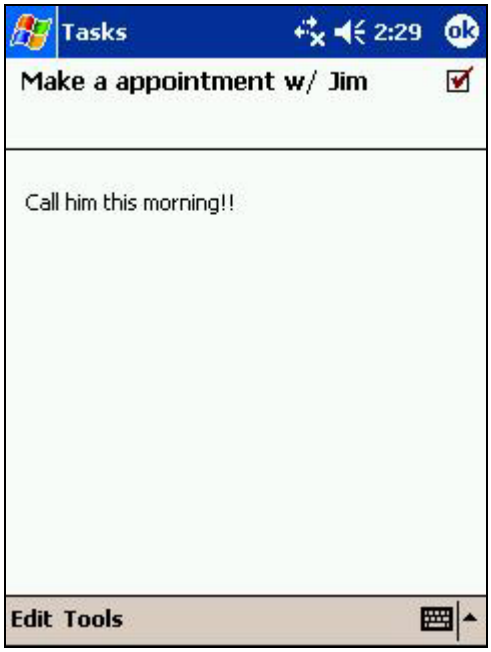
- Assign the new contact to a category by scrolling down to “Categories” and selecting one from the list.
- You can find contacts or groups of contacts by tapping “Find” on the start menu, and selecting “Contacts” for the type.
- Tap a contact in the contacts list to display a contact summary screen.
- With a contact summary screen displayed, tap “Edit” on the command bar to change the information.

3.2.4 Task List

You can use Tasks to create a to-do list, helping you keep track of all your jobs.

- Open Tasks and tap “Tools”/”Options” in the command bar to change the way information is displayed.
- Select the category of tasks you want to display by tapping on the left side of the navigation bar.
- Select the sort order for the task list by tapping on the right side of the navigation bar.

- Tap and hold a task to display a pup-up menu of actions.
- Tap a task to display the task summary screen. Tap “Edit” on the command bar to change the information.



The task summary screen

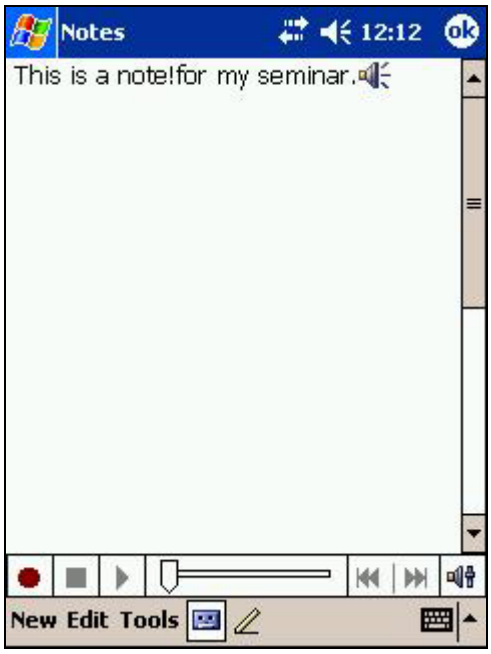
- With the task list displayed, tap “New” on the command bar to create a new task. Use the input panel to enter information. See 3.1.3 Entering Data for more information on using the input panel.

The new task screen

3.2.5 Taking Notes

The Notes program allows you to quickly capture ideas and important information in the form of a written note, a drawing or a sound recording.

- Open the Notes program to display a list of notes.
- Select the folder containing the notes you want to display by tapping on the left side of the navigation bar.
- Select the sort order for the note list by tapping on the right side of the navigation bar.
- Tap and hold a note to display a pup-up menu of actions.
- Tap on a note in the list to display its contents.



The Notes screen

- With the note list displayed, tap “New” on the command bar to create a new note. Use the input panel to enter information. See 3.1.3 Entering Data for more information on writing, drawing and recording.
- Tap the record icon on the command bar to display the recording toolbar. Tap the record button to start recording.

  If you make a recording in an open note, the audio will be embedded in the note. With the note open, tap the embedded speaker icon to play the recording.

If you make a recording when the note list is displayed, a stand-alone recording will be made and listed along with the other notes. Tap the recording in the note list to play it.

3.3 PLAYING AUDIO AND VIDEO

Your Pocket PC features Microsoft Windows Media Player for Pocket PC, enabling you to play music recordings and movie clips. For information on the audio and video file formats that are supported, tap on “Help”/”Windows Media Player” on the start menu.

- To open Media Player, tap on “Programs” on the start menu, and then tap the Windows Media Player icon .

The Windows Media Player screen

- Tap “Select” on the command bar to find the file you want to play.
- Tap the onscreen buttons to control the playing of the file.
- Tap on the progress slider control to jump to a different section of the file you are playing.
- Tap on the volume slider control to adjust the volume level.
- Save battery power by turning off the display when playing audio files. To do this, you must set one of the Programmable Application Buttons to control the screen toggle function. Tap “Tools”/”Settings”/”Button” on the command bar, and then select “Screen Toggle”. For more information, refer to “Help”/”Windows Media Player”/”Using Hardware Buttons.”
- You can download audio and video files from the Internet. Alternatively, use your PC to convert (“rip”) files from CDs, and then copy them to your Pocket PC using ActiveSync.

- As audio and video files require large amounts of memory, you might prefer to save them on an optional CompactFlash or SD storage card.

3.4 INTERNET, EMAIL AND MESSAGES

3.4.1 Pocket Internet Explorer

Using Pocket Internet Explorer on your Pocket PC is similar to using Internet Explorer on your desktop or notebook PC. Tap Pocket Internet Explorer on the start menu to open it.

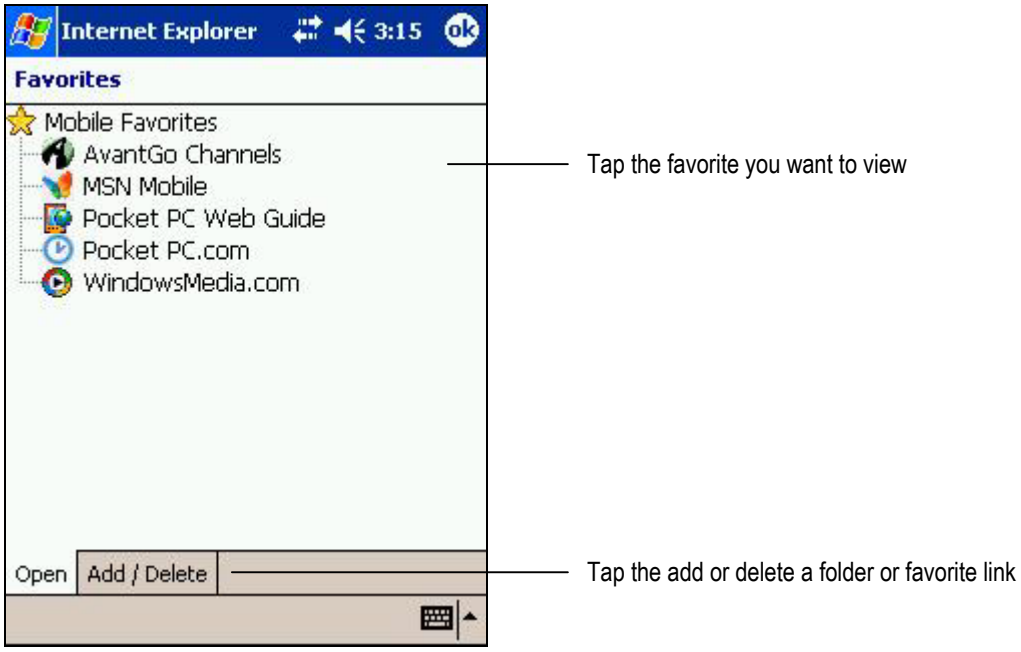
You must set up a network connection or dial-up ISP connection using a LAN or modem CompactFlash card before you can use the Internet. See 4.3 Connecting to the Internet or Your Network for information on how to do this. Alternatively, you can access the Internet via your PC's Internet connection if you connect to your PC and run ActiveSync. See 4.1 Connecting to a PC for information on how to make a USB cable or USB cradle connection.

The Pocket Internet Explorer screen

After Pocket Internet Explorer opens you can select one of the mobile services displayed on the screen. Alternatively, tap "View" on the command bar and then select "Address Bar" from the pup-

up menu. The address bar is displayed below the navigation bar at the top of the screen, allowing you to enter an Internet address. After you have typed your desired Internet address, tap the “Go” button on the right side of the address bar.

You can also open websites by tapping the favorites button on the command bar, and then selecting a website from one of the folders. You can add new sites and delete current favorites using the pup-up menu, or you can download favorites from your PC using ActiveSync. See 4.3.5 Synchronizing Links to Web Sites for more information.



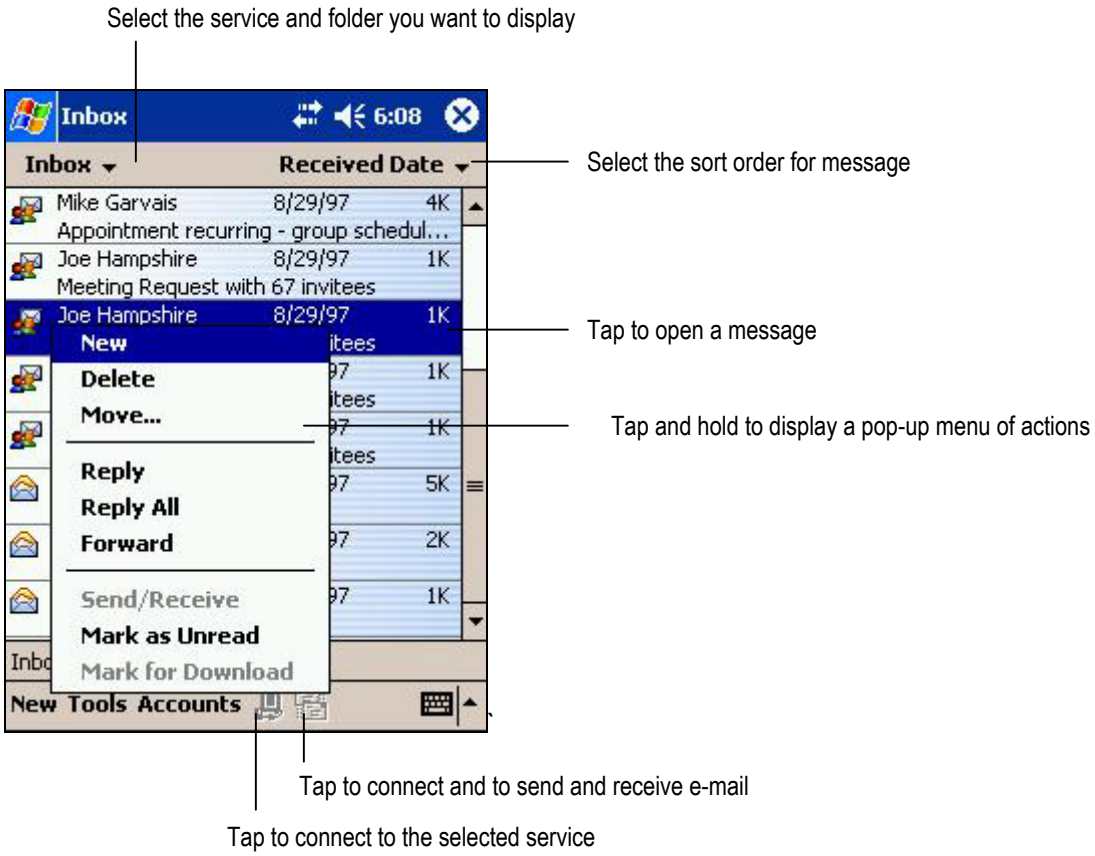
The Favorites screen

3.4.2 Inbox

The Inbox displays messages received on your desktop or notebook computer and then transferred to your Pocket PC using ActiveSync. You can also send and receive messages directly via a phone or network connection to a mail server, or via your PC’s connection to a mail server when you are connected and running ActiveSync. Tap “Inbox” on the start menu to open it.

To send and receive messages via a mail server you will need to establish a connection using a LAN card or modem card. See 4.3 Connecting to the Internet or Your Network for information on how to do this. To send and receive messages via your PC, you first have to connect your Pocket PC and then run ActiveSync. See 4.1 Connecting to a PC for information on how to do this.

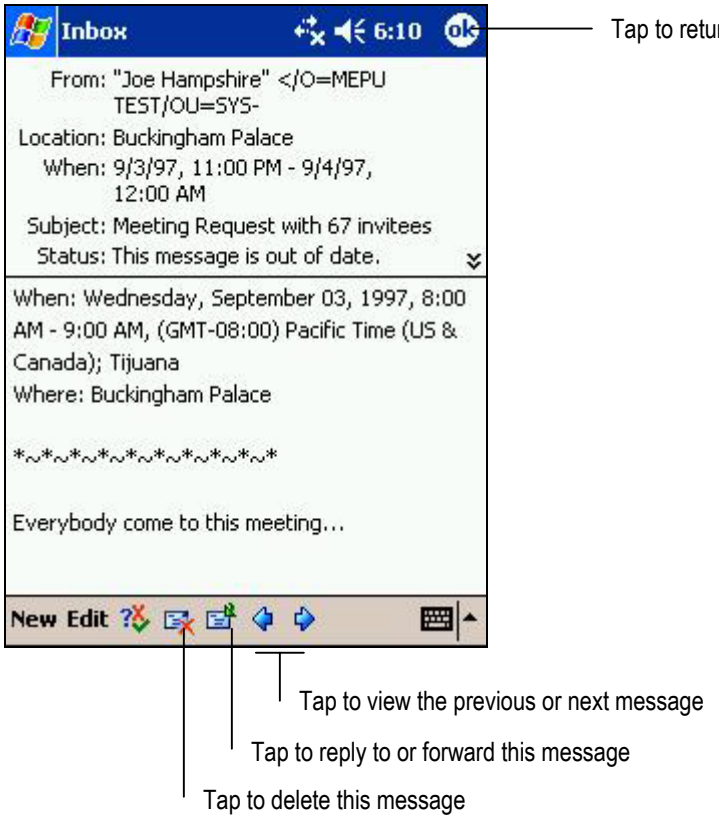
3.4.2.1 Viewing Received Messages



The Inbox screen

You can use Inbox to work online or offline. When working online, messages are sent as soon as you tap “Send.” When you delete or move messages on your Pocket PC, the messages will be removed from your mail server.

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list. When you receive a message, tap it to open it. Unread messages are displayed in bold.



An opened message

When you connect to your email server or synchronize with your desktop computer, by default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the email server or your desktop computer. These settings can be changed, however, enabling you to receive full size email messages, including attachments, on your Pocket PC.

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

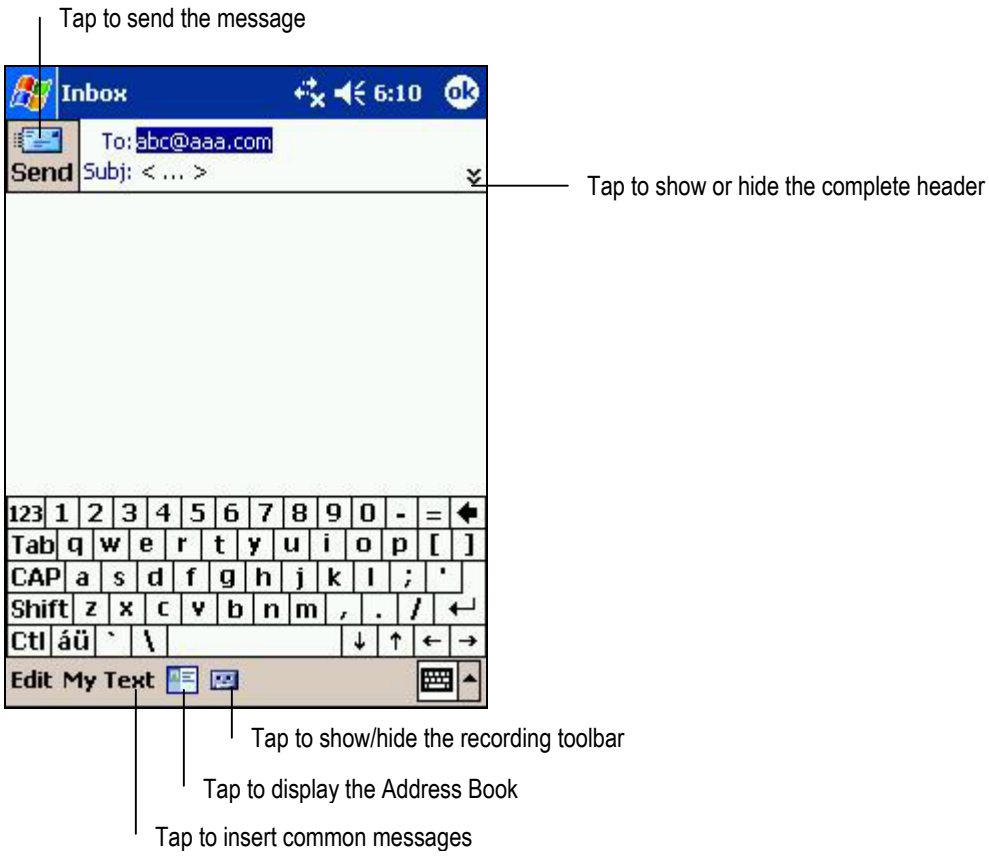
You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

You can change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help. You can change options for direct mail server connections in Inbox on your device. Tap "Tools" and then tap "Options." On the Service tab, tap the service you want to change. Tap and hold the service and select "Delete" to remove a service.

3.4.2.2 Composing and Sending Messages

To compose a message, first tap "New" on the command bar. In the "To" field, enter an email address of one or more recipients, separating them with a semicolon, or select a name from the

contact list by tapping the Address Book button. Next, compose your message. To enter preset or frequently used messages, tap “My Text” on the command bar and select a message. Tap “Send” when you’ve finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.



Composing a new message

3.4.3 MSN Messenger

MSN® Messenger is an instant messaging program that allows you to see who is online, send and receive instant messages and have instant message conversations with groups of contacts. You must connect to the Internet before you can use these functions.

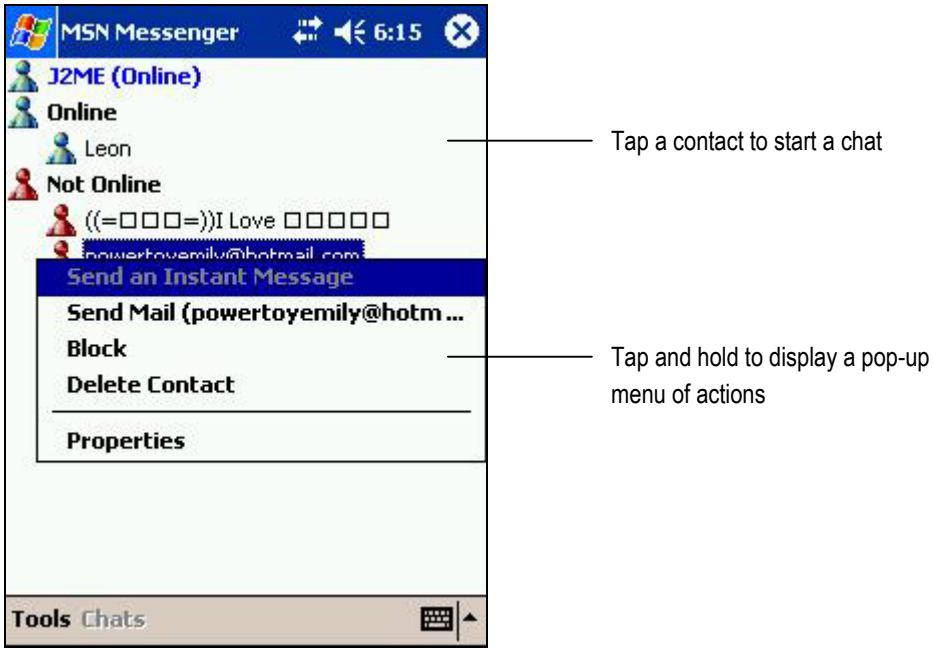
To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange email account. If you have a Hotmail® or MSN account, you already have a Passport. Visit http://www.passport.com or http://www.hotmail.com for more information.

To open MSN Messenger, tap “Programs” on the start menu, and then tap “MSN Messenger” .

To set up an account and sign in, tap “Options” on the Tools menu. Next, in the Accounts tab, enter your Passport or Exchange account information. To sign in, tap the sign-in screen and enter your email address and password.

3.4.3.1 Managing Contacts

If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again. The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send email, block the contact from chatting with you, or delete contacts from your list using the pup-up menu.

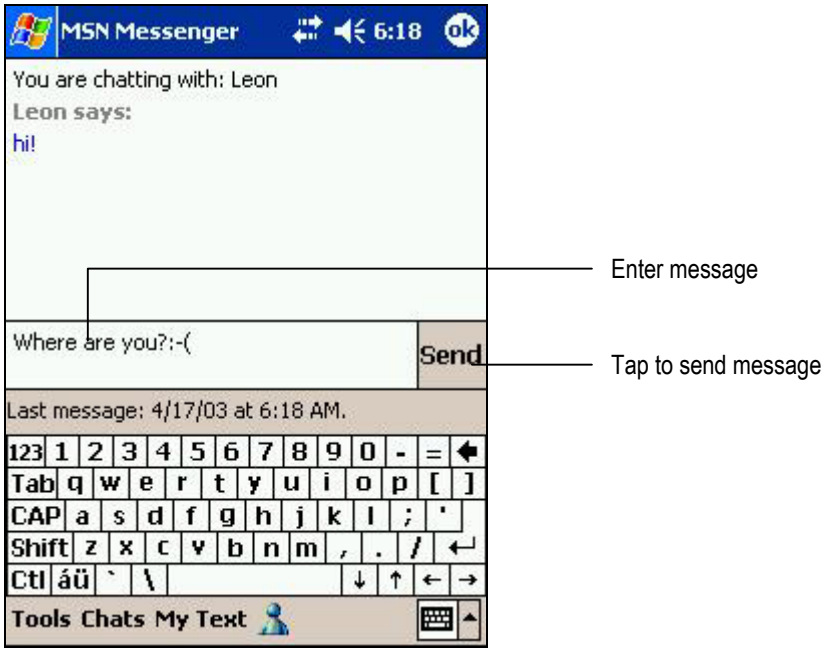


The MSN Messenger Contacts Screen

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

3.4.3.2 Chatting

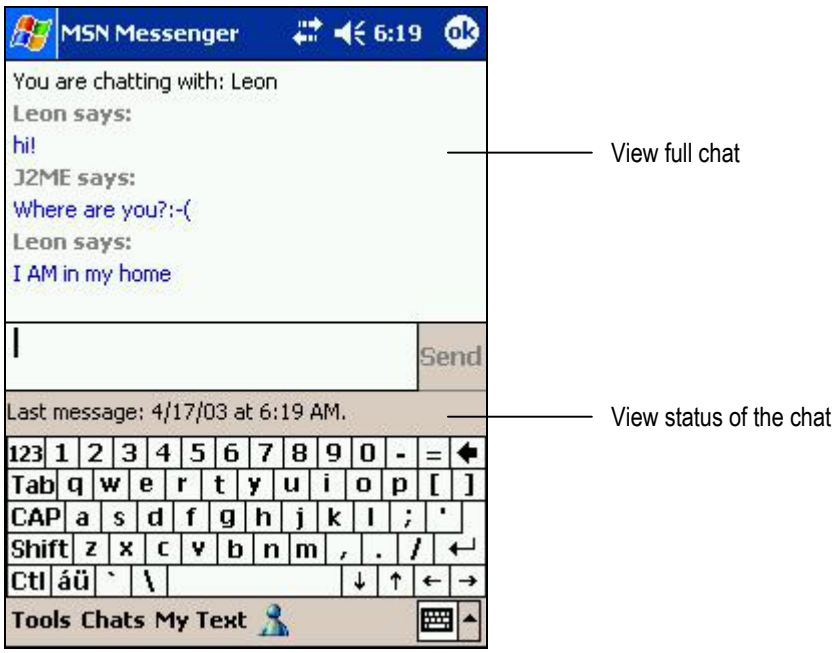
Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap "My Text" on the command bar to enter a preset message, and tap "Send." To invite another contact to a multi-user chat, in the Tools menu, tap "Invite" and then tap the contact you want to invite.



Entering Text in the MSN Messenger Chat Window

To switch back to the main window without closing a chat, tap the Contacts button on the command bar. To revert back to your chat window, tap Chats on the command bar, and then select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area.



Waiting for a Reply in the MSN Messenger Chat Window

3.5 PRODUCTIVITY SOFTWARE

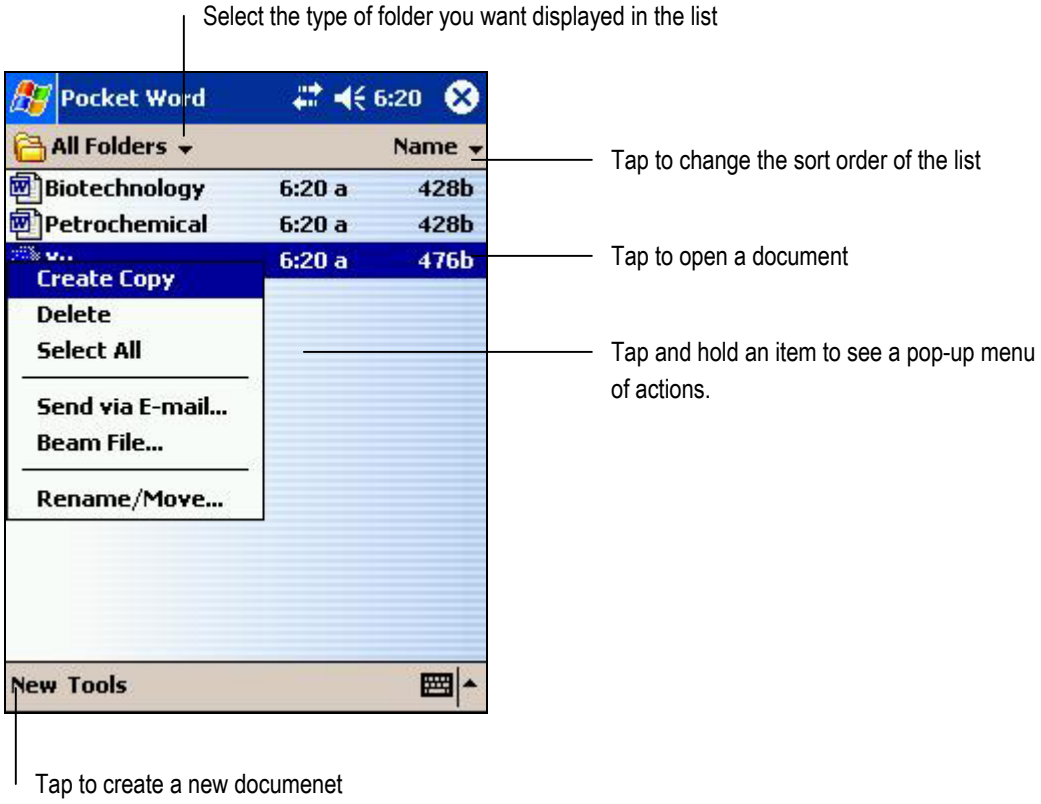
Your Pocket PC comes with productivity software to enable you to work wherever you are. Microsoft Pocket Word and Microsoft Pocket Excel on your Pocket PC are similar to Word and Excel on your desktop or notebook computer. By copying files between your Pocket PC and PC using ActiveSync, you can reference or continue to work on the most up-to-date versions of your documents and workbooks.

3.5.1 Pocket Word

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap, “Programs”/”Pocket Word” on the start menu, and then select “New” on the command bar. You can also select a template for new documents in the “Tools”/”Options” dialog box to open a template with appropriate text and formatting already provided.

You can open only one document at a time; when you open a second document, you will be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

When you open Pocket Word you will see a list of the documents stored on your device. Tap the arrow at the top to change the folder, and then tap a file in the list to open it. To delete, copy, and send files, tap and hold a file in the list, and then select the appropriate action on the pop-up menu.



Pocket Word Files List Screen

You can enter information in Pocket Word in one of four modes: typing, writing, drawing, and recording. Tap the View menu on the command bar to select the input mode. Each mode has its own toolbar, which you can show and hide by tapping the Show/Hide Toolbar button on the command bar.

You can change the zoom magnification by tapping “View”/“Zoom,” and then selecting the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document. If you are opening a Word document created on a desktop computer, select “Wrap to Window” on the View menu so that you can see the entire document.

3.5.1.1 Typing Mode

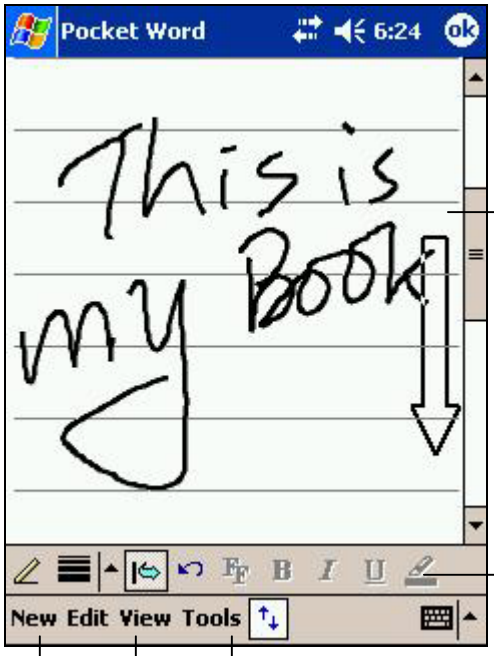
Using the input panel, enter typed text into the document. See 3.1.3.1 Using the Input Panel to Enter Typed Text for more information.

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

Using the Typing Mode to Enter Text in a Word Document

3.5.1.2 Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. See 3.1.3.2 Writing on the Screen for more information.



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

Tap to highlight selected text

Tap to select formatting options, such as pen weight and line color.

Space button

Pen button

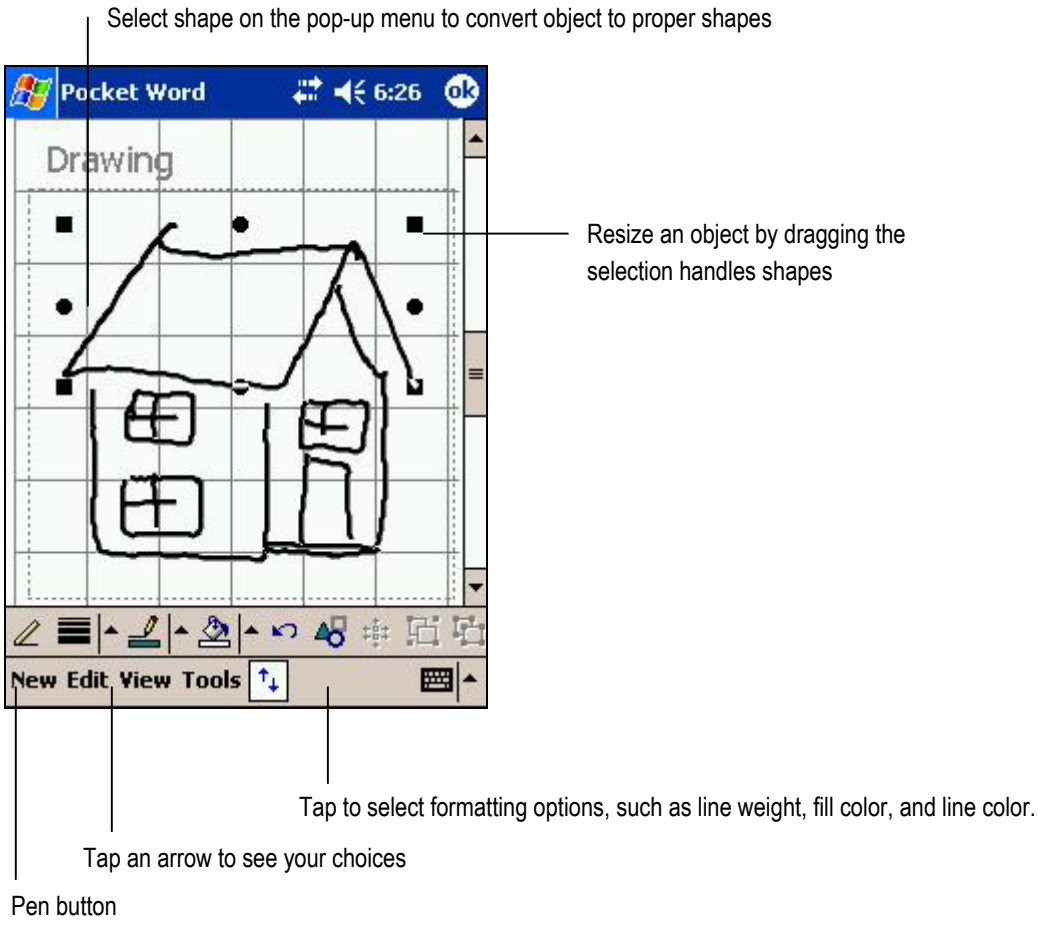
Using the Writing Mode to Enter Text in a Word Document

If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

3.5.1.3 Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. See 3.1.3.3 Drawing on the Screen for more information.



Using the Drawing Mode in a Word Document

3.5.1.4 Recording Mode

In recording mode you can embed a recording into your document. Recordings are saved as .wav files. See 3.1.3.4 Recording a Voice Message for more information.

For more information on using Pocket Word, tap "Help" on the start menu .

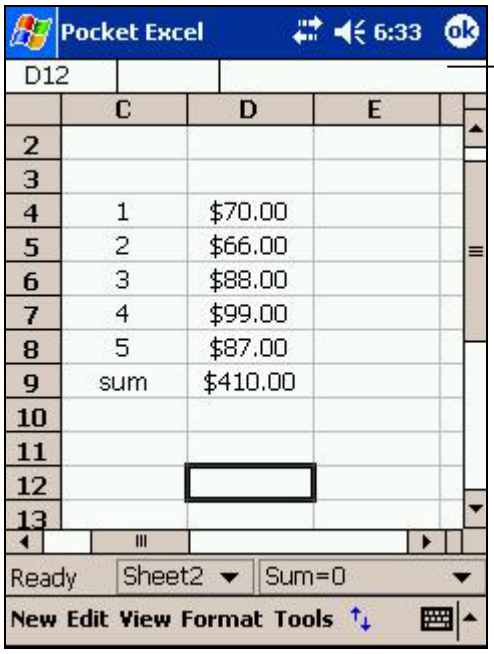
3.5.2 Pocket Excel

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap "Programs" on the start menu , and then tap the Pocket Excel icon. Tap "New" on the command bar. You can also select a template for new workbooks in the "Tools"/"Options" dialog box to open a template with appropriate text and formatting already provided.

You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

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

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



A Pocket Excel Workbook

If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap “Edit,” and then “Password.” Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

3.5.2.1 Tips for Working in Pocket Excel

View in full-screen mode to see as much of your worksheet as possible. Tap “View” and then “Full Screen.” To exit full-screen mode, tap “Restore” at the top of the screen.

Show and hide window elements. Tap “View” and then tap the elements you want to show or hide.

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

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

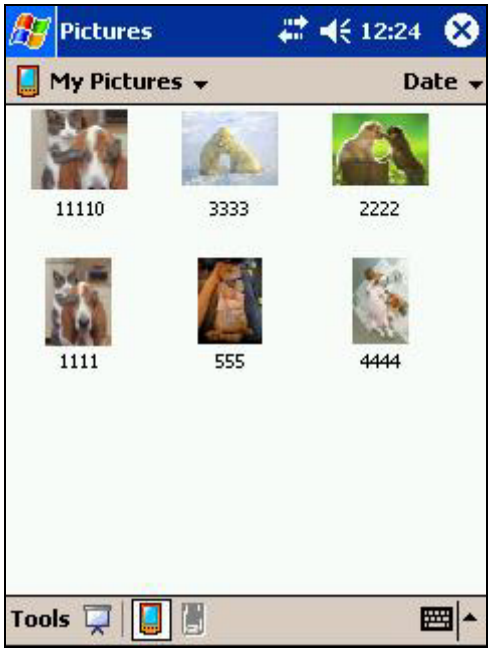
Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Next, tap “Format”/”Row” or “Column,” and then “Hide.” To show a hidden row or column, tap “Tools,” and then “Go To.” Type a reference that is in the hidden row or column, and then tap “Format”/”Row” or “Column”/”Unhide.”

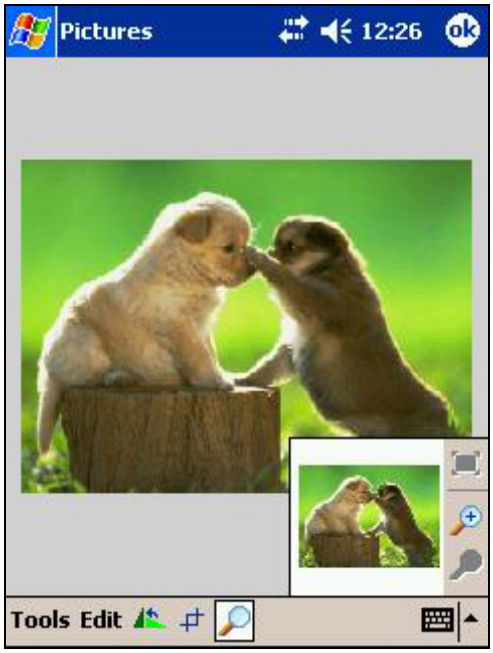
For more information on using Pocket Excel, tap “Help” on the start menu .

3.6 Pictures

Use the **PICTURES** application to view .jpg pictures stored on your device or on a storage card. The application can also be used to send pictures to others, view a slideshow of pictures or set a picture as the background on the Today screen. To execute the **PICTURES** application, tap **Programs** on the **Start Menu** and then tap the **Pictures** icon . You can browse all .jpg files in the My Device, My Documents, My Pictures or all .jpg pictures within CF or SD storage card. You can also tap the slideshow icon to start a slideshow. More settings can be found in "Options" under the "Tools" menu.

Tap any picture in the browsing screen and you can edit, zoom in or rotate the picture. While viewing a picture, you can Tap **Edit** then select **Brightness and Contrast** to increase or decrease the brightness or contrast of pictures. You can also select any picture you like and set it as the Today wallpaper.





4. Connecting

4.1 CONNECTING TO A PC

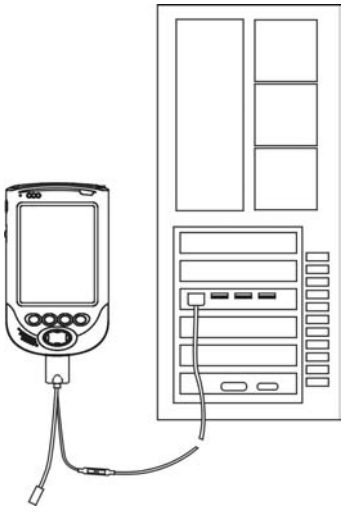
To maximize the usefulness of your Pocket PC you need to connect to your desktop or mobile computer. After making a connection you will be able to do the following:

- Back up your files to safeguard all your important data.
- Transfer files so that you can continue working wherever you are.
- Synchronize your calendar, to-do list and contacts list so that you can manage your schedule, tasks and appointments.
- Synchronize your favorite website links.
- Synchronize your mailboxes so that you have an accurate record of all your incoming and outgoing messages.
- Use your PC to send email composed on your Pocket PC.
- Use your PC to download files from the Internet before copying them to your Pocket PC.
- Use your PC to copy files or install programs from CDs or floppy disks.

You must install Microsoft ActiveSync on your PC before you can perform these functions.

4.1.1 Connecting Via the USB Cable

To make a direct connection to a PC using the USB cable, insert the USB plug in the computer's USB port, and connect the Y-cable to the charging/communications port on the base of your Pocket PC, connect the other end of the cable to the USB connector of the Y-cable.



Pocket PC Connected to a PC via the USB Cable

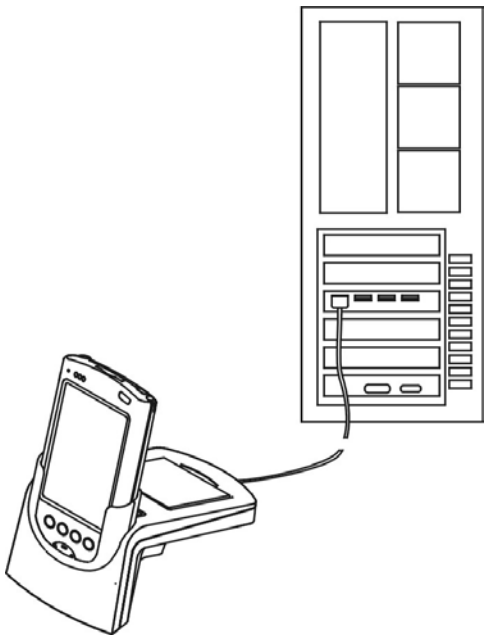
4.1.2 Connecting Via the USB Cradle

The optional USB cradle allows hassle-free connectivity with a desktop or notebook PC, enabling you to synchronize your files with a minimum of fuss. It also offers a convenient recharging station, ensuring that the battery is always ready for use.

4.1.2.1 Connecting the USB Cradle to a PC

The USB cradle includes a cable for connecting to a USB port on a PC. By keeping the cradle connected to your PC, you can back up your data at any time without having to deal with cable connections. To synchronize files, see 4.2.4 Backing Up and Restoring Data Using Microsoft ActiveSync 3.7

Insert the USB plug in the computer's USB port, and then connect the other end of the cable to the charging/communications port on the back of the USB cradle.



USB Connection to a Computer via the USB Cradle

4.1.2.2 Docking the Pocket PC in the USB Cradle

To dock your Pocket PC in the USB cradle, first make sure that the USB cradle contacts, as well as the contacts on the base of the Pocket PC, are clean and unobstructed. Place the Pocket PC in the cradle and gently push the device onto the cradle contacts.

Do not shut down or restart your PC while the Pocket PC is connected. Turn off the Pocket PC or remove it from the USB cradle before shutting down your PC.

4.1.3 Connecting Via Infrared

Making an infrared connection is a fast and convenient way of synching your Pocket PC without making a USB connection via the USB cable or USB cradle. Infrared ports are included on many mobile PCs, although they are less common on desktop systems.

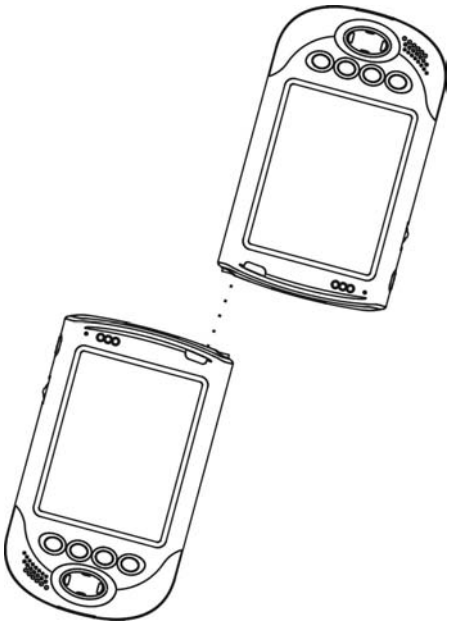
To transfer files or PIM data via infrared port:

1. Ensure that the IR Port on your Pocket PC has a good line of sight to the IR Port on the device you are attempting to connect to. The second device could be a second PDA or a PC with IR port. The distance between IR ports should be less than 30 cm.

2. Tap and hold the file or data you need to transfer to the other device. When the pop-up menu is displayed, tap "Beam Files" to start the process.

3. The transfer will take a little time. When the transmission is complete, the display will show "done".

Refer to the ActiveSync online help *About Beaming* for details on beaming files and enabling your infrared connection.



Making an Infrared Connection with Another Device

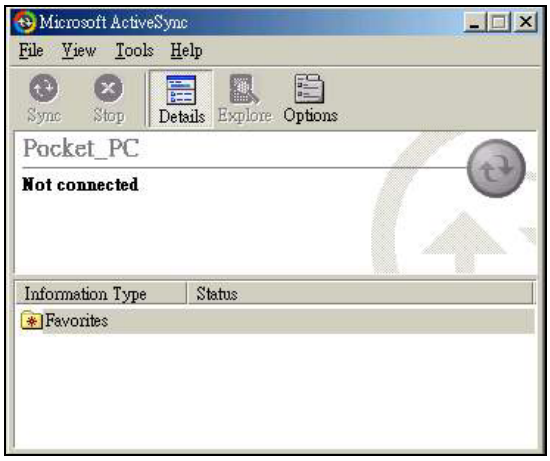
4.2 SYNCHRONIZING WITH A PC

Your Pocket PC comes with Microsoft ActiveSync 3.7 preinstalled. Use the included CD to install ActiveSync on your PC before you attempt to synchronize with your Pocket PC. ActiveSync 3.7 is supported by the Microsoft Windows 98, Windows Millennium Edition, Windows 2000 Professional , Windows XP home edition and Windows XP Professional operating systems.

The setup wizard allows you to customize the settings, and guides you through the process of establishing a connection with your Pocket PC. Your first connection begins as soon as you have completed the setup wizard.

When using ActiveSync for the first time, users are given the option of 2 different modes of connection. A standard partnership can be created in which the files stored on Pocket PC and host PC are compared. The oldest versions are then replaced with the newest versions. A guest partnership can also be created which will allow the user to browse files on the Pocket PC from the host PC and edit them if required.

Microsoft ActiveSync works by comparing the files stored on your Pocket PC and host PC. Depending on the options you select, new files and newer versions of existing files can be copied from one to the other. Refer to the ActiveSync online help files on your Pocket PC and PC for more information on using the application.



The ActiveSync Screen

4.2.1 Changing Your Synchronization Settings

You can change your synchronization settings for connecting to your PC.

- Tap “ActiveSync” on the start menu.
- Tap “Tools” on the command bar.
- Select “Options” on the pup-up menu.
- Make sure that the PC tab is selected.
- Tap “When Synchronizing with a PC, use these settings.”

4.2.2 Moving Files To and From Your PC

You can move files between your Pocket PC and your computer using “Explore” in ActiveSync 3.7 combined with Windows Explorer.

- On your PC, open Microsoft ActiveSync 3.7.
- Click “Explore.”

- Double click “My Pocket PC” to open it.
- Open Windows Explorer.
- If necessary, resize the windows to allow you to see the files and folders on your PC and Pocket PC.
- Drag and drop files between the two windows.

4.2.3 Installing Applications on Your Pocket PC

You can add to the functionality of your Pocket PC by adding more software. A wide range of software, from business applications to games, is available for Windows Powered Pocket PCs. These programs can be purchased on the Internet, as well as from software vendors. However, before purchasing additional software, check the hardware requirements to make sure it will run on your Pocket PC.

4.2.3.1 Installing Software Via Your PC

You can install software via your PC using ActiveSync.

- To install new software, first download the files to your PC or insert the installation CD in your PC’s CD drive.
- Next, connect your Pocket PC to your PC. See 4.1 Connecting to a PC for information on how to do this.
- Run the software installation program on your PC. The application will be set up on your Pocket PC.
- If the software does not feature an installation program, use ActiveSync to copy the program file to the Program Files folder on your Pocket PC. Refer to the software documentation for more information on installation.

4.2.3.2 Installing Software Directly

It is possible to download software from the Internet directly to your Pocket PC.

- Use your Pocket PC to connect to the Internet. See 3.4 Internet, Email and Messages and 4.3 Connecting to the Internet or Your Network for more information on using your Pocket PC on the Internet.
- Download the installation program, saving it to a folder on your Pocket PC.
- Use File Explorer to locate the program on your Pocket PC, and then tap the program icon to start the installation.

4.2.4 Backing Up and Restoring Data Using Microsoft ActiveSync 3.7

Use Microsoft ActiveSync to back up your files regularly. This allows you to safeguard your data in case of power loss and also provides peace of mind when deleting files on your Pocket PC for memory management.

In the event of data becoming lost or deleted, ActiveSync allows you to copy files back to your Pocket PC.

Users can also use CF storage card or SD storage card to back up data or personal settings in PIM using the backup application.

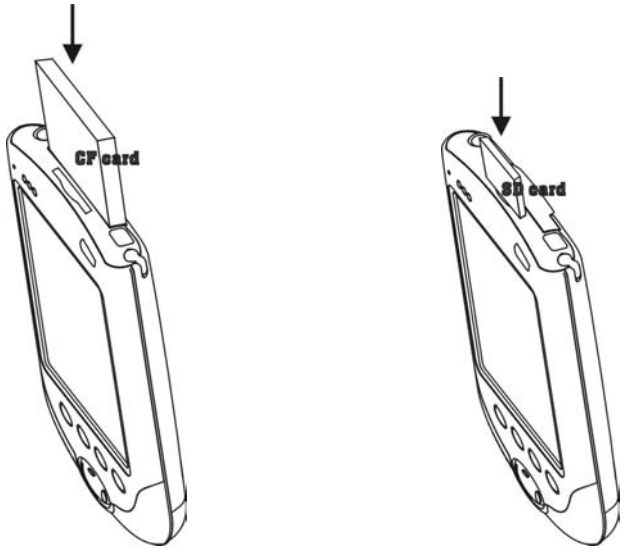
4.3 CONNECTING TO THE INTERNET OR YOUR NETWORK

The CompactFlash (CF) and Secure Digital (SD) Expansion card slots support Type I or Type II CompactFlash cards, greatly increasing the functionality of your Pocket PC. Hardware vendors offer cards providing additional memory, peripheral and network interfaces, and various types of modems.

Please note that the SD card slot in this device supports only memory cards. Expansion card peripherals such as modems or network cards are supported only in CompactFalsh card format.

To load a CompactFlash card in your Pocket PC, simply align the card with the CompactFlash Expansion slot on the top of the device, ensuring that the edge with the connectors enters the slot first. Many cards are marked with an arrow to help you insert them correctly. Slide the card into the slot, and then push down gently to make contact. This product ships with a dummy CompactFlash card installed. Please ensure that the dummy CompactFlash card is removed before a new CompactFlash card is installed.

Secure Digital cards can be inserted by simply pushing the card into the Secure Digital card slot, ensuring the correct orientation first. Push the card down into the slot until it clicks. To release an Secure Digital card simply press the card further into the slot and it will spring out when pressure is released. This product ships with a dummy Secure Digital card installed. Please ensure that that dummy Secure Digital card is removed before attempting to install a new Secure Digital card.



Inserting a CompactFlash Card and Secure Digital Card

To remove a CompactFlash card, pull it gently until the card is free of the contacts, and then withdraw it from the slot.

4.3.1 Setting Up a Remote Connection Using a Modem Card

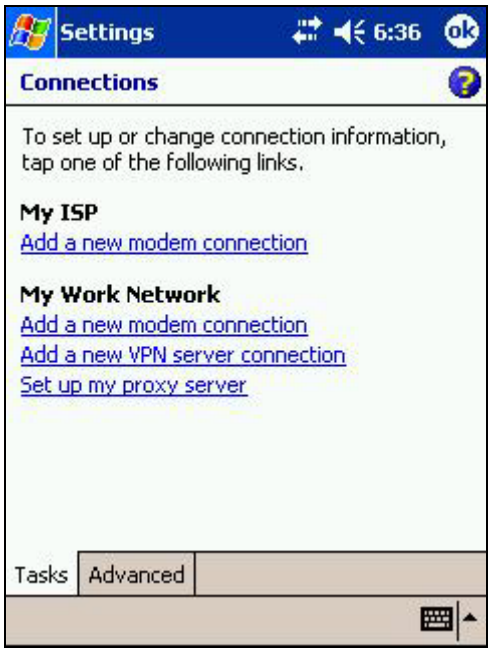
A Compact Flash modem card can be used to connect to an ISP dial-up account or log onto your network over a phone line. The operating system will detect the card when a wizard is used to set **My ISP** or **My Work Network.**

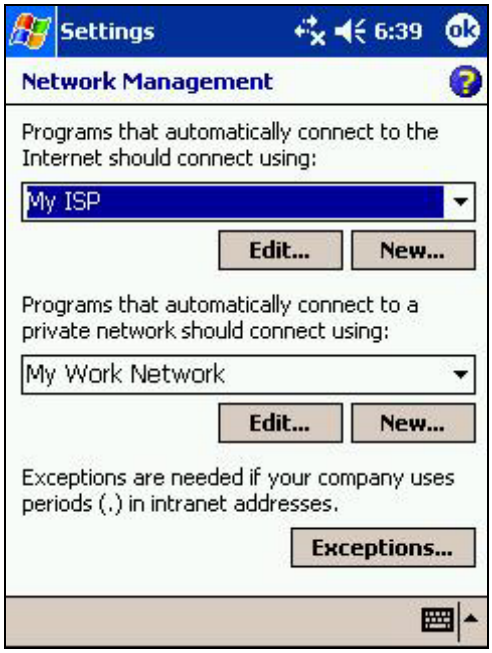
Tap **Add a new modem connection** to begin configuration of the new card. Follow the instructions in the New Connection wizard and refer to the documentation provided with your new card to complete the installation.

To change modem connection settings either in **My ISP** or **My Work Network**, tap **Manage existing connections** and select the desired modem connection. Then tap **Edit** and follow the instructions on the screen.

Tap the **Select Location** tab to change dialing rules according to where you are connecting from e.g. Mobile or Home. Specific dialing rules can be edited manually by users .

To make a connection, tap and hold the connection that you require and then tap **Connect** in the pup-up menu.





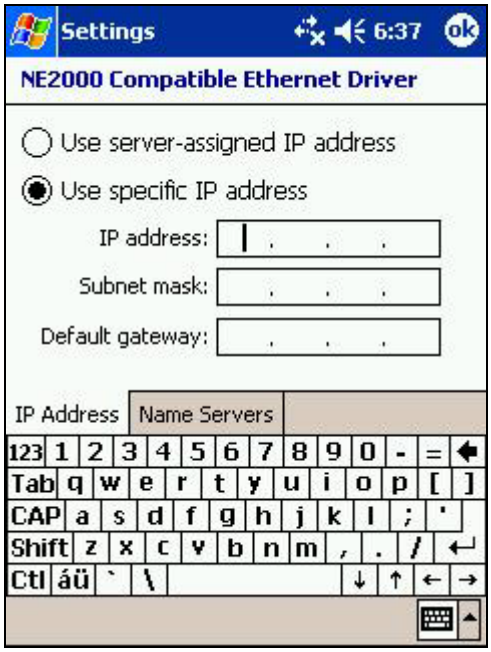
The Connection Manager Screen

4.3.2 Configuring a Remote Connection Using Ethernet / Wireless LAN Card

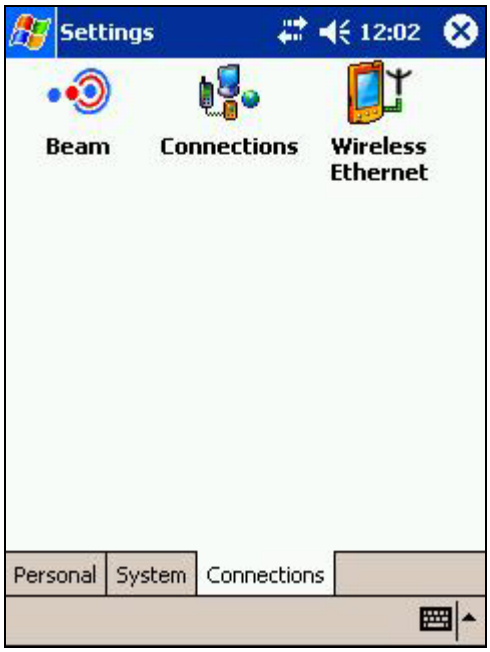
A network card or wireless LAN card can be used to connect to a network, a cable or ADSL modem or a Wireless LAN access point on the Internet.

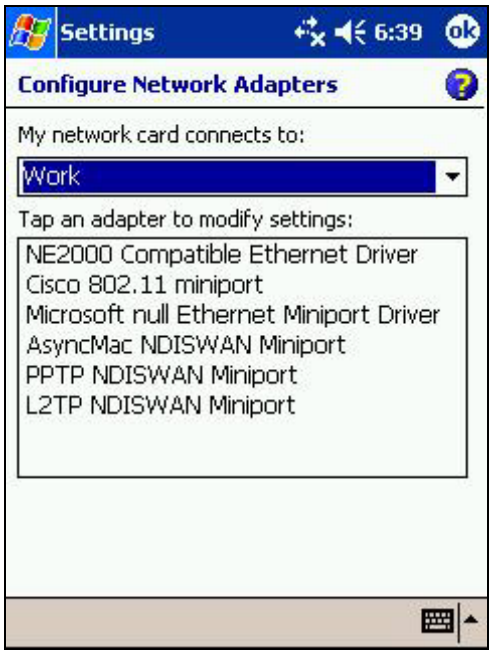
The operating system will automatically detect a new card and open the setup wizard to install the necessary drivers. Follow the on-screen instructions and refer to the documentation provided with your new card to complete the installation. When choosing a network card, make sure that it is fully compatible with your device.

Before attempting to connect using a new network card, a connection must be configured using the Connection Manager as described in 4.3.1, Setting Up a Remote Connection Using an Ethernet LAN Card.



A wireless LAN card can be used to connect to the internet or intranet. Networks that have already been configured on the device are designated “preferred” networks and are listed in **Wireless networks**. The device can be configured to connect only to preferred networks or to search for and connect to any available network, whether it is preferred or not. For more information about wireless networking, please refer to “**Set up a wireless network**” in online help.





4.3.3 Synchronizing Information with Your Server

Microsoft ActiveSync 3.7 allows you to share information between your Pocket PC and your exchange server.

- Tap “ActiveSync” on the start menu.
- Tap “Tools” on the command bar.
- Select “Options” on the pup-up menu.
- Select the Server tab.
- Tap the information to synchronize.
- Tap “Settings” to change the synchronization settings, and then tap OK to save.
- Enter the server name, and then tap “Edit” to change your connection options.

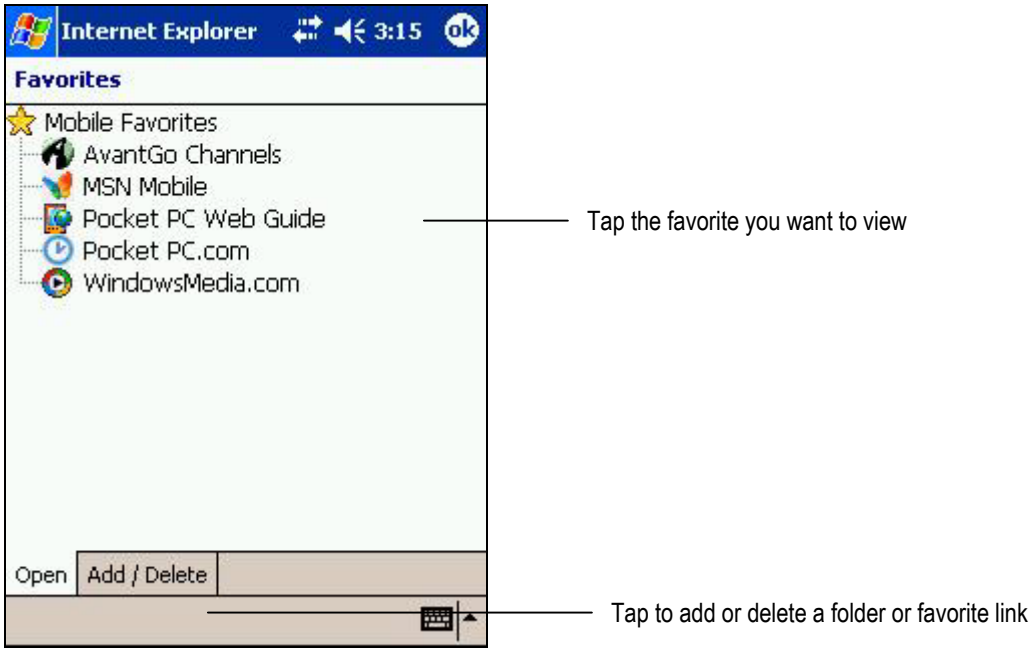
4.3.4 Synchronizing Links to Web Sites

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

Only items stored in the Mobile Favorites subfolder within the Favorites folder in Internet Explorer will be synchronized with your Pocket PC. This folder is created automatically when you install Microsoft ActiveSync 3.7 on your computer. It can also be created manually by tapping the “Create Mobile Favorites” icon in the IE toolbar.

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Pocket PC. Both your computer and your Pocket PC are updated with changes made to either list each time you synchronize.

Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on your computer.



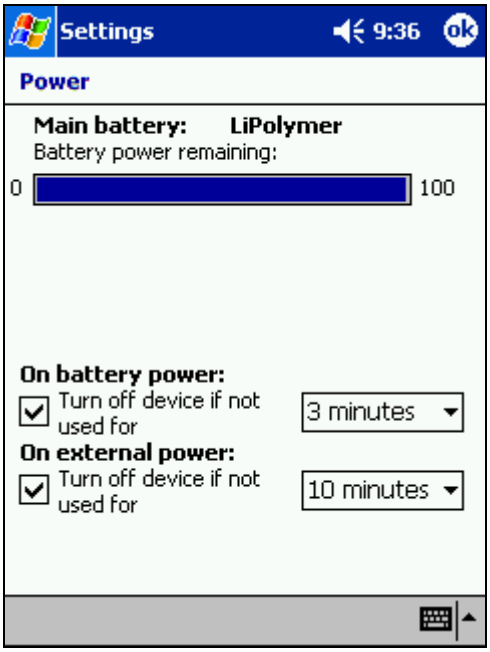
The Mobile Favorites Folder on Your Pocket PC

5. Configuring and Optimizing Your Pocket PC

5.1 MANAGING POWER

As programs, files, data and custom settings that you save are stored in RAM, it is essential that your Pocket PC receives a continuous power supply. Although the operating system and pre-installed programs will be unaffected, you will have to re-enter all other information if your Pocket PC loses power. See 2.3.4 Maintaining the Battery for more information about using battery and mains power.

- Safeguard your data by regularly backing up your files. See 4.2.4 Backing Up and Restoring Data Using Microsoft ActiveSync 3.7. Data and personal settings stored in PIM can also be backed up to CF storage card or SD storage card using the backup application.
- Change from battery to mains power as soon as you receive a low battery warning.
- Save important information on CompactFlash or Secure Digital cards rather than in RAM. The card contents will not be lost if your battery is exhausted.
- Some functions, such as playing music and using CompactFlash or Secure Digital cards, are power intensive. Avoid using these if your battery is low and you are unable to switch to mains power.
- Turn off the display when playing audio files. See 3.3 Playing Audio and Video.
- Use the Suspend function in the power control panel whenever you are not using your Pocket PC.
- Use mains power when synchronizing with your PC.
- Adjust the settings for automatically turning off your Pocket PC after a period of inactivity by tapping “Settings”/”Power” on the start menu.
- Before removing the main battery from your Pocket PC, ensure that the internal backup battery is well charged. See 2.3.4 Maintaining the Batteries.



The Power Settings Screen

5.2 MANAGING MEMORY

The operating system and preloaded programs are stored in Flash ROM. Although this memory is not available for saving programs and files, it does not use up valuable RAM.

Your Pocket PC comes with 64MB of RAM storage space. More storage space can be added by inserting an optional CompactFlash card or Secure Digital card in one of the expansion slots. Storage space is allocated for two purposes: to store applications and files, and to run programs.

If you receive a low memory warning you should try the following:

- Move files and programs to a CompactFlash or Secure Digital card.
- Move seldom-used files to your PC.
- Remove unnecessary programs and delete files.
- Close some applications that are running.
- Use the Memory control panel to clear memory.

Memory is managed automatically by the operating system. However, you can temporarily adjust the allocation of storage and program memory. Tap on “Settings” on the start menu, select the System tab, and then tap on the Memory icon to open the Memory Manager. Use the slider control to adjust the setting.

Close programs that are running by selecting the Running Programs tab in Memory Manager. Tap “Remove programs” at the bottom of the screen to remove programs stored in RAM. Tap “Find” to search for large files that can be removed from memory.

The Memory Settings Screen

5.3 REMOVING PROGRAMS

You can free up memory by removing unwanted programs from your Pocket PC. Preinstalled software is stored in Flash ROM and cannot be removed. However, these applications do not use valuable RAM storage space.

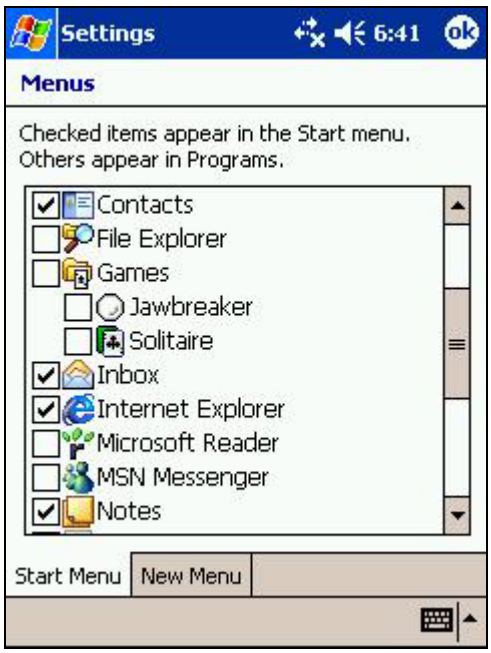
- To remove a program, first tap “Settings” on the start menu.
- Tap the “System” tab.
- Tap “Remove Programs.”
- Find the program you want to remove in the list of installed programs.
- Finally, select the program, and then tap “Remove.”

If the program does not appear on the list, use Explorer to locate the file or files. Tap and hold the file(s), and then select “Delete” on the pup-up menu.

The Remove Programs Screen

5.4 CONFIGURING THE MENUS

Add or remove programs on the start menu by tapping “Settings”/”Menus” (Personal tab) on the start menu, and then selecting or deselecting programs on the list. Only programs stored in the Start Menu folder are displayed in the list. If a program you want to add is not on the list, first open Explorer and move the program to the Start Menu folder.



The Menus Screen

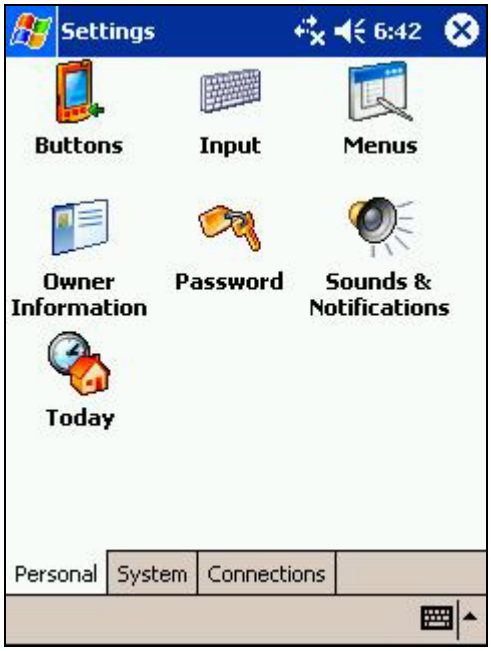
5.5 CONFIGURING THE BUTTONS

You can reprogram the four Programmable Application Buttons, enabling you to open your favorite applications quickly and easily.

Tap “Settings”/”Buttons” on the start menu to change the applications assigned to the buttons.

The Buttons Screen

5.6 ADJUSTING SETTINGS



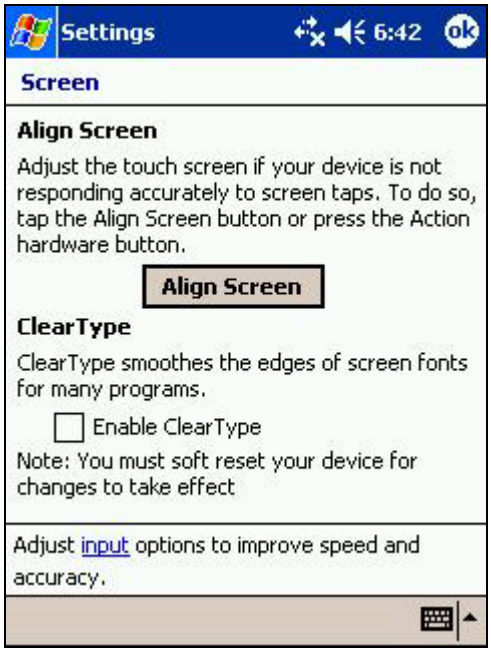
The Personal Settings Screen

The System Settings Screen

Tap “Settings” on the start menu to adjust your Pocket PC’s settings. The settings you are able to change include the following:

5.6.1 Screen

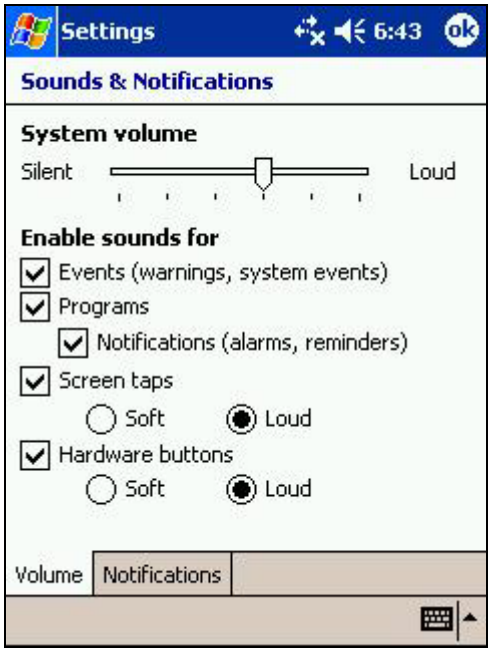
You should adjust the touch screen if your Pocket PC is not responding accurately to screen taps. Select the System tab, and then tap the Screen icon. Follow the on-screen instructions.



The Screen Settings Screen

5.6.2 Sounds

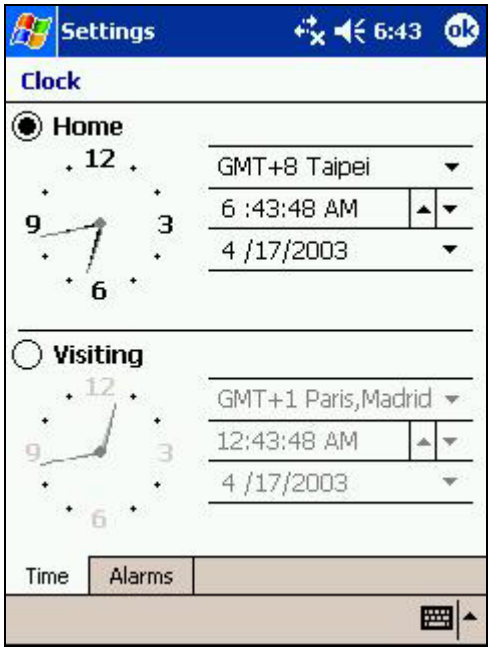
Select the Personal tab, and then tap on the Sounds & Notifications icon. Use the slider to adjust the system volume, and then select the conditions for which you want to enable sounds. Select the Notifications tab to assign sounds and messages to various events.



The Sounds & Notifications Screen

5.6.3 Clock

Select the System tab, and then tap on the Clock icon to change the time zone or adjust the time and date. You can set up two locations, home and visiting, enabling you work on local time when you make a trip without losing your home settings. Tap the “Home” or “Visiting” button to change the setting you want to use.



The Clock Screen

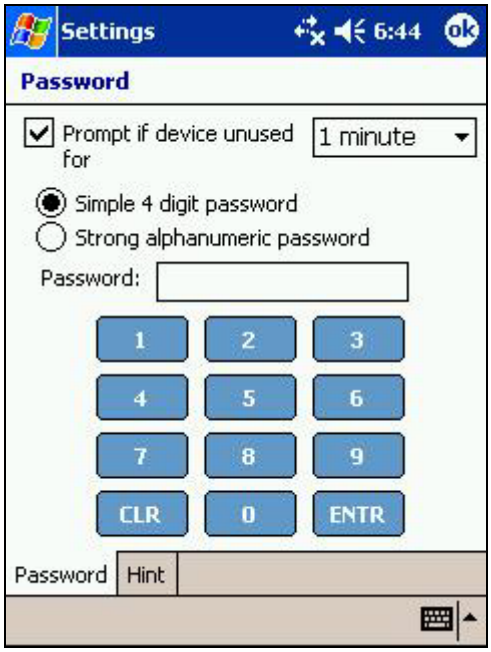
5.6.4 Owner Information

Select the Personal tab and tap on the Owner Information icon to enter your personal details. You can display a summary of the information when you turn your Pocket PC by selecting the box at the bottom of the screen. Tap on the Notes tab to enter additional information.

The Owner Information Screen

5.6.5 Password

Select the Personal tab and tap on the Password icon to set up a password. This allows you to prevent unauthorized use of your Pocket PC if you leave it lying around. Select an idle time period after which you will be prompted for the password before you can resume using your Pocket PC.



The Password Screen

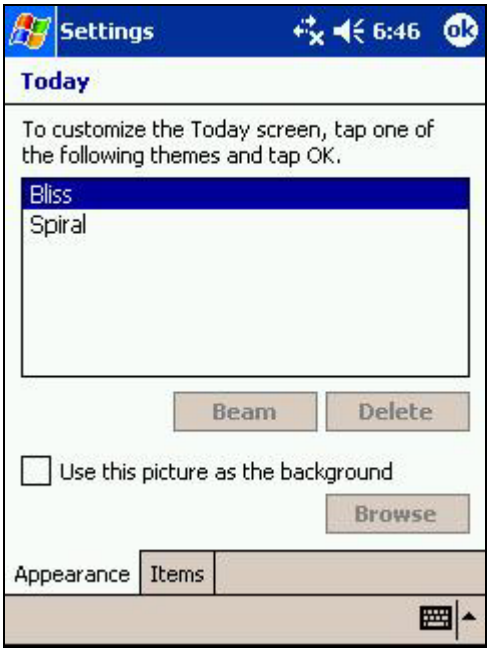
5.6.6 Today Screen

You can customize the appearance of the Today screen by selecting the Personal tab, and then tapping on the Today icon. Select a theme from the list and check the “Use this picture as background” box if required.

Tap the Items tab to select or deselect items you want to appear on the Today screen. Change the order in which items are displayed by selecting an item and then tapping on the “Move Up” and “Move Down” buttons.

The Today Screen Appearance Settings Screen

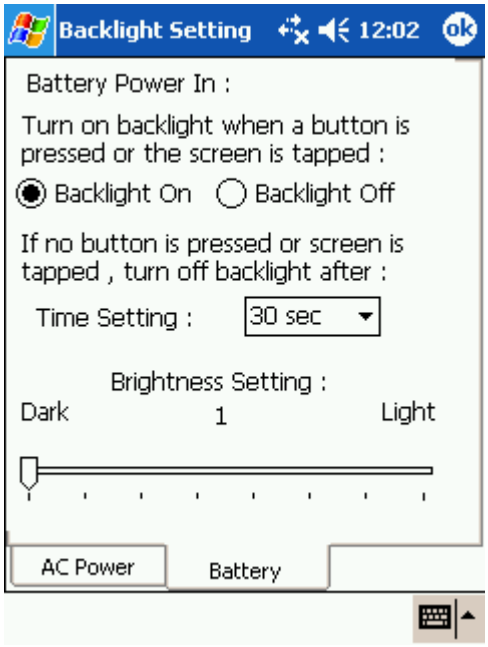
Tap on the “Options” button to modify the selected item. Check the box at the bottom of the screen if you want to display the Today screen after a period of inactivity; tap on the arrow to change the period of inactivity.

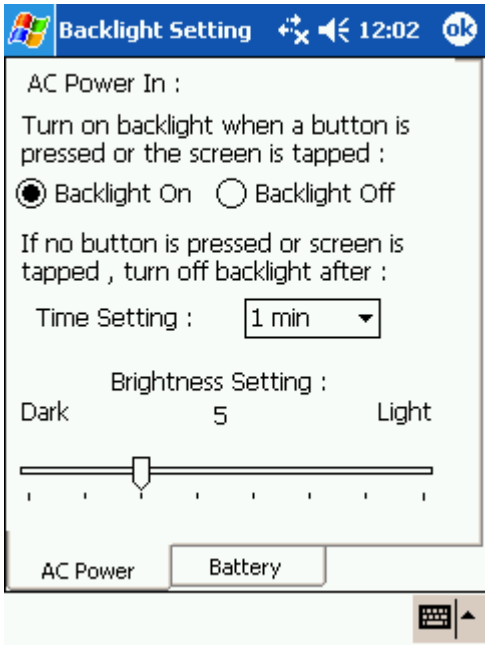


The Today Screen Items Settings Screen

5.6.7 Backlight

Select the System tab and tap on the Backlight icon to change the options for using the backlight. You can also use this facility to adjust the brightness. The backlight greatly improves the readability of the display, especially in low light conditions. However, it also significantly increases battery consumption.





The Backlight Screen

5.6.8 CPU Mode

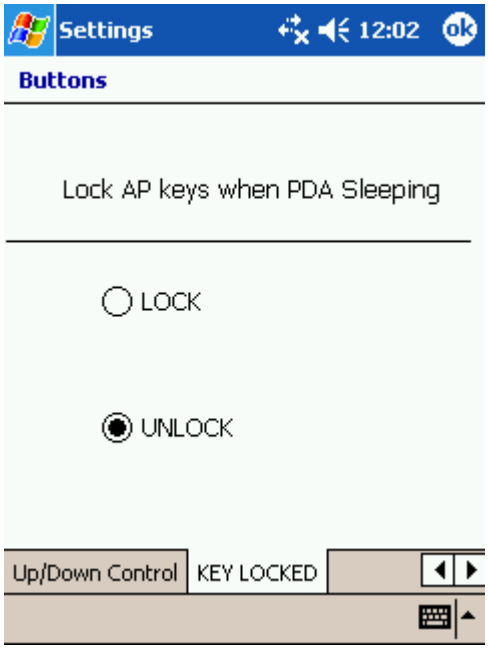
Select the "System" tab and tap on the "Power" icon, then select the "CPU Speed" tab to change the CPU Speed. The CPU can be run in 3 different modes:

- Normal Mode – This is the default CPU mode. This mode is adequate for most applications.

- Performance Enhance Mode – The CPU runs fastest in this mode but also consumes the most power. This mode may be needed when using applications that require high CPU performance.

5.6.9 CPU Lock

CPU Lock function is designed to prevent application buttons initiate Pocket PC. In order to lock the CPU, please follow the following instruction:

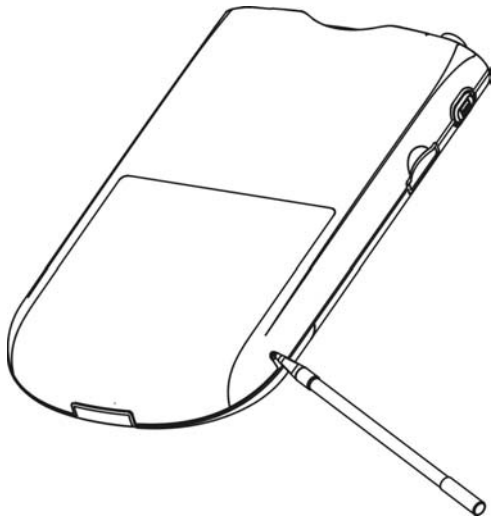


6. Troubleshooting

6.1 RESETTING YOUR POCKET PC

You will need to reset your Pocket PC after restoring data from files backed up on your PC, or in the event of the operating system “freezing up.” Resetting provides a similar function to rebooting your PC, restarting the operating system. All saved files and settings are preserved, although any unsaved files will be lost.

To reset your Pocket PC, remove it from the USB cradle and make sure that the CF Expansion slot and SD card slot are empty. Locate the software reset button on the back of the device. Unscrew the end of the stylus and use it to push the button.



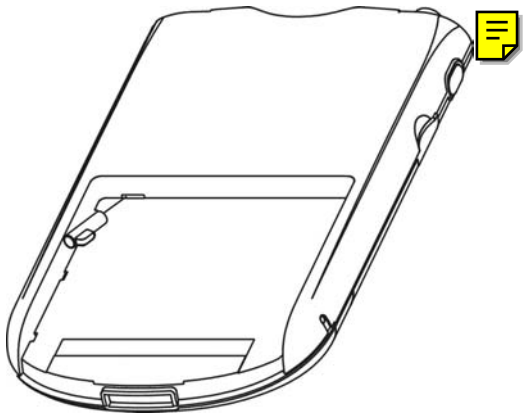
Push the Software Reset Button with the Stylus

6.2 RESTORING THE FACTORY DEFAULTS

If your Pocket PC fails to respond after being reset, you might have to restore the factory defaults. This is the software state that the device was in when you first started using it; the operating system and preloaded software stored in Flash ROM are preserved, but the programs, files and settings stored in RAM are erased.

To return your Pocket PC to its factory state, unscrew the top of the stylus and use it to slide the hardware reset switch from left to right to turn the device off, and then back to the left “on” position again, see sec 2.4.1, The First Time You Use Your Pocket PC. Alternatively, you can simply allow

the batteries to run down completely. Once you have restored the factory defaults, you will need to re-install your programs, reload backed up files and adjust the settings to suit your personal preferences.



Hardware Reset Switch

Slide the Hardware Reset Switch from Left to Right, and Then Back to Left Again

6.3 TIPS

6.3.1 Frequently Asked Questions

What Operating System does my Pocket PC use?

Your Pocket PC is loaded with Microsoft® Pocket PC 2003 Premium Edition operating system.

Will it be possible to upgrade my PocketPC when updates become available?

Upgrade is easy using XIP update files when they become available on the Internet or CDROM.

Will I ever need to perform a software reset?

If a software application starts failing to respond, a software reset may solve the problem. See 6.1 Resetting Your Pocket PC for instructions.

What can I do if a software reset does not work?

If a software reset does not solve your problem you can perform a hardware reset. See 6.2 Restoring the Factory Defaults for instructions. Any unsaved data will be lost when a hardware reset is performed.

How can I back up and restore data on my Pocket PC?

Microsoft® ActiveSync provides convenient backup and restore functions for your Pocket PC. All data and applications may be stored in the *.stg file in a folder on your desktop PC. See 4.2.4 Backing Up and Restoring Data Using Microsoft ActiveSync 3.7. Users can also use CF storage card or SD storage card to back up data or personal settings in PIM using the backup application.

How do I know when my battery is fully charged?

While the battery in your Pocket PC is *fast charging*, the power LED will show flashing red. When the battery is 80% charged the unit switches to *trickle charge* mode and the LED will show a continuous green light.

Why does my clock keep resetting to 12.00, 1st March 2002?

The real Time Clock on your Pocket PC defaults to this time and date automatically when power is lost or after reset.

Why can't I tap the right place on the screen with my stylus?

You probably need to recalibrate your device. See 5.6.1 Screen for more information.

Can I adjust the brightness of the screen?

You can adjust the intensity of the screen backlight. See 5.6.7 Backlight for more information.

Can I configure my device to turn off the backlight automatically to save power?

The device can be configured to turn off the backlight when idle for a preset period of time. See 5.6.7 Backlight for more information.

How can I turn off the backlight in my device?

The backlight in your pocket PC can be disabled using backlight tools found in the control panel. See 5.6.7 Backlight for more information.

Why do I sometimes get poor quality sound when playing music through the internal speaker?

Playback from the internal speaker may become distorted if the volume level is set too high.

When I use media player the pause function sometimes fails to work, why is this?

Check that the repeat function is not turned on. The pause function is disabled when the repeat function is used.

Sometimes I use Windows® Media player to play music stored on a Compact Flash card and there is a pause when the device wakes up from sleep mode, why is this?

The Compact Flash card needs these few seconds to reinitialize after the device comes out of sleep mode. Interaction with the device at this time can cause problems and should be avoided.

Can I improve the recording quality?

The default sampling frequency has been set at 22KHz. This bandwidth can be altered to improve quality, but doing this will use more memory. Tap "Start Menu"/"Settings"/"Input," and then select the Options tab. Select a higher frequency from the voice recording drop-down menu.

Why do I get an error message in calendar or tasks application after I have chosen to use a better recording quality?

To conserve memory, the calendar and tasks applications can only support a sampling frequency of up to 8KHz.

What type of Compact Flash card does my Pocket PC support?

Your Pocket PC supports Compact Flash type I or II, 3.3V. Before inserting your CompactFlash card in your Pocket PC, check that it does not use more than 500mA.

Why does my device turn on automatically when I insert or remove a Compact Flash card?

This is a requirement for Pocket PC devices and is quite normal.

Why can't I connect to my PC using ActiveSync via a USB interface?

Windows® NT and Windows® 95 do not support the USB standard, and so an ActiveSync connection using USB will not work.

Why is ActiveSync invoked when I plug my serial cable into my device?

A: Make sure that you disable the "synchronization when cradled" option in the ActiveSync Tools menu.

Why can't I connect to my PC via ActiveSync using IR?

Make sure there is less than 30cm between devices and that the angle is no more than 30°.

Can I transfer data via IR to Palm OS-based devices?

Peacemaker is a cross platform, infrared transfer utility for handheld devices. More information can be found at http://www.conduits.com/ce/peacemaker

Some games I have downloaded from the internet do not work very well on my Pocket PC. Why is this?

Compatibility with software that does not fully conform to Pocket PC standards cannot be guaranteed. To ensure compatibility, use only fully conforming software.

6.3.2 Problems and Solutions

My Pocket PC does not turn on when disconnected from mains power.

Possible reason: the battery is too low.

Solution: connect to the mains power supply and recharge the battery.

The battery runs down too quickly.

Possible reason: you are using power-intensive functions, such as playing music or running a CompactFlash card.

Solution: stop using these functions, or operate your Pocket PC from mains power. To keep the battery fully charged, dock your Pocket PC in the cradle whenever it is not in use.

My Pocket PC automatically shuts down or suspends.

1) Possible reason: the battery is too low and your Pocket PC performs a safety shutdown. Your Pocket PC will automatically go into sleep mode when 95% of its charge is used up.

   Solution: recharge the battery or use mains power.

2) Possible reason: auto-suspend is activated after a period of inactivity (the default setting is 3 minutes).

   Solution: restart your Pocket PC. You can change the auto-suspend setting by tapping "Settings"/"Power" on the start menu.

3) Possible reason: the operating system is “locked up.”

Solution: reset the device (see 6.1 Resetting Your Pocket PC), but be aware that any unsaved data will be lost.

My Pocket PC locks up or runs slowly when I try to run applications.

1) Possible reason: your Pocket PC doesn’t have enough power.

Solution: recharge the battery or use mains power.

2) Possible reason: your Pocket PC doesn’t have enough memory.

Solution: try closing some applications or deleting files. 5.2 Managing Memory for more information.

The display is off even though my Pocket PC is turned on.

1) Possible reason: your battery has run out of power.

Solution: recharge the battery or use mains power.

2) Possible reason: the backlight turned off automatically to save power.

Solution: change the backlight settings. See 5.6.7 Backlight for more information.

3) Possible reason: the display is toggled off.

Solution: toggle the display back on. See 3.3 Playing Audio and Video for more information.

4) Possible reason: there is not enough light to see the display.

Solution: turn on lights or move to a place with more light.

I installed a driver, but it isn’t recognized.

Possible reason: the operating system hasn’t registered the new driver.

Solution: Unscrew the end of the stylus and use it to press the software reset switch to “reboot” the operating system. Note that any unsaved information will be lost. See 6.1 Resetting Your Pocket PC for more information.

My Pocket PC does not respond accurately to my screen taps.

Possible reason: the screen needs to be realigned.

Solution: (1) hold the rock switch and press the IE Button, or (2) tap the Align Screen button in “Settings”/”Display” and follow the on-screen instructions.

Data is lost.

Possible reason: the battery ran out of power, causing the memory contents to be lost.

Solution: recharge the battery and restore backed up files.

I can't connect with my PC.

1) Possible reason: you are using the wrong cable.

   Solution: make sure that you are using the USB cable that came with your Pocket PC.

2) Possible reason: the cable is not connected correctly.

   Solution: check that the USB plug is correctly inserted in one of your computer's USB ports, and that the charging/communications plug is correctly inserted in the charging/communications port on your Pocket PC or USB cradle. If you are connecting via the USB cradle, check that your Pocket PC is docked correctly.

3) Possible reason: your computer is running an operating system that doesn't support Microsoft ActiveSync 3.7, or you are using an earlier version of Microsoft ActiveSync.

   Solution: Make sure that you your computer is running Windows 98, Windows Millennium Edition, Windows 2000 Professional or Windows XP and you have installed Microsoft ActiveSync 3.7 or a later version. You can download the latest version of Microsoft ActiveSync at www.microsoft.com/pocketpc.

4) Possible reason: Microsoft ActiveSync 3.7 is not installed on your computer.

   Solution: Install Microsoft ActiveSync 3.7.

I can't connect with my network.

1) Possible reason: your Ethernet/LAN card is incompatible with your Pocket PC.

   Solution: Check the documentation that came with your Ethernet/LAN card to make sure that it is compatible with your Pocket PC.

2) Possible reason: the correct drivers for your Ethernet/LAN card are not installed.

   Solution: Check the documentation that came with your Ethernet/LAN card for information on installing the correct drivers.

3) Possible reason: you are trying to connect to an incompatible server.

   Solution: make sure you have a DHCP server.

4) Possible reason: you have entered incorrect information for connecting with your server

   Solution: tap "Start Menu"/"Settings"/"Network Adapters," and then tap the name of your Ethernet driver. Next, tap "Properties"/"Servers." Enter the correct server information provided by your network administrator, and then tap "OK" to save.

5) Possible reason: you have entered incorrect information for logging into your account on your server.

   Solution: Enter the correct username and password for the connection. See 4.3 Connecting to the Internet or Your Net for information on setting up and modifying a connection.

6) Possible reason: the network is busy or unavailable at this time.

   Solution: wait and then try to connect later.

7. Specifications

Item	Feature
Operating system	Microsoft Pocket PC 2003 Premium Edtion
CPU	Intel Dalhart 260 400MHz
LCD Display	3.5' Transfelctive TFT Module with Touch Panel Resolution: 320X240 (64K Color)
System Memory	SDRAM: 64M Byte On Board Flash Memory: 64M Byte On Board
AUDIO:	Build in Speaker & MIC
Wireless:	IrDA□115Kbps□ Wifi Module □Option□
Extension Interfaces:	1. Compact Flash X1 (Type Ⅱ) 2. Secure Digital X1 3. Client USB X1 4. RS232 X1 5. DC IN +5V / 2A
Function Keys:	1. Power Button 2. H/W reset Switch 3. Rock Switch 4. Software Reset Switch 5. Recording switch 6. Application Buttons x4 7. Direction Key 8. Battery remove & lock Switch
Battery	Back up Battery: 20mA/1.2V Ni-mH Main Battery: 1250 mAH Replaceable Smart Battery Pack

Power Adapter	Input:100~240VAC, 50~60Hz Output: (Voltage: 5 VDC; Current: 3A)
LED	Green/ Red LED for charged indicator RED LED for O/S Alarm
Dimensions	135（L）㎜ x 79（W）x 16 （H）

Appendix A

REGULATORY NOTICE

This equipment has been tested and found to comply with MIC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception (which can be determined by turning the equipment off and on), the user is advised to take one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which to receiver is connected.
- Consult your dealer or an experienced radio/TV technician for help.

Modifications

The MIC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by FIC may void the Reference authority to operate the equipment.

Cables

Connections to this device must be made with shielded cables with RFI/EMI connector hoods in order to maintain compliance with MIC Rules and Regulations.

Appendix B

OPERATING CONDITIONS

Operation	Temperature & Relative Humidity	0-40ºC, 10-90%RH
Non-operation	Temperature & Relative Humidity	-10-50ºC, 10-90%RH
Storage	Temperature & Relative Humidity	-25-65ºC, 10-90%

Federal Communication Commission Interference Statement

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: To assure continued compliance, (example – use only shielded interface cables when connecting to computer or peripheral devices). Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

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

FCC Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20 cm between the radiator & your body.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.