



Reference Guide

hp iPAQ h2200 Series Pocket PC

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WARNING: Text set off in this manner indicates that failure to follow directions could result in bodily harm or loss of life.



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Reference Guide
hp iPAQ h2200 Series Pocket PC
First Edition (February 2003)

Document Part Number: 293146-001

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Using Your hp iPAQ h2200 Series

Congratulations on purchasing an HP iPAQ h2200 Series Pocket PC. This Reference Guide will help you set up your Pocket PC and familiarize you with how it works.

To use your iPAQ h2200 Series most effectively, start by learning how to:

- Customize the settings
- Manage your iPAQ h2200 Series
- Manage the battery
- Enter information
- Work with applications
- Record your voice
- Take notes
- View images

Customizing the Settings

To navigate through the iPAQ h2200 Series interface, use one or all of the following three ways:

- **Tap** the screen with the pointed tip of your stylus to open applications and make selections. For example, tap the **Start** menu to see a list of Start Menu options available.
- **Tap and hold** an area on the screen to see a pop-up menu.
- **Press an application button** on the front panel to quickly turn on the screen and launch an application mapped to the application button.

Setting the Time

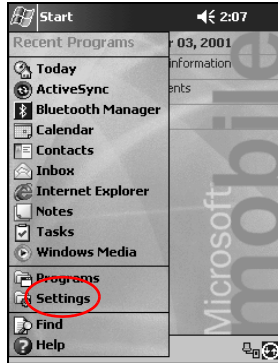
When you turn on your iPAQ h2200 Series for the first time, you are guided through setting the time. You will need to reset the time if:

- The time needs to be adjusted
- The location time (Home or Visiting) needs to be changed
- All power to the h2200 Series is lost which removes all saved settings

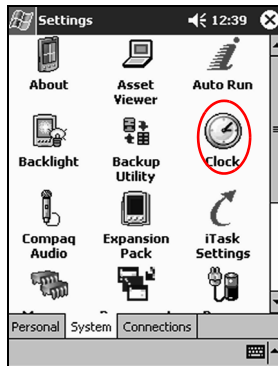
Shortcut: From the **Today** screen, tap the **Clock** icon to set the time.

Setting the Time for Home

1. From the **Start** menu, tap **Settings**.



2. Tap the **System** tab.
3. Tap the **Clock** icon.



By default, the time on the host computer is synchronized with the h2200 Series each time the two devices connect using ActiveSync.

4. Verify **Home** is selected or Tap **Home**.



5. Tap the **time-zone** down arrow, then select your home time zone.
6. Tap the hour, minutes, or seconds, then use the up and down arrows to adjust the time.



You can adjust the time by moving the hands of the clock with the stylus.

7. Tap **AM** or **PM**.
8. Tap **OK**.
9. Tap **Yes** to save the time.

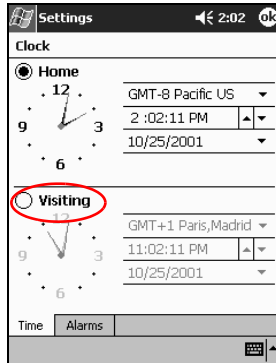
Setting the Time for a Location You are Visiting

To set the time for a location you are visiting:

1. From the **Start** menu, tap **Settings** > **System** tab > **Clock** icon.

Shortcut: From the **Today** screen, tap the **Clock** icon to set the time.

2. Tap **Visiting**.



3. Tap the **time-zone** down arrow, then select the time zone you are visiting.
4. Tap the hour, minutes, or seconds, then use the up and down arrows to adjust the time.



You can also adjust the time by moving the hands of the clock with the stylus.

5. Tap **AM** or **PM**.
6. Tap **OK**.
7. Tap **Yes** to save the time.

Setting the Date

When you turn on your iPAQ h2200 Series for the first time, you must set the date. You must reset the date again if:

- The battery discharges completely
- The location date (Home or Visiting) needs to be changed
- You perform a full reset of your h2200 Series

SHORTCUT: From the **Today** screen, tap the **Clock** icon to set the date.

1. From the **Start** menu, tap **Settings > System > Clock**.
2. Tap the down arrow by the date.
3. Tap the left or right arrow to select a month and year.



4. Tap a day.
5. Tap **OK**.
6. Tap **Yes** to save the date settings.

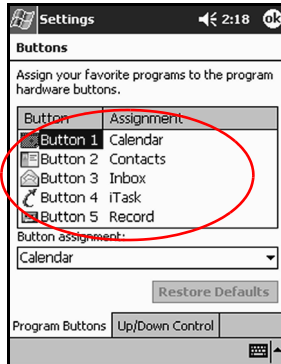
Customizing the Application Buttons

To quickly open the Calendar, Contacts, Inbox, or iTask applications, press the appropriate application button on the front panel of your iPAQ h2200 Series. These applications are default assignments of the buttons.

To change or customize the default assignments to suit your personal preference:

1. From the **Start** menu, tap **Settings > Buttons**.

2. Tap the button you want to change.



3. Tap the **button-assignment** down arrow.
4. Tap an application.



5. Tap **OK**.

Managing the iPAQ h2200 Series

To effectively manage your iPAQ h2200 Series, learn how to:

- Back up and restore information
- Use iPAQ File Store
- Execute full and normal resets
- Align the screen

Backup Information

Use either **HP Backup** or Microsoft ActiveSync Backup to back up information to your computer and restore information from your computer to your iPAQ h2200 Series.



HP Backup and ActiveSync are both included on the *HP iPAQ h2200 Series Companion CD* and must be downloaded to your computer before executing an iPAQ h2200 Series backup.

To help reduce the chance of losing information, you should back up information regularly to your computer.

Backup/Restore using HP Backup

Close all applications on your h2200 unit before backing up or restoring your information.



WARNING: Restoring your information replaces the current information on your iPAQ h2200 Series with the information saved in your backup.

To backup/restore using HP Backup:

1. Make sure the h2200 Series is connected to your computer.
2. **BILL WILL GIVE ME THE REST OF THIS INFO.**

Backup/Restore Using ActiveSync 3.5

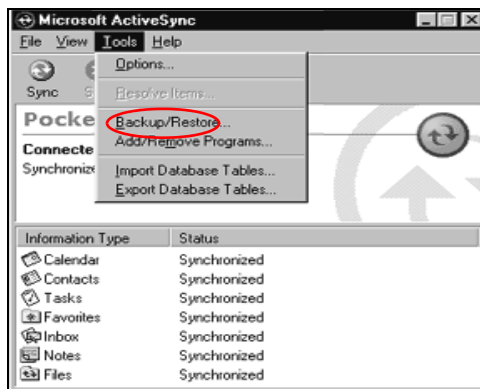
Close all applications on your h2200 unit before backing up or restoring your information.



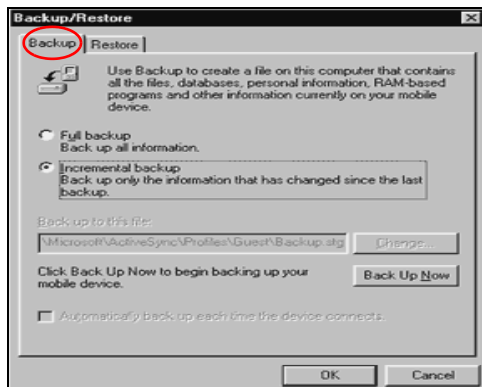
WARNING: Restoring your information replaces the current information on your iPAQ h2200 Series with the information saved in your backup.

To backup/restore using ActiveSync:

1. Make sure the h2200 Series is connected to your computer.
2. From your computer, open Microsoft ActiveSync. From the **Start** menu, click **Programs > Microsoft ActiveSync**.
3. From the **Tools** menu, click **Backup/Restore**.



4. Click the **Backup** or **Restore** tab, then select your options.



5. Click **Backup Now** or **Restore Now**.

Using iPAQ File Store

You can install applications and save files to the iPAQ File Store folder. iPAQ File Store is accessed from File Explorer on your iPAQ h2200 Series.

Applications and files stored in iPAQ File Store are held in read-only memory (ROM) and are saved if you perform a full reset of your iPAQ h2200 or if the battery discharges completely.

The amount of memory storage available in iPAQ File Store will vary depending on the Pocket PC model.

Saving to iPAQ File Store

1. Copy the files to be saved to the iPAQ File Store folder.
2. From the **Start** menu, tap **Programs > File Explorer > My Device > iPAQ File Store**.
3. Paste the selected files.

Performing a Normal Reset

A normal reset is sometimes referred to as a “soft reset.” Perform a normal reset to stop all running applications. A normal reset will not erase any programs or data stored in RAM or ROM.



CAUTION: Be sure to save any unsaved data before performing a normal reset since normal reset erases all unsaved data.

To perform a normal reset:

1. Locate the reset button on the back of the iPAQ h2200 Series.
2. Using the stylus, lightly press the reset button for two seconds.



The iPAQ h2200 Series will restart in approximately five seconds and display the **Today** screen.

Performing a Full Reset

A full reset is sometimes referred to as a “hard reset.” Perform a full reset when you want to clear all settings, programs, and data from RAM.

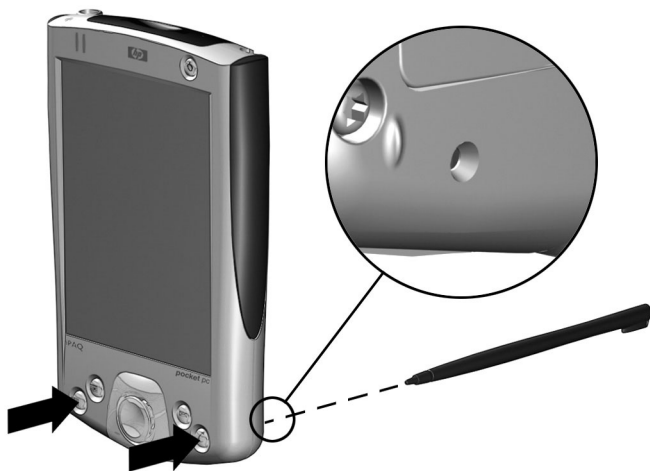
A full reset deactivates the battery. The power button will not function until the battery is reactivated.



CAUTION: If you perform a full reset, your h2200 unit will return to its default settings and lose all information that is not recorded in ROM.

To perform a full reset:

1. Press and hold the **3A(Calendar)** and **3D (iTask)** (or **first and third**) application buttons on the front of the unit and, at the same time, press the **Reset** button on the back of the h2200 unit with the stylus.



2. Hold all buttons until the displayed image begins to fade (approximately four seconds).
3. Release the application buttons and stylus.



To verify a full reset, press the power button. If the iPAQ h2200 Series has been fully reset, it will not power on.

4. Reactivate the battery by:
 - Removing and reinstalling the battery
 - Connecting the iPAQ h2200 to AC power
 - Pressing the **Reset** button with the stylus
5. Set up your iPAQ h2200 Series Pocket PC.

Realigning the Screen

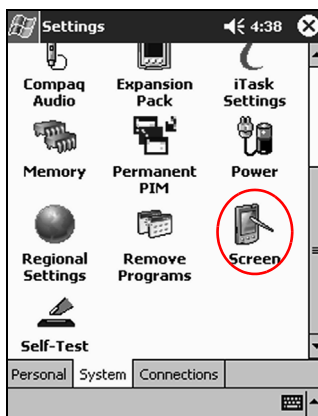
When turning on the iPAQ h2200 Series for the first time, you are guided through a screen alignment process. You must realign your screen if:

- The iPAQ h2200 Series does not respond accurately to your taps
- You perform a restore following a data backup
- You perform a full reset of your iPAQ h2200 Series by pressing the application buttons and the Reset button on the back of the unit

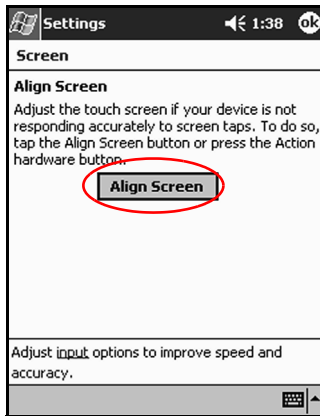
To realign the h2200 Series screen:

SHORTCUT: IS THERE ONE?

1. From the **Start** menu, tap **Settings > System tab > Screen** icon.



2. Tap the **Align Screen** button.



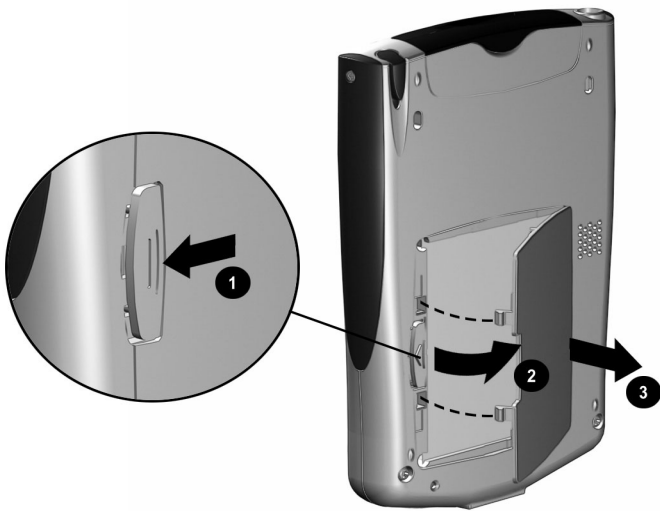
3. Tap the cross-hair object at each location. Be precise when tapping the cross-hair object.
4. Tap **OK**.

Managing the Battery

Installing the Battery

To install the removeable/rechargeable battery:

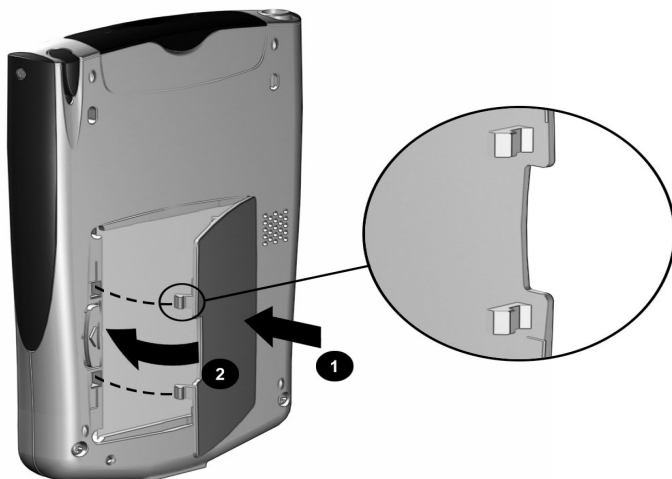
1. Locate the battery.
2. On the back of the h2200 Series, push down on the latch **1** to open the battery door, then pull the door out **2** and away from the unit.



3. Insert the battery into the battery slot so that the connectors on the right side of the battery are seated on the pins **1**, then push the left side of the battery in place **2**.



4. Replace the battery door by inserting it back into the tabs on the battery door area, then close and latch it.





CAUTION: The battery door must be tightly latched in order to power the battery.

5. Activate the h2200 Series by inserting the stylus into the reset button on the back for about two seconds. (CHECK AGAIN)
-



The iPAQ h2200 Series will power on once the battery has been inserted and the unit has been reset. However, if the battery is not fully charged, you must connect the AC adapter to the h2200 unit to fully charge it before continuing further. It takes about four hours to fully charge it.



CAUTION: Because most of the applications and data you install on your iPAQ h2200 Series are held in memory (RAM), you will need to reinstall them if the battery completely discharges or if the battery is removed from the unit for extended periods of time. Applications and data installed in the iPAQ File Store folder are saved in ROM and will not have to be reinstalled.

Charging the Battery

The iPAQ h2200 battery needs to be fully charged **before** setting it up, and recharged regularly as your iPAQ h2200 Series uses some power to maintain files in RAM and the clock. While working at your desk, keep the iPAQ h2200 Series connected to the AC adapter. When traveling, carry the AC adapter and charger adapter plug with you.

Your iPAQ h2200 Series is shipped with a partial charge on the battery. You may want to ensure that it is fully charged before synchronizing.

To recharge the battery, use one of the following items:

- AC adapter with the charger adapter
- Synchronization cable combined with the AC adapter
- Synchronization cradle combined with the AC adapter

Charging with the AC Adapter

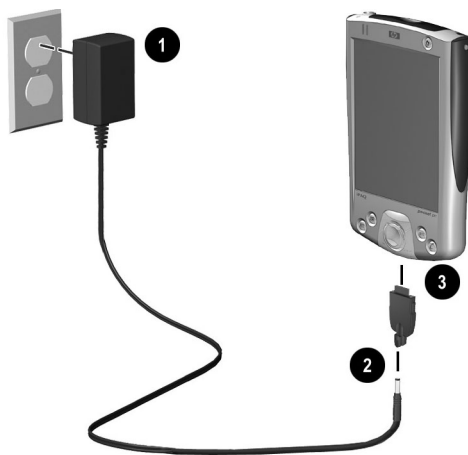
The standard AC adapter works in any household outlet. You can also purchase one that works in your car's cigarette lighter or a 12-volt power outlet.



CAUTION: Use only **HP recommended AC adapters**.

To charge the iPAQ h2200 Series using the AC adapter:

1. Insert the charger adapter ❸ into the charging port on the bottom of the h2200 unit.
2. Plug one end of the AC adapter into an electrical outlet ❶ and plug the other end into the charger adapter ❷ on the bottom of the h2200 unit.



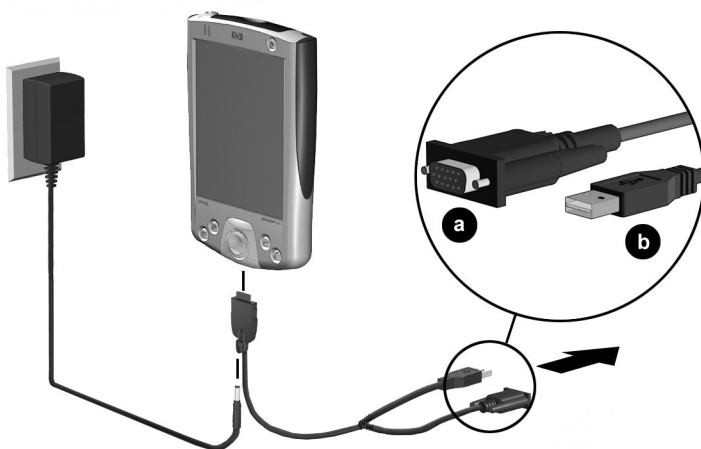
3. When the power indicator on the top of the h2200 turns solid amber, the h2200 unit is fully charged and you may disconnect the AC adapter. The approximate time to fully charge a unit is four hours.



The amber charge light blinks while the battery is recharging, and turns solid (nonblinking) when the battery is fully charged.

Charging with the Synchronization Cable

1. Plug one end of the synchronization cable into the communications port on the bottom of your iPAQ h2200 unit.
2. Plug the AC adapter into an electrical outlet and connect the other end of the AC adapter to the AC connector on the synchronization cable.



The amber charge light blinks while the battery is recharging, and turns solid (nonblinking) when the battery is fully charged.



To prevent loss of power to the h2200, always connect the AC adapter to the h2200 when synchronizing with a host computer.

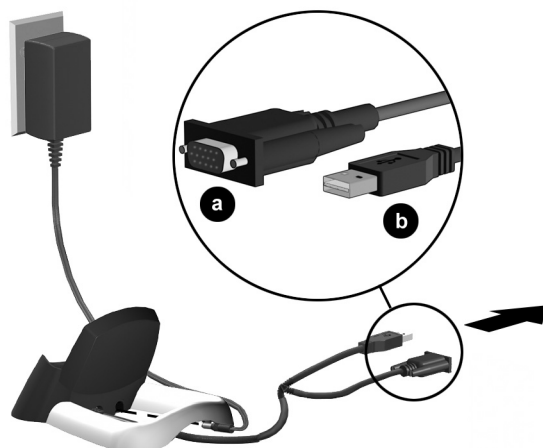
Charging with the Synchronization Cradle

Use the synchronization cradle to:

- Charge the iPAQ h2200 Series
- Synchronize the iPAQ h2200 Series with your computer (for information on synchronizing, refer to the previous section in this chapter, “Setting up the iPAQ h2200 Series”)
- Recharge the battery of an optional battery pack, if you have purchased one

To charge the iPAQ h2200 Series using the synchronization cradle:

1. Plug the AC adapter into an electrical outlet and connect the other end of the AC adapter to the AC connector on the synchronization cradle.



2. Slide the bottom of your iPAQ h2200 Series into the cradle and push firmly to seat it.



The amber charge light blinks while the battery is recharging, and turns solid (nonblinking) when the battery is fully charged.



To charge an optional battery pack at the same time as the h2200, insert the battery pack into the cradle first, then insert the h2200 Series on top of the battery pack. It may take longer to charge the h2200 than if it is recharged separately.

Changing the Battery

If the main battery for your Pocket PC is removed, your device will not operate even if you try to use AC power. **However, the Pocket PC has a small bridge battery which allows you to change**

the main battery without losing RAM data as long as it is replaced within 10 minutes. If the battery is removed from the unit for longer than 10 minutes, you will lose unsaved RAM data and need to reset the unit.



Before removing the battery, be sure to save or backup any unsaved data.

Preserving Battery Time

Adjusting the Standby Setting

Adjusting the Standby setting can preserve battery time. During Standby, the unit turns off so very little power is being consumed. This helps to preserve programs and data stored in RAM.

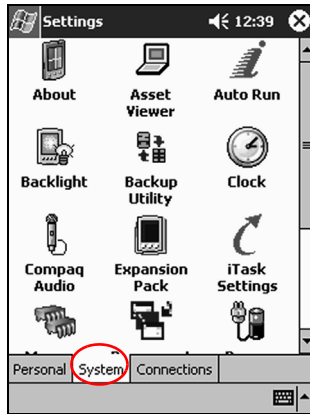
- Lower Standby Period—Increases the usable battery time. If you use the h2200 Pocket PC for extended periods of time, it is recommended that you select a lower Standby Period.
- Higher Standby Period—Decreases the usable battery time and allocates it for standby usage. If you leave your h2200 Pocket PC off for extended periods of time without recharging it, it is recommended that you select a higher Standby Period.

For more information on using the Standby setting, tap **Help** from the **Start** menu.

To adjust the Standby setting:

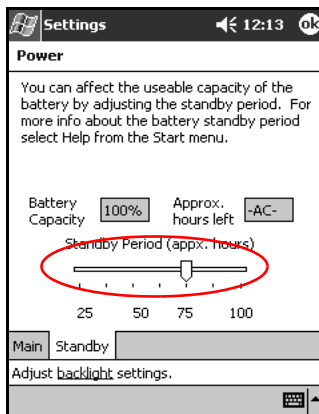
1. From the **Start** menu, tap **Settings**.

2. Tap the **System** tab.



3. Tap the **Power** icon.
4. Drag the pointer to adjust the standby period.

NEED NEW SCREENSHOT



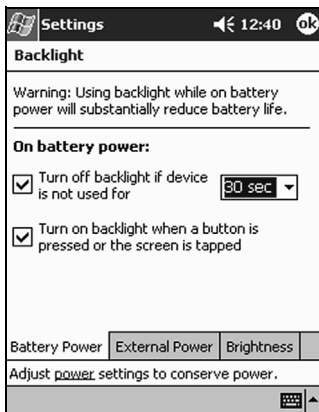


A lower Standby Period setting increases the usable battery time. A higher Standby Period setting decreases the usable battery time and increases the Standby power to help preserve programs and data in RAM.

Changing the Backlight Settings

To conserve more battery power, change the backlight settings by completing the following instructions:

1. From the **Start** menu, tap **Settings > System tab > Backlight**.
2. Select the backlight settings.



Changing the Backlight Settings

On the...	Select when to use the...
Battery Power tab	Backlight on battery power.
External Power tab	Backlight on external power.
Brightness tab	Appropriate level of backlight. Slide the bar to the lowest level to conserve the most power.

Manually Monitoring the Battery

To manually monitor the battery power:

1. From the **Start** menu, tap **Settings**.
2. Tap the **System** tab, then tap **Power**.
3. Tap **OK**.

Entering Information

To enter information such as letters, symbols, and numbers on the iPAQ h2200 Series screen:

- Tap the Keyboard
- Write with the stylus and use the Letter Recognizer, Microsoft Transcriber (See Note below), or Block Recognizer to create text
- Draw and write with the stylus



The Microsoft Transcriber program is included on the *HP iPAQ h2200 Companion CD* and must be installed on the h2200 unit before it can be used.

You can tap the keyboard or write with the Letter Recognizer, Microsoft Transcriber, or Block Recognizer in any application. Use the stylus to draw and write on the screen in the Notes application and from any **Notes** tab in the Calendar, Contacts, and Tasks applications.



As you type or write, the iPAQ h2200 Series suggests words for you in a box above the Keyboard, Letter Recognizer, or Block Recognizer but not in Transcriber. You can determine when the suggestions occur (for example, decide how many letters you must enter before suggestions are made) and how many words are suggested.

Changing Word Suggestion Options

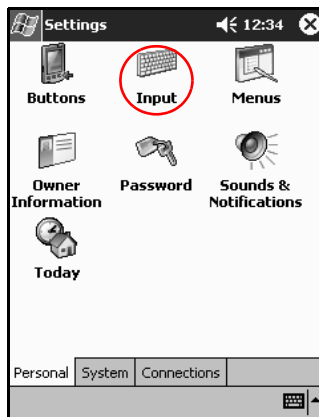
You can determine:

- If words are suggested
- The number of letters you must enter before a word is suggested

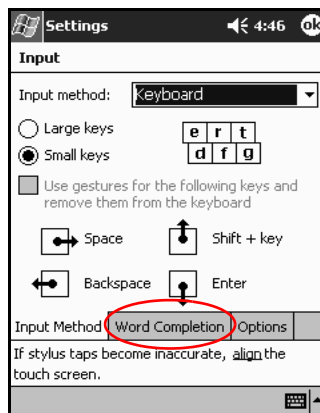
- The number of words that are suggested per entry
- If you do not want any words suggested, remove the checkmark by tapping the check box next to “Suggest Words When Entering Text.”

To change word suggestions:

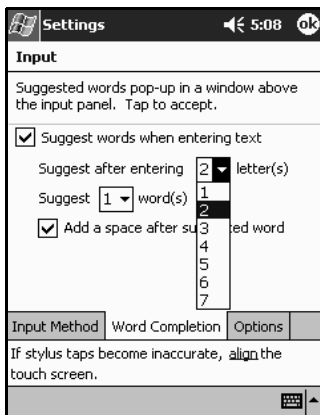
1. From the **Start** menu, tap **Settings > Input**.



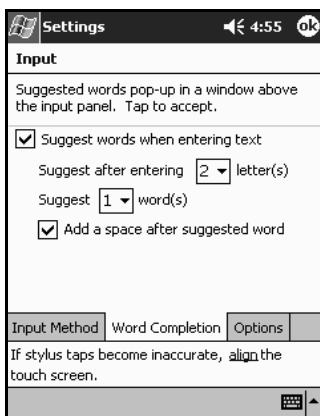
2. Tap the **Word Completion** tab.



- Determine how many letters to type before a suggestion is made, then tap the down arrow associated with letters and select the number.



- Determine how many words to be suggested, then tap the down arrow associated with words and select the number.



- Tap **OK**.

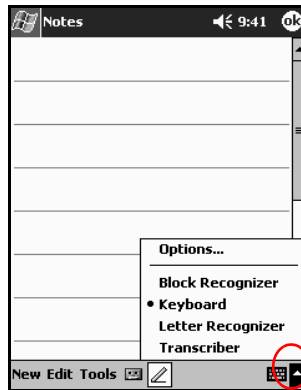
Using the On-Screen Keyboard

Use the stylus to tap letters, numbers, and symbols on the on-screen keyboard to enter typed text directly on the screen.

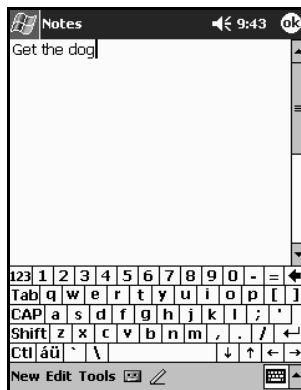


To see the symbols, tap the **123** or **Shift** key.

1. From any application, tap the up arrow next to the **Input Panel** icon.



2. Tap the **Keyboard** to display a keyboard on the screen.
3. Tap a letter, symbol, or number to enter information.



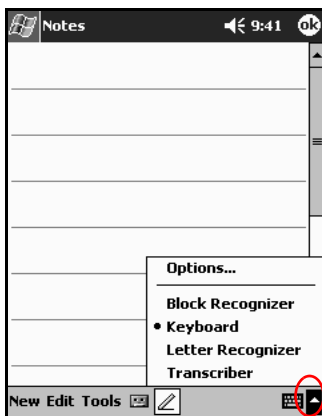
4. Tap **OK**.

Writing with the Stylus and the Letter Recognizer

Use the stylus and Letter Recognizer to write letters, numbers, and symbols on the screen. Create words and sentences by writing in upper case (ABC), lower case (abc), and symbols (123) in specific areas.

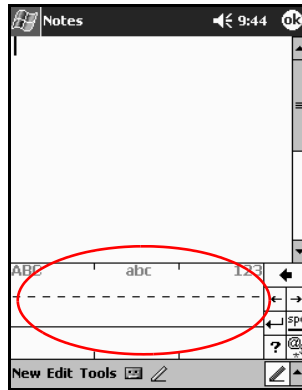
To write with the stylus and letter recognizer:

1. From any application, tap the up arrow next to the **Input Panel** button.



2. Tap **Letter Recognizer**.
3. Write a letter or symbol between the dashed line and baseline.
 - a. Write a letter between the hatch marks labeled **ABC** to display in upper case.
 - b. Write a letter between the hatch marks labeled **abc** to display in lower case.

- c. Write a number or symbol between the hatch marks labeled **123**.



For the character recognizer to work effectively, write characters between the dashed line and baseline.

- If you are writing a letter like “p,” write the top portion within the dashed line and baseline, and the tail portion below the baseline.
- If you writing a letter like “b,” write the bottom portion within the dashed line and baseline, and the top portion above the dashed line.

4. What you write will be converted to text.

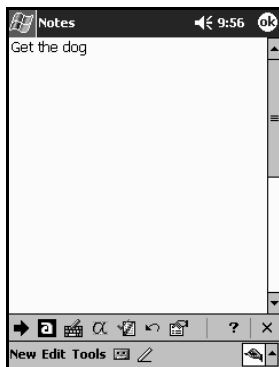
Writing with the Stylus and Microsoft Transcriber

Use the stylus and Microsoft Transcriber to write words, letters, numbers, and symbols anywhere on the screen.



The Microsoft Transcriber program is included on the *HP iPAQ h2200 Series Companion CD* and must be installed on the h2200 unit before it can be used.

1. From any application, tap the up arrow next to the **Input Panel** button.
2. Tap **Transcriber**.
3. Write on the screen. What you write will be converted to text.



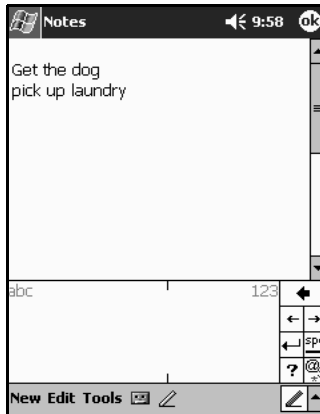
Writing with the Stylus and Block Recognizer

Write letters, numbers, and symbols using the stylus and Block Recognizer. Create words and sentences by writing letters and numbers in specific areas.

1. From any application, tap the up arrow next to the **Input Panel** button.
2. Tap **Block Recognizer**.

3. Write a word, letter, or symbol between the hatch marks.
 - a. Write a letter between the hatch marks labeled “abc” to type text.
 - b. Write a number or symbol between the hatch marks labeled “123” to type numbers or symbols.

What you write will be converted to text.



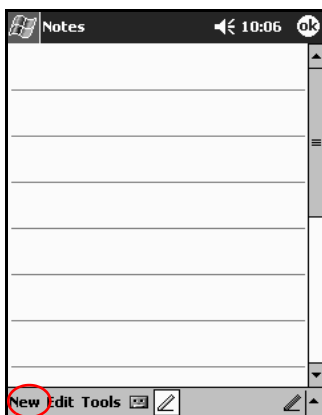
Drawing and Writing on the Screen

Use the stylus as a pen to draw and write on the screen in the Notes application or from the **Notes** tab in Calendar, Contacts, or Tasks.

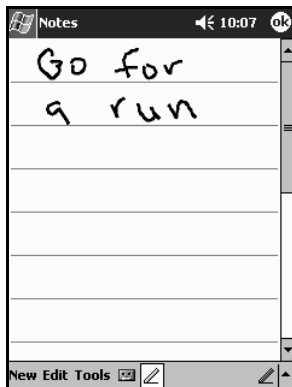
1. From the **Start** menu, tap **Notes**.
2. Tap **New**.



Otherwise, tap the **Notes** tab in Calendar, Contacts, or Tasks, then tap the **Pen** icon.



3. Draw and write on the screen.



4. Tap the **Pen** icon.
5. Tap **OK**.

Converting Writing to Text

Convert your writing to text when you write with the stylus in the Notes application or from the Notes tab in:

- Calendar
- Contacts
- Tasks

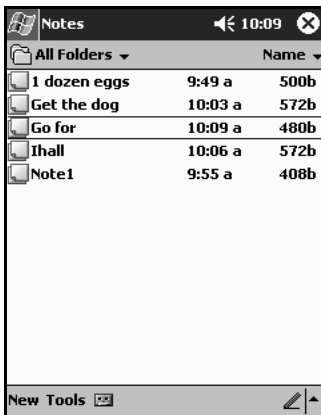
To convert writing to text:

1. From the **Start** menu, tap **Notes**.

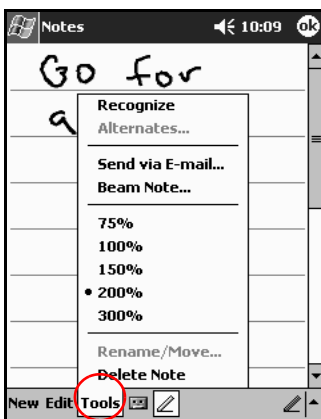


Otherwise, tap the **Notes** tab in Calendar, Contacts, or Tasks.

2. Tap a note to open it.



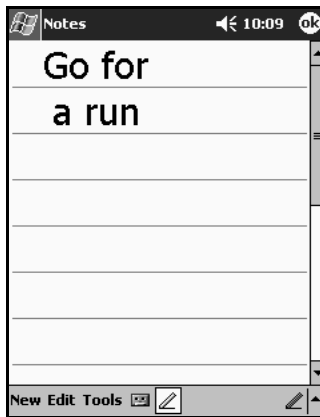
3. Tap **Tools**.



4. Tap **Recognize**.



To convert a particular word or phrase, highlight it before you tap **Recognize**. If you select more than one word and one is not recognized, all the other words will be converted. The unrecognized word will remain written.



5. Tap **OK**.

Using Applications

Opening Applications

Open any application on your iPAQ h2200 Series from the **Start** menu.

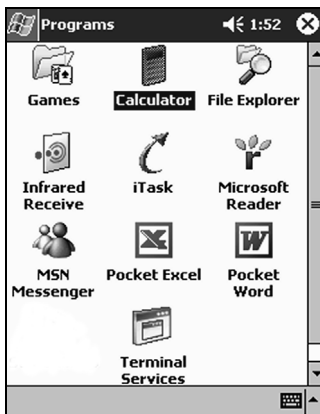


You can also open an application by assigning it to an application button.

To open an application:

1. Tap **Start** or the **Microsoft** logo.
2. Tap **Programs**.

3. Tap the desired application title or icon.



Minimizing Applications

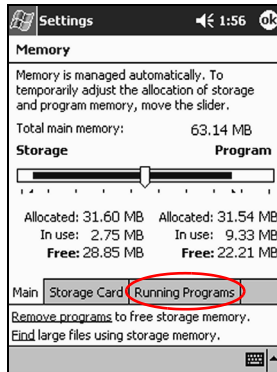
To minimize an open application, tap the **x** at the top right of the screen.

Closing Applications

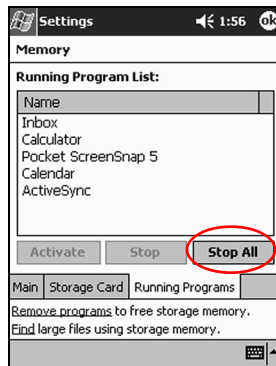
Applications automatically close based on available memory. However, if your iPAQ h2200 Series is running slowly, you can manually close applications by completing the following instructions:

1. From the **Start** menu, tap **Settings > System tab > Memory**.

2. Tap **Running Programs**.



3. Tap **Stop All** or select a particular application, then tap **Stop**.



To reactivate the programs, repeat the procedure and tap **Activate** instead of **Stop** or **Stop All**.

Installing Applications

Install applications on your iPAQ h2200 Series from your:

- Computer by using Microsoft ActiveSync
- iPAQ h2200 Series if the application file has a .cab extension

- iPAQ h2200 Series or your computer by copying an application file that has an .exe or .cef extension

When installing applications, look for the correct version for the iPAQ h2200 Series.

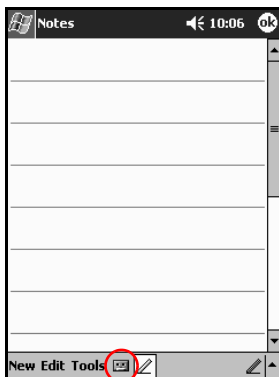
- Follow the instructions provided with the application and by the installation Wizard to install applications from your computer.
- Tap the application file in File Explorer on your h2200 Series and follow the instructions by the installation Wizard to install applications from your h2200 Series.

Recording Your Voice

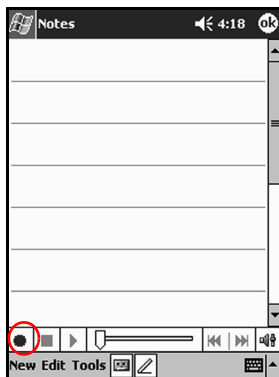
Record your voice or any other sound as a note within the Calendar, Contacts, Notes, and Tasks applications. In the Notes application, you can create stand-alone recordings, which are stored as separate .wav files in File Explorer.

Making a Recording

1. From the **Start** menu, tap **Notes**.
2. Tap the **cassette tape** icon to see the recording controls.



3. Tap the **Record** icon to start recording.



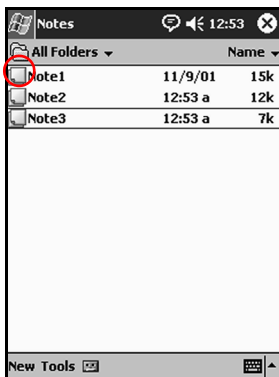
4. Position the microphone to record your voice or other sound.
5. Tap the **Stop** icon to finish recording.



To adjust the recording volume, tap the **Speaker** icon in the upper right corner of the screen.

Listening to a Recording

1. From the **Start** menu, tap **Notes**.
2. Tap the appropriate **Recording** icon to listen to the recording.



3. When the recording is finished, tap **OK**.

Deleting a Recording

1. From the **Start** menu, tap **Notes**.
2. Tap and hold down on the recording to be deleted until a screen menu displays under the note.
3. Tap **Delete** from the displayed screen menu.

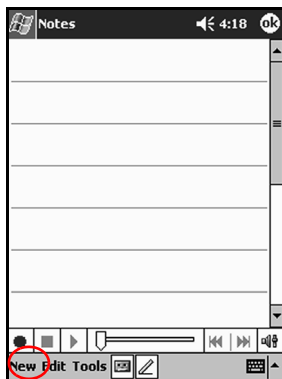
Taking Notes

You can make notes in the Calendar, Contacts, Notes, and Tasks applications. You can type, write, or draw in your note. In the Notes application, you can create from a blank note or a note based on a template.

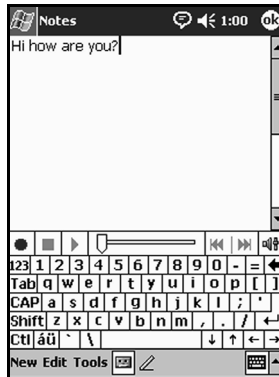
You can create a note from the **Start** menu or **Today** screen.

Creating a note

1. From the **Start** menu, tap **Notes**.
2. Tap **New**.



3. Tap anywhere and use the keyboard to enter your note.



4. Tap **OK** to save your note and place it in the list of notes.

Viewing Images (This section may be removed)

Use the **Image Viewer** to view BMP, JPEG, and PNG images.

Using the Image Viewer, you can:

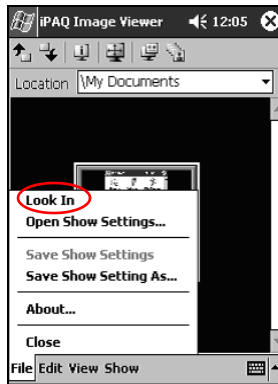
- Create a slide show of images
- Sort and rotate images
- Adjust the timing between images in a show
- Set a variety of transition effects

Locating an image (This program does not exist)

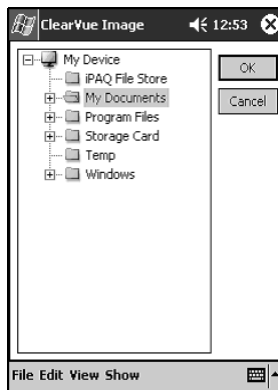
1. From the **Start** menu, tap **Programs** > **ClearVue Image**.



2. Tap **File**, then **Look In**.



3. Select a file from the tree structure, then tap **OK**.

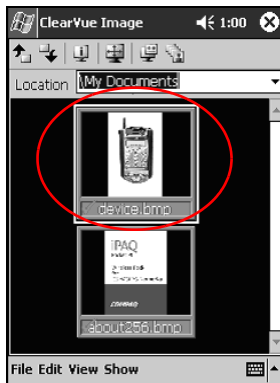


Viewing image information

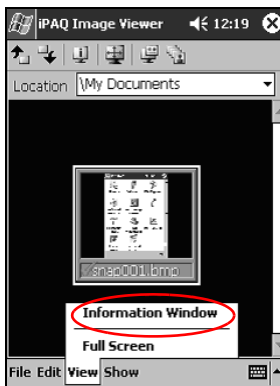
To view the image size and type, date taken and modified, color, and file size of an image:

1. Locate an image (see the section “Locating an image”).

2. Tap the image to select it.



3. Tap **View**, then **Information Window**.



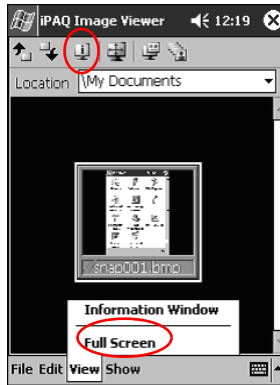
Changing the View

Images are displayed in the thumbnail view by default. The Image Viewer opens showing the images in the **Thumbnail View**. This is the default setting when opening images in the Image Viewer.

Change the view to full screen by:

- Double-clicking a thumbnail

- Tapping **View**, then **Full Screen**
- Tapping the **View Full Screen** icon



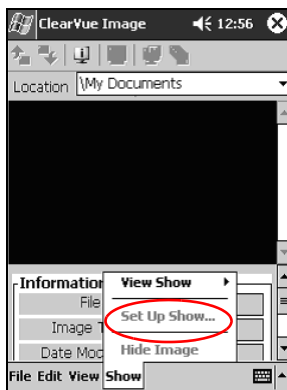
Creating a Slide Show

You can put images together to create a slide show and control display options like:

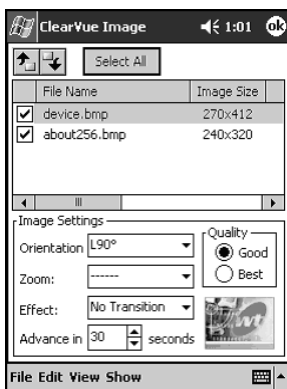
- Orientation
- Zoom
- Image Quality
- Transition Effect
- Timing

1. From the **Start** menu, tap **Programs > ClearVue Image**.

2. Tap **Show**, then **Set up Show....**



3. Select images for the show and modify any image settings.



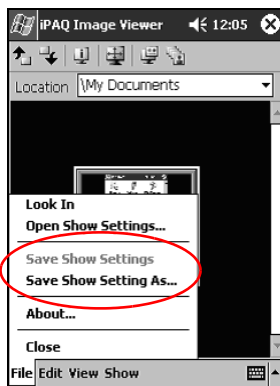
To change settings for all images in the show, click the **Select All** button.

4. Tap **OK**.

Saving a Slide Show

To save the show settings and use them again.

1. From the **Start** menu, tap **Programs > ClearVue Image**.
2. Tap **File**, then tap **Save Show Settings** or **Save Show Settings As**.



3. Enter the Name and Location where you want to save the settings.

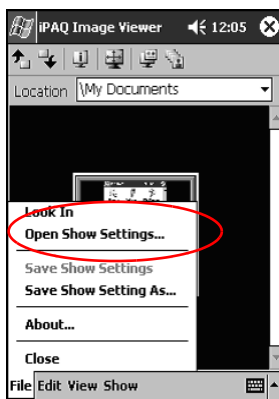


4. Tap **OK**.

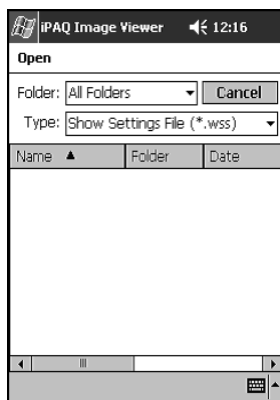
Opening a Slide Show

To open a previously saved slide show:

1. From the **Start** menu, tap **Programs > ClearVue Image**.
2. Tap **File**, then **Open Show Settings...**



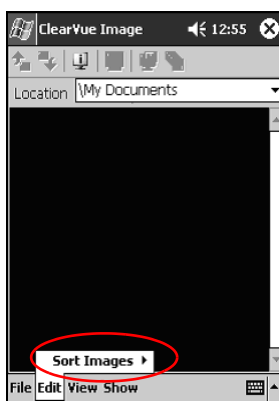
3. Select the show setting.



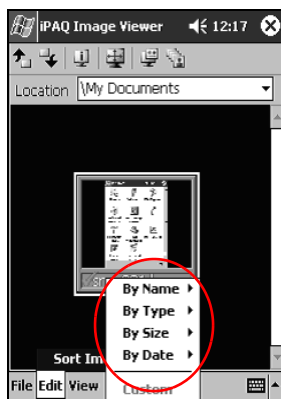
Sorting Image Files

To sort images in the show:

1. From the **Start** menu, tap **Programs** > **ClearVue Image**.
2. Tap **Edit**, then **Sort Images**.



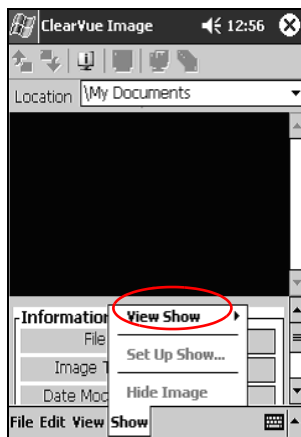
3. Select sort order. You can sort by ascending or descending Name, Type, Size, or Date.



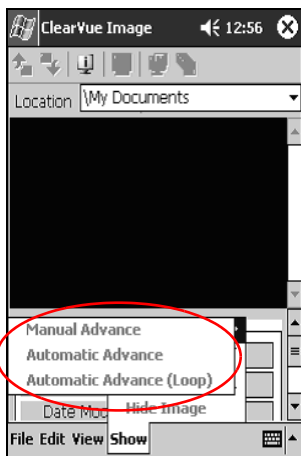
Viewing a Slide Show

1. From the **Start** menu, tap **Programs** > **ClearVue Image**.

2. Tap **Show**, then **View Show**.



3. Select how to advance the images in the show. You can select to manually advance, automatically advance, or use a loop.



Connecting

Use your HP iPAQ h2200 Series to:

- Connect to a computer
- Communicate with other devices
- Connect to the Internet or your network



Use Microsoft Pocket PC Connection Wizard to help set up your connection preferences. The wizard is located on the companion CD or at <http://www.pocketpc.com>.

The wizard installs on your personal computer desktop and guides you through the setup process for several different types of connections (for example, modem or Virtual Private Network).

Connecting to a Computer

Connect the iPAQ h2200 Series to your computer using Microsoft ActiveSync and the synchronization cable, the synchronization cradle, or a wireless infrared connection.



You must have Microsoft Outlook 2000 to operate your h2200 Series Pocket PC using Microsoft ActiveSync on your computer. If you do not have Outlook, install the Microsoft Outlook software from the *HP iPAQ h2200 Series Companion CD*. Microsoft Outlook Express will not work with the iPAQ h2200 Series and ActiveSync.

Use Microsoft ActiveSync to:

- Synchronize information manually or automatically with applications on your computer
- Synchronize information on your server while connected to your computer
- Move files to and from your computer
- Install applications on your iPAQ h2200 unit
- Back up and restore information on your computer using the Microsoft ActiveSync Backup/Restore utility

Synchronizing with Your Computer



CAUTION: For synchronization to work properly, install Microsoft ActiveSync on your host computer **before** you connect your iPAQ h2200 unit to your computer.

During ActiveSync installation, you can:

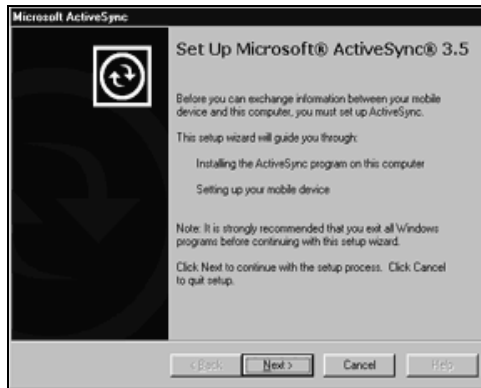
- Create partnerships which enable you to synchronize information with multiple computers.
- Select information to be synchronized with your iPAQ h2200 (for example, Contacts, Calendar, Inbox, Tasks, Favorites, Files, Notes, and AvantGo).



If you select to synchronize files, you can drag and drop the selected files from your computer to the synchronized folder on your iPAQ h2200 desktop. If you named your h2200 unit "PC1" when you created your partnership, then the synchronized folder is named "PC1." When you synchronize, the files move to your iPAQ h2200.

To install Microsoft ActiveSync to your host computer:

1. Insert the *iPAQ h2200 Companion CD* into the CD tray or slot on your computer.
2. Select the link to install Microsoft ActiveSync.
3. Follow the instructions in the installation wizard. For more help, click the ActiveSync **Help** button during installation.



The information you select will automatically synchronize when your installation is complete.

Synchronizing Options



Be sure Microsoft ActiveSync has been installed on your host computer before you connect your iPAQ h2200 Series to your host computer.

After installing ActiveSync on your host computer, connect the h2200 Series to the host computer using one of the following options:

- Synchronization cable
- Synchronization cradle

Using the Serial Infrared (IR) Connection

After setting up a connection with the USB/serial connector on the synchronization cable or synchronization cradle, synchronize your iPAQ h2200 and your computer using an infrared connection if you have an infrared port or an infrared USB adapter installed on your computer. The infrared connection option works only on computers that have Microsoft Windows 98SE, Me, or 2000 operating systems installed.

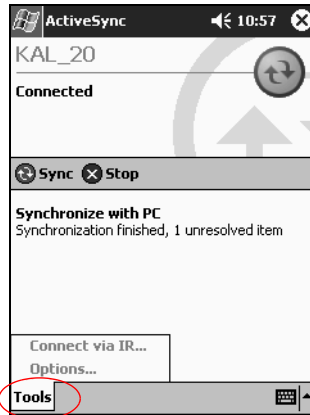
To set up an infrared connection to a computer:

1. Synchronize with your computer using the synchronization cable or cradle.
2. Follow your computer manufacturer's instructions to install and set up an infrared port.
3. From your computer, open **Microsoft ActiveSync**.
4. From the **File** menu, select **Connection Settings**.
5. Click "Allow serial cable or infrared connection to this COM port."
6. Click the OK button.
7. Click the down arrow and choose **Infrared Port (IR)**.



Place your iPAQ h2200 infrared port next to the computer infrared port so they are unobstructed and within 12 inches of each other.

8. From the **Start** menu on your iPAQ h2200, tap **ActiveSync**.

9. Tap **Tools**.10. Tap **Connect via IR**.

11. Align the IR ports to establish a connection.

12. Move the devices away from each other to disconnect.

Changing Synchronization Settings

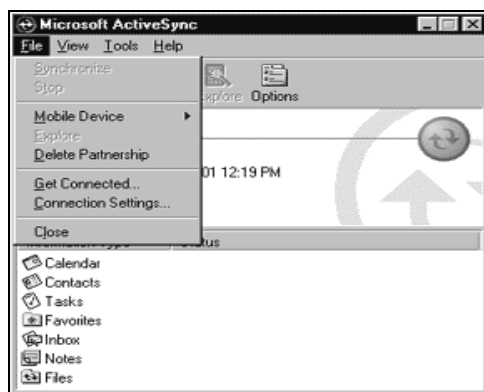
You can modify your synchronization settings for Microsoft ActiveSync to:

- Change when your iPAQ h2200 synchronizes with your computer
- Change when your iPAQ h2200 synchronizes with your server
- Change the type of connection from your iPAQ h2200 to your computer (for example, serial, USB, infrared connections, or Bluetooth)
- Select the files and information to synchronize with your computer

- Select the files and information you do not want to synchronize with your computer (for example, e-mail attachments)
- Determine how conflicts between information on your iPAQ h2200 and information on your computer are handled

To change synchronization settings:

1. From the **Start** menu on your computer, click **Programs > Microsoft ActiveSync**.
2. From the **Tools** menu, click **Options**.
 - a. On the **Sync Options** tab, select the files and information to synchronize with your computer.
 - b. On the **Sync Mode** tab, select when your iPAQ h2200 synchronizes with your computer.
 - c. On the **Rules** tab, determine how conflicts between information on your iPAQ h2200 and information on your computer are handled.
3. From the **File** menu, click **Connection Settings**. Select the type of connection that will be allowed between the iPAQ h2200 and the computer.



Moving Files

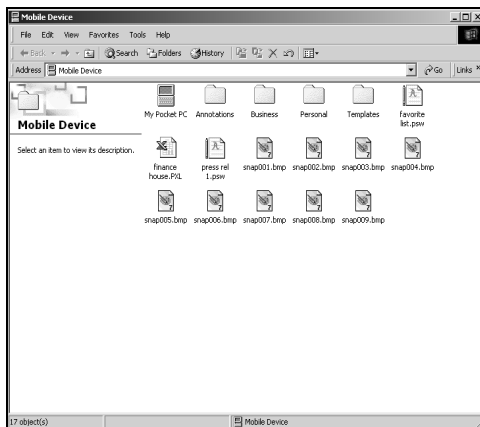
You can move files to and from your computer using **Explore** in ActiveSync and Windows Explorer.



It is recommended that you store important information to the **iPAQ File Store** folder located in **File Explorer** on your iPAQ h2200 Series.

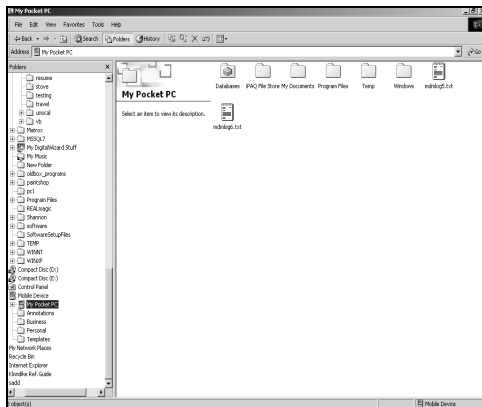
To move files:

1. From the **Start** menu on your computer, click **Programs > Microsoft ActiveSync**.
2. Click **Explore**.
3. Double-click the **My Pocket PC** icon.



4. On your host computer, right-click the **Start** menu, then select **Explore**.
5. Locate the file to be moved.

6. Drag and drop your files between your h2200 Series and your computer. ActiveSync converts the files, so that they can be used by the Pocket Office applications if necessary.



CAUTION: Move your files directly into My Documents or into a folder inside your My Documents folder, so the applications on your iPAQ h2200 can locate them.

Connecting to the Internet or your Network

To send and receive e-mail with Inbox and to view Web sites with Pocket Internet Explorer, you must set up a remote connection using a modem card, ethernet card (**IS THERE A CF ETHERNET CARD?**), 802.11X card or a Bluetooth enabled device.

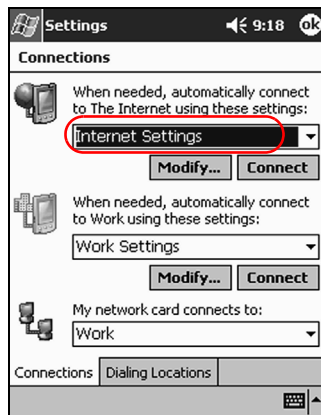
Using a Modem Card

To connect to the Internet with a modem card, you need a phone line, a dial-up Internet Service Provider (ISP), and a CompactFlash (CF) Expansion Slot.



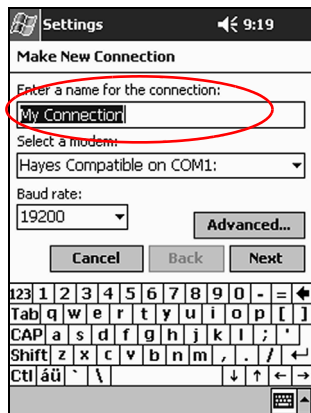
Insert your modem card into the CF expansion slot on top of the h2200 Series unit before trying to set up a modem connection.

1. Remove the plastic cover from the CF expansion slot on top of your h2200 Series.
2. Insert your modem card into the CF expansion slot.
 - a. Most of the popular modem card drivers are included on your iPAQ h2200, so your modem card should be recognized.
 - b. If your modem card is not recognized, follow your modem manufacturer's instructions to install the modem card driver on your h2200 Series.
3. From the **Start** menu, tap **Settings**.
4. Tap the **Connections** tab, then tap the **Connections** icon.
5. Make sure **Internet Settings** is selected.

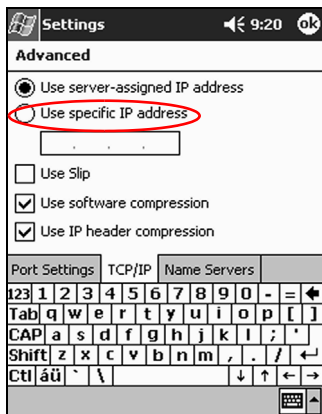


6. Tap **Modify > New**.

7. Enter a name for the connection, select the modem type, then select the correct baud rate for that modem.



8. If you need to enter the specific TCP/IP settings, tap **Advanced**, then tap **TCP/IP**.
9. Select “Use specific IP address.”



10. Enter your IP address.

11. Tap **OK > Next**.

Settings 9:19

Make New Connection

Enter a name for the connection:
My Connection

Select a modem:
Hayes Compatible on COM1:

Baud rate:
19200

Advanced...

Cancel Back **Next**

123 1 2 3 4 5 6 7 8 9 0 - = < >
Tab q w e r t y u i o p []
CAP a s d f g h j k l ; ' < >
Shift z x c v b n m , . / < >
Ctl á ü ` \ | _ + = < >

12. Enter the phone number for your Internet Service Provider, then tap **Next**.

Settings 9:22

My Connection

Country code: 1

Area code: 425

Phone number:

Cancel Back **Next**

123 1 2 3 4 5 6 7 8 9 0 - = < >
Tab q w e r t y u i o p []
CAP a s d f g h j k l ; ' < >
Shift z x c v b n m , . / < >
Ctl á ü ` \ | _ + = < >

13. Tap **Finish** to set up the modem connection.



14. Tap **OK** to return to the **Connections** window.
15. Tap **OK** to return to **Settings**.

Synchronizing Links

You can synchronize links to Web sites from your **Favorites** list on your computer to view them offline with Pocket Internet Explorer.

1. From the **Start** menu on your computer, click **Programs** and double-click the **Internet Explorer** icon.
2. Click **Favorites** to see the list of links to your favorite Web sites.
3. To save a Web site link to Mobile Favorites, open the Web site, then click **Create Mobile Favorite**.

If you selected “Favorites” as an information type to be synchronized, ActiveSync will copy your mobile favorite to your iPAQ h2200 Series the next time you synchronize.

4. Follow the instructions in Synchronize information to manually synchronize your favorite links.